



B.M.S. COLLEGE OF ENGINEERING, BENGALURU-19

Autonomous Institute, Affiliated to VTU

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING (ONLINE) OF THE IQAC COORDINATORS HELD ON 08.06.2020 BETWEEN 3.00 PM TO 4.00 PM.

At the outset, The Director, IQAC conveyed her heartfelt thanks for the members for their continued support and co-operation in all the IQAC related activities. The Director, IQAC also thanked the Principal, Vice-Principal, Deans, Core-Committee Members, HODs, faculty members and staff for their support and guidance.

The Director further informed that in the present meeting, the matter concerning AQAR 2018-19 (period from 01.07.2018 to 30.06.2019) only will be deliberated upon. The Director, IQAC further briefed the members on the following points:

- The Institution has been submitting Annual Quality Assurance Report – (AQAR) every year to NAAC as per the format prescribed. 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 taken up by the institution. The AQAR is also being presented as the annual report of the college before various assessing agencies like NBA, NAAC, AICTE, VTU, UGC and other external agencies.
- For the first time, NAAC has directed the institutions to submit the AQAR through online from 01-01-2019. Accordingly, the AQAR is being submitted by the institution through online for the year 2018-19. The NAAC has clearly notified that hereinafter it shall not receive hardcopy of the AQAR.
- As per revised guidelines, the institutions need to register afresh for submission of AQAR in online mode. However, since BMSCE currently holds the status of NAAC accreditation, our institution has been exempted from registering afresh.



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- Owing to unforeseen circumstances arising due to Covid 19 Global Pandemic, the finalization got delayed. The same has also been conveyed to NAAC with a request to extend the deadline, the NAAC is considering to extend the deadline uptill the end of June 2020. The NAAC has derived specific guidelines for submission of AQAR online.
- In the online mode, the format has been derived such that the institution need not again re-do the job of preparing SSR (for that assessment year in this case 2018-19) in the subsequent cycles of Accreditation. The Data provided in each of the templates and the supporting documents will be part of the subsequent cycles of SSR.
- Presently, the IQAC office is finalizing the AQAR for the period (2018-19) from 01.07.2018 to 30.06.2019. The Data pertaining to the relative templates have been collected from various departments through respective Department Co-ordinators.
- After submission of AQAR, it will be verified by NAAC and clarification may be asked regarding the data/information provided in the AQAR. With this it can be construed that the NAAC will initiate DVV process for AQAR as well. So invariably the supporting documents for each of the template play a pivotal role in the process.
- In the previous meetings, it was stressed upon that the Departments shall maintain separate file for each of the template wherein the supporting documents/records pertaining to the template are filed.



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- IQAC Office is now in the process of uploading the data pertaining to AQAR 2018-19. During the process of online submission, it was observed that for almost all the templates, it is mandated that we provide supporting documents/data. Accordingly, the Co-ordinators are requested to maintain the supporting documents for the following Criterion. The co-ordinators are informed to collect and maintain the supporting documents for the following criterion:

Part A (Deadline is 20.06.2020)

1.3.1	Value-added courses
1.3.2	Field Projects / Internships under taken during the year
2.4.2	Honors and recognition received by teachers
3.1.2	Teachers awarded National/International fellowship for advanced studies/ research during the year
3.3.1	Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices
3.3.2	Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year
3.4.3	Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher
3.7.1	Number of Collaborative activities for research, faculty exchange, student exchange
3.7.2	Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc.
3.7.3	MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc.
5.1.2	Number of capability enhancement and development schemes such as
5.1.3	Students benefited by guidance for competitive examinations and career counseling offered by the institution
5.2.2	Student progression to higher education in percentage during the year
5.2.3	Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)
6.3.2	Number of professional development / administrative training programmes organized by the Colleges
6.3.3	No. of teachers attending professional development programmes

The Director, IQAC informed the members to maintain separate file/folder for each of the template. The Supporting documents may be provided to the IQAC office in PDF form and also maintain one hard copy for future official usage.



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To ease the process, the Co-ordinators are requested to create separate files for each of the criterion and start filing the related supporting documents/records. The supporting documents may please be submitted to IQAC Office on or before 20.06.2020 (Saturday) without fail.

The compiled files pertaining to the above criterion have already been shared with all the Co-ordinators.

PART B (Time line 06.06.2020)

- There are a few more criteria where slight changes particularly with regard to dates and other parameters have to be incorporated. The duly compiled related files have been shared with the co-ordinators.

Criterion I.

Number	Particulars	Column	
1.2.1	New programmes/courses introduced during the Academic year	01	Please mention whether BE or M.Tech.
1.3.1	Value-added courses imparting transferable and life skills offered during the year	02	Please mention date in dd/mm/yyyy format only

Criterion 3.

Number	Particulars	Column	
3.3.2	Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year	04	Please mention date in dd/mm/yyyy format only
3.4.4	Patents published/awarded during the year	04	Please mention date in dd/mm/yyyy format only
3.7.2	Linkages with institutions/ industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year	04	Please mention date in dd/mm/yyyy format only
3.7.3	MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year	02	Please mention date in dd/mm/yyyy format only



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Criterion 4

4.2.3	E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc		
Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content DD/MM/YYYY

Criterion 7

7.1.1	Gender Equity (Number of gender equity promotion programmes organized during the year)				
Dept	Title of the programme	Period from	Period To	Participants	
		DD/MM/YYYY	DD/MM/YYYY	Female	Male

With regards to criterion 4.2.3 and 7.1.1, The Co-ordinators are informed to collect information and provide the same on **06.06.2020** along with the clarifications regarding dates as referred above.

Criterion : 1.4.1:

- As part of Criterion 1.4.1, the IQAC office is in the process of collecting Structured Feedback on Curriculum Obtained From 1) Students 2) Teachers 3) Alumni 4) Parents. The Questionnaire is intended to collect information relating to the satisfaction of the stakeholders towards the curriculum, Learning and evaluation. The feedback will be used as important feedback for quality improvement. Initially the online format for Students, Teachers and Parents has been derived. The e-governance team and Dr.Ram Mohan Reddy have been helping with google forms. The forms will be shared to the above stakeholders via BMSCE Campus Portal. The HODs of various Departments will be requested to oversee the process. The Co-ordinators are informed to assist the respective HODS in this process. The process will be initiated from 03.06.2020 and the last date for providing the feedback is 13.06.2020.

The Feedback from alumni will be collected through Alumni Association

The Feedback from Industry will be gathered through Placement Department.

This process will be conducted every year.



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NSS/Rotaract/NCC/Sports/YRC

3.6.1	Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year
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3.6.2	Awards and recognition received for extension activities from Government and other recognized bodies during the year
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3.6.3	Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year
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7.1.1	Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)
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PHYSICAL EDUCATION DIRECTOR & Cultural Team

5.2.4	Sports and cultural activities / competitions organized at the institution level during the year
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5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)
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While on the subject, the PED informed that the information related to 5.2.4 and 5.3.1 have already been submitted. The same was noted

The last date for submission is 20.06.2020.

The members may please mention date in DD/MM/YYYY format only.

A snapshot of the NAAC portal was shown to the co-ordinators. This gave an insight to the online mode of submission of the Data pertaining to AQAR 2018-19.

The Co-ordinators were also requested to start collecting data for the AQAR 2019-20 (01.07.2019 to 30.06.2020) along with the necessary supporting documents.

The Director, IQAC also thanked Dr.Abhishek Appaji, ICRD, Mr.Anil Venkatesh, IQAC Staff members for providing technical and administrative support towards conduction of the first meeting of IQAC Co-ordinators through online.

The meeting concluded with thanks to the chair.

Sd/-
DIRECTOR, IQAC