# New Horizon College of Engineering

## Internal Quality Assurance Cell

The Internal Quality Assurance Cell Meeting to be held on 7th Aug 2025 in the Conference Hall, NHCE at 10.30 am.

## Agenda

### Section I - Reading and Recording Item

1. Review and approval of Minutes of previous IQAC

2. Action Taken Report on the IQAC Meeting held on 2024-25

### Section II - Advisory Items

3. Curricular Aspects

4. Evaluation and assessment procedures

5. Feedback Mechanism

6. Audit and Class Observation Process

7. Enrichment of Research and Development in the Institution

8. Student Support System & Services

9. Activities Benchmark

### Section III - Information Item

10. Review on Accreditation, Ranking & Rating status

11. Review on R&D activities AY 2024-25

12. Review on Activities conducted AY 2024-25

13. Result Analysis AY 2024-25

14. Placements & HRD 2024-25

15. Review on New Horizon Council for Innovation Incubation & Entrepreneurship (NHCIIE) AY 2024-25

16. Budget 2025-2026

17. Annual Report 2024-25

18. Any other point with the permission of the Chair.

Associate Head – QA / Member Secretary IQAC

Principal / Chairman - IQAC

Principal
New Horizon College of Engineering
Ring Road, Bellandur Post, Near Marathalli
Bangalore - 560103

# New Horizon College of Engineering

## Internal Quality Assurance Cell

## Minutes of Meeting

The Internal Quality Assurance Cell Meeting was held on 7th Aug 2025 in the Conference Hall, NHCE at 10.30 am.

Following points were presented and discussed during the Meeting.

| Sl.No | Category | Agenda Item | Discussion / Decision | Action Items | Responsible | Status |
|-------|----------|-------------|----------------------|--------------|-------------|--------|
| 1 | Institution | 2024–2025 Audit Compliance & Ratification Report | Include in institutional records for IQAC review | Compile compliance report | Audit Committee | In Progress |
| 2 | | Strategic Plan (5 Past + 5 Future Years) | Maintain updated plan | Submit revised document | Principal's Office | To Do |
| 3 | | Innovative Audit Mechanism | Implement revised audit process. | Update SOP | Audit Committee | In Progress |
| 4 | | Digital Repository Platform in Audit Process | Integrate for evidence submission. | Update SOP | Audit Committee | In Progress |
| 5 | | Leadership Conclave | Annual Event | Skill Development program | HR Office | In Progress |
| 6 | | Student Support Systems – New Initiatives | Budget allocation for clubs/events. | Include in budget | Principal, Finance Office | In Progress |
| 7 | | Faculty Sabbatical Leave | Encourage short-term training at IITs/NITs. | Create leave policy | Principal, HR & IQAC | To Do |
| 8 | | Framing of NHCE IQAC Logo | Finalize official logo. | Coordinate with design team. | IQAC & PR Office | To Do |
| 9 | | SWOT Analysis | Conduct annually | Compile SWOT report | Principal Office & IQAC | In Progress |
| 10 | Academics | AICTE Activities Benchmark & Impact Analysis | Prepare benchmark report | Department compilation | Principal & All HoDs | To Do |

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| 11 | Academics | Skill Development – Calendar of Events & Impact Analysis | Include measurable outcomes | Collect and submit data | Skill Dev. Coordinator | In Progress |
| 12 | Academics | Inclusion of skill development initiatives like Code Tandra in Curriculum | Conduct impact analysis before integration. | Feasibility report | Dean Academic Office | To Do |
| 13 | Academics | Technology Readiness Level (TRL) | Include in evaluation for internships & projects. | Add TRL checklist in evaluation rubrics | Dean Academic Office | To Do |
| 14 | Academics | NPTEL Program | Impact Analysis and Explore internship opportunities. | Local chapter follow-up | Dean Academic Office | To Do |
| 15 | Academics | AICTE Activity Point | Impact Analysis | Collect event data | Activity Point Coord. | In Progress |
| 16 | Academics | Faculty Training | Conduct sessions on teaching methods & ICT. | Schedule workshops | Skill Dev. Coordinator | In Progress |
| 17 | Accreditation Committee | EEE & AIML Department – NBA Status | Review on New & Renew accreditation. | Submit updated status report | IQAC | To Do |
| 18 | Activities | Club Events | Impact Analysis Evaluate engagement & outcomes. | Collect event data | Club Coordinators | In Progress |
| 19 | Activities | AICTE Activity Point | Share experiences during orientation. | Identify & invite student speakers | Dean Academica & Activity Point Coord. | In Progress |
| 20 | Activities | Student Exchange Program – Duration & Impact Analysis | Track participation benefits. | Impact report | Dean Academic Office | In Progress |
| 21 | Alumni Support | Alumni Portal – Start-up & Entrepreneurship Support | Include job, mentoring, funding, counselling. | Develop portal features | Director Library & Alumni Relation | In Progress |
| 22 | Alumni Support | Alumni Activities – Impact Analysis | Review contributions & mentoring. | Submit alumni report | Director Library & Alumni Relation | In Progress |

| | | | | Internal Audit (2 times in a semester)<br>1. Self-Audit by the faculty members<br>2. Peer Audit (With in the Department)<br>3. Inter Department Audit<br>External Audit (once in a semester)<br>Need to be done by the respective program expert. | | |
|---|---|---|---|---|---|---|
| 23 | Audits | Audit Process – 2 Stages | Internal & external audits. | | Audit Committee | In Progress |
| 24 | Audits | Annual Audits (Non-Academic) | Conduct exam, green, gender, energy audits | Prepare schedule | Registrar Office | In Progress |
| 25 | Feedback System | Feedback Analysis for Graduates | Collect feedback from all stakeholders. | Prepare analysis report. | IQAC | In Progress |
| 26 | General | Meeting Invitations | Share agenda & previous MoM in advance. | Send via email & Confluence | IQAC Coordinator | In Progress |
| 27 | Innovation & Incubation | Centre of Excellence – Impact Analysis | Annual CoE assessment. | Submit reports | Industry Institution Interaction Cell | In Progress |
| 28 | Placement | Placement Median Salary | Display in placement reports. | Update placement statics | Placement Office | In Progress |
| 29 | Research | Institution Research Profile – Q1–Q4 Publications | Include category-based counts. | Annual research report. | R&D Cell | In Progress |
| 30 | Surveys | Student Exit Survey – Impact Analysis | Consolidated review in annual report. | Compile survey results. | IQAC & HoDs | In Progress |

Associate Head – QA / Member Secretary IQAC

Principal / Chairman - IQAC

# New Horizon College of Engineering

## Internal Quality Assurance Cell Meeting

### Attendance Sheet

The Internal Quality Assurance Cell Meeting was held on 7th Aug 2025 in the Conference Hall, NHCE at 10.30 am.

Following Members were present for the Meeting.

| Sl. No. | Name of the member | Designation | Position | Signature |
|---|---|---|---|---|
| 1. | Dr. Manjunatha | Principal | Chairman | *signature* |
| 2. | Dr. L Ravi Kumar | Professor & Vice Principal, B.M.S. College of Engineering (BMSCE) Bengaluru | Expert Member | ONLINE |
| 3. | Dr. Shanmukha Nagaraj | Professor & Dean Student Affairs, RV College of Engineering, Bengaluru | Expert Member | ONLINE |
| 4. | Mr. H N Surya Prakash | Registrar | Management Representative | *signature* |
| 5. | Dr. Anitha S. Rai | Director – Library & Alumni Relation | Member | *signature* |
| 6. | Dr. Anandhi R.J. | Dean -Academics | Member | Anandhi 7/8/2025 |
| 7. | Dr. Revathi V. | Dean -R&D | Member | *signature* |
| 8. | Dr. B. Rajalakshmi | HoD - CSE | Member | *signature* |
| 9. | Dr. Aravinda K. | HoD - ECE | Member | *signature* |
| 10. | Dr. Anusuya Devi V. S. | HoD – Applied Sciences | Member | *signature* |
| 11. | Dr. V. Asha | HoD - MCA | Member | *signature* |
| 12. | Dr. Rose Kavitha | HoD - MBA | Member | *signature* |
| 13. | Mr. Pradeep Kote | Senior Director - HRD | Member | *signature* |
| 14. | Dr. Mukul Manohar S | Professor & Associate Head, IIE | Member | *signature* 7/8/25 |
| 15. | Mr. Sourav Naryan Biswas | Program Manager, Talent Acquisition, Capgemini India | Stakeholder & Employer | ONLINE |
| 16. | Mr. Kuwar Saurya Keshav | Global Head- Technical Program Management. UrbanPiper technology PVT LTD | Alumni | K.S.Kelav |
| 17. | Ms. Prakruthi P. | Department of ECE, NHCE | Student Nominee | ONLINE |
| 18. | Dr. Gurulakshmi A.B. | Professor & Associate Head Quality Assurance | Member Secretary | A.B.Gurulu 7/8/25 |

*signature*

Principal
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Ring Road, Bellandur Post, Near M...
Bangalore - 560103

*College seal: NEW HORIZON COLLEGE OF ENGINEERING*