

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.

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



Estd. 1974

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.Sahana H G	CSE Student	Member – UG Female Student Representative
5.	Mr.Dildar Bashir	EEE Student	Member – UG Male Student Representative
6.	Ms. Dhanyatha K	MBA Student	Member – PG Female Student Representative
7.	Mr.Anmol	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



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

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MINUTES OF MEETING IQAC-2020 – 21

Date: - 01/07/2020

Time: - 10.00 AM

Agenda: -

1. Action Plan for Academic year 2020 – 2021
2. General Review and Instructions to HODs

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.Sahana H G	CSE 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.	Dr.Devi Vighneshwari	Associate Prof, Dept. of EEE	Joint Coordinator	
13.	HODs of all departments	HODs	Invitees	

IQAC Chairman welcomed all to the meeting.

Agenda 1: Action Plan for the academic year 2020 – 2021:

1. IQAC Chairman also 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.
2. HOD – EEE advised all HODs to check the availability of semester wise study material of all the departments in the photocopying section. IQAC Chairman also informed 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.
3. IQAC Chairman advised HODs that to fill the gap between Industry and VTU, minimum two Guest Lectures in each department should be arranged during ODD Semester, The MOUs with Industries is very less. Each department should have Atleast 8-10 MOUs with Industries.
4. 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.
5. IQAC Chairman briefed HODs the department wise activities to be carried out during this holiday period like organizing Seminars / Webinars / E-quiz / Interactive sessions etc.
6. IQAC Chairman advised HODs to instruct the faculty to solve previous five years Question papers and circulate to students so that they will be thorough in the subject.
7. Head of MCA informed that the Microsoft License has been renewed and departments can use Microsoft Teams. It was also informed that after discussion with the HODs, the User ID and password of Microsoft Teams will be shared to the departments. IQAC Chairman gave clear instructions not to use ZOOM platform for any online academic activity and switch over to other options like Microsoft Teams, CISCO Webex, Google Class etc.

Agenda 2: General Review and Instructions to HODs

1. IQAC Chairman 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.

2. IQAC Chairman 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.
3. IQAC Chairman advised HODs to send SMS to all the students and parents through easy college informing them regarding the opening date of the semester.
4. IQAC Chairman informed HODs to instruct the faculty to continue all online academic activities.

Agenda 3: NBA & NAAC Accreditation

HOD – CSE, made a presentation on NAAC Accreditation process. He explained the details of all the Criteria's and their evaluation processes. The IQAC Chairman suggested that Criteria wise WhatsApp groups may be formed for better communication. CSE HOD was told to put up the formats and other requirements of evaluation on these groups. It was also decided to see if any external agency needs to be involved for assisting TOCE in preparing for NAAC Accreditation.



CHAIRMAN IQAC
PRINCIPAL

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MINUTES OF MEETING IQAC-2020 - 21

Date: - 04/11/2020

Time: - 10.00 AM

Agenda: -

1. Discussion on Various Academic Works
2. Discussion on Funded Projects
3. NBA & NAAC Updation

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr. G.T. Raju	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. Sahana H G	CSE Student	Member – UG Female Student Representative	
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9.	Mr. C.Prakash Mr. B.R.M HemaMaheshwar	Parent (of Male) Parent (of Female)	Member –Parent Representative	
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	Dr. Devi Vighneshwari	Associate Prof, Dept. of EEE	Joint Coordinator	
13	HODs of all departments	HODs	Invitees	

IQAC Chairman welcomed all to the meeting.

Agenda 1: Discussion on Various Academic Works

1. IQAC Chairman advised HODs to instruct the Faculty to continue with online classes by making better use of teaching resources.
2. IQAC Chairman brought to the notice of all HODs that as per UGC guidelines, the offline classes shall start from 17th November 2020 onwards. In this regard, HODs were informed to submit their Suggestions and Feedback on preparedness, practical difficulties, requirements etc.,.
3. IQAC Chairman informed HODs that it is not suitable to commence offline theory classes during this pandemic period as the students attendance will be only 50% to 60% because students from outstation may not be able to attend the classes. It was also discussed to conduct offline classes on alternate days following all SOPs measures as per UGC but HODs opined that faculty will not be able to manage two sections at a time.
4. IQAC Chairman informed HODs that INTERNAL COVID WARRIORS COMMITTEE for the college to be constituted in which members of this committee will only concentrate on SOPs and arrangements for eradication of COVID 19 in the college campus.
5. IQAC Chairman informed the HODs that VTU may accord permission to commence practical labs initially and advised HODs to keep the labs ready for the same. However, HODs intended to have lab consumables and accessories for the same and IQAC Chairman advised HODs to submit the requirements for placing before the Management for final approval.
6. IQAC Chairman requested to have HODs Meeting in ZOOM / MICROSOFT Teams Platform so that social distance is maintained during this pandemic crises. IQAC Chairman agreed and decided to have meetings in Seminar Halls where social distance is maintained.
7. IQAC Chairman informed HODs to acknowledge the messages sent through whats app and active.

8. IQAC Chairman advised all HODs to daily share the IA2 attendance statistics of the students in the template. (i.e. _____ semester : # of students Attendance / Total Strength)
9. IQAC Chairman informed all HODs that during the Faculty Performance Evaluation, it was observed that faculty is claiming credit for publications in PAID Journals. IQAC Chairman clarified that credit will not be given to the publications in PAID Journals during Review. They have to be encouraged to publish in standard peer reviewed and indexed UGC recognized Journals only
10. IQAC Chairman expressed HODs should give a video regarding the online classes conducted, seriousness in attendance and fee dues etc., so that the video will be played before the commencement of online classes and every student will take it seriously and will try to attend online classes regularly. IQAC Chairman informed that the video will be shared with all the departments.

Agenda 2: Funded Projects Related

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

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



**CHAIRMAN IQAC
PRINCIPAL**
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Minutes of Meeting IQAC-2020 - 21

Date: - 28/01/2021

Time: - 10.00 AM

Agenda: -

1. Discussion on Various Academic Works
2. Functional Committee related works

Sl.No	Name of Member	Designation	Role	Signature
1	Dr. G.T. Raju	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. Sahana H G	CSE Student	Member - UG Female Student Representative	<i>[Signature]</i>
5	Mr. Dildar Bashir	EEE Student	Member - UG Male Student Representative	<i>[Signature]</i>
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8	Mr. Srinivas AS	Senior Software Engineer, Netcracker Technologies, Bangalore	Member - Alumni Representative	<i>[Signature]</i>
9	Mr. C. Prakash Mr. B.R.M HemaMaheshwar	Parent (of Male) Parent (of Female)	Member -Parent Representative	<i>[Signature]</i>
10	Mr. ShaminDudu	General Manager, Power Train & Emobility, Robert BOSCH Engineering & Business Solutions Ltd, Bangalore	Member - Industry Representative	<i>[Signature]</i>
11	Dr. R Ch A Naidu	Professor & Head CSE	Member - Coordinator	<i>[Signature]</i>
12	Dr. Devi Vighneshwari	Associate Prof, Dept. of EEE	Joint Coordinator	<i>[Signature]</i>
13	HODs of all departments	HODs	Invitees	<i>[Signature]</i>

IQAC Chairman welcomed all to the meeting.

Agenda 1: Discussion on Various Academic Works

1. IQAC Chairman appreciated the entire faculty for their sincere efforts in handling the first year classes. Further, he informed that the student admission for the academic year 2020-21 is not as expected and advised the faculty to monitor each and every student by marking attendance regularly and also advised that they should focus on getting 100% result in the academic year 2020-21. He further informed that whenever any faculty is on leave, there is a delay in engaging the particular class. He requested the entire faculty that whenever any faculty wishes to avail CL or any other leave, it should be informed in advance to the concerned so that alternate arrangement can be made to keep the classes engaged on time.
2. Dr. Mallikarjun K, Prof & Head, Dept. of Engg. Mathematics and Dean (UG Students) also advised the faculty to concentrate on the ambience and use latest technology while delivering the online classes and make teaching fascinate to the Students and explain the concepts in a very attractive manner. It was also advised to maintain the IA answer booklets in soft copy format for further reference and also advised to maintain the same question paper pattern for conduct of IA Tests.
3. Faculty are advised to be careful in respect of Code and Conduct during online classes. It was also advised to concentrate more on the communication skills, preparedness for the classes and its delivery because many parents will be watching and observing the same. Also advised the faculty that through the subject knowledge and preparedness the students can be attracted and encouraged to attend the classes without fail and also advised faculty to spend more time on preparedness with Lesson Plan. For the purpose of effective learning, Quality Study Materials from any other resources can be downloaded and shared among the students. Inculcate discipline among the students and highlight the rules and regulations of VTU to the students regarding attendance, IA marks requirements etc. It was also informed that Registration Forms are shared with the faculty and advised faculty to share among the students and

collect back the same after it is duly signed by the Students and their Parents. Advised the cycle coordinators to follow up with the same and submit the duly filled forms to the office of undersigned for further action.

4. IQAC Chairman also informed the faculty to inform the students that three IA Tests are mandatory as per VTU regulations. Due to inevitable circumstances, if any student is allowed to write IA test the permission of the subject teachers, cycle coordinators, HOD & IQAC Chairman is a must. If any student wish to take improvement in IA test, the student can be allowed to write improvement test after obtaining prior permission from the concerned.
5. IQAC Chairman advised faculty to set a goal and inform the students not to deviate from the goals and ensure that the target is achieved. Also advised to think thrice before apply for leave and be loyal to the Profession.
6. IQAC Chairman opined to have common notes to the first year students and advised faculty to distribute the same amongst the students. It was also informed that if they find better information in the notes of other faculty, advised to adopt and circulate the same. Also advised Lab In-charge to share lab manuals to the students and conduct demo / live lab classes to the students and instruct the students to write their observations in long note books for further reference and good things can be incorporated. It was also clearly instructed to update the Teacher Diary.
7. IQAC Chairman advised faculty to update their knowledge by registering for the short terms courses in NPTEL, Coursera, Udemy etc.,

Agenda 2: Functional Committee Related works

1. IQAC Chairman informed the HODs and the Coordinators of the functional committees that the Roles of Responsibilities of the Committees and its frequency of meeting will be shared in due course so that their will be active performance by the committees. He also informed that the committee shall meet twice in a semester (i.e during starting and closing of the semester to take the stock of the activities and its documentation.

2. IQAC Chairman informed that the departments who have submitted their consumable requirements have been approved and it will be processed in due course.
3. IQAC Chairman informed that Hon'ble Chairman has instructed to revise the Vision, Mission of TOCE and welcomed HODs to put forth their suggestion if any for the same.



**CHAIRMAN IQAC
PRINCIPAL**

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MINUTES OF MEETING IQAC-2020 – 21

Date: - 15/06/2021

Time: - 10.00 AM

Agenda: -

1. Action Plan for the preceding Odd semester
2. General Review and instructions to HODs
3. Final year Project Discussion

Committee members: Dr. N. Kannan, Chairman and Principal

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr. N. Kannan	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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12.	Dr. Devi Vighneshwari	Associate Prof, Dept. of EEE	Joint Coordinator	
13.	HODs of all departments	HODs	Invitees	

IQAC Chairman welcomed all to the meeting.

Agenda 1:- Action Plan for the preceding Odd semester

1. IQAC Chairman informed that Mentor books are not verified properly. Advised HODs to kindly verify the mentor books before attesting their signatures and also instructed to advice the faculty to maintain and enter correct data in the mentor books.

IQAC Chairman briefed the following targets

- Result should be >90% and detention should be nil
- Every student shall go through placement / Entrepreneurship or Higher studies
- To organize one National / International conference at Institutional Level every year
- To secure a minimum of five university Ranks at Institutional Level.
- Minimum two skill development programme in an academic year shall be conducted at Institutional level
- At least one cultural activity in Institutional level in an academic year
- To publish two research paper by each faculty in Scopus / WoS / ICI / SCI in an academic year
- At least 5 R & D Proposal from each department to any scientific or technical body at national or International level and two proposal must get sanctioned


Agenda 2:- General Review and instructions to HODs

1. IQAC Chairman informed HODs that the undersigned had visited Department of CSE, ISE, ECE, BT and MBA and also informed that he is yet to visit the other departments. Based on his observations, the college has got good infrastructure for providing quality education to the students.
2. IQAC Chairman advised HODs to plan for an online programme for +2 level students so that they get more familiar to TOCE. He also informed that the programmes what the departments are conducting is not reaching the public domain, informed HODs to give wide publicity of the programmes conducted in the departments.

3. IQAC Chairman informed HODs to instruct the faculty and staff in the department to maintain Discipline in the campus and be punctual to the college.
4. IQAC Chairman reviewed the result analysis of all semesters across the departments and noted that 3rd semester results are very low and not acceptable.
5. IQAC Chairman advised HODs to motivate the students by speaking to them and arrange special classes for tough subjects so that they clear all the subjects in the particular semester itself
6. IQAC Chairman instructed HODs to conduct remedial / special classes for the 3rd semester tough subjects for the failed students so that the students can clear these tough subjects in the 2nd year itself.
7. IQAC Chairman strictly informed the HODs to in turn instruct the faculty to aim for achieving good results during this even semester (i.e. in 4th and 6th semester) by arranging special classes / tutorial classes for the slower learners.

Agenda 3:- Final year Project Discussion

IQAC Chairman advised HODs to encourage students for their innovative ideas and also encourage them to make these ideas to come into design and turn up in a final product. Also advised to register in Institute Innovation Cell and get start ratings by MHRD for the college


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