Meeting Proceedings

Date: 21-04-2023

An Internal Quality Assurance Cell (IQAC) Committee meeting is conducted on 21-04-2023 at 10:30AM in Civil meeting hall.

Agenda of the Meeting:

➢ **2nd Cycle NAAC Peer Team visit observations.**
➢ **Reconstitution of IQAC**
➢ **Work delegation to different programs**
➢ **Discussion on IQAC Calendar of events**
➢ **Discussion on Institutional Development Plan (IDP) and Strategies**
➢ **Any other matters with the permission of the chair.**

❖ **Dr. Thyagaraj N R**, IQAC Chief Coordinator formally welcomed the IQAC chairman **Dr. G T Raju** and all the members of IQAC for the meeting.

❖ **Dr. S Bhargavi,** IQAC convener appraised the agenda points of the meeting and also the reconstitution of IQAC and work delegation to different programs.

❖ **Dr. Ravi Kumar M,** NAAC Coordinator briefed the key observations of the NAAC peer team visit which was held on 23rd and 24th February 2023.

❖ **IQAC Chief Coordinator** presented a proposed Institutional Development Plan (IDP) for the next five years (2023-2028) to the IQAC committee based on the observations from accreditation bodies and SWOC of the Institution.

❖ **Dr. G T Raju,** IQAC Chairman initiated open discussion with all the members of IQAC for their valuable feedback on the proposed plan and also about the importance of having IDP for the institution.

The following suggestions are received from the committee for implementation

1. Implementation of **Smart Classrooms** in each department.

2. Mandatory submission of **at least one Research Proposal** by the faculty members **per year.**

3. Faculty has to publish **at least one Research Publication** in **Q1/Q2/Q3** Journals. **50%** of the **publication processing charges** will be **funded** by the **institution**.

4. Strengthening of **Institute Innovation Council (IIC)** and **Entrepreneurship Development Cell (EDC)** activities.

5. Establishing at least **one Center of Excellence (COE)** in the institution per year on **latest trends** and **technologies**.

6. Organize programs related to **Value added courses**, **FDPs**, **workshops** and **Student Enrichment Programs**.

7. **Career Guidance Programs** to be conducted for improvement of students moving towards **higher studies in India** and **Abroad**.

8. **Research** and **Consultancy** activities to be **strengthened** in the department with the proper resources.

9. Preparation of **IQAC Manual/Handbook** by the end of May-2023.

10. **Best Practices** to be listed in the departments and also **Distinctiveness** in thrust areas.

11. IQAC **Periodic meetings** to be conducted as per the calendar of events.

❖ IQAC Chief Coordinator proposed the vote of Thanks after summarizing the meeting remarks.

IQAC Chief Coordinator   IQAC Chairman

Meeting Proceedings

Date: 31-08-2023

An Internal Quality Assurance Cell (IQAC) Committee meeting is conducted on 31-08-2023 at 11:00AM in Civil meeting hall.

Agenda of the Meeting:

- ➢ **Remarks on faculty Academic Performance Evaluation**
- ➢ **Finalized Institutional Development plan.**
- ➢ **Release of IQAC hand book.**
- ➢ **VTU LIC visit 2023 Observations.**
- ➢ **Preparedness of AQAR 2023.**
- ➢ **Submission of Quarterly IQAC Reports assigned to various departments.**
- ➢ **Placement activities planned for 2020 batch students.**
- ➢ **Readiness for Autonomous status.**
- ➢ **NIRF-2024 Ranking Focus.**
- ➢ **Plan of Action for the Academic Year 2023-24.**
- ➢ **Review about Various Functional committees.**
- ➢ **Any other matters with the permission of chair.**

❖ Dr. S. Bhargavi, IQAC convener extended a warm welcome to Dr. G. T Raju, IQAC Chairman, Dr. Thyagaraj N R, IQAC Chief Coordinator and all other IQAC members for the meeting.

❖ Dr. S Bhargavi appraised the agenda points for the meeting.

❖ Dr. Thyagaraj NR, IQAC Chief Coordinator, presented remarks and observations on faculty Academic performance Evaluation He requested Heads of the Department to take necessary measures based on faculty performance.

❖ The Institutional Development Plan (IDP) was finalized and presented for approval. The chairman suggested displaying the IDP in prominent places visible to stake holders.

❖ The IQAC hand book was released by the chairman and softcopies were circulated among staff members.

❖ Dr. Nagaraj G, LIC coordinator, briefed the observations made by the LIC committee members.

❖ Dr. Ravikumar M, NAAC coordinator, discussed the status of AQAR 2023 and the requirements for submission from June 1, 2022 to May 31, 2023.NAAC Criteria 1 Was assigned to the MBA department

❖ Quarterly IQAC reports were collected from various departments

❖ Prof. Shashikumar N V, TPO presented placement statistics and the plan of action for the 2020 batch of students.

❖ Dr. GT Raju, IQAC chairman, discussed the process for making the institution autonomous by 2025. Background work has been initiated, and the application filing is to be Completed by December 2024

❖ NIRF coordinator, Dr. Thyagaraj N R, presented five years. NIRF Institution marks for individual parameters. Improvement areas identified included Teaching, Learning & resources and Research.

❖ Updates on various functional Department Committee meetings that occurred from April 1, 2023 to August 31, 2023 were provided. Committee heads were requested to brief on recorded grievances.

❖ Workload submissions from various departments were discussed, with guidelines shared via email. Minimum workload expectations outlined for HODs, Professors, Associate Professors and Assistant Professors

❖ It was decided that a Common question paper template would be circulated at the Institutional level for the upcoming semester.

❖ IQAC Chairman instructed ECE & ME department to redefine the Vision and mission statements.

❖ The FYE coordinator shared information about the Commencement and induction program for first your classes.

❖ The program schedule and the list of awardees across various categories for the Teachers Day celebration 5th September 2023 have been officially confirmed.

❖ IQAC chairman emphasized the need for more awareness programs on Outcome Based Education (OBE) for stakeholders.

❖ Dr. Ravikumar M proposed the vote of thanks after summarizing the meetings key points.

IQAC Chief Coordinator   IQAC Chairman

SJC Institute of Technology
Chickballapur-562101
Internal Quality Assurance Cell (IQAC)

<u>Meeting Proceedings</u>

Date: 19-12-2023

An Internal Quality Assurance Cell (IQAC) Committee meeting is conducted on 19-12-2023 at 11:15AM in Civil meeting hall.

<u>Agenda of the Meeting:</u>

- ➢ **Department progress Report of Academic yean 2022-23**
- ➢ **Result Analysis of Academic Year 2022-23**
- ➢ **Preparedness g AQAR-2023.**
- ➢ **NIRF - 2024 Ranking Focus.**
- ➢ **Any other matters with the permission of the chair.**

❖ Dr. S Bhargavi, IQAC Convener formally welcomed the IQAC chairman, Dr. G T Raju, IQAC chief coordinator, Dr. Thyagaraj N R and all the members of IQAC for the meeting.

❖ Dr. S Bhargavi, appraised the agenda points to the meeting.

❖ Heads of the Department (HODs) presented progress reports for the academic year 2022-2023, accompanied by a comprehensive analysis of the results.

❖ Dr. Ravikumar, NAAC Coordinator, provided a detailed overview of the Academic Quality Assurance Report (AQAR) for both the academic years 2021-2022 and 2022-2023. Additionally, he has shared the data templates with the respective NAAC Criterion coordinators.

❖ Dr. Thyagaraj N R discussed NIRF-2024, urging HODs to submit their respective department details before January 1, 2024.

❖ Initiatives for the academic year 2024-2025 from IQAC include:
  - Standardizing feedback templates related to accreditation bodies.
  - Scheduling Academic Audits.

- Recognizing and awarding certificates to resource persons in the Internal In-house Expert Lecture Series/KMAP.
- Ensuring faculty / student Ph.D thesis, Research publications and NPTEL certificates are the Institute Library.

❖ Following points are discussed with the of IQAC chairman,
- Updating lesson plans in the ERP tool (DHI) to prevent duplications.
- Planning schedules for NSS, Yoga and sports courses based on the new scheme.

❖ Concluding the productive session, the convener of IQAC, Dr. S. Bhargavi, expressed gratitude and proposed a vote of thanks, effectively summarizing the key takeaways from the meeting.

IQAC Chief Coordinator   IQAC Chairman

||Jai Sri Gurudev||

Sri Adichunchanagiri Shikshana Trust (R.)

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INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

MOM Date: 14.05.2024   **Time:** 10.30 AM to 01.00PM

Venue: Civil Meeting Hall

Agenda:

❖ Department Progress Report of Academic Year 2023-24

❖ Action plan for the Academic Year 2024-25

❖ Update on AQAR 2022-23

❖ Requirements for NIRF 2025 Ranking

❖ Preparedness plan for Autonomous status

❖ Discussion on APE Audit Schedule

❖ Any other matters with the permission of the Chair

Proceedings

1. Dr. S. Bhargavi, IQAC Convener, formally welcomed the IQAC Chairman, Dr. G. T. Raju, the IQAC Coordinator, Dr. Thyagaraj N. R., esteemed heads of departments, and all IQAC members to the meeting.

2. The IQAC Convener outlined the agenda points for the meeting.

3. Heads of Departments (HODs) presented their respective department progress reports for the academic year 2023-24 and shared action plans for the academic year 2024-25.

4. The IQAC Coordinator informed the members that the APE Audit is tentatively scheduled for the 2nd or 3rd week of June 2024.

5. Dr. Ravikumar M., NAAC Coordinator, provided an overview of the Annual Quality Assurance Report (AQAR) for 2022-23. Key highlights included:

   o Initiatives on multidisciplinary projects.

   o Introduction of add-on courses and certification programs.

   o Contributions to book chapters and book publications.

- Activities to be implemented under existing MOUs.
- Organizing more training programs for non-teaching staff.
- Arranging expert talks on non-government funding opportunities and writing research proposals.

6. Dr. Thyagaraj N. R. discussed the information required from departments for the NIRF 2025 ranking submission.

7. The IQAC Chairman, Dr. G. T. Raju, shared the following directives:

- Focus on improving faculty publications and student placements.
- Take measures to enhance the First-Year Engineering results, especially in Aerospace Engineering.
- Recognize faculty who achieve significant contributions, such as publishing high-quality papers (Q1/Q2) and completing at least two certifications, with awards from management.
- Restructure the AICTE IDEA Lab committee by convening a meeting with office bearers and ensuring regular activities.
- Maintain awareness of the Student-Faculty Ratio (SFR) of 16.27 for the institution.
- Develop a policy document for student patent filings and prepare templates for the autonomous scheme and syllabus.
- Instruct HODs to thoroughly review the API forms of faculty before the APE Audit.

8. The IQAC Coordinator summarized the key points discussed during the meeting and proposed the vote of thanks.

IQAC Coordinator
Dr. Thyagaraj N R

IQAC Chairman
PRINCIPAL
Dr. G T Raju
S J C Institute of Technology
CHICKBALLAPUR-562101

Meeting Photos

Kothanoor, Karnataka, India
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INTERNAL QUALITY ASSURANCE CELL
Minutes of the Meeting

MOM Date: 26.10.2024   **Time:** 10.30 AM to 01.30PM

Venue: Civil Meeting Hall

Agenda:
- ❖ Discussion on Department and Academic Audit Templates
- ❖ Discussion on Feedback Mechanisms and Templates
- ❖ IQAC Calendar for the Academic Year 2024-25
- ❖ Preparedness for NIRF 2025 Ranking
- ❖ Update on AQAR 2023-24
- ❖ Any other matters with the permission of the Chair

Proceedings

➢ Dr. S. Bhargavi, IQAC Convener, formally welcomed the IQAC Chairman, Dr. G. T. Raju, Academic Dean, Dr. Manjunath Kumar B H, Controller of Examinations, Dr. Deepa M S, IQAC Coordinator, Dr. Thyagaraj N. R, the heads of the departments, and all members of the IQAC to the meeting.

➢ The IQAC Coordinator presented the agenda points for discussion.

➢ Dr. S. Bhargavi presented the formats for the Department and Academic Audits. The templates were reviewed thoroughly, and the members suggested integrating specific KPIs for faculty performance and student outcomes, and also adding program file numbers for the parameters. It was decided to circulate the templates to all departments for feedback and finalization, with a deadline for submission of any modifications.

➢ Dr. Banumathi presented the feedback mechanisms and associated templates. The need for a more robust and user-friendly digital platform for feedback collection was discussed. It was agreed to streamline the process to ensure timely feedback collection and analysis, especially from alumni and employers.
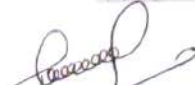
- Dr. Thyagaraj N R presented the detailed IQAC calendar, outlining key activities such as department audits, internal quality workshops, IQAC meetings, DAB & PAC meetings, Staff Council Meetings, and functional committee meetings.

- Dr. Ravikumar M, NAAC Coordinator gave an update on the preparation of the Annual Quality Assurance Report (AQAR) for 2023-24. He requested that department HODs submit their department data by the end of November 2024. Members emphasized the importance of ensuring data accuracy and timely submission, with special attention to student certification courses and faculty achievements.

- Dr. Thyagaraj N R discussed the institution's preparedness for the NIRF 2025 ranking. He highlighted the importance of enhancing research output, improving the faculty-to-student ratio, and boosting placement statistics. Action plans were laid out for improving rankings in various parameters such as teaching-learning resources, research and professional practice, and outreach. Dr. Thyagaraj suggested forming a dedicated team to gather and validate data, ensuring a seamless submission process.

- Dr. G T Raju, IQAC Chairman, praised the efforts of all committee members in driving continuous improvement. He stressed the significance of aligning the IQAC initiatives with national benchmarks such as NIRF and NAAC to ensure the institution's competitive edge. Chairman encouraged the members to focus on enhancing the research culture, adopting innovative teaching methodologies, and fostering industry-academia collaboration.

- With the permission of the Chair, Dr. Deepa M S (COE) presented the Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) templates. She emphasized the need for transparency and consistency in the evaluation process. The members reviewed and approved the templates, with minor corrections.

- The IQAC Convener, Dr. S. Bhargavi, proposed a vote of thanks, expressing gratitude to Dr. G. T. Raju, the Chairperson, and all the members for their valuable insights and active participation.

Meeting Photos

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