SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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

Accredited by NBA | 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

Minutes of IQAC meeting

Date:	**19 November 2022 (Saturday)**
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
3. Department major achievements and activities
4. Approval for the decisions of the PAC meeting held in October/November-2022
5. Discussion on the scope of improvement in teaching-learning, innovation etc.
6. 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. • The Principal has briefed the meeting regarding the various actions taken by the college to implement the suggestions given by the IQAC members in the previous meeting. • Also, the Principal assured that some more actions will be taken in the coming days to ensure effective implementation of the suggestions given by the IQAC members.	IQAC members	In the due course of time
3,4	• The HODs have presented the major activities conducted and the salient achievements of students and faculty/staff members in the AY 2021-22. Also briefed the activities planned for the AY 2022-23. • The Program Coordinators have presented the outcomes of the PAC meetings of the different UG programs held in the month of October/November 2022. • The IQAC has approved for the activities planned by the technical departments for the AY 2022-23. • The IQAC has suggested the effective implementation of the suggestions of the PAC members. • The Program Coordinators of CSE, Civil and Mechanical Engineering have presented the draft vision and mission statements approved in the PAC meeting. The IQAC has approved the vision and mission statements of CSE and Mechanical Engineering. The IQAC has suggested fine tuning of the vision statement of Civil Engineering. • The members informed the HODs to motivate students and faculty members to register for NPTEL online courses and plan for the programs to improve the aptitude skills of our students. • The Cell has advised to motivate good number of students to pursue B.E (Hons.) degree and minor degree program of VTU. • The IQAC has suggested the HODs of ECE and CSE to strengthen IEEE	HODs/ Program Coordinators	Throughout the AY 2022-23

	chapter and plan more activities under the umbrella of IEEE. Also, the Principal has insisted the HODs of ECE and CSE to motivate the students to become the member of IEEE. In this regard, the Principal has informed the first year BE program coordinator to plan for a session in the SIP, to brief the 1st year BE students of ECE, CSE, AI-ML and AI-DS programs regarding the benefits of having IEEE membership. • Also appreciated the HOD/Program coordinator of Civil Engineering for organizing good number of societal activities. • The IQAC members suggested the HOD/Program coordinator of Civil Engineering to strengthen research activities in the department. Also, suggested to organize value added programs to widen the knowledge base of the students. • It is observed that hardly few students are taking Gate exams. HODs of technical departments are informed to take measures to prepare the students to qualify in the GATE examination. • The Principal suggested the HOD/Program coordinator of Mechanical Engineering to plan for a value added course on Non-Destructive Testing (NDT). • The Principal has asked the HODs of ECE and Mechanical Engineering to plan for the constitution of Electric Vehicle Club in the college and extending 'Design Thinking' workshop to all students of the college. Also advised the HODs to take all steps for the promotion of virtual lab in the institution.		
5.	• The student members have suggested organizing some programs to improve English communication skills of the students. Also suggested to organize coding tests for the students. • Also, the Principal has assured all possible support for strengthening teaching-learning process, to increase the number of placements, organizing industry visits, strengthening industry-institute interaction and the admissions.	Principal/ HODs	Throughout the AY 2022-23
6.	**<u>Vote of Thanks:</u>** The Principal has 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

IQAC Action Taken Report

Academic Year: 2022-23

Meeting Date: 19 November 2022

S. No	Suggestions made	Action Taken	People Responsible
1	Department major achievements and activities	Fine tuning of the vision statement of Civil Engineering.	HoD and Program coordinator Civil engineering
		Motivating the students and faculty members to register for NPTEL online courses.	HODs and Faculty members
		Conducting programs to improve the aptitude skills of our students.	HODs and Faculty members
		Information about B.E (Hons.) degree and minor degree program of VTU to the students and also encouraging the students to register.	HODs and Faculty members
		Strengthen IEEE chapter and plan more activities under the umbrella of IEEE and conducting a session in the SIP, to brief the 1st year BE students of ECE, CSE, AI-ML and AI-DS programs regarding the benefits of having IEEE membership.	ECE and CSE HODs and first year coordinator
		Measures to prepare the students to qualify in GATE examination.	HODs and Faculty members
		Strengthen research activities and to organize value added programs to widen the knowledge base of the students.	HODs and Faculty members
		Constitution of Electric Vehicle Club in the college.	ECE and ME HODs
		Promotion of virtual lab in the institution	HODs and Faculty members
2	Discussion on the scope of improvement in teaching-learning, innovation etc.	Organizing some programs to improve English communication skills	HODs and first year coordinator
		Organizing coding tests for the students.	ECE and CSE HODs

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

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

Minutes of IQAC meeting

Date:	**23 January 2023 (Monday)**
Venue:	**Board Room, Admin Block**
Time:	**11:00 AM to 12:00 PM**
Attendance:	**As per the list enclosed.**

Agenda:
1. Welcome
2. Discussion on revised academic calendar of 3rd semester
3. Discussion on proposed semester end vacation
4. Celebration of Republic Day
5. Other academic issues
6. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed Vice-Principal, Dean (QA), Placement Officer and HODs. The meeting started at 11.00 AM.	-----	-----
2.	• As per the circular from VTU, the last working day for the 3rd semester is postponed to 01 April 2023. • The Principal has informed the HODs of the technical departments to plan for a value added program for the 3rd semester students in the month of February 2023. Also, the HODs need to communicate the information regarding the value added program to the Principal for approval. • 3rd IA test for the 3rd semester students is rescheduled on 15, 16 and 17 March 2023. • The placement training for the 3rd semester students is tentatively scheduled from 27 February to 04 March 2023.	HODs and Placement Officer	-----
3.	• All the eligible faculty members can avail three weeks of semester end vacation from 30 January to 25 February 2023 without disturbing the academic activities. The faculty members may avail three weeks of vacation at a stretch or 2+1 or 1+2 weeks. • The faculty members need to attend examination related work, VTU assignments or any specific work assigned by the college during the vacation period. • However the faculty members handling 1st and 3rd semester courses may avail the vacation in the next slot, which will be notified later.	HODs	-----
4.	• 74th Republic Day will be celebrated at our campus on 26 January 2023. Department of Physical Education and NCC wing of SMVITM will be organizing the event. • The Chief Guest will hoist the tricolour national flag at 09:00 AM. The program will be concluded by 09:45 AM.	HODs, PED and NCC Coordinator	
5.	• 8th semester classes will commence on 20 February 2023. The classes for the 8th semester needs to schedule on Friday and Saturday. However the HODs may decide and schedule the classes as per the convenience. But IA	Dean (QA), HODs and Placement	

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			Officer	
	tests shall be conducted as per the institute academic calendar. • Some of the final year students are asked to carryout internship in the companies in which they have placed. In this regard, to permit the students to carryout internship, the Principal has drafted the guidelines. The Principal has presented these guidelines in the meeting for the information of the HODs and Placement Officer. • Some of the academic activities for the 8th semester are tentatively scheduled as follows. ➢ 1st IA test: 31 March & 01 April 2023 ➢ 2nd IA test: 28, 29 April 2023 ➢ Project Exhibition: 24 May 2023 ➢ Farewell: 25 May 2023 ➢ 3rd IA test: 26, 27 May 2023 • All the IA tests shall be conducted in offline mode only. • Annual sports meet is tentatively scheduled on 18 March 2023. • Varnothsava and Annual day celebrations of the AY 2022-23 are tentatively scheduled on 23, 24 and 25 March 2023. • 6th semester classes will commence on 20 March 2023. However, the students need to be informed to attend Annual sports meet on 18 March 2023. • The placement training for the 6th semester students is tentatively scheduled from 29 May to 03 June 2023. • The Placement Officer has requested the HODs to communicate the technical contents (pertaining to the specific program) to be covered in the placement training. The same will be communicated to the training agency. • The Principal has presented the annual activity calendar of the 2023 in the meeting. It also includes the responsibilities of various clubs/cells/committees in organizing the activity. The Principal will be circulating the same with all concerned. • Proctor diary will be introduced for 1st and 2nd year (2022 and 2021 scheme) students. Accordingly the 1st year TGs needs to fill the required details of the 1st year students in the proctor diary. The FAs of the 2nd year needs to fill the 1st year details of their mentees with the help of Office Assistant/Technical staff. • In the coming days, the provision will be made in the college MIS, so that faculty members can enter their achievements such as publications, conference presentations, details of FDP/STTP/workshops attended, awards, patents etc, in the MIS. The Principal has requested Dean (QA) to give suitable inputs to HOD of CSE in this regard.			
6.	**Vote of Thanks:** The Principal thanked all the attendees and the meeting was concluded by 12:00 PM.		-----	-----

Enclosure: Attendance record

Prof. Dr. Thirumaleshwara Bhat   26/1/23
Principal & Chairman IQAC
SMVITM, Bantakal, Udupi

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IQAC Action Taken Report

Academic Year: 2022-23

Meeting Date: 23 January 2023

S. No	Suggestions made	Action Taken	People Responsible
1	Discussion on revised academic calendar of 3rd semester Celebration of Republic Day	Conducting value added program for 3rd semester students in the month of February 2023.	HODs and Placement Officer
		Celebrating 74th Republic Day at our campus on 26 January 2023.	HODs, PED and NCC Coordinator
2	Other academic issues	Permitting the final year students to carryout internship during eighth semester.	HODs and Faculty members
		Schedule of academic, co-curricular and extra-curricular activities	Dean (QA), HODs and Placement Officer
		Introducing the Proctor diary for 1st and 2nd year (2022 and 2021 scheme) students.	HoDs, TGs and FAs
		Entering the publications, conference presentations, details of FDP/STTP/workshops attended, awards, patents etc, in the MIS.	Dean (QA), HODs and Faculty members

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Minutes of IQAC Meeting

Date:	**10 June 2023 (Saturday)**
Venue:	**Board Room, Admin Block**
Time:	**10:00 AM to 11:00 AM**
Attendance:	**As per the list enclosed.**

Agenda:
1. Welcome
2. Strengthening student activities
3. Preparation for LIC visit
4. Any other matter
5. Vote of thanks

Agenda No.	Discussion and Action to be taken	Responsibility	Target date
1.	**Welcome:** The Principal welcomed Vice-Principal, Dean (QA) and HODs. The meeting started at 10.00 AM.	-----	-----
2.	• All the student activities need to be streamlined. Hence, it is decided that the SWO will be given the responsibility of monitoring the activities extra-curricular committee, co-curricular committee and the counselling cell. • SWO will be the single point contact for all the student activities and any issues of the students. • Also, it is decided to constitute a student committee at the department level for organizing department activities. Departmental club coordinators/ ISTE coordinator will be the faculty in-charge for this committee. • The proposed student committee (of a department) may be given responsibility of organizing some of the institute level activities under the supervision of SWO. However, the major program of the institution will be held with the support of the student council. The student committees of all the department needs to be connected to the SWO.	HODs	-----
3.	• VTU LIC is expected to visit our college in the 3rd week of June or latest by the end of June-2023. In this connection, the preparations are already started. • The Principal has already circulated the list of documents to be kept ready for the LIC visit with all the HODs and the section heads. • The Principal will ask the necessary information from the departments for LIC visit. The Principal has requested the HODs to quickly respond to the same.	HODs	
4.	• The Principal has appreciated the efforts of Mr. Arun Upadhyaya, Coordinator of IIC for getting NIRF-Innovation ranking in top 150-300 band. • In order to further improve our NIRF-Innovation ranking, we need to take some more steps. The Principal has informed the HODs of the technical departments to see that all the final year projects are uploaded in the AICTE-YUKTI portal by 17 June 2023 through the guide's login. Departmental project coordinator needs to follow-up the same. • Algorithm for the 3rd year students is scheduled on 17 June 2023, 11 AM onwards. For 1st and 2nd year students, the 1st and 2nd hour classes will be held as per the time table on 17 June 2023. 1st and 2nd year students missing	HODs	-----

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	1ˢᵗ/2ⁿᵈ hour class on 17 June 2023, will be penalized.		
	• The college has planned Entrepreneurship Development Program (EDP) for the 50 interested students from 19 to 23 June 2023. It is a 30 hours program, which includes visit to 2-3 industries.		
	• Every department will be submitting budget requirement before the commencement of every academic year. In the similar way, from AY 2023-24, all committees/clubs/cells functioning in the college needs to submit budget requirement for the academic year.		
	• I-STEM is an initiative of the Government of India, to facilitate the researchers across the country, to use the various research facilities available in the different organizations. The Principal has requested Dr. Ravindra H J, to register our institution for the same, so that our faculty members/ research scholars will be benefited and the available research facilities at our college will be properly utilized by the needy researchers.		
	• There is a need to promote patents in our college. This is very much required for NIRF ranking, NAAC and NBA accreditations. The research work of the faculty members/ project work of the students may be converted in to a patent. The Vice-Principal has already taken initiative in this regard. The Vice-Principal in consultation with the HODs will take care of patent registration work.		
	• The Super-30 warriors and the faculty members with good PBA score as per the revised format, will be suitably rewarded.		
	• 1ˢᵗ semester classes of AY 2023-24 are expected to start by 15 September 2023. The Principal has informed the First year coordinator to plan for the bridge course classes and the student induction program.		
	• The HODs of the technical departments shall send the progress regarding the implementation of IIT-Bombay spoken tutorial program in the department for the current 3ʳᵈ year students.		
	• Dean (QA) has informed the HODs to take summative feedback from the 6ᵗʰ semester students by 17 June 2023.		
	• Selection of IA question paper needs to be done by the Principal. The HODs shall take necessary steps in this regard.		
	• The Principal has informed the HOD of CSE, to plan for the programming skills enhancement training for the 6ᵗʰ semester students.		
	• The Principal has informed the First year coordinator/ HODs to plan for the parent-teacher meetings.		
	• The Principal has informed the HODs to send workdone statement of the guest faculty members of the department, to the Office Superintendent (Accounts) before the last working day of the calendar month, so that salary can processed in-time.		
5.	**Vote of Thanks:** The Principal thanked all the attendees and the meeting was concluded by 11:00 AM.	-----	-----

Enclosure: Attendance record

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

IQAC Action Taken Report

Academic Year: 2022-23

Meeting Date: 10 June 2023

S. No	Suggestions made	Action Taken	People Responsible
1	Strengthening student activities	SWO will be given the responsibility of monitoring the activities extra-curricular committee, co-curricular committee and the counselling cell.	SWO
		Constitution of a student committee at the department level for organizing department activities and to be connected to SWO.	HoDs
2	Preparation for VTU LIC visit	Documents to be kept ready for the LIC visit	HoDs and Section heads
3	Other matters	Final year projects to be uploaded in the AICTE-YUKTI portal	Department Project coordinator
		30 hours Entrepreneurship Development Program for the 50 interested students.	EDC coordinator
		Submission of budget requirement for 2023-24	HoDs and Section heads
		Registering the institute for I-STEM to facilitate the researchers across the country.	Dr. Ravindra H J
		Patent filing of research faculty work/ students project work	Vice-Principal and HoDs
		Bridge course classes and the student induction program for first year 2023-24 students.	First year coordinator
		Implementation of IIT-Bombay spoken tutorial program	HoDs and Spoken tutorial coordinator
		Conducting programming skills enhancement training for the 6th semester students	HoD CSE
		Conducting parent-teacher meetings	First year coordinator and HoDs

Prof. Dr. Thirumaleshwara Bhat,
Principal & Chairman of IQAC
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Principal
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SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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Minutes of IQAC meeting

Date:	**12 July 2023 (Wednesday)**
Venue:	**Board Room, Admin Block**
Time:	**11:00 AM to 01:15 PM**
Attendance:	**As per the list enclosed.**

Agenda:
1. Welcome
2. Outcome of PAC meeting held in May/June 2023
3. Discussion on planning upcoming institutional events
4. Appointing institutional coordinators for the AY 2023-24
5. Any other matter
6. 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. The Principal asked Dean (Quality Assurance) to proceed with the agenda.	-----	-----
2.	• Dr. Deepika B V has presented the deliberations and outcome of the PAC meeting held in June 2023. • The Principal has suggested strengthening value added courses and construction site visits. Also, insisted to take care of slow learners. • The Principal has instructed the HOD to prepare road map of some place of the Innanje village, so that it can be presented before the CEO of Zilla Panchayat, Udupi.	Program Coordinator/ HOD of Civil Engineering	In the due course of time
	• Ms. Sahana Karanth has presented the deliberations and outcome of the PAC meeting held in June 2023. • The Principal has suggested HOD of CSE to take all steps to strengthen the placements. Insisted to discuss the matter with placement coordinator. • Also, suggested to try for some more MoUs with reputed organizations.	Program Coordinator/ HOD of CSE	In the due course of time
	• Dr. Guruprasad has presented the deliberations and outcome of the PAC meeting held in June 2023. • The Principal has suggested strengthening value added courses and planning for activities to strengthen programming skills of the students.	Program Coordinator/ HOD of ECE	In the due course of time
	• Mr. Ananth Mohan Mallya has presented the deliberations and outcome of the PAC meeting held in May 2023. • The Principal has suggested to strengthen value added courses and workshops in the emerging areas.	Program Coordinator/ HOD of Mechanical Engineering	In the due course of time
3.	• 76th Independence Day will be celebrated on 15 August 2023. All the faculty and staff members shall attend the ceremony without fail. Also, the 2nd and 4th semester students need to be informed to attend the ceremony without fail. The Principal informed Dr. Raviprabha K to make necessary arrangements in this regard. • Teachers Day will be celebrated on 05 September 2023. On the same day, the extra-curricular committee has planned to organize Janmastami	Principal/ HODs/ Dr. Raviprabha K	In the due course of time

	celebration in the afternoon. In view of this, the 3rd IA test for 2nd semester students scheduled on 04, 05, 06 September 2023 are re-scheduled on **31 August, 01, 02 September 2023. 02 September 2023 (Saturday) will be full working day** to compensate the half day holiday declared on 06 July, due to heavy rains. • Engineers Day will be celebrated on 15 September 2023. In connection with this, the extra-curricular committee has planned various events/competitions, which will be held in the last week of August 2023. The winners of these events/ competitions will be awarded with prizes during Engineers Day celebration. • The Principal has informed Dr. Raviprabha K, to identify suitable guests for Teachers Day and Engineers Day. • The proposed department level student club needs to organize program for the students of 3rd semester, who have just entered the department in the month of November 2023. • Annual pooja and Kannada Rajyothsava celebration will be held on 01 November 2023. • The extra-curricular committee has planned for organizing Algorythm (Cultural fest) for all the students in the month of November 2023. • The extra-curricular committee has planned for Deepavali celebration and Ethnic Day in the month of November 2023.		
4.	• A detailed discussion was held regarding assigning various institute level responsibilities to the faculty members. • Some more discussions will be held with concerned faculty members/HODs and then the list will be finalized. • The Principal will circulate the list of various institutional coordinators for the AY 2023-24, when once it is finalized.	HODs	----
4.	• Vidwan ID needs to be created for all faculty members. The Principal has requested Dean (QA) to take necessary actions for the same. • As suggested in the recently held GC meeting, every faculty member has to complete at least two NPTEL courses of their specialization in every academic year. • HOD of CSE has proposed of providing some incentives to the students who will perform well in the NPTEL examinations. The Principal has assured of taking suitable decision in this regard. • The college is planning to prepare draft SSR by September end and submit the same to NAAC in the month of October/November 2023 for second cycle of NAAC accreditation. • Also, we need to go for second cycle of NBA accreditation for ECE and CSE UG programs. SAR of the same needs to be prepared by December 2023. • The Principal has requested Dr. Raviprabha K, to prepare a draft activity card, so that it can be used by the students participating in various activities and for claiming attendance benefit.	Principal/ Dean (QA)/ HODs/ Dr. Raviprabha K	----
5.	**Vote of Thanks:** The Principal has thanked all the attendees and the meeting was concluded by 01:15 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: 2022-23
Meeting Date: 12 July 2023

S. No	Suggestions made	Action Taken	People Responsible
1	Outcome of PAC meeting held during May/June 2023	Strengthen value added courses and construction site visits Plan activities for slow learners Road survey of Innanje village	Civil HoD
		Strengthen placements MoUs with reputed organizations	HoD CSE and TPO
		Strengthen value added courses and programming skill	HoD ECE
		Strengthen value added courses and workshop in emerging area	HoD ME
2	Discussion on planning upcoming institutional activities	Celebration of 76th Independence Day on 15 August 2023. Teachers Day and Janmastami celebration on 05 September 2023. Engineers Day celebration on 15 September 2023. Annual pooja and Kannada Rajyothsava celebration will be held on 01 November 2023. Organizing Algorythm (Cultural fest), Deepavali celebration and Ethnic Day in the month of November 2023.	SWO, HoDs, Faculty members
3	Appointing institutional coordinators for the AY:2023-24	Assigning various institute level responsibilities to the faculty members.	Principal/HoDs
4	Other matters	Vidwan ID needs to be created for all faculty members.	Dean (QA)
		Faculty member has to complete at least two NPTEL courses of their specialization in every academic year	HoD/Faculty members
		Preparation of draft SSR by September end and submit the same to NAAC in the month of October/November 2023 for second cycle of NAAC accreditation.	Dean (QA) and NAAC criteria champions
		NBA accreditation for ECE and CSE UG programs. Compliance report of the same needs to be prepared by December 2023.	HoD and Program coordinators of - CSE, ECE
		The Graduation Ceremony of 2023 pass out batch and orientation program for the newly admitted 1st year students tentatively scheduled on 27 August 2023.	Principal/HoD/ Faculty members

Principal
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