



A. J. Institute of Engineering and Technology Mangaluru

**Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))**

ACCREDITED BY NBA (BE : CV, CSE, ECE, ISE & ME)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC YEAR 2023-24

ACTION TAKEN REPORT



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AJIET/2023-24/IQAC/29

ACADEMIC YAER: 2023-24

DATE OF IQAC MEETINGS: 26/08/2023 & 02/03/2024

RESOLUTION AND ACTION TAKEN REPORT ON MEETING HELD ON 26/08/2023

The 10th IQAC Meeting of the A J Institute of Engineering and Technology (AJIET) Mangaluru took place on August 26, 2023, at 11:00 AM. Dr. Shantharama Rai C., AJIET's principal and IQAC chair, presided over the meeting. Dr. Antony P J, the Vice Principal and Convener of IQAC, as well as department heads and other IQAC members, attended the meeting. The Chairperson extended a cordial welcome to each member of the IQAC.

Committee discussed on the possible growth of the institution after attaining an accreditation. Discussed about how to improve the research activities, faculty development, student's development, student's placement and what action plans to be planned to achieve institutions short term and long term goals. Members expressed satisfaction for the institution's academic and extracurricular activities.

The agenda were taken up for discussion:

Agenda 1: To record the actions taken report and the proceedings of the previous IQAC meeting, which was held on February 11, 2023.

The convener, Dr. Antony P J, presented the proceedings of the previous meeting, which took place on 11.02.2023.

Resolution: Approved

Dr. Laxmi Gulappagol, AICTE 360 coordinator proposed to approve the minutes and Dr. Sadananda Kumar, HOD-Physics seconded the same.

Agenda 2: Discussion about university result analysis of all the semesters all the under graduate programs.

Respective Heads of the department placed the end semester results of their respective departments.

During the meeting, members expressed their opinions on the academic results. The principal briefed the numerous strategies made to improve the students academic performance.

Resolution: Approved



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Agenda 3: Presentation of Activities planned for the coming academic year to fill up the gap in the syllabus.

Resolution: Approved

Action Taken: Implemented

Agenda 4: Discussion on Program Outcomes, Assessment process and tools used for attainment of course outcome-2021 scheme.

Resolution: Approved

Action Taken: Implemented : Assessment tools and process used for attainment of course outcomes for 2021 scheme were discussed and approved by the committee is effectively implemented.

Agenda 5: Discussion about the Evaluation rubrics for 2021 scheme.

Evaluation rubrics for 2021 scheme discussed and approved by the committee are effectively implemented.

Resolution: Approved

Action Taken: Implemented

Agenda 6: Relevant action plan proposed and taken by the HODs against expert committee remarks.

Resolution: Approved

Action Taken: Proposed Action Plan are executed effectively

Agenda 7: Discussion on progress of NAAC Accreditation process.

Resolution: Approved

Action Taken: NAAC work has been completed almost 70%

Agenda 8: Discussion about approval of various technical activities for the current academic year

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.

Resolution: Approved

Action Taken: Conducted the following Technical Activities

Principal

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RESOLUTION AND ACTION TAKEN REPORT ON MEETING HELD ON 09/03/2024

The 11th IQAC Meeting was held at the A J Institute of Engineering and Technology (AJIET) Mangaluru on Saturday, March 2, 2024, at 10:00 AM at Conference Hall. Dr. Shantharama Rai C., AJIET's principal and IQAC chair, presided over the meeting. Chairperson welcomed the IQAC members & the following points were discussed as per the agenda in the meeting:

Agenda 1: To record the actions taken report and the proceedings of the previous IQAC meeting, which was held on August 26, 2023.

Dr. Antony P J, the Vice Principal and the convener of IQAC of AJIET read the Action taken report on the last IQAC meeting and briefly explained the outcomes of each..

Resolution: Approved

Dr. Rajesh Rai, HOD-Meh proposed to approve the minutes and Dr. Chanchal Antony, HOD-AIML seconded the same.

Agenda 2: Discussion about Training and Placement activities planned for the forthcoming semester.

Resolution: Approved

Action Taken: Implemented

- The first phase of placement training for final-year students is scheduled from March 4th to March 7th, 2024.
- It was decided to start the placement training for students from First semester itself.
- Decided to prioritizing placement initiatives to increase admissions.
- Students should receive aptitude and communication training during their first year.
- Students should receive coding training during their second and third years.
- Soft skill training and Business Communication syllabus will be taught during the first and second semesters.
- Aptitude and verbal training will be provided throughout the second year.
- Third-year students will get domain and industry-specific training.
- Decided for conducting Pre-placement Training given throughout the fourth year.
- The department-level Placement Coordinator should be part of a dedicated Training & Placement team. They should be assigned some departmental work, with a focus on training and placement.

Principal

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- The department-level placement coordinator should monitor training classes.
- It was suggested to film videos of placement classes for future reference and documentation.
- Following are the agencies which offers placement training for students.

Q-Spider

GENESIS

AMCAD

Co-Cubes.

- The following faculty names were offered as dedicated placement staff for the team.

Prof. Vinod T D'souza-Assoc. Prof-Civil

Mr. Stanley Pradeep D'souza-Asst. Prof-CSE

Mrs. Trapthi Shetty-Asst. Prof-CSE/Mr. Suhandas-Asst. Prof-ECE

Mr. Rakesh M R-Asst. Prof-ISE

Mr. Harold Joyson D'souza-Asst. Prof-Mech

Dr. Anil B. V- Assoc. Prof-AIDS

Mr. Amogh U Shetty, Asst. Prof-Phys

Principal

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Agenda 3: Discussion about Club activities to be planned across the semester and Implementation of the club activities

Resolution: Approved

Action Taken: Implemented

- While preparing the Timetable it was decided to schedule first two periods with very important/tough subjects and remaining periods for club activities on Saturdays. This will help the students to participate in various club activities or organize numerous other activities.
- organized events through various clubs, which will help the students involve themselves in these activities and improve their skills.
- Suggested visiting civil construction companies and collaborating with industries to enhance consulting services and green campus activities.
- Implemented more IoT-based environmental projects as minor or major projects.
- Encouraged students to participate in club activities that align with their interests.

Agenda 4: Discussion about safety and health measures to be followed by the institution



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Resolution: Approved

Action Taken: Implemented

Dr. P Mahabaleswarappa, Professor and Dean Academic, was appointed as the nodal officer for hostel and student safety measures.

As per the discussion held at IQAC meeting following Safety and Health measures have been taken by the institution

- Appointed separate Mess supervisor to monitor the mess activities both hostels and college canteen.
- To test the working condition of fire extinguisher at the mess periodically.
- Frequent testing of water quality
- Ensure proper hygiene at the kitchen area
- Regular medical tests for chefs and servants.
- Ensure proper waste drainage system.
- Separately store vegetarian and non-vegetarian items in the refrigerator.
- Unauthorized individuals are not permitted to access the Mess Kitchen.
- Advised to clean the vessels in Hot water
- Avoid using plastic things
- The FSSAI license should be kept in the Mess/Canteen
- Mess Supervisors details to be displayed at the Mess/Canteen
- Food committee members must visit the mess and canteen regularly to inspect food preparation and submit reports, which will be kept in the hostel mess.
- Instructed to keep a log register of students ordering food from outside.

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Principal

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Agenda 5: Discussion about NAAC progress and additional requirements and facilities necessary for institutional growth.

Resolution: Approved

Action Taken: Implemented

Agenda 6: Discussion about different feedback systems implemented and its analysis.

Resolution: Approved



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Action Taken: Implemented

Agenda 6: Discussion about AAKAR Techno-Cultural Fest 2024, Graduation day, Auto Expo and Prize Distribution Day for the Academic Year 2023-24.

Resolution: Approved

Action Taken: Executed

Agenda 7: Discussion about Internal Examination reforms and norms to be followed in conduction of IA test.

Resolution: Approved

Action Taken: Implemented

Following examination reforms were effectively implemented as discussed in the IQAC in the meeting

For 2022 scheme lab marks split ups are mentioned as below:

IPCC-25 Marks (10 marks for IA+15 marks for Continuous Evaluation)

15 Marks-7 marks for Conduction & observation, 5 marks for record writing, 3 marks for Viva

Regular lab-50 Marks (30 marks continuous evaluation + 20 marks for IA)

30 marks- 14 marks for conduction & Observation, 10 marks for record writing, 6 marks for Viva

For 2021 scheme lab marks split are mentioned as below:

IPCC-20 Marks (5 marks for IA+15 marks for Continuous Evaluation)

15 Marks-7 marks for Conduction & observation, 5 marks for record writing, 3 marks for Viva

Regular lab-50 Marks (30 marks continuous evaluation + 20 marks for IA)

30 marks- 14 marks for conduction & Observation, 10 marks for record writing, 6 marks for Viva

For Mini Project -10 marks for record writing, 6 marks for viva, 14 marks (8 marks for conduction & observation, 6 marks for mini project)

Principal

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For the smooth conduction and making the commonality in Internal examination it has been decided to conduct /monitor the internal examination of all semester/department centrally under the control of the Principal & Dean Academics. Following are the responsibility allotted for even semester of the A. Y 2023-24



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Chief Superintendent- All the Question Paper will be kept under the custody of Chief Superintendent well in advance which is received from the Question Paper Printing incharge and hand over the Q. P on Daily / Session basis to the DCS.

Deputy Chief Superintendent- They are responsible for collecting Question papers from the Dean Office and bifurcating the Question Paper room wise and hand over it to Room invigilators. Also they are responsible for randomly verifying the examination rooms and at the end of the session they

are responsible for collecting the answer books along with answer book distribution incharge. They should report to dean office on or before 30 minutes of commencement of examination.

Time table Preparation in charge- He is responsible for preparing the examination timetable along with room invigilators duty list and distribute the same to the respective faculty after approving it from the Principal/Dean Academics.

Question Paper Printing Incharge- He is responsible for printing the Q. P with a support of examination staffs which is received through the dedicated mail of the Internal examination and hand over the same in a sealed cover to the Dean Office

Answer book Distribution & Collection incharge- They are responsible for making readiness of the answer books room wise by the support of the examsection staffs. They Are responsible to collect the answer book back by the support of the DCS. Also they are responsible to arrange Data hand book required for any of the examinations. They should report to examination control room on or before 25 minutes of commencement of examination.

Examination Room Setup incharge- They are responsible for setting up of the rooms required for the Internal Assessment test and numbering the desks, displaying the room information at the entrance, notice board as well as at the doors of the examination room by the support of the attenders of all Department.

Room Invigilators- They should be inside the examination hall 20 minutes before the commencement of examination.

Decided that Any alternative may be permitted on the basis of pre-approval of Chief Superintendent among the same responsibility staff only. HODs are informed to complete the Scrutiny of question papers well in advance and mail all the question papers at least 4 days before the commencement of the internal Examinations to following mail ID from HOD mail ID only. Mail ID : ia@ajiet.edu.in .all question papers pertaining to particular IA should be attached in single mail only.

Agenda 8: Discussion about actions/ measures taken by the counsellor's w.r.to student monitoring

Principal

Resolution: Approved

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Action Taken: Implemented



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Agenda 9: Discussion about Institutional and department level various Technical/Extra-curricular activities planned.

Resolution: Approved

Action Taken: Implemented

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

Dr. Shantharama Rai
(Principal and Chairman of IQAC)

Principal
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For Information:

President / Vice President, LMET

CC:

IQAC members/HOD's of all the departments.