REVA UNIVERSITY
Bengaluru, India

Proceedings of XIV IQAC Meeting held on 30th May, 2020

Date : 30-05-2020
Day : Saturday
Venue : Virtual Meeting (MS Teams).
Chair : Vice Chancellor (I/C)

Members Present:

Sl. No	Name	Designation
1	Dr. S R Shankapal	Vice Chancellor (I/C)
2	Dr. M. Dhanamjaya	Registrar
3	Dr. N. Ramesh	Dean – Training, Placement and Planning
4	Dr. Divakar B.P	Dean Research & Innovation Council
5	Dr. Ramachandra P	Registrar (Evaluation)
6	Dr. Jagadeeshwaran N	School of Mechanical Engineering
7	Dr. Sunil Kumar Tengali	School of Civil engineering
8	Dr. Vishu Kumar	School of Physical Sciences
9	Smt. Tanisha U Raju	Trustee
10	Mr. D.S Manjunath	Sr. Engineer, CISCO Systems, Bangalore
11	Mr. Rajesh K	Aspire Woods Pvt. Ltd., Bangalore
12	Mr. Raghuram B.R	Sr. Consultant, M/s. DivyaSree Co. Ltd.,
13	Mr. Sundar K.S	Associate Vice President & Senior Lead Principal, Education, Training & Assessment, GEC, Infosys Limited, Mysore
14	Dr. K. Vijaya Bhaskar Raju	Dean, IQAC
15	Dr. Mallikarjun M. Kodabagi	Dy. Director, IQAC
16	Dr. DVS Bhagavanulu	Dean – Planning & Development (Special Invitee)

Agenda of the Meeting:

1. ATR of previous IQAC meeting and Approval.
2. Discussion on all Criterion.
3. Any other matter with the permission of the Chair.

The Honorable Vice Chancellor (I/C), Dr. S R Shankapal welcomed all the members and explained that REVA University has adopted virtual classes for all the students from march 17th to till the end of semester due to COVID-19. He has also mentioned about Admissions, Marketing and Branding. The University will continue to initiate more quality checks to bring quality in all processes related to academics and administration aspects, he further asked Dr. K. Vijaya Bhaskar Raju, Dean, IQAC to present the agenda in detail. The agenda were then taken up for discussion.

Agenda 1. ATR of the XIII Meeting of the IQAC and Approval

Decision: The action taken report on each of the pointers of the previous meeting given below was presented and accepted.

Sl No	Pointers	Action owner	Timelines	Status
1.	Criteria 1: **Curricular Aspects** 1.3.2 Number of value added courses for imparting transferable and life skills.	Dr. N Ramesh	10th Oct 2019	Value added courses for imparting transferable and life skills data updated for odd semester in office 365 for 2019-20.
2.	Criteria 2:**Teaching-Learning and Evaluation** 2.1.1 Demand ratio	Dr. Senthil	7th Oct 2019	Updates completed in office 365 for 2019-20.
3.	Criteria 3:**Research, Innovations and Extensions** 3.2.2 Grants for research projects	Dr. Divakar	2nd Nov 2019	Updates are under progress
4.	Criteria 4: **Infrastructure and Learning Resources** 4.2.4 Percentage per day usage of library	Ms. Saraswati and Dr. Vidya (performing Arts)	5th Nov 2019	Updates completed for odd semester 2019-20
5.	Criteria 5: **Student support and progression** 5.1.2 Average percentage of students benefitted by carrier concealing.	Dr. Ramalinga Reddy	5th Nov 2019	Updates completed for 2018-19 Work is in progress for 2019-20
6.	Criteria 6: **Governance, Leadership and Management** 6.2.3 and 6.3.4 requires updation (E-governance areas, teachers attending events)	Dr. Jagadeeswaran	10th Nov 2019	Updates completed for 2018-19 Work is in progress for 2019-20

Sl No	Pointers	Action owner	Timelines	Status
7.	Criteria 7: **Institutional Values and Best Practices** 7.1.1, 7.1.7, 7.1.8 (2018-19 data requires updation) (gender equity, green initiative & wate management)	Dr. Raju BT	2nd Nov 2019	Updates completed for 2018-19 Work is in progress for 2019-20

Agenda 2. Discussion on all Criterion.

Dr. K. Vijaya Bhaskar Raju, Dean, IQAC, presented the status of all criterion (NAAC SSR and data templates in Office 365).

Discussion on Criterion 01:

The Dean, IQAC presented the status of all data templates of criterion 01 to all the members of the meeting. He informed them that the meeting of criterion 1 coordinators was conducted through MS teams and himself and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates and also update new data.

- Percentage of syllabus revision calculation to be completed by all schools.
- New courses to be entered in data template 1.2.1.
- Unfilled columns in data templates to be updated
- Corrections suggested in data templates to be done
- Structured feedback details on design and curriculum to be circulated among stake holders
- The new excel sheet shared to collect details of students attended value added courses to be submitted.

The areas of improvement and required updation of data for 2019-20 academic year were also discussed. The Vice Chancellor-(I/C) suggested to work for the data improvement and updation in office 365 and SSR for 2019-20 academic year with more focus.

The members unanimously accepted to work on improvement of data & update the SSR accordingly.

Discussion on Criterion 02:

The Dean, IQAC presented the status of all data templates of criterion 02 to all the members of the meeting. Dr. Vijay Bhaskar Raju and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates and also update new data.

- Programs details for 2019-20 to be finalized. Demand ratio requires updation.
- 2019-20 pass percentage details to be entered.

- Days between SEE and Results announcement to be entered for even sem 2019-20.
- Data templates to be as per the formats specified by NAAC, no extra columns can be inserted.
- 2019-20 Mentor mentee details to be prepared. The documents required for 2.3.3 to be submitted (refer File Description in 2.3.3 metric).
- In 2.4.4 data template, session chairs, TPC and scientific committee members and editorial member's details of faculty to be entered.
- The new excel sheet shared to collect details of students attended value added courses to be submitted.
- CO-PO attainment calculation to be done for at least some selected programs.

The members unanimously decided to work on improvement of data & update the SSR accordingly.

Discussion on Criterion 03:

The Dean, IQAC presented the status of all data templates of criterion 03 to all the members of the meeting. Dean IQAC and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates.

- Organize data year-wise from 2015-16 to 2019-20 academic years.
- School name is not required in any of the data templates.
- Strictly follow data templates formats, no extract columns are allowed.
- Replace objects insertions by links.
- Store all supporting documents in office 365
- Provide details of e-content data generated form faculty in the format.
- The size of the data template to be restricted to below 5MB.

The members unanimously decided to work on improvement of data & update the SSR accordingly.

Discussion on Criterion 04:

The Dean, IQAC presented the status of all data templates of criterion 04 to all the members of the meeting. Dean IQAC and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates.

- Finance related data to be collected for all metrics of all criterions.

- Geo-Tagged photos of class rooms/seminar halls and central facilities to be linked in data templates.
- Qualitative metrics description to be revised.
- Strictly follow data templates formats, no extract columns are allowed.
- Replace objects insertions by links.
- Store all supporting documents in office 365
- Coursera details to be furnished in data template 4.2.3
- The size of the data template to be restricted to below 5MB.
- Supporting Documents related to qualitative/quantitative metrics to be kept ready for DVV process.

The members unanimously decided to work on improvement of data & update the SSR accordingly.

Discussion on Criterion 05:

The Dean, IQAC presented the status of all data templates of criterion 04 to all the members of the meeting. Dean IQAC and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates.

- Scholarships, freeships, etc. provided by the institution, Government and non-government agencies (NGOs) requires updation. The students list of scholarships, freeships, etc. provided by the institution duly signed by the registrar sir can be attached as proof. The mentors can be instructed to collect data in the template format 5.1.1.
- In template 5.1.3 names of capacity enhancement programs to be corrected as per the suggestions given in the meeting. Example: Instead of writing skill development program, write as skill development on advanced python programming. Dates of implementation and agency details to be properly entered.
- Data template 5.2.1 to be circulated to school directors, who in turn will circulate among project guides to collect the details of qualifying students in NET/SLET/GATE etc.
- In template 5.2.2 program name and employer contact details to be properly entered.
- In template 5.2.3 program name to be properly entered.
- The size of the data template to be restricted to below 5MB.
- Supporting Documents related to qualitative/quantitative metrics to be kept ready for DVV process.

The areas of improvement and required updation of data for 2019-20 academic year were also discussed. The Vice Chancellor-(I/C) suggested to work for the data improvement and updation in office 365 and SSR for 2019-20 academic year with more focus.

The members unanimously decided to work on improvement of data & update the SSR accordingly.

Discussion on Criterion 06:

The Dean, IQAC presented the status of all data templates of criterion 04 to all the members of the meeting. Dean IQAC and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates.

- In all data templates, object insertions to be replaced by links to documents. The documents must be stored in folders in office 365.
- In data template 6.3.2 conference names written in abbreviations to be expanded. Faculty members who are not members of any professional body to be told to become members of professional societies and provide details.
- Data template 5.2.1 to be circulated to school directors, who in turn will circulate among project guides to collect the details of qualifying students in NET/SLET/GATE etc.
- In templates 6.3.2 and 6.3.3 missing data to be entered. Dates and other corrections to be done wherever applicable.
- Ambulance Transportation Infrastructure data and academic infrastructure data to be entered.
- The Academic Administrative Audit to be initiated/completed.
- The size of the data template to be restricted to below 5MB.
- Supporting Documents related to qualitative/quantitative metrics to be kept ready for DVV process.

The members unanimously decided to work on improvement of data & update the SSR accordingly.

Discussion on Criterion 07:

The Dean, IQAC presented the status of all data templates of criterion 04 to all the members of the meeting. Dean IQAC and Dr. DVS Bhagavanulu reviewed the progress of data templates and suggested certain corrections.

Decision: After progress review the following suggestions were given by the IQAC committee members to correct data templates.

- Upload all Geotagged images/videos as separate files in office 365 in concerned metric folder.
- Provide Web link to: Annual gender sensitization action plan and Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information
- Provide web link to: Relevant documents like agreements/MOU's with Government and other approved agencies and Geotagged photographs of the facilities.
- Provide Green initiative policy documents / decisions circulated for implementation
- Provide reports on environment and energy audits submitted by the auditing agency □ Certification by the auditing agency □ Certificates of the awards received
- For metric 7.1.7 (The Institution has disabled-friendly, barrier free environment), Provide Policy documents and information brochures on the support to be provided and details of the Software procured for providing the assistance.
- Code of ethics policy document and Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.
- Annual report of the celebrations and commemorative events for the last five years.
- Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The members unanimously decided to work on improvement of data & update the SSR accordingly. The IIQA to be filled & submitted during last week of June / 1st week of July-2020.

The next meeting will be held during October / November 2020.

The meeting concluded with vote of thanks by Dean, IQAC.

Dean IQAC
(Dr. K Vijaya Bhaskar Raju)

Vice Chancellor (I/C)
(Dr. S R Shankapal)