



AJIET/2022-23/IQAC/21

Date: 14/11/2022

MEETING MINUTES OF MEETING

On November 14, 2022 at 30:00 PM, the A J Institute of Engineering and Technology (AJIET) Mangaluru had its 9th IQAC Meeting. The meeting was chaired by Dr. Shantharama Rai C., the principal and chair of the IQAC of AJIET. Dr. Antony P J, the vice Principal and the Convener of IQAC, Heads of various department and other members of the IQAC attended the meeting. The Chairperson accorded a warm welcome to each one of the members of the newly constituted IQAC.

Esteemed members conveyed their gratitude for the institution's noteworthy accomplishments, varied and extensive range of technical, cultural and sports activities, and steady advancement. Members especially praised students' participation in a variety of outreach programs under the title AICTE activity programs and NSS wing of AJIET. The agenda were taken up for discussion:

- Dr. Antony P J, the convener presented the proceedings of the previous meeting held on 11.01.2022. Mr Vivek Ranjan Bhandary Proposed to approve the minutes and Dr Rajesh Rai seconded the same.
 - Respective Heads of the department placed the end semester results of their respective departments. Members expressed their appreciation in academic results and also the attainment levels of students.
 - Dr. Vignesh Nayak, an associate professor in the mechanical department and the internship coordinator, provided information on how many students finished their internships both on and off campus. Members talked about the general caliber and results of the internships. Mr. Deepak Raj conveyed his gratitude for the inclusion of diverse internship opportunities, stating that it will be a beneficial start.
 - Dr. Rajesh Rai P, Coordinator of Academic Audit Committee briefed about how academic audit committee functions and presented the draft of academic audit committee report and asked the IQAC members to offer their feedback on the same for finalizing the format. The convener, Dr. Antony P. J., recommended adding one outside academic expert. Both the other members and the members of the Academic Audit committee approved of these recommendations. Chairperson informed to the committee members that, it is the responsibility of each faculty member to fill up the academic audit report along with the faculty valuation sheet for their future benefit.
 - Coordinator of Academic Audit Committee also briefed about the newly drafted format of course file index sheet and contents included in the course information sheet and asked the IQAC members to suggest their feedback for the same.
- After observing the format Dr. Antony P J, IQAC Coordinator suggested to include course timetable rather than class timetable.

- **Principal**
Chairperson suggested adding Question paper scheme and format along with the Internal Question paper, Scrutiny Sheet with Scheme of solution.

After lot of discussion and suggestions, With reference to Internal Question paper, Scrutiny Sheet with Scheme of solution- it is the responsibility of Subject coordinator to submit the IA



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question paper 3 days prior to the commencement of test. Quality of the Question paper has to be verified & approved by Board of Examiners of the department (HOD of respective department, Domain Coordinators & academic audit committee member of the department).BOEs has to submit approved Q.P to the department IA Coordinator 2 days before the commencement of test. Further IA coordinator of the department has to monitor printing & distribution of question paper observing the format Dr. Antony P J, IQAC Coordinator suggested to include course timetable rather than class timetable. With reference to Assignment Questions & solution-Chairperson suggested to prepare multiple question (Minimum 10 set of questions for each assignment).In case of Quiz / Seminar topic details case study has to be prepared and to be scrutinized by scrutiny committee. All the heads of departments presented the evaluation rubrics for 2022 scheme laboratory subjects for feedback and approval.

- The numerous Faculty Development Programs slated for the academic year were given by the chairperson. It was suggested by Mr. Hareesh Niirumarga to conduct FDP on Teaching-Learning Process for staff members.
- The technical activities planned for the current academic year were outlined by each department head. Mr. G. K. Kakkunje recommended that a workshop be held for first-year students regarding the new curriculum, which would be introduced in the academic year 2022–2023.
- Members conveyed gratitude for the institution's academic and extracurricular endeavors. The principal thanked everyone for their unwavering support in helping all five of the programs receive National Board of Accreditation.

Vice Principal Dr. Antony P. J. proposed a vote of appreciation to end the meeting.

Dr. Antony P J
(Vice Principal and Convener of IQAC)

Dr. Shantharama Rai
(Principal and Chairman of IQAC)

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

For Information:

President / Vice President, LMET

CC:

IQAC members/HOD's of all the departments.