



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

Autonomous Institute, Affiliated to VTU

MINUTES OF THE IQAC DEPARTMENTAL COORDINATORS HELD ON 30.09.2021 AT 10.30 AM IN THE BOARD ROOM 2 OF THE COLLEGE.

MEMBERS PRESENT

SNO	Name	SNO	Name
1	Dr. Geetha Kuntoji Civil Engineering	13	Dr.Chetan A.Nayak Chemical Engineering
2	Dr. R.Suresh Kumar Mechanical Engineering	14	Dr.Saisha Vinjamuri Biotechnology
5	Dr. Chandasree Das Electrical & Electronics	15	Chethana K Y Aerospace Engineering
6	Dr.K.R.Sudhindra Electronics and Communication	16	Physics Dr.Kaliprasad C S
7	Mayur Appaiah Industrial Engg. & Mgmt.	17	Chemistry Dr.Nagashree K.L.
8	Dr.G.R.Prasad Computer Science	18	Gomathi P. Mathematics
9	Dr. Roopa R. Information Science	19	Pushpa T.S. MCA
10	Dr. C.Gururaj Electronics & Telecommunication	20	Dr.S.Manoharan MBA
11	Preethi K Mane Electronics & Instrumentation	21	Dr.Mangala Keshava Director-IQAC
12	Dr.Manisha S Joshi Medical Electronics	22	Dr. Shambhavi B.R. Asst.Director-IQAC

The Director, IQAC extended a cordial welcome to the members. The Director, IQAC informed the members that the NAAC has revised the manual for Submission of Annual Quality Assurance Report (AQAR) in Accredited Institution from AY 2020-21 onwards. The assessment period will be June 1, 2020 to May 31, 2021. The tools and parameters in the revised manual have been derived such that when consolidated, will form the Self-Study Report (SSR) for re-accreditation. The Director, IQAC requested Dr.Shambhavi B.R. Asst.Director, IQAC to make metric wise presentation for data requirement from the Departments.

The Asst.Director, IQAC briefed the members on the terms used in the AQAR format and the data to be filled. The data related to each metrics were discussed in details with specific reference to the requirement of the revised format.

The coordinators were requested to adhere to the following steps for Filing departmental data:

1. For data entry purposes, date format is dd.mm.yyyy only
2. The last date for submission of data will be for the period from 25.10.2021 to 30.10.2021. A department-wise schedule will be mailed to the coordinators in this regard.
3. The co-ordinators shall maintain necessary supporting documents (scanned copy) for each of the metrics.



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4. The softcopy of the data templates has already been shared. The data to be provided in Excel Sheet strictly adhering to the set formats. For few specified templates, the data may be provided in MS Office format.
5. The information/Data/Achievements related TEQIP project pertaining to the respective departments may be obtained by the coordinators and include suitably.
6. With regards to Proctor-Proctee Ratio (AQAR Metric: 2.3.3), the first year students (mentees) shall be considered under parent department only.
7. The Coordinators were requested to share any one best practice being followed at the departments adhering to the prescribed format.

The format for providing **a)** best practice as per criterion (7.2.1) and for providing **(b)** activity report is provided hereunder:

Format for Presentation of Best Practices

1. Title of the Practice

This title should capture the keywords that describe the practice.

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).



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7. Notes (Optional)

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about 150 words)

Any other information regarding Institutional Values and Best Practices which the university would like to include.

Format for Presentation of Activity Report

- a) Use MS Word Format (one or two pages)
- b) Name of the Department
- c) Name of the Activity
- d) Objectives
- e) Date, Time Venue of the Activity
- f) Name and details of collaborating agency (if it is collaborative/joint activity)
- g) Brief summary of the Programme
- h) Outcomes
- i) Number of participants

Particulars	Number of Faculty	Non-Teaching Staff	External Participants
Number of Participants			

- j) Two or three relevant Photographs of the activity

Supporting Documents.

- a) Attendance sheet
- b) Relevant Circulars/Brochures etc

The Director, IQAC requested the members to feel free to approach the IQAC office for any needed clarifications.

Sd/-
PRINCIPAL