



ACHARYA INSTITUTE OF TECHNOLOGY

Soladevanahalli, Bengaluru-560107

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 27.07.2019 AT 2.30P.M, IN PRINCIPAL'S CHAMBER

Members Present

Sl. No.	Name	Designation & Department	Role
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson
2.	Dr. S.M. Gopinath	Professor & Head Dept. of Biotechnology,	Coordinator
3.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Member Secretary
4.	Dr. Manjunath B.	Asso. Professor, Dept. of ME	Member
5.	Dr. Gaddagimath	Dean Learning Resources and Academic	Member
6.	Dr. Ganesh Rao	Dean Circuit Branches & Professor, Dept. of ECE	Member
7.	Dr. Ramehs Hegde	Professor, HOD MCA	Member
8.	Dr. Renuka Devi	Administrative Officer	Member
9.	Dr. Gurunath Vaidya	Parent representative	Member form Stake Holder
10.	Mr. Naveen	Alumni representative	Member from Alumni

Members Absent

Sl. No.	Name	Designation & Department	Role
1.	Dr. Kiran Reddy	Member	Management representative
2.	Dr. Gururaj Urs	Professor, Dept. MBA	Member
3.	Mr. Gangadhar	Gram Panchayath Member, Alur	Member, Local Society
4.	Chandrashekar K.H.	Employee, Kennametal Bangalore	Member form Industry
5.	Mr. Abhinav Tiwari	Student Dept. of ISE	Student Member



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Action taken from previous meeting:

1. Acharya Institute of Technology went through the NAAC accreditation Re-assessment process and was awarded B++ grade.
2. Four departments namely, Computer Science and Engineering, Electronics and Communication Engineering, Mechatronics Engineering, and Mechanical Engineering was awarded NBA Accreditation

Agenda:

IQAC/Agenda/10/01- Review of NAAC assessment report to identify the gaps for improvement

IQAC/Agenda/10/02-Changes in the Format of Course File, etc, if required

IQAC/Agenda/10/03- Standardized rubrics and outcome/attainment calculations for projects, workshop, seminars etc

IQAC/Agenda/10/04-Any other issues with the permission of the Chairperson

IQAC Coordinator welcomed Chairman and all the members present.

Following are the decision taken after detailed deliberations on the agenda

Minutes of Meeting:

IQAC/MOM/10/01	NAAC assessment report was reviewed by IQAC members to identify the gaps for improvement by identifying Quantitative Metrics related gaps
IQAC/MOM/10/02	It was decided that the format being followed presently shall be continued and will be subjected to changes in the next meeting or for the upcoming academic year. It was decided to concentrate on POs and Co's attainment improvement by Identifying gaps in each course and plan for value added / enrichment courses. Identification of Course enrichment/ experiential learning - Project Work / Field work/ Internship for improving TLP
IQAC/MOM/10/03	A standardized rubrics and outcome/attainment calculations for workshops, seminars, industrial visits, guest lectures, mini-projects, projects and other forum activities is required to be devised and rolled out to all the faculty in the institute.
IQAC/MOM/10/04	It was decided to conduct a awareness program for 1 st year students on learning resource centre i.e books , e-resources and journals

The chairman of the committee thanked the committee members for attending the meeting.

Chairperson


PRINCIPAL



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MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 13.11.2019 AT 2.30P.M. IN PRINCIPAL'S CHAMBER

Members Present

Sl. No.	Name	Designation & Department	Role
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson
2.	Dr. S.M. Gopinath	Professor & Head Dept. of Biotechnology,	Coordinator
3.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Member Secretary
4.	Dr. Manjunath B.	Asso. Professor, Dept. of ME	Member
5.	Dr. Gaddagimath	Dean Learning Resources and Academic	Member
6.	Dr. Ganesh Rao	Dean Circuit Branches & Professor, Dept. of ECE	Member
7.	Dr. Ramehs Hegde	Professor, HOD MCA	Member
8.	Dr. Renuka Devi	Administrative Officer	Member
9.	Dr. Gurunath Vaidya	Parent representative	Member form Stake Holder
10.	Mr. Naveen	Alumni representative	Member from Alumni

Action taken from previous meeting:

- New format for outcome/attainment calculations was prepared circulated
- The course coordinators identified the gaps in their respective courses and value added / enrichment courses to fill the gap are planned

Agenda:

IQAC/Agenda/11/01- Quality audit on environment and Energy

IQAC/Agenda/11/02- Reconstitution of IQAC



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Minutes of Meeting:

IQAC/MOM/11/01	It was decide to conduct Quality audit on environment and Energy involving external certified auditor for Green Audit, Energy audit and Environment audit																																
IQAC/MOM/11/02	<p>Reconstitution of IQAC:-The Principal and the Chairperson of the IQAC decided to form a new team to take forward the IQAC in future due to resignation of Dr.S.M .Gopinath. Dr. Manas Mukhopadhaya was nominated by the principal to head the IQAC as IQAC Coordinator/Director. Also other members constituting the IQAC as per the guidelines of NAAC were to be chosen to ensure quality in imparting engineering knowledge through outcome based education. The members from the faculty to constitute the IQAC are:</p> <table><tr><td>1.</td><td>Dr. Manas Mukhopadhaya</td><td>Asso.Prof, & HOD Dept. of MI</td><td>Coordinator</td></tr><tr><td>2.</td><td>Mr. Shreyas Karnick</td><td>Asst. Professor, Dept. of EEE</td><td>Member Secretary</td></tr><tr><td>3.</td><td>Dr. Devarajaiah R M</td><td>Professor, Dept. of MT Dean Academics</td><td>Member</td></tr><tr><td>4.</td><td>Dr. Prakash R</td><td>Professor, & HOD Dept. of EEE</td><td>Member</td></tr><tr><td>5.</td><td>Dr. Renuka Devi</td><td>Asso Prof, Dept. of MBA</td><td>Member</td></tr><tr><td>6.</td><td>Mr. Marigowda C K</td><td>Asso Prof & HOD, Dept. of ISE</td><td>Member</td></tr><tr><td>7.</td><td>Dr. Manjunath B.</td><td>Asso. Professor, Dept. of ME</td><td>Member</td></tr><tr><td>8.</td><td>Mr. Satish K</td><td>Asst. Prof, & HOD, Dept. of Chemistry</td><td>Member</td></tr></table> <p>It was also decided that the members from the faculty, students, alumni, industry and parent community were to be added into the IQAC as per the norms at the earliest</p>	1.	Dr. Manas Mukhopadhaya	Asso.Prof, & HOD Dept. of MI	Coordinator	2.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Member Secretary	3.	Dr. Devarajaiah R M	Professor, Dept. of MT Dean Academics	Member	4.	Dr. Prakash R	Professor, & HOD Dept. of EEE	Member	5.	Dr. Renuka Devi	Asso Prof, Dept. of MBA	Member	6.	Mr. Marigowda C K	Asso Prof & HOD, Dept. of ISE	Member	7.	Dr. Manjunath B.	Asso. Professor, Dept. of ME	Member	8.	Mr. Satish K	Asst. Prof, & HOD, Dept. of Chemistry	Member
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The chairman of the committee thanked the committee members for attending the meeting.

Chairperson
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 14.03.2020 AT 2.30P.M. IN PRINCIPAL'S CHAMBER

Members Present

Sl. No.	Name	Designation & Department	Role
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson
2.	Dr. Manas Mukhopadhyaya	Asso.Prof, & HOD Dept. of MI	Coordinator
3.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Member Secretary
4.	Dr. Devarajaiah R M	Professor, Dept. of MT Dean Academics	Member
5.	Dr. Prakash R	Professor, & HOD Dept. of EEE	Member
6.	Dr. Renuka Devi	Asso Prof, Dept. of MBA	Member
7.	Mr. Marigowda C K	Asso Prof & HOD, Dept. of ISE	Member
8.	Dr. Manjunath B.	Asso. Professor, Dept. of ME	Member
9.	Mr. Satish K	Asst. Prof, & HOD, Dept. of Chemistry	Member

Action taken from previous meeting:

- Workshop was conducted for IQAC Coordinators of all the departments to educate them on the PO-attainment process on 1st February 2020.
- The schedule for Academic audit was prepared and audit teams were formed comprising of IQAC Members of the institute and senior professors.

Agenda:

IQAC/Agenda/13/01- Initiation of online teaching in view of possible of lockdown due to pandemic situation

IQAC/Agenda/13/02- Development of coursera campus center

IQAC/Agenda/13/03-Any other issues with the permission of the Chairperson



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Minutes of Meeting:

IQAC/MOM/13/01	It was Decided to Develop online platform (ALIVE) for online teaching , learning and assessment. (Till the development) faculty shall use platform like zoom for online Teaching and learning process
IQAC/MOM/13/02	Mr. Marigowda was requested to initiate the process of setting Coursera campus center
IQAC/MOM/13/03	More initiatives to assure quality in academic and administrative areas of the institute need to be taken up by the IQAC.

The chairman of the committee thanked the committee members for attending the meeting.


Chairperson
PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 04.01.2020 AT 2.30P.M. IN PRINCIPAL'S CHAMBER

Members Present

Sl. No.	Name	Designation & Department	Role
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson
2.	Dr. Manas Mukhopadhaya	Asso.Prof, & HOD Dept. of MI	Coordinator
3.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Member Secretary
4.	Dr. Devarajaiah R M	Professor, Dept. of MT Dean Academics	Member
5.	Dr. Prakash R	Professor, & HOD Dept. of EEE	Member
6.	Dr. Renuka Devi	Asso Prof, Dept. of MBA	Member
7.	Mr. Marigowda C K	Asso Prof & HOD, Dept. of ISE	Member
8.	Dr. Manjunath B.	Asso. Professor, Dept. of ME	Member
9.	Mr. Satish K	Asst. Prof, & HOD, Dept. of Chemistry	Member

Action taken from previous meeting:

1. Quality audit on environment and Energy of the campus was assigned to Campus. Technology (of Times Group)

Agenda:

IQAC/Agenda/12/01-Schedule of Academic Audit

IQAC/Agenda/12/02-List of Documents to be verified at individual and department level during Audit

IQAC/Agenda/12/03-Role of Department Academic Coordinators

IQAC/Agenda/12/04-Any other issues with the permission of the Chairperson



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Minutes of Meeting:

IQAC/MOM/12/01	<ul style="list-style-type: none">• The newly appointed coordinator of IQAC, Dr. Manas Mukhopadhyay welcomed all the members present for the meeting.• It was decided with the permission of the chair that Academic audit shall be conducted in the first week of March and October every year to check the Teaching Learning Processes practised by individual faculty as well as departments.• The administrative audits of all departments shall be conducted during the first/second week of March in 2020 and October 2020. Also in the subsequent years it was decided to conduct the administrative audit once a year in the month of October.• The Audit teams would comprise of all internal IQAC Members of the institute.
IQAC/MOM/12/02	<ul style="list-style-type: none">• The files to be audited both at the faculty level and individual level was decided and is attached as Annexure-1 and Annexure-2
IQAC/MOM/12/03	<ul style="list-style-type: none">• The role of Department IQAC Coordinators was drafted and is attached as Annexure-3.
IQAC/MOM/12/04	<ul style="list-style-type: none">• It was decided that a workshop is to be conducted to all the department IQAC Coordinators to educate them on the PO-attainment process on 1st February 2020.

The chairman of the committee thanked the committee members for attending the meeting.

 04/01/2020
Chairperson

PRINCIPAL

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