

Ref: IIITB/IQAC/2020-2021/13

Date: 18 June 2020

To,


The Members of IQAC,
IIIT Bangalore

Dear Sir/ Madam,

NOTICE AND AGENDA FOR 13th IQAC MEETING

1. Greetings to You.
2. The 13th Internal Quality Assurance Cell meeting of our institute is being conducted on, 24 Jun 2020 at 2.00 p.m. virtually.
3. The Agenda for the meeting is appended below.
 - To Confirm the Minutes of the Twelfth IQAC meeting.
 - To discuss the quality of online class and learning outcomes.
 - To analyze the feedback of the graduating batch.
 - To discuss virtual convocation for 20th Convocation
 - To discuss online classes during COVID-19 restrictions
4. You are requested to make it convenient to attend.




Yours Sincerely,

Coordinator, IQAC & Dean (Academics)

Internal Quality Assurance Cell Meeting

Minutes of 13th IQAC

The 13th IQAC meeting was conducted on 24 June 2020 virtually at 2.00 PM, the following members were present in the meeting.

Sl. No.	Name	Designation	Role
1.	Prof. S Sadagopan	Director	IQAC Chairperson
2.	Prof. Chandrashekar Ramanathan	Dean (Academics)	IQAC Coordinator
3.	Prof. Jyotsna Bapat	Dean (Faculty)	Faculty Member, IQAC
4.	Prof. Srinath Srinivasa	Dean (R & D)	Faculty Member, IQAC
5.	Prof. Manisha Kulkarni	Coordinator (MS by Research & Ph.D)	Faculty Member, IQAC
6.	Prof. V. N. Muralidhara	Coordinator (MTech)	Faculty Member, IQAC
7.	Prof. Madhav Rao	Coordinator (iMTech)	Faculty Member, IQAC
8.	Prof. Amit Prakash	Coordinator (M.Sc. Digital Society)	Faculty Member, IQAC
9.	Prof. G. Srinivasaraghavan	Coordinator (Placements & Internships)	Faculty Member, IQAC
10.	Prof. Chetan D. Parikh	Coordinator (Student Affairs)	Faculty Member, IQAC
11.	Prof. Debabrata Das	Professor	Faculty Member, IQAC
12.	Prof. S. Rajagopalan	Professor	Faculty Member, IQAC
13.	Prof. V. Sridhar	Professor	Faculty Member, IQAC
14.	Mr. Vivek Yadav	Alumnus	Invited Member
15.	Cmde. S. R. Sridhar (Retd.)	Registrar	Senior Staff Member, IQAC

1. Director and IQAC Chairperson welcomed the committee members, reiterated upon the need to improve the NAAC Grading in the coming re-accreditation assessment and he requested all the IQAC members for a coordinated and collaborative efforts in achieving it.
2. As no feedback / comments was received on the circulated Minutes of 12th IQAC, the Minutes of 12th IQAC meeting held on 15 June, 2020 was confirmed, the action taken points are appended below.

Sl.No	Points Discussed	Action Taken
a.	Preparations for NAAC reaccreditation.	IQAC Coordinator initiated the NAAC Task Force to work on the NAAC Accreditation Process consist of Faculty and Staff for timely submission.
b.	Recommendation of New course proposals	IQAC Submit the Course Proposals in front of the Senate for the further discussions and approval.
c.	Review changes in Plagiarism check process	IQAC committees suggestions are incorporated and separate committee and Plagiarism Policy was framed and get approved in the Senate.
d.	Review of proposed changes in iMTech and M.Sc. Digital Society course.	The Senate was suggested to concerned program coordinators to submit a report on this in the earliest.

3. The proceedings of the 13th IQAC Meetings are as follows

Sl. No.	Quality Feedback	Action To be Taken
a.	To Confirm the Minutes of the Twelfth IQAC meeting.	No comments were received on the 12 th Minutes and hence the minutes were confirmed.
b.	To discuss the quality of online class and learning outcomes.	IQAC Coordinator, briefed the members that the platform Code Tantra has been adopted for all the classroom sessions. He apprised the members that a comprehensive training session was conducted for faculty members for seamless operation. On the basis of feedback from students and faculty, zoom sessions were held for programming labs. Break-out rooms were used to focus on a group of students where Teaching Assistants shared their screen and taught students in small groups. Online quizzes and assignments were conducted on exam LMS using MOODLE as a platform to ensure learning outcomes are effectively achieved and monitored. Chairman appreciated the efforts and urged all members to ensure that quality of teaching does not get compromised on account technology and requested all concerned to ensure a successful Teaching-Learning process.
c.	To analyze the feedback of the graduating batch.	IQAC Coordinator presented the feedback of all the graduating batch students. He briefed the members that since the feedback was obtained online, only 117 of the 232 graduating

		<p>students responded. He apprised the positives and areas for improvement from the feedback. A summary of the feedback is placed at Annexure. He said that the vast majority of students have rated excellent on all the parameters. However, in terms of quality the following need improvement: -</p> <p>(a) Sports Facilities</p> <p>(b) Extra-curricular Activities</p> <p>The chairman requested all members to take steps to enhance the above areas so that we could improve further.</p>
d.	To discuss virtual convocation for 20 th Convocation.	<p>Chairman said that the 20th Convocation would be held virtually and said that the ongoing pandemic should not be a reason for not conducting a convocation. He said that the virtual convocation would not only help the institute in not compromising its tradition of regularly conducting the convocation each year, but also will serve as a motivation for students amidst the depressing pandemic times.</p> <p>Dean (Academics) gave a presentation and briefed the members about the plans for virtual convocation and also all the qualitative steps involved in the process to ensure an error free graduation encompassing an online Senate Meeting to examine and recommend the students for graduation, an online Governing Body meeting to approve the list of graduating students followed by an elaborate online Convocation without missing any of the events in a normal conventional convocation.</p>
e.	To discuss online classes during the COVID-19 restrictions	<p>Dean (Academics) raised his concern of continuation of academic activities during the pandemic. In this regard Zoom was used but it did not reach the expectation, hence he requested programme coordinators to evaluate online platforms, writing tablets for Professors, support system for staff members for uninterrupted academic activities.</p>

4. As there were no other points for further discussions, the meeting ended with the chairman thanking the members.

Yours Sincerely,

Coordinator, IQAC & Dean (Academics)