

# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

## Internal quality Assurance Cell

**Date: 15.08.2020**

The department level Internal Quality Assurance Cell (IQSC) committee meeting is scheduled at 15/08.2020 at 10.30am in HOD chamber. All the IQSC committee members of the department are hereby informed to attend the meeting without fail.

Members Present

Chairperson	Dr.Siddesha H S
Member Secretary	Dr.Suresh P M
Faculty Members	Mr.Kumar B M Mr.Sandeep G R Mr.Sunil raj B A Mr.Srinidhi acharya S R Mr.Chandrashekhar B Mr.Sivasankar P

### Agenda:

- Academic plan for the current semester
- Conducting webinar
- Following SOP to attend the class
- How to conduct the online class in MS team
- Plan to conduct virtual IV

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical 15/8/2020  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

## Internal quality Assurance Cell

Minutes of Meeting held on 14/09/2020

Chairperson	Dr.Siddesha H S
Member Secretary	Dr.Suresh P M
Faculty Members	Mr.Kumar B M Mr.Sandeep G R Mr.Sunil raj B A Mr.Srinidhi acharya S R Mr.Chandrashekhar B Mr.Sivasankar P

The following Agenda items are discussed:

### Agenda:

1. Mentor Ward System
2. Research publications
3. Professional body membership
4. Internship

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Mentor Ward System	<ul style="list-style-type: none"><li>• A common time for meeting respective mentor is identified for discussing their academic problems</li></ul>
2	Research publication	The Faculty are Encouraged to publish papers on their research topic in Indexed journals
3	Professional body membership	Decided to become a member of Mechanical Engineering Society of India.
4	Internship	<ul style="list-style-type: none"><li>• It was decide to allow students to take up internship at ACSCE</li><li>• After the completion of semester exam, students should take up internship compulsorily</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

14/9/2020

# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

## Internal quality Assurance Cell

Minutes of Meeting held on 10/11/2020

Members Present

Chairperson	Dr.Siddesha H S
Member Secretary	Dr.Suresh P M
Faculty Members	Mr.Kumar B M Mr.Sandeep G R Mr.Sunil raj B A Mr.Srinidhi acharya S R Mr.Chandrashekhar B Mr.Sivasankar P

The following Agenda items are discussed:

### Agenda

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Setting up Department Library	<ul style="list-style-type: none"><li>To seed money from management for setting up department library</li></ul>
2	Career guidance class	<ul style="list-style-type: none"><li>To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.</li></ul>
3	Examination	<ul style="list-style-type: none"><li>Precaution for theory and practical Examination</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

*S. S. Suresh*  
HOD-Mechanical  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.  
10/11/2020



# ACS COLLEGE OF ENGINEERING

Dept Mechanical Engineering

Internal quality Assurance Cell

## Minutes of Meeting held on 09/11/2020

Members Present

Chairperson	Dr.Siddesha H S
Member Secretary	Dr.Suresh P M
Faculty Members	Mr.Kumar B M Mr.Sandeep G R Mr.Sunil raj B A Mr.Srinidhi acharya S R Mr.Chandrashekhar B Mr.Sivasankar P

### Minutes of the meeting

1. Safety measure in the college to follow SOP COVID-19
2. Review of research activities,Infrastructure,library and IT facility
3. Faculty development program
4. To seed money from management for setting up department library
5. To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.
6. Career guidance class

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical  
Dept. of Mechanical Engg  
ACS College of Engineering  
Bangalore - 560 074.  
9/11/2020

**ACS COLLEGE OF ENGINEERING**  
 Dept of Mechanical Engineering  
**Internal quality Assurance Cell**

**Minutes of Meeting held on 13/12/2020**

The following Agenda items are discussed:

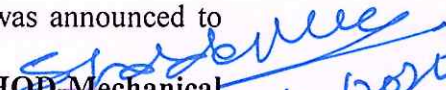
Chairperson	Dr.Siddesha H S
Member Secretary	Dr.Suresh P M
Faculty Members	Mr.Kumar B M Mr.Sandeep G R Mr.Sunil raj B A Mr.Srinidhi acharya S R Mr.Chandrashekhar B Mr.Sivasankar P

**Agenda**

1. Improving lower semester results
2. Conducting Technical Talks
3. Establishing Research Forum in the Department.

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Results Improvement	<ul style="list-style-type: none"> <li>• Tutorial Classes are to be conducted for difficult subjects.</li> <li>• Weekly test has to be given after the completion of each unit</li> </ul>
2	Conduction of Technical Talks	The researchers, professionals, doctors from various institutions are to be invited as a resources person for technical talk.
3	Establishing Research Forum In the Department.	<ul style="list-style-type: none"> <li>• The following key areas (Design, thermal, manufacturing, solar, composite) of Mechanical engineering are identified.</li> <li>• Faculty and Students are encouraged to publish papers on this areas</li> </ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
**HOD-Mechanical**  
 Dept. of Mechanical Engg  
 ACS College of Engineering  
 Bangalore - 560 074.
 13/12/2020

**ACS COLLEGE OF ENGINEERING**  
Dept of Mechanical Engineering  
**Internal quality Assurance Cell**

**Minutes of Meeting held on 14/12/2020**

The following Agenda items are discussed:

Chairperson	Dr.Siddesha H S
Member Secretary	Dr.Suresh P M
Faculty Members	Mr.Kumar B M Mr.Sandeep G R Mr.Sunil raj B A Mr.Srinidhi acharya S R Mr.Chandrashekhar B Mr.Sivasankar P

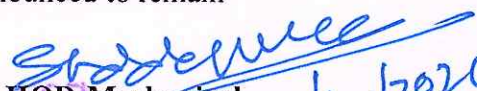
The following Agenda items are discussed:

**Agenda**

5. Mentor Ward System
6. Research publications
7. Professional body membership
8. Internship

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Mentor Ward System	<ul style="list-style-type: none"><li>• A common time for meeting respective mentor is identified for discussing their academic problems</li></ul>
2	Research publication	The Faculty are Encouraged to publish papers on their research topic in Indexed journals
3	Professional body membership	Decided to become a member of Mechanical Engineering Society of India.
4	Internship	<ul style="list-style-type: none"><li>• it was decide to allow students to take up internship at RRMCH</li><li>• After the completion of semester exam, students should take up internship compulsorily</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

14/12/2020



ACS COLLEGE OF ENGINEERING  
Department of Mechanical Engineering

12<sup>th</sup> March, 2019

To

The Principal,  
ACSCE,  
Bangalore.

**SUB: 'Internal Quality Assurance Committee'** for monitoring academic activities of department of Mechanical Engineering,reg.

Dear Sir,

In the meeting held on 12<sup>th</sup> March 2019, it was decided to form a departmental committee consisting of faculty members from within and other departments to monitor the departmental academic activities. Accordingly, the following committee is formed for our department:

1. Dr. SIDDESHA H S, Professor & Head – Chairman
2. Dr. Kumar Raju B.C, Assoc. Professor - Dept. of Mechanical Engineering – Member from other department.
3. Prof.G.Sandeep G R, Assistant Professor - Member
4. Prof, Kumar B M Assistant Professor - Member
5. Prof, Chandrashekhar B. Asst. Professor – Member

The primary activities to be monitored and controlled by the committee are enclosed herewith for your perusal.

This is for your kind information and needful action.

  
12/3/19

Dr. SIDDESHA H S  
Head, Department of Mechanical Engineering  
**HOD**  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 12/03/2019

Chairperson	Dr . SIDDESHA H S
Member Secretary	Dr.SURESH P M
Members	Dr R.SIVASUBRAMANIYAM Mr.Sabndeeep G R Mr.chandrashekhar B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed:

## Agenda

1. Improving lower semester results
2. Conducting Technical Talks
3. Establishing Research Forum in the Department.

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Results Improvement	<ul style="list-style-type: none"><li>• Tutorial Classes are to be conducted for difficult subjects.</li><li>• Weekly test has to be given after the completion of each unit</li></ul>
2	Conduction of Technical Talks	The researchers, professionals, doctors from various institutions are to be invited as a resources person for technical talk.
3	Establishing Research Forum In the Department.	<ul style="list-style-type: none"><li>• The following key areas (Design, thermal, manufacturing, solar, composite) of Mechanical engineering are identified.</li><li>• Faculty and Students are encouraged to publish papers on this areas</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical

HOD

Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

12/3/19



# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 18/03/2019

Chairperson	Dr . SIDDESHA H S
Member Secretary	Dr.SURESH P M
Members	Dr R.SIVASUBRAMANIYAM Mr.Sabndeeep G R Mr.chandrashekhar B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed:

## Agenda

1. Improving lower semester results
2. Conducting Technical Talks
3. Establishing Research Forum in the Department.

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Results Improvement	<ul style="list-style-type: none"><li>• Tutorial Classes are to be conducted for difficult subjects.</li><li>• Weekly test has to be given after the completion of each unit</li></ul>
2	Conduction of Technical Talks	The researchers, professionals, doctors from various institutions are to be invited as a resources person for technical talk.
3	FDP	<ul style="list-style-type: none"><li>• The following key areas (Design, thermal, manufacturing, solar, composite) of Mechanical engineering are identified.</li><li>• Faculty and Students are encouraged to publish papers on this areas</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical  
HOD

15/6/2019

Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 21/04/2019

Chairperson	DR.H S SIDDESHA
Member Secretary	Dr.SURESH P M
Members	Dr R.SIVASUBRAMANIYAM Mr.SANDEEP G R Mr.CHANDRASHEKHAR B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed:

## Agenda

1. Mentor Ward System
2. Research publications
3. Professional body membership
4. Internship

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Mentor Ward System	<ul style="list-style-type: none"><li>• A common time for meeting respective mentor is identified for discussing their academic problems</li></ul>
2	Research publication	The Faculty are Encouraged to publish papers on their research topic in Indexed journals
3	Professional body membership	Decided to become a member of Mechanical Engineering Society of India.
4	Internship	<ul style="list-style-type: none"><li>• it was decide to allow students to take up internship at RRMCH</li><li>• After the completion of semester exam, students should take up internship compulsorily</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

*[Signature]*  
HOD Mechanical  
HOD

21/4/2019  
Dept. of Mechanical Engin  
ACS College of Engineering  
Bangalore - 560 074.

# ACS COLLEGE OF ENGINEERING

Dept Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 27/05/2019

## Members Present

Chairperson	DR.H S SIDDESHA
Member Secretary	Dr.SURESH P M
Members	Dr R.SIVASUBRAMANIYAM MR.SANDEEP G R Mr.CHANDRASHEKHAR B
Alumini	Mr.Shamanth kumar


The following Agenda items are discussed:

## Agenda

1. Department Library
2. Career guidance class

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Setting up Department Library	<ul style="list-style-type: none"><li>• To seed money from management for setting up department library</li></ul>
2	Career guidance class	<ul style="list-style-type: none"><li>• To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical 27/5/19  
— HOD  
Dept. of Mechanical Engng.  
ACS College of Engng.  
Bangalore - 560 077



# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 10/06/2019

## Members Present

Chairperson	DR.H S SIDDESHA
Member Secretary	Dr.SURESH P M
Members	Dr R.SIVASUBRAMANIYAM MR.SANDEEP G R Mr.CHANDRASHEKHAR B
Alumini	Mr.Shamanth kumar

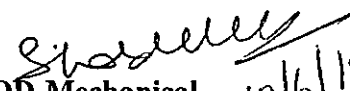
The following Agenda items are discussed :

## Agenda

1.

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Setting up Department Library	<ul style="list-style-type: none"><li>To seed money from management for setting up department library</li></ul>
2	Career guidance class	<ul style="list-style-type: none"><li>To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
HOD-Mechanical  
HOD  
Dept. of Mechanical Enng.  
ACS College of Engineering  
Bangalore - 560 074.  
10/6/19

ACS COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

**Internal quality Assurance Cell**

ACADEMIC AUDIT REPORT 2018

Date: 06/06/2018

**Academic Audit Report**

1. Name of Department :Mechanical Engineering
2. No. of full time permanent faculty :13
3. No. of part time Visiting/temporary contractual faculty: 02
4. No. of PG / UG courses: 01/01 Ph.D. Students: 15
5. Curriculum Revisions Info: CBCS scheme 2018 for 1<sup>st</sup> year and 2017 for 2<sup>nd</sup> year
6. Research: Publications International:10 National: 0  
National Conferences: 1 International Conference: 6 Ph.D. Thesis Submitted:  
01 Awarded: 01 Number of Conferences/Lectures Organized: 12
7. No. of Department Library: Printed Books Added: 150 Web-resources CDs:  
Added: 03 e-Books Added: Available through VTU consortium
8. No. of Faculty using ICT and PPTs: All faculty
9. New Equipment and Infrastructure Added: Nil
10. Strengths :
  - Well qualified experienced and dedicated faculty. Well established laboratories as per VTU norms.
  - High Faculty Retention
  - Department Association and Professional bodies
  - High success rate
11. Weaknesses :
  - Professional skills needs to be further improved among students
  - Communication skills among rural based students needs improvement
  - Affiliated university curriculum is not Industry Oriented.
  - In-sufficient core modules in the Affiliated curriculum
12. Student Feedback on Curriculum: Yes and Teaching Learning-Evaluation Processes: Yes
13. Recommended actions :

Encouraging the Faculty to attend seminar, FDP, workshop conferences to update the recent application knowledge.

Sig. Departmental IQAC In-charge

*Chell 6/06/2018*

*Shree*  
*6/6/2018*  
**HOD-Mechanical**  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

**ACS COLLEGE OF ENGINEERING**  
**DEPARTMENT OF MECHANICAL ENGINEERING**

**Internal quality Assurance Cell**

**ACADEMIC AUDIT REPORT 2017-2018**

**Date: 25/07/2018**

ACSCE/ME/2017-18/25

Sl.No		
1	No. of full time permanent faculty	13
2	No. of part time Visiting/temporary contractual faculty	02
4	No. of PG / UG courses: 01/01	01/01
	Ph.D. Students: 15	10
5	Curriculum Revisions Info: CBCS scheme 2015 for 1 <sup>st</sup> year and 2 <sup>nd</sup> year	
6	Research: Publications International:	10
	National	00
	National Conferences	01
	International Conferences	06
	Ph.D. Thesis Submitted	00
	Ph.D Awarded	01
	Number of Conferences/Lectures Organized	01
7	No. of Department Library: Printed Books Added	150
	Web-resources CDs Added	03
	e-Books Added: Available through VTU consortium	
8	No. of Faculty using ICT and PPTs: All faculty	
9	New Equipment and Infrastructure Added	Nil
10	<b>Strengths :</b> <ul style="list-style-type: none"> <li>• Well qualified experienced and dedicated faculty. Well established laboratories as per VTU norms.</li> <li>• High Faculty Retention</li> <li>• Department Association and Professional bodies</li> </ul>	



	<ul style="list-style-type: none"> <li>• High success rate</li> </ul>
11	<p>Weaknesses :</p> <ul style="list-style-type: none"> <li>• Professional skills needs to be further improved among students</li> <li>• Communication skills among rural based students needs improvement</li> <li>• Affiliated university curriculum is not Industry Oriented.</li> <li>• In-sufficient core modules in the Affiliated curriculum</li> </ul>
12	<p>Student Feedback on Curriculum: <b>Yes</b> and Teaching Learning-Evaluation Processes: <b>Yes</b></p>
13	<p>Recommended actions :</p> <p>Encouraging the Faculty to attend seminar, FDP, workshop conferences to update the recent application knowledge.</p>

Sig. Departmental IQAC In-charge

  
**HOD-Mechanical** 25/7/18  
 Dept. of Mechanical Engg.  
 ACS College of Engineering  
 Bangalore - 560 074.

**ACS COLLEGE OF ENGINEERING**  
**Dept of Mechanical Engineering**  
**Internal quality Assurance Cell**

**Minutes of Meeting held on 16/08/2018**

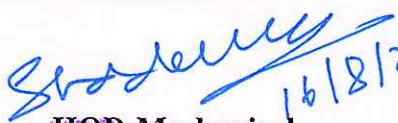
The following Agenda items are discussed:

**Agenda**

1. Mentor Ward System
2. Research publications
3. Professional body membership
4. Internship

Sl no	Subject/topic/Agenda Item	Steps to be taken
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The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
**HOD-Mechanical**  
16/8/2018  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

**ACS COLLEGE OF ENGINEERING**  
**Dept of Mechanical Engineering**  
**Internal quality Assurance Cell**

**Minutes of Meeting held on 21/09/2018**

The following Agenda items are discussed:

**Agenda**

1. Improving lower semester results
2. Conducting Technical Talks
3. Establishing Research Forum in the Department.

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Results Improvement	<ul style="list-style-type: none"><li>• Tutorial Classes are to be conducted for difficult subjects.</li><li>• Weekly test has to be given after the completion of each unit</li></ul>
2	Conduction of Technical Talks	The researchers, professionals, doctors from various institutions are to be invited as a resources person for technical talk.
3	Establishing Research Forum In the Department.	<ul style="list-style-type: none"><li>• The following key areas (Design, thermal, manufacturing, solar, composite) of Mechanical engineering are identified.</li><li>• Faculty and Students are encouraged to publish papers on this areas</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

  
**HOD-Mechanical**

Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074:



ACS COLLEGE OF ENGINEERING  
Dept of Mechanical Engineering  
**Internal quality Assurance Cell**  
Minutes of Meeting held on 26/10/2018

The following Agenda items are discussed:

**Agenda:**

1. Faculty Development program
2. To identify the slow learners and take the corrective measure
3. Conduct parents and teachers meeting to inform about student academic performance

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

*S. S. Srinivas*  
HOD-Mechanical 26/10/18  
Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

## Internal quality Assurance Cell

Minutes of Meeting held on 30/11/2018

The following Agenda items are discussed:

### Agenda

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Setting up Department Library	<ul style="list-style-type: none"><li>• To seed money from management for setting up department library</li></ul>
2	Career guidance class	<ul style="list-style-type: none"><li>• To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.</li></ul>
3	Examination	<ul style="list-style-type: none"><li>• Precaution for theory and practical Examination</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

*Shobha*  
30/11/2018

**HOD-Mechanical**

Dept. of Mechanical Engg.  
ACS College of Engineering  
Bangalore - 560 074.

ACS COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

**Internal quality Assurance Cell**

Minutes of Meeting held on 14/04/2017

Chairperson	Dr . M ESWARA MOORTHY
Member Secretary	Dr.SURESH P M
Members	Dr.MOHAN RAJ Dr R.SIVASUBRAMANIYAM Dr Anand kumar K Mr.H S Siddesha Mr.chandrashekhar B

Principal and Chairman of IQAC explained about the formation structure of new committees. Each committee is formed with the following constitution:

- 1) Coordinator – a senior and efficient faculty.
- 2) Members – One qualified faculty from each department giving due consideration to the Basic science the coordinators for the committees framed are identified with thorough discussion amongst all the IQAC members.

The chairperson of the IQAC informed the meeting that Parent-Teacher meeting was conducted in all the departments. The Principal informed the IQAC members to call all the Proctors meeting and discuss the feedback received in the parent teachers meeting. The co coordinator suggested that organize a seminar by an expert doctor to address the staffs on how to counsel the students in a better way and it also help the faculties to adopt the same during the discussions with the students while counsel. Co coordinator will informed the meeting it will do it shortly. And it is resolved

  
HOD-Mechanical  
Dept. of Mechanical Engg.  
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Bangalore - 560 074.



ACS COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

**Internal quality Assurance Cell**

Minutes of Meeting held on 19/05/2017

IQAC chairman welcome all the co coordinators and members for the NAAC Preparations meeting. IQAC chairman informed to all the members of IQAC & committee coordinators and members that Self-study report has been submitted to and now to prepare with all the seriousness and with collective efforts for the NAAC inspection process and start prepare all the necessary works required for the NAAC.

List of Committees with co-coordinator and members is circulated in the meeting for the information.

6 Identification of committee members and roles & responsibilities of committee members IQAC chairman explained about the need for reorganizing the committees focusing on the objectives, need, roles & responsibilities of the committees in the quality enhancement of the institution.

Also, explained the roles and responsibilities of the coordinators of the committees, responsibilities of the HODs of various academic & administrative departments of the institution. IQAC chairman urged the HODs & Committee coordinators to work and coordinate with professionalism in the best interest of the institution. Further the IQAC coordinator explained about importance of the committees, roles and responsibility of the coordinators and members and the future course of action. The IQAC coordinator informed all the committee coordinators:

- To convene the meetings of the respective committees to fulfil the objectives of reframing the committees.
- Submit the plan of actions of the new committees before the next meeting. The plan of action which includes need of the committee, Objectives, Plan of Action, Implementation, evaluation and outcomes as clearly defined in the plan of action.
- Prepare the necessary guidelines and plan of action for the departments regarding their committee activities.

  
HOD-Mechanical  
Dept. of Mechanical Engg.  
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Bangalore - 560 074.

ACS COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

**Internal quality Assurance Cell**

**Minutes of Meeting held on 23/06/2017**

IQAC chairman discussed the usual practice of auditing the departments for the evaluation of the effectiveness of the activities and the Quality audit team is advised to come up with schedule for auditing and complete the audit process before 10/07/2017.

IQAC chairperson also informed the Academic Audit committee co coordinator that minimum of 65% score for the Departments during the audit is compulsory and set the short-term target as 75% for the department evaluation. Also, API of the faculty needs to be completed at the earliest and the decision is taken to initiate and complete the process before 30th July' 17.

- (i) Evaluation of teachers by students, Evaluation of teachers by students is doing systematically through college website through campus login. Students will give an Online feedback twice in a semester before the commencement of 1st test and 3rd Test. The student will evaluate the staffs by ten parameters.
- (ii) (ii) Evaluation of teachers by API, Evaluation of teachers is judged not only by the student's feedback. It is also necessary to know how the teacher is involved himself in Teaching-learning, Evaluation, Research and consultancy and many others. Annexure 3 for the detailed Procedure for API Chairperson also told that the API of the faculty needs to be completed at the earliest and the decision is taken to initiate and complete the process before 30th July' 17.
- (iii) (iii) Evaluation of department. IQAC chairman informed the Quality audit team is advised to come up with schedule for auditing and complete the audit process before 10/07/2017. Annexure 4 for the detailed Procedure for Department Audit

  
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ACS COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

**Internal quality Assurance Cell**

Minutes of Meeting held on 25/08/2017

The IQAC Co coordinator informed the chairperson and IQAC Members that to give the suggestions for the various committees which is required for making the necessary preparations for the NAAC Peer Team visit. The chairperson informed the IQAC members to discuss and finalize the committees and their roles and responsibility. Based on the several discussions the following committees were finalized to look forward the preparations required for NAAC Peer team visit.

- Reception and Hospitality committee
- Presentation Committee
- Publicity committee
- Food committee
- Cultural committee for cultural function Student,
- Alumni and parent representatives for interaction Visit to facilities like hostels, Sports, gym, language lab, Auditorium etc.

  
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ACS COLLEGE OF ENGINEERING  
DEPARTMENT OF MECHANICAL ENGINEERING

**Internal quality Assurance Cell**

**Minutes of Meeting held on 20/10/2017**

The IQAC Chairman also discussed the following points in the meeting.

1. Improve the skills of the students by organizing various activities across all the departments.
2. Before uploading any data or information HOD's should verify the same before uploading the same.
3. All the HOD's should update with all the activities of the departments.
4. Maintain the documentation of all the activities like Alumni Interaction, Feedback from the recruiters etc.
5. Without the permission from principal and HOD's don't allow any students to the classroom for any announcements.

  
20/10/17

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# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 27/07/2016

## Members attended the meeting

1. Dr. M ESWARA MOORTHY-Prof &HOD /ME
2. Dr.SURESH P M- Prof/ME
3. Dr.MOHAN RAJ- Prof/ME
4. Dr.Anandkumar K prof/ME
5. Dr.R.SIVASUBRAMANIYAM- Asso/ME
6. Mr.SIDDHESHA.H.S-Asso/ME
7. Mr.BABU GOWDA C.M--Asst.prof/ME
8. Mr.KUMAR B.M--Asst.prof/ME
9. Mr.SANDEEP.G.R--Asst.prof/ME
10. Mr.SUNIL RAJ.B.A--Asst.prof/ME
11. Mr.SRINIDHI AACHARYA.S--Asst.prof/ME
12. Mr.CHANDRASHEKHAR B--Asst.prof/ME
13. Mr.CHANDRAKALA-Asst.prof/ME
14. Mr.SIVASANKAR.P- Asst.prof/ME

The first IQAC meeting held on 27<sup>th</sup> July 2016 at 11 o' Clock in Head of Department chamber Dr. M ESWARA MOORTHY Welcomed all the staffs of department


## **Agenda:-** IQAC establishment

Initiating the agenda item the Head of Department urged upon all the, members for their valuable contribution and participating towards attainment of excellence and quality in academic and administrative matter of the institution.

As per the resolution of ACS College of Engineering an IQAC (Internal Quality Assurance Cell) has been formed in the mechanical Engineering Department with the following list of members

Chairperson	Dr. M ESWARA MOORTHY
Member Secretary	Dr.SURESH P M
Members	Dr.MOHAN RAJ Dr R.SIVASUBRAMANIYAM Dr Anand kumar K Mr.H S Siddesha
Alumini	Mr.Shamanth kumar

The meeting ended with thanks to and from the chair and it was announced to remain present in the second meeting.

  
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**Copy to:**

1. Faculty, Department ECE.
2. Department Circular File



# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 28/07/2016

Chairperson	Dr . M ESWARA MOORTHY
Member Secretary	Dr.SURESH P M
Members	Dr.MOHAN RAJ Dr R.SIVASUBRAMANIYAM Dr Anand kumar K Mr.H S Siddesha Mr.chandrashekhar B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed:

## Agenda

1. Improving lower semester results
2. Conducting Technical Talks
3. Establishing Research Forum in the Department.

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Results Improvement	<ul style="list-style-type: none"><li>• Tutorial Classes are to be conducted for difficult subjects.</li><li>• Weekly test has to be given after the completion of each unit</li></ul>
2	Conduction of Technical Talks	The researchers, professionals, doctors from various institutions are to be invited as a resources person for technical talk.
3	Establishing Research Forum In the Department.	<ul style="list-style-type: none"><li>• The following key areas (Design, thermal, manufacturing, solar, composite) of Mechanical engineering are identified.</li><li>• Faculty and Students are encouraged to publish papers on this areas</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

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# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 15/08/2016

Chairperson	Dr Dr. M ESWARA MOORTHY
Member Secretary	Dr.SURESH P M
Members	Dr.MOHAN RAJ Dr R.SIVASUBRAMANIYAM Dr Anand kumar K Mr.H S Siddesha Mr.chandrashekhar B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed:

## Agenda

1. Mentor Ward System
2. Research publications
3. Professional body membership
4. Internship

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Mentor Ward System	<ul style="list-style-type: none"><li>• A common time for meeting respective mentor is identified for discussing their academic problems</li></ul>
2	Research publication	The Faculty are Encouraged to publish papers on their research topic in Indexed journals
3	Professional body membership	Decided to become a member of Mechanical Engineering Society of India.
4	Internship	<ul style="list-style-type: none"><li>• it was decide to allow students to take up internship at RRMCH</li><li>• After the completion of semester exam, students should take up internship compulsorily</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

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ACS COLLEGE OF ENGINEERING  
Dept Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 27/09/2016

Members Present

Chairperson	Dr. M ESWARA MOORTHY
Member Secretary	Dr.SURESH P M
Members	Dr.MOHAN RAJ Dr R.SIVASUBRAMANIYAM Dr Anand kumar K Mr.H S Siddesha Mr.Chandrashekhar B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed:

Agenda

1. Department Library
2. Career guidance class

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Setting up Department Library	<ul style="list-style-type: none"><li>• To seed money from management for setting up department library</li></ul>
2	Career guidance class	<ul style="list-style-type: none"><li>• To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

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# ACS COLLEGE OF ENGINEERING

Dept of Mechanical Engineering

Internal quality Assurance Cell

Minutes of Meeting held on 17/10/2016

## Members Present

Chairperson	Dr. M ESWARA MOORTHY
Member Secretary	Dr.SURESH P M
Members	Dr.MOHAN RAJ Dr R.SIVASUBRAMANIYAM Dr Anand kumar K Mr.H S Siddesha Mr.Chandrashekhar B
Alumini	Mr.Shamanth kumar

The following Agenda items are discussed :

## Agenda

Sl no	Subject/topic/Agenda Item	Steps to be taken
1	Setting up Department Library	<ul style="list-style-type: none"><li>To seed money from management for setting up department library</li></ul>
2	Career guidance class	<ul style="list-style-type: none"><li>To improve placement, aptitude and soft skills classes has to be conducted for 1hr once in a week.</li></ul>

The meeting ended with thanks to and from the chair and it was announced to remain present in the next meeting.

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