



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

1st Phase, J.P. Nagar, Bengaluru - 560 078. ☎ : 080 - 61754501 - 502 Fax: 080 2654 8658

THE OXFORD COLLEGE OF ENGINEERING

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi & Approved by A.I.C.T.E., New Delhi, Accredited by NAAC & NBA New Delhi and Recognized by UGC under section 2(f))

Bommanahalli, Hosur Road, Bengaluru - 560 068.

☎ : 080 61754601 / 602 / 604 Fax: 080 25730551

E-mail: engprincipal@theoxford.edu Web: www.theoxford.edu

Proceedings of the Principal and Chairperson IQAC Order

Date: 28/09/2016

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for The Oxford College of Engineering the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

Sl.No	Name of Member	Designation	Role
1.	Dr. Praveena Gowda	Principal	Chairperson
2.	Dr. Malleshaiah T.S.	Professor, Dept. of Civil Eng.	Member -Teaching Faculty Representative
3.	Mrs. Uma	Office Staff	Member – Non Teaching Faculty Representative
4.	Ms. Shilpa	ECE Student	Member – UG Female Student Representative
5.	Mr. Harshvardhan NR	Civil Student	Member – UG Male Student Representative
6.	Ms. Lavanya R	MBA Student	Member – PG Female Student Representative
7.	Mr. Raja Paul	MCA Student	Member – PG Male Student member Representative
8.	Mr. Srinivas AS	Senior Software Engineer, Netcracker Technologies, Bangalore	Member – Alumni Representative
9.	Mr. C. Prakash Mr. Arun KV	Parent (of Male) Parent (of Female)	Member –Parent Representative
10.	Mr. Shamin Dudu	General Manager, Power Train & Emobility, Robert BOSCH Engineering & Business Solutions Ltd, Bangalore	Member – Industry Representative
11.	Dr. Mallikarjun K	Professor & Head Maths	Member – Coordinator
12.	Prof. Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator

Copy to:

1. Chairman and Vice Chairman
2. Committee Members
3. All the HOD's
4. IQAC File



Principal & Chairperson IQAC
PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068,



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Proceedings of the 1st IQAC Meeting for the Academic Year 2016-17 held on 16/8/2016 by 10.30 AM at Board Room of the college

Members present:

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	Principal	Chairperson	
2.	Dr. Malleshaiah T.S.	Professor, Dept. of Civil Eng.	Member -Teaching Faculty Representative	
3.	Mrs.Uma	Office Staff	Member - Non Teaching Faculty Representative	
4.	Ms. Shilpa	ECE Student	Member - UG Female Student Representative	
5.	Mr. Harshvardhan NR	Civil Student	Member - UG Male Student Representative	
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10.	Mr.ShaminDudu	General Manager, Power Train & Emobility, Robert BOSCH Engineering & Business Solutions Ltd, Bangalore	Member - Industry Representative	
11.	Dr. Mallikarjun K	Professor & Head Maths	Member - Coordinator	
12.	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13.	HODs of all the departments	HODs	Invitees	

IQAC Coordinator welcomed all members present to the meeting.

Chairman addressed the members on following points:

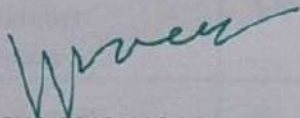
1. The draft of the proceedings of the meeting held on 11.5.2016 has been read over and finalized for recording the minutes.
2. Principal / IQAC Chairman notified the conduction of Faculty Development Programme by all the departments. He informed to have exclusive session for two days for junior faculty with less than one-year experience at TOCE and all faculty to attend the Programme for five days. HODs were advised to send tentative schedule. Faculty members were instructed not to take leave during FDP.
3. IQAC Chairman advised HODs to submit question bank and lab manuals both in hard and soft copy in a CD immediately as the same has to be sent to head office for printing. First year coordinators were informed to take care of all first year subjects. In the lab manuals, it was advised to add content sheet, list of equipment's, etc.
4. Principal /IQAC Chairman advised HODs to ensure that all the labs are kept neat and tidy and equipment's are serviced by respective lab instructors. Avoid pasting posters on walls; instead use notice boards. Principal noticed broken notice boards in some departments. He advised HODs to get it repaired immediately. In view of change in syllabus by VTU for second year, new labs are introduced in some of the department and we need to purchase few equipment's and softwares as per the syllabus. HOD'S were advised to submit the requirement to the undersigned.
5. Since revaluation results of all semesters are out, HODs were advised to submit the same immediately.
6. It was advised not to merge departments for technical training and concerned HODs shall take care of their students by offering suitable topics. HODs were informed to send topics for technical training within one week.
7. Dr. Kusum Paul informed that hard copy of the matter for college magazine shall be sent to HODs for verification.
8. IQAC Chairman told to HODs submit department activity report for 2016-17 Odd semester and information for CII in the format already sent.
9. Principal /IQAC Chairman notified that Infrastructure Audit Committee was constituted with two members in each team and stock verification of all the departments was done during October 2016.
10. Principal /IQAC Chairman instructed HODs to conduct Internal assessments as per VTU norms.
11. Dr. Nagaraj told, since NAAC accreditation is due for renewal, we need to start working on AQAR and final SSR must be uploaded. Sub-committee has been constituted with Dr. R J Anandhi, Dr. Manju Devi, Dr. V S Bharath, Dr. N B Doddapattar, Dr. Vijayakumaran Nair and Prof. Betty Chacko as members who will

interact with other department Heads. There will be no changes in infrastructure; only consultancies, results, innovation activities need to be updated. Research activities must be improved. Director also advised to prepare project proposals with multidisciplinary and apply to various agencies.

IQAC Chairman informed to work on following activities and inform the progress in the next IQAC Meeting

- Result analysis in-charge should prepare semester report for last three years to evaluate the performance of the students.
- HODs to submit details of text books/ E-books, journals, e – journals to be purchased for their respective departments.
- R & D Incharge should prepare the budget for infrastructure, lab maintenance etc.
- IPR Activities, Extension Activities, Faculty Development Training programs, Eco friendly activities in the campus etc.
- Faculties to publish more number of Research papers and edit books and chapters
- Review of slow and advance learners and mentor mentee system. He advised to concentrate on slow learners.

The meeting concluded with vote of thanks from IQAC Coordinator.



CHAIRMAN IQAC

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
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Proceedings of the 2nd IQAC Meeting for the Academic Year 2016-17 held on 22/12/2016 by 10.30 AM at Board Room of the college

Committee members:

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	Principal	Chairperson	
2.	Dr. Malleshaiah T.S.	Professor, Dept. of Civil Eng.	Member -Teaching Faculty Representative	
3.	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative	
4.	Ms. Shilpa	ECE Student	Member – UG Female Student Representative	
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10.	Mr.ShaminDudu	General Manager, Power Train & Emobility, Robert BOSCH Engineering & Business Solutions Ltd, Bangalore	Member – Industry Representative	
11.	Dr. Mallikarjun K	Professor & Head Maths	Member – Coordinator	
12.	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13.	HODs of all the departments	HODs	Invitees	

At the outset IQAC Coordinator welcomed IQAC Chairman, Members and HOD's present in the meeting

Principal /IQAC Chairman welcomed all to the meeting.

1. The draft of the proceedings of the meeting held on 16.08.2016 has been read over and finalized for recording the minutes.
2. Principal /IQAC Chairman enquired about the completion of syllabus across the departments and also briefed the status of completion of syllabus for the first year. It was noted and appreciated that the syllabus is completed well in advance in almost all the subjects in all the departments. However, for few subjects like CAED, Mathematics, EME, Elements of Civil Engg., Basic Electrical Engineering, extra classes were recommended based on the syllabus coverage status. Principal told he would address all the students before VTU examination.
3. It is also suggested that progression of academic activities and syllabus coverage reports, in the newly designed template is to be sent to the Principal's Office every week. (Format will be sent to all HODs from Principal's office).
4. Principal /IQAC Chairman reviewed the progression of the co-curricular activities in all the department. The following programs have been conducted, supplementing the curricular transaction of
 1. Value added Programme
 2. Bridge courses
 3. Integration of ICT in learning
 4. Encouragement of in house project
 5. Orientation towards research Programme
 6. Outreach Programme
 7. Faculty Development/ Improvement Programme
 8. Refresher Program
 9. Reorientation Programme
 10. Foundation Programme

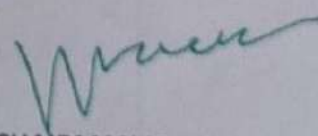
The IQAC members appreciated the faculty who have published books and research material in reputed Journals and Conferences and also congratulated the students who have won and participated in intercollegiate competitions. These programmes were conducted in pursuit of progression of the students and enrichments of their learning skills.

5. It was decided to decentralize the examination cell and assign DCS duties to all the HODS. Principal added that all these process would be helpful when the college decides to go for autonomous as every HOD would be appointed as Controller of

examination in turns. It is also suggested that DCS would go on rounds in the examination area and instruct proper dress code for the students. All the members of the IQAC congratulated this move of having decentralization of the examination work and also felt that this system would help them when we go for autonomous status.

6. Principal /IQAC Chairman notified the revised PhD fee structure given by Management i.e. candidate has to pay fees for four academic years and if they are unable to complete PhD within four years, extra one-year fee has to be paid.
7. IQAC Chairman informed HODs to go on rounds along with senior staff of their department, in The Oxford Boys Hostel and common areas like canteen, hostel mess etc. during short break and lunch break as per the schedule to ensure that no student stays in the college hostel during college hours.
8. Principal /IQAC Chairman discussed about the auditing process conducted in the departments by Academic Audit Committee. The consolidated audit report was discussed in details. It is also recommended that the work done statement by the staff members have to be attested by HODs every Saturday.
9. It has been decided to go for infrastructure audit in order to note the effective utilization of infrastructure and documentation of all the equipment's including software licenses. Separate list is to be prepared for equipment's that needs service. HODs were also advised to number the equipment's/instruments available in their respective departments. Principal advised that lab instructors and faculty to be available in the laboratory during infrastructure audit.

IQAC Chairman expressed his sincere thanks to all the committee members for involving in IQAC meeting and giving valuable suggestions.


CHAIRMAN IQAC
PRINCIPAL

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Estd. 1974

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Proceedings of the 3rd IQAC Meeting for the Academic Year 2016-17 held on 22/3/2017 by
11.00 AM at Board Room of the college

Committee members:

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	Principal	Chairperson	
2.	Dr. Malleshaiah T.S.	Professor, Dept. of Civil Eng.	Member -Teaching Faculty Representative	
3.	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative	
4.	Ms. Shilpa	ECE Student	Member – UG Female Student Representative	
5.	Mr. Harshvardhan NR	Civil Student	Member – UG Male Student Representative	
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IQAC Coordinator welcomed all members present to the meeting.

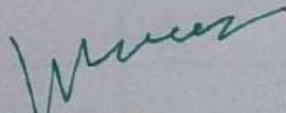
1. Principal /IQAC Chairman informed HODs keep the documents for LIC visit as per the check list given by VTU. Principal notified that departments which are permanently affiliated will also be visited by LIC and hence, all departments need to be ready with all documents. As per VTU, we need to take video of visit of LIC team and send to VTU. It was advised that a committee would be constituted with all HODs as members and they would visit the departments for mock inspection to verify the documents as per the check list already circulated. Further he felt that separate committee from VTU may come for Engineering and Architecture. He instructed HOD of Architecture to see that signage is ready.
2. Principal /IQAC Chairman reviewed outcome of the Parents-Teachers meet. HODs told most of the parents visited and felt happy for calling them and they enquired about their ward. Principal advised all HODs to maintain documents and again call parents after second IA test. After third IA test, only in critical cases, parents can be called.
3. Principal /IQAC Chairman notified about academic software from Easy College and told students' data has been forwarded to them. If any information is missing, HODs can send to Easy College.
4. Principal /IQAC Chairman advised HODs to submit the report on syllabus coverage. He also told to cover 80% syllabus before second IA test. Further he notified about five days soft skill training to third year students, three days for second year students and one day for first year students and HODs were informed to plan the schedule. He also opined to conduct trainings for the next odd semester before the commencement of classes.
5. Principal /IQAC Chairman told that softcopy of the draft brochure for national conference is sent to all HODs and he invited their suggestions/comments. He also advised HODs to send the invitation to other colleges from their mail ids with their own covering letter. Minimum 200 registrations are expected. HODs were called to enhance sponsors and fetch money. Principal informed to invite Oxford Science College and Oxford Polytechnic students to see the 8th sem. Project exhibition. Final year students of our college shall register in the national conference and publish their papers. Foreign University person can be invited as chief guest and media are called to cover this news in major channels.

6. Principal /IQAC Chairman instructed HODs to submit report on technical training conducted in their departments, with all relevant documents by incorporating placement plan and case by case it could be settled. HODs were advised to insist their students to pay extended pre-placement fee as per the list already submitted.
7. Dr. Anandhi briefed about Impulse'17, a tech fest being organized by the dept. of CSE on 5th & 6th April 2017. Mr. Malay Chatterjee, Chairman & Managing Director of KIOCL will be the Chief Guest. Chairman will preside over the program. All HODs were requested to cooperate and make this event success. Principal told higher semester students across the departments shall participate with the prior approval of their concerned HODs.
8. Principal /IQAC Chairman once again notified the dates of VTU Intercollegiate Bangalore Central zone tournaments of Kabaddi and Hockey being hosted by our institution and again students shall take permission of their HODs and undersigned to participate in this event.
9. IQAC Chairman informed to HODs take feedback from students during IA test in one sheet by giving subject code and faculty's name. First year class teachers shall take feedback from first year students and final report from all semesters shall be submitted to the undersigned. HODs can discuss in person with faculties whose parameter is less.
10. Principal /IQAC Chairman notified that Vijaya Bank is making software for paying tuition fee and exam fees by students through online.
11. Dr. Manjunath briefed that posters and brochures have been sent to Registrar, VTU and all VTU affiliated colleges. WhatsApp group is created for all coordinators and soft copy of brochure & poster posted in the group to share them amongst their contacts; college website is updated. Principal advised to collect extra money for issuing individual certificates to all students. Also suggested to get registration and payments through online. Principal advised all to find sponsors and get more revenue.
12. Principal /IQAC Chairman congratulated all HODs for their active participation in doing academic audit of the departments assigned to them and felt some of the departments are lagging in maintaining attendance and course file which is not fair. He advised such departments to keep the documents ready by two days since VTU insist for manual documents. HODs were advised to check the documents of their faculty at the end of the week and sign. Principal appreciated HODs of ISE & CSE for maintaining class taken reports systematically and told, with this report we can have a track of class taken by faculty and no. of students attended.

13. IQAC Chairman instructed the HODs to monitor students' attendance vigorously during technical training. Class teachers shall take signature of the students in a separate sheet. Also keep students informed that certificate shall not be issued for below 50% attendance. Principal felt that if the attendance is less than 10%, we can deduct such students' amount while making payment to vendors. Some HODs told if vendors have taken license for the no. of students mentioned in P.O. we may have to pay the full amount. Principal advised to check the terms mentioned in P.O.

14. Principal /IQAC Chairman enquired HODs about the status of attendance of students across the departments. HODs told except one or two students all have reported and defaulters' parents have been contacted. For late reporting, apology letter taken from students and an undertaking from both parent and student is also taken. Dr. Mallikarjun reported that few students from second semesters have not yet reported. Principal advised all HODs to follow proctor's system by allotting 20 students to each faculty in all the semesters. For second semester, class teachers from the concerned departments as well as faculty from basic sciences shall be the proctors for 20 students.

The Meeting concluded with vote of thanks by the IQAC Coordinator.


CHAIRMAN IQAC
PRINCIPAL
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Proceedings of the 4th IQAC Meeting for the Academic Year 2016-17 held on 16/6/2017 by 10.00 AM at Board Room of the college

Committee members:

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	Principal	Chairperson	
2.	Dr. Malleshaiah T.S.	Professor, Dept. of Civil Eng.	Member -Teaching Faculty Representative	
3.	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative	
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11.	Dr. Mallikarjun K	Professor & Head Maths	Member – Coordinator	
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Chairman addressed the members on following points:

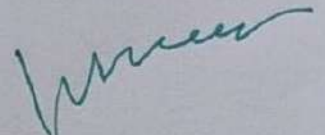
1. The draft of the proceedings of the meeting held on 22.03.2017 has been read over and finalized for recording the minutes.
2. Principal /IQAC Chairman reviewed the results of BE, b. Arch, M. Tech, MBA & MCA for odd semesters. It was opined that remedial classes to be taken for UG programs especially for first year students. Principal notified that there is a change in the first year syllabus and GBCS system is introduced wherein grading is allotted. Second year onwards, students stud)' core subjects and hence care must be taken by the departments. I was notified that the decrease in the results of Automobile, Mechatronics and CTM when compared to other departments. Principal opined there is a scope for improvement in all the departments. Principal further notified that admission in MCA is not up to the expectation and it is almost same scenario in all the colleges. He felt that final year students concentrate more on placement and they miss the classes. This problem needs to be addressed.
3. Principal /IQAC Chairman advised the coordinators of Magazine, Calendar and committees to start working on it and make it ready by end of July.
4. Principal /IQAC Chairman notified the documents to be collected from the students at the time of admission like PAN card or Aadhar card or Bank Pass Book apart from original 10th & 12th Marks card., T.C., caste/income certificate (if applicable).
5. Apart from conducting seminars, workshops, guest lectures etc. Principal /IQAC Chairman advised all HODs to concentrate on consultancy work. in their departments by using available infrastructure as it helps for the growth of the institute. Management has given very good infrastructure and we need to make use of it in all the departments. He also notified that NBA & NAAC gives more weightage for consultancy.
6. In view of change in syllabus by VTU for second year, new labs are introduced in some of the department and we need to purchase few equipment's and softwares as per the syllabus. HOD'S were advised to submit the requirement to the undersigned.
7. Principal /IQAC Chairman told recruitment is done as per AICTE norms. Candidates are called for interview in 1:3 ratios after short listing as per norms. Subject knowledge is analyzed and demo is taken from the candidates. Principal felt that retention of faculties is difficult because of various reasons.
8. Principal /IQAC Chairman told that older departments do not require equipment's as their labs are already set up. If any new labs are introduced by VTU in their revised syllabus, HOD'S can give budget for new labs along with consumables and maintenance. Review meeting shall be convened on 22 June, 2017 and shall submit the budget proposal to Management.

9. Principal /IQAC Chairman notified that vendors are invited to give demo about the training offered by the with the consultation of HODs and based on their requirements, technical and soft skill training is offered to students from first semester, after thorough negotiation.
10. Principal /IQAC Chairman advised all HODs to improve R&D activities. BT & ECE departments are getting projects from various agents. Others should also encourage their staff and students to submit projects as and when it is called for.
11. Principal /IQAC Chairman notified that Infrastructure Audit Committee was constituted with two members in each team and stock verification of all the departments was done during October 2016.
12. Dr. B K Manjunath told NAAC coordinators list to be revised and files have to be updated. Principal instructed all HODs to see that NAAC files are updated since we need to submit annual report in the month of July.
13. Dr. Jayaramaiah suggested admitting quality students apart from CET allotment, so that results would be better, and mentoring of the freshers at the initial stage is important. Principal advised HODs to conduct orientation classes for first three days and counsel students as to how to study engineering subjects, importance of attendance, discipline, etc. Some students might have language problem. This should be addressed by HODs. He also told that first year classes must be handled by senior faculty. Sometimes there may be request from higher semester students asking for senior faculty. Time table should be framed by balancing all the semesters.
14. Dr. M S Shashidhara told academic results and placement should be improved. Quality of students must be admitted. Parents coming for admission to their wards enquire about placement rather than academics. Instead of searching jobs, students must create jobs. Ms. Vijayalakshmi told our institute is tied up with HP for technical training. Since most of the questions are asked from fundamentals during interview, refresh course must be conducted for students with first and second year subjects.
15. Dr. Amarnath told first year results should be analyzed subject wise rather than branch wise. Results could be, still improved if retention of faculty is there.
16. Dr. Bala Koteswari told marketing is required for getting admission and we must showcase our infrastructure and achievements.
17. Principal /IQAC Chairman instructed to prepare question bank by covering maximum syllabus which will help students to gain marks. Quiz could be conducted with first and second year subjects and interaction with industry could be arranged for sixth semester students.
18. Principal /IQAC Chairman told that mentoring program is very important. Feedback from both students and parents must be taken. He suggested that inviting industry

people and arranging talks during weekends. Tech fest could be conducted by inviting students from other colleges.

19. IQAC Chairman informed to HODs the latest NAAC-IQAC-AQAR format will be sent from the undersigned office and HODs were also informed to send the duly filled in details in the format along with evidences to the concerned Criteria Heads.

Principal /IQAC Chairman thanked all members for their valuable inputs and assured to incorporate their suggestions. He also called all HODs to work together for the growth of the institutions.



**CHAIRMAN IQAC
PRINCIPAL**

The Oxford College of Engineering,
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