

Date: 01/12/2017

### **4<sup>th</sup> IQAC Meeting**

Venue: 6<sup>th</sup> floor, Board Room, Admin Block, REVA University,  
Rukmini Knowledge Park, Yelahanka, Bengaluru-64.

As per the direction of Honorable Vice Chancellor, Chair, IQAC, the meeting of IQAC is fixed on 14<sup>th</sup> December 2017. All members of IQAC are hereby requested to attend the meeting scheduled on 14<sup>th</sup> December 2017 at 10:30am in the 6<sup>th</sup> floor, Board Room, Admin Block, REVA University and extend your support and Cooperation. The agenda of the meeting is as under.

#### **Agenda of the meeting**

1. Approval of the minutes of 3<sup>rd</sup> meeting of the IQAC.
2. Formation of the Steering Committee
3. Presentation of the strategy for NAAC documentations preparation
4. Process to be followed for collating data
5. Criterion wise Excel data for Central Repository.
6. Any other matter with the permission of the Chair

Director, IQAC.

## PROCEEDINGS OF THE 4<sup>th</sup> MEETING OF THE IQAC

DATE : 14/12/2017  
 Day : Saturday  
 Venue : Board Room – 6<sup>th</sup> floor, Administrative Block  
 Chairperson : Vice Chancellor  
 Member Secretary : Director IQAC

### MEMBERS PRESENT:

Sl. No.	Name	Designation
1	Dr.S.Y.Kulkarni	Vice Chancellor
2	Smt. Tanisha U Raju	Trustee
3	Dr. V.G. Talawar	Advisor
4	Dr. M. Dhanamjaya	Registrar
5	Dr. Ramachandra.P	Registrar (Evaluation)
6	Dr. Venkatramu	Director, IQAC
7	Dr. N. Ramesh	Dean – Training, Placement & Planning
8	Dr. Divakar.B.P	Dean Research & Innovative Council
9	Dr. Jagadeeshwaran.N	School of Mechanical Engineering
10	Dr. Sunil Kumar Tengali	School of Civil Engineering
11	Dr. Vishnu Kumar	School of Physics
12	Dr. Sandeep.M.N	School of Legal Studies
13	Mr. D.S. Manjunath	Sr. Engineer, CISCO Systems, Bangalore
14	Mr. Rajesh.K	Aspire Woods Pvt. Ltd., Bangalore
15	Mr. Raghuram.B.R	Sr. Consultant M/s. DivyaSree Co. Ltd
16	Mr. Sundar.K.S	Associate Vice President & Senior Lead Principal, Education, Training & Assessment, GEC, Infosys Limited, Mysore

### Special Invitees:

Sl.No	Name	Designation
1	Dr. Beena.G	Associate Dean – School of A & H
2	Dr. Shubha.A	Director, School of Commerce & Management Studies
3	Dr. Ramalinga Reddy	Director, School of Civil Engineering
4	Dr. S. Senthil	Director – School of CSA
5	Dr. Vidya Shankar Shetty	Director, International Relations & Public Relations

#### **AGENDA:**

- 1) Approval of the minutes of 3<sup>rd</sup> meeting of the IQAC.
- 2) Formation of the Steering Committee
- 3) Presentation of the strategy for NAAC documentations preparation
- 4) Process to be followed for collating data
- 5) Criterion wise Excel data for Central Repository.
- 6) Any other matter with the permission of the Chair

#### **PROCEEDINGS**

##### **Agenda 1.** Approval of the minutes of 3<sup>rd</sup> meeting of the IQAC

The Dean IQAC presented the minutes of 3<sup>rd</sup> IQAC meeting and actions taken before the committee.

**Decision:** The committee approved the proceedings of 3<sup>rd</sup> Meeting of the IQAC held on 10<sup>th</sup> June, 2017.

##### **Agenda 2.** Formation of the Steering Committee

The Director, IQAC briefed upon the need for formation of steering committee to assess and guide the NAAC accreditation documentation and requested the IQAC members to suggest members for steering committee.

**Decision:** The IQAC members decided to have the following members in the steering committee.

- Dr. M. Dhanamjaya
- Dr. V. G. Talawar
- Dr. A. Shubha
- Dr. G. Beena
- Dr.S. Senthil
- Dr. B. P. Divakar
- Dr. Y.Ramalinga Reddy

- Dr. P. S. Venkataramu
- Dr. N. Ramesh

**Agenda 3.** Presentation on strategy for NAAC documentation.

Dr. Vidya Shankar Shetty presented the detailed strategy for preparing NAAC documents. The points discussed in the strategy are as below.

- Distribution of Criteria to Steering Committee Members.
- Sharing of the presentation with all Steering Committee members so that they can in turn train their respective teams
- Steering Committee to submit the list of Lead Design for each Criteria
- Steering Committee to meet at least once a fortnight to present the progress of the work.
- Take up criterion wise data handling by the next meeting

**Decision:** The IQAC committee members unanimously agreed upon the strategy and approved the points discussed.

**Agenda 4.** Process to be followed for collating data

Dr. Vidya Shankar Shetty presented the organogram for preparing documents for NAAC. The organogram is as follows. Each criterion will have head (Main criterion coordinator), curator and school coordinators. The heads of each criteria will ask the directors to nominate the coordinators from the school. The school coordinators in consent with the director have to furnish the data to the curators. The Curators are responsible to collate the data from all schools and maintain the central repository in consent with the respective heads.

**Decision:** The IQAC committee members agreed and approved the process of collating data.

**Agenda 5.** Criterion wise Excel data for Central Repository

The curators with their criterion heads have to prepare the data templates (excel sheets) for each metric of the criterion and on approval from VC the data templates have to be shared for data collection.

**Decision:** The IQAC committee members agreed for the process for creating central repository.

**Agenda 6.** Any other matter with the permission of the Chair.

VC summarized all the points of the meeting and told that, Dr. Beena will play a crucial role in drafting and documenting the Best practices of the University. He also informed Director IQAC to keep ready IQA by end June, 2019

**Decision:** The IQAC members agreed and approved the points discussed.

The meeting was concluded with vote of thanks by the member secretary.

**Director IQAC and Member Secretary**  
**(Dr. Venkatramu)**

**Vice Chancellor and Chairman**  
**(Dr.S.Y.Kulkarni)**