



Department/ Unit/Committee/Subject			
DATE	06-06-2024	TIME: 03.00 -04.00 PM	VENUE: New Board Room
MEETING CALLED BY		Vice-Principal VVIET	
TYPE OF MEETING		Academic Matters	
ATTENDEES	PRESENT	REASON IF ABSENT	
Dr. Manjunath T. S	YES		
Dr. Arun Nagarle	YES		
Dr. C S Chidan Kumar	YES		
Dr. Bindu A Thomas	YES		
Dr. Madhu B K	YES		
Dr. Keerthi Prasad K	YES		
Dr. Suma	YES		
Dr. Shamala N	YES		
Prof. Adarsh	YES		
Dr. Vishwanath Belliappa	YES		
Prof.Hemanth Kumar	YES		
Dr. Reshma Banu	YES		
Dr. Zuhaib Baig	YES		
Prof Nafeesulla Shariff	YES		
Dr. R Narayan Babu	YES		
Prof. Parimal Kumar	YES		
Prof. Krithi C Naik	YES		
Prof.Asha	YES		
Prof. Chikkadevagowda S S	YES		
Prof. Varsha	YES		



Prof. Aumulya Mahapatra	YES	
Prof. Latha	YES	

AGENDA

1. LMS, HRMS
2. Academic audit 2024
2. ICT Academy
3. New Website
4. IIQA and NAAC progress
5. Staff and students' profile

DISCUSSIONS

Vice-Principal VVIET welcomed all Deans, Registrar, HoD's & Staff members and members of IQAC to discuss briefly the following agenda.

1. LMS and HRMS

The Vice Principal (VP) gave a brief report regarding LMS, and informed that all staff members are trained in batches regularly in the last month with the help of LMS vendor who supported all the time. The Vice Principal requested all HoD's and QC of the department to monitor and guide their colleagues in uploading all the teaching material to LMS such as Class timetable, assessments, students' attendance, Lesson plan, Question paper generation with scheme of evaluation, Internal Assessments marks and pedagogical inventions made. Currently HoDs must ensure that students who fall short of attendance must sign the undertaking form and proctors should keep their parents informed about the consequences of attendances shortage as per VTU regulations. Later LMS will be integrated with SMS gateway so that after marking attendance automatic SMS messages will reach parents /guardians which will improve the attendance percentage.



Regarding HRMS, the Vice-Principal explained that all staff must use only the HR application to apply all the leaves as mentioned in the service rules. The LMS portal shall contain all the policies such as recruitment and selection, promotions, FPAS and service rules in read only format. Staff must understand the policies and rules before applying Leaves online that is made available in the leave management application. Director HR sir advised all the Heads to inform all department teaching and non-teaching staff members regarding leave portal.

2. Academic audit 2024 will commence from 15 July 2024 and a template will be shared containing various aspects that should be kept ready. The course file, teaching materials and assessments will be checked in the LMS portal only for UG departments. The PG department's hard copy of course files will be checked since they do not have access to LMS.

3. ICT Academy MoU is signed that provides plenty of options to student's certification and FDPs which is essential for NAAC and student placements. VP informed that we could host two FDP in house (offline only) of 5 days each and minimum 200 student certification with this partnership every year. Also, seminars can be conducted with industry experts and staff & students can publish in reputed journals free of cost which is recognized by regulatory authorities. The presentation is attached with this MoM that gives more details.

4. Website

We have received the approval for the college's new website. Now I request all the heads and Deans to pool the latest data (text, photos, videos) and send it to the principal after scrutinizing so that we use the data for website content before 25th June 2024. It was also informed that staff will receive business emails once the website project is complete.

Dr. Reshma Banu will assist in reviewing the data received by the principal along with VP.

5. IIQA and NAAC progress

IIQA to be submitted by 10th June, and we will get 45 days to submit SSR, (July 24th 2024).



We need data for the last 5 years (from 2019) but as of date we have only 2 years data for all the criteria.

6. Staff and students Profile is being prepared by IQAC and will be reviewed by the registrar and submitted as report in the next IQAC meeting.

CONCLUSIONS	The above agenda was discussed in details and the final dates of submission were also finalized
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ACTION PLANS

- 1. LMS usage must be ensured by all HoDs.**
- 2. Academic Audit will start from 15th July 2024**
- 3. Website info to be completed by 25th June 2024**
- 4. IIQA to be submitted by 10th June 2024.**
- 5. NAAC data for 5 years to be complete and reviewed on 25th June, 5th and 15th July 24.**
- 6. Staff and Students Profile to be submitted by Dr. Zuhaib.**

MINUTES PREPARED BY	Prof Nafeesulla Shariff dept of Basics Science VVIET Mysuru.
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Department/ Unit/Committee/Subject

DATE	2023-06-27	TIME: 2:30 PM	VENUE: Board Room
MEETING CALLED BY	Principal VVIET		
TYPE OF MEETING			
ATTENDEES	PRESENT	REASON IF ABSENT	
Dr. Manjunath T.S	YES		
Dr.Arun Nagarle	YES		
Dr. C S Chidan Kumar	NO	ON LEAVE	
Dr.Bindu A Thomas	YES		
Dr.Madhu B K,	YES		
Dr. Keerthiprasad K S	YES		
Dr.Suma	YES		
Dr.Shamala N	YES		
Prof. K V Shambavi	YES		
Dr.Sudarshan	NO		
Prof.Hemanth Kumar	YES		
Prof.Reena Williams	YES		
Dr. Zuhaib Baig	YES		
Prof Jaganath B R	YES		
Prof Priyanka	YES		
Dr Sheila H	YES		
Prof Nafeesulla Shariff	YES		
Prof Chikkadeve Gowda	YES		
Dr Reshama Banu	YES		
Prof Parmal Kumar	YES		



Prof Krithi	YES	
Prof Vijayakumar	YES	
Mr Shashidhar Dongre		
Mr Subash		
MrRagavandra		
List of Quality Coordinators (QC)nominated by Principal for Individual Department		
Dr. Sheila H	EEE Dept	
Prof Jaganath B R	ECE Dept	
Prof Chikkadeve Gowda	Mech Dept	
Dr Reshama Banu	CSE Dept	
Prof Priyanka	ISE Dept	
Prof Vijaya kumar	Civil Dept	
Prof Parmal Kumar	MCA Dept	
Prof Krithi	MBA Dept	
Prof Nafeesulla Shariff	Basic Science	
AGENDA		
<ul style="list-style-type: none">• IQAC acvtivities in the institution• Quality assurance processes to be followed by all the departments• Templates will be discussed and finalized		
DISCUSSIONS		
<p>Principal VVIET welcome all Deans, HoDs, Vice principal(VP), Registrar, members of IQAC to discuss the following agendas</p> <ol style="list-style-type: none">1. Revised Roles and responsibilities of HOD, Professor, Associate Professor, Assistant Professor was discussed in details.2. Moderation IA questionpapersand the template was finalized.3. Moderation of answer scripts (Blue books) process and template was		



discussed and finalized.

4. Revised Format of the MOM with action plan was discussed,
5. Research proposals and rubrics was also finalized inline with VVIET pedagogy .
6. It was decided to review the Course feedback process with Dean Academics
7. Draft student's grievance process is discussed and Dean, student affairs to complete the process for disciplinary committee, Internal complaints committee, anti ragging committee, SC/ST committee etc..
8. Department HOD's should do faculties observation as per templates shared .
9. Student Satisfaction Survey should be conducted by IQAC annually and report must be generated.
10. There shall be college board meeting 4 times a year, subsequently the Deans will 4 times a year and bring relevant reports to the college board.
11. IQAC also suggests to have governing council meeting twice a year during mid of March and September.
12. Dr. Zuhaib Baig from EEE department will be the institute incharge for IQAC Cell and single point of contact to higher authorities. Also departmental quality coordinators (QC) will report to the main coordinator Dr. Zuhaib Baig.
13. Deans academic will prepare calendar of events and share with Dean Student affairs.

CONCLUSIONS

- Deans & HODs are requested to use the above templates and processes for implementation.
- During next visit to department (IQAC) will check all the activities and reports.

ACTION PLANS



IQAC will share all format of the above agendas.

MINUTES PREPARED BY	Nafeesulla Shariff
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Department/ Unit/Committee/Subject

DATE	23-07-21	TIME: 03.30 PM	VENUE: Board Room
MEETING CALLED BY	Principal VVIET		
TYPE OF MEETING	Academic Matters		
ATTENDEES	PRESENT	REASON IF ABSENT	
Dr. Manjunath T.S	YES		
Dr.Arun Nagarle	YES		
Dr. C S Chidan Kumar	YES	ON LEAVE	
Dr.Bindu A Thomas	YES		
Dr.Madhu B K,	YES		
Dr. Keerthiprasad K S	YES		
Dr.Suma	YES		
Dr.Shamala N	YES		
Prof. K V Shambavi	NO	On OOD	
Dr.Sudarshan	YES		
Prof.Hemanth Kumar	YES		
Prof.Reena Williams	YES		
Dr. Zuhaib Baig	YES		
Prof Nafeesulla Shariff	YES		
Prof.Adarsh S	YES		
Dr.B R Narendra Babu	YES		



AGENDA

1. Course feedback
2. Student satisfaction survey
3. Academic audit
4. Calendar of Events - 2023-24
5. Student welfare office
6. Budget for 2023-24
7. FPAS
8. Discussion on SOPs of dean academic, dean student affair, Dean R & D office
9. Discussion on research target status (wrt one to one interaction from 24-07-2023)
10. LIC feedback

DISCUSSIONS

Principal VVIET welcomed all Deans, Vice principal(VP), Registrar, HODs members of IQAC to discuss briefly the following agendas.

1. Course feedback:

Odd semester course feedback was circulated already, principal asked to submit analysis, dean academics responded that the analysis shared to HODs along with the marks scored by faculties. 6th and 8th semester course feedback was also collected where as the 2nd and 4th semester new template to be follow which need to be finalize with advisor and will be shared later. VP briefly discuss about old feedback template and felt the following ,the write up and feedback questions are contradicting , talks about Faculty giving feedback to assignments whereas your questions are targeted to evaluate the effectiveness of faculty and there are 20 questions and one of them is repeating, and few are difficult to understand by students. Also, Deans and HoDs felt that it is difficult to analyse and come up with a report. Vice principal suggested that the previous course template was inappropriate and not student friendly and he proposed new template and discussed briefly.

2. Student Satisfaction Survey (SSS):

SSS was during NAAC visit June 2019 but since then for next academic years is not done. It was decided to do SSS for AY 2020-21, 2021-22 and 2022-23. On this SSS vice principal proposed new template and was discuss briefly.



3. Academic audit:

Academics audit should be done by 15th September 2023. Vice principal proposed new template Audit report that was done based on the instructions of Advisor Sir. It was an informal one to identify gaps and take corrective actions in line with the upcoming NAAC requirements.

4. Calendar of Events (COE)- 2023-24:

One institute COE to be prepared from September – August 2023-24 by exam section VVIET and from dean academics which includes all events, activities of the institution and upload to college website. Also department COE should be done semester wise.

5. Budget for 2023-24:

Budget for 2022-23 to be completed by August 2023 and updated departmental stock books. Few HoDs have requested for advance budget, principal replied to submit the proposal well in advance with consumables, equipments. Principals suggest to do annually stock verification.

6. FPAS:

August 30th to submit FPAS. Dean academics ask all HoDs to consolidate the FPAS report and send before 28-7-23.

7. Discussion on SOPs of dean academic, dean student affair, Dean R & D office :

Workshop has been arranged to discuss on SOPs of dean academic, dean student affair, Dean R & D on 22-07-23 for the teaching staff in first floor seminar hall.

8. Discussion on research target status:

One to one interaction of faculty members with the Principal, vice principal, Dean R & D and dept. HOD, scheduled from 24-7-2023.

10. LIC feedback: Discussed the report written by the Local Inspection committee

CONCLUSIONS

All the necessary information has been circulated to the



	HOD's of all the departments regarding above points that was discussed and have instructed to them follow the same by the Principal.
ACTION PLANS	
<ol style="list-style-type: none">1. Vice principal to send the new course feedback questionnaire to all HoDs for inputs2. Vice principal to send the new student satisfaction survey questionnaire to all HoDs for inputs3. Vice principal to send the new Academic audit template to all HoDs for suggestions4. Dean academic to finalize the Calendar of Events - 2023-245. Dean academic to complete course feedback and submit for AY 2022-20236. Dean academic to complete the FPAS7. Principal to formalize the Student welfare office (SWO) and Nominate the members	
MINUTES PREPARED BY	NafeesullaShariffMathematics dept & Dr.Zuhaib Baig EEE dept VVIET Mysuru.



Department/ Unit/Committee/Subject			
DATE	09-12-2023	TIME: 10.00 AM	VENUE: C005
MEETING CALLED BY	Dr. Arun Nagarle, Vice Principal, VVIET		
TYPE OF MEETING	IQAC Meeting on NBA accreditation		
ATTENDEES	PRESENT	REASON IF ABSENT	
Dr. Arun Nagarle	Present		
Dr. C S Chidan Kumar	Present		
Dr. Bindu A Thomas	Present		
Dr Suma	Absent	Vacation	
Dr. Rajalakhmi M C	Present		
Dr. Narayanaswamy G	Absent	Leave	
Prof. Lalitha N	Present		
Prof. Komalakumari	Present		
Prof. Namratha Dcruz	Present		
Prof. Asha R	Present		
Prof. Netravathi V	Present		
Prof. Pallavi J	Present		
Prof. Manasa J P	Present		
Prof. Anitha C G	Present		
Prof. Sowmya M	Present		
Prof. Jagannath	Present		
Prof. Anusha R	Present		
Prof. Nagashree S	Absent	Leave	
Dr. Shamala N	Present		
Prof Kishore M P	Present		



Dr. Sheila N	Present	
Dr. Zuhaib Baig	Present	
Prof. Varsha	Present	
Prof Varshitha Gowda	Present	
Prof Manjunath	Present	
Prof Dharshan	Present	
Prof.Spoorthi	Present	
Prof.Pushapalatha	Present	
Prof Sowmya	Present	
Prof Nafeesulla Shariff	Present	

AGENDA

NBA accreditation - Review and discussion on Compliance Report of the departments

DISCUSSIONS

Vice Principal VVIET welcomed Registrar, HoD's & Staff members, and discuss briefly the above agenda.

EC HOD and staff explains Compliance Report of the department

- The department presented SFR ratio and average of three years was satisfying the eligibility requirement except for AY- 21-22 which was 26 and it was suggested to add at least 2 faculties to reduce ratio below 25%. Required proof to be maintained for added faculties
- The department presented participation of faculties in for AY 2020-21,2021-22 and 2022-23 and VP sir suggested the improvements for AY 21-22 (B 2.4 compliance report)
- It was suggested to include Students who have taken GRE/ GMAT, competitive exams- further verify and update
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- The department presented the dissemination of vision mission, PEO, PSO has been done during SIP can be included in compliance report
- The process of Gap identification was discussed by the department which included that respective subjects allotted faculties will identify the gaps and discuss in the DAB. And



industry expert suggestions MOM should be sent to the HOD to the principal to the VTU loop to be completed.

- The department presented the details of identification of Slow learners and encouragement to Bright students for which the proofs to be submitted in next meeting.
- The department presented the process for Project group creation, project guide allocation process, project report templates, rubrics for evaluation followed with publications to be summarized in Compliance report and evidences to be submitted.
- The department discussed the initiatives taken for industry interaction through active MOUs and it was suggested to maintain proof along with Outcome of MOU to be quantified (course developed, Programme conducted, certification, placement)
- The department presented the data for 3 years and it was suggested to consider Placement in AY 22-23 up to 1 year after completion of graduation.
- The department presented the improvement by Comparing the various parameters listed below with respect to previous NBA data with present data.
 - Enrollment
 - Success index
 - PI implementations
 - Overall Academic performance
 - Research improvements
 - Placement Ratio
 - LMS- learning management system.
- The department presented various VVIET Pedagogy initiatives. It was suggested to include ICT tools for Teaching Learning.
- The department presented Personal files (2 copies) to be maintained with same content sheet and it was appreciated for the uniformity maintained in the department.
- For slow learners prior tuning should be done.
- VP sir suggested calculating placement not during 4th year instead, after 5th year excluding students having higher education and entrepreneurship.
- VP Sir suggested replacing pedagogy as collaborative learning, flipping learning blended learning PBL, etc.
- VP sir suggested to write the process for activities and show the evidence later
- HoD EC asking to provide details for Criterion 3, the CO PO mapping of all 4 years, first year attainment.

CSE HOD and staff explains Compliance Report of the department

- CSE HOD - For extension ,P files must be ready ,P files extraction is SAR and its extraction is compliance report



- For few faculty members who resign in the mid of semester, and past 3 years faculty he need continuation should be shown for at least one year/3 to 4 months (Highlighted faculty members in red color)
- VP sir suggested SFR should be under 25, eliminates some name (Highlighted faculty members in red color)
 - VP sir suggested to mention from last NBA to present the complete report on the following with evidence
 - Enrollment
 - Success index
 - PI implementations
 - Overall Academic performance
 - Research improvements
 - Placement Ratio
- VP sir ask to recalculate students ration
- CSE HOD suggested to change vision mission of VVIET so that they change dept. Vision mission accordingly.
- VP sir replied getting approval to change vision mission of VVIET in next 2 weeks it's not simple as it looks like, your dept. better align with the old vision mission.
- VP sir suggested writing the process for activities and showing the evidence later.
- VP sir explaining all details and guided in all aspects to upgrade DAB, DAC documents and sent principal so that he can send to vtu.
- VP sir told most of the information was incomplete asks to do it immediately and by end of day.
- VP Sir suggested replacing pedagogy as collaborative learning, flipping learning blended learning PBL, etc.
- VP sir suggested to write the process for activities and show the evidence later
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EEE HOD and staff explains Compliance Report of the department

- EEE HOD and staff explains Compliance Report of the department
- VP sir suggest audit must be done to improve pass % without back logs, identify gaps, subjects in which % is dropping, come up with strategy plan and write the difficulties facing in the department submit the copy to principal.
- EEE HOD very stick to old vision mission of VVIET and department
- VP sir suggest in most the places in the report to change the write up and avoid some simple words.
- VP sir suggest to identify the gap in syllabus, content beyond syllabus, bring to notice of HOD, discuss in DAB, and then report to principal and then to vtu.
- Do address the weakness and give justification and also specify what activities done in the dept.
- IN criteria 3 set the target should vary with complex of the subject.



<ul style="list-style-type: none">• The department discussed the initiatives taken for industry interaction through active MOUs and it was suggested to maintain proof along with Outcome of MOU to be quantified (course developed, Programme conducted, certification, placement)• VP Sir suggested replacing pedagogy as collaborative learning, flipping learning blended learning PBL, etc.• VP sir suggested to write the process for activities and show the evidence later• VP Sir suggested to all depts. to know and learn rubrics, project allocation.	
CONCLUSIONS	VP sir gave valuable inputs to EC,EE,CS depart. Towards NBA Compliance Report .
ACTION PLANS	
<ul style="list-style-type: none">• All depts. to send complete report by the end of the day• Inputs given by VP sir need to incorporate	
MINUTES PREPARED BY	Prof: Nafeesulla Shariff Basics Science Dept. VVIET Mysuru.