

The Minutes of the IQAC Meeting held on 12th August, 2016 at 3.00 PM

Members present:

1. Dr. Niranjan Chiplunkar- Chairman
2. Mr. Yogeesh Hegde
3. Dr. I R Mithanthaya
4. Dr. Shrinivasa Rao B R
5. Dr. Sudesh Bekal
6. Dr. Nagesh Prabhu
7. Dr. Shashikanth Karinka
8. Dr. Mohith P. Tahiliani
9. Mr. Keshava Mugeraya
11. Dr. Subrahmanya Bhat K – Director

Mr. Ashok Adyanthaya and Mr. Xanley D'Souza could not attend the meeting.

Agenda:

1. Result Analysis.
2. Academic activities for the coming semester

Minutes of meeting:

1. Chairman of IQAC welcomed the members for the meeting.
2. Director of IQAC presented the results of even semester(2015-16) of all branches for discussion.
3. Director of IQAC presented the academic responsibilities of HODs and faculty for the next semester as follows:

The list of Academic activities for the semester

For HOD's

1. Registration of students

2. Communication of the overview of OBE(PEO,PO, CO and BTL) to the students by HOD(First or second week of the semester)
3. Class Committee formation as per the University regulations and announcing the schedule (Three meetings in a semester.
4. Arranging guest lectures from resource persons – at least 2 per semester(before MSE-I)
5. After MSE-I, identifying academically weak students-arranging remedial classes.
6. Immediately after MSE-II, identifying students with less than 85% attendance and collecting assignments from them.
7. On-Duty forms for students participating in external activities(cultural or sports) are collected before going on leave and certificates within 3 working days are collected as proof after the programme (maximum 9 days are permitted)
8. Collection and Analysis of CO attainment from CIE.
9. After the Results - Collection and Analysis of CO attainment from SEE
10. Gross attainment of CO by direct(CIE and SEE) and Indirect methods(feedbacks)
11. Analysis and discussion of CO attainment at IQAC meeting.

For Faculty

1. Lesson plan preparation including course objectives, course outcomes and Bloom's Taxonomy levels.
2. Uploading lesson plan, assignment, online test, PPT's and study material on to Moodle.
3. Collecting Feedback(Midsem) from students immediately after MSE-I
4. Regular entry of attendance and marks onto smart campus.
5. Atleast one task must be a test or quiz.

Finally, Director thanked the members for attending the meeting.

Dr. Niranjan N. Chiplunkar

Chairperson-IQAC

Dr. Subrahmanya Bhat K

Director-IQAC