

Meeting Report

Date: 20th May 2022

Venue: A 206, Board Room, RTC, Peenya

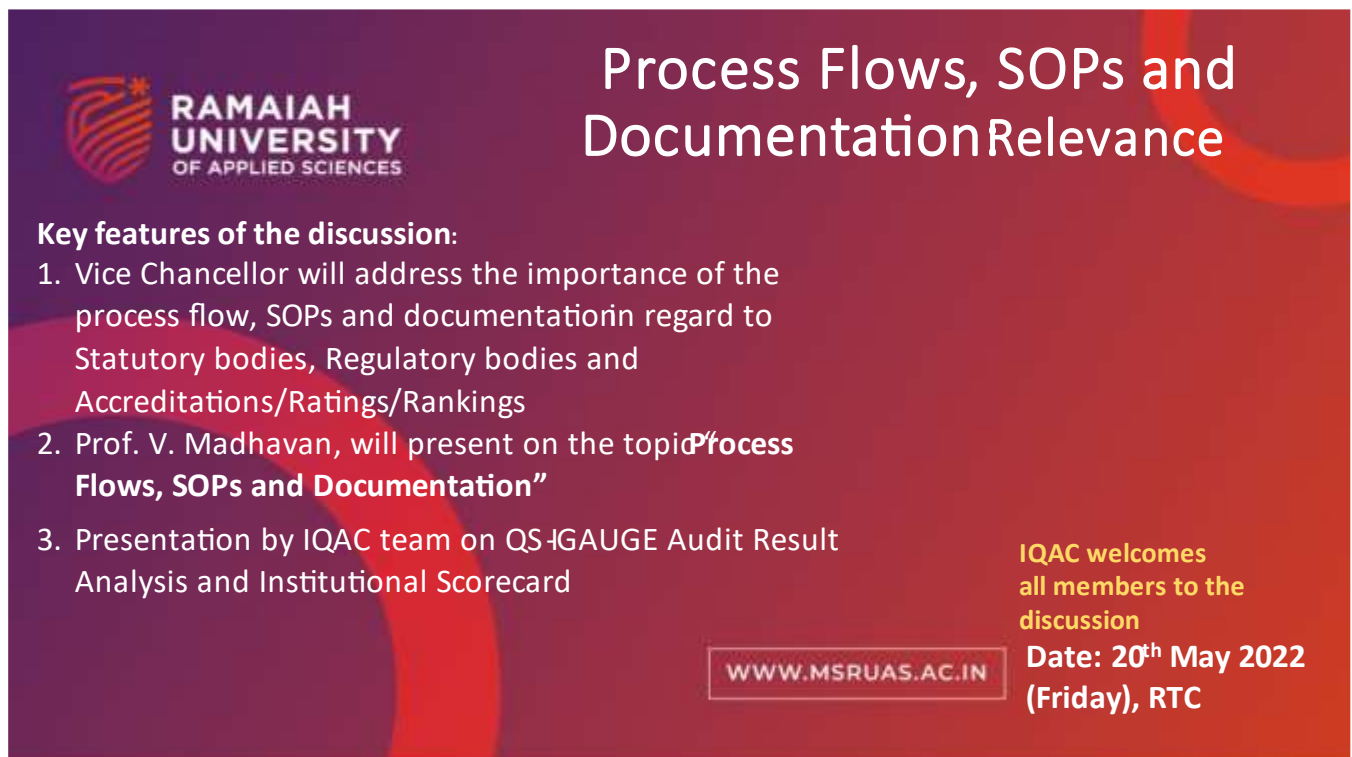
Time: 10.30 am

Agenda: Awareness of Relevance of process flows, SOPs and Documentation

Key features of the discussion:

1. Vice Chancellor addressed the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings
2. Prof. V. Madhavan, presented the importance of “Process Flows, SOPs and Documentation”
3. IQAC team presented QS I-GAUGE Audit Result Analysis and Institutional Scorecard

Invitation:



The banner features the RAMAIAH UNIVERSITY OF APPLIED SCIENCES logo on the left. The main title is 'Process Flows, SOPs and Documentation Relevance'. Below the title, it lists the key features of the discussion: 1. Vice Chancellor will address the importance of the process flow, SOPs and documentation in regard to Statutory bodies, Regulatory bodies and Accreditations/Ratings/Rankings; 2. Prof. V. Madhavan, will present on the topic 'Process Flows, SOPs and Documentation'; 3. Presentation by IQAC team on QS I-GAUGE Audit Result Analysis and Institutional Scorecard. A yellow box contains the text 'IQAC welcomes all members to the discussion'. At the bottom right, it states 'Date: 20th May 2022 (Friday), RTC'. A white box at the bottom center contains the website 'WWW.MSRUAS.AC.IN'.

Members Present:

Respective Deans of Faculty, Directors, HoDs of FET, FMPS, FAD and Functional Heads of various administrative units have attended the meeting (Meeting attendance sheet attached at the end of the document)

Proceedings

1. Sh. Parameshwar, Member Secretary IQAC, welcomed all participants and briefed on the key points of the meeting which is the outcome of the recently conducted internal Academic and Administrative Audit (AAA) at RUAS, where effort was made to streamline the processes, SOPs and documentation procedures at university level, Faculty level and Department level.
2. The Hon'ble Vice Chancellor has initiated the discussion and highlighted the importance of IQAC in any institution to make the system more vibrant and to fine tune the processes. He emphasized on the importance of conducting AAA frequently for the stabilization of the institution. At this juncture he insisted everyone to work towards quality parameters to provide good quality education.
3. The Vice Chancellor has remarked on the importance of Accreditations for a growing university and national and international acclamations, assessments, rankings play an important role to make an University a wholistic existence entity.
4. The Vice Chancellor has thanked the internal Audit Team members and summarized the observations of the Internal AAA and reflected on the improvements to be made to fill the gaps identified during the Audit process.
5. The Vice Chancellor has reflected on the role of HoDs in a department in strengthening its Faculty members and proper documentation of the departmental activities (notices, circulars, reports). He insisted on responsibility of HoDs for pass percentage and analysis on the fall in pass percentage and counselling of students for the same.
6. The Vice Chancellor has also reflected on the role of Deans, being relatively senior people in the Faculty, they must be able to bring their thought process to best utilize the man power resources and set for big outcomes than the Accreditation bodies set for an institution. He insisted all Deans and HoDs for review of Internal AAA reports for non-compliances and to fill the gaps identified by the Audit team at the earliest.
7. Dr. Madhavan as an introductory note he highlighted on the how strong academic background of an institution leads to academic excellence in creating successful and skilled students.
8. Dr. Madhavan has presented the list of recognized educational Accreditation and Ranking organisations and highlighted the importance of documentation and adherence to the SOPs in Accreditation processes. He has briefed up the parameters they concentrate on while assessing an institution.
9. He has reflected on process flow at Faculty level and Department level and presented the list of committees to be formed and insisted on proper documentation of each committee proceedings. He has displayed the sample SOP and logbook of a Faculty maintained in its one of Labs.
10. In the last session, Sh. Parameshwar has briefed on the recent submission of Data from IQAC for NIRF, NBA, AISHE, ARIIA, AIU, India Today Ranking etc. with the help of all stakeholders. He has insisted that in future University has to go for many more Accreditations and Rankings and the coordination of all stake holders is very much essential in this regard.
11. He has presented the QS I – GAUGE Audit ranking for RUAS as Gold and analysis of the institutional score card on core criteria, Research and Innovation and Overall summary.
12. The Vice Chancellor has discussed on each core criteria and reflected on hoe to strengthen them. He insisted to conduct bimonthly meetings at University level before going to next QS I – GAUGE rating so that University can enhance its capabilities to reach the next higher level of ranking.
13. Dr. Govind R Kadambi concluded the session with the remarks that proper introspection and involvement of all towards fulfilling the goal set will definitely leads to success in achieving excellence.

Session Outcomes:

All members present understood the importance of process flows, SOPS to be adhered and documentation to be maintained at each designated level.

Attendance Details:



Internal Quality Assurance Cell (IQAC)

Attendance Sheet

Date: 20.5.2022

Venue: A 206, RTC Campus

Time: 10.30 am

Agenda: Process flows, SOPs and Documentation: Relevance – Address by Vice Chancellor

Sl. No	Name	Designation	Signature
1	Dr. Kuldeep K Raina	Vice Chancellor	[Signature]
2	Dr. Govind R Kadambur	PVC - Research	[Signature]
3	Dr. Arindya Sen	School of PVC - Social Science	[Signature]
4	Shanku Kumar	Deputy Head - FMC	[Signature]
5	Dr. Uma Chakr	Asst. Dean - Acad. Affairs	[Signature]
6	Dr. Vikas M. Shela	De. CoE	[Signature]
7	Dr. G. Lakshmi	CoE	[Signature]
8	Dr. Reema Chandhury	Director - Student Affairs	[Signature]
9	Ms. Rashmi R.	Assistant Professor - FMC	[Signature]
10	PREMA. N	Asst. Director - CoE	[Signature]
11	GOUTHAM. N.	Asst. Manager, Data Centre	[Signature]
12	Dr. Anurag Kumar	HoD, physics	[Signature]

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13	Leela H.	HoD, I2, FAD	[Signature]
14	Dr. N. Venkatesh	HoD, Chemistry	[Signature]
15	Dr. B.S. Dayanidhi	MME	[Signature]
16	Dr. M.C. MURUGESAN	MME	[Signature]
17	Dr. S. MALATHI	EECE	[Signature]
18	Dr. S. Eshwari	DEAN - FMC	[Signature]
19	Dr. Pradeep Sharma	CSE	[Signature]
20	Dr. Nagesh N. Reddy	CE	[Signature]
21	Dr. P. Srinivasulu Reddy	CSE	[Signature]
22	Dr. V. Venkatesh	ECE	[Signature]
23	V. Praveen Kumar	EE	[Signature]
24	Dr. Shivaram	PHY	[Signature]
25	Dr. Harshad	Civil	[Signature]
26	Nagaraj. W	Manager - ICT	[Signature]
27	Lokesh. S.	Asst. Manager - Jaitan	[Signature]
28	Kirithan Kumar	Sr. Executive	[Signature]
29	Anand. G. S.	Manager - Hostel	[Signature]
30	Dr. Mamatha. C.	HoD, Faculty of Education	[Signature]
31	Chandankumar. S.	Head, Dept. of Mathematics & Statistics	[Signature]

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32	Dr. A.T. Saranam	HoD - Aerospace Engg	[Signature]
33	Dr. Uma S. Prasad	De. DRL	[Signature]
34	Mr. Jyothi. Shankar	De. ITSCD	[Signature]
35	Nagesh T.R.	Chief Manager - ICT	[Signature]
36	Dr. B.V.S. Murthy	De. FOS	[Signature]
37	Dr. P. Pradeep	De. FMC	[Signature]
38	Dr. V. MISHRA	PROFESSOR - MEB	[Signature]
40	Parameshwari. S.	Chief - IQAC	[Signature]
41	Dr. Anil K. Mahapatra	DEAN - FMC	[Signature]
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Session Photos:

