

S.E.A COLLEGE OF ENGINEERING AND TECHNOLOGY

Ekta nagar, K.R.Puram, Bangalore-49

MINUTES OF SECOND IQAC MEETING

Second meeting of the Internal Quality Assurance cell (IQAC) was held on **21st Dec 2017 at 2:00 P.M** in the Director's Office. The following members attended the meeting.

1. Dr. K. Viyyanna Rao (Director)
2. Dr. B.Venkata Narayana- Vice Principal, HOD-ME (UG)
3. Dr. Manohar H.S- HOD-ME (UG) **leave of Absence**
4. Prof Ramesh S Bujari (Assist. Prof. ME)
5. Dr. Anantha Padmanabhan S- HOD-ECE (UG)
6. Mr. Pradeep Kumar N.S- HOD-ECE (PG)
7. Dr. Krishna Kumar N.J- (Prof. ECE) **leave of Absence (on VTU duty)**
8. Dr. Pauline M.- HOD-CSE (UG) **leave of Absence**
9. Dr. Sandeep Kumar K. HOD-CSE (PG)
10. Mr. Mallesh M.- Associate Prof.-CSE
11. Mrs. Gayathri N. – HOD-ISE
12. Mr. Nijaguna G.S- Asst. Prof.- ISE
13. Dr. Venugopal K.-HOD-Civil **leave of Absence**
14. Dr. Ramesh K- Prof. –Civil
15. Dr. Vidyavathi A. Shastry-HOD-Chemistry R&D
16. Dr. Priya Raina- HOD-MBA
17. Dr. Prity Kumari. Associate Prof. MBA & Head (R & D)

The chairperson welcomed all the members. Each Agenda for the Meeting was discussed in detail:

➤ **NBA & NAAC –Pre qualifier Model**

The Chairperson requested NBA and NAAC coordinators to go through the Pre Qualifier Model for NAAC and NBA and submit the same by 30th December 2017.

➤ **Dr. Pauline to share the details on Website Management:**

As per the last meeting, Dr. Pauline was supposed to share the details regarding the Website Management. But due to her absence, this matter was not discussed in detail. The chairperson requested all the members to maintain the sanctity of the deadlines. He also suggested the members that they must depute someone on their behalf in case they plan to take a leave..

The chairperson requested all the HODs to share their observation regarding the present website details and give their feedback to Mr. Madhu latest by 30th December 2017

➤ **Review the progress on Alumni Registration by ISE HOD**

Ms. Gayathri (HOD- ISE) has identified 12 students for Alumni Association. The process of registration will start soon.

➤ **HOD-ECE to share the content for Handbook and Prospectus**

Dr. Anantha Padmanabhan S- HOD-ECE (UG) informed the members on the progress on Handbook and Prospectus. MBA Department & ECE department has submitted the details for prospectus. Departments of CSE and ISE have shared a combined prospectus. It was decided that there should be separate prospectus for CSE and ISE. Department of Mech, Civil, Basic Sciences should submit the same latest by 2nd Jan 2018.

For Handbook, format will be shared by the chairperson in a couple of days.

➤ **Suggestions for Academic Calendar**

All HODs were again requested by the Chairperson to share their views regarding the Academic Calendar for the even semester.

➤ **Time slots for vacation leave**

All the members made a gentle reminder to the Chairperson regarding the Vacation leave .The chairperson informed the members that based on the availability of Management, slots for Vacation leaves will be finalized.

➤ **National Level Seminar**

It was unanimously agreed by all the members that each Department should organize a National level seminar in the even semester. Following departments need to share the complete detail regarding the seminar latest by 10th Jan 2018

- ✓ **CSE & ISE**- Dr. Pauline, Dr. Sandeep Kumar K & Ms. Gayathri
- ✓ **ECE**- Dr. Anantha Padmanabhan S & Mr. Pradeep Kumar N.S
- ✓ **Mech & MBA** Dr. B.Venkata Narayana & Dr. Prity Kumari
- ✓ **Civil**- Dr. Venugopal & Dr. Ramesh K
- ✓ **Basic Sciences**- Dr. Vidyavathi A. Shastry



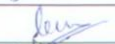







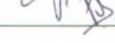




➤ **PhD rules for newly enrolled students**

Dr. B.Venkata Narayan was entrusted with the responsibility of making the Rules and regulations for newly admitted Phd students.

➤ **NPTEL courses**

The chairperson requested all the members to go through the NPTEL courses and update the students and staff about them to take further course of action in the matter.

➤ **Resolved to hold next meeting on 2nd January 2018 at 2:00 PM**

NAME	SIGNATURE	NAME	SIGNATURE
Dr. K. Viyyanna Rao (Director)		Dr. Pauline M.	
Dr. B.Venkata Narayana		Dr. Sandeep Kumar K.	
Dr. Manohar H.S		Mr. Mallesh M	
Prof Ramesh S Bujari		Mrs. Gayathri N	
Dr. Anantha Padmanabhan S		Mr. Nijaguna G.S	
Mr. Pradeep Kumar N.S		Dr. Venugopal K	
Dr. Krishna Kumar N.J-		Dr. Ramesh K	
Dr. Vidyavathi A. Shastry		Dr. Prity kumari	
Dr. Priya Raina	