



ACHARYA INSTITUTE OF TECHNOLOGY

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

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

Date & Time : 10/06/2022 at 11.00 AM

Reference No: AIT/IQAC/2022-23/MOM/1

Location : ADMIN BOARD ROOM, AIT


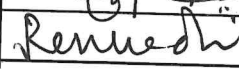

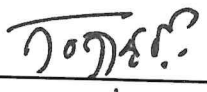
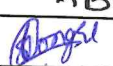
Duration : 2 hr

Agenda :-

1. Preparation for NBA Compliance visit for extension of NBA accreditation of 4 UG programs.
2. AQAR 2020-21 data collection/collation status and progress review.
3. Review of Final NBA pre-qualifier data of 2 UG programs AE and BT.
4. Review of NBA SAR preparation of AE and BT departments.
5. Staff Development Program for upskilling of Non-teaching staff.

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
1.	Dr. Rajath Hegde.	Principal	Chairperson	
2.	Mr. Marigowda C K	Vice-Principal	Member	
3.	Dr. Kerron G Reddy B	Management Representative	Member	
4.	Dr. Devarajaiah R M	Professor & Head Dept. of MT	Coordinator	
5.	Dr. Lakshmikanth S	Associate Professor, Dept. of EEE	Member Secretary	
6.	Dr. Anil Malali	Head, QA Aacharya Institutes	Member	
7.	Dr. Rajeswari	Professor & Dean Academics,	Member	
8.	Dr. Prakash. R	Professor & Head, Dept. of EEE	Member	
9.	Dr. Sharath Kumar Maharana	Professor & Dean Faculty Development	Member	
10.	Dr. MuthuKumar C	Associate professor & Dean R&D	Member	
11.	Dr. Rajanna K R	Professor & Dean Student Affairs	Member	

12.	Dr. Nagaraj.K.C	Asst. Professor, Dept. of ME	Member	
13	Dr. Renuka Devi	Administrative Officer	Member	
14	Mr.Vinay Anappa	GM Marketing Chola Turbo Machinery International Pvt Ltd	Member from Industry	
15	Dr. H N Ramesh	Professor & Dean Institute of Management Studies and Research,	Member from Stakeholder (Parent)	— AB —
16	Mr.Gangadhar	Gram Panchayat Member, Alur	Member from Local society	
17	Mr. Girish Kumar Raju	Alumni, ISE	Alumni member	— AB —
18	Mr.Shreyas Dongre	Student, MTE	Member	

Action taken from previous meeting:

1. NIRF 2022 data was successfully submitted results awaited
2. The compliance report of 4 UG programs are submitted to NBA in May 2022.
3. Prequalifier is prepared and same will be submitted to NBA portal after review by IQAC.
4. Two day workshop on "Use of modern ICT tools for Effective TLP" was conducted on 25-26 march 2023 in association with chemistry department.
5. The Admin audit for 2020-21 was completed for all the departments.

Minutes of Meeting:

AIT/IQAC/2022-23/MOM/1/Agenda 1	The IQAC Coordinator informed successful submission of Compliance report of 4 UG programs to NBA and status regarding the Updating of relevant files was discussed with respective HODs. The time line were given for completion of updation of documents and files and a Mock audit was proposed in July month for review.
AIT/IQAC/2022-23/MOM/1/Agenda 2	The IQAC coordinator reviewed the progress on data collection/collation for AQAR 2020-21, The concerned criteria owners are informed to verify the Data and proof as NAAC SOP and informed the members AQAR 2020-21 will be submitted by sept 2022.
AIT/IQAC/2022-23/MOM/1/Agenda 3	The members reviewed the NBA pre-qualifier data of 2 UG programs AE and BT and were satisfied and Coordinator were informed to complete the submission of NBA Pre-qualifier
AIT/IQAC/2022-23/MOM/1/Agenda 4	The Members were appraised on SAR preparation of 2 UG programs AE and BT departments and it was decided to conduct periodic audits for


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	<p>progress review.</p> <p>Review Team was formed:</p> <ol style="list-style-type: none"> 1. Dr. Rajath Hegde, Principal 2. Dr Devrajaiah R M, Coordinator, IQAC 3. Dr.Rajeswari, Dean Academics 4. Dr.Lakshmikanth.S, Member secretary, IQAC 5. Dr.Prakash Dabeer, Professor , ME
AIT/IQAC/2022-23/MOM/1/Agenda 5	<p>IQAC coordinator Proposed to Conduct SDP On Best Practices in Communication and IT skills for Non Teaching staff in association with Electronics and Communication Engineering a Initiative towards upskilling of Non teaching staff of the institute.</p>

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

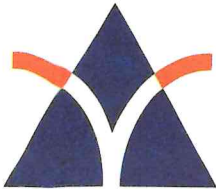


Coordinator, IQAC

COORDINATOR
Internal Quality Assurance Cell
Acharya Institute of Technology
Bengaluru - 560107



Principal



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

Date & Time : 10/09/2022 at 11.00 AM

Location : MBA BOARD ROOM, AIT

Duration : 2 hr


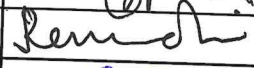



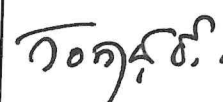
Agenda :-

Reference No: AIT/IQAC/2022-23/MOM/2

1. Review of outcomes Peer team Visit for Compliance visit verification.
2. Final review AQAR 2021-22 .
3. Files and document updation for 2 UG programs for NBA Accreditation.
4. Workshop/Talk on UHV,NIRF and Modern Tools in Research.

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
1.	Dr. Rajath Hegde.	Principal	Chairperson	
2.	Mr. Marigowda C K	Vice-Principal	Member	
3.	Dr.Kerron G Reddy B	Management Representative	Member	
4.	Dr. Devarajaiah R M	Professor & Head Dept. of MT	Coordinator	
5.	Dr.Lakshmikanth S	Associate Professor, Dept. of EEE	Member Secretary	
6.	Dr Anil Malali	Head, QA Acharya Institutes	Member	
7.	Dr.Rajeswari	Professor & Dean Academics,	Member	
8.	Dr. Prakash. R	Professor & Head, Dept. of EEE	Member	
9.	Dr. Sharath Kumar Maharana	Professor & Dean Faculty Development	Member	
10.	Dr. MuthuKumar C	Associate professor & Dean R&D	Member	
11.	Dr.Rajanna K R	Professor & Dean Student Affairs	Member	

12.	Dr. Nagaraj.K.C	Asst. Professor, Dept. of ME	Member	
13	Dr. Renuka Devi	Administrative Officer	Member	
14	Mr.Shreyas Dongre	Student, MTE	Member	
15	Mr.Vinay Anappa	GM Marketing Chola Turbo Machinery International Pvt Ltd	Member from Industry	
16	Dr. H N Ramesh	Professor & Dean Institute of Management Studies and Research,	Member from stakeholder (Parent)	
17	Mr. Girish Kumar Raju	Alumni, ISE	alumni member	— AB —
18	Mr.Gangadhar	Gram Panchayat Member, Alur	Member from Local society	

Action taken from previous meeting:

1. NBA Peer team visit for data verification towards Compliance report was completed in August 2022 successfully.
2. AQAR 2020-21 data collation and uploading proof documents to the Institute webpage is completed and ready for submission.
3. NBA pre-qualifier of 2 UG programs (AE and BT) was submitted and accepted by NBA in June 2022.
4. NBA SAR was submitted for 2 UG programs (AE and BT) in August 2022 after review.
5. SDP On Best Practices in Communication and IT skills is planned/scheduled from 26th Sept to 30rd September, 2022 for Non-teaching Staff by IQAC in association with Dept. of ECE.

Minutes of Meeting:

AIT/IQAC/2022-23/MOM/2/Agenda 1	The Coordinator briefed the committee on inputs from the NBA Peer team visit regarding Verification of data
AIT/IQAC/2022-23/MOM/2/Agenda 2	The AQAR 2020-21 was presented before the committee and approval granted for submission
AIT/IQAC/2022-23/MOM/2/Agenda 3	The Coordinator presented the Report on Review of Aeronautical Engineering and Biotechnology Department for NBA Visit Preparedness conducted by Review team and Suggestion were given to respective Dept HODs for improvements.


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AIT/IQAC/2022-23/MOM/2/Agenda 4	FDP/Workshop/Talk on UHV,NIRF and Modern Tools in Research to be conducted with in next quarter. The Respective coordinator were informed to do the needful action.
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The chairman of the committee thanked the committee members for attending the meeting.



Coordinator, IQAC

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

Date & Time : 10/12/2022 at 2.00 PM

Reference No: AIT/IQAC/2022-23/MOM/3

Location : MBA BOARD ROOM, AIT

Duration : 2 hr

Agenda :-

1. AQAR 2021-22 Preparation
2. NIRF 2023 preparation
3. AE and BT departments for NBA preparation
4. AIT HANDBOOK 2023
5. Organizing of FDP on OBE and accreditation under AICTE Margadarshan Scheme

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
1.	Dr. Rajath Hegde.	Principal	Chairperson	
2.	Mr. Marigowda C K	Vice-Principal	Member	
3.	Dr. Kerron G Reddy B	Management Representative	Member	
4.	Dr. Devarajaiah R M	Professor & Head Dept. of MT	Coordinator	
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6.	Dr. Anil Malali	Head, QA Aacharya Institutes	Member	
7.	Dr. Rajeswari	Professor & Dean Academics,	Member	
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10.	Dr. MuthuKumar C	Associate professor & Dean R&D	Member	
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16.	Mr.Vinay Anappa	GM Marketing Chola Turbo Machinery International Pvt Ltd	Member from Industry	— AB —
17.	Dr. H N Ramesh	Professor & Dean Institute of Management Studies and Research,	Member from stakeholder (Parent)	
18.	Mr. Girish Kumar Raju	Alumni, ISE	Alumni member	

Action taken from previous meeting:

1. AQAR 2021-22 was submitted successfully
2. 4 UG programs (ECE,CSE,ME and MT) received NBA accreditation Extension for 3 years (up to 2024-25).
3. Periodic review of NBA preparedness by the IQAC team is been carried out and progress is monitored.
4. Learning Resource Centre In Association with Internal Quality Assurance Cell (IQAC) One Day Training Program on "Research Ethics and Productivity: Metrics, Reference Management and Plagiarism Tool" on 12th Nov 2022
5. IQAC organized A talk on "National Institutional Ranking Framework (NIRF) on 3rd Dec 2022 By Dr. K Balaveera Reddy, Former VC, VTU
6. Universal Human Values Cell (UHV) in association with Internal Quality Assurance Cell (IQAC) conducted Workshop on "UNIVERSAL HUMAN VALUES" on 13th October, 2022

Minutes of Meeting:

AIT/IQAC/2022-23/MOM/3/Agenda 1	The IQAC coordinator informed the committee AQAR 2020-21 is submitted and accepted by NAAC. The AQAR 2021-22 data collection work is started and presented the Progress on same.
AIT/IQAC/2022-23/MOM/3/Agenda 2	NIRF Coordinator presented the status of data collection towards NIRF 2023 and collected data were review and relevant inputs were given for improvement.
AIT/IQAC/2022-23/MOM/4/Agenda 3	Review team report of periodic audit conducted of NBA preparedness for the AE and BT departments were presented before committee by Coordinator
AIT/IQAC/2022-	AIT Handbook 2023 was presented before the committee for review. The


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23/MOM/3/Agenda 4	coordinator informed the committee from Jan 2023 it will be effective after approval.
AIT/IQAC/2022-23/MOM/3/Agenda 5	The coordinator presented a proposal to conduct an FDP on OBE and accreditation under AICTE Margadarshan Scheme in association with Mentor institute MSRIT, Bangalore in Feb 2023. The proposal was approved by the committee.

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



Coordinator, IQAC

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

Date & Time : 8/04/2023 at 10.00 AM

Reference No: AIT/IQAC/2022-23/MOM/4

Location : MBA BOARD ROOM, AIT



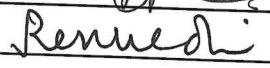




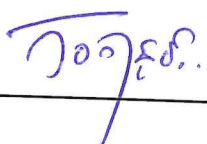
Duration : 2 hr

Agenda :-

1. Activities of IQAC during the previous quarter (Jan-Apr, 2023)
2. Preparation of AQAR 2021-22 (Progress Review)
3. Conduction of external audit of AE and BT departments for NBA preparation
4. FDP on 3 Ps (Paper writing, Patenting, and Proposal writing) in association with Dean (Research)
5. Admin Audit 2022-23 schedule

Members Present

Sl. No.	Name	Designation & Department	Role	Signature
1.	Dr. Rajath Hegde.	Principal	Chairperson	
2.	Mr. Marigowda C K	Vice-Principal	Member	
3.	Dr.Kerron G Reddy B	Management Representative	Member	
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17.	Mr. Girish Kumar Raju	Alumni, ISE	Alumni member	
18.	Mr.Gangadhar	Gram Panchayat Member, Alur	Member from Local society	

Action taken from previous meeting:

1. AQAR 2021-22 data collection is completed and collation of data and proof is ongoing and Preparation for uploading proof documents to the Institute webpage and creation of Links for each documents is pending.
2. NIRF 2023 was submitted and their query's are been answered on timely basis by the coordinator.
3. Conducted periodic review of NBA preparedness and provided guidance and support in the preparation of data and documents (both program and institutional files) for the AE and BT departments.
4. AIT Handbook 2023 was rolled out in Jan 2023 with targets for faculty/Departments.
5. IQAC successfully organized a five-day FDP on "OBE and accreditation: present and future perspectives" in association with Ramaiah Institute of Technology under AICTE Margadarshan scheme during February 13-17, 2023 and with 100 participants from AIT.

Minutes of Meeting:

AIT/IQAC/2022-23/MOM/4/Agenda 1	The Progress of AQAR 2021-22 were presented before the committee and action plan was discussed for uploading proof documents to the Institute webpage and creation of Links for each criteria. The roles of criteria owners were rolled out with timelines for work to be completed.
AIT/IQAC/2022-23/MOM/4/Agenda 2	The coordinator informed the committee periodic visits to the AE and BT departments is been carried out to assess their preparedness for the NBA evaluation (peer team visit) . Additionally, It was decided to

	conduct a mock visit (Audit) with external members, Dr. Madhu G from MSRIT and Dr. Kiran lthal from NMIT, Bangalore, to further enhance readiness.
AIT/IQAC/2022-23/MOM/4/Agenda 3	The IQAC informed the Dean (Research) to plan and organize an FDP on 3 Ps (Paper writing, Patenting, and Proposal writing) by next quarter
AIT/IQAC/2022-23/MOM/4/Agenda 4	Coordinator proposed to conduct Admin Audit 2022-23 for all the departments and it was decided by committee to schedule the audit before NBA peer team visit of 2 UG programs.

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


Coordinator, IQAC

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