

# **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))**

NH-66, Kottara Chowki, Mangaluru - 575 006. Ph : +91 824 2455048, 2862202 Mob.: +91 9483026503. Fax : +91 824 2862205  
email : [ajenggcollege@gmail.com](mailto:ajenggcollege@gmail.com) | website : [www.ajiet.edu.in](http://www.ajiet.edu.in)

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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACADEMIC YEAR 2020-21**

### **ACTION TAKEN REPORT**



**A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
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AJIET/2020-21/IQAC/13

ACADEMIC YAER: 2020-21

DATE OF IQAC MEETINGS: 13/11/2020 & 01/04/2021

**RESOLUTION AND ACTION TAKEN REPORT OF MEETING HELD ON 13/11/2020**

The fifth IQAC Meeting of the A J Institute of Engineering and Technology (AJIET) Mangaluru was held on November 13, 2020, at 11:00 AM. Dr. Shantharama Rai C., AJIET's principal and IQAC chair, presided over the meeting. Dr. Antony P J the Convener, department heads and other IQAC members were attended the meeting. The Chairperson warmly welcomed each member of the IQAC. The agenda was brought up for discussion and the following points were discussed in the meeting:

**The agenda were taken up for discussion:**

**Agenda 1:** To record the actions taken report and proceedings from the preceding IQAC meeting, which took place on July 1, 2019.

The convener, Dr. Antony P J, presented the proceedings of the previous meeting held on July 1, 2019.

**Resolution: Approved**

Prof. Prakash Shetty proposed to approve the minutes and Dr Sujaya seconded the same.

**Agenda 2:** Discussion about the COVID-19 precautionary measures to be followed by students & staff members.

Discussion held regarding COVID-19 precautionary measures for students and staff members, emphasizing comprehensive strategies as proposed by Principal. The aim was to ensure safety and well-being within the academic community during the pandemic.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 3:** Discussion about the conduction of offline/online classes

Discussion held regarding mode of class delivery considering the COVID-19 situation, leading to the decision to conduct classes online via the Google Meet application as proposed.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 4:** Discussion about the Induction program for the first year students.

Discussion held regarding the induction program for first-year students, highlighting its structure, objectives, and activities such as personality development and values education. The Incharge has been given to Dr. Kishore Shetty.

  
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**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 5:** Discussion about submitting a list of activities to be undertaken in the even half in accordance with the various MOUs with different organisations.

Discussion held regarding preparation of a list of activities for the even semester students, focusing on elaborating and refining the planned MOU to ensure clarity and effectiveness in the proposed collaborations and agreements.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 6:** Discussion about starting "Microsoft center of excellence program".

Discussion held regarding the initiation of the "Microsoft Center of Excellence Program" for students as proposed by Principal. Dr. Antony P J has been given the Charge to monitor the same.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 7:** Discussion about the club activities and also various student's coordinators for various clubs.

Discussion held regarding club activities and the selection of student coordinators across various clubs, as proposed. The conversation centered on organizing a variety of club events, along with identifying competent individuals to effectively lead and coordinate these activities.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 8:** Discussion about submission of proposals from various departments for the funding agencies like VTU, VGST, SERT, DST.

Discussed held regarding submission of proposals from various departments to funding agencies like VTU, VGST, SERT, and DST, as proposed by Dr. Nagesh H R.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 9:** Discussion about the gaps in the courses and various workshop, technical activities to be planned for coming semester.

  
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Discussion held regarding the identification of course gaps and planning workshops and technical activities for the upcoming semester as proposed by Dr. Rajesh Rai. The conversation focused on addressing curriculum shortcomings to enhance student learning and skill development.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 10:** Discussion about conduction of different FDPs, Workshops, Skill Development programs under different departments.

Discussion on conducting various Faculty Development Programs (FDPs), workshops, and skill development programs across different departments. The conversation centered around planning and organizing these initiatives to enhance faculty and student capabilities in line with departmental objectives.

**Resolution: Approved**

**Action Taken: Implemented**

**RESOLUTION AND ACTION TAKEN REPORT OF MEETING HELD ON 01/04/2021**

The 5th IQAC Meeting was conducted at the A J Institute of Engineering and Technology (AJIET) in Mangaluru on April 1, 2021, at 11:00 AM. Dr. Shantharama Rai C., AJIET's principal and IQAC chair, presided over the meeting. Chairperson welcomed the faculty members & the following points were discussed in the meeting:

**The agenda were taken up for discussion:**

**Agenda 1:** To record the actions taken report and proceedings from the preceding IQAC meeting, which took place on November 13, 2020.

The convener, Dr. Antony P J, presented the proceedings of the previous meeting held on November 13, 2020.

**Resolution: Approved**

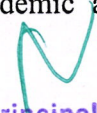
Dr. Nagesh H R proposed to approve the minutes and Ms Meghana Ballal seconded the same.

**Agenda 2:** Discussion about academic calendar., activities to be planned and tentative dates of conduction of IA test.

Discussion held regarding several key aspects, including the academic calendar, planning of student activities, and tentative dates for IA tests as proposed by Principal. The conversation delved into ensure effective scheduling and smooth implementation of academic activities throughout the academic year.

**Resolution: Approved**

**Action Taken: Implemented**

  
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**Agenda 3:** Discussion about conduction on online classes for 3rd & 4th year.

Discussed plans for conducting online classes for third and fourth semester students via Google Meet application, ensuring effective remote learning experiences as proposed by Dr.Nagesh H R.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 4:** Discussion about placement training classes and statics of the student placement department wise.

Discussion held regarding arranging of aptitude and technical placement training for third and fourth-year students, as well as department-wise placement sessions and interview processes as proposed by Mr.Vivek Ranjan Bhandary. The conversation also covered the necessary planning and coordination to ensure smooth execution, aiming to improve students' employability and interview preparedness.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 5:** Discussion about NBA work progress review.

All department heads were updated on the progress of NBA documents. Principal advised all departments to use the same NBA format.

**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 6:** Discussion about student publication based on the final year projects.

Discussed final-year students' project review for approval and publication of project papers, emphasizing the requisite steps and criteria for successful completion and also outlined the review process and deadlines, ensuring adherence to academic standards and publication guidelines as proposed by Dr.Antony P J.

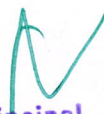
**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 7:** Discussion about the scheduled International conference on 29th & 30th July, 2021.

Conducted a detailed discussion regarding the upcoming International Conference scheduled to be held on July 29th and 30th, 2021.

Dr. Sangeetha, the conference's organiser, reported on the strategy and actions taken thus far in preparation for the international conference, which would be held in hybrid style.

  
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**Resolution: Approved**

**Action Taken: Implemented**

**Agenda 8:** Discussion about conduction of different FDPs, Workshops, Skill Development programs under different departments.

A comprehensive discussion took place concerning the organization of various FDPs, workshops, and skill development initiatives aimed at enhancing expertise in the latest engineering trends.

**Resolution: Approved**

**Action Taken: Implemented**

**Dr. Antony P-J**  
(HOD-CSE 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.