



# 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** : 7<sup>th</sup> June 2025, 10:00 am, Saturday

**Ref. No:** AIT/IQAC/2025 -26/MOM/1

**Location** : AIT Board Room, Acharya Institute of Technology

**Duration** : 2 Hours

**Agenda** :

1. Discussion on NAAC Peer Team Visit (27–28 May 2025) and Accreditation Results with Action Plan (6 June 2025).
2. NBA pre-qualifier and SAR for 5 departments-Review and approval for submission
3. IQAC Audit – Preparation for Administrative and Academic Audit (2023–24 and 2024–25).
4. Review of Departmental Benchmark Report (2024–25) and Discussion on AIT and Departmental Benchmarks for 2025–26.
5. Any other issue with permission of chair

### Action Taken on Previous Quarter IQAC Meeting:

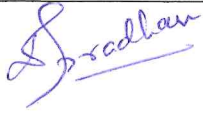
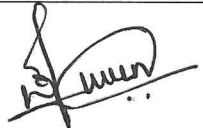



1. Preparations for the NAAC Peer Team Visit were carried out in line with the NAAC guidelines and based on the inputs provided by QA and the Principal.
2. The NAAC Online Peer Team Visit was successfully conducted on 27–28 May 2025, adhering to the stipulated NAAC guidelines.
3. Owing to the schedule of the NAAC Peer Team Visit and related preparations, the IQAC Admin and Academic Audit could not be conducted.
4. The fourth-quarter and annual department benchmarks for the academic year 2024–25 were reviewed, and the percentage of achievements was analyzed. The fourth-quarter analysis was completed in April 2025.
5. The pre-qualifiers of NBA for five departments were reviewed and approved for submission to the NBA portal. Additionally, these departments were instructed to prepare the SARs in accordance with the prescribed NBA guidelines and formats.

### 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 2025-26. The IQAC Coordinator opened the meeting by presenting the IQAC initiatives in the last quarter, action taken and the agenda points for current quarter.

### The following members were present for the meeting:

| S.N. | NAME                  | DESIGNATION  | IQAC ROLE        | SIGNATURE   |
|------|-----------------------|--|------------------|---|
| 1    | Dr. C K Marigowda     | Principal  | Chairman         |    |
| 2    | Dr. Kerron G Reddy B  | Management Representative & Educationist   | Member           |   |
| 3    | Dr. Raja Shekar Patil | Head QA – Acharya Institutes   | Member           |   |
| 4    | Dr. Renuka Devi       | Administrative Officer   | Member           |  |
| 5    | Dr. Lakshmikanth S    | Associate Professor, Dept. of Electrical & Electronics Engineering                   | Coordinator      |  |
| 6    | Dr. Nagaraja K C      | Assistant Professor, Dept. of Mechanical Engineering                                 | Member Secretary |  |
| 7    | Dr. Rajeswari         | Dean Academics   | Member           |  |
| 8    | Dr. Devarajaiah R M   | Professor & Head, Dept. of Mechatronics  | Member           |  |
| 9    | Dr. Rajanna K R       | Professor, Dept. of Mathematics / Dean Students Affairs                              | Member           |  |
| 10   | Dr. Kala Venugopal    | Professor & Head, Dept. of Computer Science & Engineering/ Dean Faculty Development  | Member           |  |
| 11   | Dr. Mahesh S S        | Professor, Dept. of Physics/ Coordinator- 1 <sup>st</sup> Year                       | Member           |  |
| 12   | Dr. Attel Manjunath   | Associate Professor, Dept. of Mechatronics Coordinator -Institute Innovation Council | Member           |  |

|    |                       |  |   |   |
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| 13 | Dr. Sanman S          | Associate Professor, Dept. of Mechanical Engineering                                       | Member  | ABSENT  |
| 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 <sup>st</sup> 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        | 7 <sup>th</sup> 3 <sup>rd</sup> Sem Dept. of ISE   | Student Member                                    |  |

### Minutes of Meeting

Following the presentation by the IQAC Coordinator, the agenda points were taken up for deliberation and discussion. The minutes of the meeting are recorded as follows.

| Agenda Number  | Agenda and Minutes of Meeting   | Responsibility  |
|--|---|---|
| <p style="text-align: center;"><b>AIT/IQAC/2025-26/MOM/1/<br/>Agenda 1</b></p> | <p>The Principal addressed the meeting, briefing the members on the NAAC Online Peer Team Visit conducted on 27–28 May 2025 and sharing the remarks of the peer team. The IQAC Coordinator presented the NAAC results, including the grade and criterion-wise scores, along with a detailed analysis and the NAAC report. Following the discussion, the Principal sought the members’ opinions on filing a NAAC appeal and advised the IQAC to prepare and submit the same.</p>   | <p style="text-align: center;">IQAC and<br/>Criterion Owners</p>                        |
| <p style="text-align: center;"><b>AIT/IQAC/2025-26/MOM/1/<br/>Agenda 2</b></p> | <p>In view of the NBA accreditation of four UG programs (CSE, ECE, ME, and MT) expiring on 30 June 2025, and based on the IQAC analysis that the EEE department is eligible to apply for NBA accreditation, five UG programs (CSE, ECE, ME, MT, and EEE) were directed to prepare the pre-qualifiers as per the NBA old format. The pre-qualifiers prepared by the respective departments were presented before the members for review and inputs. After due review, the members approved the submission of the NBA pre-qualifiers.</p> | <p style="text-align: center;">IQAC and HODs<br/>of 5 UG programs<br/>going for NBA</p> |
| <p style="text-align: center;"><b>AIT/IQAC/2025-26/MOM/1/<br/>Agenda 3</b></p> | <p>The IQAC Coordinator presented the plan of action for conducting the Administrative and Academic Audit for the years 2023–24 and 2024–25, including the audit schedule, list of auditors, and a proposed briefing session for the auditors. The members requested that the Action Taken Report be submitted in the next meeting.</p>   | <p style="text-align: center;">HODs and<br/>Auditors</p>                                |

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| <p><b>AIT/IQAC/2025-26/MOM/1/ Agenda 4</b></p> | <p>The review report of departmental benchmarks for 2024–25, conducted by the IQAC and the Principal in April 2025, was presented before the members along with the identified gaps. The reframed departmental benchmarks for 2025–26 and the corresponding monitoring mechanism were also presented. The members appreciated the achievements of 2024–25 and suggested steps to ensure 100% accomplishment of benchmarks by all departments.</p> | <p>HODs</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 by coordinator, IQAC and Principal.

**Coordinator, IQAC**

**COORDINATOR**

**Internal Quality Assurance Cell  
Acharya Institute of Technology  
Bengaluru - 560 077**

**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** : 19<sup>th</sup> Sep 2025, 10:30 am, Friday

**Ref. No:** AIT/IQAC/2025-26/MOM/2

**Location** : AIT Board Room, Acharya Institute of Technology

**Duration** : 2.5 Hours

**Agenda** :

1. NBA files preparation and review
2. Discussion on departmental benchmark 2025-26 achievements for first quarter
3. Institutional Development Plan-Review
4. Adoption of Graduate Attributes (POs) and Professional Competencies version 4.0 – NBA (GAPC 4.0)
5. Any other issues with permission of the chair


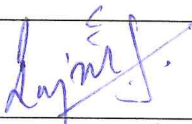




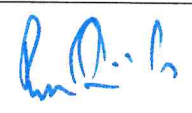



### Action Taken from Previous Meeting

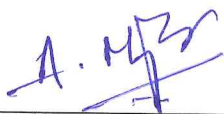

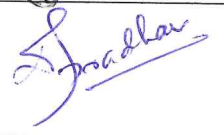
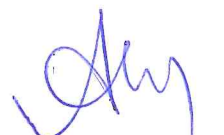
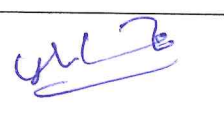

1. The AIT NAAC appeal report covering 23 metrics (12 QIM and 11 QnM) was submitted and presented before the NAAC Appeal Committee on 7 August 2025. Following the committee's review, NAAC declared "No Change" in the grade/score, with the final accreditation result remaining at Grade A.
2. The Self-Assessment Reports (SAR) for five programs were prepared as per NBA guidelines, reviewed by the IQAC and the Principal, and, upon approval, submitted to the NBA portal on 29 August 2025.
3. The Academic and Administrative Audit for 2023–24 and 2024–25 was conducted, and the auditors' Action Taken Report has been submitted to the IQAC.
4. The departmental benchmark review for the first quarter of 2025–26 was completed, and the Principal provided recommendations to the departments to achieve the set benchmarks.

### 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 2025-26. The IQAC Coordinator opened the meeting by presenting the IQAC initiatives in the last quarter, action taken and the agenda points for current quarter.

The following members were present for the meeting.

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| 4    | Dr. Renuka Devi       | Administrative Officer  | Member           |  |
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| 6    | Dr. Nagaraja K C      | Assistant Professor, Dept. of Mechanical Engineering                                | Member Secretary |  |
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| Agenda Number                                       | Agenda and Minutes of Meeting   | Responsibility                                   |
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| <p><b>AIT/IQAC/2025-26<br/>/MOM/2/ Agenda 1</b></p> | <p><b>NBA files preparation and review</b></p> <p>The IQAC Coordinator updated the members on the current status of NBA preparedness. The Principal advised the IQAC team to prepare a schedule and conduct an internal audit of the NBA documentation for five departments (CSE, ECE, EEE, ME, and MT). The audit will include departmental files (P1 to P35) and institutional files (I1 to I15). HODs/Professors from the AE and BT departments along with the Head-QA, will be involved in carrying out the NBA file audit.</p> | <p style="text-align: center;">IQAC</p>          |
| <p><b>AIT/IQAC/2025-26<br/>/MOM/2/ Agenda 2</b></p> | <p><b>Discussion on departmental benchmark 2025-26 achievements for first quarter</b></p> <p>The First Quarter review report against the department benchmarks 2025-26 was presented before the members. The Action plan by each department to achieve benchmarks in next 3 quarter was also presented.</p>   | <p style="text-align: center;">IQAC and HODs</p> |
| <p><b>AIT/IQAC/2025-26<br/>/MOM/2/ Agenda 3</b></p> | <p><b>Institutional Development Plan-Review</b></p> <p>The Draft Institutional Development Plan (IDP) 2025-26 of AIT, prepared in accordance with UGC guidelines and the inputs of the Head-QA, was presented for review and approval. The Principal and members recommended sharing the IDP with all stakeholders to obtain their suggestions and inputs.</p>  | <p style="text-align: center;">IQAC</p>          |

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| <p><b>AIT/IQAC/2025-26<br/>/MOM/2/ Agenda 4</b></p> | <p><b>Adoption of Graduate Attributes (POs) and Professional Competencies Version 4.0–NBA(GAPC 4.0).</b></p> <p>The IQAC Coordinator presented the revised NBA guidelines/framework and highlighted the key changes from the previous version. The number of Program Outcomes (POs) has been reduced from 12 to 11, along with additional modifications. The members approved the adoption of the new guidelines effective from the current academic year (2025–26 Batch).</p> <p>To ensure awareness of the revised NBA guidelines, the members recommended that IQAC organize an FDP to disseminate information on the updated framework and the changes made from the earlier version.</p>  | <p>IQAC and HODs</p> |
| <p><b>AIT/IQAC/2025-26<br/>/MOM/2/ Agenda 5</b></p> | <p><b>Any other issues with permission of the chair</b></p> <ul style="list-style-type: none"> <li>• The student member, Ms. Hemamalini, suggested that follow-up activities be conducted after value-added programs to assess their impact on students.</li> <li>• The alumni member, Mr. Girish, recommended strengthening domain-specific training in addition to the existing soft-skill programs. He also proposed organizing more mock tests to help students build confidence for interview panels.</li> <li>• Dean–Academics, Dr. Rajeswari, observed that there is potential to initiate an alumni mentoring program by identifying alumni expertise and mapping it with student needs. She further suggested inviting more alumni to increase student engagement.</li> <li>• The Principal instructed the IQAC team to circulate a congratulatory email to all stakeholders—including students, faculty, alumni, and employers—</li> </ul> | <p>IQAC</p>          |

|  |  |  |
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|  | <p>acknowledging their valuable support in achieving the 'A' grade in the recent NAAC results.</p> <ul style="list-style-type: none"><li>• The Principal also instructed the IQAC team to send a congratulatory email to the BT and AE departments for successfully extend their NBA validity after the NBA compliance visit.</li><li>• The Head-QA suggested that IQAC participate in the 'Institution of Happiness 2026' survey and informed that the registration has already been completed. He mentioned that the process will begin once the survey links are received. He further noted that, if the institution qualifies, it will be awarded the 'Institution of Happiness' recognition by the Central Government.</li><li>• The Head-QA suggested that when a faculty member plans to take leave, they should be instructed to engage extra classes and cover the planned syllabus in advance, instead of conducting additional classes after returning from leave.</li><li>• Alumni member, Mr. Girish, suggested that faculty can make use of Slido – Quiz Maker to conduct quizzes in class for students.</li></ul> |  |
|--|--|--|

All the agenda points were discussed in detail, and the members reviewed and approved the Action Taken Report from the previous IQAC meeting. The IQAC Coordinator concluded the meeting by summarizing the key discussions and reviewing the recorded minutes.

The Principal appreciated the efforts of all members in strengthening the quality initiatives of the institution and emphasized the need for timely execution of the discussed action points.

The meeting ended with a vote of thanks extended to all members by the IQAC Coordinator and the Principal.



Coordinator, IQAC

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



Principal

**PRINCIPAL**  
ACHARYA INSTITUTE OF TECHNOLOGY  
SOUDEVAHALLI, BENGALURU - 560 107