



**B.M.S. COLLEGE OF ENGINEERING, BENGALURU-560 019**

Autonomous Institute, Affiliated to VTU

**MINUTES OF THE MEETING OF THE DEPARTMENTAL CO-ORDINATORS OF INTERNAL QUALITY ASSURANCE CELL [IQAC].**

Date: 01.02.2020

Time: 10.00 AM

Venue: RADHAKRISHNA HALL

Members Present

Sl.No	Department	Name
1	Vice-Principal	Dr.S.Muralidhara
2	Civil Engineering	Dr.Geetha S Kuntoji
3	Mechanical Engineering	Dr.R.Suresh Kumar
6	Industrial Engg & Mgmt	Sri.Mayur Appaiah
7	Computer Science	Dr.G.R.Prasad
8	Information Science	Dr.R.Roopa
9	Telecommunication	Dr.C.Gururaj
10	Electronics & Intn Engg	Rep by Preethi K Mane
11	Medical Electronics	Dr.Joshi Manisha
12	Chemical Engineering	Dr.Chetan A.Nayak
13	Bio-Technology	Dr.Saisha Vinjamuri
14	Physics	Dr.K.E.Ganesh
15	Chemistry	Dr.L.Nagashree
16	Mathematics	Smt.Gomathi P.
17	MCA	Smt.Pushpa T.S.
18	MBA	Rep by K.R.A.Balaji
19	Director - IQAC	Dr.Mangala Keshava

At the outset, the Director, IQAC extended a cordial welcome to all the members.

The Director, IQAC recorded with a sense of gratitude the co-operation extended by all the co-ordinators. The Director, IQAC then welcomed Dr.K.L.Nagashree, Faculty Department of Chemistry in place of Dr.G.Madhu. The Director, IQAC expressed her genuine thanks and identified the significant contributions made by Dr.G.Madhu during his tenure as IQAC Coordinator.

The Director, IQAC informed the members that the present meeting has been convened to finalize the AQAR for the year 2018-19.



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The meeting was conducted adhering to the following time schedule.

Sl.No.	Department	Time Schedule
1	Civil Engineering Mechanical Engineering	10.00 a.m to 10.20 a.m
2	Electrical Engineering Electronics Engineering	10.20 a.m to 10.40 a.m
3	Industrial Engg & Mgmt Computer Science Information Science	10.40 a.m to 11.00 a.m
4	Telecommunication Electronics & Intn Engg Medical Electronics	11.00 a.m to 11.20 a.m
5	Chemical Engineering Bio-Technology	11.20 a.m to 11.40 a.m
6	Physics Chemistry Mathematics	11.40 a.m to 12.00 Noon
7	MCA MBA	12.00 Noon to 12.20 p.m

The Director, IQAC brought the following information on this issue for the benefit of the members:

- The AQAR period would be the Academic Year commencing from July 1, 2018 to June 30, 2019. The Annual Quality Assurance Report (AQAR) will also be the Annual Report of the college. The AQAR will be approved by the Governing Council of the College.
- Since 2017-18, the AQAR need to be submitted online through NAAC Portal. The Co-ordinators shall ensure that the details and data are as per prescribed format. The Data, date format etc to be strictly adhered to.
- The Departmental Data/information towards AQAR 2018-19 provided by Co-ordinators under each template have been compiled with. However, in order to ensure that the data, date format etc are uniform and adhering to the prescribed format, the present meeting has been convened. The Director, IQAC then discussed regarding various guidelines and parameters related to AQAR.



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- The Co-ordinators were requested to ensure that the data provided towards Annual Quality Assurance Report (AQAR) 2018-19 is precise.
- The Co-ordinators shall maintain one file for each template where necessary supporting documents are retained. The documents shall be duly signed by the Head of the Departments. Photographs or any supporting document of relevance should have proper titles (Template Number) and dates.
- The AQAR for the year 2017-18 may be considered as a base document for the said purpose. The details are provided hereunder for reference:

Templates	AQAR 2017-18 Page Numbers	AQAR 2017-18 Annexure
1.1.1	8	-
1.1.2	8	48
1.2.1	8	51
1.3.1	8	-
1.3.2	9	54
2.3.1	12	58
2.3.2	12	61
2.4.2	12	62
3.1.1	14	-
3.1.2	15	-
3.2.1	15	-
3.2.2	16	-
3.3.1	16	-
3.3.2	16	69
3.3.3	16	-
3.4.3	17	-
3.4.4	17	76
3.5.1	18	156
3.7.1	20	-
3.7.2	20	173
3.7.3	20	193
5.1.2	24	-
5.1.3	25	-
5.2.2	26	200
5.2.3	26	-
6.3.2	35	214
6.3.3	35	218
6.5.3	37	-




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- The last date for submission of the data will be 08.02.2020. The Co-ordinators shall submit the data as per schedule which will be announced.
- The Director, IQAC also requested the members to start collecting data and information on various templates for the AY 2019-20 to ease submission of AQAR 2019-20.
- For any needed clarifications, the co-ordinators may approach the Director, IQAC or IQAC Office.

The meeting concluded with thanks to the Chair.

  
**VICE-PRINCIPAL**

  
**DIRECTOR, IQAC** 03/2/2020