



A Unit of A. Shama Rao Foundation

Srinivas Institute of Technology, Merlapadavu, Mangaluru- 574 143

## INTERNAL QUALITY ASSURANCE CELL

Approved by AICTE New Delhi, Govt. of Karnataka, Bengaluru

Affiliated to Visvesvaraya Technological University, Belagavi

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Ref: **SIT/IQAC/2023-24/00a**

Date: **03/02/2024**

### Notice

A meeting of the IQAC members is convened on 06/2/2024 to discuss and finalize the roadmap for the academic year 2023-24 as per the following agenda.

1. To ascertain the minutes of previous meeting
2. Academic progress of the last semester
3. Follow up on the action plan 2023-24
4. Establishment of IPR cell with KSCST- Planning
5. Conversion of final year projects into patentable products/publications
6. Any other matter with the permission from the chair.

The soft copy of the draft concerning to agenda 2 above is enclosed for your kind perusal and comment. All IQAC members are requested make it convenient and attend the meeting without fail.

Meeting Time: 11.00 am

Venue: Room No. 001 - Academic block

Date: 06/02/2024

Co-Ordinator, IQAC

(Dr Ramakrishna N. Hegde)

**DIRECTOR / COORDINATOR**  
**Internal Quality Assurance Cell (IQAC)**  
**Srinivas Institute of Technology,**  
**Valachil, Mangaluru - 574143**

CC: 1. Through email to all the members

2. To office superintendents for information (Academics, Exam Section)

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## IQAC Minutes of Meeting

The meeting of IQAC members and heads of various departments of Srinivas Institute of Technology, Mangaluru, was held on 06-02-2024 in Room 001 at 11:00 AM to discuss the agenda.

### Members Present:

1.	Dr. Shrinivasa Mayya D.	Chairman
2.	Dr. Ramakrishna Hegde	Member
3.	Dr. Shankar KS	Member
4.	Dr. Gopalkrishna Bhat	Member
5.	Prof. Nagaraja Hebbar	Member
6.	Dr. Shashidhar Kini	Member
7.	Dr. Soorya Krishna	Member
8.	Mr. Shailesh Shetty. S	Member
9.	Dr. Dheeraj	Member
10.	Prof. Atmaranjan	Member
11.	Dr. Praveen Shenoy K	Member
12.	Dr. Padmanayana	Member
13.	Prof. Ravishankar K	Member
14.	Dr. Suryanarayana	Member
15.	Mr. Harsharaj. C	Member- Office superintendent
16.	Dr. Anoop	Member
17.	Dr. Prasad	Member
18.	Prof. Bheema Shastry	Member
19.	Shri. Krishna	Member-Local body

### Members Absent:

1.	Mrs. Mitra S Rao	Management Representative
2.	Mr. Vincent D'Souza	Member
3.	Mr. Dawn Prakash	Member
4.	Dr. Ajoy	Member

### **Agenda:**

1. To ascertain the minutes of previous meeting
2. Academic progress of the last semester
3. Follow-up on the action plan 2023-24
4. Establishment of IPR cell with KSCST - Planning

5. Conversion of final year projects into patentable products/publications
6. Any other matter with the permission from the chair

#### **1. To Ascertain the Minutes of the Previous Meeting**

- **Discussion:** The minutes of the previous meeting were reviewed and approved with no further amendments or clarifications needed.
- **Resolution:** The minutes of the previous meeting were formally approved and accepted by all present members.

#### **2. Academic Progress of the Last Semester**

- **Discussion:** A detailed report on the academic progress for the last semester was presented. Key performance indicators such as student pass percentages, attendance, and faculty feedback were discussed. Certain departments highlighted areas of improvement needed in student engagement and teaching methodologies.
- **Resolution:** The committee acknowledged the academic progress while recommending additional remedial sessions for low-performing students. Further analysis will be done to enhance student support and academic outcomes in the coming semester.

#### **3. Follow-Up on the Action Plan 2023-24**

- **Discussion:** The status of various initiatives in the action plan for the academic year 2023-24 was discussed. Progress was noted in faculty development programs and curriculum updates, but delays were reported in student welfare activities.
- **Resolution:** The committee urged timely completion of pending initiatives, particularly the student welfare activities. It was decided to organize a mid-year review meeting to monitor further progress.

#### **4. Establishment of IPR Cell with KSCST - Planning**

- **Discussion:** The proposal for establishing an Intellectual Property Rights (IPR) cell in collaboration with the Karnataka State Council for Science and Technology (KSCST) was discussed. The cell aims to support faculty and students in filing patents and protecting intellectual property.
- **Resolution:** The committee agreed to move forward with establishing the IPR cell. A task force will be set up to coordinate with KSCST and prepare the necessary documentation and infrastructure.

#### **5. Conversion of Final Year Projects into Patentable Products/Publications**

- **Discussion:** The possibility of converting final year projects into patentable products and research publications was explored. Faculty members were encouraged to guide students in identifying projects with potential for commercialization or publication.
- **Resolution:** The committee decided to conduct workshops on patent filing and research publication for final-year students. Departments will identify eligible projects for patenting and publication and provide the necessary support.

#### **6. Any Other Matter with the Permission from the Chair**

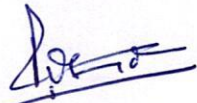
- **Discussion:** No additional matters were raised for discussion.

**Conclusion:** The meeting concluded with the chair expressing satisfaction with the discussions and encouraging proactive implementation of the decisions made. The next meeting will be scheduled in 02/07/2024 with an interim progress review.

### **Action taken report**

Action taken report to the agenda of the minutes of the meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru, held on 06-02-2024.

SI No	Agenda	Resolutions	Action Taken
1.	Confirmation of the minutes and action taken report of the previous meeting	Approved	Confirmed and approved
2.	Academic progress of the last semester	Approved	The committee acknowledged the academic progress while recommending additional remedial sessions for low-performing students
3.	Follow-up on the action plan 2023-24	Approved	It was decided to organize a mid-year review meeting to monitor further progress.
4.	Establishment of IPR cell with KSCST - Planning	Approved	The committee agreed to move forward with establishing the IPR cell.
5.	Conversion of final year projects into patentable products/publications	Approved	Departments will identify eligible projects for patenting and publication and provide the necessary support



Coordinator, IQAC

(Dr Ramakrishna N Hegde)

**DIRECTOR / COORDINATOR**  
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Chairman, IQAC

(Dr Shrinivasa Mayya D.)

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