

**Minutes of Third(3<sup>rd</sup>) IQAC Committee Meeting held on 6<sup>th</sup> Aug' 2021  
at University House, S18 Board Room, Gnanagangothri Campus**

**Members Present:**

**Chairperson:** Dr. K.K. Raina, Hon'ble Vice Chancellor

**Members:**

1. Dr. P. N. Razdan, Principal Advisor - Quality Assurance and Excellence Cell, GEF(M)
2. Dr. Govind R Kadambi, Director-IQAC and Pro Vice Chancellor, Research, Director-IQAC
3. Dr. D. C. Sundaresh, Pro-Vice Chancellor, Research,
4. Dr. Ananya Sen, Pro Vice Chancellor, Social Sciences
5. Prof. M. Saibaba, Registrar
6. Dr. Latha Anandakrishna, Dean-Academics
7. Prof. Ashok C Meti, CoE
8. Dr. Reema Chaudhuri, Director-Student Affairs
9. Dr. Rajasekhar Swamy, Dean-FET
10. Dr. Deepak A S Dean-FMPS
11. Dr. Prakash Chandra, nominee from Dean-FDS
12. Prof. Abby Mathew, Dean-FHMCT
13. Prof. Krishnamurthy Jayanna, Dean-FLAHS
14. Dr. Bharath. S, Dean-FPH
15. Dr. Srivatsa H S, Dean-FMC
16. Dr. Prashant Desai, Associate Dean, School of Law
17. Dr. Sharath Kumar, Director-Research
18. Mr. Lohit, Associate Dean-FAD
19. Mr. Jyothi Shankar, Director-DTSLD
20. Ms. Parameshwar. S, Chief-QAC
21. Ms. Geetha B E, Head-QAC
22. Ms. Vijayalakshmi, Head-QAC
23. Mr. Lokesh, Manager-ICT
24. Ms. Tejaswini, Research Team

**Invitees Attended:**

1. Mr. Narasimhan, Director- Admissions
2. Ms. Anjana, Manager-Admissions
3. Mr. Narasimha Murthy, Asst. Prof, CSE, FET
4. Mr. Ravichandra, Chef-Librarian,
5. Mr. Ashok. D, Librarian,
6. Mr. Mallikarjun, Librarian

**Meeting Recorded Details available in the following links:**

[https://msruas-my.sharepoint.com/:f/g/personal/lokesh\\_it\\_et\\_msruas\\_ac\\_in1/EoE8dDoT-IIAhxr4FVZFgIlBMy84yvQgvapKNmeuCOZkkA?e=jmzBW2](https://msruas-my.sharepoint.com/:f/g/personal/lokesh_it_et_msruas_ac_in1/EoE8dDoT-IIAhxr4FVZFgIlBMy84yvQgvapKNmeuCOZkkA?e=jmzBW2)

**Leave of Absence:**

1. Mr. Avinash Vaz, Managing Director, Arpita Foundation- nominee for local society
2. Mr. Avinash Singh, Campus Lead, Amazon - nominee for Employer
3. Mr. Vinay Ramesh, HR-Head, Acrolite- - nominee for Industry
4. Mr. Naveen Andrews, nominee for Alumni from FAD
5. Mr. Parv Kumar Goyal, nominee for Student

**Call to Order and Quorum:**

The meeting was called by Hon'ble Vice Chancellor at 10-30 AM.

With sufficient quorum being present the proceedings of the meeting were commenced by the Chairperson

**Welcome and Overview:**

Prof. K. K. Raina, Vice Chancellor and Chairperson, IQAC welcomed the members and invitees to the IQAC Committee Meeting and granted leave of absence for members who could not attend the meeting.

Chair in introductory remarks gave insight to the requirement of vibrant functioning of IQAC for effective implementation and monitoring of academic and administrative governance. A brief introduction on evolution of accreditation processes at national level was discussed with their importance.

**The following are the agenda items discussed and their minutes with annexures:**

Agenda No.	Agenda Item, Minutes and Resolution	Annexures
	<b>Action Taken Reports on previous minutes of meeting conducted on 26<sup>th</sup> and 27<sup>th</sup> April' 21</b>	
IQAC 3.1.1	<b>Preparedness for Advanced E-Lead Certification</b> <ul style="list-style-type: none"> <li>- It was informed to the committee by Chief-QAC that data submission was completed for Advanced E-Lead with the agency peer-review completion. Closure-Evidence related to Learning &amp; Development, Academic Integrity, Online Proctoring Tool and Cloud Storage were sought which has been sent.</li> <li>- Expecting Certification results by first week of Sep' 21.</li> </ul>	3.1.1
IQAC 3.1.2	<b>Preparedness for QS-I-GAUGE Audit</b> <ul style="list-style-type: none"> <li>- Overall Status of Data Uploading (80% completion) was presented to the committee by Chief-QAC, and it was informed that after review by the leadership team, final data submission will be done, and the target set for final submission was 17<sup>th</sup> Aug' 21 with review tentatively scheduled on 12<sup>th</sup> Aug' 21.</li> <li>- Status of Independent Survey conducted by QS-I-GAUGE from student (97% completion), Faculty (100% completed) and Alumni (100% completed)</li> </ul>	3.1.2
IQAC 3.1.3	<b>AICTE Extension of Approval (EoA)</b> <ul style="list-style-type: none"> <li>- Committee was updated with Extension of Approval received by AICTE on 15<sup>th</sup> July' 21</li> </ul>	
IQAC 3.1.4	<b>NIRF Data Submission</b> <ul style="list-style-type: none"> <li>- Committee was updated with the submission of NIRF Data Submission in Feb' 21 and results were awaited by second week of Aug' 21</li> <li>- RUAS had secured 11<sup>th</sup> Rank in Dental (FDS) and 52<sup>nd</sup> Rank in Pharmacy (FPH) in 2020 Ranking</li> </ul>	

IQAC 3.1.5	<b>ARIIA Data Submission</b> <ul style="list-style-type: none"> <li>- Committee was updated with the submission of data for ARIIA in April' 21 and results were awaited by last week of Aug' 21</li> <li>- RUAS had secured Band B in 2020 (<i>Rank Between 26th – 50<sup>th</sup> in Self-finance/Private Institutions Category</i>)</li> </ul>	
IQAC 3.1.6	<b>NBA Progress status FHMCT and FPH</b> <ul style="list-style-type: none"> <li>- Dean-FHMCT updated that the initial process of payment of INR 1 lakh for pre-qualifier has been completed and waiting for communication. Committee insisted to have approval from Vice Chancellor and schedule for review of Self-Assessment-Report (SAR) from leadership team to be scheduled by end of second week of Aug' 21</li> <li>- Dean-FPH updated the present status and Chair informed to complete the submission of SAR by end of Oct' 21. A meeting with NBA coordination team of FPH was scheduled to 7<sup>th</sup> Aug' 21 to be addressed by Vice Chancellor. Chair insisted to focus on collection of data for last three years and suggested to finish CO-PO mapping, also to connect to FHMCT and RIT for foundation common details to be presented in SAR</li> </ul>	3.1.6
IQAC 3.1.7	<b>NAAC SSR Preparedness</b> <ul style="list-style-type: none"> <li>- Chief-QAC presented the status of reviews done by the leadership team, requested all stake holders (Deans/Directors/Functional Heads) to support in providing suitable evidence sought from different criteria leaders.</li> <li>- Chair instructed all Deans of Faculty to conduct regular FDP, SDP consistently and report to IQAC for consolidation.</li> <li>- Also, it was informed that each Department through respective Dean's to come out with a calendar indicating academic activities, cultural, curricular and co-curricular activities focusing on quality and sustainability which will be presented in the higher boards</li> <li>- Dr. P N Razdan informed that all DVV excel data must be shared with all Dean's for information and assessment to understand gaps.</li> </ul>	3.1.7
IQAC 3.1.8	<b>AICTE Approval Process Handbook 2021-22 guidelines pertaining to programmes offered under FET, FPH, FHMCT and FMC(MBA):</b> <ul style="list-style-type: none"> <li>- The committee was updated with new features of APH 2021-22, and it was informed that any changes/revisions/increase or reduction in intake/addition or deletion of programmes to be in-line with the handbook guidelines to facilitate easy availability and upload of data during subsequent submissions for approvals.</li> <li>- It was informed by Chair and Dr. P N Razdan to close the gaps identified during LoA (which majority has been closed).</li> <li>- Fire Safety Certificate of both campus, Lifts and differently disabled facilities have been completed.</li> <li>- Dean's of FET, FPH, FHMCT and FMC were informed by the Chair to verify for any compliances as per the new APH 2021-22 and update within a weeks' time (by 17<sup>th</sup> Aug' 21)</li> <li>- HR was instructed to develop process to capture name of the new staff as per the PAN records which will facilitate data validation on AICTE portal.</li> </ul>	3.1.8

	<b>Academic related matters</b>	
IQAC 3.2.1	<b>Introduction of new courses</b> <ul style="list-style-type: none"> <li>- Dean-Academic informed that in line with NEP 2020-21 policy two programmes i) B. Des in Interactive Design from FAD and ii) M.Sc. in Food Nutrition and Dietetics from FLAHS has been approved by Academic Council and details are sent KSHEC, GoK and awaiting reply. After receiving approval, it will be presented in subsequent BoG for approval and rolled out for admissions of 2021-22</li> <li>- Chair informed that IQC committee will be appraised about these details subjected to approval from KSHEC, GoK and BoG</li> </ul>	3.2.1
IQAC 3.2.2	<b>Reduction in intake in some programs</b> <ul style="list-style-type: none"> <li>- Dean-Academic updated seat reduction in B. Tech Mechanical from 120 to 60 and M. Tech in four programmes viz., Automotive Engineering, Power Electronics and Drives, Robotics and Advanced Machinery Design seats were reduced from 18 to 12.</li> <li>- The concern about enrolment less than 10 in some programmes must have viewed seriously keeping in view of the resources incurred to run the programme w.r.t feasibility, employability potential, market status and demand</li> <li>- Chair expressed concerns about decline of admissions in PG Programmes compared to UG and highlighted that present strength of staff was based on PG intake. Also, IQAC to review after admissions of this year and analyse taking observations from respective HODs/Deans</li> </ul>	3.2.2
IQAC 3.2.3	<b>Conduct of classes/examinations during pandemic situation (online/offline)</b> <ul style="list-style-type: none"> <li>- Dean-Academics updated the committee about measures taken during pandemic time to enhance online T-L-A processes in form of development and training on SOP for conduction of online classes for both students and faculty, online proctored examinations through MS Teams, Usage of ERP.</li> <li>- Registrar informed CoE to check the possibility of integration of existing JUNO ERP with MS Teams</li> <li>- Chair informed Dean-Academic to conduct Faculty Analysis review in usage of MS Teams to identify and fill gaps for bringing in more effectiveness in teaching-learning and evaluation</li> <li>- It is proposed to establish "Centre for Online and Remote Learning (CoReL)" which shall facilitate requirements of the academic processes, especially in the present situation.</li> <li>- Chair informed Dean-Academics to evolve strategy and SOP for the Centre for Online and Remote Learning (CoReL)- (Policy Document) and present which will be taken for approval in the higher statutory bodies.</li> <li>- It was decided that the existing online material and e-content developed by the University to get vetted before uploading on any general accessibility platforms since it was a matter of global communication.</li> <li>- Chair informed that regular trainings (FDP) for new faculty, cross-disciplinary, Mentoring of Junior Faculty, strengthening faculty may be various activities to be planned and in future proposing a position of Dean-Faculty Affairs</li> </ul>	3.2.3

IQAC 3.2.4	<p><b>Proposal policy for identifying advanced learners and slow learners</b></p> <ul style="list-style-type: none"> <li>- It was decided to revise policy for slow and advanced learners and present for subsequent approvals.</li> <li>- Policy to brief metrics for identification of slow and advanced learners in terms of performance (band of marks to be used)</li> <li>- Dr. P N Razdan informed performance in Continuous Assessment to be monitored and for students identified as slow learners suitable remedial classes indicated in timetable to be planned and improvement by this has to be analysed and reported.</li> <li>- Equal opportunities for advanced learners to be provided in the policy in terms of appreciation, inclusion in innovation teams, challenging assignments, projects, sponsorship for events and contests, etc.,</li> <li>- It was proposed to have Achiever's Day preferably on 5<sup>th</sup> Sep' every year to felicitate toppers with some rewards and recognition certificates.</li> <li>- Prof. Sen, PVC-Social Sciences suggested that every faculty member can have one hour slot in a week displayed in their rooms for students interaction to clear their doubts or any related T-L-A matters related to the course delivered</li> </ul> <p><b>Chair suggested the following regarding I Sem in view of orienting students to professional programmes:</b></p> <ul style="list-style-type: none"> <li>- I Sem credits may be lowered</li> <li>- Focus to have more interaction to know the strengths and weaknesses</li> <li>- Engage more hours on practical side(labs/clinicals/Case-Studies/.) to make them aware about overview of their enrolled studies.</li> </ul>	
IQAC 3.2.5	<p><b>Maintenance of course files as on date –presentation one sample from each faculty to be presented</b></p> <ul style="list-style-type: none"> <li>- Chair informed that a review of course files department-wise will be scheduled and notified by Dean- Academics</li> <li>- Mandatory for maintenance of course files from the course leaders for the courses taught in terms of syllabi, student list, references list, books recommended, continuous assessment details in form of quiz papers, assignments, case studies, term test papers, etc., with the solutions and marking schemes and semester end exam details with overall results, feedback provided by students, feedback by faculty on course delivered with signature of HoD /Dean</li> </ul>	
IQAC 3.2.6	<p><b>Plan of action for 2020-21 Annual Project Exhibitions (Virtual Mode)</b></p> <ul style="list-style-type: none"> <li>- Dean-Academics with support from all Deans of respective faculty to schedule Annual Project Exhibition in the first week of Sep' 21 and notify.</li> <li>- Chair informed to invite the fresh batch students of 2021-22 to have understanding and best practices followed by the University.</li> <li>- Event Report to be uploaded on the website</li> </ul>	
IQAC 3.2.7	<p><b>Awards and Recognitions faculty wise</b></p>	

	<ul style="list-style-type: none"> <li>- Policy for faculty rewards and recognitions to be in line with HR policy document of the University and if required to be amended or revised as per the requirements covering aspects of academics, research, and service</li> <li>- Every year 5<sup>th</sup> September Teachers Day to be celebrated during which felicitations, awards and recognitions can be conferred for continuous encouragement and participation.</li> </ul>	
IQAC 3.2.8	<b>Mentor-Mentee meeting outcomes</b> <ul style="list-style-type: none"> <li>- Chief-QAC mentioned that present ERP portal is enabled to conduct Mentor-Mentee meetings in terms of mentor-mentee allocation and de-allocation, schedule mentor meetings, capture MoM and generate reports(minutes).</li> <li>- It was requested to all Deans to instruct all Head-Mentors nominated in each respective faculty to monitor this process and initiate actions and duly sign the Action Taken Reports (ATR).</li> <li>- Consolidated Mentor-Mentee report with ATR from each Head-Mentor duly signed by HODs/Deans to be sent to IQAC for consolidating the reports at the University level for facilitating presentation to BoM/BoG for the Vice Chancellor.</li> </ul>	3.2.8
IQAC 3.2.9	<b>Report on initiatives taken during pandemic time for the online remote access of library resource with usage report</b> <ul style="list-style-type: none"> <li>- Chair sought for infrastructure details of all libraries and instructed Chief- Librarian to generate a report consolidating campus-wise/faculty-wise infrastructure details (in sq. m) in line with the requirements specified by the regulatory bodies like AICTE, UGC, PCI, DCI, ..and report for any deviations to action upon</li> <li>- IQAC deliberated the concept to have Central Library as a learning resource one on each campus and in future to be coming under proposed "Directorate of Information Sciences"</li> <li>- Mechanism to connect to student during the pandemic time was discussed and librarians were informed to make 100% student access.</li> <li>- Library rules for students and staff to be published on website prominently and complete library details to be available for information to all stakeholders</li> <li>- Chair informed to conduct meeting of all librarians at least once in two weeks for overall updates.</li> <li>- Chair sought for the preparedness of the library to start the coming semester (academic year) in blended mode and specified the mandate to have a library audit and report the same.</li> <li>- Also, Deans were informed to plan for department e-library.</li> <li>- A separate session from the library to educate students about the facilities of library as a learning resource to be scheduled during the induction programme (Dean-Academics and Chief-Librarian to plan and update)</li> <li>- Orientation to faculty members by Librarians was informed to be planned during the induction and any updations in facilities</li> <li>- Online Remote Usage of both students and faculty for the period from 1<sup>st</sup> April' 20 to as on date to be submitted to understand effectiveness of usage of library resources in the pandemic time.</li> </ul>	3.2.9

	<b>Research related matters</b>	
IQAC 3.3.1	<b>Ongoing Research activities and status of MoU's in terms of progressive/extensions and action needed</b> <ul style="list-style-type: none"> <li>- Dr. Sharath presented the agenda highlighting overall facts and figures in terms of patents filed and awarded, publications, citations, sponsored research projects, Industrial Consultancy Projects executed, PhD Admission as on date and passed out graduates.</li> <li>- It was informed to look into research grants of AICTE in terms of MODROB, RPS, Fellowships to take the advantage of being recognised University under AICTE.</li> <li>- Registrar informed to have grants, publications faculty-wise to understand the contributions and facilitate action plan to increase or initiate applying for grants.</li> <li>- Data presented to be from 1<sup>st</sup> Jan to 31<sup>st</sup> Dec of that particular year.</li> <li>- The following were the action points from the Chair:</li> <li>- Based on specialization, each faculty must recommend at least 10 journals in which research work will be published and subsequently it will be reviewed for each of the category and assessed.</li> <li>- Publication in paid journals must not be encouraged.</li> <li>- Faculty index/year is around 0.48 which Chair expressed to reach for 1</li> <li>- UGC reviews and updates in every quarter about the research publications of HEI's and University must strategize for more publications in peer journals (Scopus indexed and UGC recommended, PUBMED in case of FDS, etc.,)</li> <li>- Chair expressed concern about PhD scholars who have exceeded specified six years of study and updated Committee about the one-to-one status interaction with all inhouse PhD scholars.</li> <li>- Chair informed the matter to be taken to RIC for deliberations and informed Research division for the actions.</li> <li>- In special cases, a formal authorized approval for extension to be requested with Chancellor.</li> <li>- Registrar showed concern over policy of fee mechanisms for PhD scholars limited only for three years whereas it must be for all the years of study (maximum specified tenure)</li> </ul>	3.3.1
IQAC 3.3.2	<b>Ph.D. Admission Status</b> <ul style="list-style-type: none"> <li>- Dr. Sharath updated the committee members that out of 94 applications received, 54 students were selected</li> <li>- PhD inauguration of the present academic year on 23<sup>rd</sup> Aug' 21 was proposed and was agreed.</li> </ul>	3.3.2
	<b>Student Affairs related matters</b>	
IQAC 3.4.1	<b>Presentation of feedback report on Open House conducted with students</b> <ul style="list-style-type: none"> <li>- Dr. Reema presented the objective of the Open House conduction to get an overall understanding of students' concerns during this pandemic</li> </ul>	3.4.1

	<ul style="list-style-type: none"> <li>- A total of 1473 responses were collected and 847 students attending the session.</li> <li>- The students shared their concerns for certain issues and requested for action from the University management</li> <li>- It was informed to categorise the responses and share the report to all committee members.</li> <li>- Majority of the concerns raised were addressed and closed</li> <li>- It was suggested to have student curriculum related points in the next Open house sessions</li> </ul>	
IQAC 3.4.2	<b>Student participation in co-curricular and extra-curricular activities</b> <ul style="list-style-type: none"> <li>- Dr. Reema updated the committee measures took in pandemic time to keep the students motivated and fit during this pandemic.</li> <li>- Introduced and conducted a series of online webinars, events and competitions to maintain the equilibrium of physical, mental and social wellbeing in students' life in this New Normal.</li> </ul>	3.4.2
IQAC 3.4.3	<b>Placement scenario as on date</b> <ul style="list-style-type: none"> <li>- Dr. Reema presented the present status of placement for the year 2021 highlighting total students eligible for placements faculty-wise, total number of students registered, students placed, students opting for higher educations, companies interacted, average salary (LPA).</li> <li>- Registrar informed to present the data in case of placed students faculty-wise/programme-wise for better understanding and for action plans.</li> <li>- It was informed that a meeting with all Deans with the Placement Coordinators team to be scheduled at the earliest.</li> <li>- Dr. Reema showed statistics wherein only 10% of the eligible students for placements were clearing aptitude tests which was a serious concern to be addressed and put before the committee</li> <li>- Registrar informed Dr. Reema to interact with HODs /Deans for orienting their respective students in improvise.</li> <li>- There was a request from Dr. Reema to the committee to have one course specific on Aptitude.</li> <li>- Chair expressed that placement orientation to begin from the start of the second year only and informed that Placement Directorate can support facilitating the process wherein more responsibilities for placement drive has to get initiated from respective departments and faculty</li> <li>- Registrar informed to Dr. Reema to critically analyze the reason for dropping out of companies visiting for recruitment</li> <li>- Chair sought for status of existence of Placement Committee at the University level and suggested to take issues related to placement to be deliberated in this committee for actions and propose for further approvals</li> </ul>	3.4.3
	<b>Admission related matters</b>	
IQAC 3.5.1	<b>Admissions status report 2020-21 and 2021-22</b> <ul style="list-style-type: none"> <li>- Mr. Narasimhan presented the admissions data for the years 2020-21 and 2021-2022 as on date.</li> <li>- UG admission present status of 2021-22: 522 seats filled out of sanctioned 2140</li> </ul>	3.5.1

	<ul style="list-style-type: none"> <li>- PG admission present status of 2021-22: 194 seats filled out of sanctioned 979</li> <li>- It was expressed that seat filling will speed up after CET, COMED-K and NEET processes are completed</li> </ul>	
IQAC 3.5.2	<b>Details of Admissions Sanctioned Intake versus Applications Received with approvals from 2016-17 to 2020-21</b> <ul style="list-style-type: none"> <li>- Summary of admissions on roll from 2016-17 to 2020-21 was presented.</li> <li>- Registrar sought for explanation for filling up total of 71% wherein objective was to set to reach the 100% since admissions is the prime input for any HEI's.</li> <li>- There was also serious concern raised about decline in PG admissions wherein it was deliberated to cap minimum number of students required to offer a programme and in case if there are cases wherein there is a serious admissions drop out, to relook into redesign or withdraw.</li> </ul>	3.5.2
IQAC 3.6.1	<b>Examination Policy and results even semester analysis</b> <ul style="list-style-type: none"> <li>- Prof. Meti presented the RUAS Examination Regulations August 2020 approved by BoG proposed through BoE.</li> <li>- Also, SOP for Online Proctored Examination (OPE) proposed by taskforce nominated by Vice Chancellor was presented</li> <li>- Measures taken to orient students and faculty towards OPE was discussed</li> </ul>	3.6.1
IQAC 3.6.2	<ul style="list-style-type: none"> <li>- <b>Academic Calendar with Exam Schedules</b></li> <li>- Tentative Academic Calendar was presented with UG start date commencement on 16<sup>th</sup> Aug' 21 (with Registrations) and ending with result date announcement on 24<sup>th</sup> Jan' 22. Any changes suggested by Govt./UGC/AICTE/..will be considered</li> </ul>	3.6.2
IQAC 3.6.3	<b>Status Report of ERP, its functions w.r.t LMS / Data Analysis</b> <ul style="list-style-type: none"> <li>- Modules implemented on ERP portal was presented with Academic module functionality features running presently for all the T-L-A processes.</li> </ul>	3.6.3
IQAC 3.6.4	<b>Relative increase in % of student performance in Examinations 2020-21</b> <ul style="list-style-type: none"> <li>- Result comparison in percentage of final year students of 2020-21 batches (7<sup>th</sup> and 8<sup>th</sup> Sem) was presented</li> <li>- Prof. Sen informed to present the data graphically for better understanding taking into considerations of previous years result analysis to check for the progress in status in aspect of increase or decrease</li> <li>- Dr. P N Razdan sought if result analysis were presented in BoM.</li> </ul>	3.6.4
IQAC 3.7.1	<b>Presentation of Scholarship Policy of the University</b> <ul style="list-style-type: none"> <li>- Mr. Narasimhan presented the details of scholarship(brochure) available on website which illustrates eligibility for Merit scholarships for different categories of programmes.</li> <li>- Chair mandated for an approved scholarship updated from time to time inline with Policy from UGC and state Government directives.</li> </ul>	3.7.1

	<ul style="list-style-type: none"> <li>- It was deliberated to give advantage to Merit students and various categories for scholarship can be classified as Merit-Based, sections, economically backward, girl child, situation (where kids have lost both parents), special category, etc.,</li> </ul>	
IQAC 3.7.2	<b>University Admissions Reservation Policy</b> <ul style="list-style-type: none"> <li>- Chair mandated for an approved admission policy updated from time to time in line with admissions policy from UGC and state Government directives from the Office of Registrar</li> </ul>	
IQAC 3.7.3	<b>Consultancy Policy on revenue sharing between institution and the individual</b> <ul style="list-style-type: none"> <li>- Policy Documents on Consultancy Policy and Guidelines was presented to the Board for review and Chair informed to be presented in higher boards and get the final approvals</li> </ul>	3.7.3
IQAC 3.7.4	<b>Policy details of systems and procedures for maintenance (physical, academic and support facilities)</b> <ul style="list-style-type: none"> <li>- Chair informed the members about different categories of maintenance in aspect of physical and academic support facilities.</li> <li>- Mr. Nagesh presented the present system of recording complaints and closure employed in maintenance.</li> <li>- Need for policy document in each of the categories identified under maintenance head must be prepared by Facilities Department and to be presented for subsequent approvals from the Office of Registrar.</li> <li>- Maintenance of Asset register were enquired and informed for audit.</li> </ul>	3.7.4
IQAC 3.7.5	<b>Resource Mobilisation Policy and Procedures</b> <ul style="list-style-type: none"> <li>- As per the requirements of accreditation agencies it is required to have a resource mobilization policy and Registrar sought for inputs from Dr. P N Razdan.</li> <li>- It was decided that Finance and Accounts section inline with HEI policies will prepare a policy document on the mentioned agenda and present for subsequent approvals.</li> </ul>	
IQAC 3.7.6	<b>Policy Document for differently disabled students (barrier-free environment)</b> Policy document in line with statutes was amended with emphasis on mentioning differently disabled in the index sheet and presented for approval from Mr. Jyothi Shankar which was in principle approved by Chair and taken to further approval from higher bodies.	3.7.6
IQAC 3.7.7	<b>Code of Ethics Policy</b> <ul style="list-style-type: none"> <li>- Policy Documents on i) Code of Ethics Policy(draft) was presented to the Board for review and Chair informed to be presented in higher boards and get the final approvals.</li> </ul>	
IQAC 3.7.8	<ul style="list-style-type: none"> <li>- <b>Policy Document on Green Campus Initiatives</b></li> <li>- Mr. Jyothi Shankar presented Policy document on Green Campus initiatives and Chair in principle approved and suggested to take forward to higher board for information.</li> <li>- Chair sought help from Dean-FET to conduct environment audit and pollution audit internally for which Dean-FET informed that Dr. Dayanand will do the audits.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Chair informed to conduct Energy Audit at the University level and sought for two years report on green initiatives taken</li> <li>- It was deliberated for effective utilization of non-conventional energy resources</li> <li>- Effective usage of existing STP were discussed.</li> </ul>	
IQAC 3.7.9	<b>University IT Policy</b> <ul style="list-style-type: none"> <li>- Mr. Nagesh presented the University IT policy and chair informed to report the revisions done in IT policy from 2014 to as on date coping to the situations on need-based and present the revised University IT policy for subsequent approvals.</li> </ul>	3.7.9
IQAC 3.7.10	<b>Policy on E- waste management (in line with government norms).</b> <ul style="list-style-type: none"> <li>- Mr. Nagesh explained the present system of e-waste disposal through registered Govt. contractors.</li> <li>- It was proposed to have policy document e-waste management inline with norms specified by regulatory bodies and considering the depreciation value of the asset of disposal with approval from competent authorities</li> </ul>	3.7.10
IQAC 3.7.11	<b>Feedback Mechanisms (Conduction, Analysis and Reporting for Action)-inclusive of all stake holders Students, Faculty, Alumni, Employers)</b> <ul style="list-style-type: none"> <li>- Mr. Parameshwar presented the existing feedback mechanism wherein it was illustrated in the past till 2019 feedback conduction, analysis and reporting were done manually.</li> <li>- Presently, it was informed ERP portal is enabled to conduct various feedbacks in online mode and a pilot work was completed in the previous semester with report generation (except for graphical display).</li> </ul> <p>The following feedback mechanisms with responsibilities of conduction and reporting were presented and Chair in principle approved the same for immediate implementation</p> <ul style="list-style-type: none"> <li>- Curriculum Design and Development: Office of Dean/ HODs through Exam Section and report Action Taken Report (ATR) to IQAC</li> <li>- Course Feedback on T-L: Office of Dean/ HoDs through Exam Section and report Action Taken Report (ATR) to IQAC</li> <li>- Faculty feedback: Office of Dean/ HoDs through Exam Section and report Action Taken Report (ATR) to IQAC</li> <li>- Exit Feedback, Alumni Feedback, Employer Feedback and Student Satisfaction Survey (SSS): Directorate of Student Affairs and report Action Taken Report (ATR) to IQAC</li> <li>- <b>All above reports to be Consolidated from IQAC and submitted to Vice Chancellor for presenting to BoM.</b></li> <li>- Chair insisted to fix timelines for conduction of above feedbacks and report it.</li> <li>- It was suggested to have last day of teaching for conduction of feedback on curriculum and also course feedback.</li> </ul>	3.7.11

	<ul style="list-style-type: none"> <li>- Faculty feedback at the end of course delivery and assessment</li> <li>- Exit Feedback at the end of completion of the programme.</li> <li>- Alumni feedback frequency can once in a year.</li> <li>- Employer feedback(preferably) off-line on hard copies with attestation.</li> <li>- SSS can be need-based</li> </ul>	
IQAC 3.8.1	<b>Alumni Association Registration Status</b> <ul style="list-style-type: none"> <li>- Registrar requested Dr. Reema, Director-Student Affairs to pursue the Alumni Registration process for which Dr. Reema replied that many of the formalities referred to Registrar Office. Chair informed Registrar to approach Registration of Societies of the local chapter and submit the draft for Alumni Committee formation.</li> <li>- Chair proposed to have an interim committee with Dean's being a part of team and schedule a meeting with Alumni group. Meeting schedule to be finalised by Dr. Reema</li> </ul>	
IQAC 3.8.2	<b>University Library Committee Details from 2016-17 to 2020-21 and proceedings to be presented</b> <ul style="list-style-type: none"> <li>- Chair informed Chief-Librarian and other associated to present the Minutes and Composition of Library Committee for the last three years as an annexure to this agenda item by 13<sup>th</sup> Aug' 21.</li> <li>- Also, informed all librarians to collectively report the library infrastructure details in terms of built area and related things spread over two campuses</li> </ul>	
IQAC 3.8.3	<b>Status of New Website and its features</b> <ul style="list-style-type: none"> <li>- Chair asked for clarifications in Terms of References of the website design contracts in aspect of code sharing and other related matter, insisted there must internal capabilities to handle and maintain the website. Also, emphasized on need for one specialist to be recruited with domain of website hardware and software maintenance.</li> <li>- Mr. Narasimha Murthy conveyed to the members 20% of work is remaining for which Chair gave a deadline of 10<sup>th</sup> Aug' 21 to complete that portion of work with launch to be planned in last week of Aug' 21 from the management.</li> <li>- Also, proposed Prof. Govind Kadambi to form task force involving Innovation Head, Department of Computer Science Engineering supported by IT team for the earliest implementation and submit the report.</li> </ul>	
IQAC 3.9	<b>Any other matter with permission of Chair</b> <ul style="list-style-type: none"> <li>- Mr. Parameshwar proposed to initiate formation of Planning and Monitoring Board (PMB) for review and assessment of governance, and this is reflected in many of the governance operational assessment and accreditations. Chair replied this will be discussed with the management and based on their consent decision will be taken.</li> </ul> <p>Chair proposed the following in any other matter for discussion to the committee:</p>	

	<ul style="list-style-type: none"> <li>- University to implement ISO 21001:2018 which specifies requirements for a management system for educational organizations (EOMS) when such an organization: a) needs to demonstrate its ability to support the acquisition and development of competence through teaching, learning or research.</li> <li>- To explore from IQAC tentative MR nominee for ISO</li> <li>- Academic Administrative Audit (AAA) to be conducted by third party elite auditors</li> <li>- Performance Appraisal Systems (PAS) implementation with inputs from Prof. Sen after receiving consolidated report from HR</li> <li>- Try to reach at 80% PhD faculty requirements against the present situation and informed to extend probation for faculty members not progressing in their PhD and this matter was informed to be taken for opinion from BoM and BoG</li> <li>- Chair informed Dean-FET to identify some departments (one or two) that can go for NBA with trial data filling opting for 3 years/ 6 years, plan accordingly and report.</li> <li>- Also, the same was instructed for Dean-FMC to plan accordingly for applying for NBA and report.</li> </ul>	
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There being no further business the Chairperson declared the meeting adjourned by unanimous consent.

The meeting ended with Vote of Thanks from Chairperson.

### Signature with Date



**Parameshwar. S**  
Member Secretary, IQAC

24/8/21



**Prof. K. K. Raina**  
Vice Chancellor  
(Chairperson, IQAC)