

Minutes of the meeting

A meeting was held in the IQAC office on 03rd August 2017 at 10:30 AM with the following members present:

Designation	Name	Signature
Chairman	Dr. H.B. PhaniRaju	<i>H.B. PhaniRaju</i>
Coordinator	Prof.Nagaraja. C	<i>G. Nagaraja</i>
Members	Dr. Chandrasekhar N	<i>Chandrasekhar N</i>
	Dr. K.S Ramakrishna	<i>K.S Ramakrishna</i>
	Prof.Basavesha .D	<i>Basavesha .D</i>
	Prof.Prathap B.N	<i>Prathap B.N</i>
	Prof. K P Chandraiah	<i>K.P Chandraiah</i>
	Mr.Mahantesh	<i>Mr.Mahantesh</i>

Agenda:

01. To prepare the Academic Plan for the odd semester to discuss 2017 scheme
02. Discussion on Change of syllabus
03. Result analysis
04. Discussion on the VGST/KSCST Student sponsored projects.
05. To initiate the NAAC Preparation.
06. Continuation of the ISO External Audit.
07. Placement analysis of 2016-17.
08. Review of feedback.
09. Discussion on implementing value added courses.
10. Planning for conduction of training program for staff and faculty members.
11. Deputing the faculty members for FDP's and Conferences.
12. Any other Issues

Discussions:

01. To prepare Academic Plan for the odd semester.

It was decided to inform all HODs and department staff coordinators to prepare academic plan as Calendar of Events for Odd semester and to appraise the HoDs to take care of the preparation of departmental events, time table and individual time tables. It is informed that all faculty members need to prepare the course material necessary for teaching and facilitating the students once the semester begins.

02. Discussion on Change of syllabus

The discussion was held on the change of 2017 scheme syllabus introduced by the university and the new books need to be procured according to the new syllabus. All departmental HODs need to provide the request for books which caters to the requirements of new syllabus. Librarian should consolidate all the request from the departments and need to procure the quotation from different Publishers based on which the scrutiny of quotation the books shall be procured.

03. Result analysis

The result analysis of current semester examinations was discussed. Accordingly, it is advised to all Department of HoDs and coordinators to take care to improve the academic results and the need of counselling the students who have backlogs and if necessary the arrangements for special classes need to be arranged for them.

04. Discuss about the VGST/KSCST sponsor projects

In the discussion, it was decided to inform the HoDsto take measures to increase the number of proposals to VGST /KSCST sponsored projects and the need to motivate students on innovations and research activities. The HoDs were urged to motivate the staff of the departments.

05. To initiate the NAAC Preparation

The discussion was held on initiating NAAC preparations which is very important in order to improve our position and rating in providing quality education. It is also decided to take measures by mobilising the Heads and the staff to go through the NAAC manual for the purpose and to make ready the documents for accreditation process.

06. Discuss about the preparation for ISO External Audit

The meeting discussed the preparation for ISO external audit. The institution follows the ISO format as a continuous improvement in its teaching learning process and hence the need to have an external ISO audit from 3rd party consultant. All HODs and coordinators from various departments need inform all staff members to be ready with all the relevant course material, manuals, records, etc. for the purpose.

07. Placement analysis of 2016-17.

The discussion was held on the placements happened for the academic year 2016-17. The complete placement analysis was done in the meeting.

08. Review of feedback.

The discussion was held on reviewing the faculty feedback. The HODs were informed to appraise the faculty on the deficiencies and the need to take the corrective actions in this regard by the faculty.

09. Discussion on implementing value added courses.

In the meeting it was discussed that implementing value added course for students in order to improve their innovative and technical skills.

10. Planning for conduction of training program for staff and faculty members.

In the meeting it was instructed to all HODs to plan for conduction of training program for teaching staff and faculty numbers in order to improve the teaching skills and learn the pedagogy.

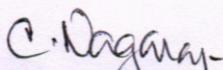
11. Deputing the faculty members for FDPs and Conferences.

The discussion was held in the meeting for deputing the faculty members for FDPs and conferences. It was discussed that at least one FDP and one conference for a faculty need to be attended in view of up gradation of their knowledge.

12. Any other Issues

The need to conduct more of activities related to Extracurricular and placement was discussed and the necessary arrangements in this direction need to be propelled by including in the time table if possible.

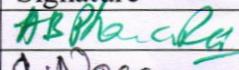
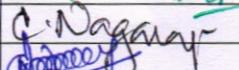
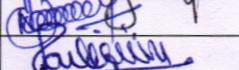
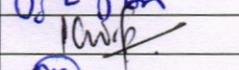
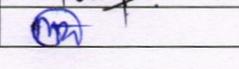
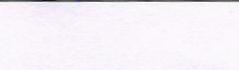
The meeting concluded with members abiding by the decisions in the meeting and to implement them in toto.


(Prof. C Nagaraja)
IQAC Coordinator


(Dr. H B Phaniraju)
Principal

Minutes of the meeting

A meeting was held in the IQAC office on 18TH JAN 2018 at 10:00 AM with the following members present:

Designation	Name	Signature
Chairman	Dr. H.B. PhaniRaju	
Coordinator	Prof.Nagaraja. C	
Members	Dr. Chandrasekhar N	
	Dr. K.S Ramakrishna	
	Prof.Basavesha .D	
	Prof.Prathap B.N	
	Prof. K P Chandraiah	
	Mr.Mahantesh	

Agenda:

01. To prepare Academic Plan for the even semester.
02. To discuss about conduction of Workshop, Technical Talks in each department.
03. To discuss about conduction of Extracurricular and Co-Curricular Activities.
04. Final admission status and admission promotion for next academic year
05. To discuss the progress of NAAC Preparation and ISO Audit.
06. Review of feedback.
07. Planning for conduction of training program for staff and faculty members.
06. Any other Issues.

Discussions:

01. To prepare Academic Plan for the even semester

It was decided to inform the HODs and department coordinators to plan the academic of even semester with a Calendar of Events. All department HODs need to take care preparation of departmental events, time table and individual time tables. It is informed that all faculty members need to prepare the notes with the course material to circulate to students.

02. To discuss about conduction of Workshop, Technical Talks in each department

It was decided to conduct workshops, technical talks and Seminars in each department as a part of knowledge sharing and augmentation for both staff and students which can enrich in the technical knowledge among young engineers. In this regard HoDs were instructed to

identify the resource persons who have a rich experience and can deliver technical talks in their domain. It was advised to incorporate them in the calendar of events as far as possible in the beginning of semester.

03. To discuss about conduction of Co - curricular and Extra curricular activities

It was decided to encourage and motivate our students for Co - curricular and Extra extra curricular activities along with regular academics. As a part of this, the HoDs were informed to submit proposals for conducting community projects, connecting to various nearby schools to bring awareness about environment and nature to school kids.

04. Final admission status and admission promotion for next academic year

The discussion was held on the final admission status and admission promotion for next academic year. The admission Strategies were discussed to improve the next academic year admissions.

05. To discuss the progress of NAAC Preparation and ISO audit

It was discussed to Plan for conduction of workshop on NAAC process to bring awareness among staff members and to collect and classify the necessary data and records under various criteria for presentation.

06. Review of feedback.

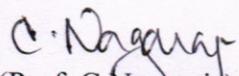
The discussion was held on reviewing the faculty feedback. The HODs were informed to appraise the staff about the feedback and the necessary improvements for overcoming the deficiencies.

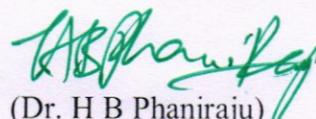
07. Planning for conduction of training program for staff and faculty members.

In the meeting it was instructed to all HODs to plan for conduction of training program for teaching staff and faculty numbers in order to improve the teaching skills and learn the pedagogy.

08. Any other Issues

The placement activities need to be increased to attract more students to the institution was discussed and the necessary Financial assistance needed for bringing in more campus placements was assured. All the members present abided by the decision taken and to implement them in the true spirit for the development and welfare of the institute.


(Prof. C Nagaraja)
IQAC Coordinator


(Dr. H B Phaniraju)
Principal