	S J P N Trust's	IQAC
	Hirasugar Institute of Technology, Nidasoshi	**Action Taken Reports**
	Approved by AICTE, New Delhi, Permanently Affiliated to VTU, Belagavi	
	Recognized under2(f) &12B of UGC Act, 1956	**AY:2022-23**
	Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA: CSE & ECE	

Ref: NDS/HSIT/IQAC/Reports/2023-24/497

Date: 2 5 JAN 2024

Internal Quality Assurance Cell (IQAC)

Minutes/Proceedings of Meetings and Action Taken Reports
(AY: 2018-19 to Till date)

S.N.	IQAC Meeting No.	Date	Minutes/Proceedings	Action Taken
1.	23	20th Jan. 2024	Decided to facilitate the more no. of activities during the current academic years to enhance the employability skills among the students and to increase the placement percentage	The Technical and Aptitude trainings are conducted by the training and placement cell and associations of the departments. The personality development and career guidance programmes are conducted by the TP Cell and by the departments.
2.	23	20th Jan. 2024	In view to develop faculty members as per the expectations in the NEP-2020 based revised university curriculum, it is decided to conduct review and verification meeting on the Staff Appraisal Forms (SAFs) of AY: 2022-23 submitted by the faculty members	The SAFs were reviewed and verified. The few faculty members are advised and suggested to improve in the non-performing parameters by the committee.
3.	23	20th Jan. 2024	It is decided to motivate and facilitate all faculty members at the department level for preparations of best, competitive and relevant proposals for research grants to establish research and innovation ecosystem at the institute on relevant and emerging areas.	The proposals were prepared by the faculty members on the emerging research and innovation titles and are submitted to the VGST, GoK. The some proposals were shortlisted for online presentation. After presentation one proposal has been selected for Rs. 20 Lakhs
4.	23	20th Jan. 2024	To create health and societal consciousness among the students and staff and sensitize them on relevant issues, it is decided to organize more no. of sports, yoga, social and sensitizing activities in the current academic year.	The NSS, Redcross, UHV and Women Empowerment activities were conducted. The sports and Yoga activities are conducted. AICTE Activities were conducted and reports were prepared by the students and reports are evaluated through students presentations. The students were completed their mini and final year projects and prepared project reports. The reports are evaluated internal and

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				external members through students demonstrations and presentations. Freshers Day has been conducted. III Sem Welcome functions are conducted. Annual gathering and fun-week have organised
5.	23	20th Jan. 2024	In view to promote innovation and entrepreneurship actions in the institute campus, it is decided to conduct entrepreneurship and IPR promotion & awareness activities during the current academic years.	The entrepreneurship and IPR activities are organised.
6.	22	12th Jan. 2024	In view to improve the participation of the students and understand and realize the theoretical concepts and it is decided to make assessment and documentation policies at the department level based on the nature of the activities.	As a part of Continuous Comprehensive Assessment (CCA), the activities are conducted at the department level as per the 2022 and 2021 VTU Scheme of Study. The policies are made at the department level as per the VTU guidelines. All the course coordinators are practicing the policies for holistic development of the students.
7.	22	12th Jan. 2024	It is decided to initiate learner centric and class room dynamics based pedagogies in the classes and laboratories to enhance the learning experience of the students through the pedagogical initiatives and e-resources. Also decided to disseminate the e-resources mentioned in the university's revised curriculum (2021 & 2022 Scheme of Study & Evaluation) and from other sources in the classes and laboratories to the students to understand, realize and analyze emerging and relevant areas and difficult concepts	All the class rooms are connected with internet and LCD projects. The course coordinators using the e-resources and videos in the classroom on regular basis. The pedagogical initiatives and innovative teaching aids are using by course coordinators regularly to address the slow and fast learners. Activities are conducted to improve participative learning.
8.	22	12th Jan. 2024	It is decided to complete the projects, which will attracts sponsorships and awards, published in international journals and conference, patentable etc. in the stipulated period of time. Also decided to make department level policies and guidelines.	Every year students and guide/s are together project proposals as per the departmental policies and proceedings. The synopsis presentation and progress review meetings are organised to guide and suggest the

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				students for best projects. Students submitted the synopsis to the KSCST, VTU etc. for sponsorship. Some projects received sponsorship from KSCST and VTU. Some project works of the students are published in the international journals.
9.	22	12th Jan. 2024	In view to promote the participative and cooperative learning among the students, policies and guidelines to conduct, assess and document the internships and technical seminars/activities and it is decided to facilitate and complete the sufficient no. of such events at the department level.	The students undergone the internships as per the VTU CoE and guidelines and are guided by the faculty members. After completion of the internships students submitted the report. The internships are evaluated internal and external members as per the university guidelines and proper rubrics through the students' presentations. Under the guidance of the faculty students prepared a report on relevant and emerging technical topic and it is evaluated through students' presentation with proper rubrics as per university guidelines.
10.	22	12th Jan. 2024	The guidelines to promote R&D activities such as paper publications, organising conferences, fetching research funds, innovative student projects, establishment of research ecosystem, excellencies in relevant and emerging domains at department level and it is decided to make policy guidelines at the department level.	The R&D policies have been made at the department level to promote R&D activities. The R& D and industry attached laboratories were established in the departments. The research articles were published in the international journals and conferences. Some student projects received sponsorships and awards from various agencies.
11.	21	15th Dec. 2023	With reference to the revised VTU 2022 Scheme of Study (Curriculum) in the III semester for the AY:2023-24, the preparations required for successful implementation of the curriculum on coding, ability enhancement and emerging courses and it is decided to	The faculty members are trained to handle emerging and ability enhancement courses. The policies are made at department and institute level for successful implementation of revised VTU curriculum.

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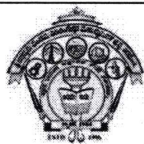|			made a department level policies in line with the university guidelines time to time.	
12.	21	15th Dec. 2023	With reference to the VTU Circular No.:VTU/BGM/BOS/New UG-PG Prog/2023-24/4865, Dated:13th Dec. 202 regarding quality of questions in SEE concerning COs and RBTLs and in view to achieve higher API and SI and to improve the performance of the students in VTU-SEE, it is decided to practice the similar RBTLs in the CIEs and Rubrics.	The department level policies have been made. The module coordinators are scrutinised (RBTL levels and Marks allotment, pattern etc.) IA test and assignment questions as per the proceedings made at department level.
13.	21	15th Dec. 2023	In the view of successful completion of Teaching-Learning-Evaluation process as per the university guidelines, it is decided to conduct "Academic Audit" by internal and external expertise for further improvements. Also decided to conduct Department Advisory Committee (DAC) and Program Assessment Committee (PAC) meetings at the department level by external senior faculty members, professional body member, industry persons etc., and decided to make department level, competitive & relevant student centric polices for further improvements.	The "Academic Audits" , DAC and PAC Meetings are conducted.
14.	21	15th Dec. 2023	To make pollution free campus and to create energy and environment consciousness among the staff and students, it is decided to conduct "Environment and Green Audits".	"Environment and Green Audits" are conducted.
15.	21	15th Dec. 2023	In order to achieve higher attainment levels of COs-POs-PSOs through direct and indirect methods and to provide best facilities for counseling-mentoring-welfare-office automation-grievance resolution, it is decided to practice ERP and OBE Softwares on regular basis.	ERP and OBE softwares are installed and practising on regular basis
16.	21	15th Dec. 2023	In view of announcement of university's semester end exam (SEE) results, it is decided to assess the attainment of POs and PSOs through direct and indirect methods in the	The indirect methods such as Course End Surveys (CES), Employer and Alumni Surveys are conducted. Attainments of POs and PSOs are

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			prescribed formats such as Faculty Course Assessment Report (FCAR), Course End Survey, Activity etc.	assessed in the FCAR by the respective course coordinators and are checked by module coordinator and verified by the HOD.
17.	20	6th Oct. 2023	With reference to the NEP based VTU 2022 Scheme of Study & Evaluation guidelines it is decided to reform the Teaching-Learning-Evaluation (TLE) process and its documentation.	The faculty diary and IA booklet assessment front pages have been revised as per the revised VTU scheme of study
18.	20	6th Oct. 2023	The roles & responsibilities of important functionaries are finalized and decided to revise the various committee.	The revised committees have been formed along with the responsibilities.
19.	20	6th Oct. 2023	The qualitative parameters of Project Work Phase-I & Internship-02 are discussed and decided to plan and guide the students to receive at least one credential (sponsorship, patent filing/awards & publication in reputed international journal) And decided to facilitate, prepare and guide the students to inculcate report writing and presentation skills.	The synopsis presentations, progress review meetings are conducted and evaluated through proper rubrics by the committee members. Project exhibitions and demonstrations are conducted and evaluated by the external members. The reports of the students' internships are evaluated through the proper rubrics internally and externally as per the VTU guidelines.
20.	19	6th Sept. 2023	With reference to the due date (8th Feb. 2024) of NAAC Cycle-01, Accreditation and to achieve higher grade in Cycle-02 A&A process, it is decided to publish Road Map/Schedule for important activities such as submission of IIQA, SSR, Reviews and Mock Assessment.	The Road-map has been prepared for important phases of Cycle-02 SSR submission and preparations.
21.	19	6th Sept. 2023	In view to improve the Teaching Learning Process, to use innovative pedagogy and to establish best Faculty Performance Appraisal & Development System (FPADS) in the institute and with reference to the NBA Compliances and revised NAAC QIFs, It is decided to revise the policy of students' feedback on Teaching & Learning.	the policy of students' feedback on Teaching & Learning has been revised. The revision of policy is the allotment of "External Observers". All HoDs are suggested to follow the same. The detailed guidelines will be released time-to-time.
22.	19	6th Sept.	In view to enhance the APP & SI and	The counseling and mentoring

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		2023	getting employment and sustaining in it, it is decided to revise the Counseling and Mentoring 2 policies as below: a) Academic Excellency Counseling & Mentoring Cycle (A-CM Cycle) b) Personality & Career Excellency Counseling & Mentoring (P-CM Cycle)	policies are revised.
23.	19	6th Sept. 2023	In view to implement the OBE and NEP-2020, it is suggested to revise the existing from "Faculty Dairy" to "CO-PO based Faculty Dairy" i.e., TLE Cycle	The faculty diary and IA booklet assessment front pages have been revised as per the revised VTU scheme of study
24.	19	6th Sept. 2023	In order to monitor the improvement in courses and projects, all the course coordinators are suggested to adopt T-L-E documentation policy "One Course/Lab file and Project File"	"One Course/Lab file and Project File" policy has been adopted
25.	19	6th Sept. 2023	In view to promote the participation of students in resolving environmental, energy, society and humanity related issues and problems, it is suggested to prepare "Annual NSS-Calendar of Events" and PO-PSO assessment.	In process
26.	18	18th Aug. 2023	With reference to the NAAC-Institute-Dashboard, the previous assessment years' (2019-20 & 2020-21) AQARs are open for review and edit. Hence decided to review the above said AQARs through criterion and IQAC coordinators of respective assessment year and submit for approval to NAAC office	The AQARs of the assessment years 2019-20 & 2020-21 were revised and submitted on NAAC dashboard and both are accepted by the NAAC.
27.	18	18th Aug. 2023	With reference to the revised guidelines of the NAAC, It is decided to revise the composition of the IQAC committee	The IQAC committee has been revised as per the NAAC guidelines.
28.	18	18th Aug. 2023	With reference to the preparations, documentation and achieving higher grade in the NAAC Cycle-02 Assessment & Accreditation (A&A) process, It is decided to organize a One Day Workshop on the title "Revised NAAC Quality Indicator Framework (QIF) & SSR Submission" by	The One Day Workshop on the title "Revised NAAC Quality Indicator Framework (QIF) & SSR Submission" has been organized successfully.

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			expertise in the November 3rd week 2023	
29.	18	18th Aug. 2023	In view to accelerate the qualitative, outcome based and focused preparations to achieve higher grade in the NAAC-Cycle 02 Assessment & Accreditation process, it is decided to revise the composition of Steering Team for SSR and Peer Team Visit Preparations based on the Key Indicators/Metrics/Key Person of specific domain	The Steering Team has been revised based on the metrics/KIs.
30.	18	18th Aug. 2023	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission and diplay, feedback collection on Teaching-Learning process and important activities at institute level. Decided to recruit the staff members based on the load and expertise. And as per the norms of the VTU and AICTE.	Institute CoE has been prepared and published in the institute website and displayed on the notice boards and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators. The faculty and instructors are recruited based on the academic and additional workloads at department and institute level. The academic and additional workloads were distributed rationally and based on the expertise and passion in the subjects.
31.	18	18th Aug. 2023	In view to promote R&D activities, it is decided to establish research ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	The proposals are prepared on relevant and emerging areas and submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
32.	18	18th Aug. 2023	In order to attain higher levels of all Programme Outcomes (POs) through Activity Based Learning (ABL), to bridge the University curriculum gaps	The VTU curriculum gaps are identified at department level and the bridging activities are conducted.

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			and to make student ready for industry, it is decided to implement the concept "Gap Identification & Mitigation Cycle (GIM Cycle)"	
33.	18	18th Aug. 2023	In view to promote Research & Development (R&D) in the institute, it is decided to organize International Conference (ICRTET-2023) in the 1st week of December 2023. The coordination work has been assigned to Dr.K.M.Akkoli, Dean (R&D) and Dr.S.N.Topannavar, Dean (Aca).	International Conference on Recent Trends in Engineering and Technology (ICRTET-2023) has been organized successfully. Around 82 papers are presented and published.
34.	17	6th March 2023	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision-23 has been conducted QUEST-23 has been conducted Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
35.	17	6th March 2023	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission and diplay, feedback collection on Teaching-Learning process and important activities at institute level. Decided to recruit the staff members based on the load and expertise. And as per the norms of the VTU and AICTE.	Institute CoE has been prepared and published in the institute website and displayed on the notice boards and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators. The faculty and instructors are recruited based on the academic and additional workloads at department and institute level. The academic and additional workloads were distributed rationally and based on the expertise and passion in the subjects.
36.	17	6th March 2023	Decided to conduct "Academic Audit" for the AY:2021-22 by the committee composed of external and internal expertise members	Academic Audits for the AY:2021-22 have been collected by all the department and submitted to the office.
37.	17	6th	Decided to collect and analyze	Facilitated to collect feedbacks

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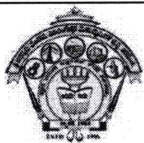|	S J P N Trust's	IQAC
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		March 2023	feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
38.	16	23rd Sept. 2022	To promote participative and experiential learning among the students, it is decided to organize workshops, seminars, industry visits and internships.	Workshops and seminars are conducted at all the departments and the takeaways of the students are assessed to POs and PSOs
39.	16	23rd Sept. 2022	For knowledge transfer/sharing, employment, realization of theoretical concepts and to promote industry institute interactions, it is decided to establish MoUs with external organizations/industry.	The new MoUs are made at the department level and activities are conducted with already established MoUs. The industry supported labs are established for hands on experience and to resolve complex and relevant problems
40.	16	23rd Sept. 2022	It is decided to make rigorous counseling of the absentees for their regularity to the classes	The students are counseled and mentored through their respective faculty mentor.
41.	16	23rd Sept. 2022	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
42.	16	23rd Sept. 2022	Decided to collect and analyze feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	Facilitated to collect feedbacks and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
43.	15	2nd Sept. 2022	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision-23 has been conducted QUEST-23 has been conducted Graduation Day has been organized. Departmental Associations are made plan and conducted activities
44.	15	2nd Sept.	Decided to collect "Academic Audit"	Academic Audits for the

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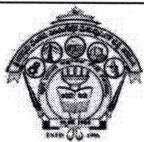|	S J P N Trust's	IQAC
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		2022	for the AY:2020-21 by the committee composed of external and internal expertise members	AY:2020-21 have been collected by all the department and submitted to the office.
45.	15	2nd Sept. 2022	It is decided to prepare AQAR of the assessment year 2021-22	AQAR prepared and submitted to the NAAC
46.	15	2nd Sept. 2022	Decided to collect and analyze feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	Facilitated to collect feedbacks and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
47.	15	2nd Sept. 2022	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
48.	14	25th June. 2022	It decided to verify department level actions and documentation to submit NBA compliance report for continuation of accreditation for further 3 years	The documentation and actions to comply NBA report are verified inter department expertise for further actions.
49.	14	25th June. 2022	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision has been conducted QUEST-22 has been conducted Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
50.	14	25th June. 2022	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
51.	13	5th April 2022	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare

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				departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
52.	13	5th April 2022	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
53.	13	5th April 2022	For knowledge transfer/sharing, employment, realization of theoretical concepts and to promote industry institute interactions, it is decided to establish MoUs with external organizations/industry.	The new MoUs are made at the department level and activities are conducted with already established MoUs. The industry supported labs are established for hands on experience and to resolve complex and relevant problems
54.	13	5th April 2022	To promote R&D work and to increase research publications in the conference proceedings and in the international journals, it is decided to organize International Conference	Due to the technical problem with the VTU CoE of exams, the organization of conference has been postponed, but the faculty members are motivated to participate in the online international conferences.
55.	13	5th April 2022	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
56.	13	5th April 2022	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
57.	12	24th Sept. 2021	It is decided to prepare AQAR of the assessment year 2020-21	AQAR prepared and submitted to the NAAC
58.	12	24th Sept. 2021	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.

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59.	12	24th Sept. 2021	It is decided to motivate faculty for publications and patenting	Motivational talks were organized. Entrepreneurship and IPR activities are conducted
60.	12	24th Sept. 2021	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
61.	12	24th Sept. 2021	In view of holistic development of the students, it is decided to organize value added and certificate programmes at the department level	The value added and certificate programmes were conducted from all the departments
62.	12	24th Sept. 2021	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines
63.	12	24th Sept. 2021	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
64.	12	24th Sept. 2021	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
65.	12	24th Sept. 2021	For knowledge transfer/sharing, employment, realization of theoretical concepts and to promote industry institute interactions, it is decided to establish MoUs with external organizations/industry.	The new MoUs are made at the department level and activities are conducted with already established MoUs.
66.	11	19th Aug. 2020	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
67.	11	19th Aug. 2020	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
68.	11	19th Aug. 2020	In view of holistic development of the students, it is decided to organize value	The value added and certificate programmes were conducted from

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			added and certificate programmes at the department level	all the departments
69.	11	19th Aug. 2020	Decided to conduct "Academic Audit" for the AY:2019-20 by the committee composed of external and internal expertise members	Academic Audits for the AY:2019-20 have been collected by all the department and submitted to the office.
70.	11	19th Aug. 2020	Decided to collect and analyze feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	Facilitated to collect feedbacks and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
71.	11	19th Aug. 2020	For knowledge transfer/sharing, employment, realization of theoretical concepts and to promote industry institute interactions, it is decided to establish MoUs with external organizations/industry.	The new MoUs are made at the department level and activities are conducted with already established MoUs.
72.	11	19th Aug. 2020	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
73.	11	19th Aug. 2020	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
74.	11	19th Aug. 2020	For knowledge transfer/sharing, employment, realization of theoretical concepts and to promote industry institute interactions, it is decided to establish MoUs with external organizations/industry.	The new MoUs are made at the department level and activities are conducted with already established MoUs. The industry supported labs are established for hands on experience and to resolve complex and relevant problems
75.	10	8th Aug. 2020	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback	Institute CoE has been prepared and published in the institute website and displayed on the

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			collection on Teaching-Learning process and important activities at institute level	notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
76.	10	8th Aug. 2020	It is decided to prepare institute CoE in line with the VTU CoE consist of feedback, IA Tests and IA Marks submission schedule. Also decided to prepare course plans (CPs) for each course by course coordinator.	Institute CoE has been prepared in line with the VTU CoE and also CPs are prepared by the respective course coordinators and both are circulated to the students and published on the institute website.
77.	10	8th Aug. 2020	It is decided to organize 4th international conference-2020	Could not conduct due to COVID-19
78.	10	8th Aug. 2020	Decided to organize industry visits, seminars and internships	Could not conduct due to COVID-19
79.	10	8th Aug. 2020	Decided to conduct Graduation Day-2020	Could not conduct due to COVID-19
80.	10	8th Aug. 2020	Decided to conduct AICTE Sponsored 4-days workshop on "Basics of MAT Lab and Simulink"	Online workshop Conducted during 19th -22nd Spt. 2019
81.	10	8th Aug. 2020	Decided to conduct workshops on "PCB Design and Testing", "Python Programming", Design and Simulation of Micro strips Antenna", "CATIA and GD&T"	Conducted
82.	10	8th Aug. 2020	Decided to conduct awareness programme on "Energy Conservation"	Conducted
83.	09	6th Feb. 2020	It is decided to prepare institute CoE in line with the VTU CoE consist of feedback, IA Tests and IA Marks submission schedule. Also decided to prepare course plans (CPs) for each course by course coordinator.	Institute CoE has been prepared in line with the VTU CoE and also CPs are prepared by the respective course coordinators and both are circulated to the students and published on the institute website.
84.	09	6th Feb. 2020	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision-2020 has been conducted QUEST-20 has been conducted Graduation Day has been organized. Sambhrama-2020 has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are

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				made plan and conducted activities
85.	09	6th Feb. 2020	For knowledge transfer/sharing, employment, realization of theoretical concepts and to promote industry institute interactions, it is decided to establish MoUs with external organizations/industry.	The new MoUs are made at the department level and activities are conducted with already established MoUs. The industry supported labs are established for hands on experience and to resolve complex and relevant problems
86.	09	6th Feb. 2020	Decided to conduct "Academic Audit" for the AY:2018-19 by the committee composed of external and internal expertise members	Academic Audits for the AY:2018-19 have been collected by all the department and submitted to the office.
87.	09	6th Feb. 2020	Decided to collect and analyze feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	Facilitated to collect feedbacks and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
88.	08	6th Jan 2020	Decided to conduct IA Tests centrally	Conducted centrally
89.	08	6th Jan 2020	Decide to submit research fund proposals to VGST, GoK	Proposals were submitted from all the department out of them 2 were selected for Rs. 40lakhs
90.	08	6th Jan 2020	Decided to organize seminars, internships and industrial visits	Organized seminars, internships and industrial visits
91.	08	6th Jan 2020	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines
92.	08	6th Jan 2020	It is decided to conduct VGST sponsored FDP on "Machine Learning and Data Analytics"	The FDP has been conducted on 8th -11th Jan 2020
93.	08	6th Jan 2020	Decided to organize professional body activities at institute level	The professional body activities were organized by the departments
94.	07	3rd Aug. 2019	It is decided to prepare institute CoE in line with the VTU CoE consist of feedback, IA Tests and IA Marks submission schedule. Also decided to prepare course plans (CPs) for each course by course coordinator. Decided to prepare class time tables by departmental Time-Table coordinators	Institute CoE has been prepared in line with the VTU CoE and also CPs are prepared by the respective course coordinators and both are circulated to the students and published on the institute website. The Time tables were prepared and displayed on the notice board well in advance and circulated to the students and staff for further

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				actions
95.	07	3rd Aug. 2019	Decided to collect "Academic Audit" for the AY:2018-19 by the committee composed of external and internal expertise members	Academic Audits for the AY:2018-19 have been collected by all the department and submitted to the office.
96.	07	3rd Aug. 2019	It is decided to distribute the academic and additional workloads to the faculty and instructors	Workloads were distributed as per the VTU and AICTE norms
97.	07	3rd Aug. 2019	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
98.	07	3rd Aug. 2019	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
99.	07	3rd Aug. 2019	It is decided to prepare AQAR of the assessment year 2018-19	AQAR prepared and submitted to the NAAC
100.	07	3rd Aug. 2019	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission, feedback collection on Teaching-Learning process and important activities at institute level	Institute CoE has been prepared and published in the institute website and displayed on the notice board and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators.
101.	07	3rd Aug. 2019	It is decided to motivate faculty for publications and patenting	Motivational talks were organized. Entrepreneurship and IPR activities are conducted
102.	07	3rd Aug. 2019	Decided to organize seminars, internships and industrial visits	Organized seminars, internships and industrial visits
103.	06	20th July 2019	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission and diplay, feedback collection on Teaching-Learning process and important activities at institute level. Decided to recruit the staff members based on the load and expertise. And as per the norms of the VTU and AICTE.	Institute CoE has been prepared and published in the institute website and displayed on the notice boards and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators. The faculty and instructors are recruited based on the academic and additional workloads at department and institute level.

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				The academic and additional workloads were distributed rationally and based on the expertise and passion in the subjects.
104.	06	20th July 2019	Decided to conduct and document the counseling and mentoring of the students on two parameters: 1) Academic Performance 2) Psychology and Personality	Academic and Personality/psychology counseling and mentoring have been conducted based on the CIE performance and additional skills inculcated by the students. The central counseling were also conducted for critical cases.
105.	06	20th July 2019	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision- A project exhibition of all nearby polytechnic students has been conducted QUEST-A national level technical activities and competitions were conducted Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
106.	06	20th July 2019	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
107.	06	20th July 2019	In view to promote R&D activities, it is decided to establish research ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	The proposals are prepared on relevant and emerging areas and submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
108.	06	20th July	It is decided to conduct "Induction	The "Induction progamme" has

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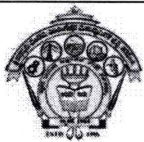|				
		2019	Programme" for 1st year students as per the VTU and AICTE guidelines	been conducted as per the university CoE and guidelines
109.	06	20th July 2019	Decided to conduct "Academic Audit" for the AY:2018-19 by the committee composed of external and internal expertise members	Academic Audits for the AY:2019-20 have been collected by all the department and submitted to the office.
110.	06	20th July 2019	Decided to collect and analyze feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	Facilitated to collect feedbacks and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
111.	06	20th July 2019	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
112.	06	20th July 2019	In view of holistic development of the students, it is decided to organize value added and certificate programmes at the department level	The value added and certificate programmes were conducted from all the departments
113.	05	28th Jan. 2019	It is decided to motivate faculty for publications and patenting	Motivational talks were organized. Entrepreneurship and IPR activities are conducted
114.	05	28th Jan. 2019	Decided to organize seminars, internships and industrial visits	Organized seminars, internships and industrial visits
115.	05	28th Jan. 2019	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission and diplay, feedback collection on Teaching-Learning process and important activities at institute level. Decided to recruit the staff members based on the load and expertise. And as per the norms of the VTU and AICTE.	Institute CoE has been prepared and published in the institute website and displayed on the notice boards and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators. The faculty and instructors are recruited based on the academic and additional workloads at department and institute level. The academic and additional workloads were distributed rationally and based on the expertise and passion in the subjects.
116.	05	28th Jan.	Decided to conduct and document the	Academic and

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		2019	counseling and mentoring of the students on two parameters: 1) Academic Performance 2) Psychology and Personality	Personality/psychology counseling and mentoring have been conducted based on the CIE performance and additional skills inculcated by the students. The central counseling were also conducted for critical cases.
117.	05	28th Jan. 2019	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision- A project exhibition of all nearby polytechnic students has been conducted QUEST-A national level technical activities and competitions were conducted Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
118.	05	28th Jan. 2019	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
119.	04	30th Nov. 2018	In view to promote R&D activities, it is decided to establish research ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	The proposals are prepared on relevant and emerging areas and submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
120.	04	30th Nov. 2018	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines
121.	04	30th Nov. 2018	It is decided to distribute the academic and additional workloads to the faculty and instructors	Workloads were distributed as per the VTU and AICTE norms
122.	04	30th Nov. 2018	It is decided to verify the Self Appraisal Forms (SAFs) submitted by	SAFs were collected and verified in the meeting and the suggestions

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			the faculty members by the committee consist of management representative, Principal and HOD	are given for further improvements.
123.	04	30th Nov. 2018	Decided to collect feedback on teaching-learning and facilities	Feedbacks are collected, analyzed and actions were taken based on the recommendations and intimated to the university at all departments.
124.	04	30th Nov. 2018	It is decided to motivate faculty for publications and patenting	Motivational talks were organized. Entrepreneurship and IPR activities are conducted
125.	04	30th Nov. 2018	Decided to organize seminars, internships and industrial visits	Organized seminars, internships and industrial visits
126.	04	30th Nov. 2018	Decided to prepare institute CoE in line with the University CoE covering IA Tests, marks submission and diplay, feedback collection on Teaching-Learning process and important activities at institute level. Decided to recruit the staff members based on the load and expertise. And as per the norms of the VTU and AICTE.	Institute CoE has been prepared and published in the institute website and displayed on the notice boards and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators. The faculty and instructors are recruited based on the academic and additional workloads at department and institute level. The academic and additional workloads were distributed rationally and based on the expertise and passion in the subjects.
127.	03	3rd Aug. 2018	Decided to conduct and document the counseling and mentoring of the students on two parameters: 1) Academic Performance 2) Psychology and Personality	Academic and Personality/psychology counseling and mentoring have been conducted based on the CIE performance and additional skills inculcated by the students. The central counseling were also conducted for critical cases.
128.	03	3rd Aug. 2018	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the	Technovision- A project exhibition of all nearby polytechnic students has been conducted QUEST-A national level technical activities and competitions were conducted

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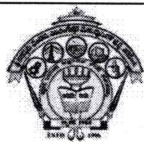|	S J P N Trust's	IQAC
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			students	Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
129.	03	3rd Aug. 2018	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
130.	03	3rd Aug. 2018	In view to promote R&D activities, it is decided to establish research ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	The proposals are prepared on relevant and emerging areas and submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
131.	03	3rd Aug. 2018	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines
132.	03	3rd Aug. 2018	In view to promote R&D activities, it is decided to establish research ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	The proposals are prepared on relevant and emerging areas and submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
133.	02	28th May 2018	It is decided to motivate faculty for publications and patenting	Motivational talks were organized. Entrepreneurship and IPR activities are conducted
134.	02	28th May 2018	Decided to organize seminars, internships and industrial visits	Organized seminars, internships and industrial visits
135.	02	28th May 2018	Decided to prepare institute CoE in line with the University CoE covering	Institute CoE has been prepared and published in the institute

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			IA Tests, marks submission and diplay, feedback collection on Teaching-Learning process and important activities at institute level. Decided to recruit the staff members based on the load and expertise. And as per the norms of the VTU and AICTE.	website and displayed on the notice boards and also circulated to HODs and students through WhatsApp groups to prepare departmental/association CoE, Class Time-Table and lesion plans of course coordinators. The faculty and instructors are recruited based on the academic and additional workloads at department and institute level. The academic and additional workloads were distributed rationally and based on the expertise and passion in the subjects.
136.	02	28th May 2018	Decided to conduct and document the counseling and mentoring of the students on two parameters: 1) Academic Performance 2) Psychology and Personality	Academic and Personality/psychology counseling and mentoring have been conducted based on the CIE performance and additional skills inculcated by the students. The central counseling were also conducted for critical cases.
137.	02	28th May 2018	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision- A project exhibition of all nearby polytechnic students has been conducted QUEST-A national level technical activities and competitions were conducted Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
138.	02	28th May 2018	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
139.	01	12th March	In view to promote R&D activities, it is decided to establish research	The proposals are prepared on relevant and emerging areas and

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		2018	ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
140.	01	12th March 2018	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines
141.	01	12th March 2018	It is decided to organize institute level activities to promote participative learning among the students. Also decided to facilitated to conduct activities at department level to enhance participative learning and to create competitiveness among the students	Technovision- A project exhibition of all nearby polytechnic students has been conducted QUEST-A national level technical activities and competitions were conducted Graduation Day has been organized. The students are enjoyed "Fun Week" with various cultural and social activities. Departmental Associations are made plan and conducted activities
142.	01	12th March 2018	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
143.	01	12th March 2018	In view to promote R&D activities, it is decided to establish research ecosystem in relevant areas, it is decided to submit the proposals for grants to the various agencies such as VGST, AICTE, DST etc. Also decided to motivate the students to submit the synopsis for synopsis to KSCST, VTU and Shristi etc.	The proposals are prepared on relevant and emerging areas and submitted to the various agencies. Many student synopses were selected for sponsorship from KSCST and VTU and some projects received awards in the project exhibitions conducted by various organizations. Two VGST proposals were selected for grant.
144.	01	12th March 2018	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines

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		S J P N Trust's	IQAC
		Hirasugar Institute of Technology, Nidasoshi	Action Taken Reports
		Approved by AICTE, New Delhi, Permanently Affiliated to VTU, Belagavi	
		Recognized under2(f) &12B of UGC Act, 1956	AY:2022-23
		Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA: CSE & ECE	

145.	01	12th March 2018	It is decided to conduct "Induction Programme" for 1st year students as per the VTU and AICTE guidelines	The "Induction progamme" has been conducted as per the university CoE and guidelines
146.	01	12th March 2018	Decided to collect and analyze feedback on curriculum and facilities by from all stakeholders. Also decided to take actions based on the recommendations of the analysis report and decided to inform to the university for further actions.	Facilitated to collect feedbacks and are analyzed. Based on the recommendations of the analysis, the actions are taken and whole process has been informed to the VTU authorities.
147.	01	12th March 2018	It is decided to verify the Self Appraisal Forms (SAFs) submitted by the faculty members by the committee consist of management representative, Principal and HOD	SAFs were collected and verified in the meeting and the suggestions are given for further improvements.
148.	01	12th March 2018	In view of holistic development of the students, it is decided to organize value added and certificate programmes at the department level	The value added and certificate programmes were conducted from all the departments

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	S J P N Trust's	IQAC
	Hirasugar Institute of Technology, Nidasoshi	**Minutes of Meetings**
	Approved by AICTE, New Delhi, Permanently Affiliated to VTU, Belagavi	
	Recognized under2(f) &12B of UGC Act, 1956	**AY:2022-23**
	Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA: CSE & ECE	

Internal Quality Assurance Cell (IQAC)
Minutes/Proceedings of Meetings
(AY: 2018-19 to Till date)

IQAC Minutes of Meetings/Proceedings

AY	IQAC Meeting Link in the institute Website
2022-23	https://hsit.ac.in/NAAC/IQAC-Meetings/AY-2022-23-IQAC-Meetings.pdf
2021-22	https://hsit.ac.in/NAAC/IQAC-Meetings/AY-2021-22-IQAC-Meetings.pdf
2020-21	https://hsit.ac.in/NAAC/IQAC-Meetings/AY-2020-21-IQAC-Meetings.pdf
2019-20	https://hsit.ac.in/NAAC/IQAC-Meetings/AY-2019-20-IQAC-Meetings.pdf
2018-19	https://hsit.ac.in/NAAC/IQAC-Meetings/AY-2018-19-IQAC-Meetings.pdf

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