



ACHARYA INSTITUTE OF TECHNOLOGY

Soladevanahalli, Bengaluru-560107

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 30.4.2016 AT 10A.M. IN THE ADMIN BOARD ROOM.

Members Present

Sl. No.	Name	Department	Designation
1.	Dr. Kiran Reddy	Management	Management Member, IQAC
2.	Dr. H D Maheshappa	AIT	Principal, Chairperson, IQAC
3.	Dr. Balasubramanya N	Civil and CTM	Professor, Coordinator, IQAC
4.	Dr. S C Pilli	MS	Professor, Faculty Member, IQAC
5.	Dr. R B Gaddagimath	Library	Dean, LR and AS
6.	Dr. Ramesh Hegde	MCA	Chief Proctor
7.	Ms. Lekshmi Nair	EEE	Associate Professor Member Secretary, IQAC
8.	Ms. Renuka Devi	Admin	Administrative Officer.
9.	Ms. Arya V	EEE	Student Member, IQAC
10.	Mr. Naveen	CSE	Key Account Specialist, IQAC

Agenda:

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IQAC/01/01	Brain storming session of Vision, Mission, PEOS, POS, COs Mapping
IQAC/01/02	Review of Academic delivery process
IQAC/01/03	Reporting of activities -Program (MARS) Institution
IQAC/01/04	Performance Appraisal review for faculty and staff, Technical and Administration
IQAC/01/05	SWOC Analysis
IQAC/01/06	Developmental activities, Labs, New programs, Recruitments
IQAC/01/07	Any other agenda

Minutes:



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IQAC/01/01	Brainstorming session on of Vision, Mission, PEOS, POS, COs Mapping: Principal presented the revised version of the vision and mission statement to the committee. The new vision and mission statement was accepted by the committee. Slight changes were suggested by the members on Program Educational Outcome of the college. The principal informed that it will be incorporated.
IQAC/01/02	Review of Academic delivery process: Principal presented the present formats and process to IQAC committee. The committee decided to check the course file of each faculty members rigorously. There should be two committee for auditing the TLP. One for TLP and another for research. Faculty development programs have to be done at the department level. If the faculty is attending any FDP they have to present it to the colleague at the college.
IQAC/01/03	Reporting of activities -Program (MARS) Institution: The principal informed the committee that AIT is having a repository of activities developed indigenously in AIT. The committee appreciated the initiative.
IQAC/01/04	Performance Appraisal review for faculty and staff, Technical and Administration: Performance appraisal by students is done only for faculty. But the committee decided to have an appraisal by students for technical staff and administrative staff. The committee decided to modify the performance based appraisal for the faculty and this should be done by HR. The weightage for faculty appraisal by students must be 20% only. The students who are having attendance 75% and above only should be allowed to do the appraisal. The self-appraisal should be given 10%, HOD and Principal 10% each, Research activity 10% and 40% for teaching learning process.
IQAC/01/05	SWOC Analysis: The committee discussed in detail about the SWOC analysis done at the department level and college. The committee decided to recommend to management to start the centre of excellence for R&D.



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IQAC/01/06	Developmental activities, Labs, New programs, Recruitments: The principal informed the committee that management is not applying for any of the new courses. AIT is having 13 UG courses and among them, courses like mechatronics, Construction technology and management and mining are there in few colleges under VTU. AIT applied for new courses like media technology for UG and industrial mathematics for PG but both the courses were not given permission by VTU. The IQAC decided to modify the recruitment process in line with the outcome based education. The lecture demo has to be conducted first. The candidates can select the subject but the topic for the demo has to be given by the interview committee, consisting of technical experts, HOD, deans etc. The candidate can use AIT library for reference. They have to write the Course objective and course outcomes for that topic. At the recruitment time, only the faculty with knowledge of OBE is to be selected so that it will be easy to train faculty.
IQAC/01/07	Any other Agenda: IQAC suggested that AIT should go for NAAC accreditation.

The chairperson of the committee thanked the committee members for attending the first meeting.