



NITTE
(Deemed to be University)

**NMAM INSTITUTE
OF TECHNOLOGY**

INTERNAL QUALITY ASSURANCE CELL [IQAC]

MINUTES OF MEETING

Date: 17 August 2022

Time: 11:30 am

Venue: Board Room

Members Present:

01. Dr. Niranjana N Chiplunkar - Chairman
02. Dr. Shrinivasa Rao B R
03. Dr. I.R. Mithanthaya
04. Prof. A. Yogeesh Hegde
05. Dr. Sudhakar Shetty
06. Dr. Sridevi Saralaya
07. Dr. Kiran Kulkarni
08. Dr. Sitaram Nayak
09. Dr. Subrahmanya Bhat K
10. Dr. Arun Kumar Bhat
11. Dr. Srinath Shetty
12. Dr. Vidya S.M - IQAC Coordinator
13. Dr. Venugopal P S
14. Dr. Jnaneshwar Pai Maroor
15. Dr. Ajith Hebbale
16. Smt. Anna Shanthi
17. Mr. Sonal Shashikanth
18. Shri. Keshava Mugeraya
19. Shri. Govinda Raj

IQAC Agenda

1. Opening Remarks
2. To confirm the Minutes of previous IQAC meeting held on 28 February 2022
3. To discuss the Action taken report of the IQAC meeting held on 28 November 2021
4. Discussion on Academic and Administrative Audit (AAA) of the year 2021
5. Preparation of AQAR for the Academic year 2021-22
6. Any other matter with the consent of the chair

Following points were mentioned in the meeting.

- Dr. Niranjana N. Chiplunkar, Principal & Chairman-IQAC opened the meeting and welcomed all the internal members present in the Boardroom. He welcomed the two external members Dr. Sudhakar Shetty, President - Ajekar Padmagopal Education Trust, and Dr. Sridevi Saralaya, Professor and Head-Computer Science and Engineering at St. Joseph Engineering College (Autonomous), Mangaluru. He also welcomed and introduced VTU Nominees i.e. Dr. Kiran Kulkarni, Scientist, CSIR-National Chemical Laboratory, Pune and Dr. Sitaram Nayak, Professor, Department of Civil Engineering, NITK, Surathkal.

Opening Remarks:

- In his opening remarks Dr. Niranjana N. Chiplunkar presented a brief presentation about the Institute and Role & responsibilities of IQAC for the benefit of the VTU nominees. Speaking about the Institute he stated that the Institute started in the year 1986 and offers BE [11 branches], M.Tech [08 branches], MCA and Ph.D. Research degree programs. The Nitte Education Trust has 36 different Institutions spread over 3 campuses at Nitte, Bengaluru and Mangaluru. Shri. N.V. Hegde is the President, NET and is the Chairman, Governing Council and is the Chancellor of the Nitte DU. He added that earlier Nitte DU was Medical University and that it is now a full-fledged multi-disciplinary Deemed-to-be University with NMAMIT and NSAMFGC joining as an Off-Campus of Nitte DU effective February 2022.
- Dr. Niranjana N. Chiplunkar stated that the Institute received Off-Campus approvals from UGC during the month of February 2022. He added that the Institute within a short span of 1½ month had to provide publicity and conduct Entrance Examination-NUCAT-2022 for UG and PG Programs. There were about 3500 plus applicants who wrote entrance examinations [Undergraduate]

for an annual intake of 1200 i.e. 01:03 ratio; 300 plus candidates wrote entrance examinations [PG-MCA] for an annual intake of 120. He thanked the Chancellor, Vice Chancellor, Management and all the staff involved in the process for their seamless support.

- Dr. Niranjana N. Chiplunkar thanked Dr. K Subramanya Bhat for spearheading the IQAC right from its inception since 2001 to till date. He added that Dr. Vidya S.M would now be in charge of IQAC as Dr. Bhat has taken over the additional charge as Deputy Controller of Examinations of Nitte DU Off Campus. He requested all the members to extend support and cooperation as was extended earlier.
- Presenting the Admission status, Dr. Niranjana N. Chiplunkar mentioned that the Institute has matched the Admissions numbers similar to that of last year and stated that except for Civil, Electricals, Mechanical and Biotechnology all the other branches have full admissions. He added that the Institute started the B.Tech program with a Bridge course; however opined that not all the students could attend due to several reasons. He opined that another 60 plus B.Tech students might get on-boarded soon. With regard to MCA Program, he stated that candidates have been asked to pay the fees and join based on NUCAT Merit list. He expressed his regret on the poor admissions pertaining to the M.Tech programs. He mentioned that only 30 plus students have written the NUCAT Exams for M.Tech and that all of them would be joining soon. He stated that others have also been allowed to write the entrance exams and seek admissions by the end of August 2022.
- Dr. Vidya S.M read out the brief profile of Dr. Kiran Kulkarni and Dr. Sitaram Nayak. Dr. Niranjana N. Chiplunkar requested Dr. Kulkarni to extend his help and support to other sister institutions of Nitte DU especially KSHEMA as well. He also requested Dr. Kulkarni to address the Biotechnology students and research scholars as well.

Action taken report of the IQAC meeting held on 28 November 2021:

- Dr. Vidya S.M presented the action taken report of the previous meeting for IQAC Approval and the members accepted the action taken report. She added that AQAR was submitted on 1 April 2022 and confirmation was received on 8 April 2022. Dr. Niranjana N. Chiplunkar opined that AQAR format is similar to SSR of the NAAC. Dr. Vidya S.M mentioned that Academic and Administrative Audit (AAA) was done during 21 - 25 March 2022.

Academic and Administrative Audit (AAA) of the year 2021:

- Dr. Vidya S.M made a detailed presentation on the Common observations and Feedback of the Auditors i.e Prof. Gopinath and Dr. A.N. Parameswaran of the Academic and Administrative Audit 1 January 2021 – 31December 2021. Discussion on each of the points was held during the meeting

❖ *Institute Strategic Development Plan (SDP), strategies identified should be communicated to every faculty and the departmental plan should be aligned to the SDP.*

Dr. Niranjana N. Chiplunkar stated that SDP document was earlier shared with all the faculty members by Dr. Subramanya Bhat.

❖ *Aspects of Document Control should be ensured in all procedures and forms used in various departments.*

Dr. Niranjana N. Chiplunkar stated that with effect from 2001 NMAMIT was ISO certified. He added that ISO helped the Institute in better documentations as there were Internal as well as External audits as per the procedure. This procedure has been happening for the last 20 years. He added that we now have mandatory NAAC, NBA and NIRF due to which ISO Format was bothering all the staff members. Although the required information was the same, ISO format only was different. He opined that all the best practices of ISO would be included in Academic and Administrative Audit as the Institute has decided not to renew the ISO. For the query raised by Dr. Kiran Kulkarni, if there was any format from UGC on AAA, Dr. Subramanya Bhat stated that AAA format was provided by Nitte DU. Dr. Kiran Kulkarni opined that it was good to keep AAA under Online/ digital format. To this Dr. Chiplunkar stated that almost all the aspects are now made online except for version & revision history and control of documents.

❖ *Faculty training need analysis should be prepared before start of Academic Year and should be reviewed at the end of the Academic Year by HoD.*

Dr. Niranjana N. Chiplunkar and Dr.Mithanthaya opined that Faculty training need analysis is already in place and that the same needs to be well documented and strengthened. Dr. Kiran Kulkarni added that it be better to Quantify while doing any training need analysis. Dr. Chiplunkar responded by stating that whenever faculty is deputed elsewhere analysis gets out-of-gear. He added that to regulate this, faculty who has attended any FDP/ Seminars sponsored by the Institute has to mandatorily

present the learnings and best practices in internal meetings/ IQAC meetings. Dr. Sudhakar Shetty added that better need analysis could be done by the Institute as it is now part of Nitte DU and that the Institute does not have to wait for other regulating bodies like VTU, which used to previously happen. Dr. Niranjana N. Chiplunkar stated that Nitte DU is planning to strengthen the activities of Career Development Cell / Staff Development Centre in order to streamline training need analysis. He cited that Dr. Jnaneshwar Pai Maroor has already facilitated many activities for Staff of Nitte Group of Institutions under the banner of Staff Development Centre.

- ❖ *Each department may draw up a plan mapping the possible areas for interdisciplinary research/paper publication/courses*

Dr. Sitaram Nayak expressed his opinion on joint proposal writing by 2 or 3 branches. He cited example of his Institution whereby Principal Investigator could be from Chemical Engineering and Co-Principal Investigator could be from Chemistry for better execution of the project. Dr. Sridevi Saralaya stated that whenever it comes to Interdisciplinary research it is the faculty who is lethargic and not the students. She stated that faculty needs to be open to adopt Interdisciplinary research. Dr. Niranjana N. Chiplunkar stated that meeting with all the Department Heads to be convened soon to discuss this matter.

- ❖ *Use of flipped classes may be examined in each department for an effective teaching-learning process.*

Dr. Sitaram Nayak stated that flipped class have pros as well as cons and mentioned that the technique was popular during Covid times when the classes were mostly held online. Dr. Niranjana N. Chiplunkar stated that the Institute has included Self-study components in the portions to this effect. Dr. Kiran Kulkarni opined that faculty members must give seminar topics related to the subject and encourage students to make presentations in the class.

- ❖ *Scope of work and time line for completion should be drawn up and strictly reviewed periodically in case of research scholars.*

Dr. Niranjana N. Chiplunkar stated that the Institute currently has 140 faculty members with Ph.D and 110 plus faculty are pursuing Ph.Ds at various Universities mostly under part-time mode. He added that this year 72 Research Guides have been identified by Nitte DU for guiding Scholars. So far 169 students have applied for pursuing Ph.D at Nitte DU. He mentioned that Nitte DU has decided to offer Scholarship i/a/o Rs. 25000 for 10 to 15 meritorious students this year. He cited that Research in VTU gets delayed and stated that research scholars who have registered in

2020 are writing their course work examinations in 2022 as Ph.D Course work exams were not conducted by VTU for reasons unknown.

- ❖ *Number of licenses for learning of Python Programs is seen to be not in line with the demand in each department.*

Dr. Niranjana N. Chiplunkar stated that Coursera courses were free during Covid and after that Nitte DU had subscribed for Three-Year 1000 licenses after they were priced. Of this 250 licenses were issued to NMAMIT, 250 to NMIT and 500 licenses were retained by Nitte DU. Due to this registrations for Coursera courses were offered on First-cum-first serve basis.

- ❖ *Many departments expressed that absence of weightage for second author in research papers may be a reason for reduced number.*

Dr. Kiran Kulkarni stated that each author in any publications must be equal-due weightage. Dr. Vidya SM stated that PBAS system of Nitte DU considers different weights for different authors depending on their contribution. Dr. Kulkarni cited that even reputed Journals request that contribution level of each author be included after acknowledgement. Dr. Sitaram Nayak quoted Sarangi Committee report and stated that in case of 02-author publication, both the authors get equal weightage. In case of 03 authors, then First author gets 50% weight, 25% each for the Second and Third authors respectively. He stated that this 50% of remaining authors is divisible by “n” for calculating percentage weights. He stated that this is applicable for Scopus Indexed Publications only. Dr. Sudhakar Shetty stated that it is better if Nitte DU sets a higher benchmark rather than blindly following any Committee reports on setting up benchmarks.

- ❖ *Layout of labs may be done professionally in line with aspects of 5S* as part of total quality management (TQM) *(Sort, Set in order, Shine, Standardize, Sustain).*

Dr. Niranjana N. Chiplunkar advised Resident Engineer Office to have a look of the various labs and make suggestions, if any and consider it whenever new labs planned in future.

- ❖ *Centralized Data Capturing System use to be made mandatory to reduce time spend by faculty in routine work.*

Dr. Niranjana N. Chiplunkar opined that CDCS has been used extensively and that no Travel Allowance is re-imbursed if FDP attended details are updated onto CDCS by the faculty member.

❖ *MoUs should be structure and aligned to AICTE model.*

Dr. Niranjana N. Chiplunkar stated that all the Institute MoUs are having Rs. 100 Stamp Paper as per the legal requirements. Dr. Kiran Kulkarni additionally inquired if the same should have been AICTE Format or Protocol instead of AICTE model. Dr. Chiplunkar requested Dr. Vidya SM to check the AICTE website in case there was any such model and advised her to check with the Auditors as well.

❖ *Linkage to be shown for Value added/Skill based courses with skills demand to be obtained from placement section.*

Dr. Venugopal mentioned that whenever any company visits for Conducting campus placements, then respective departments conduct/ orient students on specific skill course demanded by the Company. He added that they do not maintain any documents to this effect. Dr. Kulkarni mentioned that it would be better to maintain proper format of the value-added courses. Dr. Saralaya added that documentation pertaining to Value added/Skill based courses needs to be maintained as per NAAC and NBA requirements as well.

❖ *Structured input, showing purpose, advantage and relevance to the industry, to be given to students when a new elective is introduced.*

Dr. Niranjana N. Chiplunkar stated that many factors are considered by students while opting for the open electives. He stated that students needs to be serious while checking and opting Open Elective papers in the higher semesters.

❖ *Accidental Insurance cover should be provided for those engaged in Consultancy work outside.*

Dr. Niranjana N. Chiplunkar stated that the scope of Insurance would be checked to see if the Insurance policy covers accidents, if any while on consultancy work outside. Dr. Sitaram Nayak opined that whenever a faculty is on deputed on Onsite consultancy duty, then HoD marks his leave on "On Office Duty", which implies that Insurance protection is covered as the staff was on duty.

- Dr. Vidya S M stated that the Audits performed by IQAC is yet to be analyzed as it is conducted recently.
- Dr. Vidya S M presented the various activities conducted under the banner of IQAC which included: Quality Enhancement Program on Research Excellence: Metrics and Analytics by Prof. Sheeba Pakkan, FDP on Importance of reason, passion, rationalism, empiricism and Convergence in Engineering students by

Sagar A.H, FDP on IT skills and FDP on “Python Programming”. She additionally presented the details of Hand-on Workshop on “Introduction to Bio-informatics” that was going to be held on 23-25 August 2022. She added that NMAMIT has filled and submitted the “Expression of Interest from AICTE approved Institutes/University having NIRF(Engineering) 2022 ranking between 1- 300 for organizing lectures under AICTE Distinguished Chair Professor”. To this Dr. Chiplunkar stated that our Institute had applied for this in the past, however the same did not materialize due to Covid.

Preparation of AQAR for the Academic year 2021-22

- Dr. Niranjana N. Chiplunkar stated that NMAMIT is now in the transition state of moving from Autonomous under VTU to the Off Campus of Nitte DU. It stated that although it was not a mandate for our Institute to apply for NAAC Individually for the Institute, he added that we would continue to upload AQAR report and maintain all the documents required for NAAC process.
- IQAC external members also highlighted if there was any mechanism to transition the VTU Scholars to Nitte DU in order to acclaim credit to Nitte DU instead of VTU. Dr. Sudharkar Shetty stated that this would lead to a better NBA and NIRF rankings as well. To this Dr. Niranjana N. Chiplunkar stated that the Institute has 110 plus Research scholars are at different stages of Research and this movement might impact Research Scholars as well as Research Guides as well. He opined that Nitte DU Research directorate has maintained high quality in screening guides and maintaining the sanctity of Research regulations.

Any other matters

- Discussing other matters, Dr. Niranjana N. Chiplunkar opined that there was no concentrated efforts to convert Student project reports into technical paper. He stated that the Institute currently has 1000 plus students doing projects under 250 plus Faculty mentors/ guides under different topics. He cited example of University of Mysore whereby it has come with project to convert technical literature into Kannada. He mentioned that circular will be sent to staff to convert project reports into technical papers. Dr. Mithanthaya opined that there was no proper coordination between the students and mentors due to miscellaneous reasons. Dr. Sridevi Saralaya also added that Faculty should be doing handholding and if project publications are taken seriously then faculty could automatically get a publication count and advised faculty to be the first author, if possible, for NIRF ranking purposes. Dr. Ajith Hebbale added that mini projects could be presented in the Institute seminars and that papers could be published in the SCOUPS Indexed Conference proceedings of NMAMIT.

- Dr. Niranjana N. Chiplunkar stated that Graduation day -2022 will be held on 29 October 2022 Saturday. He stated that other details would be shared soon.
- Taking about the Global Alumni Meet, Dr. Niranjana N. Chiplunkar stated that for the last 02 years there was no Global Alumni Meet due to Covid restrictions. This year Global Alumni Meet and Silver Re-union for the Batch of 3 years will be held on 23rd / 24th December 2022.
- Dr. Niranjana N. Chiplunkar expressed his interest on inviting Dr. Gowtham Shenoy Alumna of NSAM PU College, Nitte for a special lecture to the Institute students and staffs, especially Mathematics Department. He stated that Dr. Shenoy recently was awarded Ph.D by the prestigious Chennai Mathematical Institute.
- For the query raised by Dr. Venugopal on what documents be contained in the Course File as there is no uniformity, Dr. Sridevi stated that duplications are always possible when it comes to contents of course file, however efforts must be made to ensure that course file contains all the vital documents.
- Dr. Sudhakar Shetty expressed his concerns on NUCAT 2022 and stated that many good students were deprived of seats at NMAMIT as they were under the impression that seats would be available through CET and COMED-K rankings. He advised that from next year onwards the fee structure, modus operandi of the entrance examinations shall be informed to all the stake holders well in advance to avoid confusions. Dr. Niranjana N. Chiplunkar informed that meeting has been arranged by Nitte DU on 30th August 2022 to discuss the modalities of conducting the NUCAT 2023 Examinations.

The coordinator concluded the meeting at 01:30 PM with a note of gratitude to all concerned for their participation and suggestions.


Coordinator-IQAC


Chairman-IQAC
