

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 Internal Quality Assurance Cell (IQAC)

Date: 08 July 2019 (Monday)
Venue: Board Room, Admin block
Time: 10:30 AM to 12:05 PM
Attendance: As per the list enclosed.

Agenda:

1. Welcome
2. Formation of IQAC team for the next academic year
3. Discussion on outcome of teaching learning process of academic year 2018-19
4. Calendar of events for the next academic year
5. Quality initiatives for the next academic year
6. Review of faculty feedback
7. Revision of PBA
8. Recommendations to Governing Council
9. Any other matter
10. Vote of thanks.

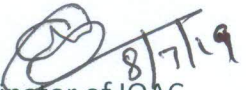
Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	Welcome: Principal/Chairman of IQAC welcomed all the members of IQAC and the meeting started at 10.00 AM.	-----	-----
2.	IQAC team for the next academic year will be constituted after the Governing Council meeting which is going to be held on 14 July 2019	Chairman, Coordinator and members of IQAC	-----
3.	<ul style="list-style-type: none">• Research review cell coordinator and HOD of CSE Dr. Vasudeva has drafted the guidelines for providing incentives to research publications.• The Principal has presented the draft guidelines before the meeting for any suggestions/amendments.• The IQAC members have suggested some amendments.• The Chairman has incorporated all amendments in to the draft.• The Chairman will be presenting the same draft before the Governing Council on 14 July 2019 for approval.	Chairman, Coordinator and members of IQAC	-----
4.	<ul style="list-style-type: none">• The commencement of odd semester classes of the AY 2019-20 will be on 29 July 2019 for higher semesters.• The commencement of odd semester classes of AY 2019-20 will be on 01 August 2019 for first semester.• Decided to continue the IQAC meeting on 09 July 2019 at 2.30pm to discuss the remaining agenda.	Chairman, Coordinator and members of IQAC	-----

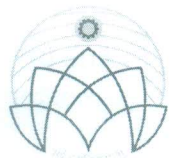
5.

Vote of Thanks:

Principal/Chairman of IQAC thanked all the attendees and the meeting was concluded by 12:05 PM

Enclosure: Attendance record


Coordinator of IQAC
SMVITM, Bantakal,
Udupi



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Meeting of Internal Quality Assurance Cell (IQAC)

Date: 09 July 2019 (Monday)
Venue: Board Room, Admin block
Time: 2:30 AM to 4.30 PM
Attendance: As per the list enclosed.

Agenda:

1. Welcome
2. Formation of IQAC team for the next academic year
3. Discussion on outcome of teaching learning process of academic year 2018-19
4. Calendar of events for the next academic year
5. Quality initiatives for the next academic year
6. Review of faculty feedback
7. Revision of PBA
8. Recommendations to Governing Council
9. Any other matter
10. 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 2.30 PM	-----	-----
2.	The revised format of Performance Based was placed before the members with following points. <ul style="list-style-type: none">• Revised format contain additional 50 marks for punctuality, commitment etc.• New PBA format has been prepared for Technical & Non-teaching staff members.• Members gave few suggestions to improve the PBA format.• Decided to implement the revised PBA format for faculty & New PBA format for technical and non-teaching staff w.e.f AY 2019-20.	Chairman (Execution) faculty/staff	August 2019 AY 2019- 20
3.	<ul style="list-style-type: none">• Detailed discussion was held on the lesson plan (Writing & submission). Also decided to review the lesson plan by the respective HODs as soon as every module is completed.	Faculty members	end of every module
4.	<ul style="list-style-type: none">• The Academic Calendar for the odd semester 2019-20 has been approved by the IQAC.• Also decided to prepare event calendar for the odd semester 2019-20 so as to prepare for organizing various event well in advance	Principal & HODs Respective cell/committee coordinators	At least one week before the event.

5.	<ul style="list-style-type: none"> Discussed on the submission of perspective plan by various cell/committee coordinators and following decision are taken. Submission of perspective plan by the cell/committee coordinator at the end of every semester instead of annually. 	cell/committee coordinators	End of semester
6.	<p><u>Vote of Thanks:</u> Principal/Chairman of IQAC thanked all the attendees and the meeting was concluded by 4.30 PM</p>	-----	-----

Enclosure: Attendance record


 9/7/19
 Coordinator of IQAC
 SMVITM, Bantakal,
 Udupi



SMVITM

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Minutes of IQAC Meeting

Date: 23 September 2019 (Tuesday)

Time: 3.00 pm- 4.15 pm

Venue: Board Room - SMVITM

Members present:

1. Dr. Seshagiri L
2. Dr. Thirumaleshwara Bhat
3. Dr. Sudarshan Rao K
4. Dr. Vasudeva
5. Dr. Anand V R
6. Dr. Reena Kumari
7. Dr. Ravindra H J
8. Dr. Gajanan Anne
9. Ms. Usha H
10. Mr. Chethan R
11. Mr. Ragahavendra Rao
12. Mr. Rama Moorthy H
13. Mr. Sudhir

Members absent

1. Dr. Ganesh Aithal- Had been to MSME Mangaluru with Deputy Director Mr. K. Socrates
2. Dr. H V Balachandra Achar- Permission taken on account of engaging the class
3. Dr. Lolita Priya Castelino- Permission taken on account of engaging the class

Agenda of the meeting:

Sl. No	Agenda Points
1	Welcome and review of the report on the accreditation by NAAC
2	Remedial measures to be taken to strengthen the IQAC and teaching-learning-research
3	Any other matter


Agenda No.	Discussions held and Actions to be taken	Responsibility	Target date
1	<p>Welcome and review of the report on the accreditation by NAAC:</p> <p>Principal welcomed all the members.</p> <p>The detailed score awarded for each qualitative and quantitative metric of SSR is placed before the committee and discussed on the same.</p> <p>Following are the outcome of the discussion:</p> <ul style="list-style-type: none"> • Study the SSR and prepare a report on the criteria and metric which can be strengthened immediately, need sometime and planning to strengthen. Focus on these criteria; take the support of all stakeholders to improve the scores in each metric. 	IQAC coordinator	5 October 2019

<ul style="list-style-type: none"> • Prepare an action plan to implement the suggestions given in the report mentioned above with proper goal and objectives. • Promote MOOC/Online courses such as NPTEL, SWAYAM etc. with maximum emphasis on achieving good performance. • Continuous Internal Evaluation need to be strengthened. • Ensure that all future faculty appointment with PhD qualification • Efforts to be made to promote Ph D and considerable research outcome in the college. • Decided to work on foreign collaboration such as exchange programs for faculty and students. • Streamline management scholarship to earn maximum points. • Keep track of placed students through off-campus and students pursuing higher studies. • Workout the strategy for strengthening alumni contribution to college. Also register the alumni association at the earliest. • Prepare the strategic perspective plan for the Institute • Chalk out the faculty welfare measures and implement the same with the approval by the management. • Depute faculty to NIMHANS for one week program on counseling as the program is very useful to the teachers at the time of counseling the students. • Submit the proposal to NAAC for sanctioning IQAC workshop with financial support. • Utilize various platforms to strengthen the community service schemes. • Think on achieving Lab-to-Land (Project utilization by the common people) • Think on strengthening college MIS. Also plan for commercializing the software developed in-house. • Plan for filing patents (at least one per department per year). Prepare an action plan in this regard. • Increase the number of publications in the indexed journals 	<p>IQAC coordinator, Principal & respective criteria coordinators</p>	<p>15 October 2019</p>
	<p>Principal, Vice Principal & HODs</p>	<p>Throughout the year</p>
	<p>HoDs of the respective department</p>	<p>-do-</p>
	<p>Principal & Management</p>	<p>-do-</p>
	<p>Principal & HODs</p>	<p>Throughout the year</p>
	<p>Principal, Vice Principal & HODs</p>	<p>ASAP</p>
	<p>Principal & Office Supdt</p>	<p>ASAP</p>
	<p>HODs and TPO</p>	<p>Throughout the year</p>
	<p>Principal & Alumni Association Coordinator</p>	<p>ASAP</p>
	<p>IQAC coordinator</p>	<p>-do-</p>
	<p>Principal</p>	<p>-do-</p>
	<p>Principal</p>	<p>-do-</p>
	<p>IQAC coordinator</p>	<p>ASAP</p>
	<p>Principal with the support of NSS HODs</p>	<p>Throughout the year ASAP</p>
	<p>HOD-CS</p>	<p>-do-</p>
	<p>HODs with the support of Dean (R&C)</p>	<p>-do-</p>
	<p>Faculty members</p>	<p>Throughout the year</p>

4	Any other matter with the permission of the chair: As there was no other matter for discussion, Principal thanked all the members present and sharing the valuable suggestion.		
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Prepared by:

Date: 24 September 2019


Dr. Thirumaleshwara Bhat 25/9/19
Principal, SMVITM, Bantakal


Dr. Sudarshan Rao K
IQAC coordinator

Copy to: All members of IQAC, management, trust office



IQAC Meeting

Date: 24 January 2020 (Friday)
Venue: Board Room, Admin block
Time: 10:00 AM to 11:50 AM

Agenda:

1. Welcome
2. Academic calendar for even semester
3. Activities in the forth coming semester
4. Review of the academic audit
 - PO attainment of 2018-19
 - Feedback analysis of 2019-20 odd semester
5. Discussion and approval of revised format for course file
6. Any other matter
7. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	<p><u>Welcome:</u> Principal welcomed all the members of IQAC and the meeting started at 10.00 AM.</p>	-----	-----
2.	<ul style="list-style-type: none"> • The draft copy of academic calendar of the forth coming even semester is prepared and the same is presented before the meeting by Vice-Principal and same is approved after some corrections. • The commencement of even semester classes for higher semesters is on 03 February 2020. First year classes will commence from 10 February 2020. 01 June 2020 is the last working day. • PTA meeting is scheduled on 18 April 2020. Only the parents of first year students will be invited. Also decided to conduct PTA meeting of higher semester students departmental wise. • Since more number of Friday classes will be missing because of holidays, Friday time table is followed on 15 April 2020 (Wednesday) to compensate the same. • Mini-project exhibition is scheduled on 23 April 2020 along with the student symposium as part of International conference. 	Chairman & members of IQAC	-----

	<ul style="list-style-type: none"> Project exhibition for final year students is scheduled on 28 May 2020, followed by farewell for final year students on 29 May 2020. University examinations will start from 03 June 2020. 		
3.	<ul style="list-style-type: none"> Sports Day of the academic year 2019-20 is scheduled on 29 February 2020. Varnothsava (An inter-collegiate Techno-Cultural Fest) is scheduled on 19 and 20 March 2020 followed by Annual Day on 21 March 2020. His Holiness Swamiji of Shri Subramanya Mutt is one of the guest during Annual Day. Sandalwood Actor Rakshith Shetty is one of the guest for Varnothsava-2K20. 	Chairman & members of IQAC	-----
4.	<ul style="list-style-type: none"> Discussed about PO attainment of 2018-19 i.e., 2015-2019 batch. Discussed about CO attainment of the odd semester of the academic year 2019-20. Discussed about the feedback analysis of the odd semester of the academic year 2019-20. HODs have appreciated those faculty members got more than 90% feedback, also explanation is sought from those faculty members who have got feedback less than 70%. 	Chairman & members of IQAC	-----
5.	<ul style="list-style-type: none"> Convener of IQAC and Institutional NBA Co-ordinator Dr. Sudarshan Rao K has presented the revised format of Course File and annual plan of activities before the meeting. The revised format of Course file will be implemented from the academic year 2020-21. The IQAC members have given some suggestions/inputs and those will be incorporated. Institutional NBA Co-ordinator will be circulating the finalized course file format as well as Annual plan of activities among the IQAC members. PAC meeting is scheduled on 08 February 2020. The Co-coordinators of various cells/committees will be submitting the perspective plan to the Chairman of IQAC by 06 February 2020 	Chairman, members of IQAC, Coordinators of various cells/committees	-----
6.	<ul style="list-style-type: none"> HODs need to submit the budget for the next financial year by 22 February 2020. The college has organized 4 days Faculty Development Program from 27 to 30 January 2020. 50 identified faculty members will be attending the FDP. Dr. Prasad Krishna and Dr. Sripathi from NITK will be visiting our college on 06 February 2020 to conduct mock NBA inspection. Principal and HODs will be presenting their power point 	Chairman & members of IQAC	-----

	<p>presentations on 03 February 2020 afternoon in the Board Room along with the Program coordinators.</p> <ul style="list-style-type: none"> • Mr. Ananthesh Rao K has prepared the laboratory charts of Mechanical Engineering labs. A sample chart is displayed in the meeting. • HODs must see that all lab charts are displayed in the respective labs before 06 February 2020. 		
7.	<p><u>Vote of Thanks:</u> Principal thanked all the attendees and the meeting was concluded by 11:50 AM</p>	-----	-----

Enclosure: attendance record

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Prof. Dr. Thirumaleshwara Bhat
Principal & Chairman of IQAC
SMVITM, Bantakal,
Udupi