



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/2023-24/001

Date: 10/8/2023

### Notice

A meeting of the IQAC members is convened on 11/8/2023 to discuss and finalize the roadmap for the academic year 2023-24 as per the following agenda.

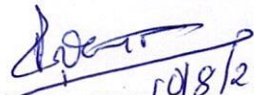
1. Inclusion of student representatives in the committee
2. CO-PO attainment process implementation for the 2021 scheme and the upcoming 2022 scheme at higher semester levels.
3. Approval of plan of action for the academic year 2023-24
4. Review of IA question paper audit status.
5. Review of AAA audit
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: 02.15 pm

Venue: Principal's chamber

Date: 11/8/2023

  
Co-Ordinator, IQAC 10/8/2023

(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)



## IQAC Minutes of Meeting

The meeting of IQAC members and heads of various departments of Srinivas Institute of Technology, Mangaluru, was held on 11-08-2023 in college at 02:15 PM to discuss the agenda

### Members Present:

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

## **Agenda:**

1. Inclusion of student representatives in the committee
2. CO-PO attainment process implementation for the 2021 scheme and the upcoming 2022 scheme at higher semester levels
3. Approval of plan of action for the academic year 2023-24
4. Review of IA question paper audit status
5. Review of AAA audit
6. Any other matter with the permission from the chair

### **1. Inclusion of Student Representatives in the Committee**

- **Discussion:** The need for including student representatives in various committees was discussed to ensure students' perspectives and feedback are incorporated in decision-making processes.
- **Resolution:** It was unanimously agreed that student representatives will be included in the committee. The selection process and criteria for student representatives will be finalized and communicated in the upcoming meeting.

### **2. CO-PO Attainment Process Implementation for the 2021 and 2022 Schemes**

- **Discussion:** The committee reviewed the implementation of the CO-PO (Course Outcome-Program Outcome) attainment process for the 2021 scheme. Challenges in tracking and ensuring alignment at the higher semester levels were identified. A similar process for the 2022 scheme was also discussed, focusing on improvements based on the experience from the 2021 scheme.
- **Resolution:** It was decided to adopt a structured monitoring process for CO-PO attainment in the 2021 scheme and extend this framework to the 2022 scheme as it progresses into higher semesters. A detailed action plan for implementation will be drafted.

### **3. Approval of Plan of Action for the Academic Year 2023-24**

- **Discussion:** The plan of action for the academic year 2023-24 was presented. It included curriculum updates, faculty development programs, student welfare initiatives, and the timeline for key academic activities.
- **Resolution:** The committee approved the plan of action for the academic year 2023-24, with minor revisions suggested for the faculty development programs and student activities timeline.

### **4. Review of IA (Internal Assessment) Question Paper Audit Status**

- **Discussion:** The current status of the IA question paper audit was presented. It was noted that the majority of the papers have been audited, with feedback being provided to respective departments for further improvement.
- **Resolution:** The committee expressed satisfaction with the progress but emphasized the need for timely audits in the upcoming semester. Departments will be reminded to comply with the deadlines for submitting question papers for audit.

## 5. Review of AAA (Academic and Administrative Audit)

- **Discussion:** The findings from the recent AAA audit were reviewed. Several areas for improvement were identified, including documentation practices and feedback mechanisms.
- **Resolution:** The committee recommended implementing corrective actions based on the audit report. Departments will be required to submit their progress reports at the next meeting.

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

- No additional matters were raised for discussion.

**Conclusion:** The meeting concluded with the chair thanking all the members for their participation and contributions. The next meeting date will be communicated soon.

## 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 11-08-2023

SI No	Agenda	Resolutions	Action Taken
1.	Confirmation of the minutes and action taken report of the previous meeting	Approved	Confirmed and approved
2.	Inclusion of student representatives in the committee	Approved	Committee members appointed
3.	CO-PO attainment process implementation for the 2021 scheme and the upcoming 2022 scheme at higher semester levels	Approved	It was decided to adopt a structured monitoring process for CO-PO attainment in the 2021 scheme and extend this framework to the 2022 scheme as it progresses into higher semesters.
4.	Approval of plan of action for the academic year 2023-24	Approved	The committee approved the plan of action for the academic year 2023-24,
5.	Review of IA question paper audit status	Approved	Committee expressed satisfaction with the progress but emphasized the need for timely audits in the upcoming semester



6.	Review of AAA audit	Approved	Recommended implementing corrective actions based on the audit report.
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Coordinator, IQAC

(Dr Ramakrishna N Hegde)

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



Chairman, IQAC

(Dr Shrinivasa Mayya D.)

**PRINCIPAL**  
**SRINIVAS INSTITUTE OF TECHNOLOGY**  
Valachil, Merlapadavu  
Farangipete Post, Mangaluru-574143





IGAC MEETING 11/08/2023

Date / / 20  
@ 2:15 PM.

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|-----|-------------------------------|------------------------|
| 1.  | DR. SHRINIVASA MAYYA.         |                        |
| 2.  | DR. RAMAKRISHNA N HEGDE       | <del>HR</del> 11/08/23 |
| 3.  | DR. SHANKAR K S               | (11/08/23)             |
| 4.  | DR. GOPALAKRISHNA BHAT        | 11/08/23               |
| 5.  | PROF. BUEEMA SHASTRY          | CBShastry              |
| 6.  | PROF. NAGARAJA HEBBAR         | 08/11/23               |
| 7.  | DR. PRASAD P                  | PP                     |
| 8.  | DR. ANOOP BK                  | An                     |
| 9.  | DR. AJOY                      |                        |
| 10. | DR. SHASHIDHAR KINI           | K. Kini                |
| 11. | DR. SOORYA KRISHNA            | SK                     |
| 12. | <del>DR. SOORYA KRISHNA</del> |                        |
| 13. | PROF. SHAILESH                | Shai                   |
| 14. | DR. DHEERAJ                   | D. Dheeraj             |
| 15. | PROF. ATMARANJAN              | Atmaranjan             |
| 16. | DR. PRAVEEN SHENOY            | Praveen                |
| 17. | DR. PADMANAYANA               | Padmanayana            |
| 18. | PROF. RAVISHANKAR             | Ravishankar            |
| 19. | DR. SUNYANAYANA               | Sunayana               |
| 20. | DR. AJOY                      | Ajoy                   |
| 21. | MR. HARSHARAJ.C               | Harsharaj              |

