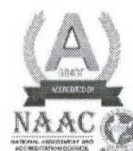




GLOBAL ACADEMY OF TECHNOLOGY

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Department of Artificial Intelligence & Machine Learning



Action Taken Report for SPA-AY 2026-27-I, III, and V Semesters

S. No.	Description	Letter Grade	Action Taken
11	Has the Department identified any organization for a site visit to facilitate the teaching-learning process?	BS	Discussions are started with BITES for one day industrial visit. Organization and date will be finalized once fixed.
12	Department's readiness for fostering the Self-learning component as prescribed by the National Credit Framework.	P	The Department has initiated measures to strengthen self-learning by compiling notional teaching hours, incorporating structured self-learning activities in course plans, and maintaining documentation as per the National Credit Framework and NBA Criterion 1 requirements

SUMMARY & SCOPE FOR IMPROVEMENT:

S. No.	Description	Yes	No	Remarks	Action Taken
12	Department's readiness for fostering the Self-learning component as prescribed by the National Credit Framework.	--	☒	The Department has not compiled the notional teaching hours, which is a mandate under criterion 1 of NBA	The Department has compiled the notional teaching hours for all courses, including theory, laboratory, tutorials, and self-learning components, as per NBA Criterion 1 requirements


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Academic Year: 2026–27 | Semester: Odd | Audit Reference: Semester Preparedness Review

Purpose: This Action Taken Report (ATR) documents the corrective and improvement actions initiated by the Department of Artificial Intelligence & Machine Learning Engineering in response to observations recorded during the Pre-Commencement Audit. Each item is mapped to the audit grade, observation, action implemented, responsible authority, timeline, and current status.

Grade Legend:

C – Commendable	G – Good	S – Satisfactory	P – Poor
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S. No.	Description	Grade	Audit Observation	Action Taken / Proposed	Status
1	Department shared the courses matrix with faculty members and solicited their choices.	G (Good)	Course matrix shared via email; faculty choices collected. Process is well documented.	The Department continues sharing the course matrix through email and MS Forms each semester, with responses archived systematically for audit readiness.	Completed
2	Courses allotted to faculty according to their competencies.	E (Excellent)	Consolidated course allotment document with faculty competencies was well recorded.	Competency-based allotment practice retained; the consolidated allotment register is updated and filed each semester for ready reference during audits.	Completed
3	Curriculum design and review after allotment (Pre-commencement Meeting proceedings; email and MOM with geotagged photographs).	E (Excellent)	Pre-commencement meeting notification was sent through email; minutes documented in individual faculty course files.	Pre-commencement meetings are being conducted each semester with notifications circulated by email; MOM along with geotagged photographs are filed in the respective faculty course files.	Completed
4	Creation of MS Teams for cloud classroom with an individual channel for each course.	E (Excellent)	Channels created under the HOD's domain for each course.	Individual MS Teams channels are created and maintained under the HOD's domain for every course offered in the semester, ensuring continuity of the cloud-classroom practice.	Completed
5	Readiness of Students' Course file and dispatch (MS-Teams and Email).	E (Excellent)	All course student course plans were shared through MS Teams.	Student course files are compiled well ahead of commencement and dispatched via MS Teams and email to all students.	Completed
6	Readiness of attendance registers (Strategic Statements, COs, Target level, Average Matrix score, Instructional Plan).	G (Good)	Attendance registers for the 7th semester were ready with all necessary inputs.	Attendance registers are prepared in advance with Strategic Statements, COs, Target level, Average Matrix score and Instructional Plan duly filled and verified by the HOD.	Completed
7	Proposed rubrics for evaluating Lab experiments / alternate assessment tools, etc.	G (Good)	Lab manuals are available with rubrics; however, the rubrics for evaluation are to be modified holistically.	A departmental committee has been constituted to holistically revise the lab-evaluation rubrics and descriptors across all lab manuals; revised rubrics are being incorporated course-wise.	Action Initiated
8	Department shared the approved timetable with the students.	E (Excellent)	The approved timetable was shared through the Teams platform.	The approved timetable continues to be circulated to students via MS Teams immediately upon approval each semester.	Completed
9	Department shared the approved Department Calendar of Events with Students.	E (Excellent)	The approved Calendar of Events was shared through the Teams platform.	The Department Calendar of Events is finalized and circulated to students via MS Teams at the start of the semester.	Completed
10	Department identified any Industry resources to augment the teaching-learning process.	G (Good)	A schedule to impart technical talks by inviting industry experts is documented in the calendar of events.	Industry expert talks are being scheduled and confirmed each semester in coordination with the Training & Placement cell; confirmations are recorded in the calendar of events.	Completed

S. No.	Description	Grade	Audit Observation	Action Taken / Proposed	Status
11	Department identified any organisation for a site visit to facilitate the teaching-learning process.	G (Good)	Traces found in the calendar of events for organising industrial visits.	Industrial/site visits are formally planned and organisations are being finalised well in advance, with details entered into the calendar of events.	Completed
12	Department's readiness for fostering the Self-learning component as prescribed by the National Credit Framework.	P (Poor articulation)	Self-learning components were documented in individual faculty course files, but a collective, department-level representation was absent.	A consolidated, department-level Self-Learning Component register (mapped to NCrF credits, course-wise) is being compiled to supplement the existing course-file-level documentation.	Action Initiated
13	Design & Developmental Initiatives by the Department for Complex Engineering Problems / Complex Engineering Activities.	G (Good)	Active involvement noticed in evolving a few CEPs and CEAs; however, core articulation parameters need to be meticulously addressed to qualify.	Faculty are being oriented on the articulation parameters for CEP/CEA classification; a review checklist is being applied to strengthen and validate the existing CEP/CEA submissions.	Action Initiated
14	Workload ratification for HODs, Professors, Associate Professors, and Assistant Professors.	G (Good)	Faculty workload was well documented and approval obtained from the Principal.	Faculty workload documentation and Principal's ratification continue to be completed and archived at the start of every semester.	Completed
15	Department disseminated the Department's Strategic Statements, viz. PEOs, POs and PSOs with Students.	E (Excellent)	Strategic statements disseminated through MS Teams; inclination expressed to orient students during the orientation programme.	PEOs, POs and PSOs are shared via MS Teams and are additionally covered as a dedicated segment during the student orientation programme.	Completed
16	Department explicitly announced the Attendance/NSSR Policy of the Institution.	G (Good)	The NSAR and NSSR policies were announced to students through the Teams platform.	The Attendance/NSAR/NSSR policy continues to be communicated to students at the start of each semester through MS Teams, with periodic reminders planned.	Completed



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