



# **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 2022-23**

**ACTION TAKEN REPORT**



AJIET/2022-23/IQAC/24

**ACADEMIC YAER: 2022-23**

**DATE OF IQAC MEETINGS: 14/11/2022 & 11/02/2023**

**RESOLUTION AND ACTION TAKEN REPORT ON MEETING HELD ON 14/11/2022**

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:**

**Agenda 1:** To record the actions taken report and the proceedings of the previous IQAC meeting, which was held on January 11, 2022.

Dr. Antony P J, the convener presented the proceedings of the previous meeting held on 11.01.2022.

**Resolution: Approved**

Mr Vivek Ranjan Bhandary Proposed to approve the minutes and Dr Rajesh Rai 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.

Members expressed their appreciation in academic results and also the attainment levels of students.

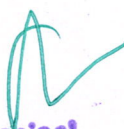
**Resolution: Approved**

**Agenda 3:** Discussion about Internship programs as per 2021 NEP scheme.

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.

**Resolution: Approved**

  
Principal

A.J. Institute of Engineering & Technology  
Mangaluru 575006



**Action Taken: Implemented**

**Agenda 4:** Discussion about Academic Audit Committee report format and how it functions

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.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 5:** Discussion about format of Course file index sheet as per new scheme and contents to be added in Course information sheet as per new scheme

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..

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 6:** Discussion about examination scheme and syllabus as per 2022 scheme

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 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.

Principal  
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.



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Il the heads of departments presented the evaluation rubrics for 2022 scheme laboratory subjects for feedback and approval.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 7:** Discussion about conduction of FDP on teaching learning process for staff members

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.

**Resolution: Approved**

**Action Taken: Conducted the following FDPs**

**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**

**Agenda 9:** Any other matter with the permission of the Chair

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.

**RESOLUTION AND ACTION TAKEN REPORT ON MEETING HELD ON 11/12/2023**

The 9th IQAC Meeting was held at the A J Institute of Engineering and Technology (AJIET) Mangaluru on February 2, 2023, at 30:00 PM. Dr. Shantharama Rai C., AJIET's principal and IQAC chair, presided over the meeting. Attending the meeting were heads of several departments, Dr. Antony P. J., the vice principal, the IQAC convener, and other members.

Esteemed members expressed their appreciation for the organization's notable successes, wide and varied range of technological, cultural, and athletic activities, and consistent growth. Members commended students in particular for their involvement and outreach initiatives. Chairperson welcomed the IQAC members & the following points were discussed as per the agenda in the meeting:



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**Agenda 1:** To record the actions taken report and the proceedings of the previous IQAC meeting, which was held on November 14, 2022.

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**

Mr Suman Kundapur Proposed to approve the minutes and Dr Suresha D seconded the same.

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

All the heads of departments has presented their academic result in the meeting and discussed the low result subjects in the meeting, suggestions and advises has been discussed in the meeting to improve the results.

**Resolution: Approved**

**Agenda 3:** Approval of 2021 and 2022 NEP Scheme Evaluation-Marks Split-up, Rubrics and Parameters for Integrated Professional Core Course, Professional Core Course Lab, Internship, Social Connect and Responsibility Subjects Branch wise .

Dr. Antony P J, the Vice Principal and NEP coordinator of the Institute explained the 2021 NEP Scheme Evaluation and 2022 NEP Scheme Evaluation -Marks Split-up, Rubrics and Parameters for Integrated Professional Core Course, Professional Core Course Lab, Internship, Social Connect and Responsibility Subjects Branch wise (till 3<sup>rd</sup> Semester).

The coordinator briefed the various NEP-Activities like seminar from the external and internal experts, workshops for both students and parents and also various NEP related competitions conducted in the institution for the effective implementation of New Education Policy in our institution

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 4:** Discussion about Identified Gap in the Syllabus, Action Taken and Impact Analysis.

All the respective HODs and presented the Identified Gap in the Syllabus, Action Taken and Impact Analysis. The Industry experts have given their valuable suggestions and also ensure their supports to conduct various activities to fill the gaps in the syllabus.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 5:** Discussion about students internship and Final Year Projects.

The respective HODs presented the Internship Details (Feedback, Outcome and Impact Analysis) and Final Year Project Progress in the meeting.

  
Principal  
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**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 6:** Discussion about IIC-Activities and Progress of the institution.

Dr. Suresh D, the IIC coordinator briefed the various IIC-Activities conducted as well as planned activities in the institution in this academic year in line with the IIC plan and action. The outcomes are discussed in the meeting and appreciated by the members in the meeting.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 7:** Discussion about Atal-Activities and Progress of the institution.

Dr. Gnaneshwar, the Coordinator of the ATAL FDPs (Faculty Development Programme) conducted and planned during the academic year 2022-23. He has briefed the -Activities and Progress and how All India Council for Technical Education (AICTE) in India ranking system to review and rate institutions based on their effectiveness in executing the ATAL Faculty Development Programmes. The ranking seeks to encourage and recognise universities that excel at training and developing faculty members' talents.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 8:** Discussion about NIRF-Activities and Progress of the institution.

Dr. Gnaneshwar, the Coordinator of the NIRF-briefed about the NIRF activities in the institution. The NIRF (National Institutional Ranking Framework) to rate higher education institutions in the country based on numerous characteristics. The NIRF gathers data from participating Institutions using an online structured questionnaire. Institutions must disclose data on a variety of characteristics, including teaching, learning, research, outreach, and inclusion.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 10:** Discussion about Placement and Training activities.

Mr. Vivek Ranjan Bandary, the Head of Placement and Training department briefed the placement activities and campus placement statics of the current academic year. In the meeting, discussed the Placement Analysis and Action Taken to improve the campus placement. He has presented the various training programs conducted and planned for both final year and pre-final year students.

**Resolution: Approved**

**Action Taken: Implemented**

  
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**Agenda 11:** To discuss the activities carried out by different functional committees of the college.

Mr. Chanchal Antony, the technical committee coordinator briefed the various Technical Activities like Workshops, Conference, Technical Talk and FDPs, Cultural etc.. Conducted and Planned during this academic year 2022-23. In the meeting, Discussed the Feedback, Outcome and Impact Analysis of all the activities.

Respective committee chairman briefed the Activities carried out by different functional committees of the college and discussed the various actions taken to improve the quality of the institution in various perspectives.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 12:** To discuss the initiatives taken to sensitize/promote Research and Innovation Activities in the Institution.

Dr. Ranjan, the Research Committee coordinator, briefed and discussed the initiatives taken to sensitize/promote Research and Innovation Activities in the Institution

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 13:** Any other matter with the permission of the Chair

The Principal briefed the strategies for implementing future plans of action for the year 2023-24 like NAAC accreditation, Starting New Program in emerging areas as well as Enhancing the Existing Program.

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.