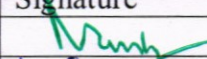

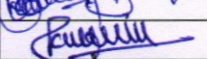

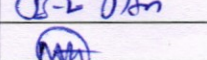
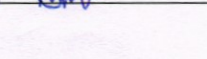
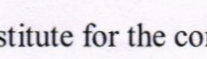


## Minutes of the meeting

A meeting of the IQAC members was conducted at the IQAC office on 17<sup>th</sup> JULY 2020 at 10:30 AM. The following members were present:

Designation	Name	Signature
Chairman	Dr.NarendraViswanath	
Coordinator	Prof.Nagaraja. C	
Members	Dr. Chandrasekhar N	
	Dr. K.S Ramakrishna	
	Prof.Basavesha .D	
	Prof.Prathap B.N	
	Mr.Mahantesh	

### Agenda:

- 01.To discuss about the Precautionary measures taken in the Institute for the conduction of classes after COVID -19 wave 1.
02. To review the class planning
03. To Discuss about the Internship and Project work of the students.
04. To discuss about conduction of online Workshop/FDP, Technical Talks in each department.
05. To discuss about the conduction of Online Lab Internals.
06. To discuss about the Progress of NAAC.
07. To discuss about the conduct of National Conference.
08. Discussion on implementation of NEP 2020
09. Initiation for Change of Vision and Mission.
10. Discussion on online teaching improvement mechanism.
11. Any other Issues.

### Discussions:

#### 01. To discuss about the Precautionary measures taken in the Institute for the conduction of classes after COVID -19 wave

The detailed discussions on the onslaught of Covid -19 on the academic and effects aftermath were made. The precautionary measures that were taken and also that need to be implemented as per the directions of the university for smooth conduction of the classes and labs were mentioned clearly to the all the Personnel of the institute and the students. The decision to sanitize the complete building in total and to implement expressly was taken. It was informed to the HoDs to take the utmostresponsibility to follow the Covid-19 protocols in the campus and to ensure the social distancing and to provide sanitizerscompulsorily at the entrance of the institute for the students to be safe at campus.



## **02. To Review the class planning.**

It is informed to all HoDs that classes and laboratories need to be held as per time table and class management should be done properly to cover syllabus as per schedule. All the departments should monitor the classes regularly and to submit the report for forwarding to the university as instructed by it.

## **03. To Discuss about the Internship and Project work of the students.**

It is discussed that internship and project works need to be done effectively from students in good companies so that students are exposed to practical and application aspects. The internship and project coordinators need to have frequent follow up and review the progress of internship and projects and need to be updated to respective HoDs.

## **04. To discuss about conduction of online Workshop/FDP, Technical Talks in each department.**

It was decided that though the Covid -19 prevailing, the conduction of workshops, technical talks in each department need to be planned as the students should not be let down by the situation. Hence it was informed to departments to plan for online conduction of events and identification of resource persons for the purpose be made.

## **05. To discuss about the conduction of Online Lab Internals.**

The situation demanded the restriction of movement from places to places as per the guidelines from the university, it was directed to conduct the lab internals online for which the students need to be briefed about the process well in advance and also to make students mentally ready for online Examination of labs conduction and presentations.

## **06. To discuss about the Progress of NAAC.**

The progress of the NAAC was discussed and informed the departments and criterion coordinators to follow the process in detail. The HoDs were urged to take lead in the process of documentation and to furnish accordingly as per the requirements.

## **07. To discuss about the conduct of National Conference.**

The meeting discussed the conduction of National Conference to motivate faculty and staff members on research and publications.

## **08. Discussion on implementation of NEP 2020**

The discussion was held on New Education Policy-2020 which was being embarked upon by the university. The challenges and necessary methodology to be adopted for efficient implementation of NEP 2020 was analysed at length and measure were initiated in this regard.



#### **09. Initiation for Change of Vision and Mission.**

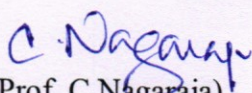
Due to the changing scenario in the emerging technologies after improvements in IT and Artificial intelligence areas, it was felt to review the Vision and Mission of the institution to incorporate new ideas and to cater to the needs of the industry. Hence it was decided to change the Vision and Mission of the Institute with further discussions.

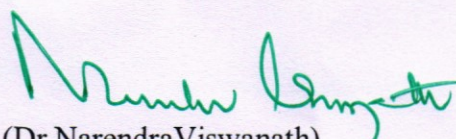
#### **10. Discussion on online teaching improvement mechanism.**

Due to Covid-19, there was a dent in the teaching and learning process due to the absence of physical class room teaching. However it was decided to reach the students using different online platforms such as Zoom, webex, google class rooms etc. A common platform zoom was advised to be adopted by all the teachers as it was user friendly.

#### **11. Any other Issues.**

It was decided to meet whenever necessary as the situation demands for any arrangements and smooth conduction of classes and academic process. All the members abided by the decisions taken and follow accordingly.

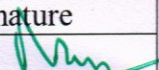
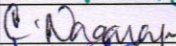
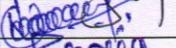


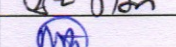
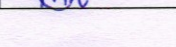
  
(Prof. C Nagaraja)  
IQAC Coordinator

  
(Dr. Narendra Viswanath)  
Principal



## Minutes of the meeting

It is hereby informed to all the IQAC members to attend a meeting on 19<sup>th</sup> JAN 2021 at 10:30 AM. The venue will be IQAC CELL of SIET campus.

Designation	Name	Signature
Chairman	Dr.Narendra Viswanath	
Coordinator	Prof. Nagaraja. C	
Members	Dr. Chandrasekhar N	
	Dr. K.S Ramakrishna	
	Prof. Basavesha .D	
	Prof. Prathap B.N	
	Mr. Mahantesh	

### Agenda:

01. To discuss about Online Class Conduction.
02. To discuss about the Academic Progression.
03. To discuss the Preparation for conduction of Offline classes in view of Lifting of Lockdown.
04. Discussion on reducing the intake in Mechanical branch and planning for to start new branch AI & DS.
05. To discuss about the AICTE Activity points.
06. Discussion on Closure of M.Tech in Machine Design and M.Tech in Bio Technology.
07. To discuss about the technical training for the students in view of improving the placements.
08. To discuss about the Introduction of new UG course in the Upcoming area.
09. Any other issues.

### Discussions:

#### 01. To discuss about Online Class Conduction

The discussions were made such that the measures to be taken that the and Teaching and learning process should not be affected by the Covid-19 pandemic and to that effect the classes be held in online mode by using different digital platform. The HoDs need to take care of the online mode class conduction and monitoring the class conduction and need to submit report to principal to be submitted to the university.



## **02. To discuss about the Academic Progression**

The discussion was held on academic progression post covid and the need to maintain the Academics with the conduction of labs on safer method. It was informed to motivate the Students to enrol for certificate programs through Swayam and NPTEL. The HoDs and mentors should motivate students to enrol and to see that the Up skilling of technical knowledge by these certification programs which will help in obtaining good placements.

## **03. To discuss the Preparation for conduction of Offline classes in view of Lifting of Lockdown**

The aftermath of Covid -19 situation was discussed such that the HoDs and staff need to start preparation for conduction of offline classes after the lifting of lock down. Precautions need to be taken while conduction of offline classes by maintaining social distance and wearing face mask and sanitizing frequently and SOP for the above process mentioned by the university to be followed.

## **04. Discussion on reducing the intake in Mechanical branch and planning for to start new branch AI & DS.**

The discussion was held on reducing the intake in Mechanical branch seats from 90 to 30 due to poor admission and it was decided to plan for starting a new trending branch Artificial Intelligence and Data Science with the intake of 60 seats.

## **05. To discuss about the AICTE Activity points.**

The departments need to take care of AICTE activity points by continuously monitoring on the activities and review the progress for the accumulation of activity points. The decision taken to appraise the HODs on this issue so that the necessary activities to be accelerated.

## **06. Discussion on Closure of M.Tech in Machine Design and M.Tech in Bio Technology.**

In the meeting, discussion was held on very lean demand and poor admissions in M.Tech (Machine design) and M.Tech (Biotechnology) branches. Hence it was decided for the closure of these branches.

## **07. To discuss about the technical training for the students in view of improving the placements**

It was decided to instruct the T & P department, the need to be taken care of for conduction of technical training for students in order to improve the placement. The technical training should be imparted to students by in house resources and external resources. Any financial resources required for the purpose was assured.



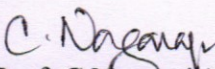
**08. To discuss about the Introduction of new UG course in the Upcoming area.**

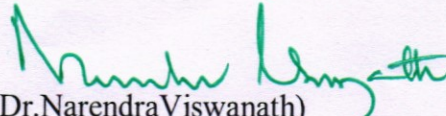
The Covid-19 situation has opened the new challenges and opportunities in the engineering education by creating the demand in the new areas of technology. The discussion was held on the introduction of new engineering courses post covid. It was decided to open a new branch in Artificial Intelligence or Cyber Security from the next academic year.

**09. Any other issues.**

It was decided to conduct the meetings depending on the situation and to take stock of the situation for any urgent issues.

All the members agreed to abide by the decisions and to bring them to practice.

  
(Prof. C Nagaraja)  
IQAC Coordinator

  
(Dr. Narendra Viswanath)  
Principal