

IQAC – Internal Quality Assurance Cell

MEETING NOTICE

Date: 10/10/2023

All the members of IQAC of S.C.E. are hereby informed to attend the meeting in the Principal's chamber at 12:30 pm on 11/10/2023 without fail.

Agenda:

Agenda 1: Collection of Data, Consolidation and Preparation of annual report AQAR 2023-24.

Agenda 2: Discussion about the Collection and review of KSCST proposals for 47th Series from final year students.

| Sl. No. | Name | Designation | Role |
|---------|--------------------|--|-------------|
| 1 | Dr. H Ramakrishna | Principal | Chairman |
| 2 | Dr. R Harish | Professor, Physics | Coordinator |
| 3 | Prof. A Dhamodaran | Assistant Professor, EEE | Member |
| 4 | Dr. R.G. Deshpande | Associate Professor, Department of ME | Member |
| 5 | Prof. S Agalya | Associate Professor, Department of ECE | Member |
| 6 | Dr. Venkatesha | Chief Librarian | Member |
| 7 | Sri.Narayana.R | Chief Warden | Member |
| 7 | Dr. Nagahanumaih | Director, CMTI, Bengaluru, (Industry Representative) | Member |
| 8 | Mr. Shashank | Management Representative | Member |
| 9 | Mr. Rakshit B | Member (Alumni Representative) | Member |
| 10 | S.Likhith | IV Year Student (CSE) 1SG21CS090 | Member |
| 11 | Vishal Vishwanath | III Year Student (ME) 1SG22ME012 | Member |
| 12 | Sanjay H S | IV Year Student (ECE) 1SG21EE064 | Member |


Convener


Principal

IQAC - Co-ordinator
Sapthagiri College of Engineering
Bengaluru - 560 057.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore-560 057

Date: 11/10/2023

IQAC – Internal Quality Assurance Cell

MINUTES OF THE MEETING

Today, on 11/10/2023 from 12.30 pm onwards a meeting of **IQAC** was held at the Principal's Office to discuss the following agenda in presence of the members.

Agenda

Agenda 1: Collection of Data, Consolidation and Preparation of annual report AQAR 2023-24.

Agenda 2: Discussion about the Collection and review of KSCST proposals for 47th Series from final year students.

Principal gave opening remarks to the members. The following resolutions were made:

Agenda 1: Collection of Data, Consolidation and Preparation of annual report AQAR 2021-22.

Resolution:

- Discussions were held on collecting the data for the academic year 2023-24 to submit AQAR.
- Co-ordinators from each department were assigned with the responsibilities collecting data from respective department.
- Criteria head were instructed to consolidate the data in prescribed format and submit to IQAC within 25 days for uploading.
- Also discussed about the review of AQAR in three stages.

Agenda 2: Discussion about the Collection and review of KSCST proposals for 47th Series from final year students.

Resolution:

- It was decided to collect the KSCST project proposals in prescribed format for innovative projects from each department.
- It was also decided to review and select the best innovative projects for submission.



Principal
Sapthagiri College of Engineering
Chikkasandra, Hasaraghatta Road.
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The meeting was concluded with the vote of thanks by the convener.



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|  <p>SAPTHAGIRI College of Engineering Creating Tomorrow</p> | <p align="center">SRI SRINIVASA EDUCATIONAL AND CHARITABLE TRUST® SAPTHAGIRI COLLEGE OF ENGINEERING (Affiliated to Visvesvaraya Technological University, Belagavi and Approved by AICTE, New Delhi) (Accredited by NAAC with "A" grade) (NBA Accredited-CSE, ECE, EEE, ISE, ME) (An ISO 9001:2015 & ISO 14001:2015 Certified)</p> |  |
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IQAC – Internal Quality Assurance Cell

MEETING NOTICE

Date: 04/01/2024

All the members of IQAC of S.C.E. are hereby informed to attend the meeting in the Principal's chamber at 3:30 pm on 05/01/2024 without fail.

Agenda:

Agenda 1: Collection of Data, Consolidation and Preparation of Mandatory disclosures for 2023-24.

Agenda 2: Scheduling Academic Audit for review of Course file and Personal File for the academic year 2023-24.

| Sl. No. | Name | Designation | Role |
|---------|--------------------|--|-------------|
| 1 | Dr. H Ramakrishna | Principal | Chairman |
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| 3 | Prof. A Dhamodaran | Assistant Professor, EEE | Member |
| 4 | Dr. R.G. Deshpande | Associate Professor, Department of ME | Member |
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IQAC – Internal Quality Assurance Cell

MINUTES OF THE MEETING

Date: 05/01/2024

Today, on 05/01/2024 from 3:30 pm onwards a meeting of **IQAC** was held at the Principal's Office to discuss the following agenda in presence of the members.

Agenda

Agenda 1: Collection of Data, Consolidation and Preparation of Mandatory disclosures for 2023-24.

Agenda 2: Scheduling Academic Audit for review of Course file and Personal File for the academic year 2023-24.

Principal gave opening remarks to the members. The following resolutions were made:

Agenda 1: Collection of Data, Consolidation and Preparation of Mandatory disclosures for 2023-24.

.Co-ordinators from each department were assigned with the responsibilities of collecting data from respective department and submit the data in prescribed format to IQAC within 15 days for uploading

Agenda 2: Scheduling Academic Audit for review of Course file and Personal File for the academic year 2023-24.

Resolution:

- It was decided to conduct the review on 15/01/2024, department wise and schedule of audit will be announced.
- Decision was taken to complete the audit of Course file, Personal file and Department files For the academic year 2023-24 between 15th to 17th January 2024
- IQAC members were instructed to visit the department as per the schedule announced and submit report along with evaluation
- The meeting was concluded with the vote of thanks by the convener.



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Date: 05/01/2024

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Convener

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Bengaluru - 560 057.


Principal

Principal
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IQAC – Internal Quality Assurance Cell

MEETING NOTICE

Date: 07/04/2024

All the members of IQAC of S.C.E. are hereby informed to attend the meeting in the Principal's chamber at 10:30am on 09/04/2024 without fail.

Agenda:

Agenda 1: Arrangements to be made for organizing International Conference ICGCP-2024.

Agenda 2: Collection, Review and Submission of proposals to VGST for funding.

| Sl. No. | Name | Designation | Role |
|---------|--------------------|--|-------------|
| 1 | Dr. H Ramakrishna | Principal | Chairman |
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Coordinator

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Principal

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Date: 09/04/2024

IQAC – Internal Quality Assurance Cell

MINUTES OF THE MEETING

Today, on 09/04/2024 from 10:30am onwards a meeting of **IQAC** was held at the Principal's Office to discuss the following agenda in presence of the members.

Agenda

Agenda 1: Arrangements to be made for organizing International Conference ICGCP-2024.

Agenda 2: Collection, Review and Submission of proposals to VGST for funding.

Principal gave opening remarks to the members. The following resolutions were made:

Agenda 1: Arrangements to be made for organizing International Conference ICGCP-2024

- It was decided to communicate to all the final year students to submit papers and register to the conference through department co-ordinators.
- Decision was taken to form various committees to organize and monitor the inaugural function.
- It was decided to conduct presentations of all the papers in department seminar halls with one external and one internal reviewer.

Also discussed about other arrangements to be made for the conference

Agenda 2: Collection, Review and Submission of proposals to VGST for funding

- It was decided that each department should submit 3-4 proposals to VGST for funding.
- It was also decided to review the proposals to check the formats and innovative component involved in the proposed work.



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Date: 09/04/2023

The meeting was concluded with the vote of thanks by the convener.

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| 2 | Dr. R Harish | Professor, Physics | Coordinator |
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Date: 16/05/2024

IQAC – Internal Quality Assurance Cell

MEETING NOTICE

All the members of IQAC of S.C.E. are hereby informed to attend the meeting in the Principal's chamber at 10 am on 17/05/2024 without fail.

Agenda:

Agenda 1: Collection and Review of Monthly activity reports for the academic year 2023-24.

Agenda 2: Scheduling Review of documents related to Proctoring system

Agenda 3 : Preparations for Graduation Day celebration for final year students

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Principal

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Sapthagiri College of Engineering
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Bangalore-560 057

Date: 17/05/2024

IQAC – Internal Quality Assurance Cell

MINUTES OF THE MEETING

Today, on 17/05/2024 from 10 am onwards a meeting of **IQAC** was held at the Principal's Office to discuss the following agenda in presence of the members.

Agenda

Agenda 1: Collection and Review of Monthly activity reports for the academic year 2023-24.

Agenda 2: Scheduling Review of documents related to Proctoring system

Agenda 3 : Preparations for Graduation Day celebration for final year students

Principal gave opening remarks to the members. The following resolutions were made:

Agenda 1: Collection and Review of Monthly activity reports for the academic year 2023-24

- Discussions were held on collecting the monthly activity reports for the academic year 2022-23 And 2023-24 through the department co-ordinators.
- Decision was taken to review the reports and develop strategic perspective plan for the academic year 2023-23.

Agenda 2: Scheduling Review of documents related to Proctoring system

- It was decided to schedule a review documents related to Proctoring system.
- Instructions were give to co-ordinators to visit the departments as per schedule to review the proctor diary.
- Also discussed about other systems related to proctoring and suggestions were given to make the system more effective in monitoring student performance.

Agenda 3 : Preparations for Graduation Day celebration for final year students

- It was decided to schedule Convocation on 22nd May 2024.
- Co-ordinators from all the departments were informed to circulate the invitation, prepare student list and arrange the Graduation certificates.
- Other committees were given the responsibilities of circulating Gowns and arranging Lunch



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