



S J P N Trust's
Hirasugar Institute of Technology, Nidasoshi.
Inculcating Values, Promoting Prosperity
 Approved by AICTE New Delhi, Recognized by Govt. of Karnataka and Affiliated to VTU Belagavi.

Institute,
Principal
IQAC - 1
2017-18(Even)

Ref.HSIT/NDS/IQAC/03/2017-18

10 MAR 2018

Office Order

Internal Quality Assurance Cell (IQAC) consisting of following members is constituted as per NAAC/NBA accreditation requirements as approved in the Board of Management meeting vide Resolution No.02 dated 9th March, 2018. The Cell shall work for ensuring academic quality delivery and sustaining standards in the institution. The cell will function with immediate effect.

Internal Quality Assurance Cell (IQAC)

S.No.	Name	Category	Designation	Signature
1	Dr. S. C. Kamate	Principal	Chairman	
2	Sri. G. M. Patil	Management representative (Secretary of Trust).	Member	
3	Dr.V.G.Kasabegoudar	HOD, ECE	Member	
4	Dr. S.BHadadi	HOD,EEE	Member	
5	Dr.B.M.Shrigiri	HOD, Mech	Member	
6	Dr.P.C.Baraki	HOD,CSE	Member	
7	Dr.S.A.Alur	Professor & PG Coordinator	Member	
8	Dr. S.B. Shrigiri,	Associate Professor	Member	
9	Dr. M. S. Hanagadakar	I-Year coordinator	Member	
10	Prof. D. N. Inamdar	Associate Professor	Member	
11	Prof. U.B.Khadabadi	Committee Member, Institution of Engineers Belgaum Local center.	Member	
12	Er. Kapil Hukkeri	Alumnus	Member	
13	Er. Rajeev Pao	Industrialist	Member	
14	Prof. B. T. Umarane	Associate Professor	Convener	
15	Miss. Ashwini R Patil	Student Representative	Student Member	

Objective:

The Primary objective of the IQAC is to inculcate a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Strategies:

- To enhance and integrate the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision-making to improve institutional functioning
- To have the best internal coordination among all entities.





10 MAR 2018

Functions:

Functions of the IQAC are:

1. Preparation & display of academic calendar of events (COE) at least two weeks before the commencement of each semester in line with affiliated university academic calendar.
2. Devising a perspective plan to conduct various relevant activities and compilation of the same.
3. Conduct the meeting of committee conveners/chairman for various academic tasks to discuss the plan of action for their respective responsibilities.
4. Preparation of mentoring guidelines to be followed and conduct interactive session with all faculty mentors regarding mentoring of students using Mentorship /Academic Counseling Book.
5. Among the IQAC members with HOD category shall periodically inspect the theory and laboratory classes and interact with students and faculty members to improve academic standards in consultation with chairman & members of IQAC.
6. Monitoring the process of student's performance in the internal assessment & attendance status after every internal assessment to parents through SMS.
7. Monitoring central counseling meeting with/without parents after every internal assessments. Dept. shall review the results of each internal assessment and work out the plan for remedial classes for slow learners/weak students to improve performance in the successive internal assessments.
8. HOD's & I-Year coordinator shall review the academic performance of students in university examination within a week from the date of announcement of results and counsel the failed students and arrange remedial classes for failures in consultation with HODs.
9. Collection of Senior exit feedback from final year students at the end of the academic year
10. Organizing weekly meeting for reviewing the syllabus coverage, attendance status of students & any other academic matters in that week.
11. Monitoring the process of online feedback from students about Teaching-Learning process & the actions to be initiated on the faculty whose feedback is below the set benchmark to improve the teaching learning process.
12. Documentation of the various programs / activities leading to quality improvement.



13. Organization of workshops, seminars, invited talks and co-curricular activities to improve quality of students and faculty.
14. Formation of policies for staff quality improvements to sponsor/depute to attend workshops/STTP/FDP/QIP in reputed institutions in their relevant fields.
15. Coordinate the collection and compilation of self appraisal forms from faculty members at the end of academic year.
16. Coordinate the process of feedback on facilities by students.
17. Coordinate the activity of budget allocation based on the fund requirement of the Departments.
18. Organize the review /audit of all the academic activities by a team of program assessment committee (PAC) and present the observation to Principal for further discussion.

The Annual Quality Assurance Report (AQAR) of the IQAC:

IQAC will prepare a self-reviewed progress report annually detailing the tangible results achieved in key areas which are specifically identified by the IQAC in the beginning of the academic year by devising a perspective plan. The AQAR is the outcome of the perspective plan of the IQAC.

[Signature]
10/3/18
PRINCIPAL
Hirasugar Institute of Technology
NIDASOSHI - 591 236





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Institute

Principal office

IQAC Meeting-1

2017-18(Even)

Ref. No.: HSIT/NDS/IQAC Meeting/2017-18/163

Date: 12-03-2018

NOTICE

A meeting of all IQAC members is convened on 12.03.2018 in the office of the Principal at 3.30 pm. The agenda of the meeting is as below:

Agenda:**I. To initiate following activities through IQAC,**

1. To conduct one day workshop on awareness of NAAC.
2. To organize HSIT- Quest-2018.
3. To organize Technovision-2018.
4. To organize HSIT-SAMBHRAMA-2018.
5. To organize Invited talk on Plagiarism check.
6. To organize Invited talk on Time Management & IPR.
7. Review of Self Study Report of NAAC.
8. To organize International conference.
9. Participation in state level project competition.
10. Participation in state level KSCST project competition.
11. To organize project exhibition at college level.
12. To organize Graduation day on 26th May.
13. To organize invited talks at the department level.

II. Any other matters with permission of the chair.

 (Prof. B.R.Umarane)

Convener

S.N.	Minutes of Meeting	Staff In charge	Due Date	Remarks
I.	It is resolved to initiate following activities through IQAC for improvement & sustenance quality in academics.			
1.	One day workshop on awareness of NAAC.	Dr. S.B.Shirigiri	14 th March	
2.	To organize HSIT- Quest-2018.	Dr. P.C.Baraki	16 th March	
3.	To organize HSIT-SAMBHRAMA-2018.	Prof. S.B.Yapapparvi	17 th March	
4.	To organize Technovision-2018.	Prof.S.B.Patil	24 th march	
5.	To organize Invited talk on Plagiarism check.	Prof.S.S.Ittannavar	April-2018	
6.	To organize Invited talk on Time Management.	Prof.D.N.Inamdar	May-2018	
7.	Review of Self Study Report of NAAC.	Dr. S.B.Shirigiri	May-2018	
8.	To organize International conference.	Dr. P.C.Baraki	18 th & 19 th May	
9.	Participation of students in state level project competition.	Prof. M.I.Tanodi	May/June	
10.	Participation of students in state level KSCST project competition.	Prof.M.S.Futane	May-2018	
11.	To organize project exhibition at college level.	All HODs	25 th May	

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IQAC Meeting- 1

2017-18(Even)

12.	To organize Graduation day.	Dr. B.M.Shrigiri	26 th May	
13.	To organize invited talks at the department level.	All HODs	April/May	
II.	--	--	--	
III.	Meeting concluded with vote of thanks.	Prof. B.R.Umarane	---	

Members Present:

Name	Design.	Sign.	Name	Dept.	Sign.
Shri. G.M.Patil	Member		Dr. S.B.Shrigiri	Member	
Dr. V.G.Kasabegoudar	Member		Prof. D.N.Inamdar	Member	
Dr. S.B.Hadadi	Member		Prof. U.B.Khadabadi	Professional body member	
Dr. B.M.Shrigiri	Member		Er. Kapil Hukkeri	Alumnus	
Dr. P.C.Baraki	Member		Er. Rajeev Rao	Industrialist	
Dr. S.A.Alur	Member		Miss.Ashwini Patil	Student	
Dr. M.S.Hanagadkar	Member				

 26/05/18
Dr. S. C. Kamate**Principal/Chairman****PRINCIPAL****Hirasugar Institute of Technology
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