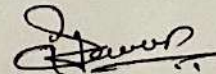## Meeting Circular

Date: 30-3-2020

Respected Sir/Madam,

This is to inform all the IQAC Co-ordinate members of EPCET that an online mode of general meeting is scheduled on 31-03-2019 at 11:00 AM. Kindly attend the meeting with the link shared.

The following points will be discussed in the meeting:

Agenda:

➢ Discussion on online conduction of classes
➢ Access of Quiklrn online portal
➢ Online Teaching Learning Processes

IQAC Director

Dr.Sivadasan M
DEAN
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.

Name of the College: EPCET	
Date: 31-3-2019 **Time: 11:00 AM**	**Venue: Online mode**
Members Present	**Apologies**
1. Prof.Dinesh Kumar S 2.Prof.Barnoli Ghosh 3. Prof.Heena Kousar 4. Prof.Gayathri 5. Prof. Hanumanth Pujari 6. Dr. Sachin	

Agenda of The Meeting

➢ **Discussion on online conduction of classes**

➢ **Access of QuikIrn online portal**

➢ **Online Teaching Learning Processes**

Confirmation of Minutes of the Previous Meeting

Minutes of the Meeting:

Points to be discusses:

➢ **Discussion on online conduction of classes**

   - Faculties were asked to take up the classes using online mode instead of offline

➢ **Access of QuikIrn online portal**

   -Faculties were trained online how to use QuikIrn portal for taking attendance, uploading of
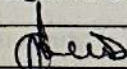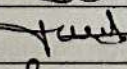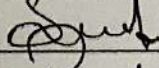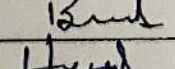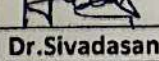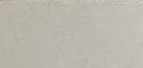
contents, session plan and other important study materials.

-For lab related subjects virtual link to be provided by the faculties for the students

➤ **Online Teaching Learning Processes**

- Sharing of best practices in teaching methodologies by faculty members in online mode

- Initiatives for promoting the use of different tools for taking online classes smoothly without any interruption

- Discussion on the conduction of online quizzes at the end of the session

Recording of Minutes of Meeting

SI NO	Name	Institution/Department	Signature
Attendance			
1	Dr. Chandrappa	ECE	
2	Gayathri V	MAT	
3	Dinesh Kumar S	ME	
4	Dr. Hena kousar	CSE	
5	Indumathi	ISE	
6	Dr. Sachin Sharma	ECE	
7	Barnoli Ghosh	CIVIL	
8	Prof. Hanumanth Pujari	ISE	
Notes taken and preparation of minutes of the meeting by			Dr.Sivadasan

Meeting Circular

Date: 10-07-2020

Respected Sir/Madam,

This is to inform all the IQAC Co-ordinate members of EPCET that a general meeting is scheduled on 12-07-2020 in the IQAC department at 10:30AM. Kindly attend the meeting

The following points will be discussed in the meeting:

Agenda:

➢ To review and verify the minutes from the prior meeting.
➢ To suggest holding webinars on pertinent subjects in order to inform and involve students during the pandemic.
➢ To deliberate over the establishment of a reliable and effective online attendance system.
➢ To determine how teachers and students are using the Quicklrn application.
➢ Preserving the teaching-learning process using internet resources.
➢ The creation of a flexible academic calendar that will be shared with all stakeholders involved via formal channels should be discussed.
➢ To conduct a discussion regarding the online application process.

IQAC Director

Dr.Sivadasan M

Recording of Minutes of Meeting

East Point college of Engineering and Technology		
Date: 12-7-2020	Time: 10.30am	Venue: IQAC department

Members Present	Apologies
Dr.Prakash S Dr.Yogesh G S Dr.Heena Kousar Prof.Asha Dr.Jayasheel I harti Prof.Shobha Prof.Indumathi	Nil

Agenda of The Meeting
1. To review and verify the minutes from the prior meeting.
2. Discuss about using different internet tools and features for online lecture delivery.
3. To suggest holding webinars on pertinent subjects in order to inform and involve students during the pandemic.
4. To deliberate over the establishment of a reliable and effective online attendance system.
5. To determine how teachers and students are using the Quicklrn application.
6. Preserving the teaching-learning process using internet resources.
7. The creation of a flexible academic calendar that will be shared with all stakeholders involved via formal channels should be discussed.
8. To conduct a discussion regarding the online application process.

Confirmation of Minutes of the Previous Meeting   yes

Minutes of the Meeting:
1. chairperson gave the introduction about the meeting
2. mentors from different departments are identified
3. set of roles and responsibilities were discussed
4. discussion was done on conducting PTM online.

Prof. Prithuiraja V Lotti
PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 149.

EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by All India Council for Technical Education (AICTE), New Delhi
UG programs Accredited by National Board of Accreditation (NBA): CSE, ECE & ISE
Affiliated to Visvesvaraya Technological University (VTU) Belagavi, Recognized by Govt. of Karnataka

Action taken Report for 1st IQAC Meeting for the AY 2020-21

Agenda Number	Details of the Agenda	Action Take Report
1	To review and verify the minutes from the prior meeting.	The authorities looked over and approved the minutes and ATR.
2	Discuss about using different internet tools and features for online lecture delivery	In addition to providing virtual lectures, faculty members showed their dedication to online education by regularly updating course materials, guaranteeing that students receive pertinent and up-to-date information for their studies.
3	To suggest holding webinars on pertinent subjects in order to inform and involve students during the pandemic.	The institution organized webinars covering a wide range of subject areas for faculty and students, facilitating knowledge sharing and professional development.
4	To deliberate over the establishment of a reliable and effective online attendance system.	The IT department ensured accurate attendance taking for virtual classes by streamlining administrative processes and implementing an effective online attendance system.
5	To determine how teachers and students are using the Quicklrn application	To improve the quality of online instruction, faculty members received additional training on how to use the Quicklrn app to its fullest potential.
6	Preserving the Teaching-Learning process using internet resources.	In order to assess the effectiveness of online instruction, feedback mechanisms were developed, allowing for continual development in response to faculty and student feedback.
7	The creation of a flexible academic calendar that will be shared with all stakeholders involved via formal channels should be discussed.	A flexible academic calendar with backup plans was one of the proactive measures taken by the institute to address the changing demands and uncertainties of the online learning environment.
8	To conduct a discussion regarding the online application process.	Prospective students were provided with a smooth and easily accessible admissions experience by the online admissions process's continuous operation in conjunction with prompt technical support.

Recording of Minutes of Meeting

Attendance

Name	Signature
Dr Prakash S, Principal	
Dr.Yogesh G S Member ECE Vice-Principal, EPCET	
Dr.Heena Kousar Member- Convener CSE Assoc.Professor	
Prof.Asha Member ECE Asst.Professor	
Dr.Jayasheel I harti Member ME Asst.Professor	
Prof.Shobha Member CV Asst.Professor	
Prof.Indumathi Member ISE Asst.Professor	
Notes taken and preparation of minutes of the meeting by	Riju