



Internal Quality Assurance Cell
Sir M. Visvesvaraya Inst. of Technology
Ph. 080-28467248, 28477024 Extn: 191
e-mail: iqac@sirmvit.edu

Minutes of Meeting

Date: 25-05-2024

Time: 11:00am

Venue: Board room, New Block, Sir. MVIT.

Members Present:

Prof. Rakesh S.G., Principal - Chairman
Dr. Ch. Vanipriya, Professor&Head, MCA Head- Quality Assurance Coordinator
Dr. Prashanth S. Nair, Head-IQAC, Amrita University (Academics)
Ms. Sahana Krishnamurthy, Infosys (Industry)
Mr. Suresh T. S., General Manager, Agastya Foundation (Trust)
Dr. H. G. Nagendra, Professor & Head, BT Head-Research & Development
Dr. K. S. Shanmukharadhya, Professor & Head, ME Head-Students Affairs & Chief Warden
Dr. H. L. Suresh, Professor & Head, EEE Head-Academic Affairs
Dr. E. Kavitha, Professor & Head, ETE Head-Corporate & Industry Relations
Dr. Priyanka Sharma, Associate Professor & Head, MBA Head-Admissions and Marketing
Dr. Janardhana K., Associate Professor, ME-Member
Ms. Sowjanya Lakshmi A., Asst. Professor, Dept. of ISE-Member
Dr. Pradeepa S., Asst. Professor, Dept. of CV-Member
Ms. Bindiya Tyagi, Asst. Professor, Dept. of EEE-Member
Mr. Faiz Mohammad Karobari, Asst. Professor, Dept. of ETE-Member
Mr. Anil Murthy, Asst. Manager-Member
Mr. Mahesh Hegde, Alumnus-Member
Dr. Divya Rani-Parent Member
Dr. Prashnath G. K., Associate Professor-Institutional Coordinator-IQAC Sub-Committee
Dr. Rashmi K.V., Associate Professor-Institutional Coordinator-IQAC Sub-Committee
Ms. Meghana-Student Member

Agenda:

- Welcome and introduction of the new members
- Decisions taken in the previous IQAC meetings and the action taken in accordance
- Overview of NAAC Accreditation
- Non Compliance Report
- Action Plan for Compliance
- Collection of feedback from stakeholders
- Academic and Administrative Audit
- Planning of workshops or training sessions on quality assurance, assessment, and accreditation.
- Discuss plans for the next accreditation cycle and steps to maintain and improve quality.
- Inputs and suggestions from the members
- Best practices to be followed
- Process Documents
- Next meeting schedule

Prof. Rakesh S. G., Principal and Chair of the IQAC, welcomed all the members to the meeting. Dr. Vanipriya, Professor and Head of the MCA department and IQAC Coordinator, initiated the meeting. Dr. Prashant and Ms. Sahana joined the meeting via Google Meet.

Dr. Vanipriya introduced the new members of the IQAC committee and proceeded to brief everyone on the highlights from the previous meeting.

- The NAAC audit occurred on December 7th & 8th, 2023, with a team of three members visiting the campus.
- The IQAC committee was reconstituted according to NAAC guidelines.
- The "Varthamanjari" newsletter publication and activities of the Innovation and Incubation Centre (IIC) were highlighted.
- Guidelines for constituting the Program Advisory Committee (PAC) were formulated by the IQAC committee and disseminated to all departments.
- Standard Operating Procedures (SoP) for safety and security are currently being developed.
- An IQAC logo competition was held, and the logo designed by Dr. Rashmi was selected, with her receiving a prize of Rs 5,000.
- The Vision and Mission reframing process has been initiated, as decided in the previous meeting.
- Collection of feedback from stakeholders for the Vision and Mission reframing process has also begun.

The Principal informed all members that AICTE has approved few new programs and increased intake for a few departments. Additionally, he shared that two programs have been re-accredited by NBA, and the institute has achieved an 'A' grade by NAAC. Furthermore, Sir MVIT has secured a FDP proposal called 'VAANI', which is a first-ever initiative from AICTE. The institute will receive Rs. 2 lakhs from AICTE for this initiative.

Overview of NAAC Accreditation

On December 7th and 8th, 2023, a team from the National Assessment and Accreditation Council (NAAC) visited Sir MVIT for an assessment. The team, consisting of three members including the Chairperson and Member Coordinators, conducted an evaluation of the institute's overall performance as part of the 2nd cycle of accreditation.

Non Compliance Report and Action Plan for Compliance

Dr. Vanipriya continued to highlight the main points of the non-compliance report, and suggestions were requested from IQAC members:

1. Motivating faculty towards quality research.
2. Increasing interaction with research organizations and industries.
3. Encouraging frequent industrial visits.
4. Enriching skill enhancement programs.

Ms. Sahana informed the members that Infosys Springboard has approved 71 skill development programs. She suggested that Sir MVIT can apply for these programs and align them with the institute's objectives.

There was also a discussion on strengthening training and placement. Dr. Kavita, the coordinator for the Industry Interaction Cell (IIC), expressed that providing internship opportunities to students increases their chances of securing jobs.

Dr. Prashanth suggested preparing a Research Compendium. The Principal assigned this task to Dr. G. K. Prashanth and Dr. Rashmi K. V., and the responsibility for collecting evidence and monitoring the task was entrusted to Ms. Bindiaya Tyagi. Dr. Prashanth also suggested starting with existing MoUs, optimizing proposals, and enhancing opportunities. He emphasized signing new MoUs with companies and industries and developing applications to establish healthy relations.

Mr. Mahesh shared his association with a Japanese consultancy that identifies gaps in technologies adopted and provides proficient recommendations. The Principal entrusted Dr. Kavita with the task of gathering more details about the Japanese consultancy from Mr. Mahesh.

Collection of feedback from stakeholders

Dr. Vanipriya informed the members that the feedback questionnaire has been reframed and has been sent to the Criteria-1 coordinator to initiate the feedback process.

Academic and Administrative Audit

The Principal requested Dr. Suresh H. L. to provide details on the Academic audit process. Dr. Suresh provided information on the formation of committees visiting all departments, the audit format, and the collection of Action Taken Reports sent by the departments based on observations made by the Audit Committee members. He mentioned that the audit takes place once in a semester.

Mr. Mahesh suggested strengthening the audit process by recording audit findings and initiating corrective actions. He emphasized the need to go beyond non-compliance reports and suggested mapping every process with SIPOC templates, function deployment charts, management system charts, and defining roles, responsibilities, and the flow of information channels.

The members proposed having an external member on the academic audit committee. Dr. Vanipriya informed that the reframing of administrative process documents is prepared and in the final stage. Once approved, the audit will take place.

Planning of workshops or training sessions on quality assurance, assessment and accreditation.

The IQAC coordinator informed all members about a program titled "Quality Assurance in Research Publications: Strategies and Standards," conducted by the IQAC on May 22nd, 2024. Additionally, she mentioned that the IQAC is planning to conduct a program on Quality Initiatives, Accreditation, and Assessment for newly inducted faculty in July.

Mr. Mahesh suggested adapting a Total Quality Assurance Model to enhance the overall quality of institutional operations. He emphasized the importance of conducting training activities on quality assurance. Following the program or training, he recommended assessing whether the expected outcomes are implemented in actions or systems. Mr. Mahesh also recommended implementing certification programs such as 6-sigma green belt and black belt programs.

Discuss plans for the next accreditation cycle and steps to maintain and improve quality

Dr. Prashanth shared insights regarding the importance of citations in publications, noting that both NAAC and NBA prioritize publications with higher citations. He emphasized the necessity of conducting workshops on writing high-impact papers, offering tips and initial steps for the same. Dr. Prashanth stressed that publication count alone is not significant; instead, the focus should be on quality and high-impact publications, as verified by NAAC/NBA. He also suggested that after accreditation, based on the compliance report, the institution should plan improvements in processes, prepare rubrics, and conduct Outcome Based Education programs.

Inputs and suggestions from the members

The Principal requested external members to advise the in-house members on how to market Sir MVIT in Research & Development and Training & Placement. Dr. Prashanth suggested identifying thrust areas of research and motivating students and staff to write papers and conduct research through workshops, Student Development Programs (SDPs), and Faculty Development Programs (FDPs). He also recommended involving industry professionals invited as judges during Project Exhibitions, mentioning CISCO funds for incubation programs and possible assistance with Makerspace. Dr. Prashanth proposed applying for the AICTE Idea Lab.

The Principal instructed Dr. Kavita to prepare brochures and proposals for companies and resource persons who are invited for events at Sir MVIT. Dr. Divya Rani suggested creating a Maker space accessible to students and faculty. She recommended collecting problem statements through guides, students, project exhibitions, and events from other colleges/industries and encouraging research work and project deployments at the Makerspace. Dr. Divya Rani emphasized the importance of encouraging multidisciplinary projects.

Best practices to be followed

Dr. Vanipriya informed the members about the need to identify two best practices. After considering inputs from all departments, the IQAC finalized two best practices: "Empowering Minds by Nurturing Students' Growth through Clubs" and "Project Exhibition." She sought opinions and suggestions from all members.

Dr. Prashant suggested that best practices should be multi-dimensional and align with the institutional vision and mission. He recommended framing multi-dimensional outcomes from best practices. Additionally, he suggested rethinking the project exhibition, considering its usual nature.

Meeting Conclusion points:

Ms. Sahana remarked that implementing various processes in the institution is a challenging task for the IQAC.

Dr. Prashanth stated that the IQAC should become a one-stop solution for institutional improvement and should develop policies for proper information and evidence collection.

The Principal requested extended support from Ms. Sahana regarding the Infosys Campus Connect and from Dr. Prashanth regarding best practices. Tentative dates for the next IQAC meeting were also informed.

Dr. Vanipriya summarized and concluded the meeting, followed by a vote of thanks.



Dr. Ch. Vanipriya

IQAC Coordinator

IQAC COORDINATOR
SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU - 562 157



Prof. Rakesh S. G.

Principal