



ACHARYA INSTITUTE OF TECHNOLOGY

Soladevanahalli, Bengaluru-560107

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 7.9.2017 AT 2.30P.M. IN THE PRINCIPAL'S CHAMBER

Members Present

Sl. No.	Name	Department	Designation
1.	Dr. S C Pilli	Principal	Principal & Chairperson, IQAC
2.	Dr. H D Maheshappa	Professor, ECE	Member
3.	Dr. Balasubramanya N	Civil and CTM	Professor & Coordinator, IQAC
3.	Ms. Lekshmi Nair	EEE	Associate Professor & Member Secretary, IQAC
4.	Dr. Ramesh Hegde	MCA	Chief Proctor and Member, IQAC
5.	Ms. Renuka Devi	Admin	AO and Member, IQAC

Action Taken from Previous Meeting:

1. A schedule has prepared along with the audit teams and files to be audited in the academic audit process with reference to **IQAC/01/02** agenda of the previous meeting.
2. The Faculty performance appraisal format has been prepared with reference to **IQAC/01/04** agenda of the previous meeting.

Agenda:

IQAC/02/01	Internal Audit Schedules
IQAC/02/02	Files to be audited
IQAC/02/03	Return of audit sheets to the convener
IQAC/02/04	Any Other

Minutes:



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<p>IQAC/ 02/01</p>	<p>Internal Audit Schedules:</p> <p>The principal and the IQAC suggested that in order to ensure effective implementation of Outcome based Education, it is required to conduct internal audits in the institution to check if all the faculty were practising OBE. It was decided that it was the responsibility of the IQAC to prepare a fixed schedule for conducting the internal audits. Also it was decided that all the HODs would cooperate to this process to improve the quality of Teaching Learning Process (TLP) in the institution. HODs of all the departments were invited to the meeting and some of the HODs were nominated by the IQAC to assist in the Internal Audits to be conducted by the IQAC. The HODs present were:</p> <p>Prof. R Vivekananda EEE HOD Dr. Prakash M R Civil HOD Dr. Ramesh Hegde MCA Chief Proctor Dr. Mahesha K Mechanical HOD Dr. Rajeswari ECE HOD Dr. Prashanth C M CSE HOD Dr. MTM Reddy CTM HOD Dr. Mahesh S S Physics HOD Dr. Rajanna K R Mathematics HOD Dr. A R K Swamy Mechatronics HOD Dr. Devarajaiah Mechanical First Year Coordinator Dr. Ismail Shareef M BT Asst. Professor Dr. RamanaiahMBA HOD Mr. Marigowda C K ISE HOD Mr. Satish K Chemistry HOD Ms. Swetha S AE Asst. Professor Mr. Manjunath A MiningAsst. Professor Mr. Bharath A AU Asst. Professor</p>
<p>IQAC/ 02/02</p>	<p>Files to be audited</p> <p>The various files to be audited during the internal audit were finalised. The course file with well-defined Course Outcomes, CO-PO mapping, Lesson Plan, Study Material, Internal Assessment Question Paper and Scheme, Assignment Questions and any other TLP process practised with appropriate supporting documents were to be audited. In addition the Proctor files with regular meetings and other information were expected by each and every faculty to be maintained to provide appropriate support and guidance to the students.</p>



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IQAC/ 02/03	Return of audit sheets to the convener It was also informed to the auditors undertaking the internal audit to submit the consolidated report of the audit in order to ensure appropriate action to be taken by the Principal to improve TLP and ensure effective implementation of OBE.
IQAC/ 02/04	Any Other All the departments were informed to keep themselves ready for the NAAC accreditation process and support the institution in the process of accreditation in all possible ways.

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