

---

**Minutes of Second IQAC Committee Meeting held on 26<sup>th</sup> April' 2021  
at University House, S18 Board Room, Gnanagangothri Campus**

**Members Present:**

**Chairperson:** Dr. K.K. Raina, Hon'ble Vice Chancellor

**Members:**

1. Dr. P. N. Razdan, Principal Advisor - Quality Assurance and Excellence Cell, GEF(M)
1. Dr. Govind R Kadambi, Director-IQAC and Pro Vice Chancellor, Research, Director-IQAC
2. Dr. D. C. Sundaresh, Pro-Vice Chancellor, Research,
2. Dr. Ananya Sen, Pro Vice Chancellor, Social Sciences
3. Prof. M. Saibaba, Registrar
4. Dr. Raghavendra Kulkarni, Director of Academics
5. Prof. Ashok C Meti, CoE
6. Dr. Reema Chaudhuri, Director-Student Affairs
3. Dr. Rajasekhar Swamy, Dean-FET
4. Dr. Deepak A S Dean-FMPS
5. Dr. Sreenivas Murthy, Dean-FDS
6. Prof. Abby Mathew, Dean-FHMCT
7. Prof. Krishnamurthy Jayanna, Dean-FLAHS
8. Dr. Bharath. S, Dean-FPH
9. Dr. Srivatsa H S, Dean-FMC
10. Mr. Lohit, Associate Dean-FAD
7. Dr. Sharath Kumar, Director-Research
8. Mr. Jyothi Shankar, Director-DTSLD
9. Ms. Parameshwar. S, Chief-QAC
10. Ms. Geetha B E, Head-QAC
11. Ms. Vijayalakshmi, Head-QAC
12. Mr. Lokesh, Manager-ICT
13. Ms. Tejaswini, Research Team

**On-line Mode:**

14. Ms. Madhu B K, Deputy Coordinator, QAEC

**Meeting Recorded Details available in the following links:**

<https://web.microsoftstream.com/video/ef9ac40b-8701-4345-8ec1-e17db5bf4db4>

<https://web.microsoftstream.com/video/986db48e-e2e4-4b27-a9a0-0c49fa79c6c4>

**Leave of Absence: NIL**

**Call to Order and Quorum:**

The meeting was called by Hon'ble Vice Chancellor at 10-00 AM

With sufficient quorum being present the proceedings of the meeting were commenced by the Chairperson

**Welcome and Overview:**

Prof. K. K. Raina, Vice Chancellor and Chairperson, IQAC welcomed the members and invitees to the IQAC Committee Meeting

**1) Agenda Item IQAC 2.1.1: QS-I-GAUGE Audit**

In event of QSIG-Audit ranking secured in 2018 expiring on July' 2021, Chairperson in discussion with members agreed upon to apply for QSIG-Audit and instructed to aim in securing higher ranking(badge) in improving the earlier secured Gold Badge in 2018.

The need for securing the highest rank(badge) was discussed in aspect of University recognition and ratings to improve the perception among different stake holders.

**2) Agenda Item IQAC 2.1.2: Advanced E-Lead Certificate**

In event of E-Lead Certificate from QSIG expiring on July' 2021, Chairperson in discussion with members agreed upon to apply for next version Advanced E-Lead Certificate by end of July-21.

Chief-IQAC updated the quorum about discussions with QSIG Team and combined proposal quoted for both QSIG and Advanced E-Lead certificate and sought for approval from Chairperson which was approved in principle subjected to budget allocation.

**3) Agenda Item IQAC 2.1.3: AICTE Extension of Approval (EoA)-Status**

Prof. Govind Kadambi informed the committee about the successful completion of submission of Extension of Approval application on AICTE portal on 23<sup>rd</sup> April 2021.

**4) Agenda Item IQAC 2.1.4: NIRF Data Submission-Status**

Prof. Govind Kadambi informed the committee about the successful completion of submission of NIRF Data for 2021 under four different categories: University, Engineering, Pharmacy and Dental in the last week of Feb' 21

**5) Agenda Item IQAC 2.1.5: ARIIA Submission-Status**

Prof. Govind Kadambi informed the committee about the successful completion of submission of ARIIA Data for 2021 in the first week of April' 21.

**6) Agenda Item IQAC 2.1.6: NBA Progress Status FHMCT and FPH**

Prof. Abby Mathew, Dean-FHMCT informed the members about the initial process for the pre-qualifier stage completion before SAR submission. First review of SAR was reviewed by leadership team.

Prof. Bharath S, Dean-FPH informed the formation of NBA Coordination Committee team of FPH and updated about the meeting with leadership team of University. Also, he informed tentatively NBA submission for FPH is targeted around first week of Dec-21.

**7) Agenda Item IQAC 2.1.7: NAAC SSR Preparedness**

Individual Criteria Leader assigned for NAAC SSR preparations presented the progress in terms of work completion adhering to comments given by leadership team and Dr.P.N.Razdan (Review reports attached as Annexure 1)

Chairperson highlighted the immediate need of applying for NAAC accreditation in aspect of increasing the visibility of University at the national level and stakeholders perception.

**8) Agenda Item IQAC 2.1.7: AICTE Approval Process Handbook 2021-22 guidelines pertaining to programmes offered under FET, FPH, FHMCT and FMC(MBA)**

Prof. Govind Kadambi presented AICTE Approval Process Handbook(APH) 2021-22 guidelines in detail about the processes involved and methodology to be adapted to satisfy the requirements as laid in new guidelines in relation to approval of new programmes, intake, reduction in seats, closure of programmes, administrative aspect in terms of staff student ratio, infrastructure minimum requirements, differently-abled barrier free environment and other basic amenities.

There being no further business the Chairperson declared the meeting adjourned by unanimous consent.

The meeting ended with Vote of Thanks from Chairperson.

**Signature with Date**

**Parameshwar. S**  
Member Secretary, IQAC

**Prof. K. K. Raina**  
Vice Chancellor  
(Chairperson, IQAC)

## **Annexure 1: NAAC SSR Preparedness Report**

### **Overview and Importance of NAAC Accreditation**

- a) VC illustrated the importance of Accreditation to Universities, and its impact in attracting student community to the programmes. Also, discussed about DVV processes its relevance accordingly uploading accurate data in SSR system based and Peer-Team-Visit activities with their check list.
- b) VC instructed all team members of NAAC to target 70% in DVV and explained the rating procedures followed with scaling from 1 to 4.
- c) VC emphasized presenting of approvals of all pending orders of the University in the subsequent Academic Council and later notifications to be made available to Board of Management (BoM)/ Board of Governors (BoG)
- d) All academic changes related to academic matter to be amended in Board of Studies (BoS) and to be made available during DVV.
- e) Period for which NAAC data must be consolidated for SSR was finalised starting from 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21
- f) All criterion leaders were informed to upload the data for 2020-21
- g) VC discussed about Value Added Training (VAT) programmes offered and how it has helped the students is to measured and mere numbers of enrolment will matter.
- h) Creation of war-room for NAAC work with support from VC, Registrar, and guidance from Dr. PNR to speed up the process and reach the targets.
- i) Also, VC proposed in coming years to have accreditations like NBA and ABET.
- j) First Draft of SSR to have third party review.
- k) Criteria 1, 2 and 3 more critical and to be focused and completed at the earliest.
- l) SSR Draft to undergo more than one iteration filling all the gaps.
- m) To mark in red, orange, and green color to indicate status of metrics work progress.

### **Present Status by Prof. Govind. R. Kadambi, Director-IQAC and Pro Vice Chancellor, Research**

- a) Prof. Govind Kadambi, presented a brief presentation on overall present status informing majority of the qualitative metrics had been completed 31 out of 36 and majority of that has been reviewed by Dr P N Razdan.
  - b) Discussed about e-Content video lectures to be uploaded to MOOC's platform initiated at the University level with every teaching faculty member to submit atleast 10 hours of video lecture with minimum duration of one hour per lecture.
  - c) The availability of course notes of 4000+ courses available for ready reference through earlier i-portal was informed to the members.
  - d) The process of NAAC preparation with nomination of criterion leaders with support of one member from each faculty, progress during pandemic time and other related details were updated.
-

- e) The members were updated that data consolidated till now had integrity and genuineness.
- f) Assured that draft SSR ready for first review will be prepared in the allotted revised schedule.

**Review Status as on date by Prof. P.N. Razdan, Principal Advisor - Quality Assurance and Excellence Cell, GEF(M)**

- a) Dr PNR informed all criterion leaders to refer to the comments given earlier of the metrics prepared during their status presentation and instructed to have SSR data in three distinctive folders viz., SSR Word Format, DVV and Annexures (Support Documents)
- b) Emphasised need of review of Quantitative metrics in the above format.
- c) Discussed about the detailed Criterion 3 comments (draft SSR) and highlighted the comments and action points.
- d) Financial Data to be reflected till Mar' 2021 for which Mr. Shantamurthy informed they have latest audited statements upto 2019-2020 for which Dr. PNR suggested a separate meeting pertaining to financial data required for NAAC data to enable approval of audited statements till Mar' 21.
- e) Priority to be given for scanning of documents related to MoM of BoS/Academic Council/BoM/BoG
- f) Also, Dr Ananya Sen enquired about virtual room concept (cloud on web) for closed reviews of updated works and ICT team were informed to check the options.
- g) Dr PNR mentioned readiness of FHMCT to apply for NBA accreditations with some of initial approval letters awaited from University.

**Inputs from Prof. M. Saibaba, Registrar**

- a) Registrar requested all criterion leaders to assess the amount of work to be accomplished and the appropriate duration of time required to freeze on schedules of deadlines to facilitate further processes.
- b) All policy related documents to be reviewed or to be introduced or revised as per VC instructions will be taken care by the Office of the Registrar.
- c) Research Data quantification to be streamlined with removing duplication and informed a meeting with all librarians will be scheduled furthermore for future requirements from library and other related facilities.
- d) Insisted to strengthen system driven procedures and later map into portals for support.

**Presentations by individual Criterion Leaders on present status of SSR readiness**

**Overall status presented by Dr. Raghavendra Kulkarni, Director of Academics**

- a) VC informed to achieve target of 150 out of 150 in this criterion since it pertains to Academics and for any education establishments academics is the core activity.
- b) 500-word count to be made exact in case of qualitative metrics wherever applicable
- c) VC enquired about procedures followed in case of closure of some programmes and insisted that there must be recommendations starting from BoS to Academic Council and later to BoM/BoG.
- d) VC propose to establish Department Academic Affairs Committee in each of department of faculty and this committee to be constituted with a small group of senior people of department to discuss matter of interest and propose to BoS. It is one step prior to BoS for bringing in effectiveness in the approval procedures.
- e) VC preferred and suggested to have bottom-down-approaches for more effectiveness.
- f) VC informed Ms. Sindhu Ram, Senior Manager, HR that all Faculty hiring/Recruitment processes must be in place with approvals from constituent bodies.
- g) Dr. PNR suggested that individual criterion leaders to identify problems encountered and work out solutions.
- h) VC informed that a two-day session on Attainment processes to be scheduled across all faculties to be delivered by senior people.
- i) Timeline for completion of Cr 1 SSR draft was set to 10<sup>th</sup> May 2021 and Dr PNR insisted to have documents atleast two days before the review for giving the inputs.
- j) VC proposed to introduce Entrepreneurship and Innovation courses mandate to all students across all programmes.
- k) Programmes having CBCS structure were discussed. Dr PNR enquired programmes offered by FDS regulated by DCI and FPH regulated by PCI cannot be considered as CBCS for which Prof. Kadambi informed that open electives were introduced for BDS and B. Pharm for which VC informed to verify and update the same whether health sciences related programmes can have open electives.
- l) VC asked about evaluation of internship process for which Prof. Kadambi Sir explained that a sub-committee formed at the department-level evaluates internship on various parameters.
- m) VC asked about average percentage of pass in University for which DoA informed it is around 75% and it was taken seriously to improvise results with efforts from faculty members and other related stakeholders and not to compromise on standards and make students earn their grades with efforts.

**Overall status presented by Prof. Ashok Meti, CoE**

- a) Timeline for completion of Cr 2 SSR draft was set to 10<sup>th</sup> May 2021 and Dr PNR insisted to have documents atleast two days before the review for giving the inputs.
-

- b) Need of Caste reservation certificates for supporting 2.1.2 metric was discussed for which VC informed that all Deans / HODs to be responsible to get any student centric data for the SSR in a time bound manner.
- c) VC proposed to have a Mentee-Mentor policy to be placed for approval and its SOP. The existing data of proctoral system for the previous years with its effectiveness must be projected.
- d) Discussion on total number of Faculty which will be linked to profile of the University to be presented clearly and faculty who have undergone 9 months of academic engagement and those who recruited during June/July 2020 to be considered for the calculations. The same was informed by VC and Dr PNR to HR Manager
- e) VC informed that Annual Report presently being prepared to be made more authentic since it depicts overall activities and achievements of the University across all areas and disciplines.
- f) VC suggested faculty-wise separate lecture sessions on making understand Attainment processes to be scheduled and planned to be delivered by VC, PVCs, DoA, CoE and explained that attainment is a process of verification of outcomes.
- g) Dr. Reema was informed by VC to enhance institutional image(perception) in all platforms including social media, to have maximum counselling session with students, opening channels for discussion and to have unified group addressing the stakeholders in any virtual/real platform.
- h) Dr PNR proposed to have this meeting to be listed under IQAC.
- i) VC expressed to have draft SSR reviews by NAAC eminent personalities.

**Overall status presented by Dr. Sharath, Director-Research**

- a) Detailed review comments of draft SSR for Criterion 3 given by Dr. PNR was presented and discussed as reference.
  - b) VC emphasized weightage of 250 for this criterion as more valuable and important to be achieved.
  - c) Registrar informed to avoid duplication of details of research published scattered around different places instead have one dedicated place for upload and visibility.
  - d) VC discussed about PhD Supervisors allocation to have in-home mechanism and Faculty with earlier allotment from their previous establishments before 2014 to be considered.
  - e) VC insisted to accelerate procedures to attract more students, create USPs and create hallmark of recognitions.
  - f) VC informed to review each department profiles visiting them from starting from April end onwards.
  - g) PVCs and VC to invite eminent personalities for some set of dedicated lectures.
  - h) Dr. Sharath was informed to check the H-Index and Citation details verify and update and to check details in comparison with other standard Universities.
  - i) VC informed affiliations to be standardized and Prof. Kadambi Sir to announce the same sending/announcing the circulars.
-

- j) VC informed HR to prepare a folded type of booklet providing guidelines during faculty induction to understand details like specifying affiliations, Do's and Don'ts, SOP to be followed during publications, reward details at the end of each year, etc.,

**Overall status presented by Mr. Parameshwar, Chief-QAC on behalf of Mr. Nagesh T.R, Chief-ICT**

- a) VC informed that in every review meeting all members associated with that respective criterion must be invited to attend to understand the progress and give updates.
- b) VC informed that peer team will compulsorily visit Library and facilities of University to inspect and review utilization, nomination of Advisor, verify library timings, library budget, usage from faculty members/students, periodicals, reference sections, membership details, publications, etc.,
- c) VC wanted to know the support in providing online access to e-books during the pandemic period and support from library and this report during submission of SSR with support documents.
- d) Data about on-line access for 2020-21 to be provided by all librarians.
- e) Registrar informed shortly a meeting of all librarians will be scheduled to discuss all details pertaining to library and its related facilities.
- f) VC informed to re-look into present ICT policy and after suitable revisions and approval to be kept in public domain.
- g) All photographs to be properly geo-tagged henceforth for proper referencing as per standards.
- h) Library budget must be in-line with audited statements.
- i) VC expressed the need of Smart boards atleast one in each Faculty and Registrar requested to initiate the same discussing with ICT team.
- j) Dr. Kadambi Sir informed that Media Centre with necessary equipment's set up available at Peenya.
- k) PNR suggested to have internet bandwidth bills quarterly basis and average usage and data to be compiled for last five years as per the requirement.
- l) Dr. PNR clarified details to be covered in maintenance of facilities like utilization of DG sets, electrical contracts, logbook maintenance, gardeners, house-keeping staff, contract agreements, bills, etc.,
- m) VC emphasized the need of Maintenance Committee to oversee complete set of activities pertaining all physical and academic maintenances facilities with standard SOPs.

**Overall status presented by Dr. Reema Chaudhuri, Director-Student Affairs**

---



- a) VC emphasized on constitution of Student Counselling Cell which include Dean-Student Affairs, HODs, wardens, class representatives and other members related. All committees having student representation to have atleast 3 boys and 2 girls out of 5 as an illustration - Gender Sensitisation.
- b) Sanction letters of scholarships from Govt. bodies to be uploaded with SSR.
- c) VC informed on an average 10% students opt for higher education taking up competitive examinations and aim must be to capture the outcomes for projection (Brand building)
- d) DVV will check appeared, passed in examinations, admit cards, etc., so VC informed from present to develop mechanisms to capture the same.
- e) VC expressed the need of dedicated Career Counselling Centre
- f) Dr. PNR and VC clarified distinction between free ships, fee concessions, fee-waivers, scholarships provided by Govt and informed to project data accordingly.
- g) Internal Complaint Cell (ICC) to generate reports bi-annually and present to VC.
- h) VC expressed to have a vibrant alumnus connect and informed extra steps to be taken by respective Dean's/HOD's to maintain a good relationship which yields enormous results and increases perception. This work to be done collectively. One of the objectives to extract 95% of placement data from passed out students through alumni connect.
- i) VC pointed out that presently Directorate of Student Affairs are catering to six verticals and this may bring down efficiency of some of the activities and a heavy burden on the existing team instead proposed to split the verticals and decision regarding this will be taken in due time.
- j) Prof. Ananya Sen that alumni connect activities to be encouraged.
- k) VC expressed to establish Career Development Centre (CDC) and evolve mechanism.
- l) ICT Policy to be revised to include details pertaining to details of e-mail accessibility by students during their stay in programme and break periods.
- m) VC explained that as per UGC guidelines maximum tenure to complete a programme is "N + 2 "years whereas at RUAS it is "N + 4 ", also informed not to revise for the time being and considered for the programmes created henceforth.
- n) VC expressed that there must suitable approvals in case of students opts for a break in the course with payment of prescribed fees.
- o) Dr. Reema expressed to register Alumni Society and VC expressed that as per Act of Registrar it must be approached with the help of certified CA.
- p) VC enquired about how many Alumni chapters to be created spread across all regions for proper functioning and bringing in effectiveness.

**Overall status presented by Mr. Parameshwar, Chief-QAC**

- a) This criterion was entrusted to Registrar earlier and presently IQAC team with the help of other stakeholder's working on the same.
  - b) VC instructed that a committee involving leadership management team will be constituted to oversee Criterion 6 activities with a suitable action plan.
  - c) VC instructed to prominently display Vision Mission and Quality Policy statements predominantly at major of the University.
-

- d) Vision statement common to University whereas Mission statement varies in each Faculties depending on their nature and VC informed in future Vision and Mission statements to be tuned in lieu of new NEP guidelines from GoI. With improvisation Also, HEI to refer to United Nation Sustainable Development Goals as references in developing Vision statement.
- e) VC expressed to establish Planning and Monitoring Committee/Board in line with existing statutes of the University.
- f) Need of development of comprehensive e-Governance model.
- g) VC expressed HR to have periodic Performance Appraisal Review (PAR) and initiate the same for the present year.
- h) Prof. Ananya Sen illustrated IIM model wherein categorization in faculty based on faulty opting more teaching less research, more research less teaching, etc., based appraisal models are available. VC requested to present the IIM model for reference.
- i) QAC work was appreciated by members and instructed to develop mechanisms of best practices.
- j) VC expressed that Academic-Audit to be planned for the existing batches.
- k) All events/awards/achievements henceforth report to be maintained by IQAC to be presented in future accreditations, rankings, and surveys.

**Overall status presented by Mr. Jyothishankar, Director-DTSLD**

- a) Brief presentation on progress made and gaps discussed.
- b) VC expressed that a Policy on e-waste management to be prepared and get it approved.
- c) Best Practices to be projected were discussed and Dr. PNR suggested to have a half-day session between major stakeholders of University including leadership management, Deans, HODs and arrive at a decision.
- d) Mr. Parameshwar informed members that Dr. PNR had finalised one Best Practice titled "Project Exhibition" in context of metric 7.2.1 for which complete write up with support documents has been reviewed. Another Best Practice projected was OBE at RUAS which was suggested to be included in other criterion.
- e) VC suggested one of the Best Practice to be thought of titled: Inter-Disciplinary Problem Solving of RUAS Community including Science, Technology, Management and Health-Sciences (one of the Hallmarks of RUAS spreading over all disciplines) which was in tune with new NEP proposed by GoI.

**Conclusion.**

Chair informed all criterion leaders to adhere to the deadlines specified for reviews and informed to submit documents on time to facilitate reviews and further action plan.