



# SOUTH EAST ASIAN EDUCATION TRUST (R)

## S.E.A. College of Engineering & Technology

(Approved by All India Council for Technical Education (AICTE), New Delhi)  
Affiliated to Visvesvaraya Technological University (VTU), Belagavi, Recognised by Government of Karnataka)

Ref.REF: IQAC/Meeting/2022-2023/001

Date.....

### IQAC CIRCULAR

Date: 12-07-2022

All the IQAC committee members are hereby requested to attend the meeting dated 13-07-2022 at 10:30 A.M. at Principal's chamber.

#### Agenda

1. NAAC Accreditation
2. Formation of various committees
3. Organizing National Level Seminars and workshops from all the departments
4. Any other point to be discussed with the permission of the Chair

#### List of IQAC Committee Members:

Sr. No	Name of the Faculty	Designation
1	Dr. Pradeep Kumar N.S.	IQAC Coordinator
2	Dr. B. Venkata Narayana	Committee Member
3	Dr. Sandeep Kumar	Committee Member
4	Mr. Jayakumar B L	Committee Member
5	Dr. B. Loganayagi	Committee Member
6	Mr. Manjunath	Committee Member
7	Mrs. Gayathri N	Committee Member
8	Mr. Balakrishna M	Committee Member
9	Mrs. Priyanka Priyesh	Committee Member
10	Dr.P.HosannaPrincye	Committee Member
11	Mr. Ramesh S Bujari	Committee Member

#### Copy to

1. IQAC Office file

IQAC Coordinator

IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Ayyappanagar Post, Bangalore - 560 049





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Ref.

Date.....

### IQAC

**Ref:** IQAC/Meeting/2022-2023/001 dated 12/07/2022

### **MINUTES OF MEETING**

IQAC Meeting held on  
Academic Year

: 13/07/2022 at 10:30 A.M.  
: 2022-2023

**Venue:** Principal's Chamber

IQAC Coordinator welcomed all the committee members for the meeting to discuss about below agenda.

#### **Agenda:**

1. NAAC accreditation
2. Formation of various committees
3. Organizing National Level Seminars and workshops from all the departments

**Discussion on Agenda proceeded as follows:** The important discussion points during the meeting have been mentioned below:

- Principal welcomed all the members for the meeting

S.NO	DESCRIPTION/RESOLUTION MADE AGAINST TO EACH ITEM
1.	<b>NAAC Accreditation</b> Principal informed about the NAAC pre-qualifier need to be uploaded with all necessary documents must be kept ready.
2.	<b>Formation of various committees</b> Various Committees like Anti-Ragging Committee, Grievance Cell Committee, Women Empowerment Committee, College Internal Compliant Committee, SC /ST Committee, OBC Committee, Students Committee has to be formed under the Department Heads and IQAC members.
3.	<b>Organizing National Level Seminars and workshops from all the departments</b> It was decided to conduct Seminar on Intellectual Property Rights by ECE department.
4.	To sign MOU with companies

- The Committee was decided to conduct the next meeting during October 2022.



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Ref.

Date.....

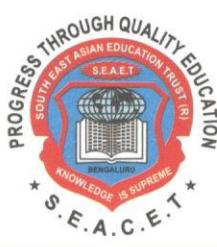
Members Present:

Sr. No	Name of the Faculty	Designation
1	Dr. Pradeep Kumar N.S.	IQAC Coordinator
2	Dr. B. Venkata Narayana	Committee Member
3	Dr. Sandeep Kumar	Committee Member
4	Mr. Jayakumar B L	Committee Member
5	Dr. B. Loganayagi	Committee Member
6	Mr. Manjunath	Committee Member
7	Mrs. Gayathri N	Committee Member
8	Mr. Balakrishna M	Committee Member
9	Mrs. Priyanka Priyesh	Committee Member
10	Dr.P.HosannaPrincey	Committee Member
11	Mr. Ramesh S Bujari	Committee Member

*Pradeep Kumar N.S.*  
IQAC Coordinator

IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049





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Ref.

Date.....

IQAC

Date: 16/08/2022

### ACTION TAKEN REPORT

**Circular Ref:** IQAC/Meeting/2022-2023/001 dated 12/07/2022

In the meeting as cited in the reference above, following actions were taken.

1. Formation of various committees

The Anti-Ragging Committee was formed under Dr. B Venkatanarayana(Principal)on 01/08/2022, Grievance Cell Committee was formed under Mr. Ramesh Bujarion 04/08/2022, Women Empowerment Committee was formed underDr. B Venkatanarayana(Principal)on 05/08/2022, College Internal Compliant Committee was formed under Dr.Suresha P on 02/08/2022, SC /ST Committee was formed underDr. B Venkatanarayana(Principal)on 03/08/2021, OBC Committee was formed under Dr. B Venkatanarayana(Principal)on 03/08/2022, Students Committee was formed with students coordinators.

2. Seminar on Intellectual Property Rights was conducted by ECE department on 16-07-2022.

3. It was planned to sign MOU with Capgemini Technology Services India Ltd on 22-07-2022 for one year and Seventh Sense Talent Solutions on 27-07-2022 for one year.

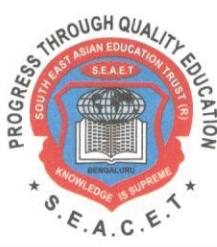


*Pradeep b N.S*

IQAC Coordinator  
**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049

Ekta Nagar, Near Ayyappanagar Circle, Devasandra Main Road, Virgonagar Post, K.R. Puram, Bangalore - 560 049. INDIA  
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Ref: IQAC/Meeting/2022-2023/002

Date.....

### IQAC CIRCULAR

Date: 18-10-2022

This is to inform all the HODs and IQAC members to assemble in the Principal's Chamber for the IQAC meeting at time 02:00PM on 19/10/2022 to discuss on the agenda items listed below:

#### Agenda

1. To discuss about the quality bench marks / parameters by the various academic and administrative activities.
2. Prospectus submission from all departments

#### List of IQAC Committee Members:

Sr. No	Name of the Faculty	Designation
1	Dr. Pradeep Kumar N.S.	IQAC Coordinator
2	Dr. B. Venkata Narayana	Committee Member
3	Dr. Sandeep Kumar	Committee Member
4	Mr. Jayakumar B L	Committee Member
5	Dr. B. Loganayagi	Committee Member
6	Mr. Manjunath	Committee Member
7	Mrs. Gayathri N	Committee Member
8	Mr. Balakrishna M	Committee Member
9	Mrs. Priyanka Priyesh	Committee Member
10	Dr.P.HosannaPrincye	Committee Member
11	Mr. Ramesh S Bujari	Committee Member

#### Copy to

1. IQAC Office file



  
Pradeep Kumar N.S.  
IQAC Coordinator

**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Ekta Nagar Post, Bangalore - 560 049



# SOUTH EAST ASIAN EDUCATION TRUST (R)

## S.E.A. College of Engineering & Technology

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Ref.

Date.....

### IQAC

**Ref:** IQAC/Meeting/2022-2023/002 dated 18/10/2022

### **MINUTES OF MEETING**

IQAC Meeting held on : 19/10/2022 at 02:00 P.M.  
Academic Year : 2022-2023

**Venue:** Principal's Chamber

IQAC Coordinator welcomed all the committee members for the meeting to discuss about below agenda.

#### Agenda

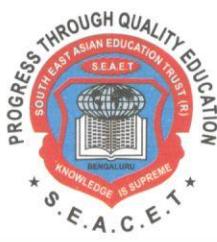
1. To discuss about the quality bench marks / parameters by the various academic and administrative activities.
2. Prospectus submission from all departments

**Discussion on Agenda proceeded as follows:** The important discussion points during the meeting have been mentioned below:

- Principal welcomed all the members for the meeting

S.NO	DESCRIPTION/RESOLUTION MADE AGAINST TO EACH ITEM
1.	To set quality bench marks / parameters for the various academic and administrative activities has been discussed.
2.	It was decided that prospectus submission has to be done by all the department Heads.

It was decided to conduct the next meeting during January 2022.



SOUTH EAST ASIAN EDUCATION TRUST (R)

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Ref. Members Present:

Date.....

Sr. No	Name of the Faculty	Designation
1	Dr. Pradeep Kumar N.S.	IQAC Coordinator
2	Dr. B. Venkata Narayana	Committee Member
3	Dr. Sandeep Kumar	Committee Member
4	Mr. Jayakumar B L	Committee Member
5	Dr. B. Loganayagi	Committee Member
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9	Mrs. Priyanka Priyesh	Committee Member
10	Dr.P.HosannaPrincye	Committee Member
11	Mr. Ramesh S Bujari	Committee Member

IQAC Coordinator



IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049



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Ref.

Date.....

## IQAC

Date: 29/10/2022

### ACTION TAKEN REPORT

**Circular Ref:** IQAC/Meeting/2022-2023/002 dated 18/10/2022

In the meeting as cited in the reference above, following actions were taken.

1. The quality bench marks / parameters by the various academic and administrative activities has been set.
2. Prospectus submission has been done by all the department Heads.

It was decided to conduct the next meeting during January 2023.

IQAC Coordinator

IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049





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Ref:SEACET/ IQAC/Cir/2022-23/02

DATE: 01/03/2023

## CIRCULAR

I request all the IQAC Members to attend the meeting on 06/03/23 at 10.00 AM in IQAC meeting room.

### Agenda

1. Non compliances of last meeting if any
2. Working Progress of NAAC
3. Co-Po attainment of ODD Semester Subjects.
4. Department Budget Proposal for the academic year 2023-24.
5. Any Other Issues and to be discussed.

All the IQAC Members must attend the meeting without fail.

*Pradeep K N.S*  
IQAC  
01/03/23

**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
S E A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049



*Deepti*  
Principal  
**PRINCIPAL**  
SEA College of Engineering & Technology  
Ekta Nagar, Basavanapura, Virgonagar Post  
BANGALORE - 560 049

Copy To:

IQAC Committee Members



Ref: SEACET/ IQAC/Cir/2022-23/02

**Date: 06/03/23      Time: 10.00 AM to 11.00 AM      Venue: IQAC Meeting Room**

Members Present	Signature	Members Absent
1. Dr B Venkata Narayana 2. Dr Pradeep Kumar N S 3. Dr Deepak G 4. Mr Jaya Kumar B L 5. Dr B Loganayagi 6. Dr Manjunath K 7. Mrs Gayathri N 8. Mr Balakrishna M 9. Dr P Hosanna Princye 10. Mr Ramesh S Bujari 11. Mrs S Lisy 12. Mr Nishanth L		Nil

**Non- compliances of Previous meetings**

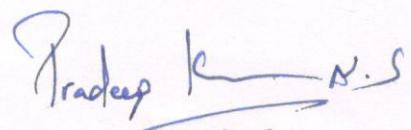
Nil

**Minutes of Meeting**

1. Non compliances of previous meeting- Nil
2. Progress of NAAC by each departments were discussed and asked the concerned HoDs and IQAC Coordinator to Present PPT of their departments.
3. Co-Po attainments of the subjects of individual faculties were discussed and found to be completed in the stipulated time.
4. All the HoDs were asked to propose the Departmental budget plan for the academic year 2023-24.
5. Internal Assessment Test Schedule for the Current semesters was discussed.
6. Course File and Personal file of individual faculty members must be updated and should be verified by HoDs.

**Meeting Resolutions**

<b>Sl. No</b>	<b>Agenda</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Target date</b>
1.	NAAC Progress	Finalization of Criterions and submission for verification	Criterion Coordinators	13/03/2023
2.	Departmental PPTs	Preparation	Department HoDs and IQAC Coordinator	14/03/2023
3.	Budget Proposal for AY 2023-24	Preparation and Proposal	HoDs and Staff	17/03/2023
4.	Course file & Personal file	Updating	All department faculty	17/03/2023

  
Pradeep K. N. S.

IQAC

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1. Director Office
2. Principal Office
3. IQAC File
4. All Departments

**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 041



Ref: SEACET/ IQAC/Cir/2022-23/02

Date: 17/03/2023

**ACTION TAKEN REPORT**

1. The task of Finalization of Criterions and submission for verification has completed by Criterion Coordinators.
2. The HoDs of respective department has presented their PPTs and was verified by the Principal.
3. All HoDs submitted their department budget proposal to IQAC.
4. Course file and Personal file was updated and verified by concerned HoD's.

*Pradeep Kumar N.S*

**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049



Ref:SEACET/ IQAC/Cir/2022-23/03

DATE: 10/04/23

## CIRCULAR

I request all the IQAC Members to attend the meeting 13/04/2023 at 2:00 PM in IQAC meeting room.

### Agenda

1. Non Compliances of the previous meeting if any.
2. Discussion of NAAC Peer Team Visit.
3. Preparation for upcoming LIC Visit.
4. Preparation for Internal Assessment Test.
5. Discussion about departmental Activities
6. Any Other Issues to be discussed.

All the IQAC Members must attend the meeting without fail.

*Pradeep* N.S  
IQAC 10/04/23

**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049



*Lo*  
Principal  
**PRINCIPAL**  
SEA College of Engineering & Technology  
Ekta Nagar, Basavanapura, Virgonagar Post  
BANGALORE - 560 049

Copy to:

IQAC Committee Members



Ref:SEACET/ IQAC/Cir/2022-23/03

Date: 13/04/2023	Time: 2.00 PM to 3:00 PM	Venue: IQAC Meeting Room
Members Present	Signature	Members Absent
1. Dr B Venkata Narayana 2. Dr Pradeep Kumar N S 3. Dr Deepak G 4. Mr Jaya Kumar B L 5. Dr Manjunath K 6. Mrs Gayathri N 7. Mr Balakrishna M 8. Mr Ramesh S Bujari 9. Mrs S Lisy 10. Mr Nishanth L		1. Dr B Loganayagi 2. Dr P Hosanna Princye

**Non- compliances of Previous meetings**

No Compliances

**Minutes of Meeting**

1. Non Compliances of previous meeting-Nil
2. We are happy to convey that NAAC peer team visit was satisfactory and the NAAC peer team has highlighted on few points that were discussed.
3. Discussed about the Checklist for the LIC Visit and informed Departmental Heads to Prepare necessary document and PPT accordingly.
4. IQAC advised Dr Manjunath K to conduct regular Meetings for smooth functioning of Internal Assessment Test according to the calendar of events and file it for future reference.
5. Discussed about seminars, workshops or any other events to be conducted by the Department.
6. Departmental Stock verification to be done and updated if any.

Meeting Resolutions

Sl. No	Agenda	Task	Person Responsible	Target date
1.	LIC Visit	Preparation of document and PPT as per LIC Check List	HoDs & Department faculty	24/04/2023
2.	Seminars, workshops	Schedule and conduction	HoDs and Staffs	As Per Department Schedule
3.	Stock Book	Verification and updating	HoDs, Teaching faculty, and Non-Teaching faculty	29/04/2023

Copy to:

1. Director Office
2. Principal Office
3. IQAC File
4. All Departments

*Pradeep Kumar N.S*  
IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Vijayanagar Post, Bangalore - 560 049



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Ref:SEACET/ IQAC/Cir/2022-23/03

Date: 18/05/2023

## ACTION TAKEN REPORT

1. The Non compliances are forwarded to next meeting on 31/05/2023.

IQAC COORDINATOR  
Internal Quality Assurance Cell  
S E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049



Ref:SEACET/ IQAC/Cir/2022-23/04

DATE: 22/05/23

## CIRCULAR

I request all the IQAC Members to attend the meeting 31/05/2023 at 10.30 AM in IQAC meeting room.

### Agenda

1. Non Compliances of last meeting if any.
2. Discussion of NAAC Results.
3. Department Key Performance Indicators.
4. Discussion of Technical Seminar, Internship and Project phase-2.
5. Any Other Issues to be discussed.

All the IQAC Members must attend the meeting without fail.

*Pradeep k - N.S*  
22/05/23

IQAC

IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Virgonagar Post, Bangalore - 560 049



*Loeser*  
PRINCIPAL

PRINCIPAL  
SEA College of Engineering & Technology  
Ekta Nagar, Basavanapura, Virgonagar Post  
BANGALORE - 560 049

Copy To:

IQAC Committee Members



Ref:SEACET/ IQAC/Cir/2022-23/04

**Date: 31/05/2023      Time: 10.30 AM to 11.30 AM      Venue: IQAC Meeting Room**

Members Present	Signature	Members Absent
1. Dr B Venkata Narayana 2. Dr Pradeep Kumar N S 3. Dr Deepak G 4. Mr Jaya Kumar B L 5. Dr Manjunath K 6. Mrs Gayathri N 7. Mr Balakrishna M 8. Dr P Hosanna Princye 9. Mr Ramesh S Bujari 10. Mrs S Lisy 11. Mr Nishanth L		1. Dr B Loganayagi

**Non- compliances of Previous meetings**

1. LIC visit Preparation
2. Workshops and Seminars
3. Stock verification

**Minutes of Meeting**

1. It was found that the departments has to update few documents as per the VTU check list hence, it is advised to complete the process as soon as possible.
2. It was found that departments have organized few seminars and workshops for the students hence; it is advised to improve in the upcoming semester.
3. It was found that few departments HoDs have not signed in the Stock Register hence, advised to Update.
4. We are happy to announce that we have received B++ Grade and 2.90 points by NAAC. In this context it was decided to use the grade B++ in all the letter head of the institute. The blank format of the letter head will be given by IQAC.
5. Department Key Performance Indicators is been discussed and hence, it has to be filled and submitted by all HoD's.
6. Discussion on Technical seminar, Internship, and Project has been done and Rubrics for the same has been accepted by the Committee members.

**Meeting Resolutions**

<b>Sl. No</b>	<b>Agenda</b>	<b>Task</b>	<b>Person Responsible</b>	<b>Target date</b>
1.	LIC Visit	Preparation as per LIC Check List	HoDs & Department faculty	On or before 15/06/2023
2.	Stock Register	Updating	HoDs	On or before 05/06/2023
3.	Blank format of the letter head	Preparation and Circulation	IQAC Committee	On or before 05/06/2023
4.	KPI Target	Submission	Department HoDs and faculty	On or before 30/06/2023
5.	Rubrics for Technical Seminar, Internship and Project	Rubrics formation and Formats	IQAC Committee	On or before 30/06/2023

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1. Director Office
2. Principal Office
3. IQAC File
4. All Departments

IQAC

**IQAC COORDINATOR**  
Internal Quality Assurance Cell  
**S.E.A. College of Engineering & Technology**  
Virgonagar Post, Bangalore - 560 04



Ref:SEACET/ IQAC/Cir/2022-23/04

Date: 30/06/2023

**ACTION TAKEN REPORT**

1. The departments have completed the preparation for LIC Visit and HoD's PPTs was verified.
2. IQAC committee advised to improve the Seminars and Workshops of the departments from the upcoming semester.
3. Stock Registers of all departments has been updated and verified.
4. Blank format of the letter head has been prepared and circulated to all departments.
5. KPI of all Departments has been received.
6. Rubrics for Technical Seminar, Internship and Project have been completed and formats circulated to all departments.

Attachments:

1. Blank format of the letter head
2. Rubrics for Technical seminar, Internship Project and Formats.

*Pradeep Kumar N.S*  
IQAC COORDINATOR  
Internal Quality Assurance Cell  
S.E.A. College of Engineering & Technology  
Vijayanagar Post, Bangalore - 560 049