



First I.Q.A.C Meeting

Venue: Conference Hall

Date: 09/07/2016

Time: 11:00 AM

Sl. No.	Name		Signature
1.	Dr. V.G. Talwar Vice-Chancellor	Chair person	
2.	Dr. P.S. Venkataramu Director-Internal Quality	Member Secretary	
Member from Management			
3.	Smt. Tanisha U Raju, Trustee	Member	
Senior officers of the University			
4.	Dr. M. Dhanamjaya Registrar	Member	
5.	Dr.S.Y.Kulkarni Principal Director	Member	
6.	Dr. N. Ramesh Director-Planning	Member	
7.	Dr Divakar B.P. Dean Research & Innovation Council	Member	
8.	Dr. Ramachandra.P Registrar (Evaluation)	Member	
9.	Director-CCTP	Member	
Members from Industrialists			
10.	Mr. Raghuram B.R Sr. Consultant-M/s. DivyaSree Co. Ltd	Member	
11.	Mr. Sundar K. S Associate Vice President & Senior Lead Principal, Education, Training & Assessment, GEC, Infosys Limited, Mysore	Member	

Members from Alumni

12.	Mr. D.S Manjunath, Sr. Engineer, CISCO Systems, Bangalore	Member	D.S. Manjunath
13.	Mr. Rajesh K, Aspire Woods Pvt Ltd, Bangalore	Member	Rajesh K

Members from the University

14.	Dr. Jagadeeshwaran.N. School of Mechanical Engineering	Member	N. Jagadeeshwaran
15.	Prof. Bijay Kumar Jyotishi School of Computing and Information Technology	Member	Bijay Kumar
16.	Prof. Prem Swaroop Reddy, School of Civil Engineering	Member	-
17.	Dr. Vishu Kumar, School of Physical Sciences	Member	V. Vishu Kumar
18.	Prof. Beena. G. School of Arts & Humanities	Member	Beena G
19.	Prof. Shubha. A. School of Commerce & Management Studies	Member	Shubha A
20.	Prof. Neha Mishra School of Legal Studies	Member	-

Proceedings of the meeting of first I.Q.A.C.

Date and Time: 9th July, 2016 at 11.00 AM

**Venue: Conference Hall, Rukmini Knowledge Park,
REVA University, Kattigenahalli, Yelahanka, Bangalore**

1. The Member Secretary welcomed Hon'ble Chancellor and members of the IQAC and introduced all the members to the Honorable Chancellor and to the Vice-Chancellor and requested honorable Chancellor to offer introductory remarks.
2. In his introductory remarks Honorable Chancellor highlighted the need for maintaining the quality in all the activities of the university in general and the academic activities in particular. He also explained a few of the initiatives of REVA University has taken to enhance the quality. He emphasized that the quality initiated shall not be taken up just because they are mandatory by the statutory bodies, but should be in built and be continuous process to take the university forward in a right direction. He requested the external members to offer unbiased opinion and offer valuable suggestions to implement the quality systems in the University.
3. After the Introductory remark, the Honorable Chancellor requested the members to deliberate and submit the summary of the discussion as he has to proceed for some other meeting.
4. The member Secretary Requested the Vice-Chancellor to chair the meeting and conduct the proceedings.
5. Distinguished Vice-Chancellor in his Initial remarks explained to the esteemed members the geneses of the I.Q.A.C .and the roles and responsibilities of the members. He also gave a brief history behind the establishment of REVA University and the emotional attachment the Honorable Chancellor has on the University. He requested all the members to critically evaluate the process and the
6. Polices implemented /to be implemented and offer unbiased suggestion to enhance the overall quality of the University Activities. He has requested the Principal Director to present the salient features of the academic activities of the University.
7. The Principal Director presented the following with respect to the academic activities of the University:

- i) Quality Checks that are being followed at the time of recruitment of the faculty members.
- ii) Regular Faculty development training programmes organized.
- iii) Faculty members have been provided with the flexibility of having Teaching/Research components in their normal working.
- iv) Measures initiated to motivate faculty members to actively involve in Research.
- v) Effective students' attendance monitoring system.
- vi) On line students' Feedback system.

8. After presentation of the Principal Director, the Chairman requested the Director-Internal Quality to present about the quality initiatives of the I.Q.A.C.

9. The Director-Internal Quality presented the vision and mission of the I.Q.A.C. and requested the members to approve the same.

After discussions it was resolved to approve the vision and mission statement as furnished in the Annexure-1.

10. The Director-Internal Quality presented the following with respect to the quality initiatives in REVA University:

- i) Development of a curriculum design procedure (as furnished in annexure-2)
- ii) Details of the regulations relating to the academic procedure
- iii) Details of the training programmes conducted.
- iv) Details of the future activities of the I.Q.A.C. (AS FURNISHED IN ANNEXURE-3)

11. The Chairman requested the esteemed external members to offer their comments and the suggestions.

12. Mr. Raghuram suggested following:

- i) The Term End Evaluation must have an evaluation by the external exam.

Principal Director Clarified that the University follows a norm of at least 20 %of the papers are externally evaluated and further the Vice-Chancellor clarified that the Modulation is carried out by the external examiners.

- ii) There should be a system of branch selection by the students only after completion of the First Year.

The Registrar clarified that though the suggestion is very good and it gives students clarity about the branch needs after first year, it is not possible to implement this at this stage as the seats are allotted by the government agencies and for the other seats the students and the parents come with the fixed mind set for a specific branch. However as the university slowly gains the reputation this can be tried

iii) Selected Bright P.G. Students could be used for teaching U.G. Programmes.

All the members have approved this suggestion and the Vice-Chancellor said that efforts will be done to implement this from the forthcoming Semester.

iv) Opportunity must be created for the faculty members to constantly Interact with the Industry and explore the recent trends in the field.

This suggestion was accepted and the Principal Director has explained the actions taken in this regard.

v) Explore the possibility of starting a few P.G. Programmes during evening and weekends to help Industry people to join for these programmes. This not only provides an opportunity for them to acquire the Degree but also helps university to develop the contact with all those industries.

The Director-Planning mentioned that the University has only one such P.G. Programme and in future this suggestion will be implemented

vi) To enhance the quality of teaching and to focus on the practical aspects of the courses, the faculty members must involve in Consultancy activities and efforts to be initiated in that directions.

The suggestion was accepted for implementation.

13. Suggestions by Mr. Sundar K.S.:

Mr. Sundar at the outset appreciated the ambience of the university and the Honorable Chancellor's efforts in making REVA as the one of the best University in the country. He also appreciated the academic and the quality initiatives taken at the university. He expressed his confidence that, if all these systems and procedures are implemented the academic quality in the university will definitely enhance. He suggested following for further enhancement of academic and research activities in the university:

- i) Course delivery must have less about “what” and more about “why” “where “and “how”.
- ii) More emphasis must be given to the project - based learning and this must start from the first semester and continue till the end with varied complexity.
- iii) Students’ “wants” are to be understood and to be guided accordingly.
- iv) Course delivery must essentially start from a real life scenario.
- v) Study groups are to be formed for every course and these groups must be well nurtured by the faculty members.
- vi) Identify a quality member in each of the school/groups in the school to train and monitor the quality aspects of the course work.
- vii) Establish a knowledge management system in each school and tap the alumni resources for development of this.

After thorough discussions, the Principal Director and the Vice –Chancellor mentioned that some of the above suggestions are already in practice and the remaining shall be implemented.

14. Suggestions by Mr. Rajesh (Representative of Alumni):

Mr. Rajesh started with his sweet memories of his students’ life in REVA and expressed his gratitude for considering him for the membership of the I.Q.A.C. He suggested the following:

- i) Pre-Counselling of First year Students and the Parents about the prospects of the Programme and the efforts required by the students.
- ii) Entrepreneurial training must start from the first semester and continue till the end.
- iii) Successful entrepreneurs are to be invited to closely interact with the students to know the intricacies of the entrepreneurial task. This has to be through the EDC(Entrepreneurial Development Cell)
- iv) Alumni services must be availed at regular intervals.

After a thorough discussion, the Principal Director and the Vice –Chancellor mentioned that some of the above suggestions are already in practice and the remaining shall be implemented.

15. Suggestions of Mr. Manjunath D.S. (Representative of Alumni)

Mr. Rajesh started with his sweet memories of his students' life in REVA and expressed his gratitude for considering him for the membership of the I.Q.A.C. He has suggested the following:

- I) Faculty members must be trained to teach with passion.
- II) Students must be provided an opportunity to get a few certification from the industries during their Programme period.
- III) Specific skills are to be identified for each of the programme and this training to be imparted in each semester.
- IV) All faculty members must be trained to set goals for each semester and provide an opportunity to fulfill the same.

The Principal Director mentioned that the industry certification has been made compulsory for the P.G. Programmes and the feasibility of extending to the U.G. Programmes shall be seriously considered.

After a thorough discussions, the Principal Director and the Vice –Chancellor mentioned that some of the above suggestions are already in practice and the remaining shall be implemented.

16. Suggestions from the Internal Members:

- i) Dr. Divakar expressed his concern over the students' strength in each class and the faculty members work load as it exists and he apprehended that the quality might suffer in this process.

Mr. Sundar reacting to Dr. Divakar's apprehension said as under:

“Since the quantity is decided by many other factors, the system needs to be evolved in meeting this challenge of huge numbers through technology and adding a few supporting staff as it is being done in the industry”.

- ii) Another major challenge is the motivation level of the students to learn due to the quality of the admission and the diversified interest of the students.

All the members have agreed that these two are the major stumbling blocks in achieving quality in higher education but to be resolved by persistent training efforts.

Prof. Beena expressed the following concerns:

- i) The students' outcomes and industry expectations are generally for a group of bright students, but this number is less and hence there must be different levels of outcomes and industry expectations to fulfill the aspirations of all levels of students. This demands first assessment of what the student has and then set the outcomes to suit to his capability.

All members agreed to this concern and felt a thorough deliberations are required on this matter.

Prof. B. Jyothisi, expressed the need for establishing some measurement matrix for all the quality initiatives that are initiated at the university.

All the members have agreed for this suggestion.

17. Director-Planning summarized all the points and expressed that along with academics students also be given an opportunity to develop their personality through sports and cultural activities and explained the various measures taken at the university for the same.
18. Director-Internal Quality mentioned that this meeting being the first meeting it had focused on all the aspects but in future meeting a specific issues related to academic activities shall be taken and deliberated to find out the measures to enhance the quality and requested all the members to extend their support.
19. The Vice –Chancellor in his concluding remarks expressed his happiness over the proceedings and assured all the members that all the suggestions shall be taken positively and deliberated at the appropriate forums and approvals shall be taken by the respective bodies of the University for Implementation wherever required.
20. The Registrar mentioned that, the quality of the discussions in the meeting shows the concerns of all the members, he on behalf of the Honorable Chancellor, he expressed his heartfelt thanks to all the External members for their invaluable contributions. He also thanked all the internal members for their presence and participation in the deliberations.
21. The meeting was then concluded.

**Chairperson
Internal Quality**



VISION

“Establishment of an effective internal quality system to realize the Vision of the University”.

MISSION

- To design and develop appropriate quality system procedures for academic and administrative activities of the university in consultation with all the concerned members.

- To educate, train, counsel and motivate all the members to effectively implement the developed quality system procedures.

- To identify and train a group of internal quality monitoring members to monitor the effective implementation of the quality system procedure.



Guidelines for Curriculum Design - 2016

1. Curriculum design is to be based on Outcome based education
2. The curriculum design and development process in general shall begin with:
 - (i) Need analysis report which comprises of:
 - Stated customer needs / needs of stake holders - employers
 - Implied needs
 - Overall goals of the University
 - Relevant standards i.e. AICTE and UGC guidelines
 - Curricula of Entrance Tests like Indian Engineering Services (IES) and Graduate Aptitude Test for Engineers (GATE), Indian Administrative Service (IAS) etc. and
 - General characteristics of target population.
 - (ii) Recommendations from/ consultation with alumni, industry experts, Entrepreneurs, Peers in the subject, etc.
 - (iii) Notes, recommendations, suggestions from the Faculty member(s) teaching the course.
 - (vi) Interface between different Faculty members and external expert groups providing input to the instructional design.
 - (v) Success/failure reports of similar courses & programs;
 - (vi) Published literature relevant to programs;
 - (vii) Boundary conditions w.r. t. curricula of GATE, IES, IAS and such other competitive examinations; and

3. For every program, the relevant Job Performance Requirement (JPR) has to be obtained from the Industries, R&D institutions, Higher Learning Institutes, and such other agencies, organizations providing job opportunities.
4. General Entry level knowledge/skills are to listed and minimum criteria for admission have to be laid down
5. Programme outcomes are to be prepared keeping in view the job performance requirement already gathered.
6. Appropriate courses are to be identified and listed which enable the student to acquire the outcomes and the listed J.P.R.
7. The courses selected must have blended mix of Foundation Courses, Core Courses, Allied Courses, Courses providing general Proficiency skills and Job specific skills, and Advanced Courses, project work, and dissertation.
8. The delivery mode / teaching – learning - process (L:T:P) including internship, on the job training for each course has to be decided.
9. Based on the job requirement and the content, the delivery mode may comprise of all the above three components (L:T:P) or only lecture component (L) or only practice component (P) or combination of any two(LT; LP; PT).
10. Based on the above the scheme of instruction as per CBCS-CAGP shall be prepared.
11. While preparing the scheme of instruction, the courses are to be arranged in to different semesters based on the logical sequence of KNOWN TO UNKNOWN.
12. Detailed syllabus for each course has to be developed keeping in view the job requirement, present and near future developments in the field.
13. The course content / detailed syllabus so developed shall be related to credits and teaching hours taking into account the contact hours available during the semester.
14. Before developing the course content, the course outcomes are to be prepared in line with the program outcomes.
15. Each Course selected must cater to at least 2 to 3 program outcomes.
16. Over all Blooms 'Level to be achieved in the program has to be decided based on the Programme outcomes.
17. The contents are to be designed based on the course outcome and the selected Bloom's level. The content also must be restricted based on the Course duration.

18. Once the whole curriculum is ready to be circulated among the experts from the Industry, Academia, Research Organizations, Alumni and a few selected senior students of the current running batch and elicit their feedback. Wherever possible try to accommodate or else take those suggestions and circulate those suggestions along with the Designed curriculum, Faculty Members, Course Completion Form of the previous semesters of all the courses (this will provide very useful inputs for the revision of the curriculum) to all the B.O.S. members well in advance (at least 2 to 3weeks) to enable them to come prepared for the discussion in the meeting.
19. The BOS has to thoroughly discuss all the aspects of scheme of instruction and curriculum in detail and before according approval, examine and confirm whether all aspects of Regulations of the university have been followed.
20. On approval from the BOS, place the same for the approval of the Academic Council.
21. Once the Academic Council approves the curriculum,it becomes approved document and shall not be changed till further amendment(s).



Proposed activities of I.Q.A.C.

- Completing one to one tutorials to all the faculty members.
- Hands-on workshop on course planning and documentation development to all the specialized schools.
- Training program on course delivery
- Training program on course evaluation
- Administrative reforms to embed quality in all the processes.

ACTION POINTS OF THE MEETING

1. Point No 11 Mr. Raghuram's Suggestion:

Selected Bright P.G. Students could be used for teaching U.G. Programmes.

All the members have approved this suggestion and the Vice-Chancellor said that efforts will be done to implement this from the forthcoming Semester.

Action: To communicate this decision to all the School Directors and suggesting them to comply with this.

Action By: The Director-Internal Quality to communicate to all the School Director through the Principal Director with the approval of the Vice-Chancellor. The Implementation is to be monitored by the Principal Director and the Director-Internal Quality.

Point No. 12 Suggestions By Mr. Sundar:

- i) Study groups are to be formed for every course and these groups must be well nurtured by the faculty members.

All the members have approved this suggestion and the Vice-Chancellor said that efforts will be done to implement this from the forthcoming Semester.

Action By: All the class teachers are to be informed this for implementation through the respective school directors and the directors are to monitor the same.

Action By: The Director-Internal Quality to communicate to all the School Director through the Principal Director with the approval of the Vice-Chancellor. The Implementation is to be monitored by the Principal Director and the Director-Internal Quality.

- ii) Course delivery must essentially start from a real life scenario.

All the members have approved this suggestion and the Vice-Chancellor said that efforts will be done to implement this from the forthcoming Semester.

Action By:

All the faculty members are to be trained in the course delivery incorporating the above suggestion in addition to the other pedagogical aspects.

Action By: The Director-internal Quality has to conduct this training.(on or before October-2016)

Point No 14 Suggestions by Mr. Rajesh

- i) Entrepreneurial training must start from the first semester and continue till the end.
- ii) Successful entrepreneurs are to be invited to closely interact with the students to know the intricacies of the entrepreneurial task.
- ii) Alumni services must be availed at regular intervals.

All the members have approved this suggestion and the Vice-Chancellor said that efforts will be done to implement this from the forthcoming Semester.

Action By: All the schools must implement these suggestions at the earliest.

Action By: The Director-Internal Quality shall put up a note to the vice-chancellor about the implementation guide lines. The Vice-Chancellor shall communicate the above decisions and the guide lines for implementation to the all the school directors and to the Director-UIIC through The Principal Director for effective Implementation of the above suggestions.

Point No 15 suggestion by Mr. Manjunath

- i) Specific skills are to be identified for each of the programme and this training to be imparted in each semester.

All the members have approved this suggestion and the Vice-Chancellor said that efforts will be done to implement this from the forthcoming Semester.

Action By: The School directors have to plan and conduct a relevant skill training at the beginning of each semester.

Action By: The Director-Internal quality shall put up a detailed note to the Vice-Chancellor about the implementation of this decision and the suggested guide lines to implement the same. The vice –Chancellor Issues a circular to all the school Directors and The director-UIIC through the Principal Director for the implementation from the next even semester.

Point No 16. Suggestions by Prof. Beena

The students' outcomes and industry expectations are generally for a group of bright students, but this numbers are less and hence there must be a different levels of outcomes and industry expectations to fulfill the aspirations of all the level students. This demands in assessing what the student has first and then set the outcomes to suit to his capability.

All the members have endorsed this suggestion.

Action: The Director-Internal Quality has to initiate actions in this direction to design the students' outcomes at two or three different levels.

Point No 16. Suggestions by Prof. Prof. B. Jyothisi,

He expressed the need for establishing some measurement matrix for all the quality initiatives that are taken at the university. All the members have agreed for this suggestions.

Action: The Director-Internal Quality shall further discuss with the professor and formulate the necessary matrix.

**Chairperson
Internal Quality**