

INTERNAL QUALITY ASSURANCE CELL (IQAC)



ROLES, RESPONSIBILITIES AND KEY FUCNTIONARIES OF VARIOUS COMMITTEES

Approved by

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Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- The relevance and quality of academic and research Programmes;
- Equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of evaluation procedures;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- 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 coordinating quality-related activities, including adoption and dissemination of best practices;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Composition of the IQAC

IQAC CORE TEAM of Sir MVIT

IQAC Patron : Mr.Syama Raju, Secretary, Sri KET.
IQAC Chairperson : Dr.V.R.Manjunath, Principal, Sir MVIT.
IQAC Co-ordinator : Dr.P.Vijayakarthish, Head – Dept. of ISE.
IQAC Co-convenor : Mrs.K.P.Mayuri, CSE Department.

IQAC Core Team Members:

Dr.R.Sundaraguru, HOD, Electronics.
Dr.G.C.Bhanu Prakash, Professor, CSE.
Dr.Shanmukharadhya, HOD- Mech
Dr.G.M.Krishnaiah, HOD, Chemistry.
Shri. U.S Hegde, HOD, Mathematics.

IQAC Alumni Representative:

Mr.Nirmal Kumar Bakshi (1990 1994) - EEE Batch

IQAC Industry Representative:

Mr. Selvaraj, Project Manager, IBM, Bengaluru.

IQAC Department wise co ordinators:

SL.No	Name of the IQAC Co-ordinator	Department
1	Dr.Savitha Chowdary Mrs. Sushila Sidnal	Professor, Department of CSE Asst.Professor, Department of CSE
2	Dr.S.Shivanna	Associate Professor, Department of Civil
3	Mrs. Sumalatha	Department of EEE
4	Dr.Priya Narayanan	Dept of Bio Technology
5	Mr.Byre Gowda.B.K.	Dept of Information Science and Engg.
6	Dr.Balakumar.G.	Dept of Mechanical Engineering
7	Mrs.Swetha.L.	Dept. of Electronics
8	Mrs.Vani Haravey	Dept. of MCA
9	Mr.Harish	Department of MBA
10	Mrs.M.Kalaiarasi	Dept of Telecommunication
11	Mr.Sathyananda	Dept. of Chemistry
12	Mr.Purnimaa Sasikumar Dixit	Dept. of Physics
13	Mrs.Chethana	Dept of Mathematics

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Key functionaries of 26 Committees for the efficient management of our Academic system

Sl.NO	Name of the Committee	Chairperson	Convener
1.	Academic Committee	Principal	All HODs
2.	Staff Recreation Committee	Mr.Harish, MBA Dept	Mrs.Divya Rani, Telecom Dept
3.	Attendance Monitoring Committee	Dr.B.R. Karnure, HOD- Civil	Dr.Balakumar, Mechanical.
4.	Time Table Committee	Dr.Vanipriya, ISE Dept.	Dr.Savitha Chowdary, CSE
5.	Cultural Committee	Prof.U.S.Hegde, HOD-Maths	Mrs.vijayashri, ECE
6.	Sports Committee	Mr. Rajesh.Y.H. Physical Education Director	Mr.Sasikumar, Physics
7.	Students Discipline Committee	Prof.M.S Suresh, HOD-EEE	Mr.Mohan , EEE Dept
8.	Training and Placement Committee	Prof.S.H.Khan, Training & Placement Officer	Mr.Ramesh, Mr.Peethambaram TPO office.
9.	Staff Discipline committee	Dr.Krishnan, Professor, Mechanical Engg Dept.	Mr.Manoharan,.K.S Mechanical Engg Dept
10.	Teaching and Evaluation committee	Dr.S.K.Uma, HOD- MCA	Mr.Yeshvantha.H.S Mechanical
11.	Research Programme committee	Dr.Priya Narayanan, Associate Professor- Biotech	Dr.Rajendra singh, Biotech
12.	Co Curricular Activities Committee	Dr. Drakshayini, Mech Dept	Dr.Asha Rao Physics.
13.	Extra Curricular Activities Committee.	Mrs.Bhuvaneshwari, ECE	Mr.Byregowda, ISE
14.	Transport Committee.	Mr. C.Babu Raju (Asst. Manager)	Mr. Chethan , Mechanical Department.
15.	Effective Governance Committee	Principal	All HODs
16.	Infrastructure Development and Maintenance committee.	Dr. Shivanna, Civil	Mr. Narayana Shetty, Manager
17.	Library committee	Dr. Joel Gnanaprakash MBA	Mr. Ravish.P.Y. Librarian
18.	Management Information Systems(MIS)	Dr. G.C.Bhanuprakash, CSE	Mr. Srinivasa, Assoc.Prof. CSE
19.	Counselling cell.	Prof. Dilip K Sen. HOD- CSE	Dr.Sandhya Sushwaram Associate Professor /MBA
20.	Women Empowerment Cell	Dr. Mrinalini Menon ,Bio Tech	Mrs.Rashmi Amardeep Asst. Prof - ISE
21.	Anti Ragging Committee.	Dr.V.R Manjunath , Principal	Prof.Dilip.K.Sen, HOD-CSE
22.	Entrepreneurship cell .	Dr. T.Joel Gnanaprakash, HOD- MBA	Existing Committee Members
23.	Alumni Association.	Mr.Nataraja, ECE Dept.	Mr. Ravikumar, Assoc. Prof.Civil
24.	Internet and website Management Committee.	Prof. Dilip K. Sen,HoD- CSE	Mr. Elayaraja CSE
25.	Parents Teachers Association	Mr.Mahendra babu, Dept of Civil	Mr. Phaninder Ravi, Dept of ECE
26.	Grievances Redressal Committee(GRC)	Dr.V.R.Manjunath, Principal	Prof.Dilip.K.Sen HOD - CSE

Roles and Responsibilities of Committees

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for the entire academic year.

The outgoing Conveners / In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal / HOD or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

Role of a Class Coordinator:

Objective: To help students in their pursuit of knowledge.

- To display the class time table on the respective Dept notice Boards..
- To guide the students about rules of attendance (general), Industrial Visits, sports, medical leave etc.
- Address students' queries.
- Meeting the parents of students, for poor academic performance.
- To inform the HOD about making alternate arrangement for lectures and practical's when a faculty is absent.
- To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
- Collect information regarding weaker students* from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.
- Identify and Improve more FCDS and motivate them to excel.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Any other duty the Principal / HOD may assign.

1.Academic Committee:

Objective:

The purpose of the Academic Planning Committee is to provide oversight of all matters relating to Academic programs. Committee members shall seek the commitment of faculty and administrators in ensuring that academic priorities are unambiguously stated, and consistent with the overall educational mission of the Institute.

Chairman : Mr.Prabakar Raju, Academic Chairman, Trustee of Sri KET.
Chairperson : Dr. V.R.Manjunath, Principal

Committee Members:

All Heads of Departments

Roles and Responsibilities

- Conducting Academic Audit in the beginning and end of the semester as a regular practice.
- Monitor the academic programs for consistency with the Institute's mission and strategies and for match with the demographic trends in enrollments, and recommend how they can be modified or strengthened;
- Ensure smooth conduction of Internal Examinations and University Examinations.
- Determine that faculty personnel policies, including criteria and standards for tenure and promotion, are clearly articulated, accessible to faculty members, and applied systematically and equitably across the Institute;
- Approve faculty candidates for appointment with, or promotion to, tenure status;
- Monitor the Institute's assessment of the effectiveness of all of its academic programs, at both the departmental and program level.
- Conduct a periodical meeting of every 3 months and submit the minutes of meeting to the Principal.
- Consolidate overall Result Analysis for all Departments.
- Increase in intake and starting new M.Tech Courses and follow up with VTU.
- Preparation of Academic Calendar of events before the Academic year starts
- Designing new format for Result analysis suggested by the principal.
- Designing of new format of Attendance Register suggested by the Principal.
- Designing of new Lesson plan with innovative Teaching methodologies incorporated in the lesson plan.

2.Staff Recreation Committee:

Objective:

The aim of the staff Recreation Committee is to have a social interaction and to cater the recreational needs of the staff, the staff club was formed in the college. Teaching, non- teaching, office and library staff are the members of the club. Participation in the major events happening in the family of members, organizing lectures on specific topics by experts, health-care programs, celebrating festivals, conducting family tour, annual family get-together etc are some of the activities of the staff club.

Chairperson : Mr.Harish, MBA Dept

Convener : Mrs.Divya Rani, Telecom Dept.

Committee Members:

- 1.Mrs Purnimaa Sasikumar Dixit, Dept of Physics
- 2.Mr.Manohar ISE Dept
- 3.Ms. Sreelakshmi.T. TCE
4. Mr.Byregowda ISE Dept.
- 5.Mrs.Vyshnavi DR Civil Dept.

Roles and Responsibilities

- Ensure all the Teaching and Non-Teaching staffs as Members of this committee.
- Wishing the Teaching and Non-Teaching staffs on their Birthday / Anniversaries.
- Get together arrangements for teaching and Non-Teaching staff's family.
- To Help faculties to get med claim and cashless treatment for faculties
- To conduct farewell functions to retiring staff members, cultural events , fun Games, KANNADA festivals , Onam / Diwali celebrations, Yoga Training programs, lectures on various topics such as Life insurance, Health etc., Medical camps, Life insurance policy service camps, Predictions contests, Participation in sports competitions and other recreational and welfare activities.
- Recreation club also gives Academic Excellence Awards every year to the son / daughter of staff, who secure highest marks in Standard X Examinations and Std XII Examinations.

3.Attendance Monitoring Committee:

Objective: To maintain and display proper attendance records of students.

Chairperson: Dr. B.R. Karnure, HOD, Civil Engg.

Convener : Dr.Balakumar, Associate Prof. Mechanical.

Committee Members:

- 1.Ms. Reena Chackochan ECE
- 2.Ms. Padmagayathri.T.K. TCE
3. Mrs.Beula EEE Dept.
- 4.Mrs.Ajina.A. CSE Dept.

Roles and Responsibilities

- Attendance monitoring for all departments.
- Monitoring all staffs are entering the attendance periodically in SIS
- Defaulters report may be sent to principal periodically.
- Surprise checking for the Attendance books of staff members.
- Consolidating the NSSR, NASA at the end of semester.
- Medical leave for students can be recorded.
- Prepare the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians.
- Consolidating the Attendance shortage report of students list before internals and University examinations starts.
- Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.
- Any other duties the Principal may assign.

4.Time Table Committee:-

Objective:

Smooth and efficient management of academic Programme through the semester

Chairperson : Dr.Vanipriya CH , Associate Professor, ISE

Convener : Dr.Savitha Chowdary, Associate Professor, CSE

Committee Members:

All Time Table officers of respective departments.

Roles and Responsibilities

- To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).
- Centrally maintaining the time table for all departments for every semesters.
- Time Table should have Uniform format and any inclusion of LG Scheme.
- Time table for all departments should get approved from the Time table committee.
- Any new staff joining / relieving from the particular department should not have any impact in the Time table

To collect the following information from the HOD:

- Teaching load distribution (Individual faculty's teaching load in the department).
- Sharing teaching load from other departments.
- Lab-wise subject allotment.
- Assigning of classrooms and tutorial rooms.
- Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
- If modification is required, prepare the desired templates for the timetables and get them approved by the Time table committee.
- Prepare the class timetables in the predefined Excel Format.
- Referring to the class timetables, prepare the timetables of individual faculty and labs.
- Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies

- Prepare the final class, individual and laboratory timetables and get them approved from the HOD and Principal.
- Display the class timetables on the staff and student notice boards/website and make the soft copy available on share-on library.
- With regard to the individual faculty and lab timetables, submit one signed copy each to the HOD, Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.

5.Cultural Committee:

Objective:

To Promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Chairperson: Prof.U.S.Hegde HOD-Maths

Convenor : Mrs.Vijayashri, Asst. Professor, ECE

Committee Members:

- 1.Mr. Sivapriyan EEE Dept.
- 2.Ms. Sheela Kathavate..S. CSE
- 3.Mr. Prashanth.G.K. Chemistry
- 4.Mrs.Vani Harave, MCA
5. Mr. Pradeep Kumar.S TCE

Roles and Responsibilities

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- Events arranged for students in coordination with ‘Students Cultural Committee’ are
 - Fresher’s Day,
 - Teachers’ Day
 - Festival Celebrations
 - Farewell Day
 - Annual Day
 - Orientation Programme for freshers.
 - Womens Day.

6.Sports Committee

Objective: To provide healthy leisure time for every MVIT ian.

Chairperson : Mr. Rajesh.Y.H. (PED)

Convenor : Mr.Sasikumar, Physics

Committee Members:

1.Ms.Divyarani.M.S TCE

2.Mr. B.Muthuramalingam,MCA

3.Mr. M. Kiran Kumar,Mechanical

4.Mrs. Vijayashri, ECE

- Keeping stock of previous and current years' sports goods.
- Ordering sports goods in consultation with the Principal.
- Arranging the venues for sports events in consultation with the Principal.
- Drawing lots for various sports.
- Obtaining permission to hold sports events in the college campus or at the MVIT play Ground.
- To recommend students for permission to participate in the intra-or inter-college events.
- To recommend sanction for Entry/Registration Fees to participate in various sports events.
- To recommend attendance to students who have taken part in sports events.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.
- The schedule of events for the whole academic year shall be finalized well in advance in consultation with the Students' Sports Committee.
- Any other duties the Principal may assign
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.

7.Students Discipline Committee:

Objective: To ensure honesty and fairness In maintaining Discipline.

It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Students Discipline Committee of the college.

Chairperson : Prof.M.S Suresh, EEE Department

Convener : Mr.Mohan , EEE Dept.

Committee Members:

- 1.Mr.Satish Kumar ECE
- 2.Mr.Kiran Kumar.M.,Mechanical
- 4.Mr.K.S.Manoharan.Mechanical
- 5.Dr.Roop.K. TCE,
6. Mr.G.T.Muniraju Administrative,
- 7.Mr.Hanumanthray Gowda,Mechanical

Role and Responsibilities

- Convener of the committee shall convey a meeting of the members and discuss the complaint received from the Principal
- The Committee may call the candidate to seek an explanation and hear him/her. Explanation shall be taken in writing.
- The Committee members shall make necessary enquires from Exam Supervisors and other related witnesses.
- After hearing all the above persons, they shall report their findings in writing, along with punitive action (if any malpractice was detected) to the Principal according to the college guidelines and norms.
- Any other duties the Principal may assign.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.

8.Training and Placement Committee:

Objective: To help students to prepare for placement Interviews/higher studies and help them to choose an appropriate organization.

The Placement Committee shall organize Campus Placement Programs for various IT and Non IT Companies visiting our institute during the placement season under the guidance of the TPO.

Chairperson:

Prof.S.H.Khan, Training & Placement Officer

Committee Members:

- 1.Mr. S.V.Ramesh T & P Cell
- 2.Mr.Peethambaram T&P Cell

Roles and Responsibilities:

- In the beginning, the convener (TPO) calls for a meeting and delegates the role and responsibilities to committee members.
- TPO shall also schedule the Placement Programme by allocating dates and timings of companies' visits.
- Various training programs for students may be organized.
- Keep a record of placed students every year and collection of appointment orders.
- The total number of placed students with company wise can be circulated to all departments at the end of semester.
- The copies of placement circulars are distributed to all the HOD's and Principal.
- The requisition for tea, coffee, snacks lunch etc. indicating number of guests, shall also be prepared. The same is handed over to the Principal.
- The Convener shall also prepare a budget for the Placement Cell..
- Conducting offer letter distribution day at the end of semester by calling a chief guest.

Data Updating: Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.

During the year, short meetings shall be held to communicate the **status on placement** and to discuss the comments made by the recruitment team on our students' performance.

- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.

9.Staff Discipline committee.

Objective : To ensure mutual respect and freedom for everyone and be role models to student community.

Chairperson : Dr.Krishnan, Professor, Mechanical Engg Dept.

Convener : Mr.Manoharan. KS., Mechanical Engg Dept

Committee Members:

- 1.Dr.Uma.S.K. HOD- MCA
- 2.Dr.Roopu, Telecom Dept.
- 3.Dr.Joel Gnaprakash HOD- MBA Dept.
- 4.Dr.Srinivas MBA Department.

Roles and Responsibilities:

- If any staff member not meeting the rules and regulations of our college will be recommended by the Principal to appear in front of the committee.
- Detailed enquiry will be conducted and the minutes will be submitted to the principal by the committee for further action.
- The staff member who have found to be indisplined, He / She may be recommended to counseling cell.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.

Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.

Any other duties the Principal may assign.

10. Teaching and Evaluation committee

Objective :

To prepare and effective framework for teaching and Learning Process.

Chairperson : Dr.S.K.Uma MCA

Convener : Mr.Yeshvantha.H.S Mechanical

Committee Members:

- 1.Mrs. Monika Asst.Professor CSE
2. Ms.Savitha A Harkude,TCE
- 3.Dr.Shakti Mishra ISE
4. Mrs.Sowjanya Lakshmi CSE
5. Mrs.Sapna CSE Dept.

- To conduct orientation programme for new joined faculties as a batch.
- To design a new feedback form for students.
- To advice staffs to use innovative teaching methodologies in teaching
- To take feedback from all the departments and submit to principal.
- Arranging for a counselling session for faculties who scored less than 65%.
- To take feedback at twice in a semester.
- To design a new feedback form after getting the approval from principal.
- To have a record of all department staffs feedback at every semester.
- Advice the faculties to use 32 new teaching methodologies.
- Conduct periodic surprise visit to classes and check for Quality in teaching.
- Verify faculties course files, lab manual , attendance books surprisingly.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.
- Any other duties the Principal assign.

11.Research Programme committee.

Objectives of Research & Development cell are to

To ensure smooth functioning and effective Management of R&D at the institution.

To provide a focal point in the institution to co-ordinate R&D activities between various departments, faculty members and research students of our institution.

Chairperson: Dr.Priya Narayanan Associate Professor- Biotech

Convener : Dr.Rajendra Biotech

Committee Members: Respective R&D in-charges of all 13 Depts.

Roles and Responsibilities:

- To define a new R&D Policy and Policy for research for our Institution.
- To identify potential projects/sources of funds, and to communicate the same to various funding agencies across india..
- To establish collaboration with other universities, research centers, and industries with information on research and development projects.
- To liaise with public and private sectors and identify R&D projects including consultancy services which could be undertaken in our institution.
- Implementation, follow-up, progress and monitoring of on-going projects.
- To assist in matters related to collaborative research with other agencies.
- Encourage faculty members to do Ph.D and guide them while pursuing Ph.D that serve to advance knowledge, address societal needs, integrate applied knowledge for teaching, generate data for research, and stimulate innovation.
- Address potential conflicts of commitment between primary academic duties of the faculty and consultancy activities.
- Inculcate Good Research Practices (GRP) based on scientific integrity and research ethics.
- To conduct research work and survey for identifying entrepreneurial opportunities for our students and to organize talent show, in-house exhibition, business stall, etc.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.

Any other duties the Principal assign.

11.Co-curricular Activities committee.

The objectives of Co Curricular Committee are:

To gain Knowledge apart from the class room teaching, our students should get knowledge enriched from the various co-curricular activities like seminar, Guest Lecture, Workshop, Conferences at our institution.

Chairperson : Dr. Drakshayini, Mech Dept.

Convener : Dr.Asha Rao Physics.

Committee Members:

- 1.Mr.R.Shivapriyan EEE
- 2.Mr.Pradeepa.S Civil
- 3.Md.G.Kousar CSE
- 4.Mr.Vijaya Kumar Y.M. ISE
- 5.Mrs.Lakshmi MBA

Roles and Responsibilities:

- To encourage all departments to conduct seminar, Guest Lecture, Workshop, Conferences at our institution.
- To make all students to get membership in IEEE, ISTE, Soceity of Mechanical Engineers, CSI, ICE in various professional societies.
- To help students to get participate in professional society activities like Quiz, Debate.
- To motivate students in participating in various inter college competition.
- To prepare a consolidated report stating the number of students participated in other colleges.
- To collect the details from the department like seminar, Guest Lecture, Workshop, Conferences organized at particular department.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.
- Any other duties the Principal assign.

12. Extra Curricular Activities Committee.

The objectives of Extra Curricular Committee are:

The primary objective of extracurricular activities focus on the individual student level, the institutional level, and the broader community level. These activities exist to complement our Institution academic curriculum and to augment the student's educational experience. Almost any type of student involvement in college extra curricular activities positively affects student learning and development. Extracurricular activities provide a setting to become involved and to interact with other students, thus leading to increased learning and enhanced development.

Chairperson : Mrs.Bhuvaneshwari, ECE

Convener : Mr.Byregowda Asst. Professor, ISE

Committee Members:

1. Mrs. Veena, Mechanical Dept.
2. Mr.Madhukumar,Mechanical Dept.
3. Mr.Sreenatha, Civil Dept
4. Mrs.Aanchal Chabbra EEE Dept.
5. Mr.Niranjan MBA Dept.

Roles and Responsibilities:

- To encourage all departments to Participate in NCC, NSS, Sports, Volunteer activities like Blood donation camp.
- To conduct Yoga classes for staffs and students by inviting experts.
- To form various clubs like eco clubs, Go Green campaign, Anti Tobacco campaign.
- To organize some activity like Push ups challenge, cycle day, walking day, vehicle free day for staffs and students.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.
- Any other duties the Principal assign.

13. Transport Committee.

Objective

The primary objective of Transport committee are providing smooth transportation facilities for commuters.

Chairperson: Mr. C.Babu Raju (Transport Manager)

Convener : Mr. Chethan , Mechanical Department.

Committee Members: Concerned Route In - charges.

Roles and Responsibilities:

- Smooth co ordination with all drivers in sticking to the routes allotted to them.
- Ensure to conduct eye check up for drivers.
- Ensuring first aid and safety mechanisms are available in bus.
- Conducting periodic check up for bus passes.
- During examination period, providing additional or spare buses.
- Ensure all staffs and students are picked up and dropped up at the proper places.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.
- Keeping record of contact numbers of the drivers.
- Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.
- Any other duties the Principal may assign.

14.Effective Governance Committee

Objective:

The Effective Governance committee is responsible for ongoing review and recommendations to enhance the quality and policies. It leads the board in regularly reviewing and updating the board's statement of its roles and areas of responsibility, and what is expected of individual board members.

Chairperson : Dr. V.R Manjunath, Principal

Committee Members:

- | | |
|----------------------------|---------------------------|
| 1. HoD Dept of Civil Engg | 6. HoD Dept of E&C Engg |
| 2. HoD Dept of E&E Engg | 7. HoD Dept of TE Engg |
| 3. HoD Dept of ME/IEM Engg | 8. HoD Dept of BT Engg |
| 4. HoD Dept of CS Engg | 9. HoD Dept of MBA |
| 5. HoD Dept of IS Engg | 10. HoD Dept of MCA |
| 6. HoD Dept of ECE | 11. HoD Dept of Physics |
| | 12. HoD Dept of Chemistry |
| | 13. HoD Dept of Maths |

Effective Governance have 4 primary roles:

- To establish new policies or upgrade policies for welfare of the institution.
- To make significant and strategic decisions at Institution level.
- To oversee the organizations various activities in Month wise/ year wise.
- To prepare Strategic plan for every academic Year.

The committee should assists the board in periodically updating and clarifying the primary areas of focus for the board, shapes the board's agenda for the next year or two - based on the strategic plan.

Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.

Any other duties the Principal may assign.

15. Infrastructure Development and Maintenance committee.

Objective:

To provide fundamental facility for students and staffs in our institution.

Chairperson : Dr. Shivanna, Civil Engg Dept.

Convener : Mr. Narayana Shetty, Manager

Committee Members:

- 1.Mr.Baburaju.C Asst. Manager
- 2.Mr.Raghunath Electrical Maintenance Dept.
- 3.Mr.Anbu chezhian, Civil Engineer.

Roles and Responsibilities:

- The fundamental facilities in our college includes Roads, pathway, water supply, sewers, electrical , telecommunications and services essential to enable, sustain, or enhance societal living conditions in our college.
- Design and fix the Master Plan of our Institution which should be displayed at entrance.
- Proactively identify the need for roads and recommend to the Principal.
- Establish outcome expectations for infrastructure needs and monitor performance against these expectations.
- Review new infrastructure and associated budget requirements, prior to their being considered for inclusion.
- Address the wiring needs and electrical needs to the Electrical supervisor.
- Maintenance book should be kept at reception and check whether follow up action has been taken from the maintenance department.
- Maintenance of electrical and computer, Telecom facilities in the college.
- Maintenance of Lawns, fountains and beautification of campus.
- Providing Fire safety Mechanisms, Drawing Assembling point during fire safety. Providing sign boards, displaying of quality policies, vision, Mission Suggestion boxes, Milestone boards, first aid boxes, staff Name list Board for each department. Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records. Any other duties the Principal may assign.

16. Library committee

Objective :

The primary purpose of the Library Committee is to study library needs and advise the Dean of Library on matters of general library policy and development of library resources.

Chairperson : Dr. Joel Gnanaprakash MBA

Convener : Mr. Ravish.P.Y. Librarian

Committee Members: Respective Dept Library In charges

Roles and Responsibilities:

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library
- To take measures to increase the membership of the Library.
- To provide effective Journals and Research articles through IEEE Access.
- Conduct periodical meeting at every Quarter and send the minutes of meeting soft copy and Hard copy to Principal and IQAC for filing the records.
- Any other duties the Principal may assign.

17.Management Information Systems:

Management Information Systems :

MIS is a scientific way of collecting; processing, storing and communicating information relating to the various activities of our Institute at various levels of management so that management may be facilitated in discharging its functions efficiently and run the organization in an efficient manner for the betterment of all.

Chairperson : Dr. G.C.Bhanuprakash Professor , CSE

Convener : Mr. Srinivasa. B.C, Associate Professor, CSE

Committee Members:

1.Mr..P.Elaiyaraja CSE

2 Mrs.Komala MCA

3.Mr. Sunil Kumar .J.S. Administrative Dept.

Roles and Responsibilities of Management Information System:

- Designing staff leave application form through online
- Designing new Teachers evaluation.
- Providing Consolidated Result analysis Report.
- Staffs monthly Pay slip.
- Online Leave portal for students and Staffs.
- Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.
- Any other duties the Principal may assign.

18.Counselling cell.

Objective :

To provide the resources, counselling and support necessary to assist with self assessment, obtaining occupational information, exploring opportunities, presenting effectively as candidates to face the issues in societies.

Chairperson : Prof. Dilip K Sen. Professor / CSE

Convener : Dr. Sandhya Sushwaram Associate Professor /MBA

Committee Members:

- 1.Dr. P.VijayaKarthik Professor and Head / ISE
- 2.Mrs. Rashmi.K.V. Asst. Professor / Bio Tech
- 3.Mrs.Nanda EEE Dept

Roles and Responsibilities :

- The counsellor provides a safe, supportive and confidential space in which help students and staffs to look at problems they are facing, in a non- judgmental way.
- Counsellors should keep the counselling information as confidential.
- The counsellor have to deal with specific problem like depression, anxiety or bereavement, or on a decision, crisis or conflict.
- The counsellor will help students and staffs to find ways to tackle them and to better use your existing resources and skills to solve life's problems.
- Acceptance and respect for the students are essential for the counsellor and as the relationship develops, the trust between the students and counsellor builds, enabling the students to look at different aspects of their life, relationships and themselves which they may not have considered before.
- The counsellor may help the student to look at the options open to them and to find an area in which it would be possible to make some change as a start. The counsellor's work is not about giving advice or directing students to take a particular course of action, but to enable them to find a better way of dealing with their situation.

19. Women Empowerment Cell.

Objective :

To provide a neutral, confidential and supportive environment for female members of the campus community with safety and security of women and for their enrichment.

Chairperson : Dr. Mrinalini Menon Bio Tech

Convenor : Mrs.Rashmi Amardeep Asst. prof / ISE

Committee Members:

1. Dr.Shantha, Ladies Hostel warden, Sir MVIT
2. Dr.Sandhya, Associate Professor, Sir MVIT
3. Dr.Dhrakshayini,Professor, Mechanical Engg
4. Dr.Dhanalakshmi, Ladies Hostel Supervisor
5. Mrs.Poongothai,Asst.Professor, ECE

Roles of Women Empowerment Cell :

- The office of the Cell is an educational resource as well as a complaint center for the members of the female faculty and female students of our MVIT. It is mandate is to advise complainants of the informal and formal means of resolution as specified by the Cell.
- If any student is affected by sexual Harassment, the secret enquiry meeting has to be conducted in a very careful manner.
- Separate email id for the Anti women harassment cell has to be created and the convener / principal may hold the password.
- To ensure the fair and timely resolution of sexual harassment complaints.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives that encourage and foster a respectful and safe campus environment.
- To conduct enquiries of the defaulter students against individual/ collective indiscipline
- Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.

21.Anti Ragging Committee.

Objective :

To provide a neutral, safety and supportive environment for the first year students in the campus.

Chairperson : Dr.V.R Manjunath , Principal

Convener : Prof.Dilip.K.Sen

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Principal of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim(s)
- Threat to commit any or all of the above mentioned offences against the victim(s)
- Physical or psychological humiliation
- other offences following from the definition of “Ragging”.

Responsibilities of Anti Ragging Committee at Sir MVIT

• Squads Incharge will be Responsible for the following in their areas:

- They will form duty chart & carryout regular checks for any Ragging activity in their areas.
- They will carryout surprise checks in probable areas of ragging.
- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.

22.Enterenprenurship cell .

Objective:

- To act as an institutional mechanism for providing various services including information to budding Entrepreneurs
- To create Entrepreneurial culture in the Parent Institution and other institutions in the region and to promote the objectives of NSTEDB, including programmes related to women and weaker sections of the society.
- To foster better linkages between the Parent Institution, Industries and R&D institutions in the region and other related organizations engaged in promoting Small & Medium Enterprises (SMEs) including NGOs and other Voluntary Organizations.
- To catalyze and promote development based enterprises and promote employment opportunities.
- To respond effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and micro enterprises

Convener : Dr. T.Joel Gnanaprakash MBA

Committee Members: Existing Committee members.

Roles and Responsibilities:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programmes in the region for the benefit of public.
- To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support system, information on technologies, etc.
 - To arrange visits to industries for prospective entrepreneurs
 - To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
 - To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc. by creating and maintaining relevant databases.
 - To provide testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search, etc..
 - To render advice to sick enterprises and assist the entrepreneurs in rehabilitating them.
 - To conduct skill development training programmes leading to self/wage employment.

23.Sir MVIT Alumni Association.

Objective :

To establish a life long relationship with alumni members of sir MVIT and receive valuable services to enhance their lives and careers of MVIT students community at large.

Chairperson : Mr. Nataraja ECE Dept.

Convenor : Mr. Ravikumar Civil

Committee Members:

- 1.Ms. Pallavi CSE
- 2.Mr. K.M.Vinayakaswamy TE
- 3.Ms. Safinaz ECE
- 4.Mrs.Padmini - ISE

Roles and Responsibilities:

- To identify Alumni president, Alumni Secretary, Treasurer.
- To conduct alumni meeting every year and newspaper Advertisement should be given.
- To identify alumni coordinator from each and every department.
- To create a separate alumni association email ID and password may be hooded by the convener and principal.
- To create and maintain MVIT Alumni portal which is hyperlinked from MVIT portal.
To maintain Database of MVIT alumni from first batch to 2018 Batch.
- To conduct meeting within the college and plan for various alumni Activities.
- To invite alumni and honoring alumni during conferences, workshops and seminar.
Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.
- Any other duties the Principal may assign.

24.Internet and website Management Committee.

Objective:

To provide internet facilities to staffs and students of sir MVIT and maintain the website of sir MVIT with latest trends and technology with all supporting links.

Chairperson : Prof. Dilip K. Sen / HoD CSE

Convener : Mr. Elayaraja CSE

Committee Members:

- 1.Mr. Rewanna siddappa CSE
- 2.Mr. Ramesh ISE
- 3.Mr. Raghavendra Rao MCA
- 4.Mrs.Sushila Sidnal CSE
- 5.Mrs.Reka B.N CSE

Roles and Responsibilities:

- To create a e learning portal in our MVIT website.
- Creating, maintaining, and updating website of sir MVIT.
- Internet Issues may be addressed to the Administrator and helping to get access to Internet connection.
- Administering the content management system, conference registration system, Placement system, and other conferences, seminar , workshop events scrolling.
- Overseeing the use of technologies such as mobile applications or third party software.
- Collaborating with Committee Chairs and the HOD during workshop, seminar, conferences organized in sir MVIT.
- Implementing website policies as designated by the convener and Principal .
- Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.
- Any other duties the Principal may assign.

25.Parents Teachers Association

Objectives

Contributing to the development of communication channels between parents, teachers and students to enable them to learn about Academic problems in order to find solutions as a result of mutual agreement in supporting the prestige of our college.

Chairperson : Mr.Mahendra babu Civil

Convener : Mr. Phanindra Ravi ECE

Committee Members:

- 1.Mr. A.R.Ravindra ECE
- 2.Ms. Rekha R EEE
- 3.Mr. Nataraj, Mechanical
- 4.Mrs. Sushma EEE Dept
- 5.Ms. Savihta Kulkarni MBA Dept.

Roles and Responsibilities:

- Participating actively in the formation of students` conscious attitude towards Academics, discipline, standards of behavior and caring attitude for parents.
- Promoting the utmost the authority of a teacher and responsible attitude toward learning, developing study skills, forming reasonable needs.
- Helping /advising students in their career decisions, wishes of parents through participation in college Career Fairs.
- Involving the parent's community into the active College life and extracurricular activities and contributing to the development of the college.
- Conduct parents Teacher Meeting every quarter and send the minutes of meeting to principal.
- Consolidate the minutes of meeting from all the departments and document it. Conducting the regular meeting at every Quarter and send the minutes of meeting to Principal.
- Any other duties the Principal may assign.

26.Grievances Redressal Committee(GRC)

Objectives

Grievance & Redressal Committee (GRC) is responsible to know grievances of students and staffs and to discuss about the problems in the GRC meetings. GRC committee should maintain good relations with the students.

Chairperson : Dr.V.R.Manjunath, Principal

Convener : Prof.Dilip.K.Sen HOD - CSE

Sl.No	Name of the Member	Position	Contact No	E-mail ID
1	Prof. Dilip K Sen	Chairman	9844072234	dilipksen@gmail.com
2	Dr. S K Uma	Member	9901834067	uma_mca@sirmvit.edu
3	Prof. Krishnan	Member	9945085842	vkkrish54@gmail.com

Roles and Responsibilities:

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy.

In doing so, the Committee shall adhere to the following principles

- Take grievances seriously taking on board why the students and staffs feels aggrieved, unhappy or dissatisfied,
- Investigate the facts and surrounding circumstances, and showing the employees that this been done thoroughly and sensitively,
- Actively look for a solution that will satisfy the students and staffs, where practical, without causing disproportionate difficulty for the organization or the Employee's colleagues,
- Provide feedback to the employee about what can, and cannot be done to resolve the grievance,
- Take necessary follow-up action

RECORDS

The Committee should ensure that the following minimal set of records is kept for matters attended by the Committee

DECISIONS

The decisions of the Committee shall be final. However, the Grievance Procedure should include an appeals mechanism whereby, a grievant can raise further dissatisfaction with a decision of the Committee. The Committee shall send to the grievant, a written statement of its decision within ten (10) days of completion of the process.

CONFIDENTIALITY

All members of the Grievance Committee and those assigned for record keeping, as well as any students / staff member questioned in relation to an issue at hand, are bound by the duty of confidentiality at all times and hold in confidence, all documentation and information exchanged in the process.