



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: 28/09/2017

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

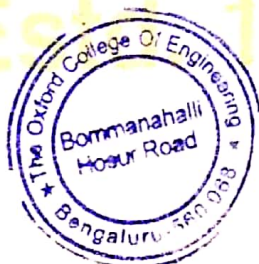
Principal & Chairperson IQAC

PRINCIPAL

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

Copy to:

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





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Minutes of Meeting IQAC-2017 - 18

Date: - 03/07/2017

Time: - 10.00 AM

Agenda: -

Action Plan for Academic year 2017 - 2018

General Review and Instructions to HODs

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	
12.	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13.	HODs of all the departments	HODs	Invitees	

IQAC Chairman welcomed all to the meeting.

Agenda 1: Action Plan for the academic year 2017 – 2018:

1. Conduction of Faculty Development Programme: IQAC Chairman notified the conduction of Faculty Development Programme by Department of MBA being scheduled in the first week of August. He informed to have exclusive session for two days for junior faculty with less than one year experience at TOCE and all faculties to attend the programme for five days. Dr. James was advised to send tentative schedule to all IQAC members. Faculty members were instructed not to take leave during FDP.
2. Preparation of Question bank and Lab manuals: HODs were advised 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.
3. Preparation for practical examination: 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. IQAC Chairman noticed broken notice boards in some departments. He advised IQAC members to get it repaired immediately. HODs were also informed to visit labs during practical examination and ensure that lab exams are started only after external examiner arrives and see that good hospitality is shown to external examiners.
4. Result analysis after revaluation: Since revaluation results of all semesters are out, HODs were advised to submit the same immediately.

Agenda 2: General Review and Instructions to HODs

1. Three OOD shall be availed by each faculty for valuation purpose.
2. Selected candidates shall report for duty ten days prior to the commencement of odd semester.
3. It was advised not to merge departments for technical training and concerned HODs shall take care of their students by offering suitable topics.
4. HODs were informed to send topics for technical training within one week.
5. While preparing time table, HODs to allot library hours and one faculty shall accompany students compulsorily.
6. The hard copy of the matter for college magazine shall be sent to HODs for verification.


CHAIRMAN IQAC

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Minutes of Meeting IQAC-2017 – 18

Date: - 05/11/2017

Time: - 10.00 AM

Agenda: -

Discussion on Various Academic Works

Discussion on Funded Projects

NBA & NAAC Updation

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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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 Chairman welcomed all to the meeting.

Agenda 1: Discussion on Various Academic Works

1. Resume entry in VTU portal: IQAC Chairman notified VTU circular and advised HODs to see that all first year and lateral entry students' resume is entered in VTU portal meticulously and submit hard copy to the office of the undersigned. List of management students was distributed to all HODs. Further he also notified VTU circular about subject mapping and advised all faculty to register their names with the subject taken by them.
2. Revaluation result analysis: Since VTU has released revaluation results of all semesters, IQAC chairman told HODs to send result analysis and submit revised eligibility list to the office for V & VII semesters.
3. Online payment of exam fee by students: Management is in the process of implementing online payment of exam fee by all students through software made by Vijaya Bank. Link will be provided in the college website and students can access by giving their USN as user id and date of birth as password. Principal informed all HODs to send students list in the prescribed format provided by Vijaya Bank.
4. IQAC Chairman notified the circular from VTU regarding entry of students' resume in VTU portal for first year/lateral entry both UG & PG students and informed HODs to instruct their faculty to get it done meticulously.
5. Nomination of one faculty for NIRF Updation: HODs were advised to nominate one senior faculty with their contact details for giving department information to NIRF.
6. Times of India survey: IQAC Chairman notified that Times of India has sought our college information in the field of research. Soft copy of the same has already been forwarded to all. HODs were informed to fill the same and mail to the undersigned at the earliest.
7. Dr. James notified, as per the directions of National Commission for Women (NCW), a competition is being organized by MBA dept. on 11.11.2017 to create awareness about legal rights of women. He invited HODs to encourage their students to participate in this competition and winners shall be awarded with cash prize.
8. IQAC Chairman told VTU practical exam may start from 28th of Nov. and Dr. K Mallikarjun will be the Chief Supdt. Internet connection will be provided without any interruption. HODs were informed to cooperate for smooth conduction of VTU exam. He also advised HODs to go round during exam time.

Agenda 2: Funded Projects Related

1. VGST project proposal: As already discussed in previous meetings, HODs had prepared project proposals to be submitted to VGST. IQAC chairman advised them to send it to Dr. B K Manjunath for glance. Later on submit both hard and soft copy to the undersigned.

Agenda 3: NBA & NAAC Updation

1. NBA SAR report: IQAC Chairman told in spite of several meetings, we are lagging lot of information. He told HODs to prepare the required document and finalize SAR report.



CHAIRMAN IQAC

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Minutes of Meeting IQAC-2017 – 18

Date: - 23/01/2018

Time: - 10.00 AM

Agenda: -

Discussion on Various Academic Works

NBA & Alumni Related Works

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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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 Chairman welcomed all to the meeting.

Agenda 1: Discussion on Various Academic Works

1. Technical Training for eighth semester students: IQAC chairman notified that some of the departments have not submitted proposal for technical training to be conducted for eighth semester students. He advised HODs to identify vendors, identify tentative dates for training and submit final proposal to the undersigned. Also informed to give the list of students accurately.
2. Uploading of IA marks and submission of hardcopy: HODs were advised to cross check the marks before it is uploaded in VTU portal and then freeze it. Also to submit hardcopy to the undersigned duly signed by faculty members and HODs. Departments where lateral entry students are admitted were advised to submit IA marks for CIP.
3. Staff requirement – both teaching & non-teaching: It was noticed that there are some vacancies in few departments due to resignation/long leave by the faculty members. HODs were informed to submit requirement for both teaching and non-teaching staff taking into consideration the workload for even semester, by first week of January 2018. If there are five and above admissions in M.Tech for the academic year 2017-18, the same can be shown in workload.
4. Budget for consumables and servicing of equipment's: IQAC chairman once again reminded HODs to submit budget for consumables, servicing of equipment's if required and setting up of new lab if it is prescribed by VTU. Dr. Manju Devi requested for repair of AC in fourth floor. IQAC chairman advised Dr. Bharath to look into it and get it rectified.
5. Submission of affidavit by first year PG students: As per VTU, first year PG students and MCA lateral entry students need to give an affidavit for non-employment. It was noticed that MCA & ME PG students are yet to submit the same. HODs were advised to take affidavits from their students and submit to the undersigned immediately.
6. Submission of soft copy of question bank and lab manuals for even semester: As discussed in previous meeting, IQAC chairman once again reminded all to submit soft copy of question bank, lab manuals and indent for record books, blue books, sketch books, etc. by 30th of Dec.2017 by taking one time exit students also into account. IQAC chairman further informed to go through student diary, make suitable changes for their department and give indent for first, second & third year students. It was noticed that some of the onetime exit students were allowed to write exam without paying tuition fees. HODs were advised to see that by next sem. their dues are cleared.
7. Auditing of library books: Dr. Mallikarjun, Coordinator was informed to conduct auditing of books in both central and PG library by 20th of Jan.2018. Dr. Anandhi suggested to

conduct auditing in department library also. IQAC chairman advised all HODs to conduct auditing of their department library by 20th Jan.2018.

Agenda 2: NBA & Alumni Related

1. Dr. Nagaraj enquired the status of NBA SAR report and advised guides from CSE, ISE & EEE to follow up the same and advised IQAC chairman to cancel OODs to faculty members who have not completed their task. He further told HODs to send alumni list to Mr. Shivakumar as we are planning to conduct alumni meet inviting high profile spokesperson.


CHAIRMAN IQAC

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Minutes of Meeting IQAC-2017 – 18**Date: - 15/06/2018****Time: - 10.00 AM****Agenda: -**

Action Plan for the preceding Odd semester

General Review and instructions to HODs

Final year Project Discussion

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	
12.	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13.	HODs of all the departments	HODs	Invitees	

IQAC Chairman welcomed all to the meeting.

Agenda 1:- Action Plan for the preceding Odd semester

1. IQAC Chairman informed all the HODs to prepare the subject allotment and time table for the coming Odd Semester 2018-19. Also, informed that a copy of I & II BE Syllabus (common to all Engineering Branches) is sent all department for reference.
2. IQAC Chairman briefed the status of CET admissions for the academic year 2018-19 and informed that document verification will start from 12.06.2018 to 26.06.2018. Advised HODs to give a small tour of the Institutions to the parents who visits the department.
3. HODs were informed to submit the lab requirement for the odd semester 2018-19 and budget for the academic year 2018-19 on or before 30th June 2018.
4. HODs were also informed to submit the even semester department activity report along with photographs to the undersigned email ID.

Agenda 2:- General Review and instructions to HODs

1. IQAC Chairman introduced Dr. Dhanalakshmi R V, HOD of MBA to all the members and briefed her educational qualification etc., and in turn Dr. Dhanalakshmi R V thanked the Management for giving her an opportunity to serve the Institution.
2. HODs were informed that NBA Inspection for the departments of CSE, ISE and EEE is scheduled to be held on 22.06.2018. HODs were advised to extend their support and co-operate for the same.
3. IQAC Chairman informed the HODs to submit the student details to the placement department through the link which is already provided to the HODs mail IDs and also advised to nominate 1 placement coordinator for the branches having 60 intake and 2 placement coordinators for the branches having 120 intakes. Also, advised to give the list of student volunteers along with their contact details.
4. It was decided that Department of ECE and MBA will be the Incharge for Magazine Committee.

Agenda 3:- Final year Project Discussion

1. HODs were informed that VTU vide its letter No.VTU/Aca/2018-19/1884/66 dated 04.06.2018 has sanctioned financial assistance to the selected projects of UG (BE & B Arch) students of our Institution. (These selected projects was sent to VTU during the month of March 2018 (i.e. 2 projects from 11 departments)). Principal informed the HODs to instruct the concerned students to display / exhibit their projects at Aryabhata Hall, 7th Floor, TOCE New Block on 15th June 2018 at 10:00 AM and cheque for Rs.5000/- for each project will be distributed during the event. Selected two projects from the exhibition (i.e. one from circuit branches and one from non-circuit branches) will be sent to participate in EXHIBITION cum COMPETITION scheduled to be held on VTU FOUNDATION DAY i.e. on 28th June 2018 at Jnana Sangama, VTU, Belagavi.

2. IQAC Chairman also informed the dates for submission of MCA VI Sem projects and MBA Projects to the Regional Office and advised the HODs to submit the same within the stipulated date. Principal also briefed that only CSE department have submitted M Tech Dissertation within the mentioned date for award of Rank and advised the other departments to submit the same at the earliest.



CHAIRMAN IQAC
PRINCIPAL

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