



ACHARYA INSTITUTE OF TECHNOLOGY

Affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka and Accredited by NBA (AE, BT, CSE, ECE, ME, MT)

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

Date & Time : 7th June 2024, Friday at 10.00 AM

Reference No: AIT/IQAC/2024-25/MOM/1

Location : MBA BOARD ROOM, AIT

Duration : 2 Hour 30Minutes

Agenda :

1. 2nd Cycle NAAC Accreditation – IIQA Preparation and Submission
2. NAAC SSR Preparation – Data Collection
3. Identification of Criterion Owners for the Seven NAAC SSR Criteria and Roles
4. Review and Approval of Draft Policies and SOPs
5. Stakeholder Feedback 2023-24 – Initiation
6. Review and Finalization of the Draft Quality Handbook-2024
7. Mock External Audit of the Draft SSR.
8. Any other issues for discussion with permission of chair.

The following members were present for the meeting.

S.N.	NAME	DESIGNATION	IQAC ROLE	Signature
1	Dr. Rajeswari	Principal	Chairman	
2	Prof. C K Mari Gowda	Vice Principal	Member	
3	Dr. Kerron G Reddy B.	Management Representative & Educationist	Member	
4	Dr. Raja Shekar Patil	Head QA – Acharya Institutes	Member	
5	Dr. Renuka Devi	Administrative Officer	Member	
6	Dr. Lakshmikanth S	Associate Professor, Dept. of Electrical & Electronics Engineering	Coordinator	
7	Dr. Devarajaiah R M	Professor & Head, Dept. of Mechatronics	Member	
8	Dr. Nagaraja K C	Assistant Professor, Dept. of Mechanical Engineering	Member Secretary	
9	Dr. Rajanna K R	Professor, Dept. of Mathematics / Dean Students Affairs	Member	

10	Dr. Ajith Padhyana	Professor & Head, Dept. of Computer Science & Engineering/ Dean Faculty Development	Member	
11	Dr. Mahesh S S	Professor, Dept. of Physics/ Coordinator- 1 st Year	Member	<i>prabhu-ss</i>
12	Dr. Attel Manjunath	Associate Professor, Dept. of Mechatronics Coordinator -Institute Innovation Council	Member	<i>A. M. J. S.</i>
13	Dr. Sanman S	Associate Professor, Dept. of Mechanical Engineering	Member	<i>S. S.</i>
14	Prof. Devasis Pradhan	Assistant Professor, Dept. of Electronics & Communication Engineering /Dean R & D	Member	<i>Devasis</i>
15	Dr. Satish K	Assistant Professor & Head, Dept. of Chemistry Coordinator- 1 st Year, UHV Cell	Member	<i>Satish K</i>
16	Dr. Monica M	Assistant Professor, Dept. of MBA Coordinator - Assessment, Training & Placements	Member	<i>Monica</i>
17	Prof. Praveen B B	Assistant Professor, Dept. of Mechanical Engineering Coordinator - Infrastructure	Member	<i>Praveen</i>
18	Mr. Vinay Anappa	Chola Turbo Machinery International pvt. ltd	Member from Employer	<i>Vinay</i>
19	Mr. Sunil Bhat S	Business Development leader Access to Engineer	Member from Stake holders (Parent representative)	
20	Mr. Girish Kumar	CL Specialist Manager, HP,	Alumni, Dept. of ISE	
21	Ms. Hemamalini	3 rd Sem Dept. of ISE	Student Member	<i>Hemamalini</i>

Action taken from previous meeting:

1. A new IQAC composition has been formed and has taken charge.
2. The AQAR 2022-23 was successfully submitted on 7th May 2024.
3. Based on the gap analysis report (Ref: NAAC Benchmark), the AIT Handbook 2024 has been prepared and is ready for review.
4. The IQAC team has been informed to prepare the IIQA and SSR for the NAAC 2nd cycle.

Minutes of Meeting**Welcome Address:**

The Principal, the Chairman of IQAC at Acharya Institute of Technology, welcomed all the members to the first IQAC meeting for the academic year 2024-25. The IQAC Coordinator opened the meeting by presenting the agenda points, which had been shared with the IQAC members prior to the meeting.

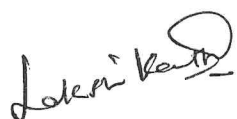
The following are the minutes of the meeting.

Agenda Number	Agenda and Minutes of Meeting	Responsibility
AIT/IQAC/2024-25/MOM/1/Agenda 1	2nd Cycle NAAC Accreditation – IIQA Preparation and Submission: The IQAC Coordinator briefed the members that, as the validity of the NAAC grade ends on April 30, 2024, there is a need to apply for the NAAC 2nd cycle. Therefore, the preparation of the Institutional Information for Quality Assessment (IIQA) is necessary for submission to NAAC before the NAAC Self-Study Report (SSR). All the members agreed and gave their consent to proceed with the preparation of the NAAC IIQA.	IQAC

<p>AIT/IQAC/2024-25/MOM/1/Agenda 2</p>	<p>NAAC SSR Preparation – Data Collection:</p> <p>As per NAAC guidelines, the Self-Study Report (SSR) must be submitted within 45 days of the IIQA submission and should comprehensively document institutional activities over the past five years. The members deliberated on the data collection process, covering the academic years 2019-20, 2020-21, 2021-22, 2022-23, and 2023-24..</p>	<p>IQAC and Criterion Owners</p>
<p>AIT/IQAC/2024-25/MOM/1/Agenda 3</p>	<p>Identification of criterion owners for the seven criteria as per the NAAC SSR and their roles</p> <p>Since the NAAC SSR comprises seven criteria, the discussion centered on appointing senior professors to oversee each criterion. The principal emphasized that criterion owners should be at least Associate Professors with a minimum of five years of experience at the institution to ensure an efficient data collection and collation process for NAAC SSR-2024. Two faculty members were assigned to each criterion, and their respective roles were discussed in detail.</p>	<p>IQAC</p>
<p>AIT/IQAC/2024-25/MOM/1/Agenda 4</p>	<p>Review and Approval of Draft Policies and SOPs:</p> <p>In consultation with the Head-QA of Acharya Institutes, the IQAC team has drafted policies covering academics, faculty, students, research, energy conservation, HR, and finance, essential for governance at Acharya Institute of Technology. Additionally, Standard Operating Procedures (SOPs) have been developed to standardize administrative and academic processes.</p> <p>These policies and SOPs were reviewed during the meeting, and members provided their approval.</p>	<p>Head QA and IQAC</p>
<p>AIT/IQAC/2024-25/MOM/1/Agenda 5</p>	<p>Stakeholder Feedback 2023-24 – Initiation</p> <p>A set of questionnaires for curriculum feedback from all stakeholders, including students, faculty, and alumni, was presented for review in the meeting through an online feedback form. The esteemed members</p>	<p>IQAC and all HODs</p>

	reviewed the content, provided their inputs, and approved it for circulation.	
AIT/IQAC/2024-25/MOM/1/Agenda 6	Discussion on draft Quality Handbook-2024 and finalization. The IQAC team, in consultation with relevant departments of AIT, prepared the draft Quality Handbook for 2024. This handbook outlines the benchmarks and targets assigned to individual departments and faculty members for achievement within the year. The draft was presented in the meeting for review, where members discussed its contents and provided their inputs. The members provided their consent for circulation.	IQAC and Admin Dept
AIT/IQAC/2024-25/MOM/1/Agenda 7	Planning for external audit review of draft SSR. A mock external audit will be conducted to assess the readiness of NAAC SSR documentation. The Head-QA was requested to identify external audit team members, coordinate the audit of the SSR and facilities, and schedule the audit in consultation with IQAC.	Head-QA

All the scheduled agenda points were discussed in the meeting, and the members reviewed and approved the action taken report from the previous IQAC meeting. The IQAC Coordinator concluded the meeting by summarizing the discussions and reviewing the recorded minutes. The meeting ended with a note of appreciation to all members for their participation.



Coordinator, IQAC

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



Principal

PRINCIPAL
ACHARYA INSTITUTE OF TECHNOLOGY
SOLDEVANAHALLI, BENGALURU - 560 107



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

Date & Time : 13th September 2024, Friday at 3.00 PM

Ref. No: AIT/IQAC/2024-25/MOM/2

Location : MBA BOARD ROOM, Acharya Institute of Technology

Duration : 2 Hours

Agenda :


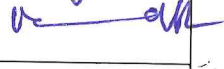



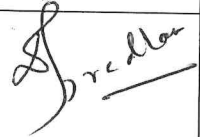
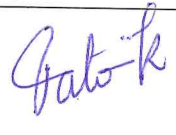

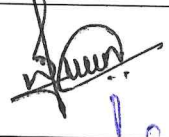
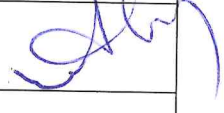
1. **External Audit Report Review:** Evaluation of the NAAC SSR preparation audit.
2. **NAAC SSR Finalization:** Criteria-wise review and approval for website upload.
3. NAAC SSR Submission After the approval of IQAC.
4. **Other Discussions:** Any additional points with the Chair's permission.

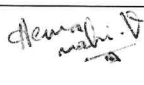
Welcome Address:

The Principal, the Chairman of IQAC at Acharya Institute of Technology, welcomed all the members to the Second IQAC meeting for the academic year 2024-25. The IQAC Coordinator opened the meeting by presenting the agenda points, which had been shared with the IQAC members prior to the meeting.

The following members were present for the meeting.

S.N.	NAME	DESIGNATION	IQAC ROLE	Signature
1	Dr. Rajeswari	Principal	Chairman	
2	Prof. C K Mari Gowda	Vice Principal	Member	
3	Dr. Kerron G Reddy B.	Management Representative & Educationist	Member	
4	Dr. Raja Shekar Patil	Head QA – Acharya Institutes	Member	
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7	Dr. Devarajaiah R M	Professor & Head, Dept. of Mechatronics	Member	

8	Dr. Nagaraja K C	Assistant Professor, Dept. of Mechanical Engineering	Member Secretary	
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15	Dr. Satish K	Assistant Professor & Head, Dept. of Chemistry Coordinator- 1 st Year, UHV Cell	Member	
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20	Mr. Girish Kumar	CL Specialist Manager, HP,	Alumni, Dept. of ISE	

21	Ms. Hemamalini	3 rd Sem Dept. of ISE	Student Member	
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Action taken from previous meeting:

1. As discussed, and deliberated in the previous IQAC meeting held on 7th June 2024, NAAC-IIQA was submitted successfully on 27th June 2024 and it was accepted by the NAAC.
2. Parallel to the IIQA preparation, the team has initiated and prepared a draft copy of the SSR.
3. As per the discussion in the previous meeting, the following faculty members have been chosen as criterion owners at the institutional level to lead the work.

Sl. No.	Criterion	Faculty Name	Designation
1	Criterion I - Curricular Aspects	Dr. Asha CN	Associate Professor, ECE
		Mr. Rajeev Bilagi	Assistant Professor, CSE
2	Criterion II - Teaching-Learning and Evaluation	Dr. Rajeshwari	Dean Academics
		Dr. Sujatha BM	Professor, ECE
		Dr. Satish K	First Year Coordinator
3	Criterion III - Research, Innovations and Extensions	Prof. Devasis Pradhan	Dean R&D
		Dr. Sanman	NSS Coordinator
4	Criterion IV - Infrastructure and Learning Resources	Dr Manjunatha B	HOD ME
		Mr. Dhananjay M	Assistant Professor, CV
5	Criterion V - Student Support and Progression	Dr. Rajanna K R	Dean (Student Welfare)
		Dr. Kusumadevi	Associate Dean Student Welfare
		Prof. Rohith B, MBA Dept	Sports & Cultural Coordinator

6	Criterion VI - Governance, Leadership and management	Dr. Kalavenugopal	Dean Faculty Development
		Dr. Mahak Balani	Assistant Professor, MBA
7	Criterion VII - Institutional Values and Best Practices	Dr. Shwetha S	HOD-Aeronautical Engg. AIT
		Mr. Lakshmikanth Reddy	Assistant Professor, EE

4. The policies and SOPs have been finalized and circulated across all departments of Acharya Institute of Technology.
5. The set of questions has been finalized and shared with the respective stakeholders to gather feedback on the curriculum.
6. The Handbook for the year 2024 has been finalized, incorporating the inputs provided by the IQAC members in the previous meeting held on 7th June 2024.
7. Initiated the green and energy audit in consultation with the Head-QA, Acharya Institutes
8. The external mock audit was conducted on August 26, 2024, with three external auditors: Dr. Sharath R, Dr. Prakash Jadhav, and Prof. Govindappa, who were the members of the mock audit team.

Minutes of Meeting

The following are the minutes of the meeting.

Agenda Number	Agenda and Minutes of Meeting	Responsibility
AIT/IQAC/2024-25/MOM/2/Agenda 1	External audit report was conducted on	IQAC and Criterion Owners

<p>AIT/IQAC/2024-25/MOM/2/Agenda 2</p>	<p>Discussion on the website layout drafted for the NAAC SSR on the AIT website.</p> <p>As per the NAAC guidelines and SSR requirements, the IQAC team, in consultation with the Head-QA, has prepared a layout to be included on our institutional website. This will allow the necessary data and supporting documents to be uploaded as required for the SSR, with the corresponding links to be submitted to NAAC in the SSR. The team provided input, and the IQAC team has agreed to implement the changes as per the meeting suggestions.</p>	<p>IQAC and AIT Website Coordinator</p>
<p>AIT/IQAC/2024-25/MOM/2/Agenda 3</p>	<p>Identification of core team members for the NAAC SSR review.</p> <p>As discussed in the previous meeting, the criterion owners were identified to collect data and supporting documents for five years, consolidate them as per the formats provided by the NAAC SSR, and submit the same. To ensure the accuracy of the data, the team has decided to identify a core team of members who will oversee certain criteria beyond the criterion owners.</p> <p>The IQAC team has obtained approval for the core team members selected from various departments of AIT.</p>	<p>IQAC and all HODs</p>
<p>AIT/IQAC/2024-25/MOM/2/Agenda 4</p>	<p>Planning for an external audit for NAAC SSR preparation.</p> <p>As per the directions of the management and the Principal, the IQAC team has planned an external audit once the draft SSR is ready. In this regard, the IQAC team has requested the Head-QA to provide input. The Head-QA has agreed to</p>	<p>Head-QA and IQAC</p>

	provide the necessary details and has approved the external audit, requesting the schedule at the earliest possible time.	
AIT/IQAC/2024-25/MOM/2/Agenda 5	<p>Planning and scheduling of the Departmental Academic and Administrative Audit by the IQAC team.</p> <p>The first phase of the audit needs to be scheduled to review the academic and administrative files, which must be prepared by the individual departments of AIT in line with the NAAC SSR. A total of 54 files, along with their lists and contents, were prepared by the IQAC team in consultation with the Dean (Academic), Principal, and Head-QA and are ready for circulation. This was presented in the meeting for discussion, and the members have agreed to proceed with it.</p>	IQAC, Head-QA and all HODs
AIT/IQAC/2024-25/MOM/2/Agenda 6	<p>Discussion on the draft OBE manual prepared by the IQAC team.</p> <p>The drafted OBE manual was presented for discussion in the meeting, and all inputs provided by the members were considered. The IQAC team has agreed to incorporate the suggested changes and finalize the manual.</p>	Head-QA and IQAC

All the agenda points scheduled for the meeting were discussed, and the members reviewed and agreed upon the action taken report from the previous IQAC meeting. The IQAC Coordinator concluded the meeting by summarizing the discussions and reviewing the minutes recorded. The meeting ended with a note of thanks to all the members present.



Coordinator, IQAC

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Principal

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

Date & Time : 13th December 2024, Friday at 3.00 PM

Ref. No: AIT/IQAC/2024-25/MOM/3

Location : AIT BOARD ROOM, Acharya Institute of Technology

Duration : 2 Hours




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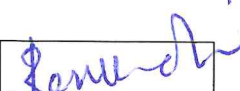
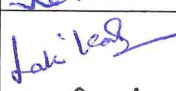

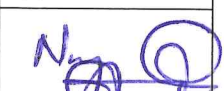
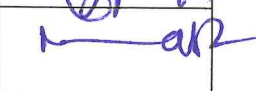
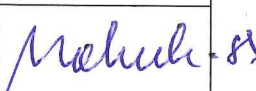
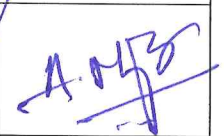
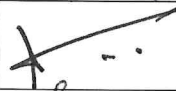
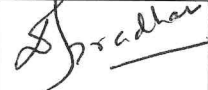
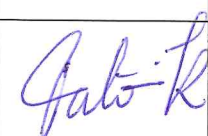

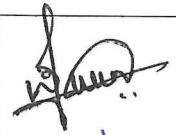

1. **Second Phase Audit** – Scheduling departmental file audits for NAAC SSR compliance, reviewing administrative file formats for uniformity, and evaluating department PPT content.
2. **Workshop on CO-PO Attainment:** Planning and conducting a workshop on CO-PO mapping and attainment for the new recruited faculty.
3. **Preparation for LIC Visit:** Preparing for the LIC visit to VTU.
4. **NBA Compliance Review:** Review of NBA compliance report of the Biotechnology program and submission.
5. **NIRF Data Review:** Reviewing NIRF data and analysis report.
6. **Benchmark Monitoring:** Status review department benchmarks for performance evaluation.
7. Any other issues discussed with the permission of the chair.

Welcome Address:

The Principal, the Chairman of IQAC at Acharya Institute of Technology, welcomed all the members to the third IQAC meeting for the academic year 2024-25. The IQAC Coordinator opened the meeting by presenting the agenda points, which had been shared with the IQAC members prior to the meeting.

The following members were present for the meeting.

S.N.	NAME	DESIGNATION	IQAC ROLE	SIGNATURE
1	Dr. Rajeswari	Principal	Chairman	
2	Prof. C K Mari Gowda	Vice Principal	Member	
3	Dr. Kerron G Reddy B.	Management Representative & Educationist	Member	
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20	Mr. Girish Kumar	CL Specialist Manager, HP,	Alumni, Dept. of ISE	
21	Ms. Hemamalini	3 rd Sem Dept. of ISE	Student Member	<i>Hemamalini</i>

Action taken from previous meeting:

1. The external mock audit was conducted on August 26, 2024, by a team of three external auditors: Dr. Sharath R, Dr. Prakash Jadhav, and Prof. Govindappa. The audit report highlighted shortcomings in data accuracy and supporting proofs as per NAAC DVV guidelines, along with gaps in the institute's central facilities. All comments and suggestions were incorporated into the criterion files and subsequently verified by the core team members.
2. The strategy was planned for reviewing each criterion metrics and approval by the IQAC.
 - i. Criterion owners were reviewing the correctness and the proofs as per the SOPs and the NAAC benchmarks.
 - ii. In the second level, the core team members reviewed the proof documents in line with the data and ensures the signature and seal of the concerned.
 - iii. In third level, IQAC members have reviewed and verified the correctness of the data and proofs.
 - iv. After all the required approvals, the documents were sent for scanning and link generation metric wise.
 - v. Link verification was done by the core team members and the criterion owners.
 - vi. IQAC facilitated the scanning, verification and uploading of the documents to the AIT website.

3. With the approval of the leadership, the team, IQAC has submitted the NAAC SSR successfully on 1st October 2024 to the NAAC.

Minutes of Meeting

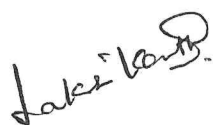
The following are the minutes of the meeting.

Agenda Number	Agenda and Minutes of Meeting	Responsibility
AIT/IQAC/2024-25/MOM/3/Agenda 1	<p>Second Phase Audit: Scheduling the department files audit to ensure alignment with the NAAC SSR.</p> <p>The Phase One audit of administrative files from all departments was presented and discussed in the IQAC meeting. On average, 50-60% of the files have been updated to align with NAAC requirements, and the institution is preparing for the NAAC visit in 2025.</p> <p>In coordination with the Head-QA, the IQAC team has designed the cover page, separation sheets, and standardized formats for individual metrics and tabulations. These were displayed in the meeting for review and updates from team members. Inputs from individual members were gathered, and the final version was approved for circulation.</p> <p>To prepare for the NAAC peer team visit, expected in the first quarter of 2025, the IQAC team, in consultation with the Head-QA of Acharya Institutes, developed the content for department-wise PPTs to be presented during the visit. The draft content and PPT template were discussed in the meeting and approved by the members</p>	IQAC and all HODS

<p>AIT/IQAC/2024-25/MOM/3/Agenda 2</p>	<p>Workshop on CO-PO Attainment: Conducting a workshop on CO-PO attainment for the 2022 scheme.</p> <p>In line with NBA and NAAC requirements, the CO-PO attainment workshop is essential. In this regard, IQAC has planned a hands-on workshop on CO-PO attainment for the new 2022 scheme introduced by VTU. The resource persons for the workshop are Dr. Rajeswari, Principal of AIT, and Dr. B. Manjunatha, HOD of Mechanical Engineering at Acharya Institute of Technology.</p> <p>This agenda was discussed in the meeting and received approval from the members present.</p>	<p>Dean Academics, Dr. B Manjunatha, and IQAC</p>
<p>AIT/IQAC/2024-25/MOM/3/Agenda 3</p>	<p>Preparation for LIC Visit: Preparing for the LIC visit to VTU.</p> <p>As per the circular issued by VTU, the LIC visit for affiliated colleges will commence in the second week of January 2025.</p> <p>In line with this, the IQAC team, in consultation with the AIT administration department, has prepared a draft PPT. The draft was presented for discussion in the meeting and received approval from the members. Additionally, the list of required files was also discussed in the meeting.</p>	<p>Admin. Dept and IQAC</p>
<p>AIT/IQAC/2024-25/MOM/3/Agenda 4</p>	<p>NBA Compliance Review: Reviewing NBA compliance and preparing the Biotechnology Department for the NBA evaluation.</p> <p>Following the email received from NBA regarding the application for the Biotechnology Department, the draft compliance report and PPT were presented for discussion to gather inputs from the meeting members.</p>	<p>HOD- Biotechnology and IQAC</p>

	The consent of the members was obtained to proceed further.	
AIT/IQAC/2024-25/MOM/3/Agenda 5	<p>NIRF Data Review: Reviewing NIRF data and preparing for submission.</p> <p>For the NIRF 2024-25, data was collected and consolidated. The compiled data was presented in the meeting for discussion, and all the input from the members were taken into consideration.</p>	<p>NIRF</p> <p>Coordinator,</p> <p>IQAC and Head-QA</p>
AIT/IQAC/2024-25/MOM/3/Agenda 6	<p>Benchmark Monitoring: Monitoring benchmarks for performance evaluation.</p> <p>As mentioned in the Handbook for the year 2024-25, the benchmarks related to academic, students, faculty and research works were given in the beginning of 2023, the status of the attainment from the individual departments were collected and consolidated. This was kept for the discussion in the meeting.</p>	<p>All HODs,</p> <p>Principal and</p> <p>IQAC</p>

All the agenda points scheduled for the meeting were discussed, and the members reviewed and agreed upon the action taken report from the previous IQAC meeting. The IQAC Coordinator concluded the meeting by summarizing the discussions and reviewing the minutes recorded. The meeting ended with a note of thanks to all the members present.



Coordinator, IQAC

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



Principal

PRINCIPAL
ACHARYA INSTITUTE OF TECHNOLOGY
SOLDEVANAHALLI, BENGALURU - 560 107



ACHARYA INSTITUTE OF TECHNOLOGY

Affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka and Accredited by NBA (AE, BT, CSE, ECE, ME, MT)

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

Date & Time : 8th March 2025, Saturday

Ref. No: AIT/IQAC/2024-25/MOM/4

Location : NBA BOARD ROOM, Acharya Institute of Technology

Duration : 2 Hours


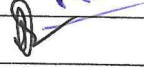
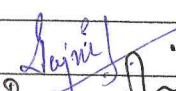
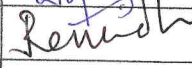

Agenda :







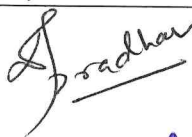
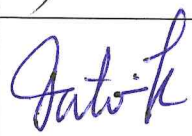

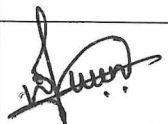
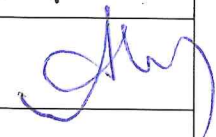
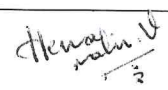
1. Review of NAAC 2nd Cycle SSR: Status and Updates.
2. Discussions on the preparations for the 2nd cycle NAAC peer team visit (online).
3. Review of the administrative audit conducted for the Year 2024-25 and Schedule of the Academic Audit for 2023-24.
4. Benchmark Review & Guidelines: Evaluating 2024-25 benchmarks and setting new guidelines for 2025-26.
5. NBA Accreditation pre-qualifier preparation of UG programs (CSE,ECE,MT,ME,ISE,EEE)
6. Any other issues with permission of the chair.

Welcome Address

The Principal, the Chairman of IQAC at Acharya Institute of Technology, welcomed all the members to the fourth IQAC meeting for the academic year 2024-25. The IQAC Coordinator opened the meeting by presenting the agenda points, which had been shared with the IQAC members prior to the meeting.

The following members were present for the meeting.

S.N.	NAME	DESIGNATION	IQAC ROLE	SIGNATURE
1	Dr. C K Mari Gowda	Principal	Chairman	
2	Dr. Rajeswari	Dean Academics	Member	
3	Dr. Kerron G Reddy B.	Management Representative & Educationist	Member	
4	Dr. Raja Shekar Patil	Head QA – Acharya Institutes	Member	
5	Dr. Renuka Devi	Administrative Officer	Member	
6	Dr. Lakshmikanth S	Associate Professor, Dept. of Electrical & Electronics Engineering	Coordinator	

7	Dr. Devarajaiah R M	Professor & Head, Dept. of Mechatronics	Member	
8	Dr. Nagaraja K C	Assistant Professor, Dept. of Mechanical Engineering	Member Secretary	
9	Dr. Rajanna K R	Professor, Dept. of Mathematics / Dean Students Affairs	Member	
10	Dr. Ajith Padhyana	Professor & Head, Dept. of Computer Science & Engineering/ Dean Faculty Development	Member	
11	Dr. Mahesh S S	Professor, Dept. of Physics/ Coordinator-1 st Year	Member	
12	Dr. Attel Manjunath	Associate Professor, Dept. of Mechatronics Coordinator - Institute Innovation Council	Member	
13	Dr. Sanman S	Associate Professor, Dept. of Mechanical Engineering	Member	
14	Prof. Devasis Pradhan	Assistant Professor, Dept. of Electronics & Communication Engineering /Dean R & D	Member	
15	Dr. Satish K	Assistant Professor & Head, Dept. of Chemistry Coordinator- 1 st Year, UHV Cell	Member	
16	Dr. Monica M	Assistant Professor, Dept. of MBA Coordinator - Assessment, Training & Placements	Member	
17	Prof. Praveen B B	Assistant Professor, Dept. of Mechanical Engineering Coordinator - Infrastructure	Member	
18	Mr. Vinay Anappa	Chola Turbo Machinery International pvt. Ltd	Member from Employer	
19	Mr. Sunil Bhat S	Business Development leader Access to Engineer	Member from Stake holders (Parent representative)	
20	Mr. Girish Kumar	CL Specialist Manager, HP,	Alumni, Dept. of ISE	
21	Ms. Hemamalini	3 rd Sem Dept. of ISE	Student Member	

Action Taken Report from the Previous IQAC Meeting

1. Following the IQAC meeting on December 13, 2024, the second-phase audit was conducted from January 15 to 23, 2025, and the status report was submitted to the principal. During the audit, department PPTs were reviewed, and recommendations were provided for incorporation, with finalization scheduled for the third phase. Additionally, cover pages, separator sheets, and formats for Level-1, Level-2, and Level-3 were prepared and distributed to all departments.
2. IQAC-AIT successfully organized a workshop on 'CO-PO Mapping and Attainment According to the NBA Reporter' on February 7, 2025.
3. The team effectively faced the VTU LIC inspection on January 30, 2025.
4. NBA Compliance report of Biotechnology program is submitted in Dec 2024 after review.
5. The NIRF 2025 data is submitted on January 31, 2025 after the review.
6. Status review of each department benchmark/targets was conducted on February 17, 2025 and inputs for improvements were given principal and IQAC, Coordinator.

Minutes of Meeting

The following are the minutes of the meeting.


Agenda Number	Agenda and Minutes of Meeting	Responsibility
AIT/IQAC/2024-25/MOM/4/Agenda 1	Review of NAAC 2nd Cycle SSR: Status. <ul style="list-style-type: none">• The IQAC coordinator, Dr. Lakshmikanth S., initiated a discussion with the meeting members on the NAAC SSR, which was submitted on October 1, 2024. He informed the members about the status of the SSR, stating that AIT had received the DVV comments and had successfully submitted the responses for the DVV clarifications sought by NAAC.• Head, QA requested to arrange for a review of central facilities to ensure preparedness for NAAC Visit.	IQAC
AIT/IQAC/2024-25/MOM/4/Agenda 2	Discussions on the preparations for the 2nd cycle NAAC peer team visit (online). <p>The AIT leadership collectively decided to proceed with the existing NAAC regime and agreed to welcome the team through the online mode. This decision was communicated to NAAC and same information was shared with the meeting members.</p>	IQAC

<p style="text-align: center;">AIT/IQAC/2024-25/MOM/4/Agenda 3</p>	<p>Review of the administrative audit conducted for the Year 2024-25 and Schedule of the Academic Audit for 2023-24.</p> <p>The IQAC team and Head-QA, successfully completed the audit of department administrative files in line with accreditation. The final phase audit was completed on March 7, 2025, except for the Basic Sciences and MBA departments. The audit report was presented before the members.</p> <ul style="list-style-type: none"> • Head QA provided his remarks on the audit. He specifically mentioned that the ISE, MT, ECE, and Mechanical departments stood out for their outstanding preparation of files. Additionally, he pointed out that the EEE and MCA departments had not prepared their files up to the expectations set by the IQAC in consultation with QA. • Principal advised IQAC to conduct one external audit annually after internal IQAC audit. • The principal suggested to create a depository of policies, SOPs and formats in ERP for easier access. • The academic audit for the year 2023-24 and 2024-25 has been scheduled from 24th March 2025 to 11th April 2025. 	<p style="text-align: center;">IQAC and all HODs</p>
<p style="text-align: center;">AIT/IQAC/2024-25/MOM/4/Agenda 4</p>	<p>Evaluating 2024-25 benchmarks and setting new guidelines for 2025-26.</p> <ul style="list-style-type: none"> • The IQAC team, along with the principal, reviewed the status of department's benchmarks achievements for the year 2024-25 (up to third quarter). The principal provided suggestions on the accomplishments achieved by the departments and on how to complete the pending benchmarks. A report of the review was prepared and recorded in the files. This meeting was held on February 24, 2025. This information was shared with the meeting members. • The Student handbook 2025 was presented before the members for suggestions and suggestion were noted and first year coordinator were informed to incorporate the changes. 	<p style="text-align: center;">All HODs and IQAC</p> <p style="text-align: center;">First year coordinator</p>

	<ul style="list-style-type: none"> Principal requested Head, QA to provide zero tolerance policy and to be circulated among faculty and student for awareness. The Quality handbook 2025 was presented before for the recommendation. Members suggested to make changes in benchmarks based on targets achieved against the 2024 benchmarks set for departments and faculty. 	IQAC
AIT/IQAC/2024-25/MOM/4/Agenda 5	<p>NBA Accreditation pre-qualifier preparation of UG programs (CSE,ECE,MT,ME,ISE,EEE)</p> <p>The IQAC Coordinator informed the members since the NBA accreditation of 4 UG programs are due for renewal in June 2025. Hence IQAC has circulated new prequalifier formats, SAR manual and guidelines to prepare the prequalifier and submit it to IQAC for review. The consolidated report will be submitted to principal.</p>	HODs and IQAC
AIT/IQAC/2024-25/MOM/4/Agenda 6	<p>Any other issues for discussion</p> <p>After the discussion on agenda points, the chair granted permission to the members to discuss any other points related to IQAC activities. The following points were raised by the members and suggestion provided.</p> <ul style="list-style-type: none"> The IQAC coordinator has informed the members as per head QA recommendation AIT has participated in SII green ranking 2025 and opted out of Tech & AI Education Rankings with permission of principal. Head, QA sir informed IQAC team to prepare the institutional development plan. Head QA suggested IQAC to define monitoring mechanisms to ensure quality in classroom teaching, Lab and VAP. Head QA suggested for Management approval for policies to be sought. The principal advised to prepare IQAC COE 2025-26 and monitoring mechanism for adhere. All the meeting circular/notices to be prepared in letter heads with signatures and to be circulated. Members advised for Copyrights of all the lab manual 	IQAC

	<p>to be done (Responsibility lies with R&D, IPR coordinator)</p> <ul style="list-style-type: none"> • IQAC proposed an FDP on OBE and New guidelines of NBA in April 2025. 	
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All the agenda points scheduled for the meeting were discussed, and the members reviewed and agreed upon the action taken report from the previous IQAC meeting. The IQAC Coordinator concluded the meeting by summarizing the discussions and reviewing the minutes recorded. The meeting ended with a Vote of thanks to all the members present by chairman of IQAC.


10/3/2024
Coordinator, IQAC

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


10/3/24
Principal

PRINCIPAL
ACHARYA INSTITUTE OF TECHNOLOGY
SOLDEVANAHALLI, BENGALURU - 560 107