



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 10.11.2017

Proceedings of the 1st Meeting of IQAC, held in the Board Room, AD Block at 10:00 AM on 10.11.2017

1. Members Present:

Dr.C K Subbaraya, Director, AIT

Dr. C T Jayadeva, Principal (Chairman)

Dr. Prakash Rao K S, Director, IAQC

All departments HODs, Newly Appointed Members of IQAC

Sri K Mohan, Governing Council Member (Management Rep), Ms.Nayana T D (Alumni Rep.)
{Members} were granted leave of absence.

2. Agenda:

1. Initial remarks by the Principal/Chairman-IQAC
2. Structuring of AIT IQAC cell
3. Bringing Institution Handbook with detailed semester plans for A.Y. 2018-19
4. Any other topic with the permission of the chair

3. Proceedings:

1. After welcoming all the members to the meeting, The Chairman-IQAC (Principal), formally welcomed the prospective members, Director and Coordinator of IQAC to the very first meeting of IQAC this year, and in his initial remarks, presented briefly the highlights the very importance of IQAC in the changing needs of the academic process. He also told NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Also, he said that IQAC plays major role in the NAAC /NBA Accreditation process.

1. Agenda Point 1: Structuring IQAC

Preamble: NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. IQAC enables to realize our strengths and assures the stakeholders i.e., students, parents, teachers, staff, management, funding agencies and society in general - of the accountability and transparency in the quality management system of the institution and its concern for ensuring quality of education being imparted. IQAC happens to be one of the important components of the college which ensures quality and continuous improvement in all the units / aspects of the college. We work towards differentiating ourselves by bringing ethos of student centeredness and molding students to be lifelong learners and innovators. Not



only because of the NAAC recommendation, also by knowing the importance of IQAC in the changing needs of the academic process. The following team is identified by the Principal, naturally the Chairman of IQAC - based on their own participation will and enthusiasm towards planning and progress.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SL No	Members of the IQAC	Designation	Type of Stake holder
1	Dr.C.T.Jayadeva	Principal & Chairman	Head of the Institution
2	Dr.C.K.Subbaraya	Management	Director, AII
2	Sri. K. Mohan	Management	Governing Council member
3	Dr.Prakash Rao K S	Director	HOD, Dept. of MBA
4	Mr.Devananda H M	Coordinator	Asst Prof., Dept. of MBA
6	Mr. Sanjith J	Member	Asst Prof., Dept. of Civil Engg.
7	Mr. Sanjay D S	Member	Asst Prof., Dept of C S& Engg
8	Mr.Sandesh K P	Member	Asst Prof, Dept of IS& Engg.
9	Mr.Sridhar N H	Member	Asst Prof, Dept of E&E Engg.
10	Mr.Rachan D Shekar	Member	Asst Prof, Dept of Mechanical Engg
11	Mr. Madhu Prakash R.	Member	Asst Prof., Dept of E & C Engg
12	Mr.Rasi I A	Member	Asst Prof., Dept. of MBA
13	Dr. Lakshminarayana B N	Member	Asst Prof., Dept. of Physics
14	Mr.Syed Nizamuddin	Member	Asst Prof, Dept. of Chemistry
15	Mr.Vinay K U	Member	Asst Prof., Dept. of Mathematics
16	Mr. Sagar N S	Member	Registrar
17	Mrs. Chandrika A S	Member	FDA
18	Mr.Santosh Kumar B S	Member	HR Manager
19	Ms. Shaimaz Saeed Khan	Member	Student, MBA Dept.
20	Mr. Sachin K.	Member	Student,E &C Engg. Dept
21	Ms. Divymani	Member	Student,I&SEngg. Dept
22	Ms.Vathsalya H V	Member	Student,CS& Engg. Dept
23	Ms. Nayana T D	Member	Alumni
24	Mrs.Shila G J	Member	Alumni
25	Mr. S V Majanath	Member	Philanthropist (Community)
26	Mr. Shivan D M	Member	Industrialist

2. Agenda Point 2: Enriching contents of Institution Handbook: 2019-20

IQAC coordinator placed a first proposal regarding planning of incorporating institutional activities in Hand book for the academic year 2019-20.

Preamble: Institution Handbook is compiled and distributed to all newly admitted students every year. This is designed based on the mandatory disclosure guidelines of AICTE.

Proposal: To include any missing details in the next issue of Handbook.

Recommendations:



Adichunchanagiri Shishkana Trust ®
Adichunchanagiri Institute of Technology
ACCREDITED BY N.B.A., ISO 9001: 2008 CERTIFIED
(Recognized by A.I.C.T.E. New Delhi and Government of Karnataka)
P.B.No.91, Adichunchanagiri Extension, CHIKKAMAGALURU – 577102.



To include / update:

- a. details of NSS activities.
- b. usage details of DHI software
- c. details of accreditation: NBA/NAAC
- d. Scholarship details
- e. Online Fee Payment details
- f. Internal Academic and Administrative Auditing (IAAA)
- g. Mentoring Process

CT Jayadev

Signature of the IQAC Chairman
Adichunchanagiri Institute of Technology
Chikkamagaluru-577102



INTERNAL QUALITY ASSURANCE CELL

Date: 25-2-2018

Proceedings of the 2nd Meeting of IQAC, held in the Meeting Hall, AD Block at 10.00 AM on 25.2.2018

1. Members Present:

Sl. No	Members of the IQAC	Designation	Type of Stake holder
1	Dr.C T Jayadeva	Principal &Chairman	Head of the Institution
2	Dr.C.K.Subbaraya	Management	Director, AIT
2	Sri. K. Mohan	Management	Governing Council member
3	Dr.Prakash Rao K S	Director	HOD, Dept. of MBA
4	Mr.Devananda H M	Coordinator	Asst Prof , Dept. of MBA
6	Mr. Sanjith J	Member	Asst Prof , Dept. of Civil Engg.
7	Mr. Sanjay D S	Member	Asst Prof, Dept of C S& Engg
8	Mr.Sandesh K P	Member	Asst Prof, Dept of IS& Engg.
9	Mr.Sridhar N H	Member	Asst Prof, Dept of E&E Engg.
10	Mr.Rachan D Shekar	Member	Asst Prof, Dept of Mechanical Engg
11	Mr. Madhu Prakash R	Member	Asst Prof , Dept of E & C Engg
12	Mr.Ravi I A	Member	Asst Prof , Dept. of MBA
13	Dr. Lakshminarayana B N	Member	Asst Prof , Dept. of Physics
14	Mr.Syed Nizamuddin	Member	Asst Prof, Dept. of Chemistry
15	Mr.Vinaya K U	Member	Asst Prof , Dept. of Mathematics
16	Mr. Sagar N S	Member	Registrar
17	Mrs. Chandrika A S	Member	FDA
18	Mr.Santosh Kumar B S	Member	HR Manager
19	Ms. Shainaz Sardar Khan	Member	Student, MBA Dept.
20	Mr. Sachin K	Member	Student &C Engg. Dept
21	Ms. Divyarani	Member	Student,I&SEngg. Dept
22	Ms.Vathsalya H V	Member	Student,CS& Engg. Dept

Ms. Nayana T D (Alumni), Mrs.Shipla G J (Alumni), Mr. S V Majunath (Society), Mr. Shravan D M (Industrialist), were granted leave of absence.

2. Agenda:

1. Initial remarks by the Principal/Chairman-IQAC
2. Research Funding and its utilization
3. Resource optimization
4. NIRF and NBA process
5. Any other topic with the permission of the chair

Proceedings:

1. Initial remarks by the Principal/Chairman-IQAC

After welcoming all the members to the meeting, the IQAC Coordinator placed before the members the agenda of the meeting, which was already circulated along with the meeting notice.



The Chairman-IQAC (Principal), formally welcomed the members to the fourth meeting of this year, and in his initial remarks, presented briefly the highlights of the agenda of the meeting. He informed that IQAC initiated many quality initiatives and many of them are practiced. He also told that AQAR has to be submitted in the month of October and in this regard IQAC has to work towards ensuring complete compliance with the recommendations made in the Peer Team report. Also, he informed that IQAC was restructured by nominating the members from Alumni, Student representatives and management.

Agenda 2: Research Funding and its utilization

IQAC coordinator placed a brief overview and proposal about the agenda:

Preamble:

Research Funding & its utilization was an important component in Institution Ranking & Accreditation. Ample of funding opportunities were available. Faculty members and students need to write proposals, pursue and utilize the opportunity.

Proposal:

To educate and handhold faculty members and students on writing funding proposals
Organize awareness programs

Outcome: The Principal discussed the various funding opportunities available and told that utilization was very poor in New Gen IEDC, JNNRIC and JNNCART schemes. Faculty members were unable to perform in multitasking manner. He also told that the series of department level meetings were conducted to create awareness about the funding options available under different funding agencies.

Agenda 3: Resource optimization

IQAC coordinator placed a brief overview and proposal about the agenda:

Preamble: Resource Optimization is required in every segment of the institute development.

Various segments need to be looked into for optimization:

- Manpower
- Infrastructure
- Facilities: Lab, furniture etc.
- Finance Management
- Green Initiatives

IQAC coordinators requested the Principal to present more details about the agenda.

The Principal discussed various options and possible areas of optimization. He shared the details of adjusting the workloads of the departments by using the staff members of other departments where there was excess staff. He also suggested the facilities / infrastructure could be shared optimally as a central facility like furniture, lab equipments etc. All these optimizations would have impact on finance management and one could see an improvement in the overall development of the organization.

outcome: It was resolved to identify and list various possible areas of optimization and communicate to the departments about the details of arrangements made in usage of resources / facilities



Adichunchanagiri Institute of Technology
ACCREDITED BY N.B.A., ISO 9001: 2008 CERTIFIED
(Recognized by A.I.C.T.E. New Delhi and Government of Karnataka)
P.B.No.91, Adichunchanagiri Extension, CHIKKAMAGALURU – 577102.



Agenda 4: NIRF & NBA process

IQAC coordinator placed a brief overview and proposal about the agenda:

Preamble: Departments were informed to prepare for NIRF and NBA proposal submissions. Various tasks involved in the process were communicated.

Some of the important steps:

- Fine tuning documental evidences
- Computation of attainments of 2015 batch onwards
- Infrastructure & Facility up-gradation
- Organizing Stakeholders awareness program

Proposal:

To plan periodical audit and follow up

IQAC coordinator discussed the details of the preparation and the plan. The following were the steps as a part of NIRF and NBA submissions:

- NIRF and NBA coordinators meeting at regular intervals to review the progress.
- Faculty and Student's awareness programs related to NIRF and NBA with experts were planned.

Recommendations:

- a. It was recommended to arrange periodical reviews / audit of NIRF and NBA preparation in the department level.

CT Jayadev
Signature of the IQAC Chairman

PRINCIPAL

Adichunchanagiri Institute of Technology
Chikkamagaluru-577102