



**Ref: Accreditation/02/AIT/Dated 24-08-21**

Minutes of the meeting held on 24/08/2021.

The meeting started with the Principal welcoming the members present.

- 1) Review of previous minutes (Accreditation 01)
  - a) NAAC AQAR is to be submitted to the IQAC head by 30<sup>th</sup> Aug.2021.
- 2) Principal Informed that the NBA pre-qualifier is approved, and the SAR is to be uploaded on the portal within 60 days.
- 3) Principal remarked that we must immediately start uploading, and the task must be completed within 20 days, so that any exigencies can be taken care.
- 4) Principal also informed that all the NBA SARs have to be reviewed by the identified experts before uploading on to the NBA Portal. The identified experts are MBA - Dr. Pradeep Kumar, MITS, CSE - Dr. Ramakanth, MITS, ISE - Dr. Anala RVCE, ECE - DR. SriLakshmi TE HoD, RVCE, ME by Dr. Krishna, RVCE.
- 5) It was decided that the final fair copy of SAR with the signature of the experts to be completed by 4<sup>th</sup> Sept.2021.
- 6) It was decided that Dr. Surendra H J and Prof. Vasanthi S will Visit global IT, RRC to view the display boards (Vision, Mission) on Thursday, the 26<sup>th</sup> Aug.2021.
- 7) Principal informed the HoDs to concentrate on the parallel activities for NBA: Building files as per SAR (I files, P files and C files), Clean up all the labs, Check for 3 years calibration certificates, Display in labs as per the last audit report, Display of Vision, Mission, POs, PSO, PEO in prominent places, etc..
- 8) Principal informed HoDs to identify one coordinator and build one profile of name boards for the department.
- 9) All 12 POs to be displayed in the department, every classroom should have Vision, Mission, POs, PSOs, PEOs.
- 10) Flex boards with research scholar details, funds etc. to be displayed in Research Centre.
- 11) File numbers and detailed sticker to be planned.

The meeting concluded with the Principal thanking the members present.

Members Present: All HoDs, Dr. Surendra H J and Principal

Agenda:

- 1) NBA

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