



NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

INTERNAL QUALITY ASSESSMENT AND ASSURANCE MEETING

11th September 2020

Minutes of the Meeting

VENUE: Conference Room, Chhatrapati Shivaji Block

TIME: 3.00 pm

CIRCULAR

HCE/CIR/2020/

Date: 09/09/2020

Internal Quality Assessment & Assurance Cell (IQAC) Meeting-II is scheduled on 11/09/2020, at 3:00PM at the Conference Hall.

The Agenda Points for the meeting are as under

AGENDA POINTS FOR IQAC METING-II

1. Confirmation of Previous MOM of IQAC held on 6/01/2020.
2. Review of action for the even semester (calendar of Events).
3. Review on Audit observation and Compliance for NBA Tire- 1 Certification.
 - a. Academic Audit
 - b. General & Infrastructural Requirement
4. Review of MIS report of even semester.
5. Programmes conducted for the even semester 2020.
6. Review on audit of department inventory.

All the Committee Members are requested to attend the meeting.

Sd/-

PRINCIPAL

New Horizon College of Engineering

Bangalore - 560103

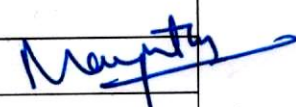
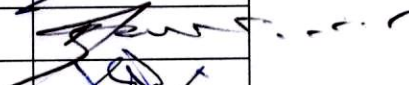
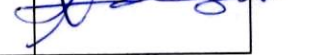
principal@newhorizonindia.edu

NEW HORIZON COLLEGE OF ENGINEERING
INTERNAL QUALITY ASSESSMENT & ASSURANCE MEETING
Meeting-II, 2020

Agenda

1. Confirmation of Previous MOM of IQAC held on 6/01/2020.
2. Review of action for the even semester (calendar of Events).
3. Review on Audit observation and Compliance for NBA Tire- 1 Certification.
 - c. Academic Audit
 - d. General & Infrastructural Requirement
4. Review of MIS report of even semester.
5. Programmes conducted for the even semester 2020.
6. Review on audit of department inventory.

Members of the IQAC

Sl No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Girija Srinivasulu	Director- NHQASDC	Member	
3	Dr. Prashanth C.S.R	Dean- Academics	Member	-
4	Dr. M.S Ganesha Prasad	Dean- ME	Member	
5	Dr. Gopal Krishna	Dean-R&D	Member	
6	Dr. Anitha Rai	HOD-Library	Member	
7	Mr. Anil Kumar Hangal	HOD-QA	Member Secretary	

MINUTES OF THE MEETING

MINUTES OF THE MEETING

Principal Dr Manjunatha, Chairman of the IQAC, welcomed all the members with brief address.

Agenda - 1

Confirmation of the previous MoM of IQAC held on 06.01.2020.

Principal read out the minutes of the previous meeting.

All the points were discussed and approved by all the members.

The minutes of the meeting was passed by the members unanimously.

MOM enclosed as **Annexure - I**.

Agenda - 2

Review of action for the even semester (Calendar of Events)

It was informed by Principal that the Calendar of Events of the individual departments are finalised based on the calendar of events of the institution and institution calendar of events are finalised based on the VTU guidelines.

Director QASDC informed that, there must be a slot for conducting of FDP Programs in the calendar of events.

Calendar of events of institution and individual department are enclosed as **Annexure - II**.

Agenda - 3

Review on Audit observation and compliance for NBA Tier - 1 certificate

- a) Academic Audit
- b) General and Infrastructural Audit

Academic Audit

Dean - ME informed that the Academic audit was conducted by Committee comprising of Principal, Dean - ME, Dean - Academics, Dean - R&D and three HOD of other department. He also informed that all the program level criteria were very well presented by the respective co-coordinator.

General and Infrastructural Audit

General & Infrastructure audit was conducted by committee comprising of Registrar, Dr. Vishwanath B - ME Dept, Dr. Hanuman Kumar - CSE, Mr. Anil Kumar Hangal - Head Quality Assurance & Ms. Sridevi - Administrator - HR

It was informed that a compliance Audit will be planned to check the compliance of observations made during the audit.

Academic Audit Report and General & Infrastructural Audit reports are enclosed as **Annexure - III**

Agenda - 4

Review of MIS reports

All the MIS report of the even semester were reviewed by the committee members and the member have expressed their happiness. It was informed that all the programmes after March 2020 have been conducted on line due to COVID - 19.

MIS report enclosed as **Annexure - IV**.

Agenda - 5

Principal informed that the programmes conducted during the semester by each department were reviewed with the respective HODs. There are about 28 parameter.

The members have expressed their happiness on the performance of all the departments.

The report is enclosed as **Annexure - V**

Agenda - 6

Review on Audit of Department Inventory.

Head Quality Assurance informed that the department inventory of all the departments was audited. There are 52 departments including academic and non academic departments. The discrepancy between the physical inventory and the system inventory is about 5%.

It is decided to Audit the inventory of all the departments once in a year as this data is required during financial year accounts audit.

All the members have appreciated the inventory audit system.

One sample audit report enclosed as **Annexure - VI**.

Head Quality Assurance - Member secretary proposed the vote of thanks and the meeting was concluded.


Principal



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INTERNAL QUALITY ASSESSMENT & ASSURANCE MEETING

6TH January, 2020

Minutes of the Meeting

VENUE: Conference Room, Chhatrapati Shivaji Block

TIME: 3.00 pm

CIRCULAR

HCE/CIR/2020/001

02.01.2020

Internal Quality Assessment & Assurance Cell (IQAC) Meeting-I, 2019-20 is scheduled on **06.01.2020, 3.00PM at the Conference Hall.**
The Agenda points for the meeting are as under

AGENDA POINTS FOR IQAC MEETING - I, 2019-20

1. Confirmation of the previous Minutes of IQAC meeting held on 20/05/2019.
2. Review of action for the odd semester.
3. Audit observation and compliance.
4. Programmes conducted for the current odd semester 2019.
5. Submission of quality research proposals to the Government bodies like AICTE/VGST/KSCST/DST.
6. Micro schedule analysis of lesson plan and weekly audit on lesson plan.
7. Review of MIS report.
8. Review of calibration status of equipments and instruments of all the departments.
9. Data submitted to NAAC.

All the committee members are requested to attend the meeting.

Sd/-

PRINCIPAL

New Horizon College of Engineering

Bangalore - 560103

principal@newhorizonindia.edu

NEW HORIZON COLLEGE OF ENGINEERING
INTERNAL QUALITY ASSESSMENT & ASSURANCE MEETING
AGENDA

Date: 06/01/2020

Venue: Conference Room, Chhatrapati Shivaji Block

Time: 3.00 pm

AGENDA POINTS FOR IQAC MEETING – I, 2019-20

1. Confirmation of the previous Minutes of IQAC meeting held on 20/05/2019.
2. Review of action for the odd semester.
3. Audit observation and compliance.
4. Programmes conducted for the current odd semester 2019.
5. Submission of quality research proposals to the Government bodies like AICTE/VGST/KSCST/DST.
6. Micro schedule analysis of lesson plan and weekly audit on lesson plan.
7. Review of MIS report.
8. Review of calibration status of equipments and instruments of all the departments.
9. Data submitted to NAAC.

Members of the IQAC

Sl No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Girija S	Director- NHQASDC	Member	
3	Dr. Prashanth C.S.R	Dean- Academics	Member	
4	Dr. M.S Ganesha Prasad	Dean- ME	Member	
5	Dr. Gopal Krishna	Dean-R&D	Member	
6	Dr. Anitha Rai	HOD-Library	Member	
7	Mr. Anil Kumar Hangal	HOD-QA	Member Secretary	

MINUTES OF THE MEETING

Principal Dr. Manjunatha, chairman of the IQAC, extended a cordial welcome to all the members with a welcome note.

1. Confirmation of the previous Minutes of IQAC meeting held on 20/05/2019.
Principal read out the minutes of the previous IQAC Meeting.
 - a. The audit observations made during the audit and the corrective action taken by all the departments were discussed and approved
 - b. Programmes conducted during the academic year of all the departments were reviewed and all the members were happy with the performance.
 - c. The calendar of events of the departments were reviewed and found to be in order.

The minutes of the meeting was passed by the members unanimously.

2. Review of action for the odd semester.

Calendar of events of the odd semester of all the departments were reviewed and found to be in order.

Principal informed that a audit has to be conducted at the end of the semester on calendar of events proposed by each department to assess the percentage of activities actually conducted as against the proposed.

Dean academics to arrange for the audit and send the report to principal.

Calendar of events of all the departments enclosed as Annexure-1

3. Audit observations and compliance.

Audit observations made by the audit committee and the recommendations/suggestions of the audit committee were reviewed.

Principal informed that a compliance audit to be scheduled on the observations of audit committee and report to be submitted.

Dean academics to arrange for the audit and send the report to all concerned.

Audit schedule, Audit observations, Recommendations enclosed as Annexure-2

4. Programmes conducted for the current odd semester 2019.

The programmes conducted for the odd semester were discussed.

Principal and other members were of the opinion that the best 50Nos research papers presented during the International conference can also be considered under Research papers published under National/ International conference.

Programmes conducted for the current odd semester enclosed as Annexure-3

5. Submission of quality research proposals to the Government bodies like AICTE/VGST/KSCST/DST.

The report on Research grants /Activities was presented by Dean R&D. All the committee members were happy with the report.

Details on Research grants/ Activities enclosed as Annexure-4

6. Micro schedule analysis of lesson plan and weekly audit on lesson plan.

Head Quality Assurance informed that the Micro Schedule analysis of the lesson plan on daily basis is monitored through Continuo software .It is observed that all the faculty members have completed the portions in line with their lesson plans. Report on Daily micro schedule analysis and weekly report enclosed as Annexure-5

7. Review of MIS report.

Consolidated MIS report of all departments generated was appreciated by the committee members and informed that this is a very use full report. Consolidated MIS reports of odd semester are enclosed as Annexure-6

8. Review of calibration status of equipments and instruments of all the departments.

Principal informed that the need of calibration for equipments and instruments to be studied on case to case to basis and a report to be made on equipments and instruments which need calibration.

9. Data submitted to NAAC.

Dean Mechanical Engg informed that all the data is submitted to NAAC and is available in the web site.

Head Quality Assurance proposed the vote of thanks and the meeting was concluded.


Principal
New Horizon College of Engineering
Outer Ring Road, Bellandur Post,
Bangalore - 560 103.

NEW HORIZON COLLEGE OF ENGINEERING
Marathalli, Bangalore-560103

Date: 21/5/2019

INTERNAL QUALITY ASSURANCE CELL

Minutes of meeting held with IQAC members on 20/5/2019 in conference hall at 3.00pm.

Agenda:-

1. Confirmation on previous minutes of meeting.
2. To discuss the audit observation of all the departments conducted during 8th February 2019 to 13th February 2019 and the corrective action taken by all departments for the audit observation.
3. Programmes conducted for the academic year 2018-2019.
4. Plan of action for current semester.

Minutes of the meeting:-

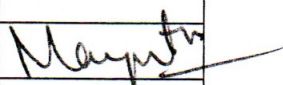
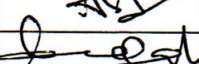
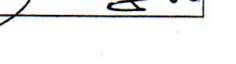
1. Minutes of previous meeting was discussed.
2. Chairman IQAC welcomed all the members. The audit observation and corrective action taken by all departments were discussed. It is seen that most of the observation are minor in nature and common to many departments. All departments have taken necessary corrective action to prevent such type of deviations in future.
3. All the research papers published, book publication and motivation talk for students, conference attended, industrial visit etc., were discussed and found to be in order. The detailed Program conducted by departments is attached.
4. The calendars of events for the even semester of all the departments were reviewed. The events are conducted in line with the plan.

The following documents are attachment:

- a. Audit schedule.
- b. Audit observations with corrective action of all the departments.
- c. Programmes conducted for the academic year 2018-2019.

Mr. Anil Kumar Hangal, proposed the vote of thanks and the meeting was concluded.

Members Present:-

Sl No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Girija Srinivasulu	Director-NHQASDC	Member	
3	Dr. Prashanth C.S.R	Dean-Academics	Member	
4	Dr. M.S Ganesha Prasad	Dean- ME	Member	
5	Dr. Gopal Krishna	Dean-R&D	Member	
6	Dr. Anitha Rai	HOD-Library	Member	
7	Mr. Anil Kumar Hangal	HOD-QA	Member Secretary	

NEW HORIZON COLLEGE OF ENGINEERING
Marathalli, Bangalore-560103

Date: 27/09/18

INTERNAL QUALITY ASSURANCE CELL

Minutes of meeting held with IQAC members on 26/09/18 in conference hall at 3.00pm.

Agenda:-

1. Confirmation on previous minutes of meeting.
2. Plan of action for current semester.
3. Conduction of semester and maintenance of academics files.
4. Audit observations and compliance.
5. Micro schedule analysis of lesson plan.

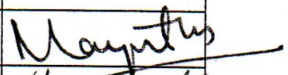
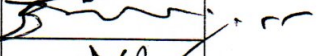
Minutes of the meeting:-

1. Minutes of previous meeting was discussed.
2. The calendars of events for the odd semester of all the departments were reviewed. The events are conducted in line with the plan.
3. The MIS reports of odd semester were reviewed.
4. The audit observations and their compliance reports were reviewed and found to be in order.
5. Micro schedule analysis of lesson plan was reviewed and it is seen that all the faculty members have completed the portions as per their lesson plans.

The reports of the same are enclosed here with.

Dr. Prashanth C.S.R, proposed the vote of thanks and the meeting was concluded.

Members Present:-

Sl No	Member Name	Designation	Position	Signature
1	Dr. Manjunatha	Principal	Chairman	
2	Dr. Prashanth C.S.R	Dean-Academics	Member Secretary	
3	Dr. M.S Ganesha Prasad	Dean- ME	Member	
4	Dr. Gopal Krishna	Dean-R&D	Member	
5	Dr. Anitha Rai	HOD-Library	Member	