Srinivas Institute of Technology, Valachil, Mangaluru

Academic Administrative Committee for the academic year 2017-18

Sl No	Name	Signature
	Chair Person	
1	Dr. Shrinivasa Mayya D. **Principal**	
	Members	
2	Prof. Shivakumar G S HOD, Computer Science & Engg Dept	
3	Dr. Thomas Pinto HOD, Mechanical Engg Dept	
4	Dr. Ramakrishna N Hegde HOD, Automobile & Aeronautical Engg Dept	
5	Dr. Ramachandra C.G. HOD, Mechanical II Shift & Marine Engg Dept	
6	Dr. Gopalkrishna Bhat HOD, Chemistry Dept	
7	Dr. Shashidhar Kini HOD, MCA Dept	
8	Dr. Sooryakrishna K HOD, Electronics & Communication Engg Dept	
9	Dr. Suryanarayana K. HOD, Physics Dept	
10	Prof. Hariprakash U P HOD, MBA Dept	
11	Dr. Prasad P. HOD, Nano Technology Dept	
12	Prof. Ananth Kumar Kulakarni HOD, Mathematics Dept	
13	Prof. Lokesh B HOD, Electrical & Electronics Engg Dept	
14	Prof. Janardhana Bhat HOD, Information Science Engg Dept	

PRINCIPAL

Academic Administrative Committee

Minutes of the meeting for the academic year 2017-18

Date- 28-07-2017

In the meeting following points are discussed

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programmes implemented by the college.
8. Strengths, Weakness. Opportunities and Challenges of the college.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet library facilities available.
11. Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Generation of funds and optimum utilization.
14. Evaluation methods adopted for internal and external examinations.
15. Future plans of the college.
16. Student counseling.
17. Accreditation.
18. For Swachh Bharath campaign necessary steps to be taken.
19. Quality publications steps to be taken for.
20. FDP on teaching learning method.

Principal & Chair Person

Academic Administrative Committee

Minutes of the meeting for the academic year 2015-16

Date- 09-07-2015

In the meeting following points are discussed

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programmes implemented by the college.
8. Strengths, Weakness. Opportunities and Challenges of the college.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet library facilities available.
11. Evaluation methods adopted for internal and external examinations.
12. Future plans of the college.
13. Student counseling.
14. Accreditation.
15. Quality publications steps to be taken for.
16. FDP on teaching learning method.

Principal & Chair Person

Srinivas Institute of Technology, Valachil, Mangaluru

Academic Administrative Committee for the academic year 2015-16

Sl No	Name	Signature
	Chair Person	
1	Dr. Shrinivasa Mayya D. **Principal**	
	Members	
2	Prof. Shivakumar G S HOD, Computer Science & Engg Dept	
3	Dr. Thomas Pinto HOD, Mechanical Engg Dept	
4	Dr. Ramakrishna N Hegde HOD, Automobile & Aeronautical Engg Dept	
5	Dr. Ramachandra C.G. HOD, Mechanical II Shift & Marine Engg Dept	
6	Dr. Gopalkrishna Bhat HOD, Chemistry Dept	
7	Dr. Shashidhar Kini HOD, MCA Dept	
8	Dr. Sooryakrishna K HOD, Electronics & Communication Engg Dept	
9	Dr. Suryanarayana K. HOD, Physics Dept	
10	Prof. Hariprakash U P HOD, MBA Dept	
11	Dr. Prasad P. HOD, Nano Technology Dept	
12	Prof. Lokesh B HOD, Electrical & Electronics Engg Dept	
13	Prof. Janardhana Bhat HOD, Information Science Engg Dept	

PRINCIPAL

Academic Administrative Committee

Minutes of the meeting for the academic year 2016-17

Date- 16-07-2016

In the meeting following points are discussed

1. Availability of teaching and non-teaching faculty.
2. Infrastructural facilities available for carrying out academic and administrative activities.
3. Efforts taken for curricular development.
4. Teacher quality.
5. Teaching methods adopted and use of ICT in teaching, learning process.
6. Feedback mechanism used for assessing the performance of teachers by students and for curricular development.
7. Faculty development programmes implemented by the college.
8. Strengths, Weakness. Opportunities and Challenges of the college.
9. Research facilities and research output in the form of publications and patents.
10. Computer, internet library facilities available.
11. Mentoring system, introduction of Remedial classes, Bridge courses, guidance for NET/SET and competitive examinations.
12. Skill development and personality development programmes.
13. Evaluation methods adopted for internal and external examinations.
14. Future plans of the college.
15. Student counseling.
16. Accreditation.
17. For Swachh Bharath campaign necessary steps to be taken.
18. Quality publications steps to be taken for.
19. FDP on teaching learning method.

Principal & Chair Person

Srinivas Institute of Technology, Valachil, Mangaluru

Academic Administrative Committee for the academic year 2016-17

Sl No	Name	Signature
	Chair Person	
1	Dr. Shrinivasa Mayya D. **Principal**	
	Members	
2	Prof. Shivakumar G S HOD, Computer Science & Engg Dept	
3	Dr. Thomas Pinto HOD, Mechanical Engg Dept	
4	Dr. Ramakrishna N Hegde HOD, Automobile & Aeronautical Engg Dept	
5	Dr. Ramachandra C.G. HOD, Mechanical II Shift & Marine Engg Dept	
6	Dr. Gopalkrishna Bhat HOD, Chemistry Dept	
7	Dr. Shashidhar Kini HOD, MCA Dept	
8	Dr. Sooryakrishna K HOD, Electronics & Communication Engg Dept	
9	Dr. Suryanarayana K. HOD, Physics Dept	
10	Prof. Hariprakash U P HOD, MBA Dept	
11	Dr. Prasad P. HOD, Nano Technology Dept	
12	Prof. Ananth Kumar Kulakarni HOD, Mathematics Dept	
13	Prof. Lokesh B HOD, Electrical & Electronics Engg Dept	
14	Prof. Janardhana Bhat HOD, Information Science Engg Dept	

PRINCIPAL

SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2017-2018/2-2

09/04/2018

MINUTES OF THE MEETING

A Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru was held at 3.00 pm in Board Room on 07/04/2018.

Following members of IQAC were present.

Sl. No.	Name	Designation	Signature
1.	Dr. Shrinivasa Mayya D, Principal	Chairman	
2.	Dr. Thomas Pinto, HOD- Mechanical	Coordinator	
3.	Dr. Jose Alex Mathew-Dept. of EEE	Member	
4.	Dr. Shankar K. S, Dept. of Mechanical	Member	
5.	Prof. Sandeep Bhat, Dept. of ECE	Member	
6.	Prof. Steevan Robert Tellis, Dept. of MBA	Member	
7.	Prof. Lokesh V, Dept. of Mechanical	Member	
8.	Prof. Avinash H. S, Dept. of Automobile	Member	
9.	Prof. Naveen C. R, Dept. of Mechanical	Member	
10.	Prof. Dheeraj H, Dept. of MCA	Member	
11.	Sri. C. Harsharaj, Office Superintendent	Member	

The meeting was chaired by Dr. Shrinivasa Mayya D, Principal & Chairman IQAC. The chairman welcomed all the members.

Minutes:

1. Confirmation of the Minutes and action taken report of the previous meeting
   The Coordinator presented the minutes and action taken report of the IQAC meeting held on 21/09/2017. The committee confirmed and approved the same.
2. Preparation of IIQA and finalization of SSR for applying for NAAC accreditation in June 2018

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A core committee is constituted to finalize the IIQA and SSR. The members of the core committee are:

1.	Dr. Shrinivasa Mayya D, Principal	Chairman
2.	Dr. Thomas Pinto	Member
3.	Prof. Shivakumar G.S	Member
4.	Dr. Ramakrishna N Hegde	Member
5.	Prof. K. Janardhan Bhat	Member
6.	Dr. Shankar K. S	Member
7.	Sri. C. Harsharaj	Member

The meeting was ended with the thanks to the Chair and the members by the IQAC Coordinator.

(Dr. Thomas Pinto)
Coordinator-IQAC

(Dr. Shrinivasa Mayya D)
Principal & Chairman-IQAC

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2017-2018/ 2-3

ACTION TAKEN REPORT

Action taken report on the agenda of the Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru held on 07/04/2018:

Sl. No.	Agenda	Resolution	Action Taken
1.	Confirmation of the Minutes and action taken report of the previous meeting	Approved	Confirmed and approved
2.	Preparation of IIQA and finalization of SSR for applying for NAAC accreditation in June 2018.	Approved	The NAAC core committee has scrutinized the SSR criterion-wise and prepared the final SSR and IIQA.

(Dr. Thomas Pinto)
Coordinator-IQAC

(Dr. Shrinivasa Mayya D)
Principal & Chairman-IQAC

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2017-2018/1-2

23/09/2017

MINUTES OF THE MEETING

A Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru was held at 3.00 pm in Board Room on 21/09/2017.

Following members of IQAC were present.

Sl. No.	Name	Designation	Signature
1.	Dr. Shrinivasa Mayya D, Principal	Chairman	
2.	Dr. Thomas Pinto, HOD- Mechanical	Coordinator	
3.	Dr. Jose Alex Mathew-Dept. of EEE	Member	
4.	Dr. Shankar K. S, Dept. of Mechanical	Member	
5.	Prof. Sandeep Bhat, Dept. of ECE	Member	
6.	Prof. Steevan Robert Tellis, Dept. of MBA	Member	
7.	Prof. Lokesh V, Dept. of Mechanical	Member	
8.	Prof. Avinash H. S, Dept. of Automobile	Member	
9.	Prof. Naveen C. R, Dept. of Mechanical	Member	
10.	Prof. Dheeraj H, Dept. of MCA	Member	
11.	Sri. C. Harsharaj, Office Superintendent	Member	

The meeting was chaired by Dr. Shrinivasa Mayya D, Principal & Chairman IQAC. The Chairman welcomed all the members.

Minutes:

1. Confirmation of the Minutes and action taken report of the previous meeting
   The Coordinator presented the Minutes and action taken report of the meeting held on 10/09/2016. The committee confirmed and approved the same.
2. NAAC Accreditation
   It is decided to apply for the NAAC accreditation in the next window (June 2018).

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The NAAC committee for the preparation of the SSR has been constituted as detalled below:

Chairman	Dr. Shrinivasa Mayya D,	Principal

Criteria	Criteria heads	Department
Part A	Dr. Thomas Pinto	Mechanical
	Dr. Shankar K. S	Mechanical
Criterion 1	Dr. Shashidhara Kini	MCA
Criterion 2	Dr. Ramachandra C. G	Mechanical
	Dr. Prasad P	Nanotechnology
Criterion 3	Dr. Ramakrishna N. Hegde	Automobile
	Prof. Ananth Kumar Kulkarni	Mathematics
Criterion 4	Prof. Ravishankar K	Computer Science
	Prof. K Janardhan Bhat	Information Science
Criterion 5	Dr. Sooryakrishna	Electronics & Communication
	Prof. Lokesha B	Electrical & Electronics
Criterion 6	Dr. Hariprakash	MBA
Criterion 7	Dr. Sooryanarayana	Physics
	Dr. Gopalakrishna Bhat	Chemistry

Each criterion heads were asked to collect the necessary data & information and document the same in the prescribed NAAC format.

3. Academic Administrative Audit (AAA)
   It is decided to initiate the Academic Administrative Audit (AAA) system.
4. Quality improvement activities for teachers through NPTEL/ SWAYAM courses
   It is decided to organize lecture programs on NIRF, SWAYAM and quality publication.
5. Faculty enablement programmes
   It is decided to organize a faculty enablement programme on pedagogy.

The meeting was ended with the thanks to the Chair and the members by the IQAC Coordinator.

(Dr. Thomas Pinto)
Coordinator-IQAC

Copy to the Chairman and members

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2017-2018/ 1-3

ACTION TAKEN REPORT

Action taken report on the agenda of the Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru held on 21/09/2017:

Sl. No.	Agenda	Resolution	Action Taken
1.	Confirmation of the Minutes and action taken report of the previous meeting	Approved	Confirmed and approved
2.	NAAC Accreditation	Approved	NAAC Committee has taken initiatives towards preparation of SSR
3.	Academic Administrative Audit (AAA)	Approved	Academic Administrative Audit (AAA) has been constituted and process of AAA has been initiated.
4.	Quality improvement activities for teachers through NPTEL/ SWAYAM courses	Approved	Lecture programs were organized : 1. NIRF ranking- Dr. Thomas Pinto (07/10/2017) 2. SWAYAM- Dr. Ramachandra C. G (11/11/2017) 3. Quality publications-Dr. S. S Sharma (10/03/2018)
5.	Faculty enablement programmes	Approved	2 days FEP on " Psycho-pedagogy of classroom" 10-11, December 2017

(Dr. Thomas Pinto)
Coordinator-IQAC

(Dr. Srinivasa Mayya D)
Principal & Chairman-IQAC

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2016-2017/2-2 11/09/ 2016

MINUTES OF THE MEETING

A Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru was held at 3.00 pm in Board Room on 10/09/2016.

Following members of IQAC were present.

Sl. No.	Name	Designation	Signature
11.	Dr. Shrinivasa Mayya D, Principal	Chairman	
12.	Dr. Thomas Pinto, HOD-Mech.	Coordinator	
13.	Prof. Shivakumar G. S, HOD-CSE	Member	
14.	Dr. Suryanarayana, HOD-Physics	Member	
15.	Prof. C. Bheema Shastry, Dept. of ECE	Member	
16.	Dr. Ramakrishna N Hegde-HOD-Automobile	Member	
17.	Prof. Ravinarayana Bhat-Dept. of Mech.	Member	
18.	Prof. Gowrish Hegde, Dept. of ECE	Member	
19.	Prof. Steevan Robert Tellis, Dept. of MBA	Member	
20.	Sri. C. Harsharaj, Office Superintendent	Member	

The Chairman IQAC welcomed all the members.

Minutes:

1. Confirmation of the Minutes and action taken report of the previous meeting
   The Coordinator presented the minutes and action taken report of the IQAC meeting held on 20/07/2016. The committee confirmed and approved the same.

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2. Participation in NIRF Ranking

Discussion was held on the issue of participation in NIRF ranking. It is decided to apply for the same in this academic year.

3. Steps to be taken to improve the quality of projects

It is decided to encourage students to take up more and more major project works on industrial problems.

4. Faculty Training Programmes

The Chairman suggested conducting faculty training programmes to improve the teaching learning process.

5. Industry- Institute interaction

Through Industry- Institute interaction cell it is decided to invite resource persons from industries to interact with students and staff through various programs.

6. Online student feedback system

It is decided to take online student feedback on teaching learning process in addition to the existing feedback system.

7. Improvement of campus surveillance and smart campus

It is decided to install campus surveillance system with CC cameras at key locations of the campus and the hostels.

The meeting was ended with vote of thanks by the IQAC Coordinator.

(Dr. Thomas Pinto)
Coordinator-IQAC

Copy to the Chairman and members

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2016-2017/ 2-3

ACTION TAKEN REPORT

Action taken report on the agenda of the Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru held on 10/09/2016:

S. No.	Agenda	Resolution	Action Taken
1.	Confirmation of the Minutes and action taken report of the previous meeting	Approved	Confirmed and approved
2.	Participation in NIRF Ranking	Approved	Applied for NIRF ranking within the stipulated time
3.	Steps to be taken to improve the quality of projects	Approved	Project coordinators have taken initiatives
4.	Faculty training programmes	Approved	FDP titled " Conflicting roles and commitment of teachers in higher education" by Dr. Sudhir Raj (jointly Organized with department of MBA)
5.	Industry- Institute interaction	Approved	Several programs have been conducted with resource persons/guests from industries.
6.	Online student feedback system	Noted	Process of procuring necessary software has been initiated.
7.	Improvement of campus surveillance and smart campus	Approved	Campus surveillance system with CC cameras has been installed in the campus.

(Dr. Thomas Pinto)
Coordinator-IQAC

(Dr. Shriniyasa Mayya D)
Principal & Chairman-IQAC

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2015-2016/1-2 24/01/ 2016

MINUTES OF THE MEETING

First Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru was held at 3.00 pm in Board Room on 23/01/2016.

Following members of IQAC were present.

Sl. No.	Name	Designation	Signature
1.	Dr. Shrinivasa Mayya D, Principal	Chairman	
2.	Dr. Thomas Pinto, HOD-Mech.	Coordinator	
3.	Prof. Shivakumar G. S, HOD-CSE	Member	
4.	Dr. Suryanarayana, HOD-Physics	Member	
5.	Prof. C. Bheema Shastry, Dept. of ECE	Member	
6.	Dr. Ramakrishna N Hegde-HOD-Automobile	Member	
7.	Prof. Ravinarayana Bhat-Dept. of Mech.	Member	
8.	Prof. Gowrish Hegde, Dept. of ECE	Member	
9.	Prof. Steevan Robert Tellis, Dept. of MBA	Member	
10.	Sri. C. Harsharaj, Office Superintendent	Member	

The Chairman IQAC welcomed all the members. The meeting started with a brief introduction of all members.

Minutes:

1. Plan of Action

The Plan of Action that needs to be prepared for initiating and improving the Quality in the Institution were discussed.

2. Accreditation for college

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The Chairman briefed about the importance of Accreditation for College. It was proposed to initiate the process of NAAC/ NBA Accreditation.

3. Faculty Training Programmes

The Chairman suggested conducting faculty training programmes to improve the teaching learning process.

4. Placement activities

The Chairman suggested to improve the placements by establishing contacts with reputed firms, arranging soft skill programmes etc for increasing the employable skills among the students and also to improve the effectiveness of placement activities.

5. Parent Teachers meeting

It is decided to conduct Parents-teachers meeting frequently to inform about their ward's overall performance and also improve the relationship between parents and college.

6. Teachers dairy

It is decided to revise the existing teachers dairy.

7. student feedback on teaching learning process

It is decided to revise the student feedback system on teaching learning process.

The meeting was ended with vote of thanks by the IQAC Coordinator.

(Dr. Thomas Pinto)
Coordinator-IQAC

Copy to the Chairman and members

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2016-2017/1-2 24/07/ 2016

MINUTES OF THE MEETING

A Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru was held at 3.00 pm in Board Room on 20/07/2016.

Following members of IQAC were present.

Sl. No.	Name	Designation	Signature
1.	Dr. Shrinivasa Mayya D, Principal	Chairman	
2.	Dr. Thomas Pinto, HOD-Mech.	Coordinator	
3.	Prof. Shivakumar G. S, HOD-CSE	Member	
4.	Dr. Suryanarayana, HOD-Physics	Member	
5.	Prof. C. Bheema Shastry, Dept. of ECE	Member	
6.	Dr. Ramakrishna N Hegde-HOD-Automobile	Member	
7.	Prof. Ravinarayana Bhat-Dept. of Mech.	Member	
8.	Prof. Gowrish Hegde, Dept. of ECE	Member	
9.	Prof. Steevan Robert Tellis, Dept. of MBA	Member	
10.	Sri. C. Harsharaj, Office Superintendent	Member	

The Chairman IQAC welcomed all the members.

Minutes:

1. Confirmation of the Minutes and action taken report of the previous meeting

The Coordinator presented the Minutes and action taken report of the 1st IQAC meeting held on 23/01/2016. The committee confirmed and approved the same.

2. Accreditation for college

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The Chairman informed that the Institute has to go for the NAAC accreditation in the next academic year. He suggested the IQAC coordinator to initiate the ground work.

3. Innovation in teaching methods

The Chairman suggested using modern technology in classrooms for effective teaching learning process.

4. Training programmes for teaching & non teaching staff

Decided to conduct workshops for teaching and non teaching staff for professional success

The meeting was ended with vote of thanks by the IQAC Coordinator.

(Dr. Thomas Pinto)
Coordinator-IQAC

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2016-2017/ 1-3

ACTION TAKEN REPORT

Action taken report on the agenda of the Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru held on 20/07/2016:

S. No.	Agenda	Resolution	Action Taken
1.	Confirmation of the Minutes and action taken report of the 1st meeting	Approved	Confirmed and approved
2.	Accreditation for college	Noted	IQAC coordinator has taken initiatives towards the formation of the NAAC committee.
3.	Innovation in teaching methods	Approved	Use of multimedia tools for subject delivery
4.	Training programmes for teaching & non teaching staff	Approved	One day workshop for non teaching staff titled " Essentials for professional success" has been conducted on 18/07/16 (jointly Organized with department of MBA)

(Dr. Thomas Pinto)
Coordinator-IQAC

(Dr. Shrinivasa Mayya D)
Principal & Chairman-IQAC

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SRINIVAS INSTITUTE OF TECHNOLOGY, MANGALURU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SIT/IQAC/2015-2016/1-3

ACTION TAKEN REPORT

Action taken report of the agenda of the First Meeting of the Internal Quality Assurance Cell (IQAC) of Srinivas Institute of Technology, Mangaluru held on 23/01/2016:

S. No.	Agenda	Resolution	Action Taken
1.	Plan of Action	Noted	Action plan is prepared
2.	Accreditation for college	Noted	Decided to form a committee
3.	Faculty training programmes	Approved	FDP titled " Teaching problems and prospects" was organized by Dr. Vijayan N. K , Prof. Surfraz Hashim & Prof. Pushparaj B on 29/03/2016 (jointly Organized with department of MBA)
4.	Placement activities	Noted	Placement Committee was apprised
5.	Parent teachers meeting	Noted	Parents Teachers meetings were conducted
6.	Teachers dairy	Approved	Revised Teachers dairy has been introduced.
7.	Student feedback on teaching learning process	Approved	Revised Student feedback form on teaching learning process has been introduced.

(Dr. Thomas Pinto)
Coordinator-IQAC

(Dr. Shrinivasa Mayya D)
Principal & Chairman-IQAC

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Srinivas Institute of Technology
Mangaluru

Academic and Administrative Audit Report

(2017-18)

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Academic and Administrative Audit (AAA) for Srinivas Institute of Technology

A. INFORMATION ABOUT PRINCIPAL

1. Name: Dr. Shrinivasa Mayya D
2. Subject: Mechanical/ Computer Science/ Management
3. Qualifications: BE, MIT, MMS, PhD
4. Teaching experience (in years): 29 Years
5. Contribution to enrich quality of teaching - learning during last 5 years: (Seminars / Workshops / lectures / field visits organized): 47
6. Positions Held:

- Head of the department of Information Science &Engg at KVGCE, Sullia
- Placement coordinator
- Member, Board of Examiners, Humanities board, Mangalore University 2003-2004
- Chairman, Board of Examiners, Humanities board, Mangalore University 2002-2003
- Chief Coordinator, Central valuation, Mangalore University
- Coding officer, Central valuation, Mangalore University 2003-2004
- Convener, 5 State level & 7 National level conferences
- Member, Board of Examinations, Mangalore University
- Member, Board of Examinations, VTU
- Memberof PGCET Examinations, VTU
- Member, Board of Examiners, VTU, 2011-2012
- Member, Local Inquiry Committee, VTU 2007-2014
- Member, Academic council, NMAM Institute of Technology, 2014-2016
- Observer, PGCET-2010
- Member (VTU Nominee), Governing Council Alva's Institute of Engineering & Technology, 2010-2012
- Member (VTU Nominee), Governing Council DayanandSagar Academy of Technology, from 1st March 2014 to 31st March 2016
- Member, LIC committee VTU Belagavi
- Member (VTU Nominee), Board of appointments of Nagarjuna College of Engineering & Technology Bengaluru. (Autonomous)
- Member (VTU Nominee), Governing Council LingarajAppa Engineering College, from 15th Dec 2017 to 30th Nov 2019.

7. **Professional Affiliation:**
Member: Indian Society for Technical Education
Member: Tribological Society of India

SRINIVAS INSTITUTE OF TECHNOLOGY PRINCIPAL

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B. KEY ASPECTS

1. ACADEMIC MANAGEMENT (15%= 150 Marks)

Sr.No	PARTICULARS	SCORE	
1.1.a	Has Institution appointed a permanent principal?	Yes	-
1.1.b	Is she/he Ph.D.?	Yes	-
1.2.	Total Non-Teaching Staff 116		-
1.3	Number of professional Programmes held for non teaching staff in the last two years: 1		03
1.4	Extent of grant utilization (UGC + Government +fees) in the last two years Utilization % 100%		12
1.5	Is the perspective and strategic plan prepared and being followed in the Institution?	Yes	10
1.6	Office Automation 1. Administration a. Admission Processes - Online Admission - Other Processes b. Enrollment c. Maintenance of Records d. Declaration of Results	 Yes Yes Yes Yes Yes	 6 4 4 4 4
	2. Accounts a. Fees Collection b. Maintenance of accounts	 Yes Yes	 4 4
1.7.a 1.7.b	Is there a College website ? Is it updated till 2018?	Yes Yes	6
1.8.	Is the College Library automated? a. Record of Books b. Issue and Return of Books	Yes Yes Yes	- 5 5
1.9.a	Does the library provide open access facility? a. To all	Yes	6

SRINIVAS INSTITUTE OF TECHNOLOGY MANGALURU

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1.9.b	Is there Internet facility in the library? a. For All	Yes	5
1.10	Is there an Anti ragging Cell in the college?	Yes	10
1.11	Are there any Welfare schemes? If Yes, List them, 1. Concessional fee for admission to courses for dependent of staff. 2. Admission to children of staff working in sister institutions 3. Concessional medical facility for staff in Srinivas hospital	Yes	10
1.12	Is there a Women's Development Cell/Anti Sexual Harassment Cell?	Yes	10
1.13	Is there a functional Alumni Association? (minimum of 1 meeting per year)	Yes	10
1.14	Do you organize Institution & Stake holders Interaction Cell (ISIC) meet? (minimum one meeting per year) (Stake holders : Governing Board, Parents, Alumni, Industries, etc.)	No	0
	Total		**122**

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2. ACADEMIC PRACTICES

2.1 HUMAN RESOURCE (10%= 45 Marks)

Sr.No	PARTICULARS	SCORE	
2.1.1	Total Permanent Staff(Teaching) 232	-	-
2.1.2	A. How many faculties have attended FIP? 41% to 70% B. Faculties who have attended Refresher or Orientation Courses Up to 40%		2 03
2.1.3	Participation of Faculties in Capacity Building Workshops 41% to 70%		10
	Total		**15**

2.2 TEACHING LEARNING- EVALUATION PROCESS (50% = 225 Marks)

Sr. No	PARTICULARS	SCORE	
2.2.1	Number of programmes/courses offered - CBCS system		20
2.2.2	Percentage of students who graduated during last 1 or 2 year(s): 95 %		10

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2.2.3	Contribution of the faculty in Course Design <5%		01
2.2.4	Extent to which lecture plans and outlines (log books) are prepared and implemented by the individual faculty? 81% to 100%	Yes	25
2.2.5	Is academic calendar being prepared and implemented?	Yes	10
2.2.6	Use of any other Teaching – Learning Tools - - LCD - Videos		10 10
2.2.7	Use of ICT in teaching – Learning Evaluation e-journals - IT enabled classrooms - Online feedback on teaching & learning		 7.5 7.5 05
2.2.8	Do you offer Bridge Courses/ remedial courses?	Yes	25
2.2.9	Are projects, assignments, field work, seminars etc. part of curriculum?	Yes	25
2.2.10	A. Evaluation of Teachers by Students B. Is it analysed and communicated?	Yes Yes	5 5
	Total		**166**

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2.3 RESEARCH OUTPUT (20%) 90 Marks

Sr. No	Particular	SCORE	
2.3.1	a. Percentage of teachers with Ph.D as the highest qualification: 22 b. Percentage of teachers with M.Phil as the highest qualification: 3 c. Percentage of teachers with UGC NET or SLET: 2 [Total % = % of (a) + % of (b) + % of (c)] <30%		06
2.3.2	Publications (Last 3 years): Articles in refereed Journals 175		10
2.3.3	Are you generating resources through consultancy?	No	05
2.3.4	Sponsorship of events and resources generated	No	05
2.3.5	State /National/ International level Seminars/ workshops/conferences organized during last 1 year/ 2 years. >1	Yes	10
2.3.6	Number of Faculties engaged in research: a. Sponsored research projects: Completed: 0 (At least 1) Ongoing: 3 (At least 1)		08

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	b. Unsponsored research Completed: 0 (At least 1) Ongoing: 0 (At least 1)		
	Total		**44**

2.4 COMMUNITY OUTREACH /EXTENSION (10%) 45 Marks

Sr. No	PARTICULARS	SCORE	
2.4.1	Number of Outreach projects		
	NSS	Yes	05
	NCC	No	0
	NGO's	No	0
	Own funds	No	0
	Local funds	No	0
	Govt. funds	NO	0
	Total		**5**

2.5 STUDENTS SUPPORT (10%) 45 Marks

Sr. No	PARTICULARS	SCORE	
2.5.1	Number of effective teaching days (Number of working days – Exam days) 140 or >140		04

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2.5.2	Use of Power Points in Classes >50% students		2.5
2.5.3	Does the Institute do anything for the improvement in learning quality enhancement? If yes, List them 1. Routine Trainings (SST, CDT etc) 2. Company Specific Training	Yes	2.5
2.5.4	Do you conduct study visits, field trips, Exhibitions learning quality enhancement?	Yes	04
2.5.5	Are any Personality development programmes conducted?	Yes	04
2.5.6	Do you organize & document various extra curricular activities?	Yes	04
2.5.7	a. Is there a student council in place? b. How often do they meet? 2 or more times	Yes Yes	03 02
2.5.8	Does your College have any Feedback Mechanism (students, Faculties & Industry)?	Yes	03
2.5.9	Do you have any Community Audit Mechanism? (through Stake holders)	Yes	03
2.5.10	Discipline, Decorum & Ambience (in class and campus.)	Yes	03
	Total		35

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Academic and Administrative Audit (AAA) for Srinivas Institute of Technology

3. INFRASTRUCTURAL FACILITY (25% = 250 Marks)

Sr.No	PARTICULARS	SCORE	
3.1	Campus Area - Good		04
3.2	Campus Ownership Owned by Management		07
3.3	Office Space Inadequate		02
3.4	a. Area of Library 1701 Sq. Mt b. Do you have separate reading area for student & Staff? c. Do you display the new arrivals? d. Do you maintain Book Volumes? e. No. of Books per student 3+4 f. No. of Issue/Return books per day 165 g . No. of Research Journals/ Periodicals 8611	 Yes Yes Yes	 03 02 02 02 02 02 02
3.5	Laboratories Good		04
3.6	Security		05
3.7	Potable Water facility Good		04
3.8	Power Backup facility		05
3.9.a	Washroom facility (for Male) Good		03
3.9.b	Washroom facility (for Female) Good		03

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3.9.c	Washroom facility (for Staff) Good		03
3.10	Parking Adequate		04
3.11	Class rooms (as per requirement) Adequate		10
3.12	Staff room (Tick only one) Individual Staff room with IT facility Staff room with separate cabins Departmental Staff Common		15 12 09 06
3.13	Seminar Room Adequate		10
3.14.a	Common room (Boys) Adequate		04
3.14.b	Common room (Girls) Adequate		04
3.15	Medical Centre facility Health Centre facility		10
3.17	Indoor Sports facility (2 mark for each indoor sports facility) (Maximum 4)		08
3.18	Gymnasium		05

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3.19.a	Hostel (Boys) Adequate (with mess)		06
3.19.b	Hostel (Girls) Adequate (with mess)		06
3.20	Transportation for students		05
3.21	Support services (Bank/PO/Xerox)		03
3.22	Canteen		05
3.23	Approach Road		05
3.24	Garden		07
3.25	Auditorium/ Assembly hall		05
3.26	Internet facility For Staff & students :		08
3.27	Overall Maintenance Satisfactory		10
	Total		**212**

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4. INSTITUTIONAL INITIATIVES IN HIGHER EDUCATION (15% = 150 Marks)

Sr. No	Particular	Score	
	PART- 1		
4.1.			
4.1.1	Has the college installed the required dish and antenna for **EduSat** Programmes?	Yes	2.5
4.1.2	Is there a separate room in the college where TV/LCD has been installed for watching the **EduSat** lectures?	Yes	2.5
4.1.3	What is the percentage of Faculty members from your college have delivered lecture/(s) at the **EduSat** Studio? <20%		0.5
4.1.4	Is the 'Video Communication at work' facility installed and operational?	Yes	2.5
4.1.5	How frequently do the students from your college ask questions during the live telecast of lectures? Regularly		2.5
4.2	**INFORMATION AND COMMUNICATION TECHNOLOGY**		
4.2.1	How many Faculty members/ Administrative staff can operate MS-Word/ Power point and Microsoft Excel? Teaching: 232 (All)		2.5
4.2.2	Did your College arrange for Training of Faculty members in the use of Computers ?	Yes	2.5
4.2.3	How many Computers do you have in the College ?		2.5
4.2.4	Does the College have Internet facilities?	Yes	2.5

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4.3.	**PLACEMENT ACTIVITY**		
4.3.1	Has the Placement cell/ Career Counseling Cell been formed in your college?	Yes	2.5
4.3.2	How many students have been enrolled ?		2.5
4.3.3	Has there has been any campus placement?	Yes	2.5
4.3.4	Have you conducted any pre placement training for student's placements? If yes, then Specify. : Students are trained on regular basis by professionals	Yes	2.5
4.3.5	Have you organized any company visits or guidance camp for students?	Yes	2.5
4.3.6	Does the placement cell maintain the record of job opportunities and students?	Yes	2.5

4.4	**CHOICE BASED CREDIT SYSTEM (CBCS)**		
4.4.1	Have your Faculty members been sent for training in CBCS ?	Yes	2.5
4.4.2	Has your College arranged for Training on CBCS for college Staff?	Yes	2.5
4.4.3	Is your College familiar with e Content ? >50% of Faculties	Yes	1.25
	Total		**41.75**

	**** The following questions carry 3+6+6 respectively. (15 Marks)**		
A.	Does your College facilitate Academic links/ collaborations/ MoU, etc with other centers of higher learning ?	Yes	3
B.	Does the college have a functional Alumni Association?	Yes	6
C.	Number of Association Members: 9 Activities of Alumni Association Conducting Alumni Meetings Periodically	Yes	6
	Total		**15**

Grand Total Score: 655.75

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Academic and Administrative Audit (AAA) for Srinivas Institute of Technology

Score	Rank	Performance Descriptor	Interpretation of the Descriptor
501 – 750	II	Good	Level of academic accomplishment above the minimum level expected of an institution

Observations:

1. Number of faculties contributing to course design is less than 5%.
2. There are generation of resources through consultancy.
3. Percentage of teachers with PhD/ Mphil/ UGC NET is less than 30%.
4. Resources are not generated through sponsorship.
5. Office space is limited.
6. Only 3 faculties are involved in sponsored research project.

Recommendations:

1. More number of faculties should contribute to course design.
2. The college needs to generate resources through consultancy.
3. More number of faculties to have PhD/ Mphil/ UGC NET qualification.
4. Efforts need to be made to generate resources through sponsorship.
5. Adequate office space should be provided.
6. More number of staff should involve in sponsored research project.

SRINIVAS INSTITUTE OF TECHNOLOGY • MANGALURU

Date: 11.06.2018

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