



# DAYANANDA SAGAR ACADEMY OF TECHNOLOGY & MANAGEMENT

Affiliated to VTU, Belgaum & Approved by AICTE, New Delhi  
Opp: Art of Living, Udayapura, Kanakapura Road, Bangalore – 560 082  
INTERNAL QUALITY ASSURANCE CELL (IQAC)



**CR.NO-IQAC 01/DSATM/NAAC- 2018**

**Date: 06-02-2018**

IQAC meeting is scheduled on 6<sup>th</sup> February 2018, Tuesday at 03:30 PM for Criteria coordinators and the Departmental coordinators

**Venue:** Board Room, 'A' Block .Please finds Agenda for the meeting below-

## Agenda:

1. Determining objectives , functions and strategic interventions of IQAC
2. Work Allotment to Criterial Coordinators
3. Work Allotment to the Departmental Coordinators

**Dr. Sumithra Devi K A**  
Dean- Academics  
Director - IQAC

**Dr. Sumithra Devi K. A**  
Dean Academics, Prof & HOD

Department of Information Science & Engg  
Dayananda Sagar Academy of Technology & Management  
Udayapura, Opp Art of Living,  
Kanakapura Road, Bangalore 560082

**Dr. B R Lakshmikantha**  
Principal  
Chairperson-IQAC

**Dr. B R Lakshmikantha Ph D**  
Principal / Director  
Dayananda Sagar Academy of  
Technology & Management  
Udayapura, Opp to Ravishankar Ashrama  
Kanakapura Road, Bangalore - 560 082

## Minutes of the Meeting

Ref: MOM.NO-IQAC 01/DSATM/NAAC- 2018

**Convener** : Dr. Sumitra Devi, Director-IQAC  
**Day/Date** : Tuesday, 6<sup>th</sup> February 2018  
**Venue** : Board Room, 'A' Block  
**Time** : 03:30 PM  
**Minuted by** : Dr. Geetha R, Chief Coordinator- IQAC

### Minutes:

#### 1. Determining objectives , functions and strategic interventions of IQAC

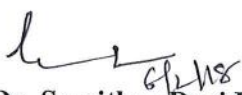
In discussion with the coordinators and members of IQAC, the objectives and functions were well defined and the necessary strategic interventions were also planned

#### 2. Work Allotment to Criterial Coordinators

For each criterion of NAAC, one coordinator was nominated by the IQAC team and they were assigned the responsibility of coordinating with departmental coordinators responsible for that criterion. This was done to ensure involvement of all the departments in quality accreditation process. Criterion coordinators were advised to conduct meet departmental coordinators periodically to collate the data pertaining to their respective criterion

#### 3. Work Allotment to the Departmental Coordinators

In each department and across BE, BArch and MBA programs one coordinator was nominated for each criterion who would collect and maintain all database related to their respective criterion and submit it the institution level criteria coordinators . This was done to ensure inclusivity and participation of all the departments in accreditation process



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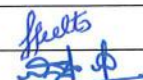
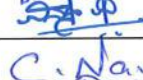


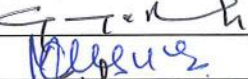


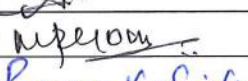
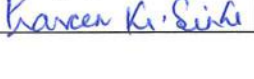





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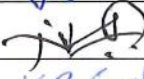
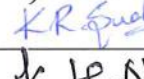


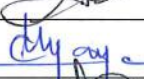

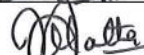

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**IQAC COMMITTEE**

Date: 06-02-2018

NAME	DESIGNATION	ROLE	SIGNATURE
Dr. Lakshmikantha B R	Principal	Chairperson	
Dr. Sumitra Devi K A	Dean –Academics	Director	
Dr. Geetha R	Prof. & Head, MBA	Chief Coordinators of IQAC	
Dr. K.N. Vishwanath	Prof. & Head, Civil		
Dr. C. Nandini	VP, Prof. & Head, CSE	Senior Administrative Officers	
Dr. R. Manjunatha Prasad	Prof. & Head, ECE		
Dr. Rupam Bhaduri	Prof. & Head, EEE		
Ar. Gaddam D Ramesh	Prof. & Dean, B Arch		
Dr. Kusuma Mohan Chandra	Professor, ISE	Faculty Representatives	
Mr. Manjunath R V	Asst. Prof., ECE		
Mr. Rajath G R	Asst. Prof, EEE		
Mr. Ashok Kumar M S	Asst. Prof, ME		
Arc. Mamata Gonnagar	Professor, SOA		
Mr. Praveen Kumar Sinha	Assc. Prof., MBA		

**NAAC COORDINATORS**

NAME	DEPARTMENT	SIGNATURE
Mr. Kiran Reddy	EEE	
Mrs. Nikshepa T	ISE	
Ms. K R Surabhi	ISE	
Mrs. Kavitha N	ECE	
Mr. Shreenidhi B S	CSE	
Mr. Ashok Kumar M S	ME	
Mr. Vijaya G	ME	
Mr. Sridhara S	Civil	
Mrs. Harshalatha	Architecture	



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**Action Taken Report for IQAC Meeting held 06-02-2018****ATR.NO-IQAC 01/DSATM/NAAC- 2016****Date: 12-02-2018**

The following Action Plan is based on the points discussed during IQAC meeting scheduled on 6<sup>th</sup> February 2018, Tuesday at 03:30 PM at Board Room; 'A' Block.

Sl. No.	Points Discussed	Action Taken
1	Determining objectives , functions and strategic interventions of IQAC	In discussion with the coordinators and members of IQAC, the objectives and functions were well defined and the necessary strategic interventions were also planned. The same has been attached with the action plan
2	Work Allotment to Criteria Coordinators	For each criterion of NAAC, one coordinator was nominated by the IQAC team and they were assigned the responsibility of coordinating with departmental coordinators responsible for that criterion. This was done to ensure involvement of all the departments in quality accreditation process. Criterion coordinators were advised to conduct meet departmental coordinators periodically to collate the data pertaining to their respective criterion.
3	Work Allotment to the Departmental Coordinators	In each department and across BE, BArch and MBA programs one coordinator was nominated for each criterion who would collect and maintain all database related to their respective criterion and submit it the institution level criteria coordinators . This was done to ensure inclusivity and participation of all the departments in accreditation process

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## **Content for Internal Quality Assurance Committee of DSATM**

### **About IQAC-DSATM**

Internal Quality Assurance Cell (IQAC) was established at DSATM on 15<sup>th</sup> December 2017 as a quality enhancement & sustenance measure in pursuance of National Assessment and Accreditation Council (NAAC) Action plan. IQAC team works coherently towards realization of the goals of Continuous improvement and sustenance. Primary objective of IQAC is to develop a system which will consciously and consistently work towards catalytic improvement in the overall performance at DSATM through internalization and institutionalization of quality improvement initiatives.

IQAC-DSATM is a facilitative and participative voluntary system which will involve all the stakeholders concerned to augment performance of the institution by creating a sense of belongingness in them. It is a conduit to usher in quality enhancement by removal of inadequacies through appropriate strategic interventions.

### **Objectives**

- To develop a system for cognizant, dependable and catalytic action to ensure advancement in the academic, administrative and operational performance of the institution.
- To implement measures for quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Strategic Interventions**

IQAC shall evolve mechanisms and procedures to:

- Ensure effective, efficient and timely performance of academic, administrative, operational and financial tasks;
- Monitor and conduct appropriate quality academic/ research programmes;
- Ensure equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of innovative andragogy and Heutagogy in teaching and learning;
- Maintain the credibility of assessment and evaluation process;
- Provide for adequate maintenance and proper allocation of support structure and services;
- Share research findings and to network with other institutions in India and abroad.





## **Functions of IQAC**

- Development and application of quality benchmarks
- Parameters for various academic, administrative and operational activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education
- Faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and to publish Newsletters to update stakeholders of the same
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the institute for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.