



# Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY

Approved by AICTE New Delhi, Affiliated to VTU, Belagavi, Accredited by NAAC  
Off International Airport Road, Krishnadevaraya Nagar, Bengaluru, Karnataka, Pin- 562157

## TENTH IQAC MEETING

**Date: 18-July-2018**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	18-July-2018	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Nineth IQAC Meeting.
2. Preparation of AQAR (Annual Quality Assurance Report)
3. NAAC Results

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 18-July-2018

Place: Sir MVIT Campus.

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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co ordinator Dr. P Vijayakarthish welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co ordinator Reviewed the status of Nineth IQAC meeting .	IQAC Members	2:20P.M
3 . IQAC Co-ordinator Dr. P Vijayakarthish discussed about Preparation of AQAR(Annual Quality Assurance Report).	IQAC Members	2:30 P.M
4 . Dr. P Vijayakarthish requested all the IQAC Members to adhere to the format given by the NAAC AQAR Format.	IQAC Members	2:45 P.M
5 . IQAC Co-ordinator Dr. P Vijayakarthish told to the IQAC members that NAAC Results will be released in the month of August-2018	IQAC Members	3:00P.M
6.IQAC Co ordinator Dr.P.Vijayakarthish asked the status that all the points Mentioned by the NAAC Chairperson Dr.Sandeep Scanchetti has been implemented or not.	IQAC Members	3:10P.M
7.IQAC Co ordinator suggested all Departments to do a post mortem analysys like how the NAAC inspection went, What are all the suggestions made by the NAAC peer Team at the Institution level and Dept Level.	IQAC Members	4:15P.M
10.. The meeting ended with thanks to every one.		

**IQAC Co-ordinator**

Date : 18-July-2018

Dr.P.Vijayakarthish

**Copy to : The Principal  
All Dept IQAC Co-ordinators.  
IQAC File**



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## ELEVENTH IQAC MEETING

**Date: 29-August-2018**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	29-August-2018	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Tenth IQAC Meeting.
2. Discussion on Results of NAAC
3. NAAC IQAC composition Revision

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 29-August-2018

Place: Sir MVIT Campus.

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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co ordinator Dr. P Vijayakarthish welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co ordinator reviewed the status of Tenth IQAC meeting .	IQAC Members	2:20P.M
3 .IQAC Co-ordinator Dr. P Vijayakarthish discussed about the results of NAAC. Our Institution received B++ Grade	IQAC Members	2:30 P.M
4 . Dr. P Vijayakarthish requested all the IQAC Members to prepare a Document and that should contains what are all the reasons for getting B++ Grade.	IQAC Members	2:45 P.M
5 .IQAC Co-ordinator Dr. P Vijayakarthish IQAC members that we should thoroughly identify the reasons for getting B++.	IQAC Members	3:00P.M
6.IQAC Co ordinator Dr.P.Vijayakarthish asked the IQAC Members to revise the composition of IQAC at Department Level.	IQAC Members	4:10P.M
7. The meeting ended with thanks to every one.		

**IQAC Co-ordinator**

Date : 29-August-2018

Dr.P.Vijayakarthish

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## TWELVETH IQAC MEETING

**Date: 6-September-2018**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	6-September-2018	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Eleventh IQAC Meeting.
2. Conduction of Academic Audit at Department Level.
3. IQAC awareness to students.

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 6-September-2018

Place: Sir MVIT Campus.

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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co-ordinator Dr. P Vijayakarthish welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co ordinator reviewed the status of Eleventh IQAC meeting.	IQAC Members	2:20P.M
3 . IQAC Co-ordinator Dr. P Vijayakarthish discussed about the conduction of Academic Audit in all Departments in the month of October-2018	IQAC Members	2:30 P.M
4 . Dr. P Vijayakarthish requested all the IQAC Members to prepare a format to check the effectiveness of Teaching Learning Process by condcuting Academic Audit .	IQAC Members	2:45 P.M
5 . IQAC Co-ordinator requested to IQAC members to identify the List of Assessors for the Academic Audit.	IQAC Members	3:00P.M
6.IQAC Co ordinator Dr.P.Vijayakarthish asked the IQAC Members to povide the fullest co-opertaion to the Assessors when they visit the concerened Department.	IQAC Members	4:10P.M
7. IQAC Co ordinator Dr.P.Vijayakarthish told that student awareness programme should be conducted to increase the awareness on IQAC.		
7. The meeting ended with thanks to every one.		

**IQAC Co-ordinator**

Date : 6-September-2018

Dr.P.Vijayakarthish

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## THIRTEENTH IQAC MEETING

**Date: 25-October-2018**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	25-October-2018	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Tweleveth IQAC Meeting.
2. Facilitaitaing students opting for Higher Studies.
3. Strengthening the Student Support Systems in the campus.

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 25-October-2018

Place: Sir MVIT Campus.

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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co-ordinator Dr. P Vijayakarthish welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co ordinator reviewed the status of Tweleveth IQAC meeting .	IQAC Members	2:20P.M
3 . IQAC Co-ordinator Dr. P Vijayakarthish discussed about strengthening the student centric support systems in the campus.	IQAC Members	2:30 P.M
4 . The facilities for the student support systems should be increased.	IQAC Members	2:45 P.M
5 .An email has to be created separately for the students those who have any grievances and support. A separate Programme should be organized for the students who wish to do higher studies like career guidance cell has to be formed in the campus.	IQAC Members	3:00P.M
6.The LG(Local Guardian ) Sheme should be strengthened at the institute level	IQAC Members	4:10P.M
7. The meeting ended with thanks to every one.		

**IQAC Co-ordinator**

Date : 25-October-2018

Dr.P.Vijayakarthish

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## FOURTEENTH IQAC MEETING

**Date: 20-December-2018**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	20-December-2018	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Thirteenth IQAC Meeting.
2. Skill Development Cell
3. Staff Recreation Cell(SRC) has to be formed

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 20-December-2018

Place: Sir MVIT Campus.

# Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY



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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co ordinator Dr. P.Vijayakarthish welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co ordinator reviewed the status of Thirteenth IQAC meeting .	IQAC Members	2:20P.M
3 . IQAC Co-ordinator Dr. P Vijayakarthish suggested to form a skill Development centre in the campus.	IQAC Members	2:30 P.M
4 . IQAC Co-ordinator said the importance of the skill development centre for the students for improving the job skills.	IQAC Members	3:45 P.M
5 In order to enhance the recreation facility for the staffs , a staff Recreation cell(SRC) has to be formed in the campus and a suitable room has to be identified.	IQAC Members	4:00P.M
7. The meeting ended with thanks to every one.		

**IQAC Co-ordinator**

Date : 20-December-2018

Dr.P.Vijayakarthish

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## FIFTEENTH IQAC MEETING

**Date: 4-1-2019**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	04-January-2019	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Fouteenth IQAC Meeting.
2. Value added Courses to be conducted in all Departments.
3. Personality Development Programmes for the students.

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 04-January-2019

Place: Sir MVIT Campus.

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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co-ordinator welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co-ordinator reviewed the status of Fourteenth IQAC meeting .	IQAC Members	2:20P.M
3 . IQAC Co-ordinator Dr. P Vijayakarthish suggested to conduct Value added Courses for all students to improve the employability oppurtunities for the students.	IQAC Members	2:30 P.M
4 . IQAC Co-ordinator said the importance of the value added Courses for the students future.	IQAC Members	3:45 P.M
5 IQAC Co-ordinator told all the Department shhould add 1 hour in a week for the personality Development Programme for the students to enhance the soft skills.	IQAC Members	4:00P.M
7. The meeting ended with thanks to every one.		

**IQAC Co-ordinator**

Date : 04-January-2019

Dr.P.Vijayakarthish

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## SIXTEENTH IQAC MEETING

**Date: 20-Feb-2019**

<b>Meeting Name:</b>	<b>IQAC Minutes of Meeting</b>		
<b>Date of Meeting:</b>	20-February-2019	<b>Time:</b>	2:30 P.M to 4 P.M
<b>Meeting Facilitator:</b>	Dr.P.Vijayakarthish, IQAC Co-ordinator, Sir M Visvesvaraya Institute of Technology, Bengaluru-562157	<b>Location:</b>	IQAC OFFICE

### 1. Meeting Objective

1. Review of Fifteenth IQAC Meeting.
2. Preparation of AQAR(Annual Quality Assurance Report) Document for submission to NAAC .
3. AICTE- Stanford Survey conduction at Sir MVIT

### 2. Meeting Attendees

Name	
1.Dr.P.Vijayakarthish	IQAC Co-ordinator
2.Dr.Suma Swamy	IQAC Member
3. Dr.Sheshappa.S.N	IQAC Member
4 .Mr.Naveen I.G	IQAC Member
5.Mrs.Tamilselvi	IQAC Member

Date : 20-February -2019

Place: Sir MVIT Campus.

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3. Meeting Agenda		
Topics discussed	Owner	Time
1. IQAC Co ordinator Dr. P.Vijayakarthish welcomed all the IQAC Members to the meeting.		2:15 P.M
2. IQAC Co ordinator reviewed the status of Fifteenth IQAC meeting .	IQAC Members	2:20P.M
3 . IQAC Co-ordinator Dr. P Vijayakarthish informed all the Department Heads to prepare the AQAR(Annual Quality Assurance Report) with the help of NAAC Co-ordinator at the Department Level.	IQAC Members	2:30 P.M
4 .IQAC Co-ordinator told that we have to follow all the guidelines given by NAAC while filling the AQAR.	IQAC Members	3:45 P.M
5 IQAC Co-ordinator told that the prepared AQAR should be reviewed with one NAAC Expert before submitting to NAAC before April 5 <sup>th</sup> , 2019.	IQAC Members	4:00P.M
6.AICTE Stanford survey is going to be conducted in the Departments of EEE and ISE on March 25 <sup>th</sup> to March 27 <sup>th</sup> , 2019. The concerned HODs should be ready enough to make 100 percentage students to take part in the survey to evaluate the effectiveness of Teaching Learning Process.	IQAC Members	4:05 P.M
7. The meeting ended with thanks to every one.	IQAC Members	4: 10 P.M

**IQAC Co-ordinator**

Date : 20-February-2019

Dr.P.Vijayakarthish

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**SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY  
BANGALORE – 562 157**

Ref.No.VIT/OFF/ M-5 /2019-20/

Date: 04.05.2019

**PROCEEDINGS OF THE IQAC MEETING  
HELD ON 02.05.2019**

Principal chaired the meeting.

**MEMBERS PRESENT**

1. Dr.H.L.Suresh, Professor & HOD, EEE
2. Dr.V.Shantha, Professor, ME
3. Dr.Sumaswamy, Professor, CSE
4. Dr.Hariharan N., Associate Professor, Physics
5. Dr.C.H.Vanipriya, Associate Professor, ISE
6. Dr.G.R.Kavitha, Associate Professor, ECE
7. Dr.Priya Narayan, Associate Professor, BT
8. Mrs.Tamil Selvi, Assistant Professor, Civil
9. Mr.Narayan Shetty, Administrative Manager, Sir MVIT Office

Principal welcomed the members to the meeting.

**1. Reconstitution of IQAC**

In view of effective functioning of IQAC, the Principal who also is the chairman of the committee had reconstituted the existing team on 1.04.19 by replacing some members and induction of new members as replacements. The newly constituted IQAC was brought to the notice of the members and introduction of newly inducted members was made.

Resolution: Reconstitution of IQAC approved unanimously.

**2. Roles and responsibilities of IQAC:**

The Roles and Responsibilities of the IQAC were read out and deliberated upon by the Principal. He mentioned that IQAC is a pivotal committee which should critically implement quality initiatives and monitor the overall progress of the Institution.

**3. Activities planned to enhance quality:**

Principal requested the members to conduct Quality Improvement Programmes, Faculty Development Programmes, Skill enhancement programs, Hands-on workshops, Short-term training, Industrial Visits, Guest Lectures, Pedagogy and ICT methods, all to improve Quality of Teaching Learning process etc. He suggested that, the coordinator could write to the external members, invite them for the meetings and seek their advice on issues related to enhancing of quality.

**4. Preparation of AQAR:**

Principal highlighted that the Annual Quality Assurance Report (AQAR) have to be uploaded on the College/NAAC website for the Academic year 2018-2019, on or before 31 October 2019. Hence he requested all the members to work towards the same.

Meeting ended with thanks to the members present and the chair.

To  
All the Members of the Committee.

**IQAC Coordinator**