



Ref.No.VIT/PO/M-5/2023-24/

Date: 10.07.2023

PROCEEDINGS OF THE IQAC MEETING HELD ON 08.07.2023 IN THE BOARD ROOM

IQAC meeting was convened on 08.07.2023.

AGENDA

1. Review of discussions held during the previous IQAC meeting.
2. Report on Accreditation updates and compliance.
3. Discussion on enhancing Teaching-Learning practices.
4. Brainstorming session: Identifying Areas of Improvement.
5. Planning for Faculty Development Programs, /Students Development Programmes.
6. Inclusion of Student Member
7. Feedback on curriculum and Infrastructure by student, Alumni, Parent, Employer and faculty for the year 2022-23.
8. Students feedback on faculty.
9. IIC activities
10. Preparation of action plan for 2022-23.
11. Any other matter with the permission of the chair next steps and action items.

MEMBERS PRESENT

1. Mr. Prabhakar Raju, Chairman, Academic Committee
2. Prof. Rakesh S.G., Principal
3. Mr. Vijay Gowda, External member
4. Dr. Ch. Vanipriya, IQAC Coordinator
5. Dr. K.S. Shanmukharadhya, HoD-ME
6. Dr. H.L. Suresh, HoD-EEE
7. Dr. V.G. Supriya, HoD-ECE
8. Dr. E. Kavitha, HoD-ETE
9. Dr. G.C. Bhanuprakash, HoD-ISE
10. Dr. T.N. Anitha, HoD-CSE
11. Mr. K.V.R. Prasad, HoD I/c.-CV
12. Dr. Priyanka Sharma, HoD I/c.-MBA
13. Dr. G.M. Krishnaiah, HoD-Chemistry
14. Dr. S.K. Uma, HoD-Maths
15. Dr. Hariharan N., HoD-Physics

Dr. Vanipriya welcomed the members and initiated the proceedings.

1. Review of discussions held during the previous IQAC meeting.

Dr. Vanipriya informed that as mentioned in the previous meeting, various Heads were appointed for academics, students, research, admissions, rankings, industry relations, Principal was enquiring about the effectiveness of these Heads.

Industry relations

Dr. Kavitha briefed that one MoU was entered with L & T. Orientation programme happened during this week. 6-week personality development programme is going on. Principal enquired whether she has contacted any industries for internships. Dr. Kavitha informed that she has contacted Emvee Solar, TCS, Accenture and Texol. Physical visits have not happened yet but she is in touch with Accenture for the visit. Principal suggested her to handover brochure and other publicity material of the college whenever she visits the companies. He also suggested her for placement of students also. Principal suggested that the contacts established should be utilized properly by giving lead to HoDs to take it further. Principal sought suggestions to improve the quality of students. Dr. Kavitha informed that programmes are being conducted for IV semester students to give awareness about the diverse opportunities available for them. Principal suggested that she should try for CSR funds. She said that she would try for the same. Dr. Kavitha informed that department of CSE has entered into MoU with Zintlr. They are ready to conduct hackathons for our students. Principal suggested to coordinate with HoDs and try to set up industry labs in the campus. Dr. Kavitha said that she would coordinate with HoDs and take it forward.

Head - Academic Affairs

Dr. Suresh informed that centralized valuation and moderation of valuation has started functioning. Course file content is discussed in the meeting and the suggestions given by the members are being incorporated and a new format is arrived which will be followed by all the faculty members. Principal enquired about the pedagogical initiatives. Principal felt that the students' projects should be done in-house. Every faculty should guide at least two projects. Quality of the projects have to be monitored by the faculty members. Students will choose the projects from the domains provided by the departments and department will decide the projects of the students. It was decided to do 3 Reviews must be done.

Student Affairs

There are no sign boards and parking area is not earmarked. Dr. Supriya informed that sign boards and earmarking of parking area is being done. Dr. Shanmukharadhya informed that initiatives to improve will be worked out and sent.

Cultural clubs

Principal sought suggestions to improve the club activities. Dr. S.K. Uma informed that activities are bifurcated into two heads, cultural and technical. Cultural activities are going on and it was planned to conduct Technotsav (technical competitions) on technology day during May 2023. Since there were elections and also NBA visit to our Institute, the technical fest was not conducted.

She informed that Event closure report is being submitted after every event and CO & PO mapped.

Principal remarked that clubs are formed but only a few clubs are active and some clubs are not conducting any activities. These clubs are formed not only to show case the talent of students but also to train them in their interested field. Professionals may be hired and training could be arranged for the interested students.

Principal felt that activities should be conducted every week and even parallelly. College should be filled with activities.

Mr. K.V.R. Prasad informed that they have spoken to some alumni who can train our students. 10 - 20 vocalists have been contacted. Similar effort is made towards training the students who are interested in dance.

Dr. S.K. Uma informed that she has initiated to arrange for Spicmacay program.

Admissions and Marketing

Dr. Priyanka Sharma informed that our institution is participating in expo organized in Bengaluru, Bellary, Davanagere and also in Guwahati and the response is good. She is in touch with college dunia and shiksha.com. Promotional activities were conducted during COMEDK and JEE.

Ambience of the Institute is very important for attracting good students. Faculty of this Institute may visit other institutions to know the best practices being followed by them.

Principal enquired whether any strategies are made to improve the admissions. Dr. Priyanka informed that the faculty of the department are giving guest lectures which will act as improving the brand image of the institute.

Principal suggested that 2-day event may be organized for the students of 10+2 of neighbouring institutions and organize some technical and cultural competitions. Food and transportation are to be given to the students. Prizes are to be given for the winners. This will act as advertisement and students who participate in the competitions may get impressed about the campus and decide to join our institution

through CET / COMEDK. Academic Committee Chairman asked the Principal to send a proposal. Members felt that November would be ideal for this event.

Ranking and accreditation

Dr. Supriya informed that NAAC preparations is in process. She informed that the Vision and Mission statements are to be revised both at the Institution level and at the departments for which a brain storming session is required. She informed that PAC committee of the departments should be active. PAC committee meeting should to be conducted every semester.

Process for Feedback analysis

Student feedback is created on ERP.

Principal informed that the analysis is done. Faculty who are having a feedback between 60 - 75% are called by the HoDs and counselled. HoDs were asked to send the faculty who are having feedback below 60%. But none of the faculty members are having feedback below 60%.

Submission of IIQA and filled SSR

Dr. Supriya informed that IIQA was submitted and after the receipt of the acceptance from the experts, SSR will be uploaded. All the Criteria coordinators are collecting the data for various criteria.

Principal informed that Vision and Mission of IoT and AI&ML have to be framed.

SOPs of all academic related activities.

Dr. Vanipriya informed that SoPs are to be prepared for each and every program. She informed one IQAC programme was conducted and quality assurance programmes are being planned.

Principal requested Academic Committee chairman to arrange for legal advice towards framing SoPs for academic related activities. Chairman informed that he would arrange for the same.

2. Report on Accreditation updates and compliance.

Dr. Supriya informed that IIQA is submitted. SSR will be submitted once the IIQA is accepted. Department of Civil and Electrical have got NBA accreditation for 3 years. Institute has secured ARIIA ranking in the band of 151 – 300. Academic committee chairman was enquiring as to how to improve the ranking of ARIIA. Principal replied that research funding, industrial consultancy, publications are the areas of improvement where we can improve the ranking. Dr. Supriya felt that

initiatives towards higher education needs to be improved. She informed that NBA inspection team has observed that support system for faculty is lacking. She informed that the Management has to support at least 30% of the amount spent by the faculty members towards publications/ projects etc.

3. Enhancement of teaching learning practices.

Principal enquired about the pedagogical initiatives to improve the teaching learning process. The external member informed that human values has to be included in the teaching learning process. Principal informed that a yoga teacher is being appointed who will be assigned with the responsibility of handling sessions about human values also.

4. Brainstorming session: Identifying areas for improvement.

Members felt that placement is one of the areas which needs improvement. Core companies are to be invited for placements. HoD-CSE suggested that HR training needs to be started from first year itself and reputed companies are to be called for campus recruitments. Academic chairman insisted upon technical training. HoD-ETE felt that faculty coordinators should be identified from the department for placement. Dr. Supriya informed that based on the requirement of industry, placements drives have to be organized.

5. Planning for Faculty Development programs, Student Development Programs.

Departments have to increase the conduction of FDPs and SDPs. At least one program has to be planned per semester for the department.

6. Inclusion of Student Member

Dr. Vanipriya informed that a student member has to be added in the IQAC committee. HoDs informed that they will send the identified name of the student.

7. Feedback on curriculum and Infrastructure by student, Alumni, Parent, Employer and faculty for the year 2022-23.

Dr. Vanipriya informed that Feedback on Curriculum and Facilities by the Students, Faculty, Alumni, Parents is pending for the AY 2022-23. Dr. Balakumar, the coordinator of Critria-1 must be instructed to initiate the process. Principal asked to Dr. Supriya , the Coordinator for NAAC to inform Dr.Bala Kumar to initiate.

8. IQAC activities & IIC activities.

Dr. Vanipriya reported the IQAC activities conducted. She informed that IIC calendar is formed and planning is made for the conduct of activities.

Some of the IIC activities conducted are

- a) Department of MBA organized an event on 13th April on Inevitable ventures.
- b) IPR awareness session was conducted on 19th April 2023.
- c) One day workshop was conducted on Design and Development of Industrial automation process on 12th May 2023.

She informed that our Institute is selected as one among few institutions which can Mentor some mentee institutions. She informed that Rs.2.25 lakhs funding is being given for mentor institutions and after the receipt the official communication, we have to apply for funding.

Dr. Vanipriya informed that the content of the course file have been changed, after the meeting with HoDs, suggestions given were incorporated. The final draft of course file was presented before the committee. She explained each and every content of the course file.

Mr. K.V.R. Prasad suggested to include innovating teaching methodology in the course file.

Academic Chairman was mentioning that the topics missed by the VTU has to be covered by the Institutes. Principal informed that those aspects will be covered under topics beyond syllabus. Dr. S.K. Uma informed that before starting any class, prerequisites are being discussed.

After having a discussion about the course file, committee approved the content of the course file.

Dr. Vanipriya projected the logo designed for IQAC. Members felt that the logo has to be redesigned. It was decided to have a competition for logo design and select the best.

Dr. Vanipriya informed that our Institute had submitted video about the best practices of our Institute and they have selected our Institute as one among 35 institutions across the country. We will be getting a mail if our video is further selected to be displayed in front of the Prime Minister in the last week of this month.

Meeting ended with a thanking note by the Principal.



IQAC Coordinator

To,

All the members of IQAC

IQAC COORDINATOR



PRINCIPAL

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Ref.No. IQAC /2022-23/01

Date: 11.04.2023

PROCEEDINGS OF THE HEADS OF THE DEPARTMENTS MEETING HELD ON 11.04.2023 IN THE BOARD ROOM

A meeting of all the Heads of the Departments was convened on 11.04.2023 by the Principal.

Agenda for the meeting:

1. Action taken report of the previous meeting
2. Quality Initiatives in various academic units
3. Process for Feedback Analysis
4. Submission of IIQA and filled SSR
5. Annual Report
6. SOPs for all Academic related activities
7. Any other item with the permission of the chair.

MEMBERS PRESENT

1. Prof. Rakesh S.G., Principal
2. Mr.Prabhakar Raju, Academic Committee Chairman
3. Dr.Ch.Vanipriya, Convenor IQAC & HoD-MCA
4. Dr. Supriya V. G.-HoD-ECE, Member-IQAC
5. Mr.Vijay Gowda- Head of HR, Indena India, Member-IQAC
6. Mr. Srinivas D.V.-Technical Director, Aspartika Biotech Member-IQAC
7. Ms. Bhavana Vijay Kumar-Asst. Vice President, New Space Research and Technologies, Member-IQAC
8. Dr. H.G. Nagendra-HoD-BT, Member-IQAC
9. Dr. K.S. Shanmukharadhya-HOD-ME, Member-IQAC
10. Dr. H.L. Suresh-HoD-EEE, Member-IQAC
11. Dr. E. Kavitha-HoD-ETE, Member-IQAC
12. Dr. Anitha-HoD-CSE, Member-IQAC
13. Dr. Bhanu Prakash-HoD-ISE, Member-IQAC
14. Dr. Ravikumar H.-HoD-CV, Member-IQAC
15. Dr. Priyanka Sharma-HoD-MBA, Member-IQAC
16. Dr. G.M. Krishnaiah-HoD-Chemistry, Member-IQAC



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17. Dr. Hariharan N-HoD-Physics, Member-IQAC
18. Mr. Bhaskar-Asst. Prof.-EEE, Member-IQAC
19. Mr. Elaiyaraja- Asst. Prof.-CSE, Warden, Member-IQAC
20. Mr. Babu Raju-Manager, Member-IQAC
21. Ms. Vaishnavi-Student of ISE VIII sem, Member-IQAC

The Principal welcomed the members and requested Dr. Ch.Vanipriya, the IQAC coordinator, to begin the proceedings.

1.Action taken report of the previous meeting:

Dr. Ch. Vanipriya informed the members that coordinators appointed by Dr. Kavitha E., the then IQAC coordinator, had visited the departments of CSE, ISE, ME, and BT to verify the NBA documents. The department of BT had proposed a symposium, and SDPs, FDPs, and workshops had been conducted at both department and institute levels. In the academic year 2021-2022, 40 events were conducted under the aegis of the Institute Innovation Council. The IQAC team had been reconstituted with new members in accordance with NAAC guidelines.

2. Quality Initiatives in various academic units:

To nurture, facilitate growth and development, and set and uphold high standards for faculty, staff, and students, some senior faculty members have been entrusted with various administrative responsibilities by the principal. The IQAC proposed quality initiatives for each of the heads of these academic units. The IQAC coordinator read out the initiatives and informed the members that the same would be circulated to all the heads.

3. Process for Feedback Analysis:

The Principal informed all the members that a feedback mechanism for students to rate faculty handling a subject had been devised and made available through the ERP system. The HoDs can view the feedback and counsel the faculty if they receive negative feedback.

4. Submission of IIQA and filled SSR:



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The IQAC coordinator stated that the NAAC SSR submission is due as the validity is going to expire on 2.7.2023. The NAAC Coordinator, Dr. Supriya V.G., informed that the IQA has to be submitted before SSR and is planning to submit it in the first week of June. The criteria coordinators are preparing all the necessary documents.

5. Annual Report:

The Principal informed the members that an annual report covering overall activities related to academics, co-curricular and extracurricular activities, and IIC activities must be prepared every year.

6. SOPs for all Academic related activities:

The Principal instructed the IQAC coordinator to make all the standard operating procedures/process documents available that describe the regularly recurring operations to ensure that the operations are carried out correctly (quality) and always in the same manner (consistency).

Any other item with the permission of the chair:

Ms. Bhavana Vijaya Kumar, a member of the IQAC, expressed her concern about student-industry readiness and stressed the importance of soft skill training for students. The principal informed the members that the faculty of MBA was already training students of engineering branches and that there was a plan to recruit trainers. Dr. Ch. Vanipriya informed the members that the IQAC would be conducting a quality initiative workshop on 2.5.2023, and Dr. Kalpana Gopalan would be the resource person.

Meeting concluded with a thanking note by the Principal.

IQAC Convener

Principal

Copy to:

The members of IQAC.