

Ref: MITT/PO/A-1/2021/005

Date: 05/04/2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Maharaja Institute of Technology Thandavapura has been at the forefront of the engineering education from the day of its inception. The institute hosts nearly 1000 students from various places and walks of life. Maintaining a healthy and conducive environment for transforming the minds and hence gifting knowledgeable professional to the society is the vision. It is therefore the responsibility of the institute to uphold and uplift the quality of education in all aspects.

In this view, a committee is proposed to be formed by the name of "Internal Quality Assurance Committee" that facilitates Academic Audit in the Institute. The Objective of IQAC is to develop a system for practical and consistent action to improve and sustain the academic and administrative performance of the institution. IQAC shall also recommend measures for institutional functioning towards quality improvement through internalization of quality culture and institutionalization of best practices.

IQAC shall therefore evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Ensure relevance and quality of academic and research programs.
- Integration and Optimization of modern methods of teaching and learning.
- Setup credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.

Functions expected of the IQAC may consist of:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes.
- Documentation of the various programs/activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to the concerned authority.

IQAC shall facilitate:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture for Quality and Excellence in Higher Education.
- Enhancement and integration among the various activities of the institution and institutionalize of many good practices.

- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- For better internal communication.

The composition of the IQAC is as follows:

Name	Designation	Department	Position in IQAC
Dr. Y T Krishnegowda	Principal		Chairman
Dr. Ranjit K N	Associate Professor and Head	CSE	Member
Dr. M G Srinivasa	Associate Professor and Head	ECE	Member
Dr. B C Nagendra Prasad	Professor and Head	CE	Member
Dr. T Venkate Gowda	Associate Professor and Head	ME	Member
Prof. Swarnalatha K	Assistant Professor and HoD	ISE	Member
Prof. Sachin S	Assistant Professor and Head	Phy	Member
Dr. G Panduranga Murthy	Associate Professor and Head	Chem	Member
Prof. Shankar N Upadhyay	Assistant Professor and Head	Maths	Member
Prof. Yashvanth S V	Assistant Professor (Mech) and PRO	Mech	Member
Dr. H K Chethan	Professor	CSE	Coordinator / Member Secretary

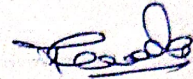
IQAC shall also facilitate stakeholders, a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institution for quality sustenance activities. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.

Operational Features of the IQAC:

Quality assurance is a derivative of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and tools for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary has a major role in implementing these functions. The IQAC may derive major support from the already existing sections and established mechanisms that contribute to the functions listed above.

















IQAC may consider the quality audit reports as enclosed. Similar QAR's shall be evolved for all other sections by the IQAC and deploy into the system.


Principal

Principal
MAHARAJA INSTITUTE OF
TECHNOLOGY THANDAVAPURA
Mysuru District - 571302

Cc To:

1. All HODs
2. Committee Members
3. Establishment

Chem	CVE	CSE	ECE	ISE	Maths	ME	Placement
							
NSS	Phy	PRO	Library	PED	Humanities		
							

Undergraduate QAR-1: Personal File

Audited Date: ___/___/___

Name of the Faculty, Designation, and Department (To be Filled in by the Assessee)			
S/L	Query	Points (0-10)	Reasons for Non-Compliance
1.	Faculty Profile		
2.	BioData (Updated)		
3.	MITM Appointment Order		
4.	Duty Report		
5.	Probationary declaration letter		
6.	Promotion Letter (s)		
7.	Additional Appointment (s), If any		
8.	Copies of	SSLC or Equivalent Class marks card	
		Diploma credentials, if applicable	
		Bachelor's Degree certificate, As applicable	
		Post Graduate Degree certificate, As applicable	
		M.Phil. NET, SLET, etc. Certificates, As applicable	

	Doctoral Certificate, As applicable		
	Skill Up-gradation Certificates (for Technical Staff), As applicable		
9.	Experience Certificates (outside MITM), As applicable		
10.	Membership in Professional bodies		
11.	Details of Events Organized /Conducted (Events: Workshops, Conferences, Industrial Visits, Technical Talks, etc.) (All relevant documents to be presented as Proof of conduction) (NA for HoD)		
12.	Details of Workshops/Conferences Attended,(Certificate and report to be presented as proof) Applicable to teaching Faculty (to be asked)		
13.	Personal Details (Photo Copies of Adhar Card, Pan Card, Voters ID Card, Bank Passbook Facing Page, passport, etc)		
14.	Papers Published Details (For last two years),(also provide Details of citations, referrals, paid/unpaid, etc) Applicable to teaching Faculty		
15.	Awards and Achievements, As Applicable (Also includes the Enrichment schemes as per The Staff Handbook)		
16.	Committee Membership Details (As Applicable), (Correspondences, appointment letters, Proceedings, assignments, etc)	Department Level	
		College Level	
		University Level	
17.	Participation in Social Service Activities		
18.	The Staff handbook		

Total Marks (as Applicable) _____	Obtained _____	% _____
Auditor(s)' Signature, Name, Designation, and Department		

Undergraduate QAR-2: Theory Course File

Audited Date: __/__/

Name of the Faculty, Designation, and Department (To be Filled in by the Assessee)					
S/L	Query44	Course 1		Course2	
		Name		Name	

		Code		Code	
		Points (0-10)	Reasons for Non- Compliance	Points (0-10)	Reasons for Non- Compliance
1.	Approved Vision and Mission of the Institute				
2.	Approved Vision and Mission of the Department				
3.	Approved PEOs of the Department				
4.	Program Outcomes and Program Specific Outcomes				
5.	Course Syllabus				
6.	Course Overview, and Objectives				
7.	Approved Course Outcomes and their mapping with POs and PSOs				
8.	Attainment Level and justification for the same				
9.	Academic Record	Time Table			
		Lesson Plan			
		Attendance Record			
		The Entry of the CIE marks in the attendance register			
10.	Course Notes / Handouts / PPTs				
11.	Use of ICT in course delivery				
12.	CIE and Assignments	QP			
		Scheme and Solution			
		Marks distribution as per COs			
		Proof of dissemination of scheme and solution in department Notice Board			
		Sample CIE booklets			

		(finest, poorest, and average)				
13.	SEE QPs					
14.	Co-curricular activities related to course, whichever is applicable	Expert Lectures				
		Industrial visits/training				
		Skill up-gradation programs				
15.	Facing sheet details entry, and signature with date					
16.	Marks distribution as per CO and signature with the date inside the booklet for each CIE					
17.	Marks distribution as per CO and signature with the date inside the booklet for each Assignment					
Total Marks (as Applicable) _____			Obtained _____	% _____		
Auditor(s)' Signature, Name, Designation, and Department						

Undergraduate QAR-3: Lab Course File

Audited Date: ___/___/___

Name of the Faculty, Designation, and Department <i>(To be Filled in by the Assessee)</i>					
S/L	Query	Course 1		Course2	
		Name		Name	
		Code		Code	
		Points (0-10)	Reasons for Non-Compliance	Points (0-10)	Reasons for Non-Compliance
1.	Approved Vision and Mission of the Institute				
2.	Approved Vision and Mission of the Department				

3.	Approved PEOs of the Department				
4.	Program Outcomes and Program Specific Outcomes				
5.	Course Syllabus				
6.	Course Overview, and Objectives				
7.	Approved Course Outcomes and their mapping with POs and PSOs				
8.	Attainment Level and justification for the same				
9.	List of Experiments as per syllabus				
10.	Notes/handouts/Manuals/PPTs/etc.				
11.	Viva Questions				
12.	Academic Record	Time Table			
		Lesson Plan			
		Attendance Record			
		Summary Sheet entry and Signature with date			
		Marks awarding as per CO and Signature with the date inside the record/book after each experiment and test			
		The Entry of the CIE marks in the attendance register			
13.	Use of ICT in course delivery				
14.	Lab CIE QP				
15.	Co-curricular activities related to course, whichever is applicable	Expert Lectures			
		Industrial visits/training			
		Mini projects			
		Skill up-gradation programs			

* Check the lab record to ascertain evidence of CIE

Total Marks (as Applicable) _____	Obtained _____	% _____
Auditor(s)' Signature, Name, Designation, and Department		

Undergraduate QAR-4: Laboratory File

Audited Date: ___/___/___

Name of the Faculty-in-Charge, Designation, and Department <i>(To be Filled in by the Assesse)</i>			
S/L	Query	Points (0-10)	Reasons for Non- Compliance
1.	Approved Lab Layout		
2.	Display of:		
	Name of the Laboratory and Layout		
	Do's and Don't's		
	Teaching, Technical and non-teaching staff list		
	List of Equipment's / Instruments / computers / software's /etc.		
	Specification of Equipment's / Instruments / computers / software's /etc., on it		
	List of experiments as per syllabus		
	Time Table and Student Batch List		
	Notices		
3.	Lab log book with signature of Teaching and Technical personnel (Endorsed by the Respective HoD every fortnight)		
4.	Details of periodic Calibration of major Equipment / Instruments /etc.		
5.	License copy of application software (if applicable)		
6.	Logbook of Preventive and periodic maintenance		
Total Marks (as Applicable) _____		Obtained _____	% _____
Auditor(s)' Signature, Name, Designation, and Department			

Undergraduate QAR-5: Department File

Audited Date: ___/___/___

Name of the Head of the Department, and Designation, and Department <i>(To be Filled in by the Assesse)</i>			
S/L	Query	Points (0-10)	Reasons for Non-Compliance
1.	Approved Vision and Mission of the Institute		
2.	Approved Vision and Mission of the Department		
3.	About Department: Introduction and description (Containing history of the department)		
4.	Inward Register: Entry details (such as reference number, subject, receiver's signature, actions thereof) of the received document/letters to the department.		
5.	Outward Register: Entry details (Such as Reference Number, Subject, etc) of correspondent letters/document going from the department.		
6.	Leave Account Register: Maintenance of Staff leave details		
7.	Institute's Circular/Memo/Notices File		
8.	Department's Circular/Memo/Notices File		
9.	VTU's Circulars/Memo/Notices File (Academic) / VTU's Circular/Memo/Notices File (Non-Academic) / AICTE/UGC/Govt./etc., correspondences (If Any)		
10.	Calendar of Events		
	Affiliating University		
	Institute		
	Department		
11.	Availability of		
	MITM Service Rules		
	The Staff Handbook		
	Administrative SOP		
	Student Rules and Code of Conduct		
12.	Time Table File		
	Class Time Table		
	Individual Time table		
13.	Job allotment File (Containing Job Completion Report from assigned staff)		
14.	A1: Staff Details File: (Appointment letters, duty report letter, promotion letter, additional assignment/appointment letter/staff memos/ Demographic details)		
	A2: Student Details File (details as per Student Satisfaction Survey) (Name Of The Student, Gender Category, State Of Domicile, Nationality (if other than Indian), Email ID, Degree Program, USN, Mobile Number, Year of Joining)		
	A3: HoD- Non-Teaching staff meeting circulars and proceedings file		
	A4: HoD-Teaching staff meeting circulars and proceedings file		
	A5: Job applicant's resumes file		
	A6: Attendance shortage file		
	A7: Electives List file		

A8: Student's Project file		
A9: Students seminars file		
A10: VTU syllabus file		
A11: Project and seminar for lower semester students file		
A12: Subject allotment file		
A13: IA file (CIE schedules, student list, room wise attendance list, associated notices, circular, memos, invigilation duty allotment, absentees' list, etc.)		
A14: IA Marks list file (Final CIE marks list)		
A15: Result analysis (SPA) and result sheets file		
A16: History of events- file		
A17: Industrial visits file		
A18: Expert lectures file		
A19: Internship details file		
A20: lab batches, student list, non-teaching allotment, etc file		
A21: Student requisition letters file		
A22: Detainees list file		
A23: Training and placement details file		
A24: Student mentoring file		
A25: Extra-curricular activities file		
A26: Parent, HoD/mentor meeting file		
A27: Practical examination details file		
A28: Practical examination non-teaching remuneration details file		
A29: Built-up area (approved layout, asset details) file		
A30: Licenses and agreements file		
A31: Calibration/guarantee/warranty certificates file		
A32: Professional bodies membership file		
A33: Editorial board membership file		
A34: Consultancy details file		
A35: Grant-in-aid projects file		
A36: MoUs, Industry-interaction file		
A37: Brochures/ invitations for workshops, FDPs, etc received by the department- file		
A38: SDPs/FDPs/workshops/etc attended by the faculty details file		
A39: SDPs/FDPs/workshops/etc conducted/organized by the department - file		
A40: Ph.D. progress reports and reviews details- file		
A41: Publication details file		
A42: Alumni details file		
A43: Advisory committee details file		
A44: Evaluation committee details file		
A45: Faculty participation in Academic bodies (BOE, BOS, etc) file		
A46: Add-on courses file		
A47: Awards and Recognition file		
A48: Financial support details (conferences, workshops, paper publication, etc)-file		
A49: Peer review of TLP details file		
A50: The Professional Counselling of Staff file		

A51: Confidential Report based "Letter of Assurance" by the staff file			
15.	Department Area details (displayed in notice boards, etc.)	Approved layout	
		Total built-up area in m ²	
		The total instructional area in m ²	
		Total Administrative area in m ²	
		Total corridor area in m ²	
16.		Purchase details file: indent or requisition/quotation/PO/etc	
17.		Budget Details File: Invoices (received acknowledgment authentication in the bills/invoices) and payment made details and approved budget and budget utilization report and budget proposal for succeeding financial year.	
18.		Asset Movement Register	
19.		Asses Stock Register	
20.		Consumable Register	
21.		Stock verification committee reports	
22.		Availability of First aid box	
23.		Fire extinguishers availability and details	
24.	Institute's Statutory Committees (Correspondences, proceedings, document, etc.) policy	Anti-Ragging Committee	
		Grievance Redressal Committee	
		AntiSexual Harassment Committee /Internal Complaint Cell	
		SC/ST and OBC Welfare Cell	
		Swach Bharath Abhiyan	
25.	Various Committees at the Institute level (Correspondences, proceedings, document, etc.) policy	Entrepreneur Development Cell	
		Internal Quality Assurance Cell	
		Training and Placement Cell	
		Sports Committee	
		Cultural Committee	
		Secretarial Committee	
		Student Counseling and Mentoring Cell	
		NCC, NSS, and Youth Red Cross Committee	
		Media Cell	
E-Waste Management Cell			
		Stock Verification Committee	
26.		Department Association details- File	
27.		Department Library Details	
28.		Proof of Dept. activities and accolades in print media	
Total Marks (as Applicable) _____		Obtained _____	% _____
Auditor(s)' Signature, Name, Designation, and Department			

The files mentioned in QARs are indicative only. The departments may suitably modify and seek approval of IQAC.