



ACHARYA INSTITUTE OF TECHNOLOGY

(Affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi and Accredited by NBA and NAAC)

MINUTES OF MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date & Time : 13/07/2020 at 2.00PM

Reference No: AIT/IQAC/2020-21/MOM/1

Location : PRINCIPAL'S CHAMBER

Duration : 1hr

Agenda :-

1. Drafting of Standard operating procedure (SOPs) for online teaching
2. Drafting of Standard operating procedure (SOPs) for conduction of Web proctored Internal examination
2. Review of ALIVE platform working and ALIVE Platform Integration with institute ERP
3. Any other issues with the permission of the Chairperson

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
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	



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Members Absent

Sl. No.	Name	Designation & Department	Role
1.	Dr.Kerron G Reddy.B	Management Representative	Member
2.	Mr.Gangadhar	Gram Panchayat Member, Alur	Member from local society
3.	Mr.Candrashekar K H	Kennametal, Bengaluru	Member from Industry
4.	Mr Govind Sukumaran	Parent	Member
5.	Mr. Swarnpreet Singh	Student	Student Member
6	Mr.Naveen H E	Alumni	Alumni member

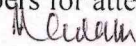
Action taken from previous meeting:

1. ALIVE online virtual classroom was launched and operational for use by faculty and students.
2. Cousera campus center was started with approval for 5000 registration

Minutes of Meeting:

AIT/IQAC/2020-21/MOM/1/Agenda 1	The working and operational difficulties of In-house developed ALIVE platform was discussed and it was suggested for integration of ALIVE platform with ERP for students attendance, Time table scheduling and monitoring for classes.
AIT/IQAC/2020-21/MOM/1/Agenda 2	Draft SOP for effective online teaching was presented by Academic Dean and a detailed discussion on the implementation was done and SOP with changes was approved by IQAC.
AIT/IQAC/2020-21/MOM/1/Agenda 3	Guidelines for Conduction of web proctored Internal Assessment for AY 2020-21 was presented by examination Dean and detailed discussion on the effective implementation and monitoring was done and examination dean was informed to prepare SOP for CIE
AIT/IQAC/2020-21/MOM/1/Agenda 4	Principal suggested more initiatives to assure quality in academics during the pandemic effected AY need to be taken up by the IQAC.

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


Principal

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MINUTES OF MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date & Time : 10/10/2020 at 2.00PM

Reference No: AIT/IQAC/2020-21/MOM/2

Location : ONLINE (Microsoft Teams)

Duration : 1hr

Agenda :-

1. Quality week 2020 at Acharya Institute of Technology
2. Administration Audit schedule
3. NIRF 2021 Preparation
4. Any other issues with the permission of the Chairperson

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson	
2.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Coordinator	
3.	Dr. Manjunath B	Associate professor, Dept. of ME	Member Secretary	
4.	Dr. Rajeshwari	Professor & Dean Academics	Member	
5.	Dr. Prashanth C M	Professor & Dean Faculty Development	Member	
6.	Dr. Rajanna K R	Professor & Dean Student Affairs	Member	
7.	Dr. MuthuKumar	Associate professor & Dean R&D	Member	
8.	Dr. Devarajaiah R M	Professor, Dept. of MT	Member	
9.	Dr. Prakash R	Professor, & HOD Dept. of EEE	Member	
10.	Dr. Renuka Devi	Administrative Officer	Member	
11.	Mr. Marigowda C K	Associate Prof & HOD, Dept. of ISE	Member	
12.	Mr. Satish K	Asst. Prof, & HOD, Dept. of Chemistry	Member	
13.	Ms. Bhagirathi Bai V	Assistant Professor & Head MT	Member	



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Members Absent

Sl. No.	Name	Designation & Department	Role
1.	Dr.Kerron G Reddy.B	Management Representative	Member
2.	Dr.Maneesh paul	Campus Director	Member
3.	Mr.Gangadhar	Gram Panchayat Member, Alur	Member from local society
4.	Mr.Candrashekar K H	Kennametal, Bengaluru	Member from Industry
5.	Mr Govind Sukumaran	Parent	Member from Stakeholder
6	Mr. Swarnpreet Singh	Student	Student Member
7	Mr.Naveen H E	Alumni	Alumni member
8	Mr.Vinay Anappa	GM Marketing Chola Turbo Machinery International Pvt Ltd	Member from Industry

Action taken from previous meeting:

1. Academic Dean was asked to prepare the SOP for online teaching.
2. Examination Dean was asked to prepare Guidelines for conduction of CIE.
3. Discussion with Institute ERP Team for integration of ALIVE platform done.

Minutes of Meeting:

AIT/IQAC/2020-21/MOM/2/Agenda 1	The coordinator proposed to conduct Quality week to imbibe the quality culture among the faculties and students in online mode. It was decided that all the Deans and Coordinators will take part in Quality week and provide Expert Talk on the quality practices in AIT.
AIT/IQAC/2020-21/MOM/2/Agenda 2	AIT Administration Audit of Department documents 2019-20 to be undertaken and the schedule for the same was discussed. The peer teams to conduct the administration Audit was finalized.
AIT/IQAC/2020-21/MOM/2/Agenda 3	It was decided that the Institute shall apply for NIRF 2021 ranking. In this direction, Dr Mahesh SS was identified as the coordinator, and he was asked to initiate the process (Registration followed by data collection).

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

M. C. Reddy

Principal
PRINCIPAL

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MINUTES OF MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date & Time : 9/01/2021 at 2.00PM

Reference No: AIT/IQAC/2020-21/MOM/3

Location : ONLINE (Microsoft Teams)

Duration : 1hr

Agenda :-

1. ARIIA 2021 preparedness
2. Review of NIRF 2021 Preparation
3. Any other issues with the permission of the Chairperson

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson	
2.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Coordinator	
3.	Dr. Manjunath. B	Associate Professor, Dept. of ME	Member Secretary	
4.	Dr. Rajeswari	Professor & Dean Academics	Member	
5.	Dr. Prashanth C M	Professor & Dean Faculty Development	Member	
6.	Dr. MuthuKumar	Associate professor & Dean R&D	Member	
7.	Dr. Rajanna K R	Professor & Dean Student Affairs	Member	
8.	Dr. Devarajaiah R M	Professor Dept. of MT	Member	
9.	Dr. Prakash R	Professor, & HOD Dept. of EEE	Member	
10.	Dr. Renuka Devi	Administrative Officer	Member	
11.	Mr. Marigowda C K	Assoc. Prof & HOD, Dept. of ISE	Member	
12.	Mr. Satish K	Asst. Prof, & HOD, Dept. of Chemistry	Member	
13.	Ms. Bhagirathi Bai V	Assistant Professor & Head MT	Member	



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Members Absent

Sl. No.	Name	Designation & Department	Role
1.	Dr.Kerron G Reddy.B	Management Representative	Member
2.	Dr.Maneesh paul	Campus Director	Member
3.	Mr.Gangadhar	Gram Panchayat Member, Alur	Member from local society
4.	Mr.Candrashekar K H	Kennametal, Bengaluru	Member from Industry
5.	Mr Govind Sukumaran	Parent	Member
6	Mr. Swarnpreet Singh	Student	Student Member
7	Mr.Naveen H E	Alumni	Alumni member
8	Mr.Vinay Anappa	GM Marketing Chola Turbo Machinery International Pvt Ltd	Member from Industry

Action taken from previous meeting:

1. Acharya's Quality Week -2020 was conducted during 7th-11th December 2020.
2. Administration Audit of Departments files (NAAC) was carried in of month Oct 2020 and report was submitted to the principal.
3. Dr.Mahesh.S.S was identified as coordinator and was assigned the responsibility for Registration, Data collection and data submission to the NIRF portal

Minutes of Meeting:

AIT/IQAC/2020-21/MOM/3/Agenda 1	ARIIA ranking 2021 was discussed and coordinator was identified (Dr Lakshmikanth S) to carry out the data collection, collation and submission as per ARIIA framework.
AIT/IQAC/2020-21/MOM/3/Agenda 2	Review of data collected for NIRF 2021 from the concerned department was done and suggestion was given to coordinator to improve the data collected.
AIT/IQAC/2020-21/MOM/3/Agenda 3	Status of Online class on alive platform was reviewed and Web proctored IA conduction was discussed to make it better

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

M. Mahesh

Principal
PRINCIPAL

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MINUTES OF MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date & Time : 10/04/2021 at 2.00PM

Reference No: AIT/IQAC/2020-21/MOM/4

Location : ONLINE (Microsoft Teams)

Duration : 1hr

Agenda :-

1. NAAC AQAR 2018-19 Review
2. NAAC AQAR 2019-2020 Preparation
3. ARIIA 2021 and NIRF 2021 Gap Analysis
4. Any other issues with the permission of the Chairperson

Members Present

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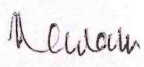
Action taken from previous meeting:

1. Data submission for ARIIA 2021 was completed in March 2021
2. Data submission for NIRF 2021 was completed in Feb 2021

Minutes of Meeting:

AIT/IQAC/2020-21/MOM/4/Agenda 1	Annual NAAC AQAR 2018-19 preparation was discussed and plan of action for data collection and collation through the Department IQAC coordinators was done. Data related to AQAR to be uploaded in Institute website was discussed.
AIT/IQAC/2020-21/MOM/4/Agenda 2	Annual NAAC AQAR 2019-20 preparation was discussed and It was decided to carry data collection and collation through Department IQAC coordinators. The IQAC has to call a meeting with the Department IQAC coordinators and criteria owners and start the process
AIT/IQAC/2020-21/MOM/4/Agenda 3	ARIIA 2021 and NIRF 2021 submission was completed and IQAC thanked the respective coordinators. The IQAC has asked the coordinators of ARIIA and NIRF ranking to prepare and submit a gap analysis report based on data submitted.

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


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