



Shri Madhwa Vadiraja Institute of Technology and Management

(A Unit of Shri Sode Vadiraja Mutt Education Trust®)

Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Meeting of the IQAC

Date: 01 August 2018 (Wednesday)

Venue: Board Room, Admin block

Time: 03:00 PM to 04:30 PM

Attendance: As per the list enclosed.


Agenda:

1. Welcome
2. Academic calendar for odd semester
3. Preparation of Strategic Perspective Plan of the Institute.
4. Updating changes in Performance based appraisal system for Teaching/Non-teaching.
5. First year B.E. orientation & induction program plan
6. Faculty orientation program, SDPs for teaching and non-teaching staff.
7. Technical Workshop and pre-placement training programme for students.
8. Initiation of all cell/committee activities.
9. Remedial classes for slow learners.
10. Any other matter
11. Vote of thanks.

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	Welcome: Chairman of IQAC welcomed all the members of the cell and the meeting started at 03.00 PM.	-----	-----
2.	An institutional IQAC is constituted on 05 July 2018 for the academic year 2018-19. HOD of Mechanical Engineering will be preparing academic calendar for the odd semester of academic year 2018-19 in consultation with Principal, all HODs/section heads and committee/cell coordinators.	Members of the IQAC HOD of Mechanical Engineering	----- 03 August 2018
3.	Discussed about preparation of Strategic Perspective Plan of the Institute.	Principal & HODs	-----
4.	Discussed and finalized revised format for Performance based appraisal system for faculty and staff for the academic year 2018-19	Principal & HODs	-----
5.	Overall coordinators for first year orientation program have been already identified. Reviewed the preparations for orientation program. First year coordinator will be coordinating the induction program to be conducted for the newly joined students of first year.	First year coordinator	-----

6.	HODs will be planning FDPs and SDPs for faculty and staff. The same will be communicated to IQAC for approval. FDPs and SDPs are very much necessary to upgrade the knowledge of faculty and staff.	HODs	-----
7.	Discussed about the various technical workshops to be conducted at the department level and pre-placement training programs to pre-final year students by external agency.	HODs and Placement officer	-----
8.	The various cell/committees will be preparing their perspective plan for the academic year 2018-19 and will be submitting to the IQAC for approval. Up on the approval from IQAC, the coordinators of the cells/committees will be working accordingly.	cell/committee coordinators	-----
9.	Slow learners have to be identified and HODs will be planning remedial classes for them. This will help us to improve university results.	HODs	-----
10.	Discussed about the branding activities of the institution	Principal & HODs	-----
11.	Vote of Thanks: Coordinator of IQAC thanked all the attendees and the meeting was concluded by 04:30 PM	-----	-----

Enclosure: attendance record


2/8/2018

Coordinator of IQAC
SMVITM, Bantakal, Udupi



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Meeting of the IQAC

Date: 10 December 2018 (Monday)

Venue: Board Room, Admin block

Time: 10:00 AM to 11:50 AM

Attendance: As per the list enclosed.

Agenda:

1. Welcome
2. Review of academic audit report
3. Review of internal result analysis reports
4. To organize/plan Technical and Staff skill development programs
5. To review the progress report presentation of various committees/cells
6. Any other matter.
7. Vote of thanks.

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	Welcome: Chairman of IQAC welcomed all the members of the cell and the meeting started at 10.00 AM.	-----	-----
2.	Academic audit reports submitted by the HODs of various departments have been reviewed by the IQAC.	Members of the IQAC	-----
3.	Internal result analysis reports submitted by the HODs of various departments have been reviewed by the IQAC. The chairperson of IQAC has given some suggestions to improve the performance of our students in the internal assessment. Also he has asked the HODs to comment on the same.	Members of the IQAC	-----
4.	HODs have to think about Staff skill development programs to be conducted during the vacation. The staff skill development programs may be at department level or at institutional level. The same may be communicated to the IQAC for approval. Staff skill development programs are very much required to enhance the technical skills of the staff members.	HODs & Members of the IQAC	-----
5.	IQAC has reviewed all activity completion reports submitted by various cell/committee coordinators and given suitable suggestions/feedback.	Members of the IQAC and cell/committee coordinators	-----

6.	Discussed about the progress in the branding activities of the college.	HODs & Members of the IQAC	-----
7.	Vote of Thanks: Coordinator of IQAC thanked all the attendees and the meeting was concluded by 11:50 AM	-----	-----

Enclosure: attendance record



Coordinator of IQAC
SMVITM, Bantakal, Udupi



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Meeting of the IQAC

Date: 25 January 2019 (Friday)

Venue: Board Room, Admin block

Time: 11:00 AM to 12:30 PM

Attendance: As per the list enclosed.

Agenda:

1. Welcome
2. National conference-NCETSE 2019 preparation
3. Arrangement for Celebration of Varnothsava, Annual Day and Annual sports Meet.
4. To review the progress made on NAAC accreditation process
5. Preparation of academic/Department calendar for even semester.
6. Vote of thanks.

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	Welcome: Chairman of IQAC welcomed all the members of the cell and the meeting started at 11.00 AM.	-----	-----
2.	The National Conference NCETSE-2019 is scheduled on 26 and 27 April 2019. The Conveners, co-conveners and advisory committee members for the NCETSE-2019 have been already identified. IQAC has reviewed the preparations for the national conference.	Principal & Co-conveners of the National conference	-----
3.	Annual Sports meet of the college is scheduled on 28 February 2019. The Varnotsava (An Inter-collegiate Tech-Cultural Fest) is scheduled on 07 and 08 March 2019 followed by Annual Day on 09 March 2019. Reviewed the progress in preparations for Sports Meet, Varnothsava and Annual Day along with in-house sports and cultural competitions to be held in connection with Annual day celebrations.	Members of the IQAC, Co-curricular and Extra-curricular coordinators and Physical Education Director	-----
4.	Reviewed the progress made on NAAC accreditation process.	Coordinator and members of IQAC	-----
5.	HOD of Mechanical Engineering will be preparing academic calendar for the even semester of academic year 2018-19 in consultation with	HOD of Mechanical Engineering	31 January

	Principal, all HODs/section heads and committee/cell coordinators.		2019
6.	Vote of Thanks: Coordinator of the IQAC thanked all the attendees and the meeting was concluded by 12:30 PM	-----	-----

Enclosure: attendance record



28/01/2019

Coordinator of IQAC
SMVITM, Bantakal, Udupi



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Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Meeting of Internal Quality Assurance Cell (IQAC)

Date: 18 June 2019 (Tuesday)
Venue: Board Room, Admin block
Time: 10:00 AM to 12:15 PM
Attendance: As per the list enclosed.

Agenda:

1. Welcome
2. Discussion on the recommendations of NAAC Peer team visit held in the month of May 2019.
3. Vote of thanks.


Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	Welcome: Principal/Chairman of IQAC welcomed all the members of IQAC and the meeting started at 10.00 AM.	-----	-----
2.	<ul style="list-style-type: none">• NAAC Peer team visited our college on 06 and 07 May 2019. The coordinator of IQAC Dr. Sudarshan Rao K has presented the recommendations of NAAC Peer team before the meeting and discussed about the plan of action to fulfill the recommendations.• The recommendations and the discussions are as follows.	Chairman, Coordinator and members of IQAC	-----
	1. PG and more UG programs in emerging areas need to be introduced <ul style="list-style-type: none">• As per the regulations of AICTE, NBA accreditation is needed to start any new PG/UG program and also to enhance the approved intake in the existing programs. Hence it is already decided to go for NBA accreditation with a target of submitting Self Assessment Report (SAR) by 31 October 2019.• The Chairman of IQAC instructed all the HODs to start their work in this direction, which includes Identification of Program Coordinator, Formation of Program Assessment Committee (PAC) and Preparation of SAR.	Chairman, Coordinator and members of IQAC	-----
	2. Research activities needs to be strengthened and national/international symposia/workshops/conferences to be conducted at regular intervals. <ul style="list-style-type: none">• College is already offering research seed money worth Rs. 60,000=00 for all the research scholars.• Incentives may be given to research scholars publishing their research work in reputed journals.	Chairman, Coordinator and members of IQAC	-----

	<ul style="list-style-type: none"> • Also financial assistance may be extended to good student projects. • The Chairman of IQAC has requested the research review cell coordinator and HOD of CSE Dr. Vasudeva to draft the guidelines for providing incentives to research publications and financial assistance to student projects. The other HODs may share their inputs/suggestions in this regard with research review cell coordinator. • College is already organizing one national conference per year in the name of NCETSE. Department of ECE and Mechanical Engineering will be hosting NCETSE in the academic year 2019-20. • It is decided to organize one international conference in the coming academic year. Department of Basic Sciences will be hosting this international conference. The Chairman of IQAC has requested HOD of Physics Dr. Ravindra H J to become the Convener of the international conference. 		
	<p>3. Alumni activities to be broad-based</p> <p>Establishing the Alumni association</p> <p>Encouraging the contributions from Alumni</p> <p>More number of alumni meetings</p> <ul style="list-style-type: none"> • Alumni Association is already formed with necessary by-laws and informally inaugurated in the Alumni Meet recently held in Bengaluru. Also the President, Vice-president, Secretary, Treasurer and the other office bearers have already been nominated. • The official registration process of SMVITM Alumni Association is in progress, which is expected to be completed soon. • The out-going students are already contributing Rs. 300=00 from the caution deposit towards alumni activities. • It is decided to approach few selected alumni for financial contributions. • College is already organizing one Alumni Meet every year and may think of organizing more number of such events in the coming days. • The Chairman of IQAC will be discussing the Coordinator of Alumni Cell Mr. Aditya Kudva S regarding the strengthening/reconstitution of the Alumni cell. 	<p>Chairman, Coordinator and members of IQAC</p>	<p>-----</p>
	<p>4. Role and activities of IQAC to be streamlined and strengthened</p> <ul style="list-style-type: none"> • The feedback about the faculty taken from the students will be discussed in the IQAC meeting. 		

	<ul style="list-style-type: none"> • Principal will be giving appreciation letter to those faculty members who have got more than 95% in the student feedback. • The HODs will be asking explanation from those faculty members who have got less than 75% in the student feedback and the same will be communicated to Principal. Again the same will be discussed in IQAC meeting for necessary actions. • Also it is decided to take feedback from faculty regarding teaching learning process and the same will be discussed in IQAC meeting. • Proceedings of the result analysis meetings and the actions taken will be discussed in the IQAC meeting. • It is decided to appreciate the faculty, who got more than 95% results in their course in Semester End Examination (SEE) and also to ask explanation from those faculty, who got less than 75% results in their course in SEE. The same will be discussed in IQAC meeting for necessary actions. • To enhance quality in teaching learning process, more thrust will be given to student projects. The project guides must take more responsibility to come out with quality projects and reports. • More number of FDPs/workshops needs to be planned both at institute level as well as department level. The same will be discussed in IQAC meeting. • The college is organizing three days FDP at institute level soon after the vacation. There will be sessions on IPR and Patenting on Day 1 and sessions on NBA accreditation process in the next two days. Dates of which will be finalized soon. • The college is already having MIS at institute level as an initiative of e-Governance. • Option for filing faculty grievances will be provided in the college MIS. The faculty grievances may be addressed to HOD/Principal/management. The standard operating procedure (SOP) for the redressal of the same will be made available in the college MIS and the hardcopy of the same will be maintained in all the departments. • The Principal will be revising the current Performance Based Appraisal (PBA) format and the same will be communicated to all IQAC members for suggestions/feedback. • The faculty members having more score in PBA may be appreciated with suitable monetary benefit. The Principal will be drafting guidelines for the same and will be finalized up on the approval from management/governing council. 	<p style="text-align: center;">Chairman, Coordinator and members of IQAC</p>	<p style="text-align: center;">-----</p>
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	<ul style="list-style-type: none"> As a measure to strengthen IQAC, IQAC is reconstituted with more members for the academic year 2019-20 and the frequency of meetings will be increased from 4 to 6. 		
	<p>5. More number of skill development courses to be introduced to enhance employability of students</p> <ul style="list-style-type: none"> The Chairman of IQAC has suggested all technical departments to plan for certificate/value added and vocational courses for the students. Training and Placement Cell will be planning the activities/courses to enhance the employability skills. Cells like NSS, Women Empowerment Cell, Eco club and Community club have to plan for life skill related programs/programs of societal impact. These programs must form a base for awarding activity points to the students in line with the revised VTU curriculum. 	Chairman, Coordinator and members of IQAC	-----
	<p>6. State level Hackathon programs to be conducted</p> <ul style="list-style-type: none"> It is decided to conduct State level Hackathon programs in connection with decennial year celebrations. The Principal has requested HOD of CSE to plan for such programs. 		
	<p>7. Incubation center to be strengthened</p> <ul style="list-style-type: none"> The Principal will be framing suitable plan of action for strengthening Incubation Center up on discussion with the coordinators of Entrepreneurship Development Cell (EDC) and Innovation Cell. 	Chairman, Coordinator and members of IQAC	-----
	<p>8. National/International linkages and more collaborative programs to be explored</p> <ul style="list-style-type: none"> The college is thinking of signing MoUs with reputed organizations at national/international level. The Principal will be framing suitable plan of action for same up on discussion with all IQAC members. 		
3.	<p><u>Vote of Thanks:</u> Principal/Chairman of IQAC thanked all the attendees and the meeting was concluded by 12:15 PM</p>	-----	-----

Enclosure: Attendance record


 Coordinator of IQAC
 SMVITM, Bantakal,
 Udupi