



JSSMAHAVIDYAPEETHA

JSSACADEMYOFTECHNICALEDUCATION

Affiliated to Visvesvaraya Technological University, Belagavi, Karnataka, INDIA Approved

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UG programs accredited by NBA: ECE, CSE, ISE, CIVIL, MECHANICAL, IEM, E&IE

IQAC Cell

Date: 19-05-2021

Proceedings of the IQAC Meeting, held in the online mode using the google meet

<https://meet.google.com/yzn-xstg-fixon> 19.05.2021 at 4.00 PM.

Agenda :

- Welcome and Addressing to IQAC Members for their roles and responsibilities.
- Brief about the roles and responsibilities of the IQAC .
- The areas of the improvement to be concentrated at the Department level.
- Documentation and Format Briefing to collect data and to submit.

Members Present:

SL. No	Name	Department
1.	Dr. H S Aravind	Co-Ordinator, ECE
2.	Ms Rashmi S M	Civil
2.	Dr B V Raghavendra / Dr M Mrutunjaya	ME
3.	Dr Nagasundra	CSE
4.	Dr Nethravathi B	ISE
5.	Dr Vijay Kumar	IEM
6.	Ms Bhanumathi K S	EIE
7.	Ms Neela A G	ECE
8.	Dr Prasanna Kumar	Physics
9.	Ms Kathyani	Chemistry
10.	Dr Umadevi	Maths
11.	Dr Suresh Naidu	MBA
12.	Shubha K P/ D M Kumar	Library
13.	Mr Praveen U B	Sports

Proceedings:

The **Co-Ordinator, Dr. Aravind H S** formally welcomed all the department coordinators to the meeting of the IQAC and briefed about the agenda of the meeting.

1. He requested the complete support from the Department coordinators for the smooth conduction of the IQAC cell formations and its implementation.
2. He displayed the guidelines of the AICTE where the role of the IQAC was highlighted and its importance and what are all the parameters to be evaluated during the IQAC meeting process.
3. He briefed about the various formats that are to be made ready and displayed the few samples of the other institution and insisted to work in line with those parameters.
4. He also insisted to collect data and reports are to be sent through the HOD mail id to IQAC mail id only and all the correspondence is to be made to the official IQAC mail and through the respective official mail IDs only so it will be easy for the record maintenance.
5. The documentation needs to be done collecting the information from different criteria of NAAC and the documentation is to be made as per the IQAC format only and he showcased a few sample reports of the IQAC meetings conducted and their proceedings documented in different colleges and requested for the same kind of formats to be followed.

Some questions asked during the meeting.

Mr. Praveen U B , Sports Department Coordinator requested for the formats that needs to be followed in order to collect the data and document the same as there are different formats followed by different departments for IQAC if the IQAC cell provides the common format the same could be followed .

Mrs. Bhanumathi K S, Coordinator of EIE Department, enquired about setting the standards for all the department as common so the Departments can work in order to fulfill the same and that's helps in keeping track of all the activities taken in the Department which can be quantified. She took the example of a MoU and briefed in terms of the Quantity.

Addressing to the concern of Mr. Praveen U B , and Mrs. Bhanumathi K S ,
Dr. Aravind H S agreed to set the standards and to design a common format and on approval from the NAAC committee the same would be circulated among the Departments and the Departments need to follow the same in providing the final report to IQAC Cell.

Dr. Aravind H S concluded the meeting by thanking all the members of the Department present .


IQAC Co-Ordinator,
Chairman-IQAC