

Institute Quality Cell

Minutes of the meeting of 28th Sept 2018 meet at Principal Chamber. The following points are discussed in the meeting.

- 1> IQC Coordinator briefed that all Committees are at work and procedure documentation & other documentation need to be updated.
- 2> Academic activities are in place and all HODs are responsible to look after the activities.
- 3> Principal addressed issue of finishing the Test reports and attendance status should be submitted on time and should be posted to the parent's without delay
- 4> Department activities should be documented and filed properly on the moment events happen.
- 5> College Procedures and policies need to be updated /modified very soon.
- 6> Uniform lesson plan approved and along with the Evaluation sheet to give Internal Assignment marks. These documents will be circulated soon.
- 7> Study materials will be given to the students and will be updated to our website.
- 8> OBE based session plans
Faculty to plan for lecture (previous lecture preview, outcome about the topic, Question papers discussion, practical orientation of lecture, give practical examples, solve problems, for every module give assignment Questions, inform students to prepare PPTs, Vedio/Animations lectures, Quiz and MCQ)
- 9> HODs are informed to prepare the Procedure documents for functioning of department as many as possible.
- 10> HODs are informed to Prepare SOP for all the Experiment in lab session and also conduct viva for each and every experiments conducted
- 11> Principal informed HODs to instruct all the staff members to refer VTU prescribed text books and in addition, they can refer other reference book.
- 12> Staff and Students are informed to make use of VTU – Online library facilities.
- 13> Principal objected that the website Updated all not happening properly. The E-Committee should be more active.
- 14> Mr. Vidyadhar from MBA Department proposed Google forms usage for Quiz, feedback, etc and accepted to take introduction classes for all the faculties about the Google forms and Drive usage.
- 15> Principal informed all the HODs to take feedbacks from the students for this ODD sem.
- 16> Principal addressed the issue of Website access and other related.
- 17> Staff should properly divide the Internal Marks properly with respect to Written Test, Assignment/Seminar/etc marks allocation to the student and should properly document.
- 18> Lab Evaluation Sheet for all the semesters are prepared will be circulated soon.
- 19> HODs advised to purchase software for College administration, Students and other activities in the college.
- 20> All the Committee coordinator should track the activities, they should implement without fail. If not memo will be issued. After three memos, matter should forward to management for further action. All the Committee need to submit the Review reports and recommendation to IQC for further action.

- 21> Instructors should not go to other department in the working hours without any work, they are responsible for maintenance, keep lab in good condition always.
- 22> Principal and HODs discussed the Hostel problems and Chairman of the committee admitted and given assurance to resolve as soon as possible taking first the Boy's Hostel.
- 23> Bus Late Arrival Issue discussed and chairman strictly instructed that it should be resolved by the concern otherwise action will be taken.
- 24> Movement of assets from the department should follow one standard procedure. That to through HODs and Principal. Procedure document need to prepare.
- 25> College Maintenance issues will be addressed only by the maintainer department Person not the HOD. They are instructed to maintain without any complaints from the department and staff.
- 26> Principal told HODs that Seminar Halls will be handed over to the department as early as possible.
- 27> Principal informed all the HODs to make use of Smart broad facility available in the College.
- 28> This IQC meeting was very useful and took around 2 and a half hour in principal chamber. All Staff enjoyed twice high Tea served by Office staff. Chairman Concluded the meeting saying meet to take few more action to take up the academic activities.

[Signature]
29/11/2018
IQC Coordinator



[Signature]
Principal



To, IQAC

no. 44/2018
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Chairman of the Committee welcomed all the members of IQC Committee and also some invitee staff to discuss important matters related to the first Year Orientation classes and higher semesters plan. Principal briefed the Views of Honourable Chairman Sir with respect to the implementation of NAAC immediately. Motivated to take part actively into the Accreditation process. Addressed, why we should take up NBA and NAAC Together to our institute? Explained the importance NAAC to our Institute and to our BVV Sangha as a whole. This information will be spread to the Staff and students through Heads of the Department. Finally requested make all previous year documents ready for Review which will be scheduled throughout the ODD Semester. Introduced newly appointed ECE HOD and other new reported staff to the members of the committee members. Discussion started with the first year 2017 scheme implementation as directed by AICTE and VTU to conduct Orientation program for three Weeks.

The following discussions are made in the meeting

- 1> Time Table Preparation, revised based on AICTE and VTU direction, orientation program for 1st year to be scheduled based on Model Curriculum. Incorporate into our academic Calendar.
- 2> Revise our Department Vision, Mission & PSO – Department should come out before start odd semester on 1st August 2018.
- 3> One Week Proficiency Classes should start from 1st August as discussed in the meeting by assigning some Faculty members for the following duties.
 - i> One Week proficiency classes starts regular from 1st August with guest lectures on Soft skills, computer basics, Train MS Office (Excel), Linux and auto CAD.
 - ii> Mrs Asha from chemistry Department takes classes on the topic: Writing & communication Skill, lectures on patriotism, motivation and arranging one Lecture.
 - iii> Mr. Pradeep from Mechanical Dept delivers lecture on Computer knowledge for 1st Year students.
 - iv> Mrs. Akshatha informed to arrange one guest lecturer on Metro, Cement and other civil Technology
 - v> Mr. Parashuram K should take care of Yoga Classes for 1st year students on our main building terrace.
 - vi> Mr. Anil kumar from ECE, informed to prepare Timetable with the help of basic science department.
 - vii> Principal also suggested conducting some activities for 1st Year students on the Language & Food Habits of Karnataka and also on Constitution of India, Respecting Elders, IPR Awareness, and avoiding Homesick.

- viii> Arrange a Friendly match of staff and students to avoid fear, homesickness and develop friendliness.
- ix> Time Table for above said activities should start from 1st Aug 2018 as scheduled
1st to 7th Aug 2018 – 1st Year Students completely
8th to 11th Aug 2018 – afternoon
13th onwards last one hour class.
- x> Kannada Manasu- for 1 credit- Exam will be conducted for 30 marks and Internal for 20 marks, Exam hour 2 hours
- xi> Principal addressed there is a requirement for one Post, who can teach English and constitution of India and develop language Lab with the required equipment.
- xii> Bridge Course for 1st Year should starts from 8th Aug to 11th Aug 2018 morning session and 13th onwards continuation till completion of the portions allocated (9 Units including Maths, Physics and Chemistry).
- 4> All Department HOD's should take care of Guest lecturer and Industry visit for higher semester students also.
- 5> Principal also informed all the HOD's to schedule plans in the department activity for the following activities which helps students for their personal development.
- 6> ECE Department has done very good work on Entrepreneurship development activity in our college. This time also ECE should take care of Entrepreneurship development activities and Mr. Anil Kumar is made as Chief Coordinators and some of the faculty members as members of EDC committee.
- 7> Time Table should reflect the change in the Timing of break and Lunch timing: Tea Break – 20 minutes & lunch Break – 30 minutes.
- 8> Principal suggested HOD CSE to Arrange live classes should uploaded to Website using some Free Software's available or check out related matter. Ex: LMS-Learning Management Skills software.
- 9> Principal addressed Internship Program Procedure – Documents Verification – Evaluation Process – Insurance to students to take part before taking Internship and informed to make this compulsory.
- Insurance
 - Agreement between College & Industry (Bond)
 - Attendance Report (for their Visit to Company)
 - Common Report format
 - Other Good practices
- 10> CIVIL Department must train students on ETab & other software available in the department.

- 11> Mr. Chethan Kumar is given responsibility for SMS and Email Sending Services of our college.
- 12> Principal Addressed ECE and CIVIL Department not conducted any FDP in the semester gap and informed to conduct at least one per semester.
- 13> Principal informed availing special leave for the Ph.D program aspirants and pursuing student should be reframed and will be discussed with the management.
- 14> Lesson plan should be followed as per previous semester guideline and format.
- 15> Assignment Marks as per CBCS Scheme was discussed and taken decision to have activity, seminars, model making, program development and any other activity should be given to the students instead of only giving assignment question for write-up.
- 16> Principal informed all the HOD's to start-up project activity from the beginning of ODD sem. Procedure Document for Lab and project conduction should be maintained properly in the department.
- 17> Some changes in the committees will be made for academic year 2018-19 based the existing Faculty members and will be informed shortly.
- 18> Mr. Kumar B. I. D. is given responsibility of NBA Accreditation & NAAC process activity in the College.

Members Present	Members Absent
Mr. B. I. D. Kumar – IQC Coordinator	Ms. Arpitha – HOD civil
Dr. Suresh N. – HOD MECH	Ms. Vidya – Civil
Mr. Ramesh – HOD CSE	Mr. Ravi kumar – Director HR Dept.
Mr. Chittaranjan Das – HOD Basic Science	
Mrs. Anitha – Incharge ECE	
Ms. Akshatha – incharge HOD CIVIL	
Mr. Ravindra – HOD MBA	
Mr. Patil – HOD ECE	
Mr. Asha – Chemistry Dept.	


IQC Coordinator

Handwritten signature
Chairman & Principal

PRINCIPAL

BVVS Amruta Institute of Engineering & Management Sciences
Bidadi Industrial Area, Near Toyota Kirloskar Motors
Bidadi, Bangalore-562 109.



INSTITUTE'S QUALITY CELL

Meeting of Institute's Quality Cell held on 17th September 2018 at Dr C N Suresh's HOD Department of Mechanical Engineering Cabin. The members present are:

1. Dr C N Suresh, HOD , Department of Mechanical Engineering
2. Dr Veerasha Patil HOD, Department of Electronics and Communication
3. Prof Ramesh Babu, HOD, Department of Computer Science Engineering
4. Prof Arpitha HOD Department of Civil Engineering and
5. Dr N S Ravindra, HOD Department of Management Studies

The following points discussed and the out come is to be implemented immediately.

1. Lesson Plan – Uniform format may follow for all the departments for all the subjects
2. Study materials Printed / Handwritten/PPTs as per VTU prescribed text book only
3. Session Plan- Outcome Based Education Method (OBE)
4. All the faculties they should adopt the procedures that during the class hour, should spend first five minutes on revise the contents of the previous class.
5. Before starting any topic discuss the CO/C Outcomes
6. After discussing topic, pin points the questions which already asked in previous Question Papers of VTU
7. Faculties may try to solve question papers problems in class room itself. Giving practical examples / applications
8. Faculties should try to solve different varieties of problems in class room only.
9. While giving assignment to the students – it should be Module wise- Question bank for every module should consist of at least 10 questions Out of which 50% of questions draw from respective module question bank..
10. Faculties should utilize the modern pedagogy like PPTs, Videos, Animations with practical examples using of allotted smart board rooms.
11. Faculties must see the Evaluation should be done using Standard Evaluation Sheet
12. Quiz-MCQ should be set (Maximum 20) for respective module. Answering should be done in OMR sheet only



13. Average of marks (Assignment / Seminar / Quiz) along with internal test conducted considered for final IA Marks
14. LAB- Printed manuals should present in respective lab
15. Educate all safety measures to the respective students while doing practicals
16. SOP should be prepared for all experiment. Need to give information before conducting experiment to the students
17. Post experiment viva-voce should be conducted with reference experiment
18. Record Evaluation should be done on weekly basis and recorded the same

