



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	
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.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

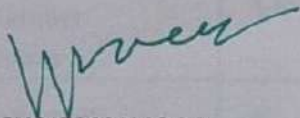


interact with other department Heads. There will be no changes in infrastructure; only consultancies, results, innovation activities need to be updated. Research activities must be improved. Director also advised to prepare project proposals with multidisciplinary and apply to various agencies.

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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9.	Mr.C.Prakash Mr. Arun KV	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.	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.

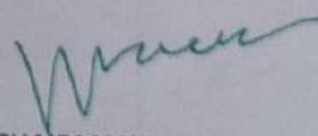
5. It was decided to decentralize the examination cell and assign DCS duties to all the HODS. Principal added that all these process would be helpful when the college decides to go for autonomous as every HOD would be appointed as Controller of



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

The Oxford College of Engineering  
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Bengaluru-560 068





Estd. 1974

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Proceedings of the 3<sup>rd</sup> 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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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.

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.



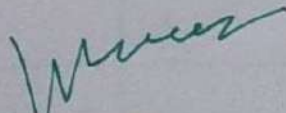
6. Principal /IQAC Chairman instructed HODs to submit report on technical training conducted in their departments, with all relevant documents by incorporating placement plan and case by case it could be settled. HODs were advised to insist their students to pay extended pre-placement fee as per the 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**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
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### Proceedings of the 4<sup>th</sup> 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	
4.	Ms. Shilpa	ECE Student	Member – UG Female Student Representative	
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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 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.



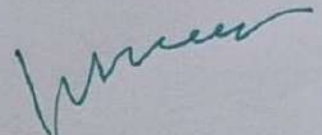
9. Principal /IQAC Chairman notified that vendors are invited to give demo about the training offered by the with the consultation of HODs and based on their requirements, technical and soft skill training is offered to students from first semester, after thorough negotiation.
10. Principal /IQAC Chairman 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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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
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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

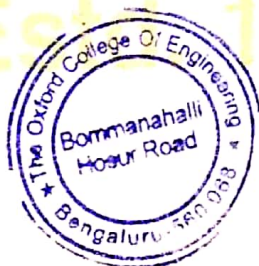
Principal & Chairperson IQAC

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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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	
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

PRINCIPAL  
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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 28<sup>th</sup> 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

**PRINCIPAL**  
The Oxford College of Engineering  
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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	
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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 30<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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

PRINCIPAL

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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**

**The Oxford College of Engineering  
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### Proceedings of the Principal and Chairperson IQAC

#### Order

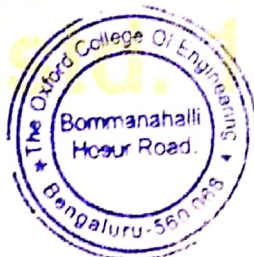
Date: 27/07/2018

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

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Copy to:

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



Principal & Chairperson IQAC  
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### MINUTES OF MEETING IQAC-2018-19

Date: - 7/8/2018

Time: - 10.30 AM

Committee members: Dr. R Praveena Gowda, Chairman and Principal

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	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	
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9.	Mr.C.Prakash Mr.B.R.M Hema Maheshwar	Parent (of Male) Parent (of Female)	Member –Parent Representative	
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12.	Prof.Devi Vighneshwari	Asst. Prof in EEE	Joint Coordinator	
13.	HODs of all the departments	HODs	Invitees	



**Proceedings of the 1<sup>st</sup> IQAC Meeting for the Academic Year 2018-19 held on 7/8/2018**  
**by 10.30 AM at Board Room of the college**

IQAC Coordinator welcomed all members present to the meeting.

Chairman addressed the members on following points:

1. **Year Inauguration:** Principal informed to all members of the committee that commencement of first semester BE and B Arch will be on 27th August 2018 and advised to suggest the names of chief guest for the inauguration. He also informed that Dr. M S Shashidhara, Prof & HOD of MCA and Dr K Mallikarjun, Prof and HOD of Engg. Mathematics will lead the committees (i.e functional committees for inauguration programmes) along with Dr. Surekha, Prof & HOD of Engg. Chemistry and Prof. Abdul Khadar, Incharge HOD of Engg. Physics. Principal advised the committee to prepare and submit the budget for approval.
2. It was brought to the notice of the members that Prof. Surekha, Prof & HOD of Engg. Chemistry and Dr. V S Bharath, Prof & HOD of EEE are preparing Hand Book - Calendar and College Magazine respectively. Members of the committee are informed to co-ordinate and submit the required data at the earliest for finalization of Hand Book and College Magazine.
3. It was also decided to procure around 800 Student Files to issue for first semester BE and B Arch students.
4. Members of the committee informed the attendance status of 3rd, 5th and 7th semester students. And advised to collect penalty of Rs.1000/- from 3rd and 5th semester students and Rs.500/- from 7th semester students.
5. Principal informed Members of the committee to have to daily check on Class Taken Report and also informed to take signature of the undersigned in the same.
6. Members of the committee were informed that Question Bank and Lab Manuals are finalized and ready for printing and Principal thanked the Members of the committee for the same.
7. It was decided to make Uniform Mandatory during lab hours along with ID cards for BE, MBA & MCA students.
8. Members of the committee were informed to submit the status of EAZYCOLLEGE to Prof. D Jayaramaiah of ISE at the earliest.
9. Principal briefed the CET admission details.
10. Principal also informed that no branch is eligible to opt for Change of College / Change of branch for the academic year 2018-19 as per AICTE/VTU norms.



11. Principal informed that VTU Affiliation for the academic year 2018-19 has commenced and advised Members of the committee to support the admin office for filling the same.

12. Members of the committee were informed to have a thorough check on the student's attendance and also to check the status of labs of 3rd and 5th Semester.

13. Principal briefed the result analysis of I year BE and informed that the results of PCD, Basic Electrical and Engg. Mathematics is not satisfactory. Advised the Members of the committee to check the same and guide the concerned faculty. He also informed the some students are failed in Physics Lab and instructed Prof. Abdul Khader to check on this.


14. Members of the committee were informed to go rounds in Admission Section and have the status of admission of their branch.

15. Members of the committee were informed to instruct the concerned to keep the department clean and tidy. Also advised the NSS Co-coordinator to conduct a programme under Swatch Bharath Abhiyan.

IQAC Chairman informed to conduct following activities through the respective committees and inform the progress in the next IQAC Meeting

- Value Added Courses 2 per department
- Add on Certificate Programs 2 per department
- Plan for Field Visits, Internships and Field Projects
- Feedback and Student Satisfaction Survey
- 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
- HODs to submit details of text books/ E-books, journals, e – journals to be purchased for their respective departments.
- 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  
Bengaluru-560 068





CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office :

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

### MINUTES OF MEETING IQAC-2018-19

Date: - 10/12/2018

Time: - 10.00 AM

Committee members: Dr. R Praveena Gowda, Chairman and Principal

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	Principal	Chairperson	
2.	Dr. Malleshiah.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 Pals	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	
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	
13.	HODs of all the departments	HODs	Invitees	



**Proceedings of the 2nd IQAC Meeting for the Academic Year 2018-19 held on**  
**10/12/2018 by 10.30 AM at Board Room of the college**

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

Action taken on the proceeding of the previous meeting was discussed and following are the review points.

- It is planned to conduct 17 Add on Certificate programs and 21 Value Added Courses
- Feedback was collected analyzed and action initiated as per the recommendations.
- Slow and Advance learners identified and mentor mentee order issued.
- 1 IPR Activity conducted
- 9 Extension activities conducted in co-ordination with NSS Unit of the college and 399 students participated.
- Till date 22 Capability enhancement programs conducted.
- **It is planned to organize 3 Faculty Development Training programs for teaching and non-teaching staff.**

The Chairman instructed the members present to conduct more number of activities in the coming Quarter and to report in the next meeting

Following are the points brought to the notice of the HOD's present in the meeting by the Principal /IQAC Chairman and informed to strictly adhere to the instructions.

1. Principal /IQAC Chairman enquired regarding the submission of the syllabus coverage report and advised the Members of the committee to stick to the schedule and submit the required document to the office of the undersigned as per the schedule.
2. Principal /IQAC Chairman briefed regarding NBA-AQAR. Advised Members of the committee to go through the new version of AQAR which is due to be submitted. Also advised Members of the committee to fill in the required data in all the criteria and submit the softcopy of the same to the office of the undersigned at the earliest.
3. Principal briefed the VTU circular regarding submission of best three projects at PG and Research level. Advised Members of the committee to submit 1 best project from each department on or before 20.12.2018.
4. Principal /IQAC Chairman informed the Members of the committee to send the coordinators to admin office for the filling the data online for ATAL Ranking of Institutions on Innovation Achievements.



5. Principal /IQAC Chairman enquired regarding submission of IA marks status. Advised Members of the committee to submit the same within the stipulated time.

6. Principal /IQAC Chairman informed Members of the committee to check that NBA files are updated before sanctioning vacation to the faculty. Also advised Members of the committee to instruct the concerned to prepare a draft copy of Question Bank and Manuals for the coming even semester.

Meeting ended with vote of thanks by IQAC Coordinator.



**CHAIRMAN IQAC  
PRINCIPAL**

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





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### MINUTES OF MEETING IQAC-2018-19

Date: - 23/4/2019

Time: - 11.00 AM

Committee members: Dr. R Praveena Gowda, Chairman and Principal

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	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 Pals	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	
7.	Mr.Manoj P	MCA Student	Member – PG Male Student member Representative	
8.	Mr.Srinivas AS	Senior Software Engineer, Netcraker 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	
13.	HODs of all the departments	HODs	Invitees	



**Proceedings of the 3<sup>rd</sup> IQAC Meeting for the Academic Year 2018-19 held on 23/4/2019**  
**by 11.00 AM at Board Room of the college**

IQAC Coordinator welcomed all members present to the meeting.

1. Principal /IQAC Chairman briefed the schedule for applying for VTU Examination Applications and informed Members of the committee to collect No Dues from final year students, repeaters and from the students who are having dues of college fees as well as hostel fee.
2. It was decided that Rs.500/- per session is charged as penal fee for the students who are absent for the Technical Training.
3. Principal /IQAC Chairman informed Members of the committee to display the tentative time table for the VTU examinations in the department notice board and advised Members of the committee to send a letter to VTU if they find any discrepancy in the subject codes etc.,
4. Principal /IQAC Chairman briefed that schedule of events for uploading practical batch list, shortage of attendance and IA marks etc., Also, advised Members of the committee to prepare the list of Internship ready to that as per VTU's instructions, it can be uploaded in the VTU website. Also advised Members of the committee, create batches for creating 6th semester students who are doing Internship as well as project work.
5. Principal /IQAC Chairman enquired regarding the status of feedback analysis and details of syllabus coverage.
6. Principal /IQAC Chairman opined that three level of project evaluation is not happening in the department. Advised Members of the committee to allot marks as per the rubrics for 3 levels of evaluation and record the same and also informed to send the copy of the same to the office of the undersigned.
7. It was informed that Sports Meet is scheduled on 26th April 2019 at St. John's Medical College Grounds. Advised Members of the committee to instruct the staff to attend mandatorily from 9:00 AM to 4:45 PM and attendance for the same is mandatory. (2 LOPs for the staff who have not signed in the attendance).
8. As scheduled, the Culture Meet is on 20th May 2019 and yet to finalize the Chief Guest.
9. NCSEM 2019: - Dr. M S Shashidhara, Professor & Head of MCA briefed the status of the National Conference and informed that Shri. A S Kiran Kumar, Former Chairman of ISRO has consented to be the Chief Guest for the event and informed that Members of the committee to instruct the students to register for paper presentation and also for display of projects on or before 25.04.2019.



10. Principal /IQAC Chairman enquired that status of preparation for NBA visit. It was noted that some maintenance works are pending across the departments, instructed Mr. Francis, Maintenance In charge to complete the task at the earliest.

11. Members of the committee were informed to submit the Result Analysis (After Revaluation) to the office of the undersigned.

12. It was also noted that students have not registered for Special Classes. Advised Members of the committee to instruct the students to attend the same and submit the list of students and fees details to Dr. Mallikarjun K, Dean (Exams), Professor & Head of Mathematics.

13. Principal /IQAC Chairman informed the Members of the committee to submit the list of Staff and Students who have voted in Loksabha 2019 Elections.

14. Members of the committee were informed to advise to concerned to update the proctor book.

15. Dr. Bharath V S, HOD of EEE and NBA Co-ordinator informed the Members of the committee to submit the required details for Criteria 9 and Criteria 10.

Principal / IQAC Chairman reviewed the following activities conducted by respective committee chair persons during the second quarter

16. It is observed that 5 Faculties got awarded by different agencies in the field of teaching committee members congratulated the awardees.

17. It is also observed by the committee 1 Ph.D. awarded from Bio Technology department.

18. Committee noticed that till date the institution had linkage with 20 organizations for Internship, R & D, job training, skill development program, guest lecture, workshop etc. also signed MOU with 20 Organizations.

19. Remedial class conducted by all departments.

20. It Is observed that till date 33 Faculties attended Faculty Development Programs at different training centers, and the institution also organized 3 training program for teaching and nonteaching staff.

21. 3 programs organized by the institution on Gender Equity and 3 programs on universal Values and Ethics

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

  
**CHAIRMAN IQAC  
PRINCIPAL**

The Oxford College of Engineering  
Gommanahalli, Hosur Road  
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### MINUTES OF MEETING IQAC-2018-19

Date: - 18/6/2019

Time: - 10.00 AM

Committee members: Dr. R Praveena Gowda, Chairman and Principal

Sl.No	Name of Member	Designation	Role	Signature
1.	Dr.Praveena Gowda	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.Dechecka K U	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, Netcraker 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	
13.	HODs of all the departments	HODs	Invitees	



**Proceedings of the 4<sup>th</sup> IQAC Meeting for the Academic Year 2018-19 held on 18/6/2019**  
**by 10.00 AM at Board Room of the college**

Principal /IQAC Chairman welcomed all members present to the meeting.

1. Principal /IQAC Chairman congratulated Dr. B R Raju and Dr. E Saravana Kumar for having received VGST sponsored funds for the academic year 2018-19 under Infrastructure Strengthening and Research Grant respectively.
2. Members of the committee were informed that our Institution has received funds from VTU for setting up EDUSAT. All Members of the committee are advised to make effective use of the same and the Coordinator Dr. B R Raju will share the details of courses and timetable for viewing the same.
3. Members of the committee were informed that applications from the eligible candidates towards the recruitment for the post of Asst. Professors are received through online. Members of the committee were informed to select at 1:5 ratios. Also informed that experts will be invited for the recruitment process.
4. Principal /IQAC Chairman briefed the schedule for uploading IA marks in the VTU portal for 2nd Sem BE, B Arch, MBA, MCA & M Tech. Advised Members of the committee to get it approved before uploading.
5. Members of the committee were informed to visit the Admission Section regularly and know the status of admission to the concerned department and also advised to have a check on the staff who are deputed to Admission Section to guide the aspiring candidates.
6. Dr. Mahendra M D, Professor and Head of department of ME will be the co-coordinator for printing Question Banks and Lab Manuals for the academic year 2019-20. Advised Members of the committee to see that the manuals are well organized and submit the softcopy of the same by end of June 2019.
7. Also, advised Members of the committee to submit the stationery requirements to the office of the undersigned for the academic year 2019-20.
8. Members of the committee were informed to following the following rule before sanctioning leave to the faculty  
For 120 intakes: 2 staff can avail leave at a same time.  
For 60 intakes: 1 staff can avail leave on the same day.  
Only 2 Members of the committee are allowed to take leave on the same.  
Informed Members of the committee to strictly adhere to the above.



9. Members of the committee were informed to depute faculty to attend for Mandate Induction Programme organized by AICTE.

10. Prof. Guru Dutt S, Principal of TOSA introduced himself to all Members of the committee and informed that TOSA is coming out with certain rules like to follow dress code, wearing ID Cards etc.,

11. Members of the committee were informed to send the details of Department Tours at the earliest to engprincipal@theoxford.edu.

12. Dr. E Saravana Kumar, Professor and Head of CSE informed all Members of the committee to submit the details / write up for the upcoming College Magazine on or before 04.07.2019.

13. Dr. R V Dhanalakshmi, Professor and Head of MBA, informed that International Yoga Day is celebrated on 21.06.2019 and welcomed all to participate in the same make the event a grand success.

14. Principal /IQAC Chairman informed all Members of the committee to submit the consumable requirements for the whole academic year 2019-20. Also advised the Members of the committee to maintain a log book which records the servicing details of the equipment's in the department and also advised to have a stock check every semester.

15. Principal /IQAC Chairman informed the members, following are the initiatives taken and activities conducted by the institution during 2018-19

- Add on certificate programmes Conducted **17**
- No of Value Added courses offered **21**
- Field Projects / Internships under taken – all department, no. of Students Participated – **1915**.
- Total number of permanent faculty - **260**
- No of faculty with Ph.D. – **40**
- Demand Ratio – Number of seats available – **1380**, , Students Enrolled-**692**
- Honors' and recognitions received by teachers – **06** faculties.
- Result- total cumulative pass percentage of the entire programs **97.04%**
- Research funds sanctioned by the KSCST–Rs, **41500** for **6** projects.
- Workshops/Seminars Conducted on Intellectual Property Rights – **01**.
- Awards for Innovation won by Institution/Teachers/Research scholars/Students – **06**.
- Research Publications Awards received – State Level-**03**, National Level-**03**.
- Ph. Ds awarded – **01**.
- Research Publications in the Journals notified on UGC website –
- International level-**16**.



- Books and Chapters in edited Volumes / Books published –4.
- Faculty participation in Seminars/Conferences and Symposia–Attended workshops/seminar- 50, presented papers 54, attended as resource persons- 1
- Bibliometric of the publications –20.
- Number of extension and outreach programmes conducted – 6
- Awards and recognition received for extension activities – 01
- Number of Students participating in extension activities- Swachh Bharat, Aids Awareness, Gender Issue- 54 staff and 263 students.
- Number of Collaborative activities – 52, Linkages with institutions – 20 and MoUs signed with institutions –20
- Budget Allocated for Infrastructure Development is – Rs, 39.78 lakhs, maintenance of Academic Facilities –Rs, 98.53 lakhs,
- During the year 360-Text Books, 40-Reference Books Purchased
- During the year 1268 students availed scholarship from different Government Departments.
- 48 capability enhancement programs conducted benefiting -1531 students benefited by Guidance for competitive examination and career counseling.
- Through On Campus-415 students placed in different companies and Off campus 288 students got placement, 16 students joined for higher education.
- During 2018-19 Alumni Contributed - Rs, 4.40 Lakhs.
- 3 Teachers provided with financial support of - Rs, 2500 for attending conferences / Workshops.
- 3 Professional training programs conducted for teaching and non- teaching staff.
- During the year -Rs, 20,000 Grants Received from National Women Commission
- Gender Equity promotion programs conducted –3 and 3–Programs on universal Values and Ethics.



**CHAIRMAN IQAC  
PRINCIPAL**

The Oxford College of Engineering  
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### Proceedings of the Principal and Chairperson IQAC Order

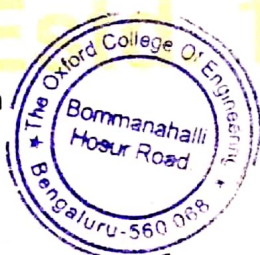
Date: 17/08/2020

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  
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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	
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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 1<sup>st</sup> 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**

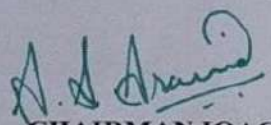
#### **1. Best Practices to be adopted for the Academic Year**

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**

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





CHILDREN'S EDUCATION SOCIETY (Regd.)

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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	
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.Decheikka K U	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, Netcraker 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.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 2<sup>nd</sup> 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](http://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.

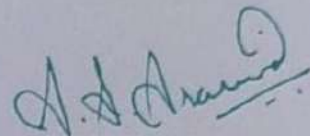
21. Dr. Jayaramaiah, Professor of ISE informed the members that students are not wearing ID cards and some classrooms have not displayed the time table. It also opined to display the time table along with students list.



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**

The Oxford College of Engineering  
Bommanahalli, Hosur Road  
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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

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.Decheikka K U	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, Netcraker 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.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 3<sup>rd</sup> 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 2<sup>nd</sup> quarter of the year, which was reviewed and approved.

Chairman of the committee informed all the committee members to conduct some more activities during 3<sup>rd</sup> 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**  
**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068





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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>
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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 4<sup>th</sup> 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

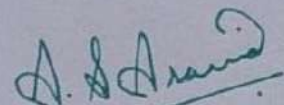
#### **General review**

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**  
**PRINCIPAL**

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



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**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  
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CHILDREN'S EDUCATION SOCIETY (Regd.)

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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	<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>
6.	Ms. Dhanyatha K	MBA Student	Member – PG Female Student Representative	<i>[Signature]</i>
7.	Mr.Anmol	MCA Student	Member – PG Male Student member Representative	<i>[Signature]</i>
8.	Mr.Srinivas AS	Senior Software Engineer, Netcracker Technologies, Bangalore	Member – Alumni Representative	<i>[Signature]</i>
9.	Mr.C.Prakash Mr.B.R.MHemaMaheshwar	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.Mallikarjun K	Professor & Head Maths	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: 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	
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 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**  
The Oxford College of Engineering  
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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	
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. R Ch A Naidu	Professor & Head CSE	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 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	
4.	Ms. Sahana H G	CSE Student	Member – UG Female Student Representative	
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11.	Dr. R Ch A Naidu	Professor & Head CSE	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 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 3<sup>rd</sup> 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 3<sup>rd</sup> semester tough subjects for the failed students so that the students can clear these tough subjects in the 2<sup>nd</sup> 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 4<sup>th</sup> and 6<sup>th</sup> 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

  
**CHAIRMAN IQAC**  
**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
Bengaluru-560 068





CHILDREN'S EDUCATION SOCIETY (Regd.)

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Approved by A.I.C.T.E. New Delhi.

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2016-17

The Oxford College of Engineering -  
Bengaluru-68.

Proceeding of the Governing Council  
meeting held on 14-07-2016

Members Present

Sr No	Member	Designation	States in Committee
01	Sri S.N.L. Narasimha - Raju	President	Chairman
02	Dr. S. Rajashekharaih	Former Vice Chancellor VIT & Chief Mentor IOCE	Member
03	Dr. C.K. Subbaraya	Principal AIT Chikmagalur	Nominee
04	Dr. G. P. Prabhu Kumar	Former Principal UBDT College Engg	Managerial Nominee
05	Shri Veeranna	Administrator	Managerial Member
06	Major Meedde Gowda	Retd. Director & Physical Education	Managerial Member
07	Dr. M.S. Shashidhar	HOD Deptt of Computer Applications	Faculty - Representative
08	Prof. T.S. Malleshaiah	Prof. Deptt of Civil Engg	Faculty - Representative
09	Dr. K. Karibasappa	Principal	Member - Secretary

Special Invities

1) Dr. R. J. Anandhi, Vice principal & Dean (Academic)





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Inauguration function may be held on the same day. An eminent personality in the field of Technical Education may be invited as chief guest to grace the occasion in the meantime appointments to the existing vacancies of the faculty shall be made.

Subject No. 5 :- Conduct of Conference/Seminars/Workshop/Symposiums :

As a part of enrichment program and add on program, certain conferences, seminars, workshops and symposiums were held during the last six months. They include certain programs sponsored by software companies and other companies and also some individuals. In pursuit of past accreditation activities of NAAC/NBA such programs held are quite inadequate. Value added programs, outreach program and add on programs should be also held under the guise of beyond curriculum activities. After a good deal of deliberation, it transpired, that many more such programs should be held and HODs shall contact the companies in and around and IT hub to sponsor not only such programs, but also to depute eminent personalities in such areas or specialization.

Subject No. 6 :- Conduct of FDP/FP/Refresher Courses etc

In order to comply with the norms and requirements of the AICTE, the following programs should be held in a phased manner in each





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2020-21

### THE OXFORD COLLEGE OF ENGINEERING

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Proceedings of the meeting of the Governing Council held on 20-08-2020

Subject 1:- Confirmation of the proceedings of the meeting held on 02-01-2020

The draft of the proceedings of the previous meeting held on 02-01-2020 has been circulated for amendments and corrections if any certain corrections as suggested have been incorporated. Accordingly it was resolved to record them in the minute book.

Subject 2:- Review of Compliance of Policy resolutions passed in the earlier meetings.

The analysis of the follow up action initiated on such policy decisions discloses effective implementation barring One or Two. It was directed to implement the remaining decision as well.

Subject 3:- Permanent affiliation of TOCE

As has been discussed in the earlier meetings the submission of application to UGC for recognition. U/s 12 B has been held over in VTU for lack of permanent affiliation of the college which is a pre-requisite condition. During the discussion it was pointed out that in the later development affiliation Applications have been submitted to NBA for accreditation of 6 Departments. Consequent on the Corona-19 Pandemic and declaration of lock down by Government the process has been stranded. After reopening of the college the matter may be pursued vigorously.





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9	An Automated Foodway Track Restaurant	Mr. Amaresha	ISE	Ms. Rabya Suroor & Team	5000
10	Skin Cancer Detection using machine learning	Prof. G. Florance	CSE	Ms. Sarekha RK & Team	4500
11	Design of Voice Controller Chair using Roger Bogie Mechanism	Mr. Rohan	ME	Mr. Gaurav Rathi & Team	6500
12	Robotic Cook	Dr. R. Kanaga -valli	ISE	Ms. Prakruthi KS	4000
13	Smart Ornament for Women Security & Safety	Prof. Seema Patil	CSE	Ms. Barvur Praveena	4000

After a brief discussion, it was pointed out that there is much scope to take up research projects sponsored by so many authorities supporting financially. Hence, the HOD's shall view the internet regularly to take note of the various funding authorities sponsoring the projects and submit online applications swiftly.

**Subject 8: Deputation of faculty for participation in National level Conference workshop & Symposium**

Upon review of the faculty participants in the various conferences, symposiums and workshops organized by various Apex Bodies like AICTE, DRDO and Research & other organizations. Participation of the faculty in the college is meagre. As a sequel to Corona-19 Pandemic in the year 2020 conduct of all such programmes has been deferred due to lockdown and conduct of Academic activities by online only. The Committee viewed this aspect and was