

**The Minutes of the third IQAC Meeting(for the year 2018-19) held on 9<sup>th</sup> April, 2019 at 3.00 PM**

**Members present:**

1. Dr. Niranjan Chiplunkar-Chairman
  2. Dr. ShrinivasaRao B R
  3. Dr. I R Mithanthaya
  4. Dr. Srinath Shetty
  5. Dr. Sridevi Saralaya
  6. Dr. Sudhakar Shetty
  7. Dr. SubrahmanyaBhat K – Director
  8. Mr. Anil Kumar Prabhu
  9. Dr. Ajith Hebbale
  10. Dr. Arun Kumar Bhat
  11. Dr. Venugopal P S
- Mr. Yogeesh Hegde, Dr. Jnaneshwara Pai and Mr. Chintan V Amin could not attend the meeting.

**Agenda:**

1. To confirm the minutes of last IQAC meeting held on 24<sup>th</sup> November 2018.
2. To discuss the Action taken report on the IQAC meeting held on 24<sup>th</sup> November 2018.
3. Academic and Administrative Audit for the year 2018.
4. Discussion on Strategic action plan for each department.
5. Any other matter with the permission of the chair.

**Minutes of meeting:**

1. Members confirmed the minutes of last IQAC meeting held on 24<sup>th</sup> November 2018.
2. The coordinator presented the action taken report on the proposal of IQAC meeting held on 24<sup>th</sup> November 2018.
3. **Academic and Administrative Audit for the year 2018.**

Mr. Gopinath, and Dr. Ravichandran, Adjunct faculty of Mechanical Department conducted the academic and administrative audit in the month of March 2019 and gave their report and the following feedback. The feedback was discussed in the meeting.

**Positives:**

1. There is a sizable increase in number of papers published in indexed journal in each academic department compared to previous year
2. A few academic departments have drawn up a Strategic Plan for improvement initiatives. A SWOT/SWOC analysis is also seen.

**Opportunities for Improvement:**

1. Time for retrieval of supporting documents is high in many departments. It is suggested that a Summary Sheet of supporting data is maintained along with the audit format for numerical information furnished against clauses of audit format. This summary sheet can have reference to file number and page number where supporting data is maintained.
  - HODs are required to take necessary action on this.
2. Errors were noticed in some of the data furnished in the AAA Format by many departments.
  - IQAC coordinator informed that, he requested HoD's to resubmit the corrected AAA Format and received them already.
3. Training Needs Analysis form [FET 01-0] is also having a title "Training Need Identification". While in some departments the form shows faculty-wise training need, in others the form shows faculty-wise training attended. Analysis of need-to-actual is not seen. In one department (ISE) percentage of programs attended with respect to programs planned is shown as analysis. Further there is no carryover of programs identified for a faculty but not attended. Reason for not carrying over is also not mentioned. Also in some of the departments, the form shows seven columns. The purpose of the same is not clear to the department. Duration for training is also not identified in some departments. It is suggested that the format be suitably modified and clarity in what is expected can be communicated.
  - It was discussed in detail and agreed upon to modify the existing form FET01 as per the ISO documentation procedure.
4. AAA Format is not fully filled up in some departments. Further there is confusion in what data is to be furnished in a few cases. Ambiguity is also seen, as data requested in AAA is for the Calendar Year, while in some cases data has been collated for Academic Year. Some departments are not clear whether data is to be furnished 'as on date' or for 'current period of audit'. It is suggested that the AAA Format be modified for clarity and uniformity.
  - IQAC Coordinator discussed this with the auditors and modified the format to avoid all the confusions. The new format was presented to the members during the meeting for approval.

5. While reasons for change in syllabus are maintained separately, trace of changes made over a few years is not being maintained.
  - HODs are required to take necessary action on this.
6. Analysis of results of remedial class and action plan for improvement is not evident in many departments.
  - It was decided to have remedial classes only for First and second years. Principal informed the members that, first year information is collected by Prof. Vinaya B R and second year data is collected and maintained by Dr. Narasimha Bailkeri. It is decided that Dr. Narasimha Bailkeri has to communicate this information to the concerned departments.
7. ISE and CSE have identified 'faculty retention' as a threat. However no action plan to address the threat is seen.
  - The IQAC members felt that faculty retention is not a threat under current circumstances.
8. Effort and plans towards identifying new consultancy work is not evident.
  - HODs are required to take necessary action on this.
9. Progress Report with respect to MoUs, and terms referred therein, is not evident in many departments.
  - HODs are required to take necessary action on this in consultation with Director-IIC
10. While strategic plan has been drawn up in couple of departments, metrics for assessment of current state and progress each year is not available. Detailed action plans to realize the short, medium and long terms goals are not available.
  - HODs are required to take necessary action on this.
11. The actual process for routing indents for procurement is different from the written down procedure. It was noticed in one sample case that number of items procured was higher than the number of items indented. In this case the offer was not referred back to indenter as required in the procedure. The procurement cost was however within cost approved in the Procurement Committee Meeting (PCM).
  - The Purchase and stores department is instructed to take necessary action in future
12. The indent value is taken as Committed Value for purpose of projecting to the Purchase Committee, the balance budget available. The actual purchase order value could be lower than the indent value. However, in some cases the offer value is shown as Committed Value. It is suggested that uniformity may be maintained and Committed Value to date may be adjusted for the actual value of Purchase Order.
  - The Purchase and stores department is instructed to take necessary action in future. It is also decided to communicate it to purchase committee to document the justification.
13. While ongoing and future plans for improvement were mentioned, a documented plan for energy conservation, resource conservation and cost reduction was not seen in Maintenance Section

- Dr. Srinath Shetty explained the process that is being followed for documentation of energy conservation and resource conservation. However it was decided to take up this issue more seriously.
14. Fire Safety / prevention of loss of personnel file and other important data maintained as hard copy in Administration, Purchase and Academic (Original Mark Sheets of Students) Sections needs to be addressed.
- In Administrative section, all faculty related certificates of qualification are already been digitized. Purchase related documents are digitized to certain extent. Academic related documents like PUC/SSLC marks cards of students are not being digitized, since they are supposed to be returned to the students after the admission approval.
15. Some ISO Formats have hand-written number. Page control is not seen. It is suggested that all important formats used for various audits be numbered, with revision control and page control. Format Number may be printed.
- HODs are required to take necessary action on this. It is suggested to all HoD's to use only ISO forms where form numbers are printed. Any other forms(other than ISO numbered ones)which are being used by the individual departments may be continued, with an information to MR(ISO QMS).

**4. Discussion on Strategic action plan for each department.**

- Dr. I R Mithanthaya informed the members about the existing Strategic Action Plan. It is decided to continue with the same format. The format will be sent to all HoD's.

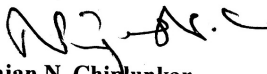
**5. Any other matter with the permission of the chair.**

Principal informed the members that:

- The Institution is expecting the approval of MHRD permission to join to Nitte Deemed to be University before 16<sup>th</sup> of April 2019.
- NMAMIT is placed at 128<sup>th</sup> position in NIRF ranking 2019.
- The Institution is applying for QS I-GAUGE ranking.

The meeting ended with a vote of thanks to the Chair and members of IQAC.

  
**Dr. Subrahmanya Bhat K**  
 Director-IQAC

  
**Dr. Niranjana N. Chiplunkar**  
 Chairman-IQAC