

**SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

(A unit of Shri Sode Vadiraja Mutt Education Trust ®)
VISHWOTHAMA NAGARA, BANTAKAL, UDUPI

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi
Accredited by NAAC with A Grade



Institute Quality Policy

July 2019

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Principal

SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist.
BANTAKAL - 574 115

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1.0 Vision

To ensure quality culture as the prime concern through institutionalizing and internalizing all the initiatives taken with internal and external support

2.0 Objectives

Main objectives of the IQAC are

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures to institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To channelize the efforts and measures of the institution towards academic excellence.

3.0 Quality Policy

Shri Madhwa Vadiraja Institute of Technology and Management (SMVITM) is dedicated to taking positive and proactive measures to ensure quality in teaching, learning, research, and outreach activities that are pertinent to the needs of both the institution and society at large. Through a commitment to excellence, we strive to continuously enhance our educational offerings, advance the frontiers of knowledge through research, and engage with our community to address its evolving needs and challenges.

The IQAC supports institutionalization of quality assurance strategies and processes in the following ways:

Institute Annual Strategic Perspective Plan

The IQAC is involved in creating and implementation of an annual strategic perspective plan for the institute, outlining goals and objectives.

Policy and Standard Operating Procedure

The IQAC assist the institute in the preparation and updating the institute policies and standard operating procedures.

Accreditation and Ranking

Facilitating NAAC and NBA accreditation, along with engaging with ranking agencies such as NIRF and ARIIA, involves guiding the institution through evaluation processes to meet quality standards and achieve recognition.

Annual Quality Assurance Report (AQAR)

Prepares and submits the annual quality assurance report to NAAC, demonstrating the institute's commitment to quality.


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Academic and Administrative Audit

The IQAC annually conducts an academic and administrative audit of the institute to assess the alignment of activities with the planned objectives and ensure accountability and adherence to set plans.

Research Promotion

Encouraging a research atmosphere within the institution demonstrates a commitment to fostering innovation, critical thinking, and knowledge creation.

Faculty Development Programs

Organizing faculty development programs, workshops, and technical talks aims to enhance the teaching and learning skills of faculty members.

Teaching-Learning and Evaluation Process

Monitoring the teaching-learning process and evaluation methods ensures their effectiveness and adherence to quality standards.

Academic Calendar

The IQAC prepares the institute academic calendar in line with the university academic calendar, facilitating smooth and organized academic activities.

Committee Perspective Plan

Guiding various committees/cells in the conduct of activities, assisting in the preparation of committee perspective plans, and approving these plans, ensure coordination and integration of efforts toward institutional improvement.

Co-curricular, Extra-curricular Activities

Monitoring co-curricular, extra-curricular, extension and sports activities ensures a holistic development approach for students.

Student Participation Encouragement

Encouraging students' participation in intra and inter-college competitions fosters a competitive and collaborative spirit.

Guest-Lectures

Encourages holding guest lectures, providing students with exposure to diverse perspectives and industry insights.

Alumni Engagement

Engaging with alumni showcases a commitment to maintaining connections with former students, leveraging their experiences, and building a strong network.



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This policy serves as a guiding principle in our ongoing efforts to uphold and enhance the quality of our academic and outreach endeavors.

4.0 Functions

The IQAC shall have the following functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the institution for quality-related activities;
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

5.0 Composition of the IQAC

The IQAC shall be constituted under the chairmanship of Principal. He / She may be assisted by a Coordinator who shall be a senior faculty member, preferably Dean or Head of the Department. This position may be held as an additional charge by the faculty member concerned.

The IQAC has the following composition

1. Chairperson: Head of the Institution
2. Coordinator who shall be a senior faculty member, preferably Dean or Head of the Department
3. One member from the Management
4. Vice Principal, Deans, Head of the Departments, Training and Placement Officer, Student Welfare Officer, Program Coordinators
5. External member (Academic)
6. External member (Industry)
7. Parents
8. Alumni
9. Students

Principal

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The members of the IQAC shall be nominated by the Principal of the college in consultation with head of the various departments. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a semester. The quorum for the meeting shall be two-third of the total members. The agenda, minutes and action taken reports are to be documented.

6.0 Conclusion

In conclusion, the establishment of the Internal Quality Assurance Cell (IQAC) at Shri Madhwa Vadiraja Institute of Technology and Management reflects a commitment to fostering a quality-centric culture and continuous improvement in various aspects of the institution. The IQAC manual outlines a clear vision, objectives, and functions aimed at enhancing the academic and administrative performance while addressing the evolving needs of the institution and society. IQAC manual reinforces the institution's commitment to fostering a culture of quality and continuous improvement, positioning SMVITM as a hub for academic excellence, research innovation, and holistic development. The collaborative efforts outlined in this manual reflect a dedication to creating a dynamic learning environment that prepares students for the challenges of a rapidly changing world.


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SMVITM

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

Joint Meeting of **Governing Council (GC)** of Shri Sode Vadiraja Mutt Education Trust(R) (SSVMET), Udupi
and

Shri Madhwa Vadiraja Institute of Technology & Management (SMVITM), Bantakal

Minutes of Meeting

Date: **14 July 2019 (Sunday)**
Time: **2.30 am- 5.30 pm**
Venue: **Hotel Eshanya, Jayanagara 9th Block, Bengaluru**

Members present:

1. H. H. Shri Vishwavallabha Theertha Swamiji
2. Sri Rathnakumar
3. Sri H. V. Gowthama
4. Dr. Udupi Srinivas
5. Dr. S.G. Gopalkrishna
6. Shri Sunder Madakshira
7. Shri B. Y. Rajeshwar Singh
8. Shri P. Ramadas
9. Shri. Jagdish Acharya
10. Shri Harish B
11. Dr. M.S.Moodithaya
12. Shri H S Shamasunder
13. Mrs. Ramya Srinath Koppa
14. Shri Anand V R (Staff Representative)
15. Dr. Thirumaleshwara Bhat (Member Secretary)

Members Absent / Excused:

1. Prof. Dr. A Venkatesh
2. Dr. Gopal Mugeraya M
3. Prof. Dr. P. R. Mukund
4. Prof. Dr. Radhakrishna Aithal

Agenda of the meeting:

Sl. No	Agenda Points
1	Welcome and review / Approval of minutes of previous meeting
2	Discussion/Presentation by DDB Mudra officials on Branding Exercise
3	Discussion on the admission status during the AY 2019-20
4	Discussion and approval of the revised budget for the year 2019-20
5	Proposed Plans/Programs to be held at SMVITM during 2019-20
6	Discussion on the decennial celebration –Programs/Budget allocation
7	Discussion on various policies of the institute and its approval
8	Discussion on the accreditation by NBA
9	Any other matter with the permission of the chair

[Signature]
Principal

Agenda No.	Discussions held and Actions to be taken	Responsibility	Target date
1	<p>Welcome and Review / Approval of Minutes of Previous Joint Meeting:</p> <p>Shri Anand V R, HOD of Civil Engineering, who has represented the staff member of the college, welcomed all the members to the meeting. The President of the Trust (SSVMET) and Chairman of the Governing Council (SMVITM), H. H. Shri Vishwavallabha Theerta Swamiji presided over the meeting.</p> <p>Dr. Thirumaleshwara Bhat, Principal has presented the minutes of previous meeting (held on 10 March 2019) and Action Taken Report. Honorable GC Members approved the minutes of previous meeting.</p> <p>Following are the discussions held as part of the development of SMVITM.</p> <ul style="list-style-type: none"> • With reference to the placement details presented, Hon members suggested to focus on placing all students rather than focusing on eligible students. Also the members advised to conduct short term/long term programs on continuous basis to enhance the skillsets. • The recruiting company should feel that SMVITM is different from other colleges. Conducting value added courses; encouraging practical based/project based learning certainly help the students to improve their skills and knowledge which in turn improve the image of our college in the recruiting organizations. • Adaptability to the change in industry environment is the need of the hour. Motivating the students to adapt themselves to the changes and helping them to acquire additional skills is very much required at SMVITM • Train the students in foreign languages, particularly in Mandren, Japanese and German courses. This would help the students to take up the job opportunities in Japan, China, German and other foreign countries. SMVITM shall conduct the programs to teach the above languages immediately. • Hon members opined that all faculty members should align to the Industry. Our college should depute at least one faculty member from every engineering department to undergo 2 month training in the industry every semester. This will help them to train the students joining industry accordingly • The members suggested to form a subcommittee of GC members to review the implementation of various suggestions from time to time. 	<p>Nil</p> <p>TPO, HODs and Principal</p> <p>-do-</p> <p>Faculty members</p> <p>TPO</p> <p>HODs & Faculty</p> <p>Principal</p>	<p>Nil</p> <p>Aug 19 to June 20</p> <p>Throughout the year</p> <p>-do-</p> <p>ASAP</p> <p>Throughout the year</p> <p>Aug-Sept 2019</p>

2	<p>Discussion/Presentation about Branding of SMVITM:</p> <p>The exercise on “Branding of SMVITM” is being held at the college with the association of all stakeholders under the guidance of External Technical Advisory Board member Shri Jagdish Acharya.</p> <p>Principal has presented the details about various creative developed by the branding agency.</p> <ul style="list-style-type: none"> • The members opined to implement all the recommendations of branding agency with a time frame. • Also recommended to go for improving the visibility of the college through college website, Facebook page and other social media. 	Principal Principal with the support of Publicity Team	Aug-2019 Aug- 2019
3	<p>Discussion on the admission status during the AY 2019-20:</p> <p>The admission to SMVITM is better than the last year. However the honorable members suggested taking all possible measures to improve the admission status in the next couple of week time.</p>	Principal	At the earliest
4	<p>Discussion and approval of the revised budget for the year 2019-20:</p> <p>The detailed budget for the FY 2019-20 has been placed before the council for approval. The members noticed considerable decrease in the revenue collection and hence advised the Principal to invest on the infrastructure and facility carefully and review the financial position of the college from time to time.</p> <p>The council approved the budget for the year 2019-20.</p>	HODs & Principal	Throughout the year
5	<p>Proposed plans / Programs to be held at SMVITM during 2019-20:</p> <p>Following are the major programs planned for the next six months in the college.</p> <ul style="list-style-type: none"> • Orientation Program for first year students to be held on 28 July 2019. It is decided to invite one of our GC members as the chief guest of the ceremony. • State Level IIOT symposium – 24 October 2019. Hon members advised to organize this program with the support of some reputed Industry. • “Avishkar-2019” project model competition for the PU college students to be held on 25 October 2019. This program to be conducted by involving the students joined SMVITM during 2019. • Seventh Graduation Ceremony – planned to organize on 26 October 2019. Also the members opined to invite eminent personalities from Industry as chief guest of the ceremony. 	Principal Convener of the program -do- -do-	Immediately Sept-2019 -do- -do-

Principal
[Signature]

6	<p>Discussion on the decennial celebration – Programs/Budget allocation: Decided to celebrate the calendar year 2020 as decennial year of SMVITM. Recommended to organize ten important programs spread across the whole year as part of the decennial celebration. Also decided to take the support of GC members while planning and organizing the programs. It is the wish of the GC that the programs to be organized as part of decennial celebration to be unique and useful to the society as well.</p>	Principal Principal with the support of GC members -do-	Aug-2019 Plan during Au-2019 -do-
7	<p>Discussion on various policies of the institute and approval: As per the suggestions of the peer team, various policies of the institute are revisited and the principal placed all of them before the esteemed members of the management. After a detailed review, the management approved quality policy, scholarship policy, e-governance policy, finance policy, institute green policy and institute IT policy.</p>	Principal with the support of HODs and section heads	Aug-2019 onwards
8	<p>Discussion on accreditation by National Board of Accreditation (NBA) and Institute strategic plans: Honorable members appreciated the efforts of the faculty and staff to pursue accreditation by NAAC and congratulated them for securing "A-Grade" accreditation by NAAC. As a next step, the college should get the accreditation by National Board of Accreditation (NBA). In connection with this the members endorsed the following:</p> <ul style="list-style-type: none"> As a first step submission of Pre-Qualifier by the end of August-2019. Based on the outcome, Self-Assessment Report (SAR) shall be submitted 30 days after the receipt of pre-qualifier report. <p>The principal tabled the implementation and outcome of strategic plan 2018-19. The esteemed management endorsed the outcome. Further to the discussion on Institute capability building exercise held during the previous meeting, the institute has developed 10 year strategic plan. After a detailed discussion, the management approved the strategic plans by incorporating some modifications.</p>	NBA coordinator -do- Principal, HODs and Section Heads	Aug-2019 Sept-2019 Throughout the year
9	<p>Any other matter with the permission of the chair: The GC members opined to go through the feedback on the performance of faculty members at least twice a year. Also discuss on the student's feedback in the presence of faculty and encourage them to perform better next time. As far as possible, engage the alumni in the development of SMVITM. Consider to provide books on Philosophy in the college library</p>	Principal Principal	Aug-2019 Jan-2020 ASAP

Prepared by:

Date: 20 July 2019

Principals
Dr. Thirumaleshwarar
Member Secretary, GC and Principal,
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT

Secretary
Shri Rathnakumar
Secretary,
Shri Sode Vadiraja Mult Education Trust
Bhodavaram Complex, Sarabur, Udupi Dist.

Copy to: All members of GC, SMVITM and SHRI MADHWA VADIRAJA
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