

The Minutes of the 3rd IQAC Meeting(for the year 2019-20) held on 14th March, 2020 at 10.00 AM

Members present:

1. Dr. Niranjana Chiplunkar-Chairman
2. Dr. Shrinivasa Rao B R
3. Dr. I R Mithanthaya
4. Mr. Anil Kumar Prabhu
5. Mr. Yogeesh Hegde
6. Dr. Sudhakar Shetty
7. Dr. Subrahmanya Bhat K – Director
8. Dr. Jnaneshwara Pai
9. Dr. Arun Kumar Bhat
10. Dr. Venugopal P S
11. Dr. Srinath Shetty
12. Dr. Vidya S M
13. Mr. Chintan V Amin

Dr. Sridevi Saralaya, Dr. Ajith Hebbale and Mrs. Radha Prabhu could not attend the meeting.

Agenda:

1. To confirm the minutes of last IQAC meeting held on 30th Nov. 2019.
2. To discuss the Action taken report on the IQAC meeting held on 30th Nov. 2019.
3. Discussion on feedback analysis
4. Discussion on Academic and Administrative Audit report for the year 2019
5. Discussion on Activities conducted during 2019-20
6. Any other matter with the permission of the chair.

Minutes of Meeting:

Chairman welcomed the members for the meeting. In his opening remark he shared some information to the members:

- NMAMIT joining to Nitte Deemed to be University is getting delayed.
- VTU LIC committee is going to visit the institute shortly.

1. Members confirmed the minutes of last IQAC meeting held on 31st August 2019.

2. The coordinator presented the action taken report on the proceedings of IQAC meeting held on 31st August 2019.

In continuation with the action taken report, it has been decided to have MCQ in all the examinations(2019 admission onwards) from next academic year. A circular in this regard will be sent to all faculties immediately.

3. Discussion on feedback analysis

Coordinator presented the feedback analysis of various stake holders(Teachers, Students, Employers, Alumni and Parents) of previous year(2018-19).

It was decided that from the current academic year(2019-20), the concerned departments will collect feedback from students and teachers through online, analyse it and send it to IQAC.

Similarly, Alumni association will collect feedback from Alumni and Placement executive will collect feedback from employers.

4. Discussion on Academic and Administrative Audit report for the year 2019

General Observations:

1. In Academic Section, student's original documents submitted at time of admission are stated to be returned at start of 3rd Semester. However in some cases they have not been returned. It is stated that students have not collected these documents. It may be examined whether these may be sent by Registered Post to the students address on record, after giving intimation to the student.

- It has been decided not to send them through registered post. Students are required to collect their original documents personally.
- It is understood that 10% of students don't take their documents in time.

2. Where security of documents are involved, say in Academic Section, Administration etc, providing Access Control may be examined.

- Special lockers have been installed for security of documents.

3. It may be examined whether progress report sent to student's parents can be in Kannada language also.

- Since there are students from different States with different languages, it was decided not to go for Kannada language reports. Mr. Yogish Hegde, suggested to highlight low marks and attendance in different courses in the progress report.

4. Latest entries in Service Record of staff are yet to be put up for Principal's signature. It is stated that it will be put up after two entries are made. Since the entries refer to an approved note, the procedure to be followed can be reviewed and documented.

- The Chairman said that best possible efforts will be made to maintain the service register. It was decided to remove EL entries of teaching staff from the service register.

5. Clarity to be given for distinguishing between student paper and faculty paper (Ref Table below):

| Sl.No | First Author | Any of the remaining Authors | Credited to whom | Remarks |
|-------|---|---|---|--|
| 1 | Student of the audited Department | Faculty of the audited Department | Student of the audited Department? | |
| 2 | Student of Department other than audited department | Faculty of the audited department | Student of other department or faculty of the audited department? | This may get duplicated as student paper in the other department |
| 3 | Faculty of other institution / department | Student / faculty of audited department | Student / faculty of audited department? | This may get duplicated as faculty paper in the other department |
| 4 | Student of other institution / department | Student / faculty of audited department | Student / faculty of audited department? | This may get duplicated as student paper in the other department |

For the above purpose, who is classified as student for the above: UG+PG Students? UG+PG+PhD Scholars? Is Research Scholar / Project Associate classified as Student or Faculty?

- All the above are considered as students and credit will be given to both students and faculty of all the departments who are authors of the paper even though it is duplicated.
- The Chairman mentioned that the scopus indexed papers during 2018 was 201 and during 2019 it was 213.

6. More students can be encouraged to take up community development activities to improve their perception of society and to increase social responsibility. This requires specific efforts by faculty with the support of Management.

- The Chairman informed that after 2018 admission onwards all community development activities are considered for activity points. As per AICTE, 10 activities with 20 points each totaling 200 points should be offered. Students should earn minimum 100 Activity points.

7. Faculty Papers in National Level Conferences are seen to be decreasing. Reasons may be examined.

- This is because of less number of National Level Conferences conducted and more importance given to journal papers.

8. Benchmarking with other institutes in Udupi District / South Canara / Karnataka on defined parameters may be attempted to identify areas requiring improvement.

- Dr. A N Parameswaran is already doing it for NIRF Ranking.

9. Internal procedures for each activity needs to be documented or, where present, need proper document control like title, date, revision number, signature and page number (page no of total pages). This is especially required in Academic Section, Administrative Section, Purchase and Stores, and Maintenance Section. It is also to be ensured that department level procedure does not contradict or modify the higher level document(s). The signatory for the procedure shall be of appropriate level – (a) HoD or lower (with sub-delegation by HoD) for purely department level activity, (b) Principal in case of procedures which have commonality between departments to ensure that there is no disparity. The list of activities and procedures with respect to each activity may be kept in a separate file and produced at time of audit.

- The necessary documentation suggested as per the audit is already prepared and maintained as part of ISO9000 documentation.

10. Safe Assembly Areas to be identified and marked for the entire campus. Path to Safe Assembly should be indicated from different locations. Periodical Emergency Evacuation drill may also be planned.

- Resident Engineer is required to take necessary action on this.

11. In the water test report in Maintenance Section, Dissolved Oxygen (DO) level was seen to be beyond safe limit. When queried, after consultation with others, it was stated that higher DO levels leads to corrosion in steel pipes. It is recommended that impact of such deviations and relevance, or otherwise, to our application may be recorded.

- Dr. Srinath Shetty explained the process that is being followed. However it was decided to take up this issue more seriously.
12. Non-moving stock of serviceable items may be assessed periodically for suitable action.
- Resident Engineer and the Purchase and stores department is required to take necessary action on this.
13. Inspection, maintenance and recharge procedure for fire extinguishers, and other needs like source water for fire fighting may be documented.
- Resident Engineer is required to take necessary action on this.
14. Procedures for on-line purchases, if permitted, need to be evolved.
- The Chairman opined that it is better to have written procedure for online procurement/purchase to encourage online purchase. The Purchase and stores department is instructed to take necessary action in future
15. Each department may be tasked with identifying and expanding alumni base to leverage alumni interaction / contribution.
- The Chairman informed the members about the 'ALMA SHINE' portal of alumni management. Nitte University is already member of this portal and they agreed to include NMAMIT under it.
16. There is a mismatch between the number of Scopus Indexed Papers as reported and the list maintained by department (observed in Mechanical Engg Dept). The reason stated is that though some papers are published in Journals recognized by Scopus and listed as Scopus Indexed Papers, subsequent de-recognition of the Journal by Scopus (Elsevier) results in removal of the paper from the list. This needs to be resolved.
- HODs are required to take necessary action on this.

5. Discussion on Activities conducted during 2019-20

Coordinator presented the activities conducted during last four months

- Five Days Faculty Workshop on “**Accreditation & Leadership**”(23rd to 28th December, 2019)
- Three day support staff workshop “**3S – STRENGTHENING SUPPORT STAFF**” from 3rd to 5th February 2020

Activities planned:

- One day Hands-on Workshop on ‘**Introduction to Patents**’ on 18th March, 2020

6. Any other matter with the permission of the chair.

The Chairman provided the following information to the members:

- Two new UG programmes will be started from this academic year:
 1. Artificial Intelligence and Machine Learning
 2. Computer and Communication Engg.
- Three M.Tech courses will be closed from this academic year due to lack of admissions.
- NITI Aayog joins hands with Nitte education trust for setting up a world-class incubation centre at Nitte:

Nitte Education Trust is among the top 50 reputed institutions in the country selected by NITI Aayog for setting up Atal Incubation Centre under Atal Innovation Mission (AIM) scheme, Govt. of India. NITI Aayog has sanctioned Rs. 9 crores to Nitte Education Trust for setting up a full-fledged Incubation Centre at Nitte, of which Rs. 2.5 crores has been received as first installment.
- Student member suggested having a common parking facility for student's vehicle outside the campus.

The meeting ended with thanks to the Chair and members of IQAC by the coordinator.



Dr. Subrahmanya Bhat K
Director-IQAC



Dr. Niranjan N. Chiplunkar
Chairman-IQAC