JSS MAHAVIDYAPEETHA
JSS ACADEMY OF TECHNICAL EDUCATION,
BENGALURU - 60
Affiliated to Visvesvaraya Technological University, Belagavi, Karnataka, INDIA
Approved by All India Council for Technical Education, New Delhi
UG programs accredited by NBA: ECE, CSE, ISE, CIVIL, ME, IEM, E & IE

Date: 12/06/2021

Proceedings of the IQAC Meeting

The IQAC Meeting was held on 12.06.2020 at 2.30PM in online mode using the Google meet: **meet.google.com/pfa-fqse-bug.**

Preamble

The primary aim of constituting the **Internal Quality Assurance Cell (IQAC)** is for improving the quality and for smooth conduction of various academic and administrative activities. This cell in the college will look into quality education and other quality aspects of the Institution. The other functions of IQAC are:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The IQAC Coordinator **Dr. Aravind H S, Professor, Dept. of ECE,** welcomed Dr. H R Mahadevaswamy, Joint Director (TED), Dr. M V Latte, Principal, Mr.Veeresh C S, Administrative officer, all Deans and HOD's, Placement Officer and other members to the meeting. He briefed about the activities conducted so far in the IQAC. The same are as follows-

- Meeting of Department level identified coordinators was conducted and discussed the roles and responsibilities of IQAC coordinator and the Department coordinators in quality initiatives.
- IQAC Co-ordinator presented the IQAC vision, Objectives, Strategies, Functions, Benefits, to all the members present.
- **Coordinator identified the following parameters for areas of improvements:** Admission, Results, Placements, Teaching Learning Process, OBE Practices, Project Works (students), Publication in Journal (WoS, Scopus, UGC), Ranks in the Department, Department Forum

Activities, Technical Forum Activities, Mentoring, Organizing Workshops , Organizing Seminars, Organizing Conferences, Organizing FDPs, Course files, Innovation in Teaching, Funded Projects, Newsletters, Best practices.

- He requested all the HOD's to give their suggestions on the 20 parameters/points identified. Based on the inputs received from all the HOD's a consolidated report has prepared and presented to all the members.

- The purpose of this meeting with all HOD's & internal members to have a discussion on some policies to be framed.

- At the end Coordinator requested all the members to give their suggestions towards the improvement.

Discussions:

Dr. Jayadevappa, Professor & HOD EIE Dept., mentioned that as per criteria 6 of NAAC the IQAC system carries 30 marks. In that IQAC cell has to be formed in the Institution and it is a part of the major committee & bodies to support Academic activities in the institute. He also mentioned IQAC ensures enhancement & Co-ordination of various activities of institution. It facilitates to conduct academic audit and also various other activities, like TLP, Internship, student projects, professional bodies activities etc., It also helps in incremental improvements with regard to quality that need to be captured. With regard to quality, each department has to submit an audit report by considering placement, Internship, TLP, guest lecture, industrial visits, publications consultancy etc. Regular meetings need to be conducted, feedback to be collected & analyzed for improvements & also these are evidences for NAAC, NBA & NIRF rankings etc.,

Dr. M V Latte, Principal, mentioned the IQAC roles, responsibilities & requirements for NAAC preparation, assurance & steps initiated for incremental growth and for these the parameters identified by IQAC coordinator are needed.
All the 20 parameters identified are discussed in HOD's meeting, the data is available, if not it needs to be collected with individual HOD's. He mentioned that suggestions are given regularly to improve the placements and results. The university results are the outcome of TLP and are captured under OBE practices & innovative teaching methods are also followed and taken care by all the departments. The Project work identification & internal evaluations are practiced in the department, in this regard all the documents need to be maintained & discussed whenever we conduct IQAC meeting with external members.

Dr. Nithyananda Chouhdary, Professor & HOD Physics, mentioned about the weaknesses to be identified such as failed students which is considered to work towards the improvements of the results.

Dr. H.R. Mahadevaswamy, Joint Director,(TED), mentioned that IQAC is a cell which is like an agency which implements the quality initiatives across organization such as:

> ➤A TLP quality improvement has to be initiated from IQAC. (i.e FDP to improve TLP & others).

> ➤The requirement to meet the quality initiatives of organization has to be discussed.

He also mentioned the importance of IQAC and what has to be done under IQAC. A strategic plan has to be discussed in the beginning of academic year with the principal & HOD's with 4 or 8 quadrant points, one of the quadrant may be academics, placements etc., at present where do we stand in academics & how do we improve the academics need to be discussed. (He mentioned with example, if result in a batch is 80%, in that the number of students who have passed the examination in 1st attempt, without back log is 40% then plan to improve by 10%.) For this a root cause analysis has to be made, (Ex: Reason may be faculty, university paper etc.) Depending on the reason identified/analyzed the decision has to be taken.

Initiative from IQAC is:

- While allotting the subjects, check the subject knowledge of teacher & then allot the subject.

- Mentoring has to be strong such that the student who is failed clears all subjects.

- Scholarships to be initiated for the students who are in need of money.

- Regarding the placements, if placements are less, root cause analysis has to be initiated and suggestion to improve the placement has to be provided.

Towards the above issues IQAC has to discuss, deliberate & suggest and later the responsibility will be assigned to all departments HOD's for execution. Once it is done the data should be collected and presented in the next IQAC meeting. He suggested in each meeting 3 to 4 initiatives have to be considered for discussion and at the end action taken report has to be submitted. Towards that a sample format of IQAC proceedings was shown by the joint director. And also he mentioned the procedure to be followed for IQAC meeting. It is as follows-

- Agenda has to be prepared by IQAC Co-ordinator along with chairman and circulated to IQAC members.

- PPT should be prepared by IQAC coordinator by consisting of programs organized in Department & College, result analysis, remedial classes, mentoring, research funding, resource optimization, NBA process, conduction of preparatory exams for 1st year students, process for identification of bright and weak students etc.,

- IQAC coordinator will welcome all members.
- Chairman will give initial remarks.
- Followed by discussion as per agenda.

Joint director also suggested that till NAAC is over take some important points and discuss, deliberate, later send to department for implementation. He also mentioned that IQAC coordinator should be integrated in a system then the things will happen, hence he has to be called for all HOD's meetings. He mentioned IQAC cell should have a separate room with the office assistant to help the coordinator with IQAC related work. All the record related to IQAC should be maintained in that room and IQAC cell is the one which implements the quality initiatives and require to frame the policy & chase the policy.

Mr. Veeresh, A O, mentioned these discussions need to be peculated down-words, all faculty & non-teaching should work towards quality improvements. All employees should take responsibility and they should feel it.

Dr. B P Shivakumar, Professor & Dean-Student Welfare, mentioned that guidelines & policy has to be established properly for faculty & non-teaching staff to improve the quality in the institution.

Dr. Siddesh, Associate Professor & HOD, Dept. of ECE, informed that the III semester results are low in all the Departments & also in other colleges, if this continues many students will be detained due to which we are losing fees, hence improving the results should be given utmost importance.

At the end IQAC Coordinator mentioned the future plans:

- Webinar on team work planned by Dr. Prasanth V , Professor, JSSAHER, Mysore.
- Academic related initiatives,
- MoU's improvements.
- FDP's-on Quality improvements.
- Seminar/Workshop on ICT tools.
- Seminars for Non teaching on calibration, software maintenance & overall maintenance, Sports.
- Talk on Environmental Concerns.
- Improvements in placements and higher studies.
- Gaps identification & improvements.
- Identification of Strengths & weakness.

Finally the meeting was concluded with vote of thanks by **Dr. D Jayadevappa,** Professor & HOD, Department of EIE.

Members Present:

Sl.no.	Name	Department
1.	Dr. Mrityunjaya V Latte	Chairman
2.	Dr.H.R. Mahadevaswamy	Management Representative
3.	Dr. Bhimasen Soragaon	Member
4.	Dr. D. Jayadevappa	Member
5.	Dr. N. C. Naveen	Member
6.	Dr.Nityanand Chouhdary	Member
7.	Dr. Rekha P.M.	Member
8.	Mr. Veeresh C S	Invited Member
9.	HOD ECE	Invited Member
10.	HOD IEM	Invited Member
11.	HOD Chemistry	Invited Member
12.	HOD Maths	Invited Member
13.	HOD MBA	Invited Member
14.	HOD Civil	Invited Member
15.	Placement Officer	Invited Member
16.	Librarian	Invited Member
17.	Dr. Aravind H S	IQAC Coordinator

IQAC Coordinator

Principal