

CIRCULAR

This is to inform that IQAC Internal Audit-Exit meeting will be convened for all the HODs and the IQAC -Auditors on 15th July 2025 at 2:00pm in Principal Office.

All are requested to attend the meeting without fail.



IQAC Co-ordinator, EPCET



Principal, EPCET

**PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049**

Minutes of the Meeting		
Dated: 15 th July 2025	Time: 2:00PM	Venue: Principal Office
Members Present	Absentees	
Dr. Pradipkumar Dixit Dr. Yogesh G S Dr. Manimozhi I Dr. Geena George Dr. Sahadev G N Dr. Anand Dr. Manjunath Dr. Nanda Ashwin Dr. Shanthi M Dr. Vedavathi G R Dr. Chandrappa DN Dr. Anita R Dr. Heena Kosur Dr. Barnali Ghosh Dr. Vanshika Rastogi Dr. Anjan Babu Mr. Arun Kumar Ms. Divya UH Ms. Teena KB		
Confirmation of the Previous Minutes of the Meeting: Unanimously approved the previous minutes of the meeting		
Minutes of Meeting (MoM) The Principal welcomed all members and thanked them for attending. Agenda: <ul style="list-style-type: none"> • Odd Semester Preparation • Even Semester Evaluation (Results, Course File, MOOC, Publications, Patents) • Department-wise Audit Report Presentation • Action Plan • Any other matter with permission of the Chair 		
Agenda Deliberations: <ol style="list-style-type: none"> 1. Academic Overview: <ul style="list-style-type: none"> • Preparation for the Odd Semester was discussed. 2. Principal's Address: <ul style="list-style-type: none"> • Emphasized planning and gap identification. 3. Result Analysis: <ul style="list-style-type: none"> • Performance reviewed; improvements suggested. 4. MOOC: <ul style="list-style-type: none"> • Faculty encouraged to complete courses. 5. Research: <ul style="list-style-type: none"> • Focus on publications and patents. 6. Discussion: <ul style="list-style-type: none"> • Departments shared inputs. 		

7. Department-wise Audit Report Presentation:

- Auditors presented key observations with strengths and improvements.

8. Conclusion:

- Continuous improvement emphasized.

Action Plan:

- The re-audit for any incomplete documents to be done by the auditors on 21st July 2025.
- Template to be updated for the Feedback from Alumni
- Department of Placement has been asked to keep the documents in hard copy.



IQAC Co-ordinator, EPCET



Principal, EPCET
PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049

CIRCULAR

This is to inform that IQAC meeting will be convened for all the IQAC Members on 4th July 2025 at 2:00pm in Principal Office.

All are requested to attend the meeting without fail.

Agenda:

1. Action plan for implementing improvements
2. Feedback and suggestions from members
3. Internal Audit Schedule



IQAC Co-ordinator, EPCET




**Principal, EPCET
PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049**

Minutes of the Meeting	
Dated: 4 th July 2025, Time: 2:00PM, Venue: Principal Office	
Members Present	Absentees
Dr. Pradipkumar Dixit Dr. Shanthi M Dr. Chandrappa DN Dr. Barnali Ghosh Dr. Vanshika Rastogi Dr. Anjan Babu Mr. Arun Kumar Ms. Teena KB	
Confirmation of the Previous Minutes of the Meeting: Unanimously approved the previous minutes of the meeting	
Agenda: <ol style="list-style-type: none"> 1. Action plan for implementing improvements 2. Feedback and suggestions from members 3. Internal Audit Schedule 	
<p>The Principal welcomed all the IQAC Members, expressed heartfelt thanks to all for attending the meeting.</p> <p>Agenda Deliberations:</p> <ol style="list-style-type: none"> 1. Implementing Improvements <ul style="list-style-type: none"> • Principal briefed about the new template for the Internal Audit and asked suggestions from the IQAC members. • Principal suggested to review each document carefully and verify them. • Principal explained the different points to review during the audit. • Dr. Shanthi M, suggested to include feedback from stakeholders in the audit process. • Principal also briefed about the new roles and responsibilities of the IQAC team. 2. Internal Audit <ul style="list-style-type: none"> • Internal Audit for the Even Semester 2024-25 scheduled on 12th July 2025. • The schedule and the details of the Auditors and Auditees to be shared with the HODs. • CO-PO Attainment to be reviewed. 3. Auditors (Department Wise): <ol style="list-style-type: none"> 1. AI&DS-Dr. Vedavathi G 2. CV-Mr. Arun Kumar 3. CSE-Ms. Teena KB 4. CSE-AIML-Dr. Chandrappa 5. CSE-IOT-Dr. Anjan Babu 6. ECE-Ms. Divya UH 7. ISE-Dr. Anita 	

8. ME-Dr. Barnali Ghosh
9. Placement-Dr. Vanshika Rastogi

Action Plan:

- Departments to keep the documents ready for the Internal Audit.
- Checklist of the documents to be shared with the HODs.



IQAC Co-ordinator, EPCET



Principal, EPCET
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EAST POINT COLLEGE OF
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BANGALORE- 560 049

CIRCULAR

This is to inform that IQAC Internal Audit-Exit meeting will be convened for all the HODs and the IQAC Coordinators on 25th Feb 2025 at 2:00pm in Principal Office.

All are requested to attend the meeting without fail.

Agenda:

1. Even Semester Preparation
2. Odd Semester Evaluation (Results, Course File, MOOC, Publications, Patents)
3. Department-wise Audit Report Presentation
4. Action Plan
5. Any other matter with permission of the Chair



Principal, EPCET

PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY,
BANGALORE- 560 049

Minutes of the Meeting		
Dated: 25 th Feb 2025,	Time: 2:00PM,	Venue: Principal Office
Members Present	Absentees	
Dr. Mrituyanjaya V Latte Dr. Yogesh G S Dr. Manimozhi I Dr. Geena George Dr. Sahadev G N Dr. Anand Dr. Manjunath Dr. Nanda Ashwin Dr. Shanthi M Dr. Vedavathi G R Dr. Chandrappa DN Dr. Heena Kosur Dr. Barnali Ghosh Prof. Purushotham Prof. Tejaswini B Prof. Pooja PP Prof. Mohan V Dr. Ravindra		
Confirmation of the Previous Minutes of the Meeting: Unanimously approved the previous minutes of the meeting		
Minutes of Meeting (MoM) The Principal welcomed all members and thanked them for attending. Agenda: <ul style="list-style-type: none"> • Even Semester Preparation • Odd Semester Evaluation (Results, Course File, MOOC, Publications, Patents) • Department-wise Audit Report Presentation • Action Plan • Any other matter with permission of the Chair 		
Agenda Deliberations: <ol style="list-style-type: none"> 1. Academic Overview: <ul style="list-style-type: none"> • Even Semester preparation discussed. • Odd Semester evaluation carried out. 2. Principal's Address: <ul style="list-style-type: none"> • Emphasized planning and gap identification. 3. Result Analysis: <ul style="list-style-type: none"> • Performance reviewed; improvements suggested. 4. MOOC: <ul style="list-style-type: none"> • Faculty encouraged to complete courses. 5. Research: <ul style="list-style-type: none"> • Focus on publications and patents. 6. Discussion: <ul style="list-style-type: none"> • Departments shared inputs. 		

7. Department-wise Audit Report Presentation:

- Auditors presented key observations with strengths and improvements.

8. Conclusion:

- Continuous improvement emphasized.

Action Plan:

- Prepare Even Semester plan.
- Improve results with corrective actions.
- Maintain course files.
- Complete MOOC courses.
- Increase publications and patents.
- Address audit observations and implement improvements.



Principal, EPCET

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BANGALORE- 560 049

CIRCULAR

This is to inform that IQAC meeting will be convened for all the HODs and the IQAC Coordinators on 5th Feb 2025 at 2:00pm in Principal Office.

All are requested to attend the meeting without fail.

Agenda:

1. NAAC exit report observations and recommendations
2. Strategies to improve best practices
3. Action plan for implementing improvements
4. Feedback and suggestions from members
5. Internal Audit Schedule



Principal, EPCET

**PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049**

Minutes of the Meeting	
Dated: 5 th February 2025, Time: 2:00PM, Venue: Principal Office	
Members Present	Absentees
Dr. Mritujanjaya V Latte Dr. Yogesh G S Dr. Chandrappa DN Dr. HeenaKosur Dr. Barnali Ghosh Prof. Purushotham Prof. Tejaswini B Prof. Pooja PP Prof. Mohan V Dr. Ravindra	
Confirmation of the Previous Minutes of the Meeting: Unanimously approved the previous minutes of the meeting	
Agenda:	
<ul style="list-style-type: none"> • Principal briefed about the NAAC exit report • Discussion on the NAAC exit report observations and recommendations • Strategies to improve best practices • Action plan for implementing improvements • Feedback and suggestions from members • Any other matter with the permission of the Chair 	
1. Overview of NAAC Exit Report Discussion: <ul style="list-style-type: none"> • The Principal briefed about the NAAC Exit Report and highlighted key observations made by the peer team. • Emphasis was given on institutional strengths and areas requiring improvement. 	
2. Principal's Address: <ul style="list-style-type: none"> • The Principal appreciated the efforts of all departments during the NAAC visit process. • The Principal instructed all departments to carefully review the NAAC Exit Report and note the observations for further action. • Internal Academic Audit date discussed and fixed on 23rd February 2025 	
3. Discussion on Observations and Recommendations: <ul style="list-style-type: none"> • Key observations from the NAAC Peer Team were discussed in detail. • Departments were advised to focus on improving documentation, academic practices, and outcome-based education. 	
4. Improvement of Best Practices: <ul style="list-style-type: none"> • The Principal emphasized strengthening and showcasing institutional best practices. • Departments were encouraged to: <ul style="list-style-type: none"> o Identify innovative teaching-learning methods o Enhance student participation and engagement o Document and present best practices effectively 	

6. Feedback and Suggestions:

- Members shared their inputs and suggestions for improving institutional processes.
- Importance of continuous quality improvement and internal review was highlighted.

7. Conclusion:

- The meeting concluded with a note on continuous improvement and commitment towards achieving excellence.
- All departments were encouraged to proactively address gaps and strengthen quality benchmarks in line with NAAC guidelines.

Action Plan:

- NAAC Exit Report circulated to all departments for review.
- Departments submitted corrective measures based on observations.
- Steps initiated to improve and document best practices.
- Action plans prepared and implementation started.
- Feedback incorporated into the improvement process.
- Internal Academic Audit scheduled and communicated to all departments.
- Additional points addressed with necessary follow-up actions.



Principal, EPCET

PRINCIPAL
EAST POINT COLLEGE OF
ENGINEERING & TECHNOLOGY
BANGALORE- 560 049.



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

CIRCULAR

It is informed that IQAC- External audit will be held on 18th Nov 2024 for all the departments, kindly be prepared and ready for the same

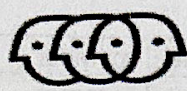
Dean, IQAC

DEAN

**Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.**

Copy to:

1. SVP sir office
2. Principal Office
3. All department HODs



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

Internal quality assurance cell (IQAC)

The External NAAC audit for all the departments of EPGI for the academic year 2024-2025 was carried out by **Dr. G M Madhu**, Professor, IQAC cell coordinator, MSRIT and **Dr. Siddesh G M**, Professor & HOD of AI&ML dept, MSRIT, Bangalore.

Meeting description: The meeting held at board room, under the leadership of senior vice president, **Dr. Prakash S**, sir and Dean IQAC, **Dr. T K Thivakaran** sir, with the external peer team from MSRIT, **Dr. G M Madhu** and **Dr. Siddesh G M**.

Dean academics, all the dept HoDs, senior staff of each department, all NAAC criteria incharges, HR office incharge, placement office incharge, accounts office incharge. Principal **Dr. Mrituyanjava V Latte** sir, presented the principal presentation. Presentation went around 20 mins then followed by suggestions and implementation discussion with the team members.

External Member			
Sl NO	Name	Designation	Role
1	Dr. Madhu G M	Professor, MSRIT	External Panel member
2	Dr. Siddesh G M	Professor, MSRIT	External Panel member
Internal Member			
Sl NO	Name	Designation	Role
1	Dr. Prakash S	Senior Vice President	Chairman - Internal
2	Dr. T K Thivakaran	Dean IQAC	Main In charge - Internal
3	Dr. Ashok Hirur	Dean Academics	Professor - Internal
4	Dr. Mrutyyanja V Latte	Principal	EP CET , Principal
5	Dr. Mrityunjaya V Latte	HOD & Vice Principal , Dept of ECE	
6	Dr. Yogesh G S	Vice Principal & HOD, ECE Dept	Professor - Internal
7	Dr. Manimozhi I	Prof & Head, CSE Dept	Professor - Internal
8	Dr. Nagaraj Sitaram	Prof & Head, Civil Dept	Professor - Internal
9	Dr. Sahadev G N	Prof & Head, ME Dept	Professor - Internal
10	Dr. Anand	Prof & Head, AI&DS Dept	Professor - Internal
11	Dr. Manjunath	Prof & Head, Chemistry Dept, Basic science	Professor - Internal
12	Dr. Nanda Ashwin	Prof & Head, IOT&CSBT Dept	Professor - Internal
13	Dr. Shanthi M	Prof & Head, ISE Dept	Professor - Internal
14	Dr. Vedavathi G R	Prof & Head, AI&ML Dept	Professor - Internal
15	Dr. Maruthi G	Prof & Head, Physics Dept	Professor - Internal
16	Dr. Rajesh L	Assoc. Prof, ECE Dept	IQAC Dept, Co-ordinator
17	Dr. Heena Kosur	Assoc. Prof, CSE Dept	Dept, Co-ordinator, CSE
18	Dr. Chandrappa D N	Assoc. Prof, ECE Dept	Dept, Co-ordinator, ECE
19	Dr. Vashika Rastogi	Assoc. Prof, AI&DS Dept	Dept, Co-ordinator, AI&DS
20	Prof. Tejaswini	Assoc. Prof, ISE Dept	Dept, Co-ordinator, ISE
21	Prof. Barnoli Gosh	Assoc. Prof, Civil Dept	Dept, Co-ordinator, Civil
22	Prof. Anjan Babu	Assoc. Prof, ME Dept	Dept, Co-ordinator, ME
23	Prof. Sumitha	Asst. Prof, Basic science Dept	Dept, Co-ordinator, Basic science
24	Prof. Anandhi G	COE	Member
25	Mr. Ramesh	Office superiendent	Accounts

Suggestions for each criteria:

Criteria 1

- VAC of AY 2023-2024 sample copies to be kept
- VTU regulations of AY (academic regulations) has to be kept
- Scheme & syllabus of all years to be maintained
- DAC & PAC meeting for 23-24 with action taken report
- Subject allotment details, closing of elective subjects document in proper format
- Sample Course files to be kept in IQAC office
- Teaching pedagogical proofs all departments files samples to be kept
- Sample of mentor books of all departments to be kept in IQAC office
- CO-PO course outcome list
- CO-PO attainment sheet (3 to 4 subjects) of all departments
- Proof for indirect assessment (course exit survey)

Criteria 2

- Student faculty ratio (1:20) to be there
- Number of PhDs each department
- ICT proofs in terms of documents
- IA grievance form- loop to be closed
- Library separate budget file to be maintained
- VTU library constrorium bill documents to be kept

Criteria 3

- VTU circulars to be kept related change of old VTU syllabus to new syllabus wrt to implementation on NEP
- All circulars related to NEP from the university has to be documented
- Ability enhancement course details has to be documented
- IPR related documents, syllabus has to be documented
- IPR outcomes (all patents related to east point should be highlighted)

- Policies related to IPR to be collected
- Extension activities – outcome list of extension activities to be documented
- Extension activities related to school training programs can be added

Criteria 4

- Bills related to Quiklrn LMS tool – has to collect
- Library management system details (Procurement, e-resources, library optimally utilized by faculty and students , proofs has to keep)
- ICT incremental growth year wise interms of (Computers, Bandwidth, firewall, internet speed , etc to be tabulated)

Criteria 5

- Number of alumni registered students data count has to be keep which is available in website
- Alumni MOM has to be documented
- Alumni activities has to be collected from each department

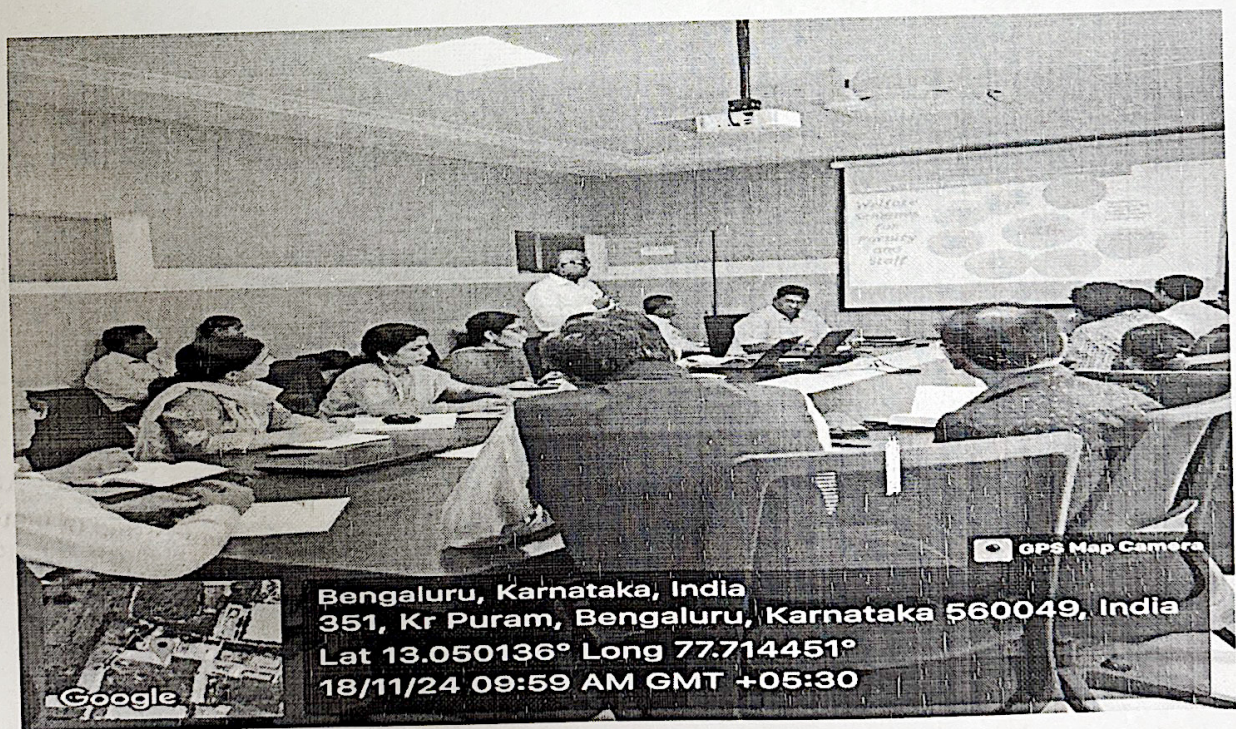
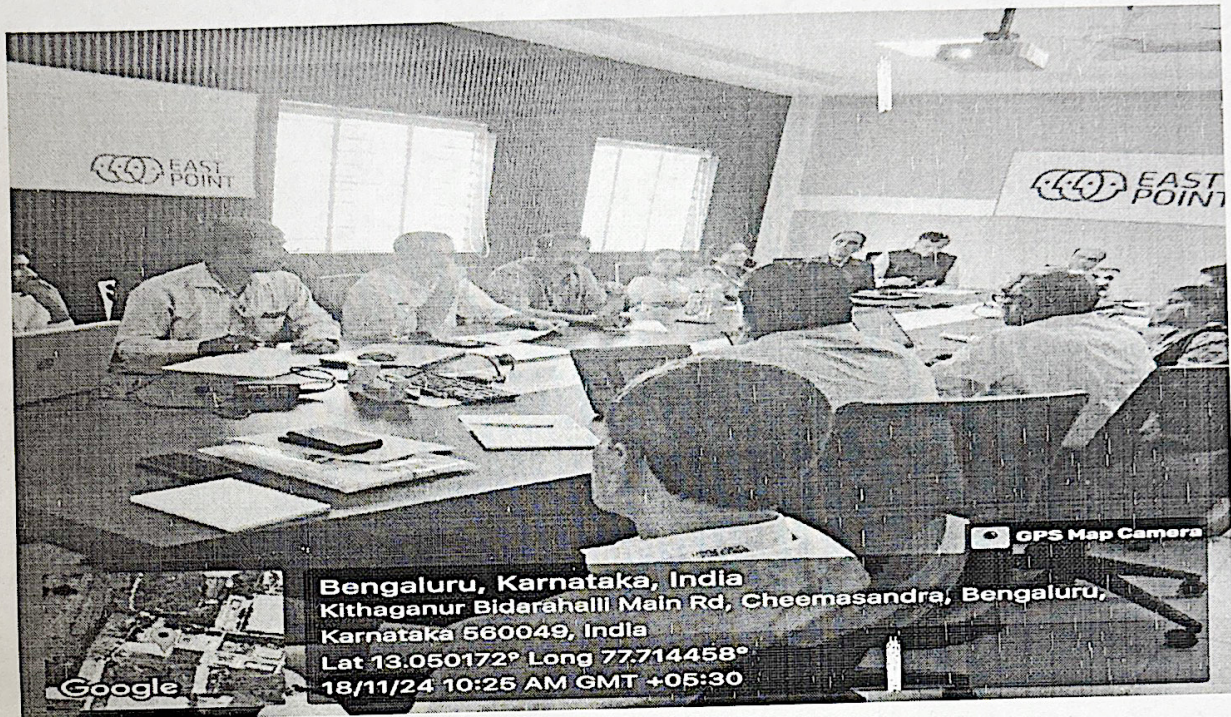
Criteria 6

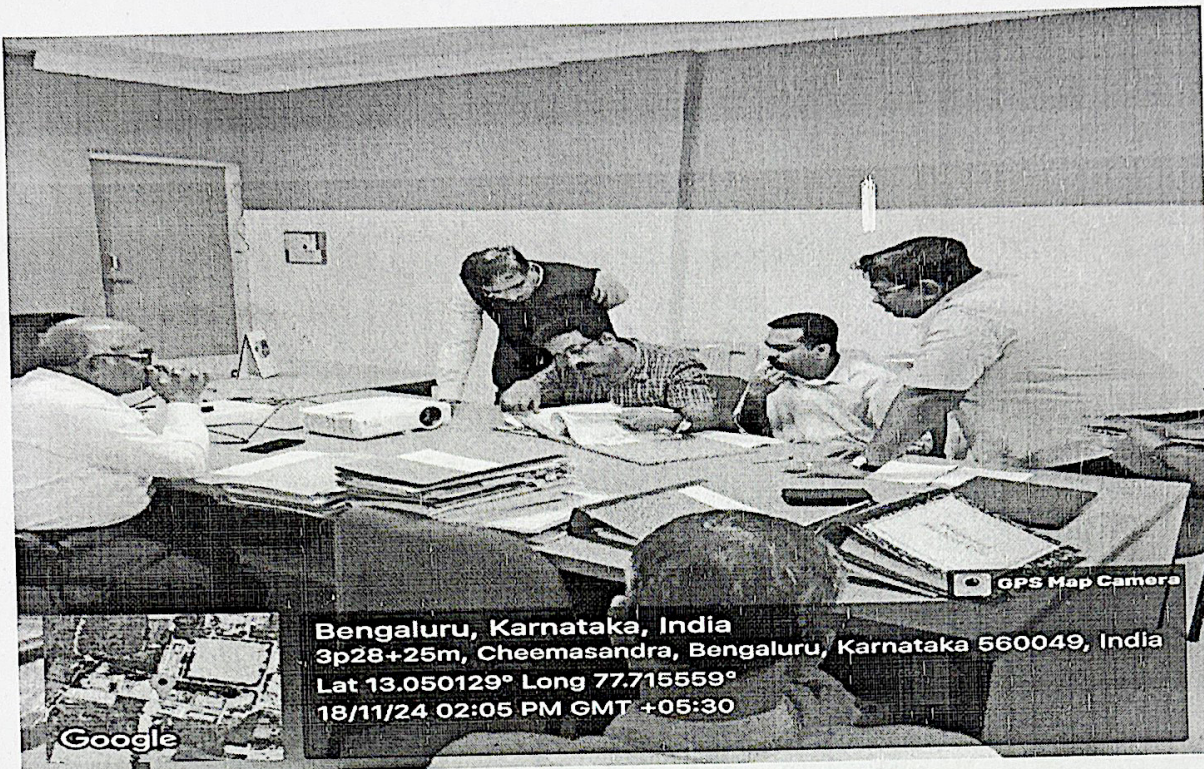
- Long term goals and short term goals has to be cross check
- Perspective plan strategic action key indicators has to documented with chairman and principal
- All policy documents must be approved by governing bodies
- API centralized file (measures for less API score with improvement action documentation has to be retained)
- Last five years – income and expenditure documents to be kept
- Financial internal audit to be done and documents related to it has to be maintained

Criteria 7

- Statistics table for gender equality to be documented
- Best practices to be increased

Geo Tag photos





Bengaluru, Karnataka, India
3p28+25m, Cheemasandra, Bengaluru, Karnataka 560049, India
Lat 13.050129° Long 77.715559°
18/11/24 02:05 PM GMT +05:30

Ranjit
IQAC Co-ordinator

[Signature]
Dean IQAC
DEAN
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.

Meeting Circular

Date: 29-10-2024

This is to inform meeting for institute level NAAC team leads are scheduled on 29-10-2024 in the IQAC office at 02.30 PM. All the NAAC Team leads kindly make sure to your presence.

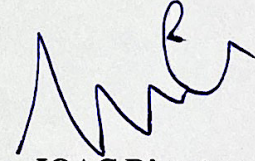
Agenda:

- NAAC progress on documentation of Hard copies criteria wise (2018 to 2023)
- NAAC updation/documentation for the academic year 2023-2024
- NAAC preparation



IQAC coordinator

Dr. Rajesh L



IQAC Director

Dr. T K Thivakaran

DEAN

**Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.**


EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology			
Date : 29-10-2024		Time : 02.30 pm	Venue : IQAC office
Members Present			Apologies
Prof. Shammi CSE Dept	---	Criteria 1 – In-charge	Prof. Shilpa Patil Assistant professor CSE Dept Criteria 1 – In-charge
Prof. Manimeghlai CSE Dept	---	Criteria 2 – In-charge	
Dr. Prahalad Rao Dean R&D, EPCET	Dr. UdayBalan Associate Professor, ISE Dept	Criteria 3 – In-charge	Prof. DivyaU H CSE Dept Criteria 2 – In-charge
Prof. Kemparaju Professor & HOD, ISE Dept	Prof. Tejashwini Assistant Professor, ISE Dept	Criteria 4 – In-charge	
Dr. Rajesh L Associate Professor, ECE Dept	Prof. Sharath Assistant Professor, Civil Dept	Criteria 5 – In-charge	
Dr. HeenaKousar Associate Professor, CSE Dept	Dr. Maruthi G Professor & HOD, Physics Dept, Basic science	Criteria 6 – In-charge	
Dr. Geena Jorge Associate Professor, CIVIL Dept		Criteria 7 – In-charge	
Agenda of the Meeting :			
<ul style="list-style-type: none"> ➤ NAAC progress on documentation of Hard copies criteria wise (2018 to 2023) ➤ NAAC updation/documentation for the academic year 2023-2024 ➤ NAAC preparation 			
Confirmation of Minutes of the Previous Meeting : Yes			

Minutes of the Meeting:

Dean IQAC – Dr. T K Thivakaran, addressed the meeting at IQAC office to all EPCET NAAC criteria incharges.

Dean IQAC, initially discussed with the team members on preparedness status of centralized file updating and department wise updation.

Criteria wise each respective in charge coordinators expressed the status of each criteria and raised their general doubts. Dean IQAC, addressed and clarified those doubts.

General point discussed in meeting as follows:

1. At the earliest NAAC peer team will be visiting to our institute, so all the team leads to be proactive towards preparation of audit
2. NAAC external team committee will be visiting to our college, before the NAAC peer team arrives.
3. Department wise the entire file to be ready at the earliest with the hardcopies for the academic year from 2018-2019 to 2023-24 data.
4. By Friday all the team leads has to send the soft copies of centralized data in folder to drive
5. IQAC coordinator, Dr. Rajesh L has to coordinate with team leads and make sure all the documents to be ready
6. Any discrepancy, regards handling the issues with departments, Communication can be sent through mail to the concerned HODs keeping CC to Dean –IQAC.

Attendance Copy:



EAST COLLEGE OF ENGINEERING & TECHNOLOGY



Internal Quality Assurance Cell

Date: 29/10/2024 Time: 2.30 PM Venue: IQAC Office	Agenda: NAAC Audit Preparation [C1 to C7]
Institute: EPCET	

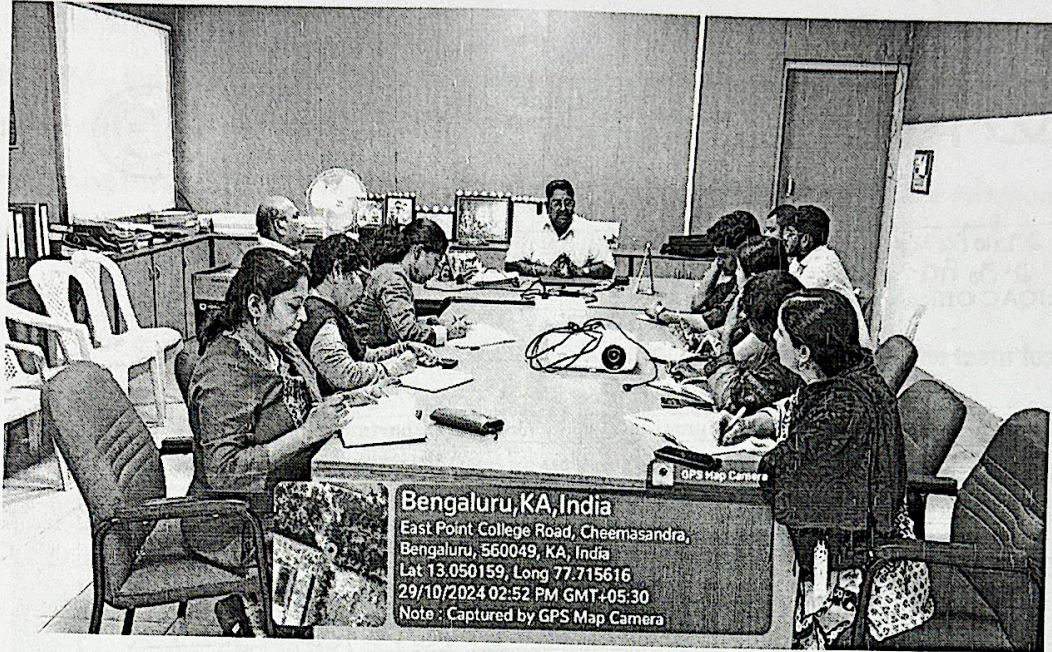
Attendance Sheet

Sl.No	Faculty Name	Designation	College/Department	Signature
1.	Dr. Rajesh L	Assoc. Prof	EPCET/ECE/IQAC/CS Coord	<i>[Signature]</i>
2.	Dr Geena George	Assoc. Prof	EPCET/CV/C7	<i>[Signature]</i>
3	Kempasayan	Invd	EPCET/ISA/C4	<i>[Signature]</i>
4.	Dr B. Udayakumar	Assoc. Prof	EPCET/JSE/C3	<i>[Signature]</i>
5.	Tejaswini B	Asst Prof	EPCET/JSE/C4	<i>[Signature]</i>
6.	Dr Heena Kumar	Asst. Prof	EPCET/CSE/C6	<i>[Signature]</i>
7.	Manimegalai A	Asst Prof	EPCET/CSE/C2	<i>[Signature]</i>
8.	Divya U.K.	Asst. Prof	EPCET/CSE/C2	<i>[Signature]</i>
9.	Madhu Shree R	Asst. Prof	EPCET/CSE/C5	<i>[Signature]</i>
10	Shilpa /C1	Asst. Prof	EPCET/CSE/C1	<i>[Signature]</i>

[Signature]
IQAC coordinator

[Signature]
Dean IQAC

Geo tag photo:



Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator

IQAC coordinator

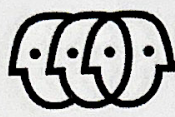
Dr. Rajesh L

IQAC Dean

Dr. T K Thivakaran

DEAN

**Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.**



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

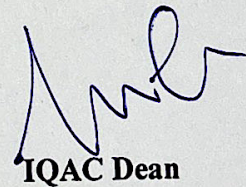
Meeting Circular

Date: 08-10-2024

This is to inform that meeting will be convened for Principal EPCET, all department HODs of EPCET and senior staff of respective departments, all are requested to attend the meeting at 2.30 pm in board room.

Agenda:

- IQAC department criteria wise data discussion –over all view
- 2023-2024 data details
- Faculty files updation (2024-25)



IQAC Dean

Dr. T K Thivakaran

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



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 08-10-2024	Time : 2.30 pm	Venue : Board room
Members Present		Apologies
Dr. Prakash S	Senior Vice-president EPCI	----NIL----
Dr. T K Thivakaran	Dean IQAC	
Dr. Mrityunjaya V Latte	Principal EPCET	
Dr. Yogesh G S	Vice-Principal & HOD Dept of ECE EPCET	
Dr. Manimozhi I	HOD, Dept of CSE EPCET	
Dr. Nagaraj Sitaram	HOD, Dept of CSE EPCET	
Dr. Prahalad Roa	Dean R&D EPCET	
Dr. Manjunath	HOD, Chemistry department EPCET	
Dr. Sahadev G N	HOD, Dept of ME EPCET	
Dr. Nanda Ashwin	HOD, Dept of IOT & CSBT EPCET	
Dr. Maruthi G	HOD, Dept of Physics EPCET	
Dr. Vedavathi G	HOD, Dept of AI&ML EPCET	
Dr. Anand	HOD, Dept of AI&DS EPCET	
Agenda of the Meeting :		
<ul style="list-style-type: none">➤ IQAC department criteria wise data discussion –over all view➤ 2023-2024 data details➤ Faculty files updation (2024-25)		

Minutes of the Meeting:

Dean IQAC – Dr. T K Thivakaran, addressed the meeting at board room to all deans, directors, Principal EPCET & HODs of various departments with the presence of senior vice-president Dr. Prakash S sir.

Dean IQAC, first addressed on the roles and responsibilities, plan of action of department towards NAAC files preparation for the academic years 2018-2019 to 2023-2024.

The Major point discussed as per the academic, administrative and NAAC external peer team audit preparation

Points discussed :

- I. NAAC Audit preparation
- II. Academics
- III. Administrative

NAAC Audit Preparation: Points discussed related to NAAC preparation as

1. NAAC file preparation to be done across two files qualitative metrics and quantitative metrics
2. Qualitative metrics to cross check and make sure across all departments and to be verified and validated by respective IQAC coordinators and HODs of respective department
3. Guided to keep the parent document across all departments, and make sure not to keep the downloaded documents across respective departments
4. Website data to cross check from all departments Heads or senior staff
5. Website data to be updated if any documents has left out through proper channel
6. NAAC documentation Audit from IQAC will be done for the academic year 2018-2019 to 2023-2024 academic years
7. Budget file and stock register and log books, maintenance books to be cross checked and authenticated by respective HODs of the department and lab in charges
8. Number of systems in each departments to be maintained with bills, software used and if any software renewal to be done has to be taken initiation

9. Faculty list with student ratio to be cross check and SFR calculation
10. Memorandum of understanding has to be cross check across all departments, if any renewal or updation to done has to be completed at the earliest as per the dates
11. Uniqueness of the department works to be high lightened

Academics wise preparation :

Result analysis, Project file, Internship file, Publications, R&D, Co-curricular and extracurricular activities, events files for staff and students, Value added course file (VAC), budget file, Grievances file, Placement file, Parents teachers meeting file, Lab details file, Budget file, HOD minutes of meeting file, Alumni file, scholarship file, sports, NSS activities file, feedback file, Faculty API file, Course exit survey file, Industry visit file.

Administrative wide:

12. Library details such to be updated such as licenses subscription, no of books, volumes and journal counts has to be increased as per the increase in the count of intake.
13. Placement statistics of each department has to done
14. Internal compliance committee MOM reports has to cross check and anything has to be updated has to be done
15. Result analysis for the academic year 2023-2024 has to be kept ready
16. Value added courses for academic year 2023-2024 has to be kept with relevant certificates
17. Scholarship/ freship details has to be updated
18. Attainment of 2019 – 2023 batch to be completed
19. Proceedings done recently for international conference and national conference has to be updated
20. Alumni details with batch list, any supportive measures given from alumni students to current pursuing students in terms of internship, placement, technical talk, any career guidance etc....
21. Financial support to teaching and non-teaching staff has to be documented with related proofs

22. Department wise event details to be updated in website, and authenticated from each event coordinators and heads of the department.

Across all departments current academic years data

Majorly Faculty wise Audit for the academic year 2023-2024 and 2024-2025 should consists of following documents such as:

Individual time table, course file theory & lab, Lesson plan teaching diary, syllabus completion status, Lab Manuals, lab conducted status, slow learners complete details (Student list, content delivery , time table, tests for improvement , statistics analysis), mentor books, assignments, blue books, coordinator files, Quikltn reports, teaching materials, Teaching methodology with proofs of different methods.

Advised words :

Dr. Prakash S, sir, Senior vice-president, EPGI, has advised to all HODs and staff related to website details, NAAC audit preparation, SFR current ratio, IQAC process flow in future days of action, placement statistics.

Dr. Manimozi I, HOD, Dept of CSE, Dr. Nanda Ashwin, HOD, Dept of IOT&CSBT, Dr. Anand, HOD, Dept of AI&DS, Dr. Vedavathi G R, HOD, Dept of AI&ML, has shared their views about the infrastructure available and improvement in infrastructure, SFR ratio and updation in lab setup for each departments and grievances related to faculty, grievance related to staff compartments, enhancement in EPGI website portal.

Dr. Maruthi G, HOD Dept of Physics discussed about the budget details and Dr. Manjunath, HOD, Dept of chemistry discussed about the international conference in next set of dayz that has been organized by Dept of chemistry, updated till today totally 18 papers has been received for the international conference including the papers from outside the country.

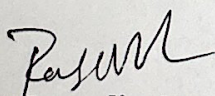
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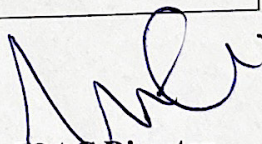


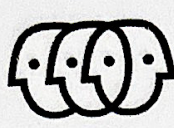
Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator
Dr. Rajesh L


IQAC Director
Dr. T K Thivakaran
DEAN
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

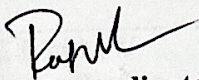
Meeting Circular

Date: 09-09-2024

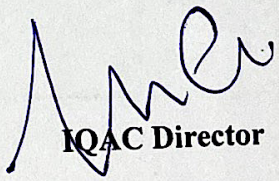
This is to inform that IQAC department coordinators meeting are scheduled on 10-09-2024 in the IQAC office at 02.30 PM.

Agenda:

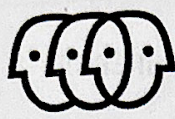
- IQAC department criteria wise data discussion –over all view
- 2023-2024 data details
- 3rdsem preparedness data validation (2024-25)
- 5th and 7th semester preparedness (2024-25)
- Responsibilities of IQAC department Coordinators


IQAC coordinator

Dr. Rajesh L


IQAC Director
Dr. T K Thivakaran

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Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 10-09-2024	Time : 2.30 pm	Venue : IQAC office
Members Present		Apologies
Dr. Yogesh G S Professor & HOD, Vice principal	Dept of ECE EPCET	Dr. Ravindra Associate Professor Dept of Maths, Basic science department EPCE
Dr. Chandrappa D N Associate Professor	Dept IQAC coordinator Dept of ECE EPECT	
Dr. HeenaKosur Associate Professor	Dept IQAC coordinator Dept of CSE EPECT	
Dr. Barnali Ghosh Associate Professor	Dept IQAC coordinator Dept of Civil EPECT	
Prof. Purushotham Assistant Professor	Dept IQAC coordinator Dept of IOT&CSBT EPECT	
Prof. Tejaswini B Assistant Professor	Dept IQAC coordinator Dept of ISE EPECT	
Prof. Pooja P P Assistant Professor	Dept IQAC coordinator Dept of AI&DS EPECT	
Prof. Mohan V Assistant Professor	Dept IQAC coordinator Dept of Mechanical EPECT	
Agenda of the Meeting : <ul style="list-style-type: none">➤ IQAC department data discussion➤ 3rdsem preparedness data validation,➤ 5th and 7th semester preparedness		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

Dean IQAC – Dr. T K Thivakaran, addressed the meeting at IQAC office to all EPCET department IQAC coordinators

Dean IQAC, first addressed on the roles and responsibilities of department IQAC team members.

Generalized the points of 3rdsem audit preparedness and audit dates for 5thsem and 7thsem department wise individually. New plan of action for the academic year 2024-2025.

General point on audit from IQAC office discussed in meeting as follows:

1. All files are to be amended and updated
2. Semester preparedness audit
3. IA1 question paper audit
4. IA1 blue book audit & IA marks verification
5. IA2 question paper audit
6. Individual faculty audit (complete work load of staff with all coordinator ship files as per individuals and mentor files of their concern)
7. End semester audit (IA2 question paper + CO-PO attainment + Assessment)

Briefed about the administrative Audit and responsibility of the department:

Result analysis, Project file, Internship file, Publications, R&D, Co-curricular and extracurricular activities, events files for staff and students, Value added course file (VAC), budget file, Grievances file, Placement file, Parents teachers meeting file, Lab details file, Budget file, HOD minutes of meeting file, Alumni file, scholarship file, sports, NSS activities file, feedback file, Faculty API file, Course exit survey file, Industry visit file.

Majorly Faculty Audit should consists of following documents such as:

Individual time table, course file theory & lab, Lesson plan teaching diary, syllabus completion status, Lab Manuals, lab conducted status, slow learners complete details (Student list, content delivery , time table, tests for improvement , statistics analysis), mentor books, assignments, blue books, coordinator files, Quiklrn reports, teaching materials, Teaching methodology with proofs of different methods.

Attendance Copy:



EAST COLLEGE OF ENGINEERING & POINT TECHNOLOGY

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 Affiliated to Visvesvaraya Technological University (VTU) Belagavi | Recognized by Govt. of Karnataka | Virgo Nagar, Bengaluru-
 560049 Ph: 98 2847 2999, email: principal.epcet@eastpoint.ac.in



Internal Quality Assurance Cell

Date: 10-09-2024	Agenda: NAAC & Dept. Academic & Administrative Files - Ret
Time: 2.45 pm	
Venue: IQAC Office	Institute: EPCET

Attendance Sheet

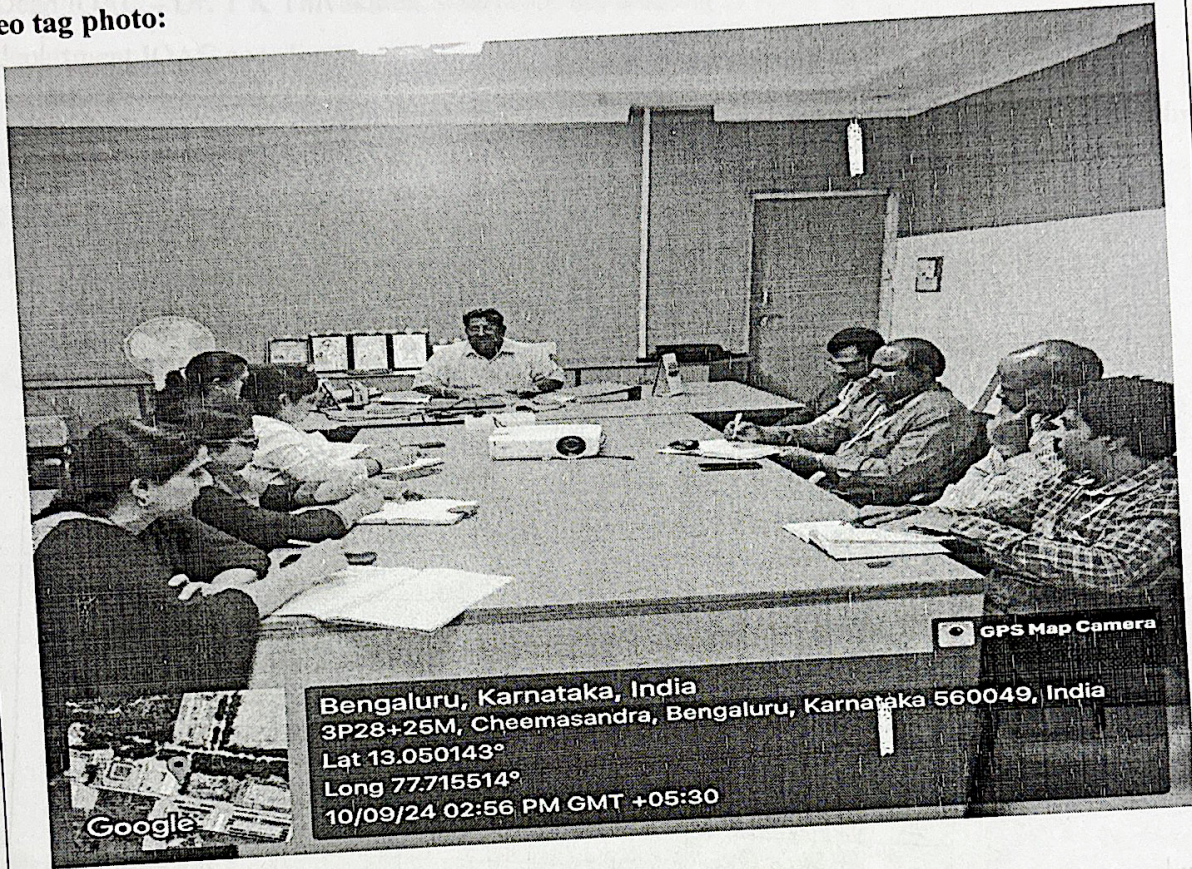
Sl.No	Faculty Name	Designation	College/Department	Signature
1	Dr. Chandappa. D	Assoc. prof	EPCET / ECE	[Signature]
2	Purushothaman	Asst. prof	TAT	[Signature]
3	Mohan V	Asst. Prof	Mechanical	[Signature]
4	Dhiffenakumar	Assoc. Prof	EPCET / CSE/AI	[Signature]
5	Basanti Ghosh	Assoc. Prof	EPCET / Civil	[Signature]
6	Pooja P.P	Asst. Prof	EPCET / AI&DS	[Signature]
7	Tejaswini B	Asst. Prof	EPCET / JS&E	[Signature]

[Signature]
 IQAC coordinator

[Signature]
 Dean IQAC

Principal
 East Point Group of Institutions

Geo tag photo:



Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator

Rajesh L
IQAC coordinator
Dr. Rajesh L

T K Thivakaran
IQAC Director
Dr. T K Thivakaran

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



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 13-09-2024	Time : 11.15am	Venue : CSE department
Members Present	Apologies	
Dr. Manimozi I Professor & HOD	Dept of CSE EPCET	Prof. Keshavan Assistant Professor Dept of CSE EPCET (On Leave) Prof. Pavan kumar Assistant Professor Dept of CSE EPCET (DCS duty) Dr. Chandramouli Professor Dept of CSE EPCET (On Leave)
Dr. Heena Kosur Associate Professor	Dept of CSE EPCET	
Prof. Dhivya U H Assistant Professor	Dept of CSE EPCET	
Prof. Manimegahalai Assistant Professor	Dept of CSE EPCET	
Prof. Madhushree Assistant Professor	Dept of CSE EPCET	
Prof. Niveditha Assistant Professor	Dept of CSE EPCET	
Prof. Nitayananda Assistant Professor	Dept of CSE EPCET	
Agenda of the Meeting :		
<p>➤ 5th semester & 7th preparedness</p>		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

Overall observation :

- Coordination among the staff for audit to exhibit the file is very good

General Point Observed:

- No plan of action for NSS, Physical education (Sports), Yoga
 - Make sure HOD signatures across few documents
 - Attainment of COs-POs across all subjects to achieve
 - Internship file /Project file to be maintained for final year students
 - Mini project file for 5th sem students has to be maintained
1. Theory of computation (Prof. Dhivya U H)
 - Student list with IA rubrics breakups blank sheet document has to be maintained in file
 2. Software Engineering & Project management (Dr. Chandramouli)
 - No file available
 3. Prof. Manimeghalai & Prof. Keshavan
 - Student list with IA rubrics breakups blank sheet document has to be maintained in file
 4. Big data analytics
 - Teaching diary is not available
 5. Dr. Heena Kosur
 - Internal assessment breaks to be shown clearly with weightage of percentage and relevant marks
 - Student list with IA rubrics breakups blank sheet document has to be maintained in file
 - Specific Teaching learning methods to be mentioned
 - Teaching diary is not available
 - Module wise question bank is not available
 6. Computer Networks (Prof. Pavan Kumar / Dr. Ashok Hirur)

- Prof. Pavan, Once revert back to college, files to be reshow

7. RM& IPR (Prof. Madhushree)

- Lesson plan should consists of teaching methods
- Student list with IA rubrics breakups blank sheet document has to be maintained in file
- Module wise question bank is not available

8. RPA (Prof. Shilpa & Prof. Niveditha)

- Student list with IA rubrics breakups blank sheet document has to be maintained in file
- Module wise question bank is not available

9. Cryptography & Network security (Dr. Manimozhi I)

- Course file Available with contents

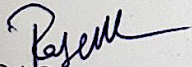
10. Prof. Nityananada (Environment management)

- Teaching diary is not available
- Co-po attainment sheet is not available.

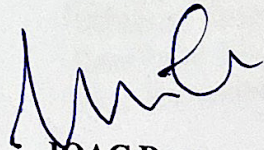
Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator

Dr. Rajesh L


IQAC Dean

Dr. T K Thiyakaran

DEAN
'Internal Quality Assurance'
East Point Group of Institutions
Bangalore - 560 049.



Action taken report

Date: 13-09-2024

CSE department

Audit content	Particulars	Action taken	Status
1	Plan of action for NSS , physical education, Yoga	Initiation steps have been taken	Initiated
2	Attainment of CO-PO for all subjects	CO-PO attainment achieved	Completed
3	Internship file, project file	Internship file or project file have maintain well	Completed
4	IA Rubrics split-up to be shown across all course files	IA Rubrics spilt up has been detailed and each subject course coordinators have kept the documents in there respective files	Completed

Reshmi
Co-ordinator

[Signature]
DEAN IQAC
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.


EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 13-09-2024	Time : 12.15pm	Venue : AI&DS department
Members Present		Apologies
Dr. Anand Professor & HOD	Dept of AI&DS EPCET	Prof. Anil Kumar Assistant Professor Dept of AI&DS EPCET (On Leave)
Dr. Saurabh sudhanshu Associate Professor	Dept of AI&DS EPCET	
Prof. Harsha Assistant Professor	Dept of AI&DS EPCET	
Prof. Pooja Assistant Professor	Dept of AI&DS EPCET	
Dr. Vanshika Associate Professor	Dept of AI&DS EPCET	
Agenda of the Meeting :		
<ul style="list-style-type: none"> ➤ 5th semester & 7th preparedness 		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

General Point Observed:

- No plan of action for NSS, Physical education (Sports), Yoga
- Make sure HOD signatures across few documents
- Attainment of COs-POs across all subjects to achieve
- Internship file /Project file to be maintained for final year students
- Mini project file for 5th sem students has to be maintained
- Staff is not available for few subjects

1. Computer Networks (Prof. Harsha)

- Student list with IA rubrics breakups blank sheet document has to be maintained in file
- CO-PO mapping to cross check again
- Lesson plan to be added with teaching diary

2. TOC (Prof. Anil kumar)

- Student list with IA rubrics breakups blank sheet document has to be maintained in file
- Lesson plan and teaching diary to be kept as a separate document
- Hard copies to be taken with good quality of print out

3. Dr. Saurabh sudhanshu (Computer vision)

- Dates to be added in lesson plan and teaching diary
- Same staff handling with Deep learning subject – course file is not available

4. Data visualization, Lab, RM&IPR

- Staff availability is not there

5. Block chain course file (Prof. Anil)

- Lesson plan is not available
- Model question paper kept from other college
- Module wise question bank is not available

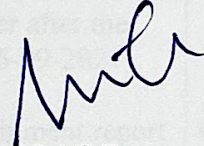
Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator

Dr. Rajesh L


IQAC Dean

Dr. ~~DEAN~~akaran
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



Action taken report

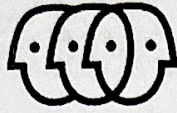
Date: 13-09-2024

AI & DS department

Audit content	Particulars	Action taken	Status
1	All course files as to be submitted as per the check list sequence	Submitted on two days later after the audit (16-09-2024)	Completed
2	Lab attainment report has to be done	Lab attainment report work is completed (16-09-2024)	Completed

Deepika
Co-ordinator

[Signature]
Dean IQAC
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 12-09-2024 Time : 12.20 pm Venue : ISE department		
Members Present		Apologies
Prof. Kemparaju Professor & HOD	Dept of ISE EPCET	Prof. Tejaswini Assistant Professor
Dr. Komala Associate Professor	Dept of ISE EPCET	Dept of ISE EPCET (On Leave)
Dr. Teena Associate Professor	Dept of ISE EPCET	Prof. Shanthi Assistant Professor
Prof. Sindhuja Assistant Professor	Dept of ISE EPCET	Dept of ISE EPCET (On Leave)
Prof. Nilima Assistant Professor	Dept of ISE EPCET	Dr. Vaishali Shinde Associate Professor
	Dept of ISE EPCET	Dept of ISE EPCET (DCS duty)
Agenda of the Meeting :		
➤ 5 th semester & 7 th preparedness		
Confirmation of Minutes of the Previous Meeting : Yes		

Internal Quality Assurance
East Point Group of Institutions
Bengaluru - 560 049

Minutes of the Meeting:

Overall observation :

- Coordination among the staff for audit to exhibit the file is very good
- Prof. Teena has done a good job making the all formats across documents
- Team coordination among all staff for displaying the file and interaction with Dean IQAC was very interactive (all the staff members under the guidance of HOD. Prof. Kemparaju sir was very proactive)
- Dept IQAC Coordinator Prof. Tejaswini made good prior preparation for Audit.

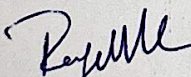
General Point Observed:

- No plan of action for NSS, Physical education (Sports), Yoga
- Make sure HOD signatures across few documents
- Attainment of COs-POs across all subjects to achieve

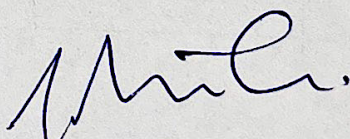
Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator

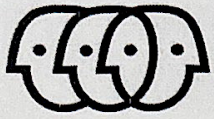
Dr. Rajesh L


IQAC Dean

Dr. T K Thivakaran

DEAN

**Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.**



Action taken report

Date: 12-09-2024

ISE department

Audit content	Particulars	Action taken	Status
1	Plan of action for NSS, physical education, Yoga	Initiation taken & exhibiting	In progress
2	Attainment of Cos-Pos across all subjects	CO-PO attainment has done & target has achieve	Completed

Rajeshwar
Co-ordinator

[Signature]
Dean IQAC
DEAN
Internal Quality Assurance
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Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 12-09-2024 Time : 2.20 pm Venue : ECE department		
Members Present		Apologies
Dr. Chandrappa D N Associate Professor	Dept of ECE EPCET	- NIL -
Prof. Hemavathi N V Assistant professor	Dept of ECE EPCET	
Prof. Rajesh K Assistant professor	Dept of ECE EPCET	
Prof. Jaanaki Assistant professor	Dept of ECE EPCET	
Dr. BairuSankalpatur Associate professor	Dept of ECE EPCET	
Dr. Navya V Associate professor	Dept of ECE EPCET	
Agenda of the Meeting :		
➤ 5 th semester & 7 th preparedness		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

Overall observation :

- 5th Sem Preparedness - NIL

General Point Observed:

- No plan of action for NSS, Physical education (Sports), Yoga but mentioned in Timetable.
- Course file are not in complete shape for 7th Sem and not yet ready for 5thsem
- 7thsem started one week back course files are not ready
- –Internship : The concern Coordinator can be made aware of the procedure about the internal assessment and files to be furnished with the details of students with mentor assigned .

Students opted for Choice A or Choice B or Choice C details

- All Course files to be kept ready for both 5thsem and 7thsem

Prof. Parvatipatil (Advances in VLSI design)

- Not maintained the course file

Dr. Chandrappa D N (Optical & Wireless communication)

- Course file content to furnish and arrange in order.
- Question bank is Missing
- Lesson plan is Missing

Prof. Hemavathi N V (BMSP)

- Teaching diary is not available
- Lesson plan is not available
- Course file is not kept as per the check list

Dr. Navya V (Internship)

- Staff should be aware of about rules and regulation pertaining to MINI Internship

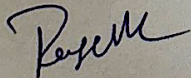
Suggestions related to Internship:

1. Student list with HOD signature
2. Student list with guide allocation
3. As per new format, students opted for OPTION – A (where list is not in proper format- just kept the sheet)
4. No data relevant to other set of student list where they have opted for Internship
5. No Rubrics defined
6. Assessment procedure details.

Recording of Minutes of Meeting

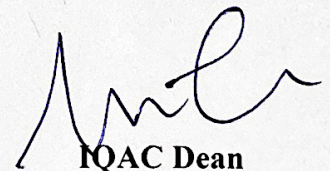
Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator



IQAC coordinator

Dr. Rajesh L



IQAC Dean

Dr. T K Thivakaran

DEAN

**Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.**



Action taken report

Date: 12-09-2024

ECE department

Audit content	Particulars	Action taken	Status
1	Plan of action for NSS, physical education, Yoga	Initiation taken & exhibiting	In progress
2	Internship file updating	Internship file revamped & to submit	File is pending
	Effective course choice sheet should be sign by the students	Two different choices given to the students with different options	Completed

Keypethu
Co-ordinator

[Signature]
Deputy Dean
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 13-09-2024	Time : 1.30pm	Venue : ME department
Members Present		Apologies
Dr. Sahadev G Professor & HOD	Dept of Mechanical Engg EPCET	-----NIL -----
Prof. Anjan babu Assistant professor	Dept of Mechanical Engg EPCET	
Prof. Niranjana roa Assistant professor	Dept of Mechanical Engg EPCET	
Prof. Sudhendra Assistant professor	Dept of Mechanical Engg EPCET	
Agenda of the Meeting :		
➤ 5 th semester & 7 th preparedness		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

General Point Observed:

- No plan of action for NSS, Physical education (Sports), Yoga
- Make sure HOD signatures across few documents
- Attainment of COs-POs across all subjects to achieve
- Internship file /Project file to be maintained for final year students
- Mini project file for 5th sem students has to be maintained
- **Other subjects course file is not available apart from the below course file audited**

1. Prof. Niranjana Rao (Control Engineering)

- Student list with IA rubrics breakups blank sheet document has to be maintained in file
- CO-PO mapping to be done
- Lesson plan to be added with teaching methods
- Content beyond the syllabus with relevant POs and PSOs to be mapped
- HOD signatures is not available in student list, Time table, Individual time table.

2. RM (Prof. Anjan babu V)

- CO-PO articulation matrix to rework relevantly
- In lesson plan – teaching methods to be added
- Assignment questions to be split with two sets of assignment question bank

3. Theory of mechanics (Prof. Anjan Babu V)

- CO-PO articulation matrix to rework relevantly
- In lesson plan – teaching methods to be added
- Assignment questions to be split with two sets of assignment question bank

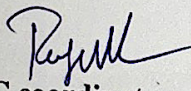
4. Prof. Surendra

- Student list with IA rubrics breakups blank sheet document has to be maintained in file

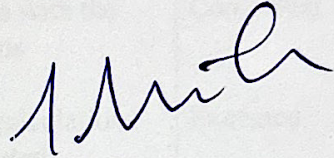
Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator

Dr. Rajesh L


IQAC Dean

Dr. T K Thivakaran

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

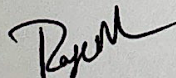


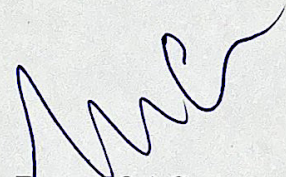
Action taken report

Date: 13-09-2024

Mechanical department

Audit content	Particulars	Action taken	Status
1	Plan of action for NSS , physical education, Yoga	Available with the documents	Completed
2	Attainment of CO-PO for all subjects	CO-PO calculations is completed, attainment of few subjects has increased and few subjects has to be improved	Executed
3	Internship file, project file	Restructuring of both the files is done & rubrics sheets is available, consolidated of marks sheets as to be kept	Work is in progress will be finished by one more day


Co-ordinator


Dean IQAC
DEAN
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 12-09-2024 Time : 3.30 pm Venue : IOT&CSBT department		
Members Present		Apologies
Dr. Nanda Ashwin Professor & HOD	Dept of IOT&CSBT EPCET	Prof. ShivaniGautam Assistant Professor Dept of IOT&CSBT EPCET (Exam Duty)
Dr. Thivakaran T K Professor & Dean IQAC	Dept of IOT&CSBT EPCET	
Prof. Jayaprakash Assistant Professor	Dept of IOT&CSBT EPCET	
Prof. Purushotham Assistant Professor	Dept of IOT&CSBT EPCET	
Prof. ShivaniGautam Assistant Professor	Dept of IOT&CSBT EPCET	
Prof. Anila Assistant Professor	Dept of IOT&CSBT EPCET	
Agenda of the Meeting : ➤ 5 th semester preparedness		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

General Point Observed:

- No plan of action for NSS, Physical education (Sports), Yoga
- Unique course file checklist to be kept across all files
- Unique copy of college vision and mission and department vision and mission.
- Unique copy of POs, PSOs document has to kept across all files

Major lagano:

Prof. ShivaniGautam has just the course file , where student list, syllabus copy & Time table copies is available and no other documents relevant to course file contents is no there

Individual file status of 5thsem, wrt to individual subjects :

1. Prof. Prof. Jayaprakash (Handling subject : 501 subject code)

Minor Mistakes found in course files:

- HOD signatures is not there in few documents
- Apart from syllabus content to be mapped for more number of POs
- Module wise question bank should consists of blooms level, relevant Cos

2. Prof. Purushothaman (Computer Networks)

Mistakes in course files:

- Lesson plan pattern to be changed as per EPCET
- CO-PO mapping to be mapped in numericals (1,2,3) not wrt to (L, M , H) & make sure mapping of CO-POs to attain
- Module wise question bank should consists of blooms level, relevant Cos
- Split up marks if internal assessments to be maintained
- Previous question papers is not available
- Student name list with signature to be maintained
- Lab details not given

3. Prof. ShivaniGautam (Theory of Computation)

Mistakes found in course file:

- Individual time table consists of no HOD signatures
- Student list consists of no HOD signatures
- No documents relevant to Teaching materials, Lesson plan, CO-PO attainment, attainment justification, IA marks split up, etc..... NO DOCUMENTS related to course file
- IOT lab details file wrt to lab documents not available

4. Prof. Anila (Artificial Intelligence)

Major lagano : Staff has done the copy paste of file from other file documents, but file has kept – contents in files are not in proper justification and no spacing among all wordings.

Mistakes found in course file:

- Front page – contents to be reframed
- CO-PO mapping to be mapped in numericals (1,2,3) not wrt to (L, M , H) & make sure mapping of CO-POs to attain
- Module wise question bank should consists of blooms level, relevant Cos
- Split up marks if internal assessments to be maintained

5. Dr. Nanda Ashwin (Mini project)

Minor Mistakes found in course file:

- Batches to be framed with guide allocation
- Logo consists of CSE instead of IOT&CSBT

6. Research Methodology (Dr. Thivakaran T K)

Minor Mistakes found in course file:

- HOD signatures is not there in few documents
- Apart from syllabus content to be mapped for more number of POs
- Module wise question bank should consists of blooms level, relevant Cos

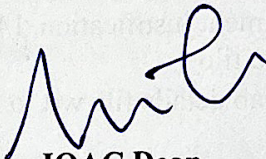
Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator

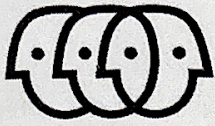

IQAC coordinator

Dr. Rajesh L


IQAC Dean

Dr. T K Thivakaran

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



Action taken report

Date: 12-09-2024

IOT & CSBT department

Audit content	Particulars	Action taken	Status
1	Plan of action for NSS, physical education, Yoga	Initiation taken & exhibiting	In progress
2	Unique copy of college vision & mission & department vision & mission document to be kept	Document made ready	Completed

Keerthi
Co-ordinator

[Signature]
DEAN
'Internal Quality Assurance'
East Point Group of Institutions
Bangalore - 560 049.

 **EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY**

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

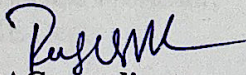
Meeting Circular

Date: 10-09-2024

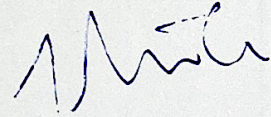
This is to inform meeting for institute level NAAC team leads are scheduled on 10-09-2024 in the IQAC office at 11.30 AM. All the NAAC Team leads kindly make sure to your presence.

Agenda:

- NAAC progress and documentation of Hard copies criteria wise (2018 to 2023)
- NAAC updation/documentation for the academic year 2023-2024

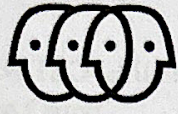

IQAC coordinator

Dr. Rajesh L



IQAC Director

Dr. **DEAN** R. R. Thivakaran
'Internal Quality Assurance'
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology			
Date : 10-09-2024		Time : 11.30 am	Venue : IQAC office
Members Present		Apologies	
Prof. Shammi CSE Dept	---	Criteria 1 – In-charge	Prof. Shilpa Patil Assistant professor CSE Dept Criteria 1 – In-charge (training). Prof. DivyaU H CSE Dept Criteria 2 – In-charge (VTU Duty)
Prof. Manimeghlai CSE Dept	---	Criteria 2 – In-charge	
Dr. Prahalad Rao Dean R&D, EPCET	Dr. UdayBalan Associate Professor, ISE Dept	Criteria 3 – In-charge	
Prof. Kemparaju Professor & HOD, ISE Dept	Prof. Tejashwini Assistant Professor, ISE Dept	Criteria 4 – In-charge	
Dr. Rajesh L Associate Professor, ECE Dept	Prof. Sharath Assistant Professor, Civil Dept	Criteria 5 – In-charge	
Dr. HeenaKousar Associate Professor, CSE Dept	Dr. Maruthi G Professor & HOD, Physics Dept, Basic science	Criteria 6 – In-charge	
Dr. Geena Jorge Associate Professor, CIVIL Dept		Criteria 7 – In-charge	
Agenda of the Meeting : <ul style="list-style-type: none">➤ NAAC progress and documentation of Hard copies criteria wise (2018 to 2023)➤ NAAC updation/documentation for the academic year 2023-2024			
Confirmation of Minutes of the Previous Meeting : Yes			

Minutes of the Meeting:

Dean IQAC – Dr. T K Thivakaran, addressed the meeting at IQAC office to all EPCET NAAC criteria incharges.

Dean IQAC, initially discussed with the team members on preparedness status of centralized file updating and department wise updation.

Criteria wise each respective in charge coordinators expressed the status of each criteria and raised their general doubts. Dean IQAC, addressed and clarified those doubts.

General point discussed in meeting as follows:

1. At the earliest NAAC peer team will be visiting to our institute, so all the team leads to be proactive towards preparation of audit
2. NAAC external team committee will be visiting to our college, before the NAAC peer team arrives.
3. Department wise the entire file to be ready at the earliest with the hardcopies for the academic year from 2018-2019 to 2023-24 data.
4. By Friday (13-09-2024) all the team leads has to send the soft copies of centralized data in folder to drive
5. IQAC coordinator, Dr. Rajesh L has to coordinate with team leads and make sure all the documents to be ready
6. Any discrepancy, regards handling the issues with departments, Communication can be sent through mail to the concerned HODs keeping CC to Dean –IQAC.

Attendance Copy:



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

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 560049 Ph:080 2847 2999, email:principal.epcet@eastpoint.ac.in



Internal Quality Assurance Cell

Date: 10-09-2024	Agenda: Team Lead Meeting for the Preparation of files - NAAC files for External Audit + NAAC PEER TEAM
Time: 11:30 AM	
Venue: IQAC Office	Institute: EPCET

Attendance Sheet

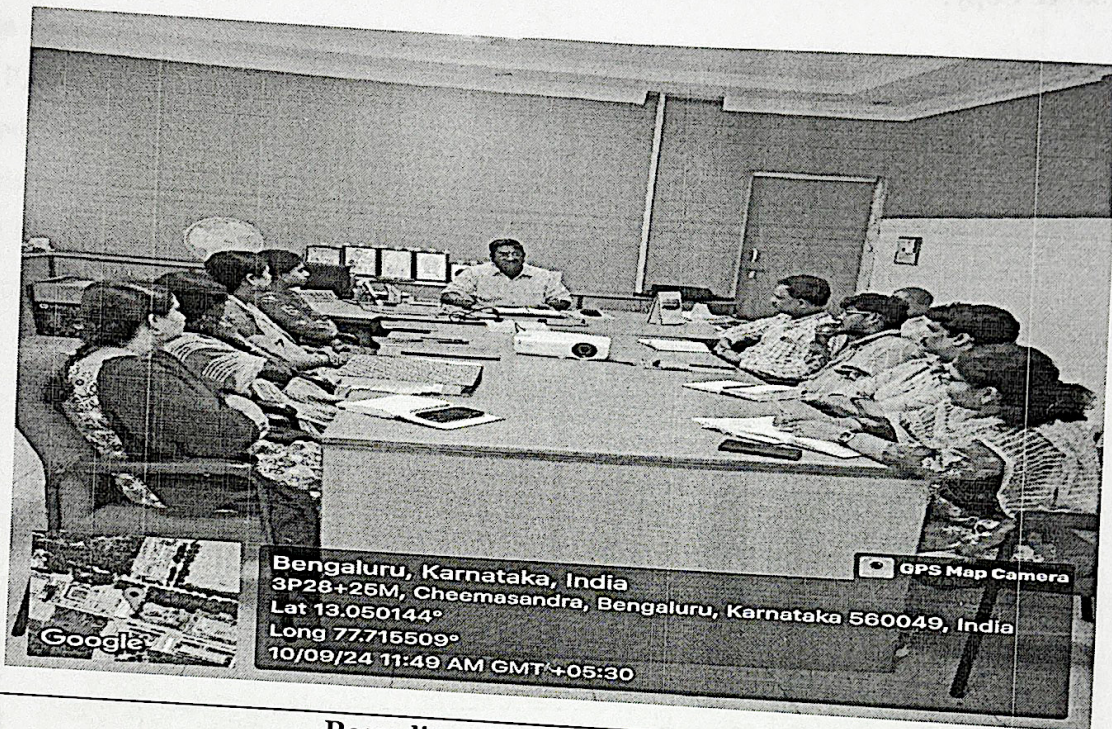
Sl.No	Faculty Name	Designation	College/Department	Signature
1	Dr. G. MARUTHI	professor & head	dept of physics	[Signature]
2	Dr. R. Udayakumar	ASOC. Prof	ISE / EPCET	[Signature]
3	Dr. Geena George	Assoc. Professor	CV/EPCET (C7)	[Signature]
4	Dr. Heena Kowar	Asst. Professor	EPCET / CSE	[Signature]
5	Mannigalai A	Asst. Prof	EPCET / CSE	[Signature]
6	Shammi .L	Asst. Prof.	EPCET / CSE	[Signature]
7	Shashith Babu k	Asst. Prof	EPCET / CIVIL	[Signature]
8	Dr. Ravi Shankar	Assoc. Prof	EPCET / ISE / IQAC Co-ordinator	[Signature]
9	Dr. Prabhakar Rao	Professor	CSE (C3)	[Signature]
10	Tejaswini .B	Asst. Prof	ISE (C4)	[Signature]

[Signature]
 IQAC coordinator

[Signature]
 Dean IQAC

DEAN
 Internal Quality Assurance
 Cell
 Virgo Nagar - 560049

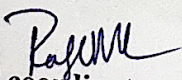
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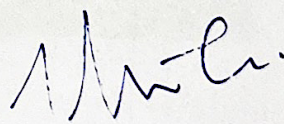


Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator
Dr. Rajesh L


IQAC Dean
Dr. T K Thivakaran

DEAN
Internal Quality Assurance
E...nt Group of Institutions:
Bengaluru - 560 049.



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560049 Ph:080 2847 2999, email:principal.epcet@eastpoint.ac.in



Internal Quality Assurance Cell

Date: 10-09-2024	Agenda: Team Lead Meeting for the Preparation of files - NAAC files for External Audit + NAAC PEER TEAM
Time: 11:30 AM	
Venue: IQAC Office	Institute: EP CET

Attendance Sheet

Sl.No	Faculty Name	Designation	College/Department	Signature
1	Dr. G. MARUTHI	professor & head	dept of physics	
2	Dr. B. Udayakumar	Assoc. Prof	ISE / EP CET	
3	Dr. Geena George	Assoc. Professor	CV/EP CET (C7)	
4	Dr. Heena Kousar	Asst. Professor	EP CET / CSE	
5	Mamunagalai A	Asst Prof	EP CET / CSE	
6	Shammi .L	Asst. Prof.	EP CET / CSE	
7	Shashik Babu k	Asst. Prof	EP CET / CIVIL	
8	Dr. Rakesh L	Assoc. Prof	EP CET / ECE / IQAC Co-Coordinator	
9	Dr. Prahlade Rao	Professor	CSE (C3)	
10	Tejaswini .B	Asst. Prof	ISE (C4)	

IQAC coordinator

Dean IQAC
DEAN
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



Action taken report

Date: 10-09-2024

Audit content	Particulars	Action taken	Status
1	NAAC files to be ready	All criteria files to be made ready within a week	Completed

Reyasha

Co-ordinator

[Handwritten Signature]

Dear **DEAN**

Internal Quality Assurance*
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Meeting Circular

Date: 09-09-2024

This is to inform that IQAC department coordinators meeting are scheduled on 10-09-2024 in the IQAC office at 02.30 PM.

Agenda:

- IQAC department criteria wise data discussion –over all view
- 2023-2024 data details
- 3rdsem preparedness data validation (2024-25)
- 5th and 7th semester preparedness (2024-25)
- Responsibilities of IQAC department Coordinators

IQAC coordinator

Dr. Rajesh L

IQAC Director

Dr. T. Thiyakaran

Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 10-09-2024	Time : 2.30 pm	Venue : IQAC office
Members Present		Apologies
Dr. Yogesh G S Professor & HOD, Vice principal	Dept of ECE EPCET	Dr. Ravindra Associate Professor Dept of Maths, Basic science department EPCET
Dr. Chandrappa D N Associate Professor	Dept IQAC coordinator Dept of ECE EPECT	
Dr. HeenaKosur Associate Professor	Dept IQAC coordinator Dept of CSE EPECT	
Dr. Barnali Ghosh Associate Professor	Dept IQAC coordinator Dept of Civil EPECT	
Prof. Purushotham Assistant Professor	Dept IQAC coordinator Dept of IOT&CSBT EPECT	
Prof. Tejaswini B Assistant Professor	Dept IQAC coordinator Dept of ISE EPECT	
Prof. Pooja P P Assistant Professor	Dept IQAC coordinator Dept of AI&DS EPECT	
Prof. Mohan V Assistant Professor	Dept IQAC coordinator Dept of Mechanical EPECT	
Agenda of the Meeting :		
<ul style="list-style-type: none"> ➤ IQAC department data discussion ➤ 3rdsem preparedness data validation, ➤ 5th and 7th semester preparedness 		
Confirmation of Minutes of the Previous Meeting : Yes		

Minutes of the Meeting:

Dean IQAC – Dr. T K Thivakaran, addressed the meeting at IQAC office to all EPCET department IQAC coordinators

Dean IQAC, first addressed on the roles and responsibilities of department IQAC team members.

Generalized the points of 3rdsem audit preparedness and audit dates for 5thsem and 7thsem department wise individually. New plan of action for the academic year 2024-2025.

General point on audit from IQAC office discussed in meeting as follows:

1. All files are to be amended and updated
2. Semester preparedness audit
3. IA1 question paper audit
4. IA1 blue book audit & IA marks verification
5. IA2 question paper audit
6. Individual faculty audit (complete work load of staff with all coordinator ship files as per individuals and mentor files of their concern)
7. End semester audit (IA2 question paper + CO-PO attainment + Assessment)

Briefed about the administrative Audit and responsibility of the department:

Result analysis, Project file, Internship file, Publications, R&D, Co-curricular and extracurricular activities, events files for staff and students, Value added course file (VAC), budget file, Grievances file, Placement file, Parents teachers meeting file, Lab details file, Budget file, HOD minutes of meeting file, Alumni file, scholarship file, sports, NSS activities file, feedback file, Faculty API file, Course exit survey file, Industry visit file.

Majorly Faculty Audit should consists of following documents such as:

Individual time table, course file theory & lab, Lesson plan teaching diary, syllabus completion status, Lab Manuals, lab conducted status, slow learners complete details (Student list, content delivery , time table, tests for improvement , statistics analysis), mentor books, assignments, blue books, coordinator files, Quiklrn reports, teaching materials, Teaching methodology with proofs of different methods.



Attendance Copy:



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 560049 Ph: 98 2347 2999, email: principal.epcet@eastpoint.ac.in

Internal Quality Assurance Cell

Date: 10-09-2024	Agenda: NAAC & DEPT
Time: 2.45 PM	Academic & Administrative Pres
Venue: IQAC Office	- Pres
Institute: EP CET	

Attendance Sheet

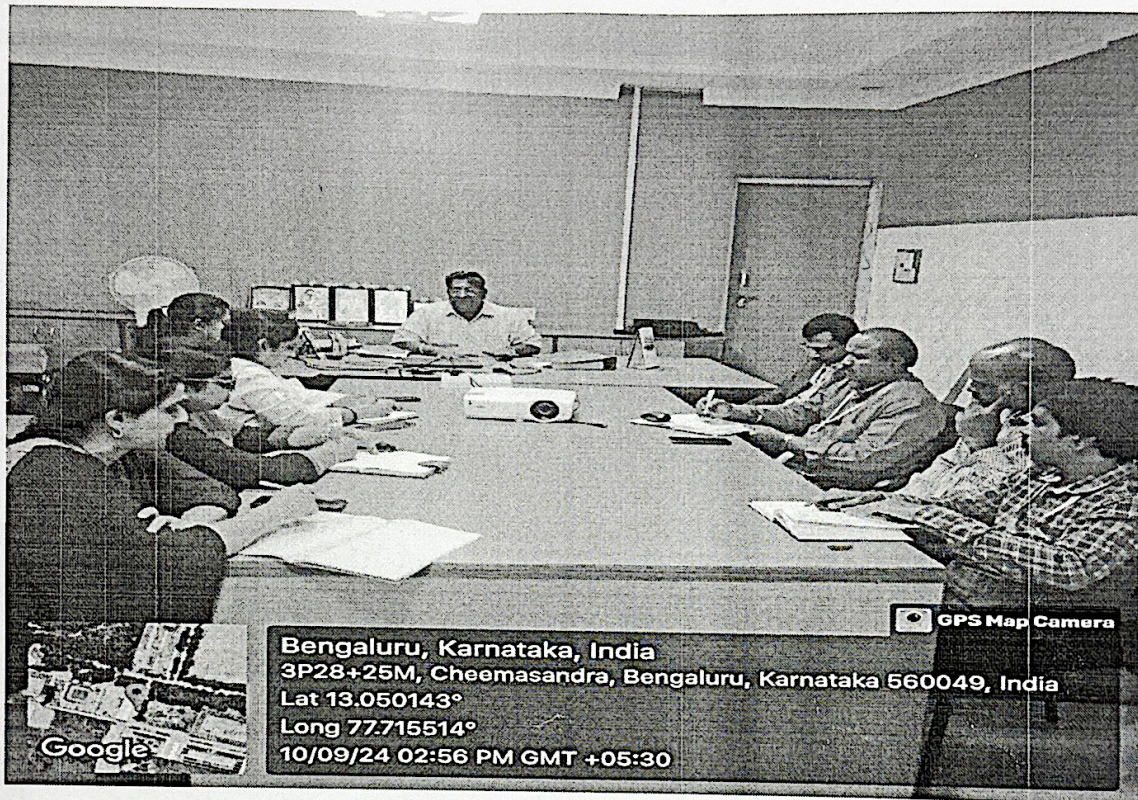
Sl.No	Faculty Name	Designation	College/Department	Signature
1	Dr. Chandappa	Assoc. prof	EP CET / ECE	[Signature]
2	Purusothaman	Asst. prof	IT	[Signature]
3	Mohan V	Asst. Prof	Mechanical	[Signature]
4	Dattatreya Kumar	Assoc. Prof	EP CET / CSE/AI&ML	[Signature]
5	Basavali Ghosh	Assoc. prof	EP CET / civil	[Signature]
6	Pooja P.P	Asst. Prof	EP CET / AI&DS	[Signature]
7	Tejaswini B	Asst. Prof	EP CET / JS&E	[Signature]

[Signature]
 IQAC coordinator

[Signature]
 Dean IQAC

Handwritten notes and stamps at the bottom left corner.

Geo tag photo:



Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by	Dr. Rajesh L IQAC coordinator
------------------------------------------------------	----------------------------------

Rajesh L
IQAC coordinator

Dr. Rajesh L

T K Thivakaran
IQAC Director

Dr. T K Thivakaran

DEAN
Internal Quality Assurant
Group of Institutions
Bangalore - 560 049.



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 560049 Ph:080 2847 2999, email:principal.epcet@eastpoint.ac.in



Internal Quality Assurance Cell

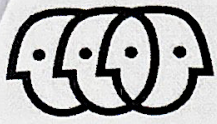
Date: 10-09-2024 Time: 2.45 PM. Venue: IQAC Office	Agenda: NAAC & Dept. Academic & Administrative files - Res.
	Institute: EPCET

Attendance Sheet

Sl.No	Faculty Name	Designation	College/Department	Signature
1	Dr. Choudappa DN	Assoc. prof	EPCET / ECE	
2	Purusothaman	Asst. prof	IoT	
3	Mohan V	Asst. Prof	Mechanical	
4	Draheena Kumar	Assoc. Prof	EPCET / CSE/AIME	
5	Bavenali Ghosh	Assoc. Prof	EPCET / Civil	
6	Pooja P.P	Assistant Prof	EPCET / AI&DS	
7	Tejaswini B	Asst. Prof	EPCET / IS&E	

IQAC coordinator

Dean DEAN
 'Internal Quality Assurance'
 East Point Group of Institutions
 Bangalore - 560 049.



Action taken report

Date: 09-09-2024

Audit content	Particulars	Action taken	Status
1	<ul style="list-style-type: none">3rd Sem preparedness data validation5th & 7th semester preparednessResponsibilities of IQAC department coordinators	<p>Within 2 days</p> <p>Give 1 week of time</p> <p>IQAC coordinators guided with rules & responsibilities for the work to be taken</p>	<p>Completed</p> <p>Executed</p> <p>In progress</p>

Reefuba
Co-ordinator

[Signature]
Dean IQAC
DEAN
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.

 **EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY**

Jnana prabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

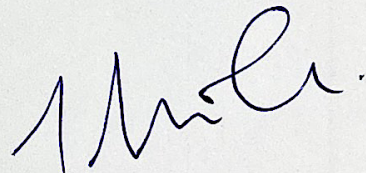
Meeting Circular

Date: 08-10-2024

This is to inform that meeting will be convened for Principal EPCET, all department HODs of EPCET and senior staff of respective departments, all are requested to attend the meeting at 2.30 pm in board room.

Agenda:

- IQAC department criteria wise data discussion –over all view
- 2023-2024 data details
- Faculty files updation (2024-25)



IQAC Dean

Dr. T K Thivakaran

DEAN
'Internal Quality Assurance'
East Point Group of Institutions
Bangalore - 560 049.



EAST POINT COLLEGE OF ENGINEERING & TECHNOLOGY

Jnanprabha Campus, Virgonagar Post, Bidarahalli, Bengaluru, Karnataka – 560049

Recording of Minutes of Meeting

East Point College of Engineering and Technology		
Date : 08-10-2024	Time : 2.30 pm	Venue : Board room
Members Present		Apologies
Dr. Prakash S	Senior Vice-president EPGI	----NIL----
Dr. T K Thivakaran	Dean IQAC	
Dr. Mrityunjaya V Latte	Principal EPCET	
Dr. Yogesh G S	Vice-Principal & HOD Dept of ECE EPCET	
Dr. Manimozhi I	HOD, Dept of CSE EPCET	
Dr. Nagaraj Sitaram	HOD, Dept of CSE EPCET	
Dr. Prahalad Roa	Dean R&D EPCET	
Dr. Manjunath	HOD, Chemistry department EPCET	
Dr. Sahadev G N	HOD, Dept of ME EPCET	
Dr. Nanda Ashwin	HOD, Dept of IOT & CSBT EPCET	
Dr. Maruthi G	HOD, Dept of Physics EPCET	
Dr. Vedavathi G	HOD, Dept of AI&ML EPCET	
Dr. Anand	HOD, Dept of AI&DS EPCET	
Agenda of the Meeting :		
<ul style="list-style-type: none">➤ IQAC department criteria wise data discussion –over all view➤ 2023-2024 data details➤ Faculty files updation (2024-25)		

Minutes of the Meeting:

Dean IQAC – Dr. T K Thivakaran, addressed the meeting at board room to all deans, directors, Principal EPCET & HODs of various departments with the presence of senior vice-president Dr. Prakash S sir.

Dean IQAC, first addressed on the roles and responsibilities, plan of action of department towards NAAC files preparation for the academic years 2018-2019 to 2023-2024.

The Major point discussed as per the academic, administrative and NAAC external peer team audit preparation

Points discussed :

- I. NAAC Audit preparation
- II. Academics
- III. Administrative

NAAC Audit Preparation: Points discussed related to NAAC preparation as

1. NAAC file preparation to be done across two files qualitative metrics and quantitative metrics
2. Qualitative metrics to cross check and make sure across all departments and to be verified and validated by respective IQAC coordinators and HODs of respective department
3. Guided to keep the parent document across all departments, and make sure not to keep the downloaded documents across respective departments
4. Website data to cross check from all departments Heads or senior staff
5. Website data to be updated if any documents has left out through proper channel
6. NAAC documentation Audit from IQAC will be done for the academic year 2018-2019 to 2023-2024 academic years
7. Budget file and stock register and log books, maintenance books to be cross checked and authenticated by respective HODs of the department and lab in charges
8. Number of systems in each departments to be maintained with bills, software used and if any software renewal to be done has to be taken initiation

9. Faculty list with student ratio to be cross check and SFR calculation
10. Memorandum of understanding has to be cross check across all departments, if any renewal or updation to done has to be completed at the earliest as per the dates
11. Uniqueness of the department works to be high lightened

Academics wise preparation :

Result analysis, Project file, Internship file, Publications, R&D, Co-curricular and extracurricular activities, events files for staff and students, Value added course file (VAC), budget file, Grievances file, Placement file, Parents teachers meeting file, Lab details file, Budget file, HOD minutes of meeting file, Alumni file, scholarship file, sports, NSS activities file, feedback file, Faculty API file, Course exit survey file, Industry visit file.

Administrative wide:

12. Library details such to be updated such as licenses subscription, no of books, volumes and journal counts has to be increased as per the increase in the count of intake.
13. Placement statistics of each department has to done
14. Internal compliance committee MOM reports has to cross check and anything has to be updated has to be done
15. Result analysis for the academic year 2023-2024 has to be kept ready
16. Value added courses for academic year 2023-2024 has to be kept with relevant certificates
17. Scholarship/ freship details has to be updated
18. Attainment of 2019 – 2023 batch to be completed
19. Proceedings done recently for international conference and national conference has to be updated
20. Alumni details with batch list, any supportive measures given from alumni students to current pursuing students in terms of internship, placement, technical talk, any career guidance etc....
21. Financial support to teaching and non-teaching staff has to be documented with related proofs

22. Department wise event details to be updated in website, and authenticated from each event coordinators and heads of the department.

Across all departments current academic years data

Majorly Faculty wise Audit for the academic year 2023-2024 and 2024-2025 should consists of following documents such as:

Individual time table, course file theory & lab, Lesson plan teaching diary, syllabus completion status, Lab Manuals, lab conducted status, slow learners complete details (Student list, content delivery , time table, tests for improvement , statistics analysis), mentor books, assignments, blue books, coordinator files, Quiklrn reports, teaching materials, Teaching methodology with proofs of different methods.

Advised words :

Dr. Prakash S, sir, Senior vice-president, EPGI, has advised to all HODs and staff related to website details, NAAC audit preparation, SFR current ratio, IQAC process flow in future days of action, placement statistics.

Dr. Manimozi I, HOD, Dept of CSE, Dr. Nanda Ashwin, HOD, Dept of IOT&CSBT, Dr. Anand, HOD, Dept of AI&DS, Dr. Vedavathi G R, HOD, Dept of AI&ML, has shared their views about the infrastructure available and improvement in infrastructure, SFR ratio and updation in lab setup for each departments and grievances related to faculty, grievance related to staff compartments, enhancement in EPGI website portal.

Dr. Maruthi G, HOD Dept of Physics discussed about the budget details and Dr. Manjunath, HOD, Dept of chemistry discussed about the international conference in next set of dayz that has been organized by Dept of chemistry, updated till today totally 18 papers has been received for the international conference including the papers from outside the country.

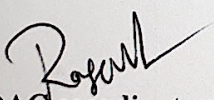
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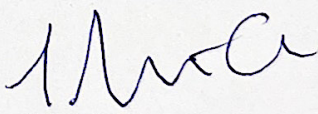


Recording of Minutes of Meeting

Notes taken and preparation of minutes of meeting by

Dr. Rajesh L
IQAC coordinator


IQAC coordinator
Dr. Rajesh L


IQAC Director
Dr. DEAN karan
Internal Quality Assurance
East Point Group of Institutions
Bangalore - 560 049.



Action taken report

Date: 08-10-2024

Audit content	Particulars	Action taken	Status
1	<ul style="list-style-type: none">• Department wise NAAC file preparation with respective qualitative & quantitative• Budget file lab maintenance instructions given to the respective incharges• Result analysis for the academic year 2023-24• Attainment of Cos-Pos for the complete batch 2019-23	<p>qualitative & quantitative given by done IQAC</p> <p>Budget detail for the academic year 2023-24 discuss and lab related details</p> <p>Discussed in general compression of result analysis with the neighboring colleges</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>

Rejisha
Co-ordinator

Dean IQAC

DEAN
'Internal Quality Assurance'
East Point Group of Institutions
Bangalore - 560 049.