Accredited by NAAC & NBA*

SVCE BENGALURU

SRI VENKATESHWARA COLLEGE OF ENGINEERING
— Affiliated to VTU, Approved by AICTE, Recognised by UGC u/s 2(f) & 12(B)—

Internal Quality Assurance Cell

Ref: SVCE/IQAC/2022 – 23/46   Date: 04/08/2023

CIRCULAR

The Internal Quality Assurance Cell (IQAC) committee meeting was scheduled on **07/08/2023 (Monday) at 10.00 AM.** In this regard all the committee members are requested to attend the meeting.

Venue: Antee Chamber.

Agenda: -

- Review of NBA accreditation.
- Result Analysis of 1st, 3rd, 5th, 7th, & 8th Semester.
- Standard operating procedure (SOP) for Slow, Normal & Advanced Learners.
- Revision of Finance policy for promoting R & D, IPR and Consultancy.
- Approval of Rubrics for 4th Semester Internship (2021 Scheme).
- Formation of Academic Audit Committee.
- Revision of Academic Audit Format.
- FDP's on Research Methodology, IPR and Entrepreneurship.
- Research Publications and Patents.
- Research funds from reputed organization.
- Preparation for NBA of MBA department.
- Any other issues with the permission of chair.

4/8/23

IQAC Coordinator
IQAC Coordinator
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562157

Principal
PRINCIPAL
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562 157

E-Circulation To:

1. All the concerned.
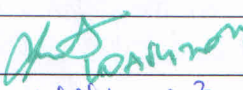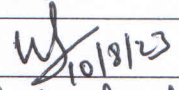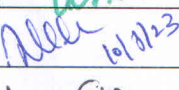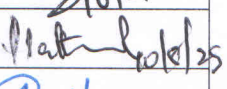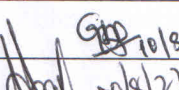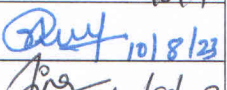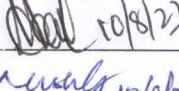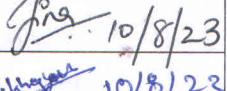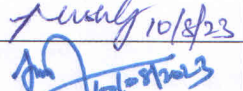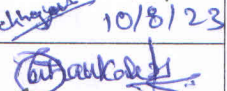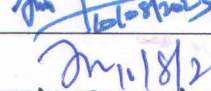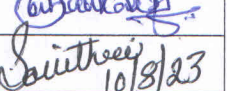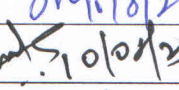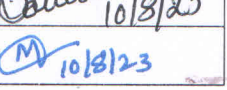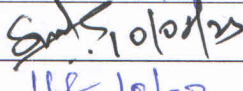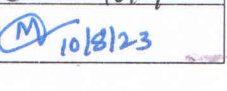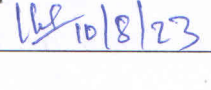
AY: 2022 – 23

Date: 07 – 08 – 2023

Division: IQAC

Meeting No.: 02

Members Present:

Sl. No.	Members Name	Signature	Sl. No.	Members Name	Signature
1	Dr. Nageshwara Guptha M		10	Dr. Sunil Kumar K N	10/8/23
2	Dr. Shashidhar Muniyappa	10/1/23	11	Dr. Prathima V R	10/8/25
3	Dr. Poornima G R	10/8	12	Dr. Srinivasa Rao K	10/8/23
4	Mr. Mohan Arun Das	10/8/23	13	Tina Popli	10/8/23
5	Mr. Prakash G	10/8/23	14	Chhayank Sharma	10/8/23
6	Dr. Jijesh J J	10-8-2023	15	Mr. Shivashankar Reddy	
7	Dr. Hema M S	10/8/23	16	Mrs. Savithri R	10/8/23
8	Dr. Sunil S	10/08/23	17	Dr. Manjunatha N K	10/8/23
9	Dr. Latha M S	10/8/23			

Agenda:

- Review of NBA accreditation.
- Result Analysis of 1st, 3rd, 5th, 7th, & 8th Semester.
- Standard operating procedure (SOP) for Slow, Normal & Advanced Learners.
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- Formation of Academic Audit Committee.
- Revision of Academic Audit Format.
- FDP's on Research Methodology, IPR and Entrepreneurship.
- Research Publications and Patents.
- Research funds from reputed organization.
- Preparation for NBA of MBA department.
- Any other issues with the permission of chair.

Members Absent:

Sl. No.	Name
1	Dr. Sanjeev C Lingareddy
2	Dr. Loghanathan R
3	Dr. V P Thiruloga Sundaram

10/8/23

IQAC Coordinator
IQAC Coordinator
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562157

Principal
PRINCIPAL
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562

Review of Previous Meeting Minutes:

Previous Meeting Date: 23 – 12 – 2022   **Previous Meeting No. :** 01

| Sl. No.	Action Plan	Responsibility	Status (C \ IP \ NS)
1	The committee has informed to prepare for NBA Committee visit, which is scheduled on 20/01/2023 to 22/01/2023	Principal, Heads of various departments and Faculty members.	C
2	The committee informed to improve the University results by motivating Faculty members and students. The committee suggested to give more practice on writing proper answers for the questions to the students.	Heads of all the departments and Faculty members.	IP
3	The Departments need to conduct two FDP's/Seminars/Workshops for Faculty members, Non-teaching staffs and Students.	Heads of all the departments.	IP
4	The committee suggested to improve research activities and informed to motivate the Faculty members to publish better research papers in reputed journals.	Principal, Heads of various departments and Faculty members.	IP
5	The committee has informed HoD's to motivate the Faculty Members towards Quality Proposals Write-up to attract more funds from reputed journals.	Principal, Heads of various departments and Faculty members.	C
6	The committee suggested to follow - Transform of Students Projects into Publications. - Quality Circle Meeting. - Internal Test Question Paper Moderation. - Open Book Test for Subset of courses. - Internship reports with Plagiarism. - Affective domains attainment, has Best Practices of the institute.	Principal, Heads of various departments and Faculty members.	IP
7	The committee suggested for Multidisciplinary Projects and Theory Week and Practical Week Time Table as Institutional Distinctiveness.	Principal, Heads of various departments and Faculty members.	C
8	The Committee Approved the revision of Course and Personal File Content Sheet with some modification and same will be implemented.	Principal, IQAC Coordinator, Heads of various departments and Faculty members.	C
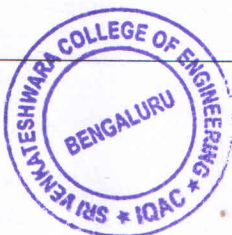
Minutes of Meeting:

- The IQAC Chairman/Principal welcomes all the Committee members.
- The IQAC Coordinator briefs out the proceedings of the previous IQAC Committee meeting.
- The Principal and Committee members congratulate the HOD's of CSE, ECE & ISE got the accreditation of NBA.
- The Principal informed to HoD's to go through the NBA expert members suggestions in the evaluation sheets and take necessary action for all weakness and deficiencies.
- The Principal & IQAC Coordinator informed HoD's to improve the department activities in Publication, Consultancy work and Patent.
- The IQAC Coordinator proposed the result analysis of 1st, 3rd, 5th, 7th & 8th semester of all the departments and informed to improve the over result of their departments in upcoming semester.
- The IQAC Coordinator proposed the Standard operating procedure (SOP) for identification of Slow, Normal & Advanced Learners, the committee members are approved the SOP and the Principal informed to all the HoD's to follow the SOP effectively after each internal test.
- The IQAC Coordinator proposed a revised Financial Policy for promoting R & D, IPR and Consultancy services. The Principal informed committee members that after the approval of management, the policy will be implemented.
- The IQAC Coordinators proposed the rubrics for Internship for 4th semester 2021 Scheme, the committee has approved the rubrics.
- The Principal informed to IQAC coordinator to form the Academic Audit Committee with external and internal members and informed other members to suggest external audit members having good knowledge about accreditation process.
- The IQAC Coordinator proposed the new format for academic audit, the committee members approved the format. The new format will be used in an upcoming academic audit.
- The Principal informed all the HoD's to conduct FDP's related to Research, IPR, Entrepreneurship and Plagiarism for Faculty members and Students.
- The Committee congratulates the Faculty members, who published the papers in reputed journals and informed to HoD's to motivate Faculty Members to publish more Research Papers in UGC Care / Scopus index Journals/Conferences.
- The Committee suggested to all the HoD's to look at its Research Funds /in the Current Academic Year.
- The committee informed to MBA HoD to prepare for NBA accreditation as per the requirement.

Action Plan for this Meeting:

Sl. No.	Agenda	Action Plan	Responsibility
1	Review of NBA accreditation.	The Principal informed to all the HoD's to observe the suggestions of NAB peer members. The Principal informed to Placement officer and HoD's to improve the placement activities.	All HoD's.
2	Result Analysis of 1st, 3rd, 5th, 7th, & 8th Semester.	The committee informed to improve the University results by motivating Faculty members and students. The committee suggested giving more practice in writing proper answers to the questions to the students.	Heads of all the departments and Faculty members.
3	Standard operating procedure (SOP) for Slow, Normal & Advanced Learners.	The committee approved and informed to implement for the next academic year.	IQAC Coordinator, Heads of all the departments and Faculty members.
4	Revision of Finance policy for promoting R & D, IPR and Consultancy.	The IQAC Coordinator proposed the policy, which will be implemented after the approval of Management.	Principal.
5	Approval of Rubrics for 4th Semester Internship (2021 Scheme).	The committee approved the rubrics and informed implement.	IQAC coordinator, Heads of all the departments and Faculty members.
6	Formation of Academic Audit Committee.	The Committee informed to form the Academic audit committee with external members.	IQAC Coordinator & Dean Academics.
7	Revision of Academic Audit Format.	The Committee approved the revised academic audit format and informed to implement from subsequent audit.	IQAC Coordinator & Dean Academics.

8	FDP's on Research Methodology, IPR and Entrepreneurship.	The Principal informed Department HoD's to conduct FDP's/ Seminars/ Workshops on Research, IPR, Entrepreneurship and Plagiarism for Faculty members and Students. The committee focused on organizing events sponsored by various organizations.	Heads of all the departments.
9	Research Publications and Patents.	The committee suggested improving research activities and informed to motivate the faculty members to publish better research papers in reputed journals.	Principal, Heads of various departments and Faculty members.
10	Research funds from reputed organization.	The committee has informed HoD's to motivate the Faculty Members towards Quality Proposals Write-up to attract more funds from reputable journals.	Principal, Heads of various departments and Faculty members.
11	Preparation for NBA of MBA department.	The committee members are informed to MBA HoD to prepare for NBA accreditation as per requirement.	HoD MBA

Suggestions by IQAC Committee Members:

Mr. Shivasankar Reddy, Industrialist

- Suggested to improve industry interaction by organizing awareness programs to the students from industry experts.
- Suggested to encourage students to participate more in internships and skilling in multidisciplinary domains.

Ms. Tina Poli, Student Representative

- The IQAC Coordinator asked the Suggestions form student member, Ms. Tina Poli Suggested to conduct Mock interview, HR interviews during Placement training classes which helps students for the placement.

Mr. Chhayank Sharme, Alumni Representative

- IQAC Coordinator requested more interaction of alumni's with students in terms of knowledge sharing, the member agreed.

Dr. Nageswara Guptha M, Principal

- Suggested to improve in writing quality of research proposals.
- Suggested to follow SOP for slow, Normal and Advanced learners effectively after each internal test and to compare the results with previous IA tests.
- Suggested to organize seminars/ workshops on Plagiarism.

The IQAC Coordinator Thanked the Chairman / Principal and all the members for participating in the meeting by providing their inputs / suggestions.

Note: C – Completed, IP – In Progress, NS – Not Started

Copy to: IQAC File

10|8|23

IQAC Coordinator

IQAC Coordinator
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562157

10 AUG 2024.

Principal

PRINCIPAL
Sri Venkateshwara College of Engineering
Vidyanagar, Bengaluru-562 1~