



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 02.05.2019

Proceedings of the 3rd Meeting of IQAC, held in the Meeting Hall, AD Block at 10.30 PM on 2/5/2019

I. 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.Prakash Rao K S	Director	HOD, Dept. of MBA
3	Mr.Devananda H M	Coordinator	Asst Prof, Dept. of MBA
4	Mr. Sanjith J	Member	Asst Prof, Dept. of Civil Engg.
5	Mr. Sanjay D S	Member	Asst Prof, Dept of C S& Engg
6	Mr.Sandesh K P	Member	Asst Prof, Dept of IS& Engg.
7	Mr.Sridhar N H	Member	Asst Prof, Dept of E&E Engg.
8	Mr.Rachan D Shekar	Member	Asst Prof, Dept of Mechanical Engg
9	Mr. Madhu Prakash R	Member	Asst Prof, Dept of E & C Engg
10	Mr.Ravi I A	Member	Asst Prof, Dept. of MBA
11	Dr. Lakshminarayana B N	Member	Asst Prof, Dept. of Physics
12	Mr.Syed Nizamuddin	Member	Asst Prof, Dept. of Chemistry
13	Mr.Vinaya K U	Member	Asst Prof, Dept. of Mathematics
14	Mr. Sagar N S	Member	Registrar
15	Mr.Samosh Kumar B S	Member	HR Manager
16	Ms. Shainaz Sardar Khan	Member	Student, MBA Dept.
17	Mr. Sachin K.	Member	Student, E & C Engg. Dept
18	Ms. Divyarani	Member	Student, I&SEngg. Dept
19	Ms.Vaithaalya H V	Member	Student, CSR Engg. Dept
20	Ms. Nayana T D	Member	Alumni
21	Mrs.Shiple G J	Member	Alumni
22	Mr. S V Majunath	Member	

Dr.C.K.Subbaraya (Management Rep.), Sri. K. Mohan (Management Rep.), Mrs. Chandrika A S (Member), Mr. Shraavan D M (Industrialist), Mr. S V Majunath(Philanthropist (Community), Ms. Divyarani (Member), were granted leave of absence.

2. Agenda:

1. Initial remarks by the Principal/Chairman-IQAC
2. Constitution of Internal Academic and Administrative Audit committee and describing the functions of the committee
3. Review of Planning for NBA,NIRF
4. Establishing MOU's with Industry for Add on Courses
5. Participation and contributions in teaching and learning and /or research by visiting/adjunct/Emeritus faculty



6. AQAR submission
 7. Any other topic with the permission of the chair

3. Proceedings:

1. 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) Dr.C.T.Jayadeva, formally welcomed the members to the first meeting IQAC of this year, and in his initial remarks, presented briefly the highlights of the agenda of the meeting. He also informed that AQAR had to be submitted this year in the month of October. Dr.N.S.Ramegowda, CEO of Adichunchanagiri Shikshana Trust had initiated for interactions on the agenda points after IQAC Coordinator gave a brief review of previous meeting proceedings and the action taken thereon.
2. Proposal: Establishing Internal Academic & Administrative Audit Core Committee
 The Principal observed that in the present academic scenario, it was always advisable to have Continuous academic planning, monitoring and evaluation system, for the effective all round progression of the institution. CEO also put forth the same views.

Decision:

All the members endorsed the proposal and it was authorized Principal to constitute the Internal Academic & Administrative Audit Core Committee. CEO and Principal instantly constituted the committee as follows and also identified the functions.

Dr.Jagadish Chandra	Chairman
Dr.Suintha	Convener
Dr.Kumada	Member
Mr.Vinith H P	Member
Mr.Nanjesh B R	Member
Mr.Rachan D Shekar	Member

Identified functions of the committee as follows

- a) Relook and follow up of Academic Process Improvement
- b) Visiting the department's monthly once and audit the academic files of the department.
- c) Effective Student mentoring process to identify and sharing with the departments
- d) Preparing and finalizing the audit check list.
- e) Defining Process of Identification of Slow learning and Premium learning Students at entry and exit levels of the semester.
- f) Relating the student performance with attendance-internal evaluation-External exam performances
- g) Asking for Budgetary planning from the department for the semester activities planned well in advance

3. NIRF & NBA Process - Status

- All the departments were asked to prepare Self Assessment Report – SAR for NBA. Regarding NIRF process, the following sub committees apprised the progress of NIRF documentation.

Teaching, Learning and Resources	Dr.Suintha M R, Professor, CS&E Mr.Basavarajappa M P, Associate Professor Joysun D'Souza, Assistant Professor.
Research and Professional Practice	Dr.Jagadish Chandra A P, Professor E&C Harish M S, Associate Professor, E&C Nanjesh B R, Assistant Professor, IS&E



Graduation Outcomes	Dr.Sampath, Professor, IS& E Abhijith Vaidya S, Assistant Professor, Mech Engg Santhosh Kumar, Placement Officer
Outreach and Inclusivity	Dr.Goutham, Professor E&C Dr.Kiran, Associate Professor, Civil Sathyanarayana Rao R D, Assistant Professor, E&E
Perception	Dr.G M Sathyanarayana, Professor, Mech Engg Kavan M R, Associate Professor, Civil Adarsh M J, Assistant Professor, CS&E

5. Establishing MOU's with Industry for Add on Courses

IQAC coordinator presented a brief overview of this subject:

Preamble: As per NBA guidelines, every department is required to have industry-supported add on courses.

Benefits:

- Industry Alliance
- Students will be exposed to industry-oriented practical skills
- Internships & Placements

Proposal:

Each Dept. could talk to their Alumni and take their help to establish an Industry-attached add-on courses. The Principal observed that in the present academic scenario, it was always advisable to have Industry alliance and train the students regarding the industry requirements so that the students would be industry-ready. He felt that it would improve placement opportunities. He quoted the outcomes and discussions of Principals' meeting with Vice Chancellor at VTU, Belagavi on 30.4.2019 and informed that the VC instructed all the colleges to conduct programs inviting Industry Professionals and establish relation with industries. He suggested each department to work towards establishing the industry-associated labs and add-on courses

Decision:

1. All the members endorsed the proposal and it was decided to mandate all the departments to make sincere effort with the help of their alumni to establish at least one industry-associated lab and add on courses in the near future.
2. It was decided to direct Research committee to follow up this process, collect the proposals from each department, scrutinize and forward to Principal for approval.

6. Participation and contributions in teaching and learning and /or research by visiting/adjunct/Emeritus faculty

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

Preamble: As per NBA guidelines, every department can have participation and contributions by visiting/adjunct/emergitus faculty in teaching and learning and /or research.

Benefits:

Improving Quality of Teaching – Exposure to recent topics – exposure to research issues

Proposal: Each department could identify visiting/adjunct/emergitus faculty

Members discussed the feasibility of identifying and suggesting an expert faculty emergitus /



visiting so that Student to Faculty Ratio could be improved and quality content delivery in some courses could be achieved. Some members referred to AICTE guidelines in this regard.

Decision:

1. All the members endorsed the proposal and it was decided to mandate all the departments to make an effort to identify one visiting/adjunct/Emeritus faculty from their known contacts, subject to vacancies existing in the Dept.
2. It was decided to direct the departments to submit the proposals to Principal for further processing and approval.

7. Submission of Annual Quality Assurance Report (AQAR)

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

1. NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions from the year 2018-2019. The revised guidelines have come into effect from 1st July 2018.
2. As per the revised Guidelines for Creation of the Internal Quality Assurance Cell (IQAC) institutions need to submit the Annual Quality Assurance Report (AQAR) online through in NAAC website.
3. Submission Deadline: December 2019

Proposal:

IQAC coordinator presented the complete Performa of AQAR and informed that the AQAR contained all the ten criteria of SSR. He also told that the online submission process need to be familiarized and he requested all the members to extend their help and involvement in the preparation of AQAR.

Decision: All the members endorsed the proposal and it was decided to convene NAAC Core Committee Meeting in the first week of June 2019 and assign the work to the members.


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

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**Adichunchanagiri Institute of Technology
Chikkamagaluru**

Minutes of the Meeting

25th August 2019

Proceedings of the 4th meeting of HOD's, NIRF subcommittee and members of IQAC cell was held on 24th August 2019, Saturday at 10.30 PM in the board room of administrative block, AIT, Chikkamagaluru.

Members present:

1. Dr. N S Ramegowda, Chief Executive Officer. SAST®
2. Dr. C K Subbaraya, Director
3. Dr. C T Jayadeva, Principal
4. HOD's of all the Departments

Dr. C T Jayadeva, Principal, welcomed Dr. N S Ramegowda, Chief Executive Officer and all the faculty members. The purpose of the meeting was to review the progress made in addressing the issues of NIRF and its parameters. HOD's and faculty members were invited for interaction with Dr. N S Ramegowda and Dr. C K Subbaraya.

1. For confirmation

Confirmation of the minutes of the 3rd meeting held on 29th June 2019. The minutes were read and it was confirmed.

2. Action taken report

Resolution to upload the IQAC report to NAAC and to prepare the draft copy of NIRF was confirmed and it was accepted in the meeting.

3. Agenda for the meeting

1. Preparing calendar for odd and even semesters
2. Draft matters for NAAC
3. Draft matters for NIRF
4. Preparation for NBA and its related issues

Preparing calendar for odd and even semesters:

Dr. N S Ramegowda discussed the importance of preparing a calendar giving details of all the departmental activities scheduled in each semester. Principal accepted the proposal.

Comments from D Devaraj, trustee of AST

* It's a good move. Can the importance of this be understood every faculty member. Could be better if you could involve the junior most faculty in each department, so that the seniors could correct them. Also, think, importantly you are making interaction amongst the faculty members

more meaningful and purposeful. The juniors have to talk to the seniors and seniors would also communicate for finalizing the calendar.

Draft matters for NAAC:

The annual quality assurance report of the IQAC has been prepared as per the direction of CEO and the director.

Dr. Prakash Rao K S, coordinator is entrusted to finalize the draft report after discussing with the principal.

Draft matters for NIRF:

Interactions were held with the concerned faculty members with regard to the following parameters of NIRF.

- Teaching, learning and resources
- Research and professional practice
- Graduation outcomes
- Outreach and inclusivity
- Perception

Dr. Sunitha M R, Dr. Jagadish Chandra, Dr. Sampath, Dr. Goutham and Dr. G M Sathayanarayana and the respective members presented the statistics and explained how they arrived at the final score. Dr. N S Ramegowda, Dr. C K Subbaraya and Principal interacted with the faculty members.

Dr. N S Ramegowda raised various comments on several issues and advised how to gather relevant data from various sources in order to make the information more valuable. He insisted that the information and statistics to be vetted by an expert before uploading to the website. He expressed that; the response from HOD's and faculties during this interaction was good and needs to be improved in every meeting.

Comments from D Devaraj, trustee of AST

*

Would it be better if the concerned departments also prepare a minutes of all the meetings. Also if they can prepare a manual as to how they managed to collate the data, so it will act as a future guidance or even can be used if one is computerizing the data in toto.

Preparation for NBA and its related issues:

In the previous meeting, Dr. N S Ramegowda had expressed that, the observations made in the NBA report during 2008 was not properly addressed and circulated to the members of the faculty. After this, all these issues were addressed in HOD's meetings. The strengths and weakness of each department was circulated to all the faculties. To understand the issues related to NBA accreditation, it was decided to arrange some workshops and seminars from NBA experts. In view of this, Principal was asked to form a committee for NBA and the progress need to be communicated to CEO every month.

Comments from D Devaraj, trustee of AST

*

Good idea. Should be persuaded very regularly. Can a periodic programme be prepared and fix the resource person in advance. Should be made compulsory for all. Publishing in advance will also make each of them to fix their commitments in advance.

Finally, meeting was concluded at 2.00 PM. Principal thanked Dr. N S Ramegowda and Dr. C K Subbaraya for having discussed various issues related to NBA accreditation and motivating all the faculties of AIT.

Principal's Note:

All the HOD's are requested to note the comments made by our trustee Sri Devaraj and follow the suggestions given.

CT Jayadeva
Dr. C.T Jayadeva 3/9/2019

Principal
Adichunchanagiri Institute of Technology
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circulate to all the depts



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P.B.No.91, Adichunchanagiri Extension, CHIKKAMAGALURU – 577102.



Meeting Minutes – HODs, NIRF, IQAC, NBA Coordinators Meeting

Proceedings of the 5th Meeting of IQAC, held on 12/11/2019 at 10:30AM, in the board room of Administrative Block, AIT, Chikkamagaluru.

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
3	Sri. K. Mohan	Management	Governing Council member
4	Dr.Prakash Rao K S	Director	HOD, Dept. of MBA
5	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	Ms. Shainaz Sardar Khan	Member	Student, MBA Dept.
19	Mr. Sachin K	Member	Student, E &C Engg. Dept
20	Ms. Divyarani	Member	Student,I&SEngg. Dept
21	Ms.Vathsalya H V	Member	Student,CS& Engg. Dept
22	Mrs.Shipla G J	Member	Alumni
23	Mr. S V Majunath	Member	Philanthropist (Community)
24	Mr. Shravan D M	Member	Industrialist

Dr.C.K.Subbaraya (Management Rep.), Sri. K. Mohan (Management Rep.), Mr.Santosh Kumar B S (HR Manager), Mr.Syed Nizamuddin (Member), Ms. Nayana T D(Alumni), (Mr. Shravan D M (Industrialist), Mr. S V Majunath (Philanthropist (Community), were granted leave of absence.



Agenda

1. Progress made on Add-on courses and Certificate courses
2. Progress made on MoU's with national/international organizations
3. Uploading NIRF documents and NAAC-IQAR to respective Agency Portals
4. Review of NBA Progress and related issues
5. Review of Activities conducted, Sponsored Projects, Workshops/Technical talks/special lectures/conferences conducted
6. Placement details/activities for the A.Y.2019-20
7. Any other matter with the permission of the Chair

Sequel of the meeting

a. Welcome by Principal

Dr. C T Jayadeva, Principal, Welcomed Dr. N S Ramegowda, CEO, Sri Adichunchanagiri Shikshana Trust & Session Chair, Dr. Nagalingappa, Consultant-NBA Process, HOD's and faculty coordinators of NIRF, NBA & IQAC to the meeting by stressing the importance of Parents meet in each department.

b. Session Chair interaction with Participants

1. Discussion on activities held as per the semester plan

As per the Semester plan prepared by various departments, Dr. N S Ramegowda, CEO, Sri Adichunchanagiri Shikshana Trust reviewed the activities conducted by various departments. Dr. N S Ramegowda opinioned that, the HOD's should adhere to plan and complete the activities. The principal informed all the HOD's to conduct Teacher –Parents Meeting. Dr. N S Ramegowda informed all the HOD's to conduct result analysis in comparison with sister institutes, neighboring institutes and University.

2. Discussion on Development of Add-on courses and certificate courses

Dr. N S Ramegowda reviewed the status of the development of Add-on courses and certificate courses and found non compliance with Plan. The HoD's informed the chair that, they have planned Add-on courses and certificate courses during the vacation after odd semester.

3. Review of NIRF & NBA preparations

Interactions were held with all the faculty coordinators for each criteria the progress was reviewed and necessary suggestions were given by the experts to increase the accuracy of the reports. Dr. Nagalingappa, Consultant-NBA Process addressed the meeting stressing the importance of NBA accreditation in future and motivated all the participants to move ahead for NBA accreditation process



by developing vision, mission, POs and COs for the department before Even semester commencement, by highlighting the role of HODs in the process. He also stressed to avoid the duplication of data collection related to NIRF, NBA, NAAC and recommended for centralized data centre, to tap the information for all kinds assessments and submissions.

4. Discussions on NAAC- AQAR Submission

Dr. N S Ramegowda reviewed the finalized AQAR report and opined that, few of the sub-criteria in the report shall be answered in the view of recommendations given by the NAAC committee, and IQAC team committed to obey his instructions.

5. Review of Planning and execution of the departmental activities.

Dr. N S Ramegowda, CEO of Adichunchanagiri Shikshana trust, Dr.C.K.Subbaraya, Director of AIT, and Dr.C.T.Jayadeva, Principal of AIT reviewed the correlation of Planning and execution of Semester Plans. The review identified the matching of following activities with semester plans.

Activities Reported

- Bio - Diesel Unit of AIT have conducted awareness program on “Uses of Bio-Diesel” at Kannaka circle at Gududdru, Emmedodii, Gavanahalli, and Billekal , 4th , 25^h , 28th ,and 31st May 2019 respectively.
- MIS of AIT Spaneous Dhi review (Department wise) was conducted on 05/09/2019.
- Civil Engg. Dept. visited residential, commercial buildings and water treatment unit of Chikkamagaluru on 07/09/2019.
- First year Engg. Classes were inaugurated by Sri Sri Sri Dr. Nirmalanandanatha Maha Swamiji on 20/09/2019.
- Staff and students participated in the blood donation camp organized by Youth Red Cross Society of AIT Chikmagalur
- Bio - Diesel Unit of AIT have conducted awareness program on “Uses of Bio-Diesel” at Daanihalli, Halliyur, Dinnekere, and Kadur market road on 7th , 12th , 21st , and 28th September 2019 respectively.
- 5th SEM students visited 220KVA Substation at Mugalavalli, Chikkamagaluru on 16-10-2019.

Sponsored Projects

- One VGST Project in Progress in IS&E Department.
- Six projects are in progress in CS&E Department.



- One Project funded by KSCST is under progress in Mechanical Engg. Department

Work Shops, Seminars and Conferences

- CS&E Dept. conducted IEEE International conference on "Advanced Information Technology" has been held from 25th -27th July 2019.
- Work shop on theme "Krishna & Management" was organized for both First and Final year MBA students on 23/08/2019
- CS&E Dept. conducted orientation class on Software Engineering for 3rd semester students on 9th Sep 2019.
- IS&E Dept. conducted workshop on 21st and 22nd Sept 2019 on the topic Web technology &.NET.
- MBA dept. inaugurated first year MBA classes on 09/10/2019. Induction Program is conducted from 09/10/2019 to 12/10/2019. Part of the program Seminars on "Improving Concentration & Memory Power", "Swami Vivekananda's life and Teachings for Youths", "Right Attitude for Bright Corporate Career" "Awareness on Banking Opportunities, & Free lance careers for MBA's" "Leading a Best Social life" by Dr. Vinay Kumar K S, Psychiatrist, Dist Government Hospital, Chikkamagaluru & Sri. Sumanth Nemmar, Doordarshan District Correspondent, Chikkamagaluru, Sri. Mohamed Tameem, Finance and Accounts Manager, Intigration Wizard Solutions Pvt Ltd. Bengaluru, and Sri. Heremagaluru Knannan, well known kannada writer.
- Civil Engg. Dept. conducted Technical Talk and One Workshop on Soft computing tools on 12/10/2019 for VII, V, and III semester students.
- IS&E Dept. conducted workshop on "Data Science Using R" is conducted on 11th & 12th October 2019
- EEE Engg. Dept. held Technical talk on Applications of Electrical Vehicles by Dr. Nagesh Prabhu for all Electrical & Electronics Students & Staffs is held on 12-10-2019.
- E&C Engg. Dept. conducted project seminar from 14th to 16th October 2019.
- CS&E Dept. organised workshop on "Software Engineering" on 18th Oct 2019.

Training & Placement Department updates

- Practo Online Assessment in AIT and Mindtree Interview in Mindtree on 05/05/2019.
- NTT Data Campus Recruitment Drive in BGSIT on 06/05/2019.
- Cognizant Online Test in AIT on 24/05/2019.
- BHEL Exam in AIT on 25/05/2019.



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- Robosoft Campus Recruitment Drive on 05/09/2019.
- AMCAT Training by FACE from 9th to 10th September 2019.
- Mindtree Online Test in AIT on 12/09/2019.
- NTT Data Online Test in BGSIT on 16/09/2019.
- Cognizant Online Test in AIT on 17/09/2019.
- Rakuten Online Test in AIT on 20/9/2019.
- FSS Talent Hunt and Mphasis Online Test in AIT on 23/09/2019.
- Deltax Online Test in AIT on 27/09/2019.
- Cognizant Interview at New Horizon College from 28th to 29th September 2019.
- Syscon (SCII) Campus Recruitment Drive in AIT on 30/09/2019.
- Infosys Online Test on 02/11/2019 and Interview on 03/11/2019
- Milople Interview at Milople on 21/11/2019.
- Cognizant Interview at Bengaluru on 23/11/2019.

Reviewers observed the following gaps and guided the stakeholders to adhere to the plans made in advance. The gaps are

- Introducing of Add on courses
- MoUs with Industry and other agencies
- Community out-reach programs

c. Closure of the Meeting

Finally, meeting was concluded at 1:30 PM. Principal and IQAC Chairman Dr.C.T.Jayadeva thanked Dr. N S Ramegowda, Dr. Nagalingappa and all the participants for participating in fruitful discussions in related matters of the agenda.


Signature of the IQAC Chairman
PRINCIPAL

Adichunchanagiri Institute of Technology
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