



ACHARYA INSTITUTE OF TECHNOLOGY

Soladevanahalli, Bengaluru-560107

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF THE **INTERNAL QUALITY ASSURANCE CELL (IQAC)**
HELD ON 04.01.2020 AT 2.30P.M. IN PRINCIPAL'S CHAMBER

Members Present

Sl. No.	Name	Designation & Department	Role
1.	Dr. Prakash M. R.	Principal, Administration	Chairperson
2.	Dr. Manas Mukhopadhaya	Asso.Prof, & HOD Dept. of MI	Coordinator
3.	Mr. Shreyas Karnick	Asst. Professor, Dept. of EEE	Member Secretary
4.	Dr. Devarajaiah R M	Professor, Dept. of MT Dean Academics	Member
5.	Dr. Prakash R	Professor, & HOD Dept. of EEE	Member
6.	Dr. Renuka Devi	Asso Prof, Dept. of MBA	Member
7.	Mr. Marigowda C K	Asso Prof & HOD, Dept. of ISE	Member
8.	Dr. Manjunath B.	Asso. Professor, Dept. of ME	Member
9.	Mr. Satish K	Asst. Prof, & HOD, Dept. of Chemistry	Member

Action taken from previous meeting:

1. Quality audit on environment and Energy of the campus was assigned to Campus. Technology (of Times Group)

Agenda:

IQAC/Agenda/12/01-Schedule of Academic Audit

IQAC/Agenda/12/02-List of Documents to be verified at individual and department level during Audit

IQAC/Agenda/12/03-Role of Department Academic Coordinators

IQAC/Agenda/12/04-Any other issues with the permission of the Chairperson



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Minutes of Meeting:

IQAC/MOM/12/01	<ul style="list-style-type: none">• The newly appointed coordinator of IQAC, Dr. Manas Mukhopadhyay welcomed all the members present for the meeting.• It was decided with the permission of the chair that Academic audit shall be conducted in the first week of March and October every year to check the Teaching Learning Processes practised by individual faculty as well as departments.• The administrative audits of all departments shall be conducted during the first/second week of March in 2020 and October 2020. Also in the subsequent years it was decided to conduct the administrative audit once a year in the month of October.• The Audit teams would comprise of all internal IQAC Members of the institute.
IQAC/MOM/12/02	<ul style="list-style-type: none">• The files to be audited both at the faculty level and individual level was decided and is attached as Annexure-1 and Annexure-2
IQAC/MOM/12/03	<ul style="list-style-type: none">• The role of Department IQAC Coordinators was drafted and is attached as Annexure-3.
IQAC/MOM/12/04	<ul style="list-style-type: none">• It was decided that a workshop is to be conducted to all the department IQAC Coordinators to educate them on the PO-attainment process on 1st February 2020.

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

 04/01/2020
Chairperson

PRINCIPAL

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