SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(A Unit of Shri Sode Vadiraja Mutt Education Trust®, Udupi)
Accredited by NAAC with 'A' grade | Affiliated to VTU, Belagavi
Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka
Vishwothama Nagar, Bantakal - 574115, Udupi District, Karnataka.

SMVITM

IQAC Meeting

Date:	**13 August 2020 (Thursday)**
Venue:	**Board Room, Admin block**
Time:	**10:00 AM to 11:45 AM**
Attendance:	**As per the list enclosed.**

Agenda:

1. Welcome
2. Formation of quality assurance team for the academic year 2020-21
3. Revision of course file for the academic year 2020-21
4. Quality initiatives for the academic year 2020-21
5. Calendar of events for the academic year 2020-21
6. Recommendations to Governing Council
7. Any other matter
8. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** Principal welcomed all the members of IQAC and the meeting started at 10.00 AM.	-----	-----
2.	• Coordinator of IQAC Dr. Sudarshan Rao K read out the names of members of IQAC of the AY 2019-20 • Dr. Sandeep Nayak is made as the member of Quality assurance team for the AY 2020-21, who will be taking the charge as HOD of Civil Engineering soon. • It is decided to include two alumni and four student representatives to the Quality assurance team for the AY 2020-21. HODs will be nominating the student representatives. • Several names are under consideration for parent representatives and External member for the Quality assurance team. • The other members (Principal, Vice-Principal and HODs) will be retained in the Quality assurance team for the AY 2020-21 too. • The Principal/Coordinator of IQAC will be circulating the Quality assurance team for the AY 2020-21 with all concerned, when once it is finalized.	Chairman & members of IQAC	-----
3.	• Dr. Sudarshan Rao K has presented the draft course file format for the AY 2020-21. The IQAC members have suggested some modifications. These modifications are incorporated in the draft. IQAC coordinator will be circulating the finalized course file format for the AY 2020-21 with all HODs. • IQAC is planned to conduct one session on 24 August 2020 for all faculty members to give awareness regarding revised course file format.	Chairman & members of IQAC	-----

4.	• It is observed that most of the students study the engineering subjects from examination point of view. Hence there is an urgent need to motivate the students towards project based learning to make them industry ready. • In this regard, the college has decided to conduct a course in the name of 'Engineering Exploration' from the first year itself. • The main objective of this course is to give an insight about project idea generation, motivating the students to identify their field of interest and to carry out mini-projects in that area. • This course will start along with Induction program for first year students in the AY 2020-21. The resource persons for this course will be our faculty itself. Few eminent resource persons from outside also may be invited. • Each technical department has to plan for at least one 'add-on course' and 'Value added course' per semester. • Also the technical departments need to think at least one interdepartmental/interdisciplinary course per year such as 'Basics of Electronics for Mechanical Engineering students' etc., • Technical departments need to think of completing at least 10% of the syllabus using online platform, even after this COVID-19 pandemic. • Students must be motivated to take up project works which have societal impact. In this regard, in the AY 2020-21, all the final year students will be informed to come with agriculture based project proposals. • College is also planning to have International MoUs/tie-up with foreign universities/colleges. • IQAC is planned to conduct one session on 24 August 2020 for all faculty members to give awareness regarding New Education Policy.	Chairman & members of IQAC	-----
5.	• The Vice-Principal will be preparing the draft Calendar of events for the odd semester of the AY 2020-21 incorporating the tentative dates of all college level events to be held in the odd semester. • As per the instructions from University, the college will start online classes for 3rd, 5th and 7th semester students from 01 September 2020.	Chairman, members of IQAC,	-----

6.	• Dean (Research & Consultancy) has requested the Principal/Vice-Principal to bring the following recommendations before the Governing Council
	  1. Research incentives to the faculty for publications in reputed journals.
	  2. Financial support to the outstanding student project works
	  3. Financial support to the students participating national level reputed technical events such as Smart India Hackathon etc.,
	  4. Financial support to the students, who have developed Mobile Apps related to e-governance in the college.
		Principal/ Vice-Principal	-----

7.	• HODs need to share Student Satisfaction Survey (SSS) Google form with the students and get responses. This data is very much required for preparing AAQR, which is to be submitted to the NAAC by 31 December 2020. • Final year student project batches need to be uploaded in the VTU online portal on 13 and 14 August 2020 and arrange for online Viva-voce.	Principal & HODs	

	• The Principal will be allotting examiners (as nominated by HODs) for viva-voce examination of the final year project work and internship. • Also HODs need to ensure that all online viva-voce examinations are recorded and properly documented.			
8.	**Vote of Thanks:** Principal thanked all the attendees and the meeting was concluded by 11:45 AM		-----	-----

Enclosure: attendance record

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

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SMVITM

Internal Quality Assurance Cell (IQAC) Meeting

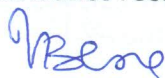|	
Date:	**24 November 2020 (Tuesday)**
Venue:	**Board Room, Admin Block**
Time:	**10:00 AM to 12:15 PM**
Attendance:	**As per the list enclosed.**

Agenda:

1. Welcome
2. Review of academic audit report.
3. Departmentwise discussion on
   (i) PO/PSO attainment of 2016-2020 graduate batch
   (ii) Formative feedback analysis of odd semester of AY 2020-21
   (iii) Performance in the Internal Assessment test of odd semester 2020-21 (First IA)
   (iv) Academic activities conducted to strengthen Teaching Learning Process
   (v) Academic activities planned to strengthen Teaching Learning Process
4. Any other matter
5. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed IQAC members for the AY 2020-21 and the meeting started at 10.00 AM. Dr. Somashekara Bhat, Professor of ECE, MIT, Manipal (External member), Dr. Venkatesh Bhat, Professor of Physics, Vijaya College, Mulky (Parent Representative) and Mr. Nishanth Prabhu K, Student of Final year Mechanical Engineering (Student Representative) were present in the meeting along with Principal, Vice-Principal, Deans and HODs.	-----	-----
2.	• The Academic Audit was conducted in all the departments from 28-10-2020 to 03-11-2020 and the report has been presented during the meeting. • Dean (Quality Assurance) & Convener of IQAC Dr. Sudarshan Rao K also shared the recommendations of the Academic Audit team during the meeting. • HODs have requested for incentives/financial support for research publications, as Academic Audit team has set a target to each department in terms of number of publications in Scopus indexed journals for the AY 2020-21.	IQAC members	-----
3.	• HODs of the technical departments have presented (i) PO/PSO attainment of 2016-2020 graduate batch (ii) Formative feedback analysis of odd semester 2020-21 (iii) Performance in the Internal Assessment test of odd semester 2020-21 (First IA) (iv) Academic activities conducted to strengthen Teaching Learning Process (v) Academic activities planned to strengthen Teaching Learning Process • The Principal and Dean (Quality Assurance) have shared their feedback on the	IQAC members	-----

	presentations and suggested actions to strengthen Teaching Learning process.			
4.	• The members gave following suggestion to improve teaching – learning process at SMVITM. ➢ Need to identify the societal problems and think in a direction to provide solutions to those problems using engineering knowledge. ➢ Need to approach industries to utilize their CSR funds to strengthen our research activities. ➢ Interdisciplinary projects needs to be encouraged. ➢ Students must be motivated to present their results of project work in conferences/journals. ➢ Clear strategies needs to be framed for setting PO/PSO attainment target. ➢ From the HODs presentations, it is observed that even though the students are happy about the teaching, PO/PSO target is not attained in some cases. The reason of for this need to be discussed. ➢ Detailed study to be done for the poor performance of the final year students in some of the courses. ➢ In the 8th semester, the theory courses may be taught online, so that students may get sufficient time to carry out their project work in the industries. ➢ The students in the first year may be oriented in such a way that, he/she must have clear vision regarding where he is going to stand after four years of engineering program. ➢ Online bridge-course classes may be planned for lateral entry students. ➢ 'Best Performing Department of the Academic Year' award/rolling shield may be given to the department, which is showing good overall performance in terms of academics, research and placements. ➢ Students may be encouraged to participate in events such as Smart India Hackathon etc. ➢ Faculties may be encouraged to attend ATAL FDPs. ➢ Faculties needs to have their own YouTube channel and must regularly upload their lecture videos. ➢ Industry/corporate people may be invited for the project exhibition to be held in the college, so that talented students of our college may be benefited in terms of placements. ➢ Innovative Project ideas of the students may be communicated to the concerned industries, so that the students may get chance to execute their ideas in the industry. This may be benefited to the students in terms of placements.		HODs and PAC of every department	Through out the year
5.	**Vote of Thanks:** Principal thanked all the attendees and the meeting was concluded by 12:15 PM		-----	-----

Enclosure: attendance record

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

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SMVITM

Internal Quality Assurance Cell (IQAC) Meeting

Date:	**01 April 2021 (Thursday)**
Venue:	**Board Room, Admin Block**
Time:	**10:30 AM to 12:50 PM**
Attendance:	**As per the list enclosed.**

Agenda:

1. Welcome
2. Presentation by Departmental Program Coordinators about the outcome of PAC meeting and the preparations for NBA Peer team visit.
3. Presentation by the HODs regarding
   - Summative feedback analysis of the odd semester of the AY 2020-21
   - Observations in the course files of the odd semester of the AY 2020-21
   - Performance analysis of final IA of the odd semester of the AY 2020-21
4. Discussion on the Academic Calendar for the even semester of the AY 2020-21
5. Discussion on the activities planned for the even semester of the AY 2020-21
6. Any other matter
7. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed IQAC members of the AY 2020-21 and the meeting started at 10.30 AM.	-----	-----
2.	• The Departmental Program Coordinators have presented the outcomes/discussions of the recently held PAC meeting and the preparations made at the department level for the NBA expert team visit. The Principal has made the following remarks on the program coordinators presentation. • The Principal has suggested to organize the offline PAC meeting hereafter. • The HODs/Program Coordinators need to share the proceedings of the PAC meeting with the Principal and Dean (Quality Assurance). • PO attainment (of the recently pass out batch) and CO attainment of the individual courses (of the previous semester) along with the measures planned to improve the attainment level need to be discussed in the PAC meeting and the same to be presented in the very next IQAC meeting. • Activities conducted in the previous semester and the activities planned for the upcoming semester need to be discussed in the PAC meeting. • The HODs/Program Coordinators need to inform the parents and alumni regarding PAC meeting well in advance and have to ensure their effective participation. • The Principal has requested the Dean (Quality Assurance) to frame guidelines regarding mandatory discussions to be made in the PAC meeting and to circulate among HODs/Program Coordinators.	IQAC members	-----

		• The Principal has instructed the HODs to identify sufficient number of alumni and parents for the interaction with NBA Peer team. Also they have to be informed about the date of visit and invited as soon as the dates are confirmed by the NBA authorities. • The Principal has instructed the HODs to thoroughly go through the respective department web pages in college website and update the information wherever is required with the help of webmaster.		
3.		The HODs have presented the following points in the meeting using power point presentation. ➢ Summative feedback analysis of the odd semester of the AY 2020-21 ➢ Observations in the course files of the odd semester of the AY 2020-21 ➢ Performance analysis of final IA of the odd semester of the AY 2020-21 The Principal has made the following remarks on the HODs presentation. • The reason for the deduction of marks needs to be mentioned in the blue book during valuation. • In the course files, the suggestions by the course coordinator need to be included. This will help the faculty member who will handle that course in the next academic year. • The course coordinators need to emphasize more on the performance indicators. (Ref: AICTE Exam Reforms) • The Principal has suggested creating YouTube channel by each faculty member to upload the lecture videos of their course. • In some of the courses, the assignment may be given as hands-on exercises using related softwares. The Dean (Quality Assurance) has made the following remarks on the HODs presentations. • It is mandatory to include Performance Indicators in the IA question paper. (Ref: Appendix 6 (EOA of AICTE) - Norms for the essential requirements of the technical institutions) • Remedial classes needs to be conducted for the slow learners. • Seminar/sessions to be planned at the beginning of the semester to cover contents beyond the syllabus. • Quizzes needs to be conducted along with other assessments. • Lecture videos to be prepared for the difficult topics for uploading in the YouTube channel. • Course coordinators needs to be allotted for the upcoming even semester courses. They have to prepare course delivery plan, assessment methods and content beyond the syllabus to be covered etc, well before the commencement of the classes and to be submitted to the respective HOD's office. • HODs need to plan for certificate/Value added/Add-on courses.	IQAC members	-----
4.		• Dean (Quality Assurance) has presented the draft copy of academic calendar of the forthcoming even semester in the meeting. • The HODs/IQAC members have suggested some corrections in the draft. • Dean (Quality Assurance) has noted all the suggestions. The suitable corrections will be incorporated in the draft and the academic calendar will be circulated among all concerned when once it is finalized.	IQAC members	-----
5.		• Dean (Quality Assurance) has presented the major activities planned for the forthcoming even semester at the institute level. • The date of Annual Day celebration will be finalized later. (Subjected to the permission from Government authorities)	IQAC members	-----

	• It is proposed to host international conference on 30, 31 July 2021. IQAC members suggested hosting department specific international conference. However final decision will be made in coming days after discussion with the management.			
6.	• Dean (Quality Assurance) has presented the VTU regulations regarding the award of B.E (Hons.) degree. The HODs need to communicate the same with the students and motive the students to register for B.E (Hons.) • Dean (Quality Assurance) has given the information regarding Student Induction Program (SIP). An Undertaking to be uploaded in the AICTE portal that the Institution shall possess an UHV Induction Program trained Faculty for every 20 newly joined students before AY 2022-23. (Ref: AICTE EOA - APPENDIX 6 - Norms for Essential Requirements of the Technical Institutions) • CIE marks for practical courses shall be based on the weekly evaluation of laboratory journals/reports and one practical test in the ratio 60:40 (24/16) (Ref: VTU Regulations 18OB8.2 (CIE Procedure)) • Dean (Quality Assurance) has presented the Quality Mandate released by UGC. Accordingly the institutions have to prepare an action plan along with constituting task group of 5-10 faculty members for each of the activities mentioned in the quality mandate.	IQAC members	-----	
7.	**Vote of Thanks:** Principal thanked all the attendees and the meeting was concluded by 12:50 PM	-----	-----	

Enclosure: attendance record

Prof. Dr. Thirumaleshwara Bhat
Principal & Chairman of IQAC
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