SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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

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Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka

Vishwothama Nagar, Bantakal - 574115, Udupi District, Karnataka.

SMVITM

IQAC meeting

Date:	**30 October 2021 (Saturday)**
Venue:	**Board Room, Admin Block**
Time:	**10:00 AM to 01:00 PM**
Attendance:	**As per the list enclosed.**

Agenda:
1. Welcome
2. Observations of NBA Expert committee
3. Outcome of PAC meeting
4. Department plan of activities for the academic year 2021-22
5. Institute level plan of activities for the academic year 2021-22
6. Discussions on the above points/ Recommendations/suggestions
7. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed all the IQAC members. The meeting started at 10.00 AM.	-----	-----
2.	Two of our UG programs (CSE and ECE) got accredited by NBA till 2023-24. The Principal wholeheartedly thanked the cooperation of all the stakeholders for the successful completion of the accreditation process. The Principal in his address, briefed about the observations and the remarks/recommendations made by NBA expert team. The following are the observations and recommendations of NBA expert team. • Good and motivated faculty team • Good infrastructure facilities • Students can easily access faculty members • Good number of activities conducted by various clubs/cells/committees • Institute Vision & Mission need to be evaluated • Less number of quality publications • Lack of product development and patents • Lack of funded projects and incubation facilities • Entrepreneurship development need to be strengthened. • Need to strengthen OBE process • Laboratory assessment is in the conventional mode • Need to focus more on training program for weaker students • The quality of IA question papers needs to be improved • More transparency is needed in service rule, budget and financial matters. • Student enrolment ratio needs to be improved • Success rate of students without backlogs needs to be improved • More number of visiting/adjunct faculty members needs to be involved in the teaching-learning process The college has already taken several steps based on the remarks of NBA Expert team to overcome our lacunae.	The Principal & IQAC members	In the due course of time

3.	• Target for each CO to be set as per the guidelines given in the recent workshop.
	• QP for internal assessment shall contain the suggestion given by the chairman of NBA expert team.
	• The Program Coordinators have presented the outcome of first PAC meeting of the AY 2021-22 before the IQAC.
	• The common points discussed in the PAC meeting are as follows.
	    ➤ Actions taken to strengthen OBE in the department
	    ➤ Measures taken to uplift slow learners
	    ➤ CO attainment of the courses of AY 2020-21
	    ➤ PO attainment of 2017-2021 batch
		HOD/ Program Coordinators	Throughout the AY 2021-22

4.	The in-charge HOD of Civil Engineering Ms. Deepaika B V has presented the following points before the IQAC. • Activities conducted by the department in the AY 2020-21 and planned for AY 2021-22, for approval from IQAC. Up on discussions and with some suggestions, IQAC has approved the activities proposed by the Department of Civil Engineering for AY 2021-22 by voice vote and the Chairman of IQAC/ the Principal declared the same.	HOD of Civil Engineering	By the end of AY 2021-22
	The HOD of CSE Dr. Nagaraj Bhat has presented the following points before the IQAC. • Activities conducted by the department in the AY 2020-21 and planned for AY 2021-22, for approval from IQAC. Up on discussions and with some suggestions, IQAC has approved the activities proposed by the Department of CSE for AY 2021-22 by voice vote and the Chairman of IQAC/ the Principal declared the same.	HOD of CSE	
	The HOD of ECE Dr. Sachin S Bhat has presented the following points before the IQAC. • Activities conducted by the department in the AY 2020-21 and planned for AY 2021-22, for approval from IQAC. Up on discussions and with some suggestions, IQAC has approved the activities proposed by the Department of ECE for AY 2021-22 by voice vote and the Chairman of IQAC/ the Principal declared the same.	HOD of ECE	
	The HOD of Mechanical Engineering Dr. Gajanan Anne has presented the following points before the IQAC. • Activities conducted by the department in the AY 2020-21 and planned for AY 2021-22, for approval from IQAC. Up on discussions and with some suggestions, IQAC has approved the activities proposed by the Department of Mechanical Engineering for AY 2021-22 by voice vote and the Chairman of IQAC/ the Principal declared the same.	HOD of Mechanical Engineering	
	The HOD of Chemistry & the First Year Coordinator Dr. Reena Kumari P D has presented the following points before the IQAC. • Activities conducted by the Department of Basic Sciences in the AY 2020-21 and activities planned by the Department of Basic Sciences for the AY 2021-22, for approval from IQAC. Up on discussions and with some suggestions, IQAC has approved the activities proposed by the Department of Basic Sciences for AY 2021-22 by voice vote and the Chairman IQAC/ the Principal declared the same.	First Year Coordinator & HODs of Basic Sciences	
5.	• Dean (Quality Assurance) & the Coordinator of IQAC Dr. Sudarshan Rao K has presented the Institute level plan of activities for the academic year 2021-22, for approval from IQAC. These activities are based on the perspective plans submitted for the AY 2021-22 by various clubs/cells/committees functioning in the college. • Up on discussions, IQAC has approved the activities proposed by the Coordinator of IQAC for AY 2021-22 by voice vote and the Chairman IQAC/ the Principal declared the same.	Dean (Quality Assurance) & the Coordinators of various clubs/ cells/ committees	By the end of AY 2021-22
6.	• Also the members suggested the HOD of Civil Engineering to organize one awareness session on land records/documents required and the legal procedures followed to start a construction work. • The members suggested the HODs to plan for Staff Development Programs (SDPs) for the benefit of technical staff and encourage faculty & students to register for NPTEL/SWAYAM online certification courses.		

			By the end of AY 2021-22
	• Members suggested the HODs to ensure strengthening IA question papers. Anyhow, the IQAC has planned to conduct a session on strengthening IA question papers for our faculty members. Also, the IQAC will be circulating guidelines in this regard. • It is recommended to all faculty that adopting new assessment tools such as case studies, survey, mini-project etc in their courses is mandatory w.e.f AY 2021-22. • The IQAC members have suggested the HODs to encourage the students to take up interdisciplinary projects. • Also decided to conduct few sessions on crisis management, financial management and Health & hygiene for students as well as for faculty & staff members. • Alumni member Mr. Gagan Prabhu suggested having technical treasure hunt by combining the students of all branches.	Dean (Quality Assurance) & the HODs	By the end of AY 2021-22
7.	**Vote of Thanks:** The meeting concluded with vote of thanks. The IQAC Coordinator have thanked all the attendees and the meeting was concluded by 01:00 PM.	-----	-----

Enclosure: Attendance record

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

Date: 02·11·2021

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SMVITM

IQAC Action Taken Report

Academic Year: 2021-22

Meeting Date: 30 October 2021

S. No	Suggestions made	Action Taken	People Responsible
1	Observations of NBA Expert committee	The institute publicity committee has planned several actions to improve the student enrolment ratio	Management, Principal and publicity team
		Discussions with our GC members have started to revise Vision & Mission statements	Chairman and IQAC coordinator
		IQAC has planned some programs to strengthen OBE process	Chairman and IQAC coordinator
		ED Cell has planned some activities to Strengthen Entrepreneurship development.	ED Cell
		Involving more number of visiting/adjunct faculty members in teaching-learning process	HODs
		Improving quality of IA question papers	HODs and Faculty members
		Improvement in quality publications and patents	Faculty members
2	Outcome of PAC meeting	• Framing the guidelines to set the target for each CO • Revision of Internal Assessment question paper pattern as per Examination Reform Policy 2018	IQAC coordinator
3	Department plan of activities for the academic year 2021-22	• Implementation of project based learning • Technical departments to start at least one add on/Value added course in a year • Conduction of technical activities for the benefit of students • Implementing the active learning techniques in teaching learning process • Encouraging the faculty & students to register for NPTEL/SWAYAM online certification courses.	HoDs and Faculty members
4	Institute level plan of activities for the academic year 2021-22	• Conduction of a session on strengthening IA question papers • Conduction of a session on active learning techniques in teaching learning process • Conduction of staff Development Programs (SDPs) for the benefit of technical staff • Adopting new assessment tools such as case studies, survey, mini-project etc in their courses • Conducting a session on land records/documents required and the legal procedures followed to start a construction work. • Conducting a technical treasure hunt by combining the students of all branches.	IQAC coordinator, members and faculty members

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

IQAC meeting

Date:	**17 February 2022 (Thursday)**
Venue:	**Board Room, Admin Block**
Time:	**10:00 AM to 12:00 PM**
Attendance:	**As per the list enclosed.**

Agenda:
1. Welcome
2. Review of the discussions held in the previous IQAC meeting (30 October 2021)
3. Discussions on academic audit
4. Department activity report of odd semester of AY 2021-22
5. Summative feedback analysis of odd semester of AY 2021-22
6. Approval of laboratory safety policy and guidelines
7. Implementation of AICTE initiatives like- PARAKH, VIDYANJALI
8. Any other matter
9. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed all the IQAC members. The meeting started at 10.00 AM. The Principal asked Dean (Quality Assurance) to proceed with the agenda.	-----	-----
2.	• Dean (QA) has presented the review of the previous IQAC meeting and proposed plan for even semester. It has been decided to organise following events in the even sem. • The HODs of technical departments shall plan organizing Staff Development Programs (SDPs) in the month of March-2022. • The HODs of ECE and CSE shall plan for organizing Technical Treasure Hunt event for the 3rd and final year students in the first week of April-2022. • The HODs of Civil and Mechanical Engineering shall plan for few sessions on crisis management, financial management and Health & hygiene for students as well as faculty & staff members in the month of March-2022. • HODs shall encourage faculty & students to register for NPTEL/SWAYAM online certification courses. • HODs shall insist faculty members adopting new assessment tools such as case studies, survey, mini-project etc. in the courses.	IQAC members	In the due course of time
3.	Following are the observations of recently concluded academic audit. Department documents are maintained properly. • All faculty members have attended at least one FDP of five or more days. • Good number of Publications in indexed journal. • Course files of AY: 2021-22 are prepared as per the revised format. But still faculty members need to concentrate on framing COs	Faculty Members	Before the commencement of even semester

	using suitable action verbs in-line with Bloom's taxonomy. • The IA question papers are prepared as per the IQAC guidelines. • The HOD signature in Faculty and Staff attendance register is missing in some cases. • Curriculum feedback collection and analysis to be completed. • Faculty achievements/recognition need to be improved. • Number of publications in Q1/Q2 journals to be increased. • Publications/Presentations in reputed conferences to be improved. • Number of patent filing to be increased. • Sponsored projects need to be improved. • More focus to be given on the consultancy work. • Number of NPTEL courses by faculty and students should be increased. • Few faculty members used only Google classroom as the ICT tool, more tools need to be explored and used. • Faculty members have to use active learning techniques like- Flipped class, Minute paper, Group discussion, Summarizing, seminar, mini-project, simulation etc., • Few faculty members have used only three IA tests and written assignment for assessment of student performance. • Suggested to use the different assessment tools like case study, quiz, open book test, mini-project etc., • Also suggested to use the virtual lab in laboratory/theory courses.	HOD/Concerned faculty	Throughout the semester
4.	• Accordingly, the First year BE Program Coordinator and the HODs of technical departments have presented the activities conducted at the department level in the odd semester of AY 2021-22. Advised to improve number of activities during even semester.	HODs	----
5.	• It is found that, all the faculty members in the technical departments have got the student feedback of more than 80%. Also the faculty members have already commented on the student feedback in the college MIS. Appreciated the effort of faculty members.	HODs	----
6.	• The HODs have submitted the laboratory safety policy and guidelines of their respective department for the approval. • The Dean (QA) will be circulating the approved laboratory safety policy and guidelines with all concerned. • Also, the Dean (QA) briefed about the appointment of Safety officials at the institute and department levels, safety procedures to be followed and displayed the templets of safety charts to be displayed in the laboratories.	Dean (Quality Assurance) & the HODs	In the due course of time
7.	• Discussed on the implementation of AICTE initiatives like- PARAKH and VIDYANJALI in our college. Also decided to promotes the schemes of AICTE • HODs are requested to instruct faculty members to register as volunteer for VIDYANJALI and for PARAKH, Student Learning Assessment Project (ASLAP) in the AICTE portal.	HODs	----
8.	• Decided to enrol maximum faculty member for UHV training programs in the AICTE portal. • Dean (QA) has informed a small amendment in the laboratory course file format in the Lab CO assessment. • A detailed discussion made on the regulations of 2021 scheme VTU syllabus w.r.t internal assessment. • HODs are requested to provide necessary data for the preparation of AQAR of the AY 2020-21. • It has been decided to draft common guidelines for the conduction of improvement IA test in the genuine cases.	HODs/ Program Coordinators	----

9.	**Vote of Thanks:** The Principal and the IQAC Coordinator have thanked all the attendees and the meeting was concluded by 12:00 PM.	------	------

Enclosure: Attendance record

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

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IQAC Action Taken Report

Academic Year: 2021-22

Meeting Date: 17 February 2022

S. No	Suggestions made	Action Taken	People Responsible
1	Discussions on academic audit	• Thrust has given for framing the CO by selecting proper verbs with RBT • Implementing the ICT tools in teaching learning process • Use of different assessment tools like case study, seminar, mini-project, quiz etc., • Use of active learning techniques like flipped class, minute paper, chapter summary etc., in teaching learning process • Use of Virtual lab for conduction of at least one experiment in each laboratory course	HODs and Faculty members
		Incentive for quality publications, patent, research projects and NPTEL courses	Management and Chairman IQAC
2	Department activity report	HODs have planned to conduct activities with assured outcome to enhance the skills of the students.	HODs and Faculty members
3	Summative feedback analysis	• All faculty members got feedback more than 80%. • Giving appreciation letter to the faculty members with more than 90% feedback. • Faculty members have commented on the student feedback in the college MIS	HODs and Faculty members
4	Laboratory safety policy and guidelines	Implementation of laboratory safety policy in the institute	HODs, Faculty and staff members
5	Implementation of AICTE initiatives like PARAKH and VIDYANJALI	• Most of the faculty members have registered in the VIDYANJALI portal and good numbers of students have registered in the AICTE-PARAKH portal. • Many faculty members have registered for UHV training program in the AICTE portal.	HODs and Faculty members

Prof. Dr. Thirumaleshwara Baht,
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Minutes of IQAC Meeting

Date:	11 April 2022 (Monday)
Venue:	Board Room, Admin Block
Time:	11:00 AM to 11:45 AM
Attendance:	As per the list enclosed.

Agenda:
1. Welcome
2. Discussion on current issues related to academics and examination matters
3. Vote of thanks

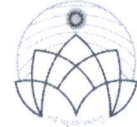| Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed all the IQAC members. The meeting started at 11.00 AM.	-----	-----
2.	• 16 April 2022 is declared as link holiday. To compensate for the classes lost on 16 April 2022, 23 April 2022 will be the full working day for all the faculty and staff members. • Thursday's timetable shall be followed on 23 April 2022 for 1st and final year students. Anyhow there will be placement training for 3rd year students and no classes for 2nd year students on 23 April 2022. • The last working day for 1st semester students is extended to 30 April 2022. For 1st semester students, regular classes will continue till 23 April 2022. From 25 to 29 April 2022, revision/optional classes (in the case, if the syllabus is not completed) / 4th IA test for those students, who wish to improve their IA performance may be conducted and there will be no classes on 30 April 2022. • The Principal will be sending the circular related to 2nd slot vacation up on discussion with the Secretary. • Annual Day of the AY 2021-22 is scheduled on 29 May 2022. • It is found that there is a need to create awareness about VTU examination code of conduct among 1st semester students. In this regard the Principal will be preparing a power point presentation to address 1st semester students. Dr. Ravindra H J, the Principal, Dr. Sandeep J Nayak, Dr. Reena Kumari P D, Dr. Lolita Priya Castelino and Dr. Nagaraj Bhat will be addressing 1st semester A, B, C, D, E and F sections respectively regarding VTU examination code of conduct. • During VTU theory/practical examinations, the invigilators/examiners	The Principal & HODs/ IQAC members	In the coming days

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	needs to be vigilant so that no student is allowed to involve in any of the malpractice activities. From here onwards, if any student is caught by the VTU flying squad for getting involved in the malpractice, concerned invigilator/examiner will be held responsible for the same. • Also, it is decided to constitute an internal squad team at the college level to check malpractice activities in the VTU examinations. This team will be visiting examination hall during first 30 minutes. The Principal will be sending a detailed circular in this regard. • The Principal will also be briefing the general protocol, roles and responsibilities of the invigilator in the VTU examinations in the general staff meeting for the information of the faculty members who have just started their teaching career. • As a part of publicity activities, it is decided to organize a workshop/ summer course for the PU students soon after their CET examination in the areas like webpage development, Mobile App development, Photoshop, Surveying, CNC machining, 3D printing, Arduino simulator etc., • The duration of this workshop will be about two weeks. The senior students are also may be involved as resource persons for this workshop. The workshop also may include fun games and entertainment programs. The college is ready to provide transportation and accommodation facilities to the participants, if required. • The Principal has informed the HODs to prepare a syllabus for this workshop by 30 April 2022. • The Government of Karnataka is urging high schools and PU colleges to implement NEP-2020 in their academics. In this regard, our college is planning to host a training program on NEP-2020 for the Head Masters and Principals of high schools and PU colleges in the month of June-2022. • The College has identified some resource persons for this proposed training program. It is expected that the visibility of our college in the public will get enhanced from this program. Also, it is expected that, this program will promote our Atal Tinkering Lab (ATL) activities.		
3.	<u>**Vote of Thanks:**</u> The Principal thanked all the attendees and the meeting was concluded by 11:45 PM.	-----	-----

Enclosure: Attendance record

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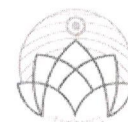Principal & Chairman of IQAC
SMVITM, Bantakal, Udupi

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IQAC Action Taken Report

Academic Year: 2021-22

Meeting Date: 11 April 2022

S. No	Suggestions made	Action Taken	People Responsible
1	Discussion on current issues related to academics and examination matters	Creating awareness about VTU examination code of conduct among 1st semester students.	Principal and First year Coordinator
		Constituting an internal squad team at the college level to check malpractice activities in the VTU examinations.	Principal and HODs
		Briefing the general protocol, roles and responsibilities of the invigilator in the VTU examinations.	Principal
		Organizing a workshop/ summer course for the PU students soon after their CET examination in the areas like webpage development, Mobile App development, Photoshop, Surveying, CNC machining, 3D printing, Arduino simulator etc.,	HoDs and Faculty members
		Conducting a training program on NEP-2020	Dean (QA)

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SMVITM

IQAC meeting Minutes

Date:	**02 July 2022 (Saturday)**
Venue:	**Board Room, Admin Block**
Time:	**10:30 AM to 12:20 PM**
Attendance:	**As per the list enclosed.**

Agenda:

1. Welcome
2. Review of the discussions held in the previous IQAC meeting
3. Outcome of PAC meeting held during June 2022
4. Department major achievements and activities
5. Approval for the IPR policy of the institution
6. Discussion on the above points/recommendations/suggestions/observations by the IQAC members
7. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed all the IQAC members. The meeting started at 10.30 AM. The Principal asked Dean (Quality Assurance) to proceed with the agenda.	-----	-----
2.	• Dean (QA) has presented the review of the previous IQAC meeting. • The efforts of HODs and various cell coordinators are much appreciated for accomplishing the task suggested during the previous IQAC meeting. Also the members suggested engaging the students of Mechanical and Civil Engineering with some more on professional related programs. • Also suggested to complete the pending programs / activities planned in the previous IQAC meeting by the end of August 2022.	IQAC members	By the end of August 2022
3.	• The Program Coordinators have presented the outcomes of the PAC meetings of the different UG programs held in the month of June 2022. • The presentations mainly include course outcomes of the courses of odd semester of AY 2021-22 and the discussions held in the PAC meetings. • The members present have suggested the effective implementation of the outcome of the PAC meeting. • The Program Coordinator of ECE has presented the revised Vision and Mission of ECE UG program framed in-line with the revised Vision and Mission of the institution. Similar exercise need to be taken care in other technical departments.	Program Coordinators	Throughout the AY 2021-22

4.	• The HODs have presented the major activities conducted and the salient achievements of students and faculty/staff members till date in the AY 2021-22. Also briefed the activities planned for the remaining period of AY 2021-22. • The Training & Placement Officer has presented the placement statistics of 2022 and 2023 batch till date. Also briefed the placement training programs conducted and planned by the Placement Cell.	HODs and Placement Officer	Throughout the AY 2021-22
5.	• Dean (QA) has presented the draft IPR policy of the institution in the meeting for suggestions/recommendations from the IQAC members. • The members have suggested the slight changes in the draft and same are incorporated. • Finally, the IQAC has approved the IPR policy of the institution. Dean (QA) will be circulating this policy with all concerned for the information.	Dean (QA)/ IQAC members	----
6.	• IQAC external member Dr. Somashekhar Bhat, Prof. of ECE, MIT, Manipal suggested to prepare a repository of solutions to exercise problems from standard text books, so that it can be used by the students as and when required. Also, he suggested creating a forum for the academic discussions between students and faculty members, so that the students can easily approach the faculty members, especially during, examinations for the clarification of the doubts. • Alumni member Mr. Gagan Prabhu has suggested the effective usage of social media platforms for the promotional activities of the college. He also suggested the college to prepare posters of the students, who have joined for higher studies and circulate through social media. • The Principal has asked the HODs to prepare a detailed plan of action regarding the implementation of the suggestions of PAC members and IQAC members for the remaining period of AY 2021-22 and AY 2022-23. The same to be submitted to the Principal's office by 20 July 2022.	HODs	Throughout the AY 2021-22 and for the AY 2022-23
7.	**Vote of Thanks:** The IQAC Coordinator thanked all the attendees and the meeting was concluded by 12:20 PM.	-----	-----

Enclosure: Attendance record

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

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IQAC Action Taken Report

Academic Year: 2021-22

Meeting Date: 2 July 2022

S. No	Suggestions made	Action Taken	People Responsible
1	Outcome of PAC meeting held during June 2022	• Effective implementation of the outcome of the PAC meeting. • Framing the Vision and Mission of the UG program in-line with the revised Vision and Mission of the institution.	Program Coordinator, HODs and Faculty members
2	Department major achievements and activities	Implementation of the planned technical activities	HODs and Faculty members
3	Approval for the IPR policy of the institution	Implementation of IPR policy of the institution	IQAC members
4	Suggestions by the members	HODs have prepared detailed plan of action regarding the implementation of the suggestions of PAC members and IQAC members for the remaining period of AY 2021-22 and AY 2022-23.	HODs and Faculty members

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

Principal
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