

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

Ref.No.VIT/OFF/ M-4 /2019-20/

Date: 04.05.2019

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

Principal chaired the meeting.

Sl.No.	Name	Designation	Status
1	Dr.V.R.Manjunath	Principal	Chairman
2	Dr.E.Kavitha	H.O.D.,TCE	Coordinator
3	Sri.Prabhakar Raju	Academic Chairman &Trustee	Member
3	Dr.Priya Narayan	Assoc. Prof., BT	Member
4	Dr.H.L.Suresh	H.O.D., EEE	Member
6	Dr.V.Shantha	Professor, ME	Member
7	Dr.Sumaswamy	Professor, CSE	Member
8	Dr.G.R.Kavitha	Assoc. Prof., ECE	Member
9	Dr.CH.Vanipriya	Assoc. Prof., ISE	Member
10	Dr.Hariharan N	Assoc. Prof., Physics	Member
11	Mrs.Tamil Selvi	Asst. Prof., Civil	Member
13	Mr.Srinivas DV	Alumni, BT	Member
14	Mr.Chittaranjan A Hegde	Parent	Member
15	Mr.Narayan M Shetty	Manager	Member
16	Dr. E S Dwaraka Dasa	Former Professor(IISc),MD and CEO (Karnataka Hybrid Micro Devices Ltd(KHMDL), Industrialist	Member
17	Ms.sushma Fouzdar	VI sem, ISE	Student
18	Mr. Nischal	VI sem, TE	Student

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.

Coordinator

**SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY  
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Ref.No.VIT/OFF/ M-4 /2019-20/

Date: 14.05.2019

**PROCEEDINGS OF THE IQAC MEETING  
HELD ON 15.05.2019**

Principal chaired the meeting.

Sl.No.	Name	Designation	Status
1	Dr.V.R.Manjunath	Principal	Chairman
2	Dr.E.Kavitha	H.O.D.,TCE	Coordinator
3	Sri.Prabhakar Raju	Academic Chairman &Trustee	Member
3	Dr.Priya Narayan	Assoc. Prof., BT	Member
4	Dr.H.L.Suresh	H.O.D., EEE	Member
6	Dr.V.Shantha	Professor, ME	Member
7	Dr.Sumaswamy	Professor, CSE	Member
8	Dr.G.R.Kavitha	Assoc. Prof., ECE	Member
9	Dr.CH.Vanipriya	Assoc. Prof., ISE	Member
10	Dr.Hariharan N	Assoc. Prof., Physics	Member
11	Mrs.Tamil Selvi	Asst. Prof., Civil	Member
13	Mr.Srinivas DV	Alumni, BT	Member
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18	Mr. Nischal	VI sem, TE	Student

Agenda.

1. NBA Preparations
2. SDPs and FDPs for next semesters
3. Vision, Mission, PEOs POs Approvals
4. TEQIP Workshops

## 5. AICTE Model Curriculum

1. **NBA Preparations** :The preparedness of NBA SAR and pre qualifiers by the department of BT, CS, IS, ME, and EC was discussed. A detailed discussion in requirement of external experts for documents verification and critical corrections on SAR was made and schedule of expert visit was prepared.
2. **SDPs and FDPs for next semesters** :All the HODs were requested to organize SDPs and FDPs during semester break to enable the delivery of content beyond the syllabus and fulfilling the PO attainments.
3. **Vision, Mission, PEOs POs Approvals**: Based on the presents NBA experts visit the department of CS, ME, and BT, the departments have given request to reframe and redefine their Vision Mission PEOs and PSOs. The new statements were analyzed in the meeting with due deliberates and proper justification by the respective HODs and other members. The Vision, Mission POS and PEOs were approved in the meeting. The new statements are attached in this proceedings.
4. **TEQIP Workshops** : The TEQIP sponsored workshop OBE NBA is planned to be organized by Dr. E. Kavitha NBA coordinator from May 12<sup>th</sup> to 19<sup>th</sup> May 2019. The HODs were requested to convey the information to their department faculty members and make sure of opportunity to get first hand information from the NBA Accessors who are going to be resource person for the workshop.
5. **AICTE Model Curriculum** : As per the AICTE module communication VTU have requested the scheme and syllabus for 2018 batch and workshop being conducted at various volume for discussion on the revision. The HOD were to participating workshop to get known of updates and do the needful to the institute

To

All the Members of the Committee.

Coordinator

**SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY  
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Ref.No.VIT/OFF/ M-4 /2019-20/

Date: 03.06.2019

**PROCEEDINGS OF THE IQAC MEETING  
HELD ON 03-06.2019**

Principal chaired the meeting.

Sl.No.	Name	Designation	Status
1	Dr.V.R.Manjunath	Principal	Chairman
2	Dr.E.Kavitha	H.O.D.,TCE	Coordinator
3	Sri.Prabhakar Raju	Academic Chairman &Trustee	Member
3	Dr.Priya Narayan	Assoc. Prof., BT	Member
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17	Ms.sushma Fouzdar	VI sem, ISE	Student
18	Mr. Nischal	VI sem, TE	Student

Agenda.

1. Academic Auditing
2. NBA expert Meetings
3. PAC meetings
4. API followup
5. Research Initiatives

1. Discussion is made in the meeting regarding the Academic quality Assurance of the Teaching Learning Process and ICT initiatives in the departments. It is decided to have

the regular Academic Audit for every department conducted by the Academic Committee. The responsibility of fixing dates and constituting teams and conduction of Auditing is given to Dr.H.G.Nagendra, Academic Committee Chairman.

2. All the HODs were requested to organize to keep the documents and files pertaining to NBA to be kept ready in the department and any shortfalls are to be identified before the next expert visit for NBA. The documents are to be filed and kept for display and due inspection
  
3. It is decided on discussion that The Program Assessment Committee meeting is to be conducted in every department to discuss the roadmap of the department and to assess the Progress made in the department with the focus of OBE.
  
4. As per the Updated Academic Performance Index Approved by the Research Committee, all department heads are requested to explain the API to the faculty and get the API filled by all faculty of the department.
  
5. The role of a Teacher doesn't stop with Teaching and Learning, but it also involves considerable participation in R & D activities. With this context it is decided to have a Project Lab in all the departments to inculcate the Research Culture amidst Faculty and Students.

Dr.E.Kavitha  
IQAC COORDINATOR

**SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY  
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Ref.No.VIT/OFF/ M-5 /2019-20/

Date: 09.07.2019

**PROCEEDINGS OF THE IQAC MEETING HELD ON 09.07.2019**

The In-charge Principal, Dr. H G Nagendra chaired the meeting.

Sl.No.	Name	Designation	Status
1	Dr.V.R.Manjunath	Principal	Chairman
2	Dr.E.Kavitha	H.O.D.,TCE	Coordinator
3	Sri.Prabhakar Raju	Academic Chairman &Trustee	Member
3	Dr.Priya Narayan	Assoc. Prof., BT	Member
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14	Mr.Chittaranjan A Hegde	Parent	Member
15	Mr.Narayan M Shetty	Manager	Member
16	Dr. E S Dwaraka Dasa	Former Professor(IISc),MD and CEO (Karnataka Hybrid Micro Devices Ltd(KHMDL), Industrialist	Member
17	Ms.sushma Fouzdar	VI sem, ISE	Student
18	Mr. Nischal	VI sem, TE	Student

The In-charge Principal welcomed the members to the meeting.

1. I/c Principal explained the similarities of Self-Assessment Report of NAAC with AQAR and suggested that we need to update the data for the year 2018-19 criteria wise.
2. The following members were assigned with the criteria-wise responsibilities towards gathering and updating of the data for AQAR:

Criteria – 1	Dr.H.L.Suresh, EEE and Dr.G.R.Kavitha, ECE
Criteria – 2	Dr.Sumaswamy, CSE and Dr.V.Shantha, ME
Criteria – 3	Dr.C.H.Vanipriya, ISE and Dr.Priya Narayan, BT
Criteria – 4 & 5	Dr.Hariharan N, Phy and Mrs.Tamil Selvi, Civil
Criteria – 6	Dr.Priya Narayan, BT and Mr.Narayana Shetty, Admin. Manager
Criteria – 7	Dr.Sumaswamy, CSE and Dr.V.Shantha, ME

3. He reiterated that IQAC should also set a bench mark and work towards attaining/maintaining the standards.
4. The members suggested that there should be a feedback / survey of the services at Admin Office and different sections, from the stake holders like parents and students. Impact analysis of the feedback needs to be done and suitable corrective actions to be incorporated, as per requirements.
5. The members requested the Principal to send a circular, so as to revitalize the responsibilities of department IQAC coordinators. Their active roles could ensure better coordination, planning and functioning.
6. I/c Principal also requested the members to send a list of various Department Level Committees that are active, so that their roles and responsibilities could be refined. A common set of committees could be made active across all departments.
7. I/c Principal suggested that all the Departmental level activities and their impact analysis must be reviewed by college level IQAC. Regular audits must be conducted to ascertain the quality initiatives and assessment methods.
8. I/c Principal also mentioned that the nominated external members must be invited for future meetings, and their feedback becomes relevant.

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

I/c Principal

To

All the Members of the Committee.



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Date: 03-10-2019

**PROCEEDINGS OF THE IQAC MEETING  
HELD ON 03-10-2019**

Principal chaired the meeting.

Sl.No.	Name	Designation	Status
1	Dr.V.R.Manjunath	Principal	Chairman
2	Dr.E.Kavitha	H.O.D.,TCE	Coordinator
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Agenda.

1. Framing of Mission, Vision and Core Values of all Departments
2. Discussion on registration and organization of Alumni Meet
3. Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc.
4. Planning of NSS activities

1. IQAC felt that mentoring all faculty members, as well as students, are needed and more experts from outside should be involved in teaching-learning process. Mr. Dwaraka Doss, Industrialist shared his experiences about quality circle in the industry and expressed those similar quality circles can be formed in each department and support sections of our Institute. Dr.E.Kavitha, IQAC coordinator expressed that there is no substitute to hard work and it's required to achieve overall development of Institute. Concrete steps and path needed in all direction for achieving quality excellence.
2. In addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important. The teams suggested with the permission of chair to collect the alumni feedback and organize alumni meet.
3. Members suggested that research culture should inculcate in academics and Industry Institute interaction is to be strengthened. IQAC was of the opinion that academic policies are need to be revised and related activities definitely promoting research culture.
4. The Chairperson had decided, to conduct NSS activities in near future namely Tree Plantation, Blood Donation Camp and Road Safety program on the basis of suggestions from all the Committee members.

Dr.E.Kavitha  
IQAC COORDINATOR