



**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :20/09/2017			TIME: 10.00 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>R.Kavyashree</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Sahoo</i>
6	Dr. Abdul Naycem	Faculty	Member	<i>Abdul</i>
7	Dr. Narayana Swamy	Faculty	Member	<i>Narayana</i>
8	Dr. Debarathi	Faculty	Member	<i>Debarathi</i>
9	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
10	Dr. Srilatha	Faculty	Member	<i>R. Srilatha</i>
11	Shri S. Nagaraju	Administrator	Member	<i>S. Nagaraju</i>
12	Mr. Karthick	Student Representative	Member	<i>Karthick</i>
13	Mrs. Anitha	Management Representative	Member	<i>Anitha</i>
14	Kumarjeet Bhattacharjee	Alumni Representative	Member	<i>Kumarjeet</i>
15	Mr. Girish Babu	Alumni Representative	Member	<i>Girish</i>
16	Ms. Kalpana	Parent Representative	Member	<i>Kalpana</i>
17	Mr. Subba Rao	Industrialist	Member	<i>Subbarao</i>
18	Dr. A B Vedamurthy	External Member	Member	<i>A B Vedamurthy</i>
19	Dr. H M Mahesh	External Member	Member	<i>H M Mahesh</i>

AGENDA

1. Confirmation of minutes and Action taken report of the 16th meeting held on 02.02.2017
2. Discussion on new initiatives of the institution for quality enhancement.
3. Introducing on ICT skill training by Education Technology Cell
4. Discussion on UG and PG odd semester calendar of events.
5. Introduction of new Add on courses for PG and UG students
6. Authorized agency for academic audit and administrative audit
7. New infrastructure establishment under DST initiative
8. Review of placement activity
9. Examination results and university ranks.
10. National science day celebration
11. Any other matter with the permission of chair

DISCUSSION


The 17th IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 16th meeting held on 02.02.2017. The members confirmed the minutes and noted the Action Taken Report.

1. Dr. R. Kavyashree presented action plans for new quality initiatives viz., Examination reforms i.e., introducing improvement exams providing students opportunity to improve the internal score, introducing skill enhancement programs utilizing the infrastructure established under DST-FIST program. The committee suggested revising policies for plan of action.
2. Prof. Gayathri Sudhir discussed about various ICT skills required by students and accordingly Dr. Kavyashree suggested to introduce various ICT skill enhancement programs under Education Technology Cell
3. Dr. Bharathi S presented UG & PG calendar of events also presented the schedule of various conferences guest lecture, workshops planned for the academic year. The committee recommended to have more guest lectures from industry personnel.
4. Dr. Bharathi S updated the status of the ongoing add on courses and proposed the new programs. The committee recommended the same
5. Dr. R. Kavyashree proposed Kahan Technologies to conduct academic and administrative audit for which the committee agreed
6. Dr. Kavyashree briefed about DST Fund approval and explained the initiative of setting up of Bio Processing unit and wireless networking lab with EXACTA software. The committee suggested to renovate the room used by Statistics department for setting up the facility as Department of Biotechnology has all the supportive infrastructure facility. The committee also suggested to allocate rooms for Statistics Department in 5th floor.
7. Dr. Sangita Roy updated the placement activities and briefed the different companies visited the campus. The committee suggested to increase the activities from Training and Placement cell.
8. Dr. Narayana Swamy presented the result analysis and University Rank List. The Committee suggested to develop a strategy to improve the results of basic science courses and obtain ranks in UG programs.
9. Mrs. Gayathri Sudhir explained the arrangements made for the National Science day with a theme of "SCIENCE for DISABLED". The Committee suggested to invite a differently abled personality to inspire students.

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree summarized the proceedings of the meeting and directed Co-ordinator to prepare Action plan for the same.

- To revise Examination policy
- To introduce ICT skill training through Education technology cell
- To organize Guest lectures by Industry personnel as per institution's quality benchmark.
- To conduct Academic audit By Kahan technologies
- To set up Bioprocess facility under DST FIST
- To prepare strategies to improve Basic science result
- To invite notable differently abled person for National Science Day

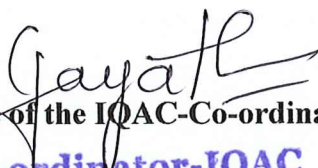

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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(17th meeting held on 20.09.2017)**

Sl. No.	Recommendation	Action Taken
1.	To revise Examination policy	Revision is in process
2.	To introduce ICT skill training through Education technology cell	8 skill training programs were conducted
3.	To organize Guest lectures by Industry personnel as per institution's quality benchmark.	8 guest lectures were conducted
4.	To conduct Academic audit By Kahan technologies	Upload the data in campus technology portal for Audit process
5.	To set up Bioprocess facility under DST FIST	The process is initiated
6.	To prepare strategies to improve Basic science result	Remedial class are planned by the subject experts
7.	To invite notable differently abled person for National Science Day	Mrs Malathi Holla is identified as chief guest


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Signature of the IQAC-Chairman
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INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :21/12/2017			TIME: 10.00 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	
3	Dr. Bharathi.S	Faculty	Member	
4	Dr. Sangita Roy	Faculty	Member	
5	Dr. Susil Kumar Sahoo	Faculty	Member	
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16	Ms. Kalpana	Parent Representative	Member	
17	Mr. Subba Rao	Industrialist	Member	
18	Dr. A B Vedamurthy	External Member	Member	
19	Dr. H M Mahesh	External Member	Member	
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 17th meeting held on 20.09.2017 2. Brand Image of the Institution 3. Analysis of various feedback such as curriculum feedback and faculty feedback 4. Discussion on even semester UG and PG calendar of events 5. Industry academia collaboration for certificate programs 6. Introduction to skill enhancement program for UG and PG students 7. Student Welfare Initiatives 8. Review on CMS System 9. Introduction of Pre-placement training and review of placement activities 10. Sports Activities for the academic year 11. Any other matter with the permission of chair 				

DISCUSSION

The 18th IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 17th meeting held on 20.09.2017. The members confirmed the minutes and noted the Action Taken Report.

1. Mrs. Gayathri Sudhir discussed about Brand image of the institution. The committee suggested various initiatives to improve the brand image of the college. One of them was the institution should develop very good alumni network so that institution gets good visibility throughout the country and in abroad.
2. Dr. Bharathi S presented UG & PG calendar of events also presented the schedule of various conferences guest lecture, workshops planned for the academic year. The committee recommended to have workshops by industry personnel.
3. Mrs. Gayathri Sudhir, IQAC Co-ordinator presented the various feedbacks such as curriculum feedback and faculty feedback. The committee discussed and suggested to include participative learning activities and take necessary measures for other parameters.
4. Dr. Bharathi S presented Industry academia collaboration for certificate programs.
5. Dr. Sangita Roy presented Introduction of skill enhancement program for UG and PG students. The Dean informed that recruiters have given the feedback that some students need to work on their language skills. The committee felt that both UG and PG students need to be trained on communication skills so that they are sought after by the recruiters.
6. Dr. Sushil Kumar Sahoo presented Student welfare initiatives He also presented various Student welfare initiatives such as Gender sensitization program and professional ethics program. The committee suggested to constitute value education classes through curricular activities cells.
7. Dr. Sahoo presented the different modules of campus management system. The committee expressed all the faculty members should make use of the same.
8. Dr. Sangita Roy updated the placement activities and expressed the requirement of Pre-placement training. The committee suggested to conduct activities from Training and Placement cell.
9. Dr. Sushil Kumar Sahoo presented the various Sports activities planned for the academic year. The committee suggested that all the students must focus on fitness program.
10. Mrs. Gayathri Sudhir presented the Best College Ranking Analysis by INDIA TODAY and THE WEEK with the permission of the chair. IQAC Chairman Dr. Kavyashree suggested that the team should work towards to be one among top five colleges.
11. With the permission of chair Mrs Gayathri Sudhir presented the institutional short term goal of setting up an Incubation centre and long term goal of Institute of Eminence. The committee discussed about it and said that the institution should work toward achieving them

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Build Strong alumni network to augment Branding
- Introduce Collaborative workshops by industry
- Introduce Language skill development program
- Set up Value Education Club as one of the co-curricular club
- E-governance to be habituated in all modules
- Conduct Pre placement activities through Training & Placement Cell


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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(18th meeting held on 21.12.2017)**

Sl. No.	Recommendation	Action Taken
1.	Build Strong alumni network to augment Branding	Alumni tree initiative is promoted
2.	Introduce Collaborative workshops by industry	4 workshops are conducted
3.	Introduce Language skill development program	3 programs were conducted
4.	Set up Value Education Club as one of the co-curricular club	1.Value Education Club has been introduced as one of the co-curricular club 2. Ms. Raji Sukumar is made the coordinator and Dean Academics is given the responsibility to oversee the activities of the club 3.Syllabus for Value Education classes has been prepared 4.2 hours per week is allotted in the time-table for conducting Co-curricular club activities
5.	E-governance to be habituated in all modules	Dean Administration initiated E Governance in all areas through campus technology
6.	Conduct Pre placement activities through Training & Placement Cell	5 programs are conducted

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Signature of the IQAC-Chairman

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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :12/02/2018			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>Kavya</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Susil</i>
6	Dr. Abdul Naycem	Faculty	Member	<i>Abdul</i>
7	Dr. Narayana Swamy	Faculty	Member	<i>Narayana</i>
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12	Mr. Karthick	Student Representative	Member	<i>Karthick</i>
13	Mrs. Anitha	Management Representative	Member	<i>Anitha</i>
14	Kumarjeet Bhattacharjee	Alumni Representative	Member	<i>K. Bhattacharjee</i>
15	Mr. Girish Babu	Alumni Representative	Member	<i>Girish</i>
16	Ms. Kalpana	Parent Representative	Member	<i>Kalpana</i>
17	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
18	Dr. A B Vedamurthy	External Member	Member	<i>A B Vedamurthy</i>
19	Dr. H M Mahesh	External Member	External Member	<i>H M Mahesh</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 18th meeting held on 21.12.2017 2. Discussion on even semester UG and PG calendar of events 3. Plan of action on PO and CO 4. Introduction of new co-curricular activities 5. Renaming of sexual harassment elimination cell as Internal Complaint Cell. 6. Review on CMS system 7. New strategies for successful implementation of ERP solutions 8. Student welfare schemes and student council activities 9. Introduction of Pre-placement training and review of placement activities 10. Review of Funded projects and R& D initiative in line with NAAC Peer Team Suggestions 11. Insight into BiSEP program 12. Proposal to have Centralized internal assessment examination 13. Sports activities for the academic year 14. Any other matter with the permission of chair 				

DISCUSSION

The 19th IQAC meeting was held in Board room and IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 18th meeting held on 21.12.2017. The members confirmed the minutes and noted the Action Taken Report.

1. Dr. Bharathi S presented UG even semester academic calendar, also the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester.
2. Dr. Bharathi S presented the Plan of action on calculation of PO and CO. The committee suggested to use CMS for the same. The committee recommended to have parameters to rate the students, Take feedback from students, Conduct PBL from Life science & Physical Science, Include MCQ type of questions to rate students, Principal suggested to have different programs in each semester.
3. Mrs. Gayathri Sudhir Presented the Introduction of new co-curricular activities for the semester, Eco Club, Vedic Maths, Brain Teaser. The Committee suggested assessing the students and taking feedback from students.
4. Dr. Susil Kumar Sahoo announced the Renaming of sexual harassment elimination cell as Internal Complaint Cell. The Committee decided to frame a committee for ICC and also educate students and teachers about the committee through circular.
5. The Dean Administrator proposed to introduce the campus technology app-POSTO App. Dr. Susil Kumar Sahoo discussed the New strategies for successful implementation of ERP solutions, by 15th of every month all the faculties should upload the data in E-Paathsala, and on 16th of every month at 11 AM, the report will be generated.
6. The committee suggested having the Kiosks to collect the student data during admission and include this as an admission process.
7. Mr. Bhanu Prakash proposed Student welfare schemes and student council activities. IQAC chairman suggested Student Welfare officer to conduct activities from student Council and also to update details in E-Paathsala. The Committee suggested making compulsory for student council members to attend the Assembly, and monitor discipline in Auditorium.
8. Dr. Sangita Roy briefed about the Placement activities and the Goal of increasing the Pre-Placement Activities. Dean HR and Placement proposed to have separate budget for placement. The Committee approved and suggested to update about the details and information of placements to students through E-paathsala.
9. Dr. Abdul Nayeem Briefed about the Funded projects and details about the research projects. To improve the quality Dean R & D proposed that faculty should be motivated to publish paper by giving incentives to them. The Committee suggested to conduct workshops by individual departments for high end equipment's in the department and carry out in house projects.
10. BiSEP Coordinator Dr. Kavyashree gave an insight into BiSEP program, and briefed about Domains offered.
11. Dr. Prakash Associate Dean Examination proposed to have Centralized internal assessment examination. The Committee suggested upgrading the conduction of Internal Examination as it is conducted for external Examination like Issuing books, room allotment for eligible students only.
12. Mr. Siddalinga Murthy briefed about the Sports activities for the academic year. The committee suggested including sports activity for Faculty also

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Co-ordinator thanked all the members for their active participation.

- CO ,PO attainment calculations through CMS
- PBL with separate sessions for all students with MCQ evaluation
- Rename Sexual Harassment Elimination Cell as Internal Complaint Cell
- Increase Pre placement activities
- Dedicated research personnel with incentives.
- Optimum utilization of High end instruments for workshops
- Centralized internal exam system
- Introduce sports activities for faculty

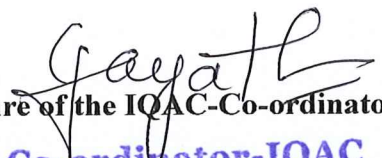

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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(19th meeting held on 12.02.2018)**

Sl. No.	Recommendation	Action Taken
1.	CO,PO attainment calculations through CMS	Internal assessment marks are uploaded in campus technology and automatically CO PO attainment is calculated by the software
2.	PBL with separate sessions for all students with MCQ evaluation	In the calendar of events PBL sessions are mentioned and evaluated with online MCQs
3.	Rename Sexual Harassment Elimination Cell as Internal Complaint Cell	Dean administration was made in charge and committee was framed and all the students and faculty members were notified
4.	Increase Pre placement activities	17 activities were conducted
5.	Dedicated research personnel For Life science and physical science with incentives.	The matter was presented to management
6.	Optimum utilization of High end instruments for workshops.	Two workshops were
7.	Centralized internal exam system	Dean examination conducted the centralized examinations for both UG and PG programs
8.	Introduce sports activities for faculty	Sports meet was conducted for faculty by sports cell as well as in the department fest


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INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :10/05/2018			TIME: 10.00 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	
3	Dr. Bharathi.S	Faculty	Member	
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18	Dr. A B Vedamurthy	External Member	Member	
19	Dr. H M Mahesh	External Member	Member	

AGENDA

1. Confirmation of minutes and Action taken report of the 19th meeting held on 12.02.2018
2. Discussion on UG and PG calendar of events.
3. Academic audit and administrative audit by external agency
4. Introduction of 360 degree online feedback system
5. Psychometric test for UG and PG students
6. Review of activities of EDC
7. Review of applications submitted for Funded projects
8. Examination reforms.
9. Any other matter with the permission of chair

DISCUSSION

The 20th IQAC meeting was held in Board room and IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and presented the Action Taken Report of 19th meeting held on 12.02.2018. The members confirmed the minutes and noted the Action Taken Report. IQAC Chairman initiated the proceedings of the meeting.

1. Dr. Bharathi S presented UG odd semester academic calendar, also presented the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, and Awareness programs planned for the semester. The committee discussed the various topics of workshops and suggested that the PG student can be utilized to conduct workshops for UG students
2. Dr. Bharathi S presented internal academic audit with structure of courses and workload of every department. The committee recommended to have external agency for academic audit for quality enhancement.
3. IQAC coordinator proposed Online 360 degree feedback system from students to ensure effective teaching and learning process. The committee suggested to collect the feedback about library and infrastructure. The Dean Academics presented the status and feedbacks of students about add on programs Pharma Training and Machine Learning which was conducted by an external agency. The committee suggested to have many more such new generation topic add on program.
4. Dr. Sushil Kumar presented the new student welfare initiative online psychometric test which will help the mentors to understand the students well. This test reflects the stress levels of the students which will guide the mentors to guide them appropriately.
4. Mrs. Gayathri Sudhir briefed the members about the proposal to conduct of Entrepreneurship development programs. Dr. Kavyashree suggested that the Entrepreneurship Development Cell activities confined to Life Sciences particularly Biotechnology may be extended to entire Science College including Physical Sciences and Computer Science.
5. Dr. Abdul Nayeem briefed the list of the projects where the institution has submitted application. Dr. Abdul Nayeem briefed about the status of research centre status and guide ship issues. The committee suggested that eligible candidates should discuss the issue with Vice Chancellor.
6. Dr. Narayana Swamy presented the new System of IA examination evaluation. He said that board of evaluators have been constituted for the evaluation. The committee approved it.
7. Mrs. Gayathri Sudhir updated about the enhancement of 40 seats for BCA program .She briefed reasons for enhancement and the arrangements for the same. The committee approved it

RECOMMENDATIONS

IQAC Chairman Dr. Kavyashree summarized the discussions held and advocated the recommendation. The meeting was concluded with thank you note by IQAC Co-ordinator

- Initiate workshops by the students to the students
- External academic audit.
- Introduce library and infrastructure as one of the parameters in Online 360 degree feedback system
- Introduce Add-on program on New generation topic
- Industry institute Collaboration
- Escalate Research Guideship related matter to Vice-Chancellor


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SIGNATURE 10/5/18
IQAC CHAIRMAN


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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(20th meeting held on 10.05.2018)**

Sl. No.	Recommendation	Action Taken
1.	Initiate workshops by the students for the students	Biotechnology department conducted workshop on by the students for the students
2.	External academic audit	Kahan technology was identified
3.	Introduce library and infrastructure as one of the parameters in Online 360 degree feedback system	It was added in Campus technology software
4.	Introduce Add-on program on New generation topic	7 programs are conducted
5.	Industry institute Collaboration	4 collaborations are in process
6.	Escalate Research Guideship related matter to Vice-Chancellor	Letter was submitted to Vice chancellor


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2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	Gayathri
3	Dr. Bharathi.S	Faculty	Member	Bharathi
4	Dr. Sangita Roy	Faculty	Member	Sangita
5	Dr. Susil Kumar Sahoo	Faculty	Member	Susil
6	Dr. Debarathi	Faculty	Member	Debarathi
7	Dr. Narayana Swamy	Faculty	Member	Narayana
8	Dr. Srilatha	Faculty	Member	R. Srilatha
9	Dr. Prakash P	Faculty	Member	Prakash
10	Dr. Pramod	Faculty	Member	Pramod
11	Anusha Hegde	Student Representative	Member	Anusha
12	Mrs. Anitha	Management Representative	Member	Anitha
13	Kumarjeet Bhattacharjee	Alumni Representative	Member	Kumarjeet
14	Mr. Girish Babu	Alumni Representative	Member	Girish
15	Ms. Kalpana	Parent Representative	Member	Kalpana
16	Mr. Subba Rao	Industrialist	Member	Subba Rao
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18	Dr. H M Mahesh	External Member	Member	H M Mahesh
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 20th meeting held on 10.05.2018 2. Discussion on UG and PG odd semester calendar of events 3. Review on various add on programs 4. Initiate blended learning approach 5. Review of EDP cell activities 6. Discussion on Office staff training on computer skills 7. Requirement of Capacity building activity and plan of action for 2020 8. Review on R&D initiatives and review of IPR topics 9. Faculty development programs to up skill the faculty members 10. Any other matter with the permission of chair 				

DISCUSSION

The 21st IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 20th meeting held on 10.05.2018. The members confirmed the minutes and noted the Action Taken Report.

1. Dr. Bharathi S presented UG & PG calendar of events also presented the schedule of various conferences guest lecture, workshops planned for the academic year. The committee recommended to have more guest lectures from industry personnel.
2. Dr. Bharathi S presented the list of add on programs offered by the various department. She also gave the different evaluation modules. The committee suggested that industry expert's inputs must be taken in making these courses more useful.
3. Mrs. Gayathri Sudhir discussed about Uploading of video lectures for Environmental studies subject to initiate blended learning. The committee discussed the nation is marching towards digital technology and we should be in the same pace. Blended learning is an essential initiative.
4. Dr. R Kavyashree briefed about various Entrepreneurship Development Cell activities. She opined that more number of workshops or Entrepreneurship Development Programs should be conducted to make sure students are aware about various entrepreneur sectors wherein they can ideate and implement. She also proposed that a successful Entrepreneur to invited in every EDP so that their success stories and Journey inspires and motivates the students to take up Entrepreneurship as one of the alternative to their career. The Committee agreed for the same.
5. Dr. Sushil Kumar Sahoo discussed on office staff training on computer skills. He presented that to effective implementation of e-governance office staff should acquire various Computational skills. The Committee said that office members should be given hands on training on different computer skills. Dr. Kavyashree suggested to conduct Staff Development Training Program during every Strategy meet annually
6. Dr. Sangita Roy presented the various capacity building such as language skills and ICT skills planned for the academic year . The committee expressed that language lag should be mandatory for all UG and PG students
7. Dr. Debarathi presented review on R&D initiatives. Dr. Kavyashree discussed the importance of creating awareness on Intellectual Property Rights. The committee agreed upon it and felt that the institution should conduct IPR related activities under R&D cell.
8. Mrs. Gayathri Sudhir briefed about the importance of quality initiatives and up-skilling faculty members. Dr. Kavyashree directed all the Deans to organize faculty development program in their respective deanery to improve the competencies of the faculty members.

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Industry personnel inputs for Add on programs
- Blended learning mode for Environmental studies
- Introduce Journey or Success Story of an Entrepreneur in EDPs
- Conduct Staff development program on ICT training for administrative staff
- Introduce workshops or seminars on IPR under R&D Cell
- Organize FDP from all Deaneries


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IQAC CHAIRMAN

Chairman-IQAC
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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(21st meeting held on 20.09.2018)

Sl. No.	Recommendation	Action Taken
1.	Industry personnel inputs for Add on programs	Approched a few industries like Bhat Biotech, Tech Mahindra and Biocon Academy
2.	Blended learning mode for Environmental studies	Environmental studied lectures were recorded and uploaded in the website
3.	Introduce Journey or Success Story of an Entrepreneur in EDPs	3 Biotechnology Entrepreneurs conducted sessions and taught mushroom cultivation
4.	Conduct Staff development program on ICT training for administrative staff	2 sessions were conducted on Microsoft excel and word
5.	Introduce workshops or seminars on IPR under R&D Cell	2 programs were conducted
6.	Organize FDP from all Deaneries	1 FDP is conducted

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Signature of the IQAC-Chairman

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INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :19/12/2018			TIME: 10.00 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>[Signature]</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>[Signature]</i>
3	Dr. Bharathi.S	Faculty	Member	<i>[Signature]</i>
4	Dr. Sangita Roy	Faculty	Member	<i>[Signature]</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>[Signature]</i>
6	Dr. Debarathi	Faculty	Member	<i>[Signature]</i>
7	Dr. Narayana Swamy	Faculty	Member	<i>[Signature]</i>
8	Dr. Srilatha	Faculty	Member	<i>[Signature]</i>
9	Dr. Prakash P	Faculty	Member	<i>[Signature]</i>
10	Dr. Pramod	Faculty	Member	<i>[Signature]</i>
11	Anusha Hegde	Student Representative	Member	<i>[Signature]</i>
12	Mrs. Anitha	Management Representative	Member	<i>[Signature]</i>
13	Kumarjeet Bhattacharjee	Alumni Representative	Member	<i>[Signature]</i>
14	Mr. Girish Babu	Alumni Representative	Member	<i>[Signature]</i>
15	Ms. Kalpana	Parent Representative	Member	<i>[Signature]</i>
16	Mr. Subba Rao	Industrialist	Member	<i>[Signature]</i>
17	Dr. A B Vedamurthy	External Member	Member	<i>[Signature]</i>
18	Dr. H M Mahesh	External Member	Member	<i>[Signature]</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 21st meeting held on 20.09.2018 2. Discussion on seminar theme for IQAC seminar 3. Submission of proposal for financial assistance to NAAC for seminar 4. Introduction of new co-curricular activities (Co-curricular coordinator) 5. Establishment of Gandhian study centre, Bhagawan Buddha study centre and Ambedkar study centre 6. PG Lecture series of Life science PG students 7. New strategies for successful implementation of ERP solutions 8. Student welfare schemes and student council activities 9. Introduction of Pre-placement training and review of placement activities 10. Review of funded projects and R&D initiative 11. Insight in to BiSEP program 12. Sports activities for the academic year 13. Any other matter with the permission of chair 				

DISCUSSION


IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members to the 22nd meeting of IQAC which was held in Board room. The meeting was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. The proceedings started with IQAC Co-ordinator presenting the Action Taken Report of 21st meeting held on 20.09.2018. The members confirmed the minutes, noted the Action Taken Report following which agenda subjects were kept open for discussion as detailed below

1. Dr. Kavyashree announced that the institution has initiated to conduct IQAC seminar on different themes related to higher education Quality enhancement and sustenance. The committee appreciated and discussed the various topics.
2. The committee recommended that having A grade the institution need to seek financial assistance from NAAC.
3. Mrs. Gayathri Sudhir presented the introduction of new methodology of evaluation of co-curricular activities (50 marks). The committee discussed and suggested that students should select appropriate topics. Dr. Kavyashree directed Dean Academics to introduce Co-curricular clubs as per the BUB requirement and ensure students participate in the co-curricular activity based on which marks can be awarded
4. The IQAC coordinator presented the proposal for the establishment of Gandhian study centre, Bhagawan Buddha study centre and Ambedkar study centre as per the circular from Bangalore University. The committee approved the above suggestion since it is important to instill values among the students.
5. Dr. Bharathi S briefed about Lecture series organised in association with Indian Academy of Sciences.
6. Dr. Susil Kumar Sahoo presented the new strategies for successful implementation of ERP solutions. The committee suggested that the institution should digitize the entire administration process.
7. Mr. Bhanu Prakash presented the various the endowment scholarships and scholarships offered by the various agencies. The committee suggested to orient the students toward the same
8. Dr. Sangita Roy briefed about the introduction of Pre-placement training. She also briefed the various inhouse placement activities. The team instructed to find the gaps from the recruiters.
9. Dr. Debarathi briefed about DST FIST facility equipment procurements, specifications and GST constraints. The committee discussed and shortlisted NEHA Scientific as the vendor.
10. Dr. Ashok discussed about the internships of BiSEP students and their work. He also presented the college has a recognition from LSSSDC to conduct VET programmes The committee suggested the institution should conduct VET programs which are in current demand.
11. Dr. Sahoo proposed the different sports activities and departmental fests which are scheduled for the even semester. The committee suggested that all the departmental fests should be based on unique theme.

RECOMMENDATIONS

IQAC Chairman Dr. Kavyashree summarized and concluded the meeting with following recommendations

- Submit an application to NAAC for grant to conduct IQAC seminar
- Introduce array of co- curricular topics with designated club for each.
- Establish Gandhian study centre, Buddha and Ambedkar study centre
- Organise PG Lecture Series meticulously
- Explore NEHA Scientific for purchase of equipment's under FIST program
- Introduce Unique theme for department fest

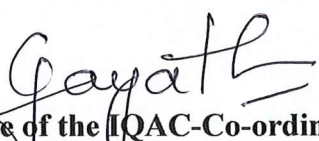

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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(22nd meeting held on 19.12.2018)**

Sl. No.	Recommendation	Action Taken
1.	Submit an application to NAAC for grant to conduct IQAC seminar	The application is submitted to NAAC for grants
2.	Introduce array of co- curricular topics with designated club for each	13 co curricular activities are initiated
3.	Establish Gandhian study centre, Buddha and Ambedkar study centre	All the three centers are established . Language department is made in charge to conduct activities
4.	Organize PG Lecture Series meticulously	Proposal is sent to Indian Academy of Science for collaborative lecture series
5.	Explore NEHA Scientific for purchase of equipment's under FIST program	Central purchase committee meeting is conducted and purchase order is initiated
6.	Introduce Unique theme for department fest	Micro mania, ATGC,Trasnsient,Flora Fauna introduced new themes


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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :21/01/2019			TIME: 10.00 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	
3	Dr. Bharathi.S	Faculty	Member	
4	Dr. Sangita Roy	Faculty	Member	
5	Dr. Susil Kumar Sahoo	Faculty	Member	
6	Dr. Debarathi	Faculty	Member	
7	Dr. Narayana Swamy	Faculty	Member	
8	Dr. Srilatha	Faculty	Member	
9	Dr. Prakash P	Faculty	Member	
10	Dr. Pramod	Faculty	Member	
11	Anusha Hegde	Student Representative	Member	
12	Mrs. Anitha	Management Representative	Member	
13	Kumarjeet Bhattacharjee	Alumni Representative	Member	
14	Mr. Girish Babu	Alumni Representative	Member	
15	Ms. Kalpana	Parent Representative	Member	
16	Mr. Subba Rao	Industrialist	Member	
17	Dr. A B Vedamurthy	External Member	Member	
18	Dr. H M Mahesh	External Member	Member	
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 22nd meeting held on 19.12.2018 2. Discussion on even semester UG and PG calendar of events 3. Analysis of various feedback such as curriculum feedback and faculty feedback 4. Plan of action on PO and CO 5. Discussion on NAAC sponsored seminar-Finalization of guest speakers and program agenda. 6. Discussion on introduction of Campus. Technology app proposed by Dean Administration. 7. Requirement of pre-placement activity and plan of action for 2020. 8. To discuss the outcome of eligibility criteria for BCA admission. 9. Centralized examination and evaluation. 10. Sports activities for the academic year. 11. Any other matter with the permission of chair 				

DISCUSSION


The 23rd IQAC meeting was held in Board room. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 22nd meeting held on 19.12.2018. The members confirmed the minutes and noted the Action Taken Report.


1. Dr. Bharathi S presented UG even semester academic calendar, the schedule of various events like Guest lectures, Workshops, Industrial visits, Seminars, Conferences, Awareness programs planned for the semester.
2. Dr. Bharathi S discussed on the plans for calculation of PO and CO attainment. The committee recommended to have different parameters to evaluate the students, conduct PBL from Life Science and Physical science, Include MCQ type of questions to grade the students. Mrs. Gayathri Sudhir presented the introduction of new co-curricular activities for the semester. The committee suggested assessing the students and taking feedback from students to offer wide variety of co-curricular activities.
3. Mrs. Gayathri Sudhir, IQAC Co-ordinator presented the various feedback such as curriculum feedback from various stake holders. The committee discussed and suggested to design an action plan to provide more practical exposure.
4. Mrs. Gayathri Sudhir put forth the proposal of conducting a NAAC sponsored seminar where the institution has received the grants from NAAC. The committee discussed and finalized the guest speakers and program agenda.
5. Dr. Susil Kumar Sahoo briefed the introduction of campus technology app. The committee decided to introduce the app which will be helpful to the students.
6. Dr. Sangita Roy briefed about the placement activities and the goal of increasing the pre-placement activities and the plan of action for 2020. The committee suggested various pre-placement activities.
7. Dr. Susil Kumar Sahoo discussed the need of eligible criteria for BCA admission. The committee looked at the pros and cons of introduction of eligibility criteria for BCA admission. The committee opined that as a quality initiative there is need to check the aptitude of students.
8. Dr. Kavyashree discussed the advantages of having centralized examination and evaluation process. The committee expressed after completion of IA test within a week evaluation should be completed.
9. Dr. Susil Kumar Sahoo informed the members about various sports activities.
10. The IQAC coordinator with permission of chair presented the long term vision of the institution is to become "Institute of Eminence". The committee discussed and said opined that the institute should thrive hard to achieve the same.

RECOMMENDATION

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Introduce different evaluation parameter for CO and PO attainment
- Introduce MCQs for PBL evaluation
- Introduce new co-curricular activities after formal survey from stakeholders
- Invite Prof. Ranganath, Former NAAC Advisor; Dr. Chatpali, Dr. Jagannath Patil, Advisor NAAC and Dr. B.S. Madhukar Former Advisor NAAC as guest speakers
- Introduce Campus tech education app
- Introduce Cut -off marks (60%) for BCA admission

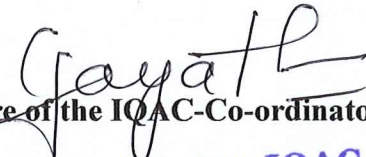

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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(23rd meeting held on 21.01.2019)**

Sl. No.	Recommendation	Action Taken
1.	Introduce different evaluation parameter for CO and PO attainment	Compulsory seminar and assignment are introduced for evaluation
2.	Introduce MCQs for PBL evaluation	MCQs evaluation introduced
3.	Introduce new co-curricular activities after formal survey from stakeholders	Zumba was introduced. Ms Anusha murthy was appointed as the coordinator
4.	Invite Prof. Ranganath, Former NAAC Advisor; Dr. Chatpali, Dr. Jagannath Patil, Advisor NAAC and Dr. B.S. Madhukar Former Advisor NAAC as guest speakers	Invitation emails have been sent and they have accepted to be resource persons.
5.	Introduce Campus tech education app	POSTO APP has been introduced
6.	Introduce Cut –off marks (60%) for BCA admission	Cut off marks is introduced for the coming academic year


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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :19/03/2019			TIME: 10.00 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>R.Kavyashree</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Susil</i>
6	Dr. Dcbarathi	Faculty	Member	<i>Dcbarathi</i>
7	Dr. Narayana Swamy	Faculty	Member	<i>Narayana</i>
8	Dr. Srilatha	Faculty	Member	<i>R.Srilatha</i>
9	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
10	Dr. Pramod	Faculty	Member	<i>Pramod</i>
11	Anusha Hegde	Student Representative	Member	<i>Anusha</i>
12	Mrs. Anitha	Management Representative	Member	<i>Anitha</i>
13	Kumarjeet Bhattacharjee	Alumni Representative	Member	<i>K.Bhattacharjee</i>
14	Mr. Girish Babu	Alumni Representative	Member	<i>Girish Babu</i>
15	Ms. Kalpana	Parent Representative	Member	<i>Kalpana</i>
16	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
17	Dr. A B Vedamurthy	External Member	Member	<i>A B Vedamurthy</i>
18	Dr. H M Mahesh	External Member	Member	<i>H M Mahesh</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 23rd meeting held on 21.01.2019 2. AQAR report for 2019-20 3. Review of departmental workshops and enrichment programs 4. Introducing NPTEL, Coursera MOOC courses to advanced learners 5. Career guidance coaching for competitive examination 6. Professional ethics and values seminars for UG and PG students 7. New generation add on courses by various departments under TOSSEC 8. Review of health and hygiene programs for students 9. Professional development programs for faculty 10. Any other matter with the permission of chair 				

DISCUSSION

The 24th IQAC meeting was held in Principal's Chamber. IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 23rd meeting held on 21.01.2019. The members confirmed the minutes and noted the Action Taken Report.

1. Mrs. Gayathri Sudhir presented the AQAR report for 2019-20. The coordinator presented the new format of AQAR and requested Deans to provide the data in the prescribed format. The committee discussed and felt that every year prior to strategy meet report should be generated
2. Dr. Bharathi briefed the review of departmental workshops and enrichment programs. She appraised the committee the various workshops and enrichment programs which are planned by the department to improve the hands on experience of the students as well as new generation technique to improve the quality of Oxfordite. The committee suggested to invite industry personnel to vet the syllabus
3. Dr. Bharathi briefed about introducing NPTEL, Coursera MOOC courses to advanced learners. The committee suggested the institution registration in Coursera and NPTEL will be beneficial for students the departments have identified the advanced learners and cater to their inquisitive mind the department is guiding them to enroll in online MOOC courses offered by NPTEL and Coursera.
4. Dr. Sangita Roy discussed about Career guidance coaching for competitive examination. She briefed the committee that initial survey of final year UG and PG students has shown their interest on UPSC, IAS and Government Jobs. She appraised the different agencies which are guiding such examinations. The committee approved it
5. Dr. Sushil Kumar Sahoo described about the health and hygiene programs for students. The dean presented the quality initiative of 'All healthy and fit'. He briefed the various fitness programs and health awareness programs.
6. Dr. Sangita Roy explained about Professional development Programs for faculty. She briefed the committee the different programs planned for teaching and non-teaching.
7. Mrs. Gayathri presented detailed feedback analysis of faculty feedback and curriculum feedback to the committee. The team discussed and came out with action plans to address a few minor issues of certain practical equipment.

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree summarized the proceedings and concluded the meeting by reading out the recommendations made.

- Generate report prior to strategy meet
- Register the Institution with NPTEL and Coursera
- Offer Online MOOC for advanced learners
- Introduce UPSC, IAS and KAs exam coaching
- Introduce All healthy and fit program
- Resolve the shortcomings suggested in the feedback


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SIGNATURE 19/3/19
IQAC CHAIRMAN


Chairman-IQAC
The Oxford College of Science
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(24th meeting held on 19.03.2019)**

Sl. No.	Recommendation	Action Taken
1.	Generate report prior to strategy meet	All the deans submitted the reports to IQAC Coordinator
2.	Register the Institution with NPTEL and Coursera	The institution registered NPTEL and Coursera and students enrolled for the courses
3.	Offer Online MOOC for advanced learners	The Dean academics has initiated
4.	Introduce UPSC, IAS and KAS exam coaching	1 session is conducted
5.	Introduce All healthy and fit program	2 sessions of Yoga were conducted for UG program
6.	Resolve the shortcomings suggested in the feedback	Dean academics guided three faculty members who had average feedback to overcome the curriculum delivery shortcomings


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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :25/10/2019			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>[Signature]</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>[Signature]</i>
3	Dr. Bharathi.S	Faculty	Member	<i>[Signature]</i>
4	Dr. Sangita Roy	Faculty	Member	<i>[Signature]</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>[Signature]</i>
6	Dr. Yogesh B J	Faculty	Member	<i>[Signature]</i>
7	Dr. Prakash P	Faculty	Member	<i>[Signature]</i>
8	Dr. Shivaji Bole	Faculty	Member	<i>[Signature]</i>
9	Mr. Bhanu Prakash	Faculty	Member	<i>[Signature]</i>
10	Mr. Mariswamy	Faculty	Member	<i>[Signature]</i>
11	Shri S Nagaraju	Administrator	Member	<i>[Signature]</i>
12	Mr. Selva	Student Representative	Member	<i>[Signature]</i>
13	Mrs. Anitha	Management Representative	Member	<i>[Signature]</i>
14	Mr. Sandeep	Alumni Representative	Member	<i>[Signature]</i>
15	Mr. Siddharth	Alumni Representative	Member	<i>[Signature]</i>
16	Mr. Pandu T	Parent Representative	Member	<i>[Signature]</i>
17	Mr. Subba Rao	Industrialist	Member	<i>[Signature]</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>[Signature]</i>
19	Dr. Srinivas	External Member	Member	<i>[Signature]</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 24th meeting held on 19.03.2019 2. Discussion on even semester UG and PG calendar of events 3. Analysis of curriculum feedback & other feedback 4. Review of Add-on programs of TOSSEC 5. Review of activities of Bio informatics lab facility in the college 6. Discuss on starting new add on courses and programs. 7. The data required for updating and submission of AQAR -2018-2019 8. To conduct online internal exam for Environmental Science subject using POSTO app 9. Any other issues with the permission of the chair 				

DISCUSSION


IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members to the 25th meeting of IQAC and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 24th meeting held on 18.03.2019. The members confirmed the minutes and noted the Action Taken Report.

1. Dr. Bharathi presented UG odd semester academic calendar, also presented the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester.
2. Dr. Kavyashree proposed the activities of The Oxford Science Skill Enhancement Centre. She briefed about constituting Curriculum Development Board involving experts from Industry and University for vetting the syllabus. The committee discussed about the courses to be offered by each department and the plan of action. The committee discussed and opined that this center can contribute to make in INDIA initiative with skilled youth.
3. Mrs. Gayathri Sudhir, IQAC Co-ordinator presented the various feedback such as curriculum feedback and faculty feedback. The committee discussed and suggested to forward the inputs to university about curriculum feedback and take suitable measures.
4. Dr. Kavyashree briefed about the facilities available in the Bioinformatics lab in the college which was an Alumni contribution. The committee discussed about the plan of action and expressed that the facility can be extended to other institutions also.
5. Dr. Bharathi S presented the list of new add on courses. The committee finalized on the new add-on courses to be introduced and to be offered through TOSSEC.
6. Mrs. Gayathri Sudhir discussed about AQAR submission. The data required for filling the AQAR should be submitted by all the departments.
7. Dr. Prakash presented the details online MCQ examination using mobile phone for AECC paper. He stated that it was an effective tool as the evaluation was done automatically. The committee expressed they can extend the same for class tests also
8. Dr. Sangita Roy briefed about the placement activities various pre-placement activities planned. The committee improvised the plan and suggested to involve external agency.

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Constitute Curriculum Development Board
- Offer Add on courses and other skill enhancement workshops through TOSSEC
- Extend Bioinformatics lab facility to other institutions
- Data collection for AQAR from departments
- Pre placement activities by external agency

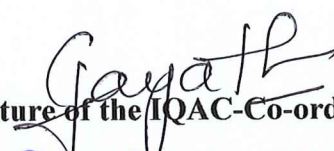

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IQAC CHAIRMAN
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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(25th meeting held on 25.10.2019)

Sl. No.	Recommendation	Action Taken
1.	Constitute Curriculum Development Board	The TOSSEC board with external members for framing of syllabus is constituted
2.	Offer Add on courses and other skill enhancement workshops through TOSSEC	PCB designing and HPLC workshops were conducted
3.	Extend Bioinformatics lab facility to other institutions	Circulars for different colleges are sent sent
4.	Data collection for AQAR from departments	All the departments were notified to upload in campus technology portal
5.	Pre placement activities by external agency	4 pre placement activities were conducted


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HSR Layout, Bengaluru-560102



**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :27/12/2019			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>Kavyashree</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Susil</i>
6	Dr. Yogesh B J	Faculty	Member	<i>Yogesh</i>
7	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
8	Dr. Shivaji Bole	Faculty	Member	<i>Shivaji</i>
9	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu</i>
10	Mr. Mariswamy	Faculty	Member	<i>Mariswamy</i>
11	Shri S Nagaraju	Administrator	Member	<i>S. Nagaraju</i>
12	Mr. Selva	Student Representative	Member	<i>Selva</i>
13	Mrs. Anitha	Management Representative	Member	<i>Anitha</i>
14	Mr. Sandeep	Alumni Representative	Member	<i>Sandeep</i>
15	Mr. Siddharth	Alumni Representative	Member	<i>Siddharth</i>
16	Mr. Pandu T	Parent Representative	Member	<i>Pandu</i>
17	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>Dr. M S Sheshasayee</i>
19	Dr.Srinivas	External Member	Member	<i>Dr. Srinivas</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 25th meeting held on 25.10.2019 2. Discussion on even semester UG and PG calendar of events. 3. Plan of action for conducting Job fair. 4. Discussion on calendar of activities of TOSSEC. 5. Plan for science club inauguration. 6. Requirement of pre-placement activity and plan of action for 2020. 7. To discuss the introduction of happiness classes on CMS and app based MOOC 8. Way forward short term goal 9. Any other matter with the permission of chair. 				

DISCUSSION

The 26th IQAC meeting was held in Board room. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and presented the Action Taken Report of 25th meeting held on 25.10.2019. The members confirmed and noted the Action Taken Report. She then opened the meeting for discussion.

2. Dr. Bharathi S presented UG even semester academic calendar, also presented the schedule of various events like Guest Lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester. The committee discussed and suggested to have all types of awareness programs so that all students are updated in all areas.

3. Dr. Sangita Roy proposed a plan of conducting a Job fair Udyog Anusandhan. The committee suggested that strategies should be devised to execute it smoothly. They took the account of different companies who have shown interest to participate. The external member expressed that other college and parent university students can be invited.

4. Dr. R. Kavyashree proposed the calendar of activities of TOSSEC. The committee suggested that the execution of calendar of activities should be monitored by respective Deans.

5. Dr. Bharathi S put forth the proposal of starting a science club in the college. The committee finalized the science corner name as RAMAN and CURIE corner and activities to be conducted by the club and also the date of inauguration day.

6. Dr. Sangita Roy presented the pre-placement activities. The committee decided to introduce pre-placement activities for better placements and also charted the plan of action for the placement cell for year 2020.

7. Mrs. Gayathri Sudhir presented the introduction of happiness classes on CMS. Mrs. Gayathri Sudhir emphasized the introduction of app based MOOC. The committee suggested the various MOOCs that can be introduced.

8. Mrs. Gayathri Sudhir presented the short term goal of the institution to have dedicated central research facility. The committee discussed and said that management should design a policy towards achieving the same.


9. With permission of chair Mr. Bhanu Prakash presented that in a student council there was a request raised by the members that students having scores above 60% are benefiting by scholarships and the other students are also should be considered for some financial assistance. After discussion the IQAC chairman stated that she will escalate the matter in Governing Council meeting.

RECOMMENDATIONS

- Conduct awareness programs in all domains.
- Extend invitation to other college students for Job fair
- Check on execution of calendar of events
- Name Science club corner as Raman and Curie corner
- Introduce Happiness class on CMS
- Introduce App based MOOC


SIGNATURE
IQAC CO-ORDINATOR

Co-ordinator-IQAC
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SIGNATURE
IQAC CHAIRMAN
Chairman-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
HSR Layout, Bengaluru-560102



INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(26th meeting held on 27.12.2019)

Sl. No.	Recommendation	Action Taken
1.	Conduct awareness programs in all domains	AIDS awareness, Earth day and world water day is planned
2.	Extend invitation to other college students for Job fair	Invitation to Bangalore university, government college Agara and SFS college has been sent
3.	Check on execution of calendar of events	All deans are directed to collect report at end of semester
4.	Name Science club corner as Raman and Curie corner	Inauguration was done and student displayed various posters in the corner
5.	Introduce Happiness class on CMS	@ sessions on how to be happy was conducted online through posto app
6.	Introduce App based MOOC	3 personality development programs were conducted

Signature of the IQAC-Co-ordinator

Co-ordinator-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
HSR Layout, Bengaluru-560102

Signature of the IQAC-Chairman

Chairman-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
HSR Layout, Bengaluru-560102



INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :23/03/2020			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	
3	Dr. Bharathi S	Faculty	Member	
4	Dr. Sangita Roy	Faculty	Member	
5	Dr. Susil Kumar Sahoo	Faculty	Member	
6	Dr. Yogesh B J	Faculty	Member	
7	Dr. Prakash P	Faculty	Member	
8	Dr. Shivaji Bole	Faculty	Member	
9	Mr. Bhanu Prakash	Faculty	Member	
10	Mr. Mariswamy	Faculty	Member	
11	Shri S Nagaraju	Administrator	Member	
12	Mr. Selva	Student Representative	Member	
13	Mrs. Anitha	Management Representative	Member	
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15	Mr. Siddharth	Alumni Representative	Member	
16	Mr. Pandu T	Parent Representative	Member	
17	Mr. Subba Rao	Industrialist	Member	
18	Dr. M S Sheshasayee	External Member	Member	
19	Dr. Srinivas	External Member	Member	
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 26th meeting held on 27.12.2019 2. Discussion on even semester UG and PG calendar of events 3. Strategies to complete the syllabus during pandemic 4. Review of different modules to conduct the online classes 5. Review of the campus technology app to conduct classes 6. Discussion on Co-curricular activities available in campus technology 7. Proposal to conduct up online examination for UG students 8. Review of online evaluation process 9. Strategies to conduct online fests and quizzes 10. Strategies to conduct online graduation day 11. Review of new generation topic webinars for faculty and students 12. Any other issues with the permission of the chair 				

RECOMMENDATIONS

The 27th IQAC meeting was held in Board room. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and presented the Action Taken Report of 26th meeting held on 27.12.2019. The members confirmed and noted the Action Taken Report. She then opened the meeting for discussion

1. Dr. Bharathi presented UG odd semester academic calendar, also presented the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester.
2. Dr. Bharathi discussed about the syllabus completion during the pandemic period. The committee decided to have online classes using different modules so that education of students is not affected during the pandemic period.
3. Dr. Bharathi presented different modules for conducting online classes. The Dean Academics explained the functioning of various modules for conducting online classes in detail like AWS, ZOOM, Microsoft ppt etc., Dr. Kavyashree suggested to organize FDP on various online tools for taking classes immediately so as to equip the faculty
4. Mrs. Gayathri Sudhir suggested that campus technology can be explored for conducting online classes. She said that Skype meeting can be arranged with campus technology team to know about their platform. She briefed the members that the unique feature of the app was low bandwidth requirement. The committee discussed and suggested to guide the students as well as faculty through education technology cell.
5. The IQAC coordinator demonstrated the various co-curricular activities hosted in the campus technology platform.
6. Dr. Susil Kumar Sahoo discussed that report has to be generated for the online classes. The committee decided that the HODs will keep track of all the online classes conducted by their faculty.
7. Dr. Kavyashree proposed to conduct online examination for UG courses through campus technology. The committee discussed that the pros and cons and the measures to be taken to conduct the examinations. Mrs. Gayathri Sudhir presented conducting online examination with proctoring using single mobile where 2 apps are superimposed to aid proctoring and question paper. The committee decided to conduct online examination for UG students with proctoring.
8. Mrs. Gayathri Sudhir proposed to conduct online evaluation of internal examination. The committee decided to conduct online evaluation of internal examination and discussed about the measures to be taken.
9. Dr. Susil Kumar Sahoo proposed conducting online fest/quiz. The committee decided to conduct online fests/quiz from each department.
10. Dr. Kavyashree instructed to conduct online webinars for faculty and students. The committee decided that webinars shall be conducted from all the departments for both faculty and students.
11. Dr. Kavyashree instructed to conduct an Alumni webinar series on latest trends in the market and innovations. Dr. Kavyashree informed the members to utilize this opportunity as many Alumni settled overseas could be invited through online mode for career guidance series. The committee decided to conduct a career guidance webinar from The Oxford Biotechnologists Society.

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree concluded the meeting by summarizing the proceedings and directed Co-ordinator to prepare Action plan for the same

- Conduct FDP on various online tools for taking class
- Organize training for students by Education technology cell
- Conduct curricular activities through online mode
- Conduct Online examination with proctoring using single device
- Conduct Online quiz by all departments
- Conduct Career Guidance Webinar series by The Oxford Biotechnologists Society.


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IQAC CO-ORDINATOR

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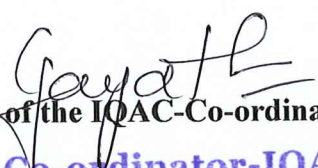

SIGNATURE
IQAC CHAIRMAN


Chairman-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
HSR Layout, Bengaluru-560102



INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(27th meeting held on 23.03.2020)

Sl. No.	Recommendation	Action Taken
1.	Conduct FDP on various online tools for taking class	Dean administration arranged FDP on effective online class
2.	Organize training for students by Education technology cell	2 sessions of Posto app training was conducted
3.	Conduct curricular activities through online mode	Online co-curricular activities were conducted by Language department
4.	Conduct Online examination with proctoring using single device	The training for faculty how to conduct the examination was arranged
5.	Conduct Online quiz by all departments	4 departments conducted
6.	Conduct Career Guidance Webinar series by The Oxford Biotechnologists Society.	In process


Signature of the IQAC-Co-ordinator
Co-ordinator-IQAC
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Signature of the IQAC-Chairman
Chairman-IQAC
The Oxford College of Science
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INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :18/09/2020			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>[Signature]</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>[Signature]</i>
3	Dr. Bharathi.S	Faculty	Member	<i>[Signature]</i>
4	Dr. Sangita Roy	Faculty	Member	<i>[Signature]</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>[Signature]</i>
6	Dr. Yogesh B J	Faculty	Member	<i>[Signature]</i>
7	Dr. Prakash P	Faculty	Member	<i>[Signature]</i>
8	Dr. Shivaji Bole	Faculty	Member	<i>[Signature]</i>
9	Mr. Bhanu Prakash	Faculty	Member	<i>[Signature]</i>
10	Mr. Mariswamy	Faculty	Member	<i>[Signature]</i>
11	Shri S Nagaraju	Administrator	Member	<i>[Signature]</i>
12	Mr. Selva	Student Representative	Member	<i>[Signature]</i>
13	Mrs. Anitha	Management Representative	Member	<i>[Signature]</i>
14	Mr. Sandeep	Alumni Representative	Member	<i>[Signature]</i>
15	Mr. Siddharth	Alumni Representative	Member	<i>[Signature]</i>
16	Mr. Pandu T	Parent Representative	Member	<i>[Signature]</i>
17	Mr. Subba Rao	Industrialist	Member	<i>[Signature]</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>[Signature]</i>
19	Dr. Srinivas	External Member	Member	<i>[Signature]</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 27th meeting held on 23.03.2020 2. Analysis of student feedback on faculty and curriculum. 3. Conduct of PTM and collect feedback to improve quality. 4. Review of students university results 5. Review of placement activities 6. National Science Day celebration with the theme Women in Science 7. Review of Education technology cell activities 8. Review of ECO club activities. 9. Conduction of improvement examination 10. Youth day celebration to instill values 11. Any other matter with permission of chair 				

DISCUSSION

The 28th IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 27th meeting held on 23.03.2020. The members confirmed the minutes and noted the Action Taken Report.

1. The IQAC coordinator presented the faculty feedback and curriculum feedback. She also mentioned the technical glitches faced by the students during online classes. The committee analyzed and suggested that faculty members should use conducive online platforms to teach different subjects. Dr Bharathi also mentioned the difficulties expressed by the mathematics faculty while teaching theorems. Dr Sahoo suggested and to arrange training through education technology cell to overcome these issues.
2. Dr. Sahoo informed the members about the plan of conducting online PTM and collect the feedback. The committee discussed and stated that it very important to ensure quality all the time.
3. Dr Prakash presented university results and ranks. The committee said that all the departments should work towards getting ranks in all courses.
4. The placement activities were reviewed by the committee.
5. Dr Yogesh presented the national science day theme and preparation. The committee said that all the students should be a part of this program.
6. Dr. Sangita Roy presented the list of various ICT skills programs planned by Education Technology cell. The committee opined that all students should improve their ICT skills.
7. Dr Sushil Kumar Sahoo preseted the ECO club initiative of green campus and waste segregation drive creating awareness among the students
8. IQAC chairman shared the new initiative of conducting improvement exam to provide a platform for students to improve their IA score. The committee discussed and suggested that the schedule should not disturb the calendar of events.
9. Mr Bhanu Prakash gave the glimpses of youth day celebration. The committee said that it should be a mandatory practice so that institute always upholds values.


RECOMMENDATIONS

The meeting was concluded with following recommendations

- Action Taken Report for Feedback Analysis
- Online PTM and collection of feedback
- Strategy to be prepared to secure rank in all courses
- Prepare documentary on contributions of women to Science for National Science Day
- Introduce Improvement exam


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IQAC CO-ORDINATOR

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IQAC CHAIRMAN
Chairman-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
HSR Layout, Bengaluru-560102



Children's Education Society (Regd.)
THE OXFORD COLLEGE OF SCIENCE
H.S.R Layout, Bangalore-560102



INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(28th meeting held on 18.09.2020)

Sl. No.	Recommendation	Action Taken
1.	Action Taken Report for Feedback Analysis	The faculty members were given guidance improve on quality teaching. Drinking water filters were changed
2.	Online PTM and collection of feedback	Online PTM is scheduled
3.	Strategy to be prepared to secure rank in all courses	Super 30 group is created. Ms Raji Sukumar was appointed as a coordinator
4.	Prepare documentary on contributions of women to Science for National Science Day	Women Nobel Laurite's contributions are prepared. Ms. Satya Veena is appointed as a coordinator
5.	Introduce Improvement exam	Improvement examination circular is circulated

Signature of the IQAC-Co-ordinator

Co-ordinator-IQAC
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Signature of the IQAC-Chairman

Chairman-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
HSR Layout, Bengaluru-560102



**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :18/12/2020			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
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2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
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9	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu</i>
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15	Mr. Siddharth	Alumni Representative	Member	<i>Siddharth</i>
16	Mr. Pandu T	Parent Representative	Member	<i>Pandu</i>
17	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>Absent</i>
19	Dr. Srinivas	External Member	Member	<i>Srinivas</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 28th meeting held on 18.09.2020 2. Discussion on even semester UG and PG calendar of events 3. Online mentoring for UG students 4. Webinar series for faculty members 5. Online sports activities 6. Review of extension activities 7. Student welfare initiatives 8. Professional ethics and gender equality seminars 9. Online career guidance programs 10. Participation in NIRF survey 11. Any other matter with the permission of chair 				

DISCUSSION

The 29th IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 28th meeting held on 18.09.2020. The members confirmed the minutes and noted the Action Taken Report.

1. Dr. Bharathi presented UG odd semester academic calendar, also presented the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester.
2. Dr. Sushil Kumar Sahoo presented that due to pandemic there is a marginal decrease in academic performance by a few students. He also pointed that some are suffering due to personal loss of their relatives. Committee discussed and expressed that student welfare officer should plan more online mentoring sessions to students. Even covid task force should help the students who are seeking personal counselling
3. Dr. Bharathi pointed out that the pandemic should not hamper the upgrading spirit of faculty members. All the academic activities should progress in similar manner. Then committee discussed and opined that all the Deans should alert the faculty members attend webinars hosted by the premier institutes. The committee also suggested that the faculty members should have institutional online platform ID to attend the same. Dr. Kavyashree said that the institution will provide login credentials to all the faculty members in premier platform Microsoft Teams.
4. Dr. Sushil Kumar Sahoo presented the online sports planned for the students. The committee suggested to have online sports for faculty members too.
5. Mr. Mariswamy presented the NSS volunteer's extension activities such as Mask and sanitizer distribution to village people. Date of distribution should match check R and D report
6. The committee reviewed scholarship schemes of students.
7. Mr. Bhanu Prakash gave the glimpses of professional ethics and gender audit program, He discussed and said that it should be conducted to all genders.
8. Dr. Sangita Roy presented the initiatives of online career guidance programs. The committee said that the covid pandemic has created new job avenues and orient student for the same.
9. The IQAC coordinator expressed that the institution plan to participate in NIRF survey and appealed all the Deans to provide the data in campus technology She also said that faculty members can upload the data in campus canvas portal through POSTO app.


RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Introduce Online mentoring
- Create Institutional ID in Microsoft Teams
- Organize Online sports for faculty
- Conduct Gender Equality program for all genders
- Participate in NIRF survey


SIGNATURE
IQAC CO-ORDINATOR

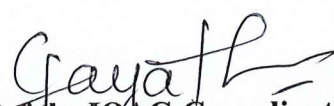
Co-ordinator-IQAC
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SIGNATURE 18/12/20
IQAC CHAIRMAN
Chairman-IQAC
The Oxford College of Science
17th 'B' Main, Sector-IV
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(29th meeting held on 18.12.2020)**

Sl. No.	Recommendation	Action Taken
1.	Introduce Online mentoring	How to conduct online mentoring webinar was conducted
2.	Create Institutional ID in Microsoft Teams	All the faculty were provided by institutional Microsoft account
3.	Organize Online sports for faculty.	One from sport cell and two from departments are conducted
4.	Conduct Gender Equality program for all genders	Two programs are initiated by SWO
5.	Participate in NIRF survey	Collect the data from all dean


Signature of the IQAC-Co-ordinator
Co-ordinator-IQAC
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Signature of the IQAC-Chairman
Chairman-IQAC
The Oxford College of Science
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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :26/02/2021			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>R.Kavyashree</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
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6	Dr. Yogesh B J	Faculty	Member	<i>Yogesh</i>
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8	Dr. Shivaji Bole	Faculty	Member	<i>Shivaji</i>
9	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu</i>
10	Mr. Mariswamy	Faculty	Member	<i>Mariswamy</i>
11	Shri S Nagaraju	Administrator	Member	<i>S Nagaraju</i>
12	Mr. Selva	Student Representative	Member	<i>Selva</i>
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14	Mr. Sandeep	Alumni Representative	Member	<i>Sandeep</i>
15	Mr. Siddharth	Alumni Representative	Member	<i>Siddharth</i>
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17	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>Dr. M S Sheshasayee</i>
19	Dr. Srinivas	External Member	Member	<i>Dr. Srinivas</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 29th meeting held on 18.12.2020 2. Review of the Institutional profile 3. Introduction of new courses under 4. Strategy to improve admissions 5. Institutional & Departmental Distinctiveness 6. Initiate E-Governance for administrative reforms and paperless administrative activities. 7. Explore the possibilities of resource sharing & networking with other Institutions in India & Abroad 8. Strengthening public relations of the Institution in order to enhance perception & Device a mechanism for wider publicity, timely promotions & aggressive cum competitive marketing of the Institutions Academic & Research strength to all the stakeholders. 9. Updation of the Quality Policy. 10. Strategies to instill values & ethics in students. 11. Innovative classroom skills for quality enhancement of the institution 12. Any other matter with the permission of the chair. 				

DISCUSSION

The 30th IQAC meeting was held in Board room and IQAC Co-ordinator Mrs. Gayatri Sudhir initiated the proceedings by welcoming all the members. She presented the Action Taken Report of 29th meeting held on 18.12.2020. The members confirmed the minutes and noted the Action Taken Report.

1. Mrs. Gayathri Sudhir presented the institutional profile based on different surveys and rankings. She pointed out the requirement of collective efforts to get top position in different surveys. The committee suggested to work on all the ranking parameters.
2. Dr. Bharathi presented the various new combinations possible under NEP. The committee discussed and suggested has a discussion with university parent departments.
3. Dr. Kavyashree presented the admission status of previous academic year. The committee suggested introducing online admission and advertising in different platforms to improve admission.
4. IQAC coordinator expressed that under NEP each department should have unique distinctiveness and thrives for excellence. The committee discussed and stated every department must work toward excellence.
5. Dr. Sushil Kumar Sahoo that all College documents have to be uploaded in the CMS. The IQAC Coordinator instructed that all the college reports and documents have to be uploaded in the CMS so that it can be retrieved whenever required. The committee decided that E-Governance has to be introduced in all areas of administration.
6. IQAC coordinator expressed the institute should have collaboration with other institute for resource sharing and knowledge sharing. The committee suggested to work towards foreign university collaboration.
7. Mrs. Gayathri Sudhir also emphasized for wider publicity and strong network for better perception of institute. The committee suggested for strong alumni network and social media publicity.
8. Dr. Kavyashree proposed for updation of policy. The committee suggested timely updating is required.
9. Mr. Bhanu Prakash presented the scheduled plan of professional ethics programs. The industry expert Mr. Subba Rao stated that it is very much essential for PG students
10. Dr. Bharathi presented the plan FDP conduction on Innovative classroom skills. The committee approved it by stating that it is necessary for quality enhancement.


RECOMMENDATION

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Improve the profile of the institution
- Introduce the new combinations in line with demand
- Online admission and advertisement
- Implement E-Governance and Paperless administration
- Connect with Foreign University for collaboration.
- Build Strong alumni network
- Update policy
- Conduction of FDP on Innovative class room skills.


SIGNATURE
IQAC CO-ORDINATOR

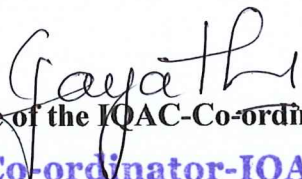
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IQAC CHAIRMAN
Chairman-IQAC
The Oxford College of Science
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(30th meeting held on 26.02.2021)**

Sl. No.	Recommendation	Action Taken
1.	Improve the profile of the institution	Target to all the departments in following areas Conference, Collaborations, Seminars, Fest
2.	Introduce the new combinations in line with demand	Communicated to parent department about introduction of forensic science
3.	Online admission and advertisement	Online admission was initiated Advertisement was given in leading newspaper and television channels
4.	Implement E-Governance and Paperless administration	E –governance is initiated in all domains and circulars are sent only through mails and whatsapp groups
5.	Connect with Foreign University for collaboration	Communication is in progress with INDIANA University
6.	Build Strong alumni network	Alumni whatsapp group with new office bearers are set up
7.	Update policy	Under process
8.	Conduction of FDP on Innovative class room skills	Dean academics conducted 1 FDP


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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :19/04/2021			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>R.Kavyashree</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Susil</i>
6	Dr. Yogesh B J	Faculty	Member	<i>Yogesh</i>
7	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
8	Dr. Shivaji Bole	Faculty	Member	<i>Shivaji</i>
9	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu</i>
10	Mr. Mariswamy	Faculty	Member	<i>Mariswamy</i>
11	Shri S Nagaraju	Administrator	Member	<i>S.Nagaraju</i>
12	Mr. Selva	Student Representative	Member	<i>Selva</i>
13	Mrs. Ujwala Raju	Management Representative	Member	<i>Ujwala</i>
14	Mr. Sandeep	Alumni Representative	Member	<i>Sandeep</i>
15	Mr. Siddharth	Alumni Representative	Member	<i>Siddharth</i>
16	Mr. Pandu T	Parent Representative	Member	<i>Pandu</i>
17	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>Dr. M S Sheshasayee</i>
19	Dr. Srinivas	External Member	Member	<i>Dr. Srinivas</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 30th meeting held on 26.02.2021 2. Discussion on even semester UG and PG calendar of events 3. Analysis of curriculum feedback and other feedback 4. To discuss about uploading data for Gap Analysis 5. To discuss about inculcating Quality Literacy among stakeholders. 6. Online Add-on program 7. Review of covid task force activities 8. Online examination with live proctoring 9. Online fitness classes 10. Any other matter with permission of the chair 				

DISCUSSION

The 31st IQAC virtual meeting was held in ZOOM platform. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 30th meeting held on 26.02.2021.

1. Dr. Bharathi presented UG odd semester academic calendar, also presented the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester.
2. Dr. Kavyashree informed all the Deans to upload data for GAP analysis. Accordingly, Dr. Sahoo informed that based on IQAC Chairman directions the meeting was arranged with campus.technology wherein training was provided to upload data by individual faculty and by Deanery in the portal. Dean administration stressed on the point that all the faculty should start uploading data in the CMS, so that timely report can be generated which will reflect any gaps in the set benchmarks. The committee suggested to make a schedule in calendar of events.
3. Mrs. Gayathri Sudhir, IQAC Co-ordinator presented the various feedback such as curriculum feedback and faculty feedback. The committee discussed and suggested to forward the inputs to university about curriculum feedback and take suitable measures.
4. Dr. Kavyashree stated that quality literacy is imperative among all stake holders. The committee suggested to orient parents about the college bench marks during inaugural orientation
5. Dr. Bharathi presented the different online add on program scheduled for semester. The committee suggested to use conducive platform also prepare video lectures
6. Dr. Sahoo presented the covid task force initiatives and care taken at all corners. The committee suggested to arrange vaccination to all the faculty and students
7. Mrs. Gayathri Sudhir demonstrated the modification done in the online examination where faculty members can upload question papers easily. The committee said Education Technology Cell should guide the faculty with latest technologies.
8. Dean administration stated that the campus technology has initiated free online yoga and zumba classes for students by professionals for wellbeing. The committee suggested to promote it.


RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Reflect report generation date in CoE
- Prepare video lectures
- Arrange Covid vaccination drive
- Arrange training for the faculty members about new technology
- Promote online fitness classes


SIGNATURE
IQAC CO-ORDINATOR

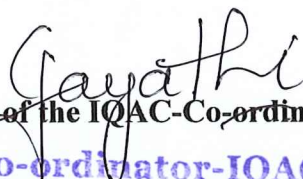
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SIGNATURE 19/11/21
IQAC CHAIRMAN
Chairman-IQAC
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(31st meeting held on 19.04.2021)**

Sl. No.	Recommendation	Action Taken
1.	Reflect report generation date in CoE	In Calender of events dates are reflected by Dean Adminstration
2.	Prepare video lectures	Video lectures are prepared and uploaded in LMS
3.	Arrange Covid vaccination drive	Arranged Covid vaccination at AGARA PHC
4.	Arrange training for the faculty members about new technology	Education technology cell conducted two sessions
5.	Promote online fitness classes	UG coordinator circulated the schedule to all the students


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Signature of the IQAC-Chairman
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :18/06/2021			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>Ragon</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bh - thir.</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Sahoo</i>
6	Dr. Yogesh B J	Faculty	Member	<i>Yogesh</i>
7	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
8	Dr. Shivaji Bole	Faculty	Member	<i>Shivaji</i>
9	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu Prakash</i>
10	Mr. Mariswamy	Faculty	Member	<i>Mariswamy</i>
11	Shri S Nagaraju	Administrator	Member	<i>S. Nagaraju</i>
12	Mr. Selva	Student Representative	Member	<i>Selva</i>
13	Mrs. Ujwala Raju	Management Representative	Member	<i>Ujwala</i>
14	Mr. Sandeep	Alumni Representative	Member	<i>Sandeep</i>
15	Mr. Siddharth	Alumni Representative	Member	<i>Siddharth</i>
16	Mr. Pandu T	Parent Representative	Member	<i>Pandu</i>
17	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
18	Dr. M S Sheshasayee	External Member	Member	<i>Absent</i>
19	Dr. Srinivas	External Member	Member	<i>Srinivas</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 31st meeting held on 19.04.2021 2. Presentation by Dean Academics 3. Presentation by Dean Examination 4. Presentation by Dean R & D 5. Presentation by Dean HR & Placement 6. Presentation by Dean Administration 7. Presentation by Extension Activities Coordinator. 8. Strategies to improve the number of Extension Activities. 9. Any other matter with the permission of the chair. 				

DECISION

The 32nd IQAC meeting was held through online platform and IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members. She presented the Action Taken Report of 31st meeting held on 19.04.2021. The members confirmed the minutes and noted the Action Taken Report.

1. Mrs. Gayathri Sudhir welcomed all the committee members for virtual IQAC meeting which is on best practices under each deanery. She said that this would enable to adopt new quality initiatives under every deanery.
2. Dr. Bharathi presented Academic audit system as a best practice to improve academic quality which will encourage departments or programs to evaluate their education quality processes. Dean academics is authorized for conducting academic audit of all the departments pertaining to academic and related activities of various departments. The audit will be taken place in annual basis and will be presented during strategic meet, which will be conducted at the beginning of every academic year. She also presented about the Introduction of more Skill Development courses which enhance employability. The committee suggested various add on programs in collaboration with various renowned academic organizations, for the postgraduate students to hone their academic skills.
3. Dr. Prakash presented best practice under Examination Deanery. They were online examination and centralized internal examination. The committee discussed and said that to design an in-house system to generate online question paper from exhaustive question bank.
4. Dr. Yogesh presented The Oxford Journal of Science & Research TOJSR. It is an official online multidisciplinary journal which will provide an academic platform for the innovative research and advancements in different field of Science which will have significant contribution to the growth and application of scientific research and technology by delivering the latest information's from the researchers & educators. The committee directed IQAC has to work to get an ISBN number.
5. Dr. Sangita Roy discussed on Safe, healthy and happy workplace together with 360 degree performance feedback system. It maintains productivity by providing the institution with an adequate number of skilled and efficient employees. The committee suggested to provide a 360 degree performance feedback system in the institution. Dr. Sangita Roy also emphasized on Suitable training (company specific) for the craving candidates and placing them rightly in accurate institutions under Placement and Training Cell. It creates awareness among students regarding available career options and helps them in identifying their career objectives. She also guided the students in developing skills and job-search strategies required to achieve their career objectives.
6. Dr. Susil Kumar Sahoo presented the best practice on OXOIGNITE, a circular fest of Oxfordite.
7. Mr. Mariswamy presented the various extension activities planned by the NSS Unit for the academic year.
8. The committee discussed about various strategies to increase the number of extension activities and the Committee Chairman directed that conducting extension activity to be made mandatory for all the departments
9. With the permission of chair Gayathri Sudhir presented the long term perspective goal of to be among top three colleges. The committee discussed and suggested to make strategies to improve the visibility of institution in the global level

RECOMMENDATIONS

The meeting was concluded with following recommendations and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- To consider internal Academic audit as best practice
- To prepare internal question paper from in-house question bank
- To Encourage PG students to publish their project dissertations work in TOJSR
- To consider activities of covid task force as Best practice
- To involve departments to conduct more extension activities in Covid pandemic time
- To improve the visibility at the global level


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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(32nd meeting held on 18.06.2021)

Sl. No.	Recommendation	Action Taken
1.	To consider internal Academic audit as best practice	Dean academics set as a bench mark to all the departments
2.	To prepare internal question paper from in-house question bank	Under process
3.	To Encourage PG students to publish their project dissertations work in TOJSR	Workshop on how to write research paper was conducted
4.	To consider activities of covid task force as Best practice	Documents are collected and good practice is continued
5.	To involve departments to conduct more extension activities in Covid pandemic time	Online meeting was held with UG coordinators and students


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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :22/07/2021			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>Ragon</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bh. S.</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Sahoo</i>
6	Dr. Yogesh B J	Faculty	Member	<i>Yogesh</i>
7	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
8	Mrs. Vinita Tapaskar	Faculty	Member	<i>Vinita</i>
9	Dr. Nirmala Nair	Faculty	Member	<i>Nirmala</i>
10	Dr. Deepa Gopinath	Faculty	Member	<i>Deepa</i>
11	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu Prakash</i>
12	Shri S Nagaraju	Administrator	Member	<i>S. Nagaraju</i>
13	Ms. Ramya Venkatesha	Student Representative	Member	<i>Ramya V.</i>
14	Mrs. Ujwala Raju	Management Representative	Member	<i>Ujwala</i>
15	Mr. Sandeep	Alumni Representative	Member	<i>Sandeep</i>
16	Mr. Selva	Alumni Representative	Member	<i>Selva</i>
17	Mr. Venkatesh Anantha Rao	Parent Representative	Member	<i>Venkatesh</i>
18	Mr. Subba Rao	Industrialist	Member	<i>Subba Rao</i>
19	Dr. M S Sheshasayee	External Member	Member	
20	Dr. J T Devaraju	External Member	Member	<i>J T Devaraju</i>

AGENDA

1. Confirmation of minutes and Action taken report of the 32nd meeting held on 18.06.2021
2. Discussion on even semester UG and PG calendar of events
3. Preparedness for implementation of NEP under UG Program.
4. Open Elective selection criteria for UG students under NEP.
5. Finalization of Languages under NEP.
6. Feed Back Analysis
7. Familiarizing UUCMS for teaching and non-teaching staff
8. Language Lab Activities.
9. Skill Development Programs for the Academic year.
10. Establishment of ORCAS at TOCS.
11. Review of Placement Activities.
12. Way forward of Institution
13. Any other matter with the permission of the chair

DISCUSSION


The 33rd IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 32nd meeting held on 18.06.2021. The members confirmed the minutes and noted the Action Taken Report.

1. Dr. Bharathi S presented UG & PG calendar of events also presented the schedule of various conferences guest lecture, workshops planned for the academic year. The committee recommended to have workshops by industry personnel.
2. Dr Bharathi presented that the university has directed all the institution to adopt NEP from the academic year 2021. She briefed the committee about NEP model. The committee discussed in detail and expressed that the faculty members need to be oriented about the NEP model. The IQAC Chairman said that the institution had already conducted the orientation by Higher education council and in other levels it will be planned
3. Dr Bharathi also presented the open elective selection criterion. The committee after discussion suggested students need to be oriented about available selections and how it will help them to reach their career goal
4. Mrs. Gayatri Sudhir discussed about language selection and functional Kannada. The committee expressed that language mela should be conducted after getting clarity from parent university.
5. The IQAC coordinator presented the feedback analysis of faculty members and shared the measures taken.
6. Dr. Sahoo shared the modules of new University software UUCMS . The committee said all teaching and office members should have training sessions.
7. Dr Sangita Roy presented the Language lab activities scheduled for the semester. The committee said that the communication skills of rural students need to be improved.
8. Dr Sangita Roy and Dr. Bharathi briefed about various skill development programs planned. The committee opined that taking the recruiter's feedback will help in planning the skill development activities.
9. Dr Yogesh presented the new initiative for UG students ORCAS (Oxford Research Cell Associates) which is planned to set up based on the request from students. He explained the planned activities and said that how it will kindle their research interest. The committee appreciated the initiative.
10. Dr Sangita Roy presented the placement activities. The committee suggested looking into more number of core companies. Dr. Kavyashree suggested to aim at signing more collaboration agreement and MoUs with companies
11. Dr. R Kavyashree presented the institutional short term goal and different strategies which are deployed to achieve it. She also mentioned the long term goal of institute of eminence. The Committee discussed and said that the college should work towards achieving it.

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Organize NEP orientation
- Conduct NEP orientation to admission counsellors
- Conduct Language Mela
- Schedule UUCMS training
- Collect Recruiter's Feedback
- Increase Collaboration agreement and MoUs
- Improve Placement with core companies


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Chairman-IQAC
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(33rd meeting held on 22.07.2021)**

Sl. No.	Recommendation	Action Taken
1.	Plan NEP orientation by IQAC	<ul style="list-style-type: none">• Orientation By Vice Chancellor of Bangalore University.• Orientation by Dean Academics
2.	NEP orientation to admission counsellors	Orientation by Vice Principal (Admin)
3.	Conduct Language Mela	Two sessions of language mela by Vice-Principal (Admin) separately for BCA and B.Sc
4.	Schedule UUCMS training	Two sessions of training for faculty and office members by Dean (Admin)
5.	Collect Recruiter's Feedback	Informal feedback was taken . Based on feedback soft skill training is planned
6.	Improve Placement with core companies	Four new core companies have done the placement

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Signature of the IQAC-Chairman

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**INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING**

GENERAL INFORMATION				
MEETING DATE :18/10/2021			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	
3	Dr. Bharathi.S	Faculty	Member	
4	Dr. Sangita Roy	Faculty	Member	
5	Dr. Susil Kumar Sahoo	Faculty	Member	
6	Dr. Yogesh B J	Faculty	Member	
7	Dr. Prakash P	Faculty	Member	
8	Mrs. Vinita Tapaskar	Faculty	Member	
9	Dr. Nirmala Nair	Faculty	Member	
10	Dr. Deepa Gopinath	Faculty	Member	
11	Mr. Bhanu Prakash	Faculty	Member	
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18	Mr. Subba Rao	Industrialist	Member	
19	Dr. M S Sheshasayee	External Member	Member	
20	Dr. J T Devaraju	External Member	Member	
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 33rd meeting held on 22.07.2021 2. Review of NEP Internal Assessment format and design of different Rubix 3. Online admission in UUCMS Portal. 4. Analysis of ranking survey of Outlook, INDIA TODAY The Week and OPEN MAGZINE. 5. AQAR 2020-21 report submission 6. Collaboration with various industry for internship and academia activities. 7. Review of quality policy. 8. Any other matter with the permission of the chair 				

DISCUSSION

The 34th IQAC meeting was held in Board room and IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 33rd meeting held on 22.07.2021. The members confirmed the minutes and noted the Action Taken Report.

1. Dr Bharathi presented the NEP evaluation model 60-40 which was released by the university .The committee discussed and expressed that new parameters should be introduced to evaluate the students for IA marks in line with the course format.
2. Dr. Sahoo presented that university has notified all the admission process should be through UUCMS portal . The members felt that formal training is required for admission team.
3. Mrs. Gayatri Sudhir presented the various ranking survey by the leading magazine INDIA TODAY The Week and OUTLOOK. She notified the members All India position and position in Karnataka. The members discussed the various ranking parameters and opined that institute needs more visibility in digital platforms.
4. Mrs. Gayatri Sudhir showed the new format of AQAR and appealed all the deans provide the data in the prescribed format .
5. Dr. Yogesh presented the various MOU's collaboration status. The industrialist member Sri Subba Rao suggested to scout for internship for all PG students. Dr Bharathi expressed the limitation of university calendar of events. Sri Subba Rao suggested that atleast some online internship is necessary for experiential learning.
6. Dr. Kavyashree stated that there is requirement of modification in quality policy . The committee agreed on this matter.
7. Mrs Gayathri Sudhir presented the suggestions made in the strategy meet the conduction of short term courses and faculty refresher course. The committee discussed and Mr Subbarao suggested that plan for industry oriented short term courses for faculty and students

RECOMMENDATIONS

IQAC Chairman Dr. Kavyashree summarized the proceedings and stated the recommendations detailed below. The IQAC Co-ordinator concluded the meeting with a thank you note.

- Plan New model of assessment for NEP
- Schedule UUCMS admission portal training
- Create more visibility through digital platform
- Scout for Online internship
- Revise quality policy based on NEP guidelines.
- Design short term courses
- Conduct refresher courses


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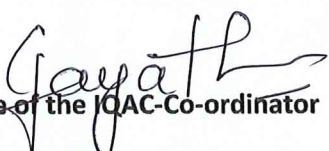

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Chairman-IQAC
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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(34th meeting held on 18.10.2021)**

Sl. No.	Recommendation	Action Taken
1.	Plan New model of assessment for NEP	Dean Academics devised the plan of C1 and C2
2.	Schedule UUCMS admission portal training	Dean Administration conducted training for Office staff
3.	Create more visibility through digital platform	Institutional Instagram account and posts of all activities
4.	Scout Online internship	Promotion of Internsala internship
5.	Revise quality policy based on NEP guidelines.	In progress


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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :28/02/2022			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	
3	Dr. Bharathi.S	Faculty	Member	
4	Dr. Sangita Roy	Faculty	Member	
5	Dr. Susil Kumar Sahoo	Faculty	Member	
6	Dr. Yogesh B J	Faculty	Member	
7	Dr. Prakash P	Faculty	Member	
8	Mrs. Vinita Tapaskar	Faculty	Member	
9	Dr. Nirmala Nair	Faculty	Member	
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20	Dr. J T Devaraju	External Member	Member	
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 34th meeting held on 18.10.2021 2. Discussion on even semester UG and PG calendar of events 3. Analysis of various feedback such as curriculum feedback and faculty feedback 4. Strategies for effective mentoring. 5. Finalization of Elective papers for NEP Students in line with university guidelines 6. Review of Add on courses under TOSSEC 7. IBM certification program for BCA students 8. Projethon signature event of R&D Dean 9. Establishment of Institute Innovation council 10. Any matter with the permission of chair 				

DISCUSSION

IQAC Co-ordinator Mrs. Gayathri Sudhir welcomed all the members for the IQAC 35th meeting and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 34th meeting held on 18.10.2021. The members confirmed the minutes and noted the Action Taken Report

1. Dr. Bharathi presented UG even semester academic calendar, also presented the schedule of various events like Guest lectures, Workshops, Industrial Visits, Seminars, Conferences, Awareness programs planned for the semester.
2. The student welfare officer Mr. Bhanu Prakash presented the mentoring sessions planned for the semester. The committee discussed and pointed out that forty percent of the mentors is new faculty members. Dr. Sangita Roy mentioned that mentors need to guide mentees for their career planning also. The committee felt that IQAC should arrange workshop for mentors on How to mentor the mentees?
3. Mrs. Gayathri Sudhir, IQAC Co-ordinator presented the various feedback such as curriculum feedback and faculty feedback. The committee discussed and suggested to forward the inputs to university about curriculum feedback and take suitable measures.
4. Dr. Bharathi S presented the list of open electives which are offered by the university and selection criterion. The committee discussed and expressed that the student should be oriented properly prior to selection so that these subjects are in line with their goal.
5. Dr. Bharathi presented the list of Add on programs for the semester. The committee discussed and said that the courses must be beyond the curriculum in line with industry needs.
6. Mrs. Gayatri Sudhir presented the new certification program on AI by IBM to the BCA students. The committee approved it and said that students need to be oriented by IBM professionals. Mr. Selva suggested that such certification programs from companies to be introduced to Life Science stream too. Dr. Kavyashree briefed the members about MoU signed with IBM and also explained that the college is planning to have Integrated BCA certification program with extended working hours.
7. Dr. Kavyashree presented the blue print of Projethon a signature event where in all the PG students show case their project work. The same will be evaluated by the external judge. The external member Dr. Devaraju suggested good project work should be converted into research papers which can be published by the in house journal TOJSR.
8. Dr. Kavyashree briefed the members about the establishment of Institute Innovation council and its activities. She also suggested it to be named as The Oxford Innovation Council (TOIC). Sri Subba Rao was elated and welcomed the initiative. He suggested to invite successful Entrepreneurs to share their experiences.
9. Mrs Gayathri Sudhir with permission of chair presented the virtual lab usage details. She said that the Electronics, Biotechnology department and computer science departments are using the virtual labs of IIT Mumbai regularly. The institution is planning to get obtain a recognition as a Nodal centre. The committees discussed and said that it is a good initiative and apply for it.

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Conduct a Workshop on Mentoring the mentees
- Schedule Orientation on elective papers.
- Propose add on programs beyond the curriculum
- Plan IBM certification program orientation by IBM professionals


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IQAC CO-ORDINATOR

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SIGNATURE 23/2/22


Chairman-IQAC
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INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(35th meeting held on 28.02.2022)

Sl. No.	Recommendation	Action Taken
1.	Conduct a Workshop on Mentoring the mentees	Four sessions of Workshops were conducted
2.	Schedule Orientation on elective papers.	Open elective selection orientation was planned by Vice-Principals
3.	Propose add on programs beyond the curriculum	16 programs are planned
4.	Plan IBM certification program orientation by IBM professionals.	Communication is sent to IBM team
5.	Promote research articles by Projethon projects to TOJSR	Under process
6.	Constitute and establish The Oxford Innovation Council (TOIC)	Application is sent to AICTE


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Signature of the IQAC-Chairman
Chairman-IQAC
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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF THE MEETING

GENERAL INFORMATION				
MEETING DATE :17/05/2022			TIME: 10.30 AM	
Sl. No.	Name	Category of Membership	Status in the Committee	Signature
1	Dr. R.Kavyashree	Faculty	Chairman	<i>R.Kavyashree</i>
2	Mrs. Gayathri Sudhir	Faculty	Co-ordinator	<i>Gayathri</i>
3	Dr. Bharathi.S	Faculty	Member	<i>Bharathi</i>
4	Dr. Sangita Roy	Faculty	Member	<i>Sangita</i>
5	Dr. Susil Kumar Sahoo	Faculty	Member	<i>Susil</i>
6	Dr. Yogesh B J	Faculty	Member	<i>Yogesh</i>
7	Dr. Prakash P	Faculty	Member	<i>Prakash</i>
8	Mrs. Vinita Tapaskar	Faculty	Member	<i>Vinita</i>
9	Dr. Nirmala Nair	Faculty	Member	<i>Nirmala</i>
10	Dr. Deepa Gopinath	Faculty	Member	<i>Deepa</i>
11	Mr. Bhanu Prakash	Faculty	Member	<i>Bhanu</i>
12	Shri S Nagaraju	Administrator	Member	<i>S. Nagaraju</i>
13	Ms. Ramya Venkatesha	Student Representative	Member	<i>Ramya V.</i>
14	Mrs. Ujwala Raju	Management Representative	Member	<i>Ujwala</i>
15	Mr. Sandeep	Alumni Representative	Member	<i>Sandeep</i>
16	Mr. Selva	Alumni Representative	Member	<i>Selva</i>
17	Mr. Venkatesh Anantha Rao	Parent Representative	Member	<i>Venka</i>
18	Mr. Subba Rao	Industrialist	Member	<i>Subba</i>
19	Dr. M S Sheshasayee	External Member	Member	<i>Absent</i>
20	Dr. J T Devaraju	External Member	Member	<i>J T Devaraju</i>
AGENDA				
<ol style="list-style-type: none"> 1. Confirmation of minutes and Action taken report of the 35th meeting held on 28.02.2022 2. Review calendar of activities for NEP UG program 3. Finalization of open elective papers from other discipline 4. Review of pre-placement training 5. Analysis of the feedback of recruiters 6. Review of life skills and language skills activities 7. Establishment of Institute Innovative Council status 8. Any matter with permission of chair 				

DISCUSSION

The 36th IQAC meeting was held in Board room and was chaired by Dr. R. Kavyashree, Principal & IQAC Chairman. IQAC Co-ordinator Mrs. Gayatri Sudhir welcomed all the members and initiated the proceedings with the permission of the Chair. She presented the Action Taken Report of 35th meeting held on 28.02. 2022 and then opened the meeting for discussion of agenda as detailed below.

1. Dr. Bharathi presented Calendar of events for NEP Batch She also briefed about the apprehension of Heads of the department as both NEP and non NEP are running together. The committee discussed and suggested that the institution should opt for blended learning mode for effective curriculum delivery.
2. Dr. Bharathi discussed in detail about the new rule laid by the university about open elective selection from other discipline. She mentioned the student's displeasure regarding the same. The committee said that the institution should notify regarding this to University as well as higher education council.
3. Dr.Sangita Roy presented various collaborative placements with The Oxford Engineering College. The committee reviewed the placements and suggested to try for international placements for Life Science PG students.
4. The IQAC Coordinator presented the feedback of recruiters. The committee suggested pre placement training by HR and Placement cell
5. Dr. Sangita Roy presented the life skill and language skill activities. The committee recommended Yoga classes for all
6. Dr. Sahoo updated the status of establishment of Institute Innovative Council. He briefed about various activities conducted under IIC. Dr. Kavyashree opined that this initiative will create an innovative ecosystem in the campus that will help students to ideate and innovate. The committee lauded the efforts of college to keep in pace with the advancements.
7. Dr. Kavyashree informed the Deans to focus on more number of collaborations and MoUs to strengthen academic, research and placement activities.
8. With permission of chair Gayathri Sudhir presented that the institution is process of procuring GERBER Software for Fashion and Apparel design lab for CAD lab.. The committee expressed that company should train the faculty members. She also presented that the institution's eight departments are applying for DBT Star Scheme.
9. With permission of chair Dr Sushil Kumar Sahoo presented the initiative taken by the management to upgrade the computer lab with latest version of computers. The committee suggested to fix the configuration in line with syllabus
10. With the permission of chair the IQAC Co-ordinator presented that the college has submitted the data for Academic, Administrative, Green Audit to an external certified agency. The committee discussed and opined that once the recommendation is obtained the IQAC should design suitable action

RECOMMENDATIONS

The following recommendations were made in the meeting and IQAC Chairman Dr. Kavyashree directed Co-ordinator to prepare Action plan for the same

- Introduce Blended learning for NEP Batch.
- Notify university through grievance cell regarding open elective selection
- Scout for International placements
- Conduct Pre-placement training
- Plan Yoga sessions for all
- Sign collaborations and MoUs
- Arrange training on Gerber software
- Configure the specifications of computer in line with new syllabus


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IQAC CO-ORDINATOR

Co-ordinator-IQAC

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IQAC CHAIRMAN

Chairman-IQAC

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**INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT
(36th meeting held on 17.05.2022)**

Sl. No.	Recommendation	Action Taken
1.	Introduce Blended learning for NEP Batch.	Blended learning mode for SEC papers
2.	Notify university through grievance cell regarding open elective selection	Communicated to Academic council member.
3.	Scout International placements	Discussion is on progress
4.	Conduction of Pre-placement training.	Three sessions of pre placement activities are conducted
5.	Plan Yoga sessions for all	Planned 5 sessions of yoga
6.	Follow up of Institute Innovative council application status	Registration is done in AICTE portal
7.	Arrange training on Gerber Software	Faculty training the agency is conducted
8.	Configure the specifications of computer in line with new syllabus	Central purchase team finalized the configuration

Signature of the IQAC-Co-ordinator

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Signature of the IQAC-Chairman

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