

R.V. COLLEGE OF ENGINEERING
Bengaluru – 560059.

Proceedings of IQAC Meeting held on 11th May. 2018

Members Present:

- 1) Dr. K.N. Subramanya, Principal
- 2) Sri A. Krishna Reddy, Registrar
- 3) Sri. D.P. Nagaraj, Hon. Jt. Secretary, RSST.
- 4) Mr. S.K. Venkatesh, Admin Manager
- 5) Mr. Ganapathy Aithal, Accounts Superintendent
- 6) Prof. K. Vasudeva Banninithaya, Professor, Dept. of EEE
- 7) Prof. B. Anand, Professor, Dept. of ME
- 8) Prof. Nagashree N. Rao, Assoc. Professor, Dept. of BT
- 9) Prof. Ramaa A., Assoc. Professor, Dept. of IEM
- 10) Prof. Archana M.R, Asst. Professor, Dept. of CV
- 11) Dr. N.K. Srinath, Dean (Academics), Co-ordinator
- 12) Prof. S.C. Prasanna Kumar, Professor, Dept. of EIE

External Members:

- 14) Dr. M.H. Kori, Technology Consultant

Leave of Absence:

- 1) Dr. Sudarshan Rao, M/s. BigSolv Labs
- 2) Prof. U.H. Acharya, Professor, SQC & OR Unit, Indian Statistical Institute.
- 3) Mr. Girija Kolagada, Director, Software Development, Cloud Native Engg. Group & GBU, Oracle India Pvt. Ltd.

At the outset, the Principal welcomed all the members.

The Chairman introduced all the external and internal members.

Sub. No. 7: To read and record proceedings of the Sub No: 7 of previous meeting held on 02.11.2017 and consolidated proceedings of internal IQAC meetings held in this reference.

Extension meeting is scheduled in reference with subject No 7 of IQAC meeting held on 02 Nov 2017

Principal briefed about the discussions in reference with subject No:7 which was discussed in the previous IQAC meeting held on 02.11.2017. Further, briefed about the gist of the internal IQAC meetings held.

Henceforth, the discussion points under this Subject No: 7 & shall be referred as Item Numbers with serial number starting from 01, as this discussions are more focussed on Metric's/elements from NAAC criterions in line with preparedness for Re-Assessment

Item. No. 01: Relevance of Curriculam developed /adopted

The Principal explained to the committee regarding Curriculam developed /adopted should have relevance to the local/ national / regional/global developmental needs with learning objectives

Also discussed in detail about Programme outcomes, Programme specific outcomes and course outcomes of all the Programme offered by the Institution

Also, one of the committee member suggested to develop a SOP for establishing relevance of curriculum/ developed /adopted in line with global needs.

Item. No. 02: The Principal briefed the committee regarding number of Programmes where syllabus revision was carried out during the last five years

Dr. Kori enquired regarding the procedure adopted by the institution for syllabus revision; Principal briefed that as per existing process the respective dept will prepare, and submit to BoS which in turn put forward for Academic council; which shall happen based on VTU guidelines or 3 years once as per Institutional policy

Where in it was suggested to develop a policy for Syllabus review in line existing process, also mentioned this whole process has to be through IQAC to validate them as Quality improvements.

Item. No. 03: Average percentage of courses having focus on employability/ entrepreneurship/ skill development during the last five years

The Principal stated that, as opined by the committee members on previous IQAC meetings that it is required to identify the courses with focus on employability/ entrepreneurship/ skill development so as to increase/creating more placement opportunities.

Also, one of the committee members suggested to have a structured review mechanism in place.

4. **Item. No. 04:** Demand Ratio (application received Vs seats available)

Principal highlighted about the need for identifying demand ration of the institution, where in it was thought of having application forms in place if feasible.

Also it is proposed to study the feasibility of initiating application process for MQ Seats as a pilot.

5. **Item. No. 05:** Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc)

Principal briefed about that the improvements in teaching, learning & evaluation is initiated through encouraging teachers to use more ICT based practices, and also mentioned that faculty have been briefed to mention the use of ICT tools adopted by them in their respective lesson plan.

6. **Item. No. 06:** Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the last five years

Principal stated that there is constant increase in number of teachers receiving recognitions/awards which shows the enthusiasm & efforts of teachers in bringing more value addition in their respective areas.

One of the committee member sought clarification about the process of filing the documents of awards or recognitions being received by respective faculty.

Principal briefed that the documents will be stored in individual files in respective departments, where in it is proposed to maintain them in the master file of the individual.

The meeting concluded with discussions on above points.


IQAC Co-ordinator


Chairperson
PRINCIPAL
R V COLLEGE OF ENGINEERING
BANGALORE - 560 059

Annex-1

The chairperson explained to the committee regarding few changes of members & coordinator in IQAC committee, which has been put forward for approval.

A few senior administrative officers	1) Dr. K.N. Subramanya, Principal 2) Prof. Jason D. Ugargol, Registrar, RVCE 3) Mr. S.K. Venkatesh, Admin Manager 4) Mr. Ganapathy Aithal, Accounts Superintendent
Three to eight teachers	1) Prof. K. Vasudeva Banninathaya, Professor, Dept. of EEE 2) Prof. B. Anand, Professor, Dept. of ME 3) Prof. S.C. Prasanna Kumar, Professor, Dept. of EIE 4) Prof. Nagashree N. Rao, Assoc. Professor, Dept. of BT 5) Prof. Ramaa A., Assoc. Professor, Dept. of IEM 6) Prof. Archana M.R, Asst. Professor, Dept. of CV 7) Dr. N.K. Srinath, Dean (Academics)
One member from the Management	Sri. D.P. Nagaraj, Hon. Jt. Secretary, RSST.
One/two nominees from local society, Students and Alumni	1) Dr. Sudarshan Rao M/s. BigSolv Labs, Bengaluru. 2) Dr. M.H. Kori, Technology Consultant, Bengaluru.
One/two nominees from Employers/Industrialists/ stakeholders	1) Prof. U.H. Acharya Professor, SQC & OR Unit, Indian Statistical Institute, Bengaluru. 2) Ms. Girija Kolagada Director, Software Development, Oracle India Pvt. Ltd.,
Co-ordinator	Dr. Sreenath.K, Dy.Registrar, RVCE

Annex:2

Requisites for IIQA submission:

- Closure note of gaps raised during initial assessment.
- IQAC MoM per criteria with action take reports- till date (since IQAC inception; for every quarter there should be a meeting) including mandatory 3 IQAC MoM & action taken reports per criteria for this year 2018 to initiate IIQA application filing.
- Hyperlinks of Submitted AQAR reports, data evidences for documents submitted during Appeal- as we are applying for Reassessment.
- List of administration/Statutory committees in the institution.
- Declaration by the head of the Institution regarding Preparedness for IIQA & SSR submission.
- Dead line for filing SSR is November 13 2018 i.e ideally within 30-45 days of IIQA Submission.

Requisites for SSR Submission:

- Gap Closure report of initial assessment with document evidences
- Academic & Administrative Audit of the Institution
- Administrative/Statutory Committees of the Institution with functionality Proof(Document evidences)
- Institutional process manual- Quality Manual)

SSR Report Format:

1. Executive Summary
2. Profile of the Institution
3. Extended profile of the Institution
4. Quality Indicator framework
5. Evaluative reports of the Departments
6. Best practices of the Institution
7. Quantitative metrics documents- data templates.

*IIQA & SSR submission is completely through online only (stage wise)

Action taken report (ATR) of MoM of IQAC Meeting held on 11th May 2018 - IQAC

R V College of Engineering, Bengaluru -560059

Date: 04/06/18

Item No	Minutes of Meeting	Discussion point	Action proposed/taken	Resolution
1	Curricula developed/adopted have relevance to the local/national / regional/global developmental needs with learning objectives including Programme specific outcomes, Programme and course outcomes of all the Programme offered by the Institution	Institutional policy need to be drafted in line with existing process being followed.	The Board of Studies - Minutes of meeting is to be prepared indicating the relevance of incorporation of curriculum – UG and PG based on Vision 2035 document / any other national vision requirements. The same must be validated by respective HoDs and approved at Academic council since 2015. Also, it is proposed to use the existing program educational objectives of respective departments as the department quality objectives. Subsequently it is recommended that department HoDs can initiate formulation of new quality objectives in line with the policy (one / department or one / programme – as necessary)	Development of Draft Institutional policy on process
2	Percentage of Programmes where syllabus revision was carried out during the last five years	As per existing process the dept will prepare, and submit to BoS which in turn put forward for Ac- where in it has to be through IQAC to validate them as Quality improvements. Development of a policy for Syllabus review in line with VTU Guidelines/Institutional existing process.	It is proposed to have Syllabus review for every programme annually or as and when required. As since 2015 syllabus revision has occurred twice. It is required to Draft BoS minutes in coordination with IQAC for the programmes/ courses where the syllabus revision has taken place Also, list of programmes/courses that are recommended for revision needs to be listed and validated in BoS minutes and in the MoM it has to be recorded that programmes / courses where syllabus revision has not taken place may be continued and shall be accorded approval as deemed fit for continuation.	Development of a policy is in process.

3	Average percentage of courses having focus on employability/ entrepreneurship/ skill development during the last five years	Developing a Structured review mechanism	It is proposed to review the syllabus periodically for employability quotient in consonance with syllabus review.	Shall be implemented from next academic process (2018-19)
4	Demand Ratio (Average of last five years)(Application received Vs seats available)	To Study the feasibility of initiating Application process for MQ Seats.	As R V College does not receive any applications from students (affiliated to university and seats are filled by CET, COMED-K) it is presumed that the demand ratio is high (as top rank students in CET and COMED K prefer R V CE). This is an indicative that more than 30 to 40% of the students are willing to join RVCE. Also, It is proposed to study the feasibility of initiating application form for the management quota from next academic year	Feasibility discussions on process
5	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc)	Use of ICT tools by faculty have to be reflected in the lesson plan and teaching methods.	Faculty to be informed to include LMS, e-resources with URL in the lesson plan. Also proposed to have a policy for use of LMS & E resources, so as to validate the material/ resources being utilized.	On process
6	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years	Documents available in department offices	It was decided that from next academic year whenever a faculty receives awards, recognition, fellowships, a copy of all related documents have to be submitted to the establishment section of the central office (main personnel files).	On process

M.K. Srinivas
IQAC Coordinator

S. Subramanyam
Chairperson
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