



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.

## **I. 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 13<sup>th</sup> April on Inevitable ventures.
- b) IPR awareness session was conducted on 19<sup>th</sup> April 2023.
- c) One day workshop was conducted on Design and Development of Industrial automation process on 12<sup>th</sup> 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

SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY

KRISHNATEKRAVANDUR, HURSAHARANAHALLI

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## 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 7<sup>th</sup> & 8<sup>th</sup>, 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 Makespace. 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.

The Principal asked for suggestions on improving teaching methodologies and pedagogical initiatives. Dr. Prashanth recommended using an adaptive process to understand students' quality and their acceptance of changes in the pedagogical process.

Ms. Sahana expressed the importance of identifying students' needs and adapting relevant pedagogical methods. She suggested encouraging students to pursue certification programs and motivating faculty to do the same. She proposed using the Infosys Learning platform and introducing the Maker's lab at Infosys to students and faculty.

Dr. Suresh emphasized the need to understand the quality and acceptance rate of students for effective knowledge transfer and learning improvements.

Ms. Sahana emphasized the importance of defining outcomes from empowering minds activities. She suggested measuring the impact of clubs on participants' overall development, such as professional course certifications, projects, innovative ideas, and defining problem statements.

### **Process Documents**

The IQAC coordinator informed all the members that the IQAC has initiated the process of creating Standard Operating Procedures (SoP) for all academic and administrative activities. Some of the documents have been ratified, while others are still in the process of being framed.

### **Next meeting schedule**

The members agreed to meet on 28th September 2024

### **Other Discussions:**

Dr. Divya Rani suggested collecting problem statements from industries and implementing a peer-to-peer learning approach by including junior students along with senior students. She emphasised addressing industrial, societal, and real-time requirements and proposed providing seed grants to faculty from the institution for developing prototypes and patents.

Dr. Priyanka Sharma recommended conducting training programs for non-teaching staff members.

Dr. Pradeepa S. suggested organising programs for a minimum of three days in accordance with NBA criteria.

Prof. Rakesh S. G., the Principal, introduced Dr. Prashanth and Dr. Rashmi K. V., the Institutional Coordinators of the IQAC Sub Committee, to the members and sought their inputs. Dr. Rashmi suggested that rigorous monitoring of the dissemination of IQAC guidelines should be activated across departments. She

mentioned that an incubation space has been identified in Sir MVIT, where interdisciplinary work and collaboration between departments can take place. She also proposed providing training and Student Development Programs (SDPs) to motivate and prepare students for competitive exams and offer career guidance. Additionally, she suggested initiatives for orientation and induction programs.

The Principal expressed the need to strengthen the career guidance cell and urged Dr. Prashanth and Dr. Rashmi to impart and monitor IQAC guidelines across departments.

Ms. Bindiya Tyagi expressed that programs should be conducted to identify weak students and to develop methods to support and strengthen them.

Mr. Mahesh suggested that the vision sets the direction for the overall growth of the institution. He believes that policies have to be made to achieve this vision. In his opinion, all initiatives must be identified in various categories such as innovation, approaches, placements, industrial requirements, and pedagogical teaching and learning. He proposed that the IQAC should create a process where innovative project ideas are implemented, considering both fast and slow learners, with budget allocation included. Additionally, he recommended introducing measurable quantities for the vision and mission to determine what percentage of the vision and mission has been addressed. He also emphasized the importance of visual management of the vision and mission, including guidelines, approaches, displays, directions, quotations, and color coding.

Dr. Divya Rani emphasized the importance of initiatives at startups through job-giving policies. She highlighted the need to provide level-based opportunities at startups for both slow and fast learners.

Ms. Sahana spoke about the importance of empowering minds through club-level competitions and inter-department competitions, with attractive winning prizes to motivate students to think creatively and work towards innovations. She emphasized concentrating on student aspirations to enhance their learning, helping them achieve their best, and guiding them towards the most suitable placements and higher studies.

Student IQAC member, Ms. Meghana, suggested that the training and placement cell should collect inputs from companies about their expectations of students as future employees. She believes that these inputs can help the institution identify areas needing improvement for better placements. Based on this information, the institution can organize training and skill enrichment programs accordingly.

Dr. Janardhan emphasized the introduction of quality processes in the teaching framework. He suggested identifying the best skills within individual faculty members, whether as researchers or teachers, and distributing responsibilities accordingly to maximize their potential. He also advocated for creating awareness programs among faculty and students about their respective responsibilities.

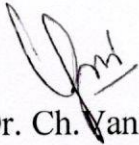
**Meeting Conclusion points:**

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

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Prof. Rakesh S. G.

Principal