



BMS COLLEGE OF ENGINEERING, BANGALORE-19

(Autonomous College under VTU)
INTERNAL QUALITY ASSURANCE CELL [IQAC]

MINUTES OF THE FIRST MEETING OF THE DEPARTMENTAL IQAC CO-ORDINATORS
HELD ON **26.05.2015 AT 11.00 AM** IN BS Narayan Hall

Members Present

1	Director, IQAC	Dr.K.R.Suresh
2	Civil Engineering	Rep by Prathima B
3	Mechanical Engineering	Rep by Madhav Murthy
4	Electrical Engineering	Netravathi S
5	Electronics Engineering	K.N.Madhusudan
6	Industrial Engg & Mgmt	Dr.Ramji B.R.
7	Architecture	Rep by Dakshayini Patil
8	Computer Science	Basavaraj Jakkalli
9	Telecommunication	C Gururaj
10	Information Science	H.S.Gururaja
11	Electronics & Intn Engg	S.Kumuda
12	Medical Electronics	R.Kalpana
13	Chemical Engineering	Dr.Chetan A. Nayak
14	Bio-Technology	Dr.Savitri Bhat
15	Chemistry	Dr.G.Madhu
16	Mathematics	Radha D
17	Physics	Dr.K.E.Ganesh
18	MCA	Pushpa T.S.
19	MBA	Dr.S.Manoharan

At the outset, Dr.K.R.Suresh, Director, IQAC extended a cordial welcome to the IQAC Departmental Co-ordinators. A hard copy of the Annual Quality Assurance Report (AQAR) for the year 2013-14 was provided for the information of the members. Dr.Suresh then briefed the members on the sequence of events leading to Accreditation by National Assessment & Accreditation Council [NAAC] &

- Creation of Internal Quality Assurance Cell [IQAC]
- Submission of Annual Quality Assurance Report [AQAR]

The NAAC mandates that every accredited institution should establish an IQAC as a post accreditation quality sustenance measure. The aim of IQAC is to make meaningful contribution in the post-accreditation phase of the institution. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit, the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken post-NAAC Accreditation.



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- NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. The revised guidelines have come into effect from 1st January 2014.
- All the accredited institutions which have established the IQAC need to submit a self-reviewed progress report annually [AQAR] to the NAAC, detailing the tangible results achieved in key areas. The AQAR is the outcome of the perspective plan of the IQAC. The Institution submitted The First Annual Quality Assurance Report (period 2013-14) on 09.08.2014.

In the presentation that followed, the Director, IQAC highlighted the Aims and Objectives, Functions, Composition, Significant Activities and contributions made by IQAC since its inception, activities planned and the Specific Assignments for 2015-2016 and Role of Departmental Co-ordinators. Copy of the Power Point Presentation is provided through enclosure for reference.

The Director, IQAC further highlighted the following specific aspects

1. AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC. It also provides systematic data with respect to various improvements to be taken up by the institution.
2. **The role of the Departmental coordinators of the IQAC is crucial in ensuring the effective functioning of the Cell.** The IQAC Co-ordinators shall maintain cumulative record of all the departmental activities/achievements to monitor progress. The quality-related activities and good practices should be disseminated and shared amongst various departments.
3. The college has been regularly conducting academic audit both by external and internal experts. Internal Academic Audit is an important element in the College's strategy regarding quality standards of programmes. It is an explicit provision of the college's quality assurance strategy that its departments take responsibility for assuring quality of their teaching, research and service. An Audit handbook is being developed in order to set out the Academic Audit processes and parameters at BMS College of Engineering. The same will be brought out within a fortnight's time.



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4. The Director, IQAC also stressed on the need to track student's progression even after they leave our college portals. The departments need to maintain the details of information about their higher studies and other academic or career programs. Maintaining a copy of the recommendation letters issued to them is one such means.
5. The Director, IQAC further stressed on the importance of co-curricula participation, initiatives, achievements or students and more so collection and maintenance of records of such achievements.

The Director, IQAC informed the coordinators that a comprehensive format has been derived to facilitate the process by gathering and providing relevant departmental information [**for the PERIOD 01.07.2014 TO 30.06.2015**] to enable the IQAC office to prepare the AQAR 2014-15 and submit the same well within time. The Departmental coordinators shall fully involve all the faculty and staff members in this endeavor. The information [MS Word A4 Sheet] may please be provided to the Director, IQAC on or before **11.07.2015** [Both in hard and soft copies]. Copy of the format is enclosed herewith.

The Principal joined the meeting at this juncture. The Principal enthused the coordinators to involve themselves and contribute their might in fully achieving the objectives of IQAC and working in tandem with the Director, IQAC. They shall keep track of various academic activities in the Department. The coordinators shall identify the best practice followed and share the same with other departments. They may create a google group to share information. Organizing quality improvement programmes, nurturing research, innovation, consultancy, outreach, collaborative activities with industry, association with professional bodies were some of the issues stressed upon. The Principal further informed that the coordinators shall seek the advice and guidance of the respective Head of the Departments and keep them informed on all the activities of Cell.

In his concluding remarks, the Director, IQAC informed the members that regular meetings of this forum will be held to assess the progress made. The coordinators were asked to freely approach him for any queries they might have during the course of filling the questionnaire.

The meeting concluded with thanks to the Chair


DIRECTOR 6/6/2015

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