



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

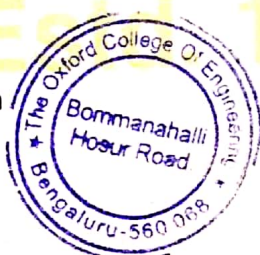
Date:17/08/2020

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.A.S.Aravind	Principal	Chairperson
2.	Dr. Malleshaiah.T.S	Head, Dept. of Civil Eng.	Member -Teaching Faculty Representative
3.	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative
4.	Ms.Jayshree	ISE Student	Member – UG Female Student Representative
5.	Mr.Preetham A	BT Student	Member – UG Male Student Representative
6.	Ms.Abhinaya Sindhu	MBA Student	Member – PG Female Student Representative
7.	Mr.Manoj P	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.B.R.M Hema Maheshwar	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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MINUTES OF MEETING IQAC-2019-20

Date: - 12/07/2019

Time: - 2:30 PM

Committee members: Dr. A.S. Aravind, Chairman and Principal

Sl No.	Name of Member	Designation	Role	Signature
1.	Dr.A.S.Aravind	Principal	Chairperson	
2.	Dr. Malleshaiah.T.S	Head, Dept. of Civil Eng.	Member -Teaching Faculty Representative	
3.	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative	
4.	Ms.Ashmitha Dale Pais	CSE Student	Member – UG Female Student Representative	
5.	Mr.Vishal Nadig	EEE Student	Member – UG Male Student Representative	
6.	Ms.Decheekka K U	MBA Student	Member – PG Female Student Representative	
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9.	Mr.C.Prakash Mr.B.R.M Hema Maheshwar	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.Shashidhar	Professor & Head MCA	Member – Coordinator	
12.	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13.	HODs of all the departments	HODs	Invitees	

Proceedings of the 1st meeting for the year 2019-20 of IQAC was held on 12/07/2019 by 2:30

PM at Board Room of the college

Agenda:-

1. Action Plan for the Academic year 2019-20
2. General Review and instructions to HODs
3. Best Practices to be adopted for the Academic Year

IQAC Co-ordinator welcomed all members present to the meeting.

Following are the decision taken after detailed deliberations on the agenda.

Agenda:-

Action Plan for the Academic year 2019-20

1. IQAC Chairman Informed all the Criterion in-charge to provide updated information about the committees constitution for the year 2019-20 in 10days
 2. He informed that all the criterion in Charges arrange to conduct below mentioned activities through respective committees and take necessary support / help from Administrative Officer, Chief Finance Officer, Industries, Students and Alumni's.
- ❖ Start new Certificate/Diploma courses.
 - ❖ Start new program/courses
 - ❖ Conduct minimum 2 Value Added courses in each Program.
 - ❖ Plan for Field Projects/ Field visits/Internships for students meticulously.
 - ❖ To collect feedback on curriculum from all stockholders, analyze and submit report with recommendation to BOM through IQAC.
 - ❖ Adhere to University guidelines for conducting of internal examinations and university exam.
 - ❖ To conduct Student Satisfaction Survey on overall performance of the college, and to submit analysis report in next meeting so as to take necessary steps for quality improvement aspects in the institution.
 - ❖ Faculties to submit research proposals for funding.
 - ❖ To conduct IPR activities and to incubate Start-Ups in the institution.
 - ❖ Collect proposal from faculties those to attend state, National, Inter-National and local level -

Conferences Workshops, Seminars, and Training Programs to provide travel & dearness allowance.

- ❖ To instruct all the faculties to initiate action to publish papers, informed to involve in activities of editing books and chapters.
- ❖ To Conduct Extension Activities in coordination with NSS, Government, NGO's and other Organizations. Involve maximum number of students these activities. Special emphasis to be given on activity related to Swatch Bharath, Gender Equity, and Environmental Activities.
- ❖ To initiate action to have Linkages, Collaboration, MOU' with Corporate, Industries, Institutions, NGO's, and Government for conducting research activities Student exchange and Faculty exchange activities.
- ❖ Finance committee is Instructed to Allocate sufficient Budget for all activities including Infrastructure, Academic Support Activities, E-Governance, Library, Sports, Cultural, Faculty and Student Welfare schemes, Green Initiatives, Incubation Centre and some of the special training programs as per the request of committee Chair-Persons and HOD's.
- ❖ Instructed to conduct capability enhancement, Alumni and placement activities.
- ❖ To Conduct National Festivals / Birth and Death Ceremonies of National Leaders.

3. IQAC Chairman informed all the members - Reports of all the above activities conducted to be presented in next and subsequent meetings and also to maintain proper documents for having conducted these activities.

Agenda- 2

2. General Review and instructions to HODs

1. Dr. K. Amarnath, Director, The Oxford Educational Institutions introduced Dr. R. China Appala Naidu as Professor and Head of Computer Science & Engineering.
2. Workload & Teaching Duties: IQAC Chairman informed all some departments submitted their workload in the desired format and advised the other departments which have not submitted to submit the same in the desired format at the earliest so that the efficiency of the department can be measured.
3. IQAC Chairman also advised the HODs that once the task is assigned to the concerned the HODs should complete the task in the stipulated time and update the status to the undersigned. No reminders will be given regarding the completion of the task.

4. Lesson Plan: IQAC Chairman enquired regarding the lesson plan. Also, advised that lesson plan should be chalked out in such a way that the planned topic is completed as per the schedule and should also have the details of what should be taught and to whom it should be taught. Director informed Principal to give a brief presentation regarding the same so that all departments will follow the desired methods with an aim to complete the syllabus in the stipulated time.
5. Internship Letters: IQAC Chairman advised the HODs to sign the Internship letters to the students. After a brief discussion, it was decided that HODs will crosscheck and sign the letters and will be countersigned by the Principal.
6. IQAC Chairman informed that NBA Inspection for the Department of AUE and MTE are scheduled on 30th, 31st of August 2019 and 1st September 2019. Also briefed the status of completion of Criteria 9 & 10 by Dr. K Mallikarjun and status of Criteria 8 by Dr. Surekha. Also informed the members that Dr. R China Appala Naidu has been nominated as the co-ordinator for the NBA. Principal advised the department to be ready with the draft by 20th July 2019 so that MOCK Inspection for the same can be scheduled accordingly.
7. Status of Recruitment: IQAC Chairman informed the HODs to complete process of Recruitment. It was also informed that the data sheets along with proceedings of the Staff Selection Committee should be brought to the notice of the undersigned after taking annotation by Mr. S Nagaraj, Administrator.
8. HODs were informed that the office of the undersigned received the proposal for the repair, servicing and consumables requirements for the odd semester 2019-20. HODs were advised to submit justification of the same and final put up for Chairman's approval. Also advised HODs to check the list and if required submit modified list.
9. IQAC Chairman briefed the tentative VTU academic calendar for the ODD Semester 2019-20 and draft college semester plan for the academic year 2019-20. Also advised HODs to submit the proposed department activities for the odd semester 2019-20. Director advised to include the IA Test schedule for MBA, MCA & M Tech courses and it will be implemented. Also advised Dr. M S Shashidhar, HOD, MCA to draft one week plan for the events to be scheduled during Odd Semester.
10. IQAC Chairman thanked Dean (Examination) for successfully completing the examination work and also acknowledged the efforts rendered by the concerned staff.

11. All the members were informed that Inauguration of I year BE / B Arch courses is tentatively scheduled during the first week of August 2019. Dr. M S Shashidhar, Professor and Head of MCA has been nominated as the Co-ordinator for the same.

12. The following are the General Points discussed in the meeting.

- (a) Director informed the HODs that the Management has a proposal for changing the Canteen Contractor and advised HODs to nominate if they know any canteen contractors who can provide good quality foods.
- (b) Dr. S Guru Dutt, Principal, TOSA, informed that members from Udupi Upachar visited our Canteen and they will be submitting the same in the meantime.
- (c) Director informed the HODs to kindly submit the details for the Magazine and Handbook and advised the co-ordinators that these books should be ready by 20th July 2019
- (d) Director brought to the notice of the HODs the status of CET Admissions 2019 and advised HODs to collect the students list from Admin Office and have an motivational talk with the aspirants who are willing to join BE / B Arch
- (e) IQAC Chairman opined that some departments are very clean and tidy and advised the HODs to instruct the students to keep up the tempo of discipline. Also, informed the members to instruct the students to follow the following
 - (a) Strictly No Smoking / No Liquor in the Campus
 - (b) No Over speed in the Campus
 - (c) No Triple Riding in the Campus
 - (d) Mandatory wearing of Helmets
 - (e) Parking of the vehicles to be done in the scheduled places.

13. IQAC Chairman informed the HODs to fully engage with Alumnus and advised HODs to interact with Alumnus and invite them for support and sponsorships for the events. After a brief discussion, it was decided that Alumni Association should be with Placement Cell.

14. Director informed Principal to rewrite the VISION & MISSION of the Institution.

15. Principal informed the HODs that college has received grants from various funding agencies and also advised HODs to send more proposals under various schemes announced by various agencies/ GOK / GOI etc., also advised to encourage more faculty to actively participate in R&D activities in the department and also encourage them to pursue their PhDs.

16. Dr. D Jayaramaiah, Professor, Dept. of ISE, informed the members that lesson plan should be framed in such a way that each and every student should have an visualization in the theory world. He also opined to strengthen R& D. He also briefed the about the standard techniques in the domain areas like Internet of Things, Machine Learning, Virtual Reality, Touch Coms, etc., also advised to formulate inter-disciplinary research teams in combination of having minimum of 3 departs and maximum of 4 departments and they also should have a quart term meeting and should have a regular track.

17. IQAC Chairman informed all HODs to kindly verify the contents of the papers before sending it to Principal for approval.

18. IQAC Chairman also informed that the HODs to kindly nominate the co-ordinators for the functional committees 2019-20.

19. IQAC Chairman brought to the notice of the Members that the steps are taken for improving the Entrepreneur Cell in the College. Also informed that a plan is chalked out for establishing Innovation Centre.

20. Director informed that Placement Department is organizing JOB FAIR on 20th July 2019. Also informed that around 2500 students have registered and 52 companies are expected to visit. Advised HODs to co-operate and make this event a grand success.

Agenda- 3

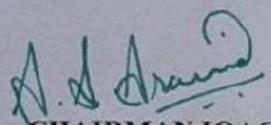
1. Best Practices to be adopted for the Academic Year

Decided to implement following Best Practices in the institution for the Current Academic Year

- **Many academic Activities to be conducted**
- Strict rules and monitoring should be done

Chairman informed all the Committee Members that the activities conducted by respective committees will be reviewed as per the above instructions during subsequent meetings, hence all the members to attend meeting with activity reports of their concerned committees.

The meeting concluded with vote of thanks from IQAC Coordinator.


CHAIRMAN IQAC

PRINCIPAL

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MINUTES OF MEETING IQAC-2019-20

Date: - 09/09/2019

Time: - 2:30 PM

Committee members: Dr. A.S. Aravind, Chairman and Principal

Sl No.	Name of Member	Designation	Role	Signature
1.	Dr.A.S.Aravind	Principal	Chairperson	
2	Dr. Malleshaiah.T.S	Head, Dept. of Civil Eng.	Member -Teaching Faculty Representative	
3	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative	
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11	Dr.Shashidhar	Professor & Head MCA	Member – Coordinator	
12	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13	HODs of all the Departments	HOD s	Invitees	

Proceedings of the 2nd meeting for the year 2019-20 of IQAC was held on 09/09/2019 by 2:30

PM at Board Room of the college

- Review on action taken on the proceedings of previous meeting
- Review of letters and notifications from relevant agencies regarding research, funding and rating towards overall improvement and growth of TOCE :

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC and encouraged members to support and strengthen IQAC.

Agenda wise review conducted by the Chairman and following is points discussed and decision taken.

Agenda1:

Review on **action taken** on the Proceedings of previous meeting

- Criterion In-Charges briefed about the activities undertaken by their respective committee chair person.

Criterion1-During the quarter1 Add on certificate courses were introduced

- 1 Value added courses implemented in different departments.
 - Feedback was collected from all the stakeholders and analyzed.

Criterion-2-Informed the Committee out of total 1320 sanctioned seats 623 students admitted in the institution, total enrolled students are 2691 and full time teachers are 239.

- Mentor mentee Orders issued, slow and advanced learners identified.

Criterion-3- in the first quarter 01 IPR activities has been conducted.

- 9 Extension activities conducted in co-ordination with NSS Unit TOCE, Bramakumari, Banaglore , Kidwai Institute of Oncology.

- Under linkage program 55 students got benefitted through internship and project work.

- MOU's signed with 24 Organizations.

Criterion-4-Criterion in-Charge brought to the notice of the committee Rs.52.20 Lakhs budget allocated for infrastructure augmentation, Rs. 107.5 lakhs allocated for academic facilities during the year.

- During the year 101 Computers, 90 new Text Books, 2 Reference Books, 10 digital database, 3 CD & Videos were purchased.

Criterion-5- Informed the committee, 978 Applications for OBC department, 227 Applications for Social Welfare Departments and 38 Applications for minority department.

- 24 Capability enhancement program were conducted during the quarter.

Criterion-6-

- 2 Faculty Development Programs were organized in the institution for teaching and non-teaching staff.
- During the quarter 2 faculties attended different training programs organized by other institutes.

Criterion-7- Informed the committee 2 programs on gender equity promotions are planned to implement in next quarter.

- During the quarter 3 programs organized regarding **Samvidhan Divas', Matrabhasha Divas, Blood Donation camp.**
- 5 programs conducted on eco- friendly campus-**Efforts for Carbon Neutrality, Hazardous waste, General awareness, Tree Plantation,** Say no to plastic awareness program conducted. IQAC Chairman appreciated the committee chairperson for activities conducted and informed them to speed up the work for other activities as discussed in previous meeting.

Agenda 2

Review of letters and notifications from relevant agencies regarding research, funding and rating towards overall improvement and growth of TOCE:

Principal read out the following letters and notifications from relevant agencies regarding research, funding and rating towards overall improvement and growth of TOCE :-

1. **ISTE & IEEE Student Chapter Memberships:** Principal briefed the importance of having Student Chapters of Professional bodies and informed all HODs to appraise the staff and students of the department to register with Student Chapters.
2. **Prime Minister Research Fellowships (PMRF) :** Principal briefed to all HODs that Prime Minister Research Fellow (PMRF) has been launched by Government of India with an objective of attaching meritorious students from all recognized Higher Educational Institutions (HEIs) in the country to pursue Ph.D programmes with attractive rates of fellowship ranging from Rs.70,000/- to Rs.80,000/-per month in addition to an annual Research Grant of Rs. 2 Lakh per student per year for five years. The Principal advised HODs to identify and guide the potential students in our Institute who meet the selection criteria.

3. **Faculty to participate in AICTE Training & Learning Academy Programmes in Thrust Areas:** Principal briefed the AICTE Circular No. AICTE/ATAL-H□□□□ dated 29.08.2019 wherein AICTE has decided to train Faculty in the thrust areas like Artificial Intelligence, Internet of Things, Block chain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing & Design, Augmented Reality (AR) Virtual Reality (VR), through its newly launched AICTE Training and Learning (ATAL) Academics. HODs were informed to bring this to the notice of the faculty members and encourage them to enroll /register in the link <https://www.aicte-india.org/atal>

4. **Atal Community Innovation Centre (ACIC) :** Principal briefed that Atal Community Innovation Centre has been launched under the aegis of Atal Innovation Mission (AIM) - NITI Aayog's initiative to promote a culture of innovation and entrepreneurship in the country. ACIC's grassroots - level approach will focus on building a community-oriented problem-solving mechanism. ACICs will become a conduit for CSR funding by private and public sector firms in addition to direct support through Atal Innovation Mission (AIM). AIM could support projects upto Rs.2.5Cr over five years' subject to matching contribution by funding agency or by the applicant themselves. HODs are advised to visit www.aim.gov.in/acic for further details.

5. **Adherence to the Institutions / procedures related to Ph D and M Sc., (Engg. by Research) :** Principal read out the VTU Circular No.VTU/Exam/2019-2020/1975 dated 05.09.2019. Mandating departments, Research Centers and Research to adhere to the instructions / procedures related to Ph D and M.Sc (Engg. by Research) as per VTU norms.

6. **Feedback on Eazycollege :** Principal requested Prof. D. Jayaramaiah, Dept. of ISE to brief the working and feedback on Eazycollege which are as follows : -

- Prof. D Jayaramaiah informed that our Institution needs to have a package which serves all purposes like marking attendance, getting eligibility list and drafting result analysis etc., but easy college is not serving the same.
- He opined that easy college does only data updation of new students, marking of attendance and also helps to send SMS to parents.
- The format of reports generated is not compatible with VTGU requirements.
- Also opined that HODs are not making fullest utilization of easy college
- It was also informed that software should assess the IA Marks and send letters to parents of the students who are failures in 3 or more subjects.

Principal, TOSA opined that Architecture Time Table did not match with the easy college Package. He also informed that the co-ordinator is in regular touch with the representative from easy college and the status of the same will be updated to the committee in due course.

In view of the functionality and low cost per students, HODs opined to go ahead for this academic year 2019-20.

7. **Submission of Details of ARIIA 2020** : HODs were informed that our PRE-Qualifiers has been approved by ATAL Ranking of Institutions on Innovation Achievements (ARIIA) 2020. It was also informed that HODs have to submit the required data in the excel sheet template which was already sent to HODs Mail ID at the same at the earliest.

8. **NIRF 2020** : It was informed that the college has registered for NIRF 2020 and HODs to be ready with the required details to fill the parameters once the portal is opened.

9. **Faculty Mapping In Vtu Portal** : HoDs were informed that as per VTU instructions, it is advised to have multiple faculty mapping for a subject in order to fulfill the requirements for paper settings / valuation etc.,

10. **Student Registration Portal** : HoDs were informed that Student Registration Portal was opened by VTU and HODs have to check that all the students are registered in this portal.

11. **Uniforms For Lab** : It was decided to have uniforms for the students as follows :

- White aprons for all Chemical Labs
- Khakhi Uniforms for CV, ME & Auto Labs
- No Uniform for Computer based programming and simulation labs.

12. Principal informed all HODs to instruct the defaulters to clear the dues immediately (List is already sent to HODs)

13. Principal informed all members that the Directorate General of Employment, Ministry of Labour and Employment is implementing the National Career Service (NCS) Project to address the gaps in the employment market by strategic interventions and partnership with leading organizations. It is a common platform that brings together stakeholders like job seekers, employers, counsellors etc., and facilitates job postings, on different parameters. HODs were informed to register all the final year students on the portal.

14. Principal advised HODs to assign a faculty In charge for each lab and make the responsible for smooth functioning of the labs.

15. HODs opined that due to placements related activities, the labs were occupied by other college students and our students are unable to use the lab during lab hours. The requested the Principal to solve this issue. Principal informed that the suggestion is considered and will be resolved.

16. Principal, TOSA informed the committee that systems in the Architecture Lab are not working and Principal, TOCE informed Principal TOSA to give an intimation so that server room staff are deputed to the lab to rectify the defects.

17. Dr. D Jayaramaiah, Professor of ISE briefed the importance of IQAC (Internal Quality Assurance Cell) and also highlighted that for continuous upgrading the college, IQAC plays a vital role. It helps to improve quality of teaching learning process and assessment of conduct of classes, also helps to set a goals at department level. He stressed the need for proper documentation of the process, including interaction with outside agencies, Institutes of higher learning, industry partners etc., innovative practices / processes in teaching etc., IQAC also checks the training imparted for slow learners in the department. Principal informed the HODs that IQAC will be constituted and the 1st meeting will be scheduled during 1st week of October.

18. Principal informed that the college is applying for NAAC accreditation in due course. The status of the same will be discussed in the coming meetings.

19. HODs were informed that a workshop is planned by the Principal of TOCE for all faculties on how to write Research Papers / Projects. The date for the same will be informed in due course.

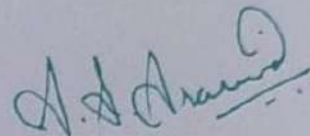
20. HODs informed that faculty of TOCE have registered for MOOCs courses and also written NPTEL exams and have come out in colors. HODs opined to sanction registration fee for the faculty who have registered for these activities as a motivation. It was decided to put up for considering some monetary incentives to the faculty whose papers are accepted by reputed Journals for publications.

21. Dr. Jayaramaiah, Professor of ISE informed the members that students are not wearing ID cards and some classrooms have not displayed the time table. It also opined to display the time table along with students list.

22. Principal, TOSA informed the committee that around 99 students have registered for Deccan Herald Subscription from TOSA. Newspaper is already issued to the students and informed the members to share the Inauguration and Graduation day photos so that it will be printed in the Saturday edition of Deccan Herald.

23. He also informed that TOSA is following dresscode. Also brought to the notice that they are planning to conduct a Blood Donation Camp on 5th October 2019.

The meeting concluded with vote of thanks from IQAC Coordinator.



**IQAC Chairman
PRINCIPAL**

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MINUTES OF MEETING IQAC-2019-20

Date: - 07/02/2020

Time: - 2:30 PM

Committee members: Dr. A.S. Aravind, Chairman and Principal

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11	Dr.Shashidhar	Professor & Head MCA	Member – Coordinator	
12	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13	HODs of all Departments	HODs	Invitees	

Proceedings of the 3rd meeting for the year 2019-20 of IQAC was held on- 07/02/2020 by
2:30 PM at Board Room of the college.

- Review of **Action taken** on Proceedings of previous meetings.
- To make regular follow up of E-Governance in administration for Administrative reforms
- To focus on Improving Teaching learning skills of the faculties.
- To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.

At the outset IQAC coordinator welcomed the Hon'ble Chairman and members of IQAC.

Agenda wise review conducted by the Chairman and following decisions taken.

Agenda1:

Review of Action taken on Proceedings of previous two meetings

Criterion wise committee members explained activities conducted by respective committee members during 2nd quarter of the year, which was reviewed and approved.

Chairman of the committee informed all the committee members to conduct some more activities during 3rd quarter of the year as number of activities conducted in the last 6 months are very less in number and the same will be reviewed during in exit meeting

Agenda2:

To make regular follow up of E-Governance in administration for administrative reforms

- **Planning and Development:**

In "Eazy college", administrative modules of the college help in keeping students admission records along with SMS notification system for student's communication. Another ERP "Saral Pay pack payroll software" is used to prepare and maintain salaries of the staff. Tally takes cares of the accounting requirements. The affiliating university, Provident fund department & ESI departments have provided their online support to maintain the database of college. Library automation has been initiated using Libsoft.

- **Administration:** Notice and circulars are communicated to different departments through e-mail from the office of the Principal.

Agenda3:

To take regular follow-up of activity conducted under Incubation Center.

Chairman of IQAC Emphasized the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities

Agenda-4:

To focus on Improving Teaching learning skills of the faculties.

IQAC Chairman advised all committee members and criterion in charges about Improving teaching learning enhancement activities. All the Criterion In-charges are agreed to conduct various Faculty Development Programs involving HOD's

Agenda-5

To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.

a) Efforts for Carbon Neutrality:

- Sufficient plantation on the campus has helped to increase green cover and keep the campus pollution free.
- Waste paper generated is sold to vendor for recycling.
- Paper usage is minimized by printing on both sides of papers.
- Inter department correspondence is made through e-mails.
- Plastic bags are not entertained in our college campus.

b) Hazardous waste:

- The waste material in college is segregated into bio degradable and non-bio degradable wastes, and as toxic and non-toxic wastes in the labs.
- Indiscriminate use of chemicals is discouraged during practical classes.

c) General awareness:

- To raise awareness for global water scarcity among the staffs and students of the college.
- To raise awareness on no plastic usage among staffs and students in the campus.
- Awareness among students on saving electricity in the classes and labs by switching off the lights and fans.

d) Tree Plantation:

- Major area of campus is covered with plants & lawns, few more saplings planted during the year
- e) Say no to plastic awareness program conducted

Principal stressed upon the following:

1. Director welcomed all to the Meeting.
2. HODs were advised to exhibit the Time Table and Students List in all the Class Room Notice Boards.
3. Director informed HODs to monitor the final year projects and that all the project works of UG & PG students should mandatorily be published in reputed Journals.
4. Dr. Bharath, Professor & Head of EEE advised all HODs to check the availability of semester wise study material of all the departments in the photocopying section.
5. Director informed HODs that the softcopy of Question Bank and Lab Manuals should be sent to all students instructing them to take printouts and bring it to the class.
6. HODs were advised to send SMS to all the students and parents through easy college informing them regarding the opening date of the semester.
7. Director informed HODs to instruct faculty that alternate arrangements should be made while applying for leave. He also informed to advise the Class Teacher to monitor and report the same. If no alternate arrangements are made, the leave stands cancelled.
8. Director told the HODs to instruct faculty that they should go to the class 2-3 minutes before the scheduled time. He also advised all HODs to go on rounds every hour and check the status of all classes.
9. Director advised all HODs that to fill the gap between Industry and VTU, minimum two Guest Lectures in each department should be arranged during Even Semester 2019-20.
10. Director said that the MOUs with Industries are very less. Each department should have at least 8-10 MOUs with Industries.
11. Implementation of Mentorship: - HODs were informed to instruct the concerned to update Mentorship Book. A Committee duly constituted to verify the same will visit the department in due course.
12. Director informed Principal to nominate two Coordinators for the following two events immediately :-
 - a) NCSEM
 - b) TECHFEST - IGNUS
13. Director briefed the Tentative Dates for Annual Sports Meet and "Oxfordotsava - Milana" - Cultural Event. After discussion it was decided to have farewell on the next day of Cultural Event.

14. Director advised to invite polytechnic students for the proposed Project Exhibition. It was also suggested that small memorabilia with TOCE printed may be given to student visitors.
15. Submission of Research Project Proposals: - Director informed all that a separate meeting will be conducted by Dean (Research).
16. Principal informed all the departments should actively participate in submitting the Research Project proposals. He also advised all faculties to actively take up Consultancies in their areas of specialization.
17. HODs requested for College bus for arranging Industrial visits. But, after discussion, it was noted that buses cannot reach the campus by 3:30 PM which hampers routine pick up and drop for the students. Therefore, the Director advised HODs to book Government buses which work out to be less costly.
18. Director said that no amount for any purpose should be collected from students in the departments. He also advised not even to collect fine for any damage / breakage of lab equipment's, instead instruct the student / batch to replace the equipment. This is for strict compliance.
19. The meeting concluded at 3:50 PM.

The meeting concluded with vote of thanks from IQAC coordinator.


IQAC Coordinator
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CHILDREN'S EDUCATION SOCIETY (Regd.)

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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))

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MINUTES OF MEETING IQAC-2019-20

Date: - 14/05/2020

Time: - 11:30 AM

Committee members: Dr. A.S. Aravind, Chairman and Principal

Sl No.	Name of Member	Designation	Role	Signature
1	Dr.A.S.Aravind	Principal	Chairperson	<i>[Signature]</i>
2	Dr. Malleshaiah.T.S	Head, Dept. of Civil Eng.	Member -Teaching Faculty Representative	<i>[Signature]</i>
3	Mrs.Uma	Office Staff	Member – Non Teaching Faculty Representative	<i>[Signature]</i>
4	Ms.Ashmitha Dale Pais	CSE Student	Member – UG Female Student Representative	<i>[Signature]</i>
5	Mr.Vishal Nadig	EEE Student	Member – UG Male Student Representative	<i>[Signature]</i>
6	Ms.Decheikka K U	MBA Student	Member – PG Female Student Representative	<i>[Signature]</i>
7	Mr.Manoj P	MCA Student	Member – PG Male Student member Representative	<i>[Signature]</i>
8	Mr.Srinivas AS	Senior Software Engineer, Netcraker Technologies, Bangalore	Member – Alumni Representative	<i>[Signature]</i>
9	Mr.C.Prakash Mr.B.R.M Hema Maheshwar	Parent (of Male) Parent (of Female)	Member –Parent Representative	<i>[Signature]</i>
10	Mr.Shamin Dudu	General Manager, Power Train & Emobility, Robert BOSCH Engineering & Business Solutions Ltd, Bangalore	Member – Industry Representative	<i>[Signature]</i>
11	Dr.Shashidhar	Professor & Head MCA	Member – Coordinator	<i>[Signature]</i>
12	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	<i>[Signature]</i>
13	HODs of all Departments	HODs	Invities	<i>[Signature]</i>

Proceedings of the 4th and final meeting of the year 2019-20 of IQAC was held on 14/05/2020
by 11.00am at Board Room of the college.

Agenda:-

- Submission and review of Annual Quality Assurance Report for the year 2018-19
- **General review**

Agenda 1:

- The IQAC have reviewed the total Annual Quality Assurance Report for the year 2019-20 and approval was given to place before the governing council.

Following are the initiatives taken and activities conducted by the institution during 2019-20

- Add on certificate Programmes conducted—**18**
- No of Value Added courses offered—**11**
- Under Projects work through **12** departments **852** students benefitted, **854** students completed internship in **11** departments, in 5 departments **444** students were taken for industrial visits.
- Total number of permanent faculty—**239**.
- No of faculty with Ph.D— **42**.
- Demand Ratio—Number of seats available—**1320**, Students Enrolled—**629**
- Honors and recognitions received by teachers—**09** faculties.
- Result-total cumulative pass percentage of the entire programs **UG 97.82% and PG 97.17%**
- Student Satisfaction Survey Conducted for **537** students.
- Research funds sanctioned by different agencies —**Rs, 67,62,147**
- Workshops/Seminars Conducted on Intellectual Property Rights—**2**.
- Awards for Innovation won by Institution/Teachers/Research scholars/Students—**7**.
- Research Publications Awards received—state Level **10**, National Level **3**
- Ph.Ds awarded—**04**.
- Research Publications in the Journals notified on UGC website international level—**06**.
- Books and Chapters in edited Volumes/Books published —**5**.
- Bibliometric of the publications—**9**.
- Faculty participation in Seminars/Conferences and Symposia—Attended workshops/seminar—**111**, presented papers **48**, attended as resource persons— **4**

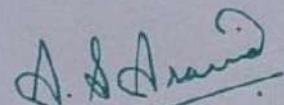
- Number of extension and outreach Programmes conducted –9.
- Awards and recognition received for extension activities–2.
- Number of Students participating in extension activities- 783students.
- Number of Collaborative activities – 32, Linkages with institutions 33andMoUassignedwith institutions–24

General review

1. HODs briefed the status of online class conducted. HODs were informed that as per the VTU Circular No.VTU/PS/2019-20/83 dated 12.05.2020,
 - For UG syllabus, IA , Lab IA and IA of project viva of final year students should be completed by 31.05.2020.
 - For PG Final year (4th Sem M Tech, 4th Sem MBA, 6th Sem MCA), syllabus, IA, Lab IA and IA of Project viva should be completed by 31.05.2020.
 - For PG (2nd Sem M Tech, 2nd Sem MBA, 2nd and 4th Sem MCA, syllabus, IA and Lab IA of the students should be completed by 22.06.2020.
2. Director enquired about the status of syllabus covered and noted that approximately 4/4.5 modules are covered through online and appreciated the faculty for the efforts to complete the syllabus in time.
3. Director enquired the status of valuation of 2nd IA and noted that some departments are still evaluating and advised to complete at the earliest and display the marks to the students.
4. After a thorough discussion, it was decided to conduct **3rd IA on 21st, 22nd & 23rd May 2020**. Director also informed to schedule a preparatory test during June as per VTU standards so that students are well versed with digital teaching and learning process.
5. Principal briefed the VTU Circular No.VTU/Aca/2019-20/85 dated 12.05.2020 regarding conduct of Internship.
6. Director informed all HsOD to contact the Fee defaulters and advised them to pay the college fees immediately as the academic year is coming to an end. Also advised that if the fee is paid, collect the details and update to Accounts Department for further process. The payment due list of students of each department was given to the respective HsOD.
7. Principal informed HODs that some Faculty were going out of the campus for Tea Break. He also informed that this attitude is not acceptable and informed HODs to instruct the faculty to be punctual and disciplined.

8. Principal enquired regarding the status of Research Publications. It was noted that only few departments like ECE, CSE, ME and Engg Maths have published papers during this lockdown period in view of COVID 19. Advised other departments to concentrate more on Research Publications and Congratulated Dr. B K Manjunath, Prof & Head of BT for having received NIF fund of Rs.4,41,331/-.
9. Director informed the HODs of PG Programmes to follow the College Semester Plan for conduct of IA Test and other activities.
10. Principal also informed all HODs to submit a report on Student Preparedness for Digital Education as this had to be submitted to submit the same to VTU by 15.05.2020.
11. The issue of submission of drawings and free hand sketches by Architecture students for evaluation was discussed and the faculty was advised to accept scanned copies or soft copies of these drawings for assessment.
12. Dr. D. Jayaramaiah, Sr. Professor, Dept. of ISE informed that to have effective online teaching, the Institution should contact the service provider for providing workable bandwidth to the Institution so that online teaching will not hamper.
13. The meeting concluded at 12:30 PM.

The meeting concluded with vote of thanks from IQAC Coordinator.


IQAC Coordinator

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