BEARYS INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belagavi)
Near Mangalore University, Lands End, Innoli
Mangaluru, Karnataka-574153

2nd IQAC Minutes of Meeting

Day /Date : 25-04-2022
Time : 10:00am
Mode: Blended Mode
Venue: Board Room
Agenda :

1. **Preparedness for NAAC and OBE**
2. **Review of the Previous Meeting**
3. **Placement Statistics**
4. **Review on various Initiatives in the College**

Members Present

1.	Dr. S I Manjur Basha	Principal, BIT
2.	Dr. Aziz Mustafa	Professor, CSE
3.	Dr. Abdulla Gubbi	Head, Electronics & Communication
4.	Dr. Vasantha Kumar	Head, Mechanical Engineering
5.	Mr. Afsar Baig	Head, Computer Science & Engineering
6.	Mr. Zaheer Ahmed	Head, Civil Engineering
7.	Mr. Shahid	Alumni Representative
8	Ms. Rizma Banu	Industry Representative
9.	Mr. Afzal	Industry Representative
10.	Mr. Gazanfar Mumtaz, Mr. Mohd. Ameer Husain, Ms. Fathima Mashooda, Ms. Syed Hyda Shah.	Student Representatives
11.	Dr. Anjum Khan	Member Secretary

The Principal initiated the meeting by welcoming all the members. He said it is a matter of great honor to present the 2nd IQAC Meeting.

Member Secretary presented the Agenda of the meeting and requested the members for their valuable Feedback.

Agenda 1: Preparedness for NAAC and OBE related work

The Member Secretary informed the house regarding the preparation about NAAC documentation work. He stated that the NAAC documentation work has begun and therefore all Coordinators of various departments have to submit the Excel templates at the earliest. Further, he stated that the Attainment of COs has been calculated by all Faculty and PO attainment has to be explained once again. Department meetings are also held to discuss the ways and means of achieving the high order POs.

Committee Members gave their opinion and insights over the OBE and NAAC preparation at the Institute level and also requested all Faculty to know the calculation of COs and POs thoroughly. They emphasized on the need for going for accreditation at the earliest.

Agenda 2: Review on improving admission in Core Branches and Academic Performance

The member Secretary presented the Admission related initiatives to the Committee and the following observations were made:

1. Committee appreciated the efforts of Faculties in maintaining consistency in admissions in Circuit Branches and requested to focus on Core Branches like Civil and Mechanical Engineering.
2. Academic performance of students was discussed and presented to the panel. Academic performance of students in Civil and Mechanical and also in 3rd Semester was found to be not upto the mark and discussed measures to be taken to improve the performance in SEE. Committee members opined that students should have a solid foundation from 1st year itself and extra effort should be taken in this regard.

Agenda 3: Review on Placement Statistics

Member Secretary presented the Placements statistics for 2021. Mr. Afzal pointed that the placements could be improved. He stated that encouragement should be given by all to improve the placements and only when proper training is given to write Aptitude Exams, Mock Interviews, the numbers will improve.

Agenda 4: Various Initiatives in the College

1. Principal informed the house that new B.E Programmes on Artificial Intelligence and Data Science will be starting from the coming academic year.
2. The Green walkathon initiatives of the College was appreciated by all Members and the very idea and implementation of the Pro-Nature related activities amongst the Faculty is a good initiative.
3. Committee members requested Faculty to start publishing in Good Quality journals and also to apply for funding through DST, VGST.

4. Members appreciated the 3 Day workshop conducted on National Educational Policy (NEP) 2020: Implementation and challenges, from 27th to 29th September, 2021.

The Principal thanked all the members for their fruitful discussion and said that Institution will implement the suggestions given.

(IQAC Coordinator)

(Principal)

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Action Taken Report on Feedback of IQAC 2

Sl. No.	Description	Action taken
1	Preparedness for NAAC	The CO-PO attainment was calculated for AY 21-22. There is an improvement in attainment levels as different teaching-learning practices were adopted. All course files with attainments levels for AY 2020-21 were prepared.
2	Review on improving admissions and Academic Performance	The admission team has made efforts for students to enroll in Core branches of engineering. The overall Academic performance of students improved in the year 2021-22.
3	Review on Placement statistics.	A marked improvement in the Placement statistics was observed. Around 78 students were placed in 2021-2022 with offer letters from different companies. The placements in Core Branches of Engineering needs to be improved.
4	Various Initiatives of the College	The Program on Artificial Intelligence with an intake of 60 was introduced in the year 2022-23. Add-on courses in emerging technologies were continued to be provided to students to enhance their skills.

IQAC Coordinator

Principal

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1st IQAC Minutes of Meeting

Day /Date : 19-03-2021
Time : 10:00am
Mode: Blended Mode
Venue: Board Room
Agenda :

1. **Preparedness for NAAC**
2. **Review on Academic Performance**
3. **Placement Statistics**
4. **Review on various Initiatives in the College**

Members Present:

1.	Dr. S I Manjur Basha	Principal, BIT
2.	Dr. Aziz Mustafa	Professor, CSE
3.	Dr. Vasantha Kumar	Head, Mechanical Engineering
4.	Dr. Abdulla Gubbi	Head, Electronics & Communication
5.	Mr. Afsar Baig	Head, Computer Science & Engineering
6.	Mr. Zaheer Ahmed	Head, Civil Engineering
7.	Mr. Shahid	Alumni Representative
8.	Ms. Rizma Banu	Industry Representative
9.	Mr. Gazanfar Mumtaz, Mr. Mohd. Ameer Husain, Ms. Fathima Mashooda	Student Representatives
10.	Dr. Anjum Khan	Member Secretary

Principal welcomed the members and appreciated them for finding time in their busy schedule, to attend the meeting. He said it is a matter of great honor to present the 1st IQAC Meeting.

Member Secretary presented the Agenda of the meeting and requested the members for their valuable Feedback.

Agenda 1: Preparedness for NAAC related work

The Member Secretary informed the house regarding the preparation about NAAC documentation work. It was decided to go for NAAC accreditation within a year's time and complete it as early as possible. Further, he stated that the Attainment of POs and COs is explained to all Faculty and the process of documentation is also explained. All faculty have begun calculating COs and POs in all Courses. Regular PAC meetings are also held in departments to ensure smooth functioning of all NAAC related work.

Committee Members expressed Satisfaction over the NAAC preparation at the Institute level and also requested all Faculty to add value by completing work within the Scheduled time.

Agenda 2: Review on Academic Performance

The member Secretary presented the Academic Statistics to the Committee and the following observations were made:

1. Committee observed and appreciated the efforts of all Faculty and content delivery of all the courses. The committee observed that the results for the ODD semester 2020-21 are good and commended the efforts of all Faculty and stakeholders in achieving the same.
2. The third Semester results were poor as compared to the Results of 5th and 7th Semester and Committee members requested to ensure that extra coaching is given to students of 3rd semester so that they are sound in their basics and learn effectively. The Principal assured that steps would be taken to improve the pass percentage of students.
3. The Committee enquired about AICTE 100 activity points. The Principal mentioned that due to the Pandemic, the activity points has been reduced to 50 points and he discussed the ways and means through which students would be achieving the points. Green walkathon and Beach Cleaning Activities would also be added to the list of activities besides extension activities in schools and surrounding villages. The committee appreciated the efforts.

Agenda 3: Review on Placement Statistics

The committee members appreciated the efforts taken by the College in conducting Value added Courses during Covid time for the Students and said it will definitely enhance the skills of students and make them employable. Ms. Rizma appreciated the management for being considerate about the Fees for students by offering 50 % concession in the Fees.

Agenda 4: Various Initiatives in the College

1. Principal informed the members that the Management has decided to apply for B.E in New Generation Emerging Technologies areas like Data Science, Machine learning, Artificial Intelligence, Robotics etc.

2. To enable students to be Industry ready, the Principal informed the members to provide a minimum of 2 Value Added Courses per year in emerging Topics.

Meeting ended by thanking all members for their presence and fruitful discussion.

(IQAC Coordinator)

19/3/2024
(Principal)

Bearys Institute of Technology
MANGALORE

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Action Taken Report on Feedback of IQAC 1

Sl. No.	Description	Action taken
1	Preparedness for NAAC	Regarding attainment of COs and POs were calculated for Academic year 2020-21 and it was found to be satisfactory
2	Review on Academic Performance	Remedial classes were taken by Faculty to better the Results from 21-22.
3	Review on Placement statistics	A marked improvement in the Placement statistics was observed. Around 67 students were placed in 2020-2021.
4	Various Initiative of the College	The Programs on Artificial Intelligence will be introduced in the year 2022-23. Add-on courses in emerging areas were provided to students to enhance their skills.

IQAC Coordinator

Principal

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Delivering Excellence Consistently

Bearys Institute of Technology MANGALORE

Ref. : BIT/Office Order/2022-2023 **Date :** 04.01.2023

OFFICE ORDER

Dear Dr. Nalini Elizabeth Rebello.

Sub: Appointment as Co-ordinator for NAAC accreditation and Head of IQAC.

With reference to the above subject and as per the resolution passed by the Governing Council of Bearys Institute of Technology, Mangalore wide GC Meeting dated 03rd January 2023, we are pleased to nominate you as **Co-ordinator of NAAC Accreditation and IQAC of Bearys Institute of Technology, Mangalore**.

The terms and conditions will remain same as per your previous appointment order.

Your truly,

For Bearys Institute of Technology

Principal 4/1/2023

To,
Dr. Nalini Elizabeth Rebello
Professor & HOD
Department of Civil Engineering
Beary Institute of Technology
Mangalore.

BEARYS INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belagavi)
Near Mangalore University, Lands End, Innoli
Mangaluru, Karnataka-574153

Committee Formation of IQAC

Date:10-03-21

In order to have a robust mechanism for adherence to the academic process and assessment methods a committee is constituted to ensure compliance of the same. This committee will be named as Internal Quality Assurance Cell (IQAC). This committee will check for compliance and provide suitable recommendations as and when desired and hence they will play an important and active role in the processes related to ensuring quality Teaching-Learning processes and audits of the associated activities.

Core Committee:

1.	**Dr. S I Manjur Basha**	**Principal, BIT**
2.	**Dr. Aziz Mustafa**	**Professor, CSE**
3.	**Dr. Vasantha Kumar**	**Head, Mechanical Engineering**
4.	**Dr. Abdulla Gubbi**	**Head, Electronics & Communication**
5.	**Mr. Afsar Baig**	**Head, Computer Science & Engineering**
6.	**Mr. Zaheer Ahmed**	**Head, Civil Engineering**
7.	**Mr. Shahid**	**Alumni Representative**
8	**Ms. Rizma Banu**	**Industry Representative**
9	**Mr. Afzal**	**Industry Representative**
10	**Mr. Gazanfar Mumtaz, Mr. Mohd. Ameer Hussain Ms. Fathima Mashooda**	**Student Representative**
11.	**Dr. Anjum Khan**	**Member Secretary**

The following are the roles and responsibilities:

1. Quality assurance: Ensure adherence to academic regulations and norms of statutory authorities. Monitor the quality of teaching learning and evaluation. Review and suggest solutions.
2. Planning and Evaluation: Plan the activities throughout the year and conduct periodic Academic Audits of departments and other support like Placement, Library and Sports.
3. FDPS: Organize and conduct workshops/ FDPs for Faculty to enhance teaching and administrative skills.
4. Research, innovation: Promote a culture of research and innovation.
5. Accreditation: To obtain accreditation of the College.

Principal 10/3/2024

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Bearys Institute of Technology MANGALORE

Ref. : BIT/Office Order/2019-2020

Date : 05.06.2020

To,

Dr. Anjum Khan
Professor
Department of Basic Science
BIT, Mangalore.

OFFICE ORDER

Dear Dr. Anjum Khan

Sub: Appointment of Coordinator for NAAC accreditation and Head of IQAC.

With reference to the above subject, we are pleased to nominate you as **Coordinator of NAAC Accreditation and IQAC for Bearys Institute of Technology,** Mangalore w.e.f 03.06.2020 till the further order.

Terms and conditions will remain same as per your previous appointment order.

Your truly,

For Bearys Institute of Technology

Principal 5/6/20

BEARYS INSTITUTE OF TECHNOLOGY

Bearys Knowledge Campus, Lands End, Innoli,
Near Mangalore University, Mangalore – 574153

INDIVIDUAL CHECK LIST FOR AUDIT PREPARATION
INTERNAL QUALITY ASSURANCE CELL (IQAC)-JAN 2019

Name of the Faculty: Dr-Raju. **Department:** **Date of Visit:**
Subject with code: Maths (17MAT31) **IQAC Members:**

S.No.	Description	Requirements	Status	Verification	
				Dept.	IQAC
PART-A	Course File	• Timetable (Spaneos)	Y/N/P	✓	✓
		• Syllabus (Spaneos)	Y/N/P	✓	✓
		• Lesson Plan & Execution in compliance with Attendance (Spaneos) and Attendance Register	Y/N/P	✓	✓
		• CO-PO and CO-PSO Mapping (Spaneos)	Y/N/P	✓	✓
		• Course Gap Identification in the given format	Y/N/P	✓	✓
		• Assignment QP upload in the given format with marks upload (Spaneos) and Rubrics	Y/N/P	✓	✓
		• All 3 IA QP, Answer Scheme in the given format and Marks upload (Spaneos)	Y/N/P	✓	✓
		• Minimum last three years VTU QPs	Y/N/P	✓	✓
		• Module-wise/Unit-wise Question Bank	Y/N/P	✓	✓
		• Final IA Marks Upload (VTU)	Y/N/P	✓	✓
		• Lab- Weekly, Final IA marks (Spaneos) with Course Gap Identification (format) and Rubrics	Y/N/P	NA	NA
		• Progress Report for all semesters (Spaneos)	Y/N/P	✓ Dept	✓ Dept
		• CO Attainment Report	Y/N/P		
		• PO and PSO Attainment Report	Y/N/P		
		• Seminar/Project Details with Rubrics	Y/N/P		
		• CO Attainment Feedback in the given format	Y/N/P		
		• Course Exit Feedback (Google Form)	Y/N/P		
PART-B	Attendance Register, Bluebooks & Assignment Book	• Completed Attendance Register with attendance entered till the Last Working Day	Y/N/P	✓	✓
		• Bluebooks with finalized marks entered in the front sheet showing proper inclusion of Assignment Marks for obtaining the total IA Marks	Y/N/P	✓	✓
		• Assignment Books with minimum Three assignments with relevant CO and BTL Mapping	Y/N/P	✓	✓
PART-C	Mentor's File	• Consolidated Student Data (Format)	Y/N/P		
		• Student Profile (Format)	Y/N/P		
		• IA Assessment Format	Y/N/P		
		• Periodic Counselling Report (Format)	Y/N/P		
		• Poor Performer's List (Format)	Y/N/P		
	NBA Files	• Criterion File	Y/N/P		
		• Other Allotted Files	Y/N/P		

Remarks and Signatures of IQAC Members:

Part- A

Part- B

Part- C

BEARYS INSTITUTE OF TECHNOLOGY

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INDIVIDUAL CHECK LIST FOR AUDIT PREPARATION
INTERNAL QUALITY ASSURANCE CELL (IQAC)-JAN 2019

Name of the Faculty: KARTHIKEYAN-N **Department:** CIVIL ENGG **Date of Visit:**

Subject with code: 17CV33-Fluid Mechanics **IQAC Members:**

S.No.	Description	Requirements	Status	Verification	
				Dept.	IQAC
PART-A	Course File	• Timetable (Spaneos)	Y/N/P		Y
		• Syllabus (Spaneos)	Y/N/P		Y
		• Lesson Plan & Execution in compliance with Attendance (Spaneos) and Attendance Register	Y/N/P		Y
		• CO-PO and CO-PSO Mapping (Spaneos)	Y/N/P		Y
		• Course Gap Identification in the given format	Y/N/P		Y
		• Assignment QP upload in the given format with marks upload (Spaneos) and Rubrics	Y/N/P	Y	Y
		• All 3 IA QP, Answer Scheme in the given format and Marks upload (Spaneos)	Y/N/P		Y
		• Minimum last three years VTU QPs	Y/N/P		Y
		• Module-wise/Unit-wise Question Bank	Y/N/P		Y
		• Final IA Marks Upload (VTU)	Y/N/P		Y
		• Lab- Weekly, Final IA marks (Spaneos) with Course Gap Identification (format) and Rubrics	Y/N/P	—	—
		• Progress Report for all semesters (Spaneos)	Y/N/P	CY/P	Dept
		• CO Attainment Report	Y/N/P		
		• PO and PSO Attainment Report	Y/N/P		
		• Seminar/Project Details with Rubrics	Y/N/P		
		• CO Attainment Feedback in the given format	Y/N/P		
		• Course Exit Feedback (Google Form)	Y/N/P		
PART-B	Attendance Register, Bluebooks & Assignment Book	• Completed Attendance Register with attendance entered till the Last Working Day	Y/N/P		Y
		• Bluebooks with finalized marks entered in the front sheet showing proper inclusion of Assignment Marks for obtaining the total IA Marks	Y/N/P	Y	Y
		• Assignment Books with minimum Three assignments with relevant CO and BTL Mapping	Y/N/P		Y
PART-C	Mentor's File	• Consolidated Student Data (Format)	Y/N/P		
		• Student Profile (Format)	Y/N/P		
		• IA Assessment Format	Y/N/P		
		• Periodic Counselling Report (Format)	Y/N/P		
		• Poor Performer's List (Format)	Y/N/P		
	NBA Files	• Criterion File	Y/N/P		
		• Other Allotted Files	Y/N/P		

Remarks and Signatures of IQAC Members:

Part- A **Part- B** **Part- C**

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Bearys Institute of Technology MANGALORE

Ref. : BIT/OO/2018-2019 **Date :** 01-12-2018

To,

Dr. Shoaib Kamal
Assoc. Prof.
Department of Electronics & Communication
BIT, Mangalore.

OFFICE ORDER

Dear Dr. Shoaib Kamal,

Sub: Appointment of Coordinator for NBA accreditation and Head of IQAC.

With reference to the above subject, we are pleased to nominate you as **Coordinator of NBA accreditation and IQAC for Bearys Institute of Technology,** Mangalore.

Terms and conditions will remain same as per your previous appointment order.

Your truly,

For Bearys Institute of Technology

Principal

I accept this letter