



Basavarajeshwari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

NAAC Accredited Institution*

"Jnana Gangotri" Campus, Bellary-Hospet Road, Near Allipura Village,
BALLARI - 583 104 (Karnataka)

Ph: 08392-237167/237153 Fax: 237197, e-mail: bitmbly@gmail.com

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: BITM/IQAC-M/2015-16/01

Date: 15.10.2015

NOTICE OF MEETING

It is proposed to hold 1ST meeting of Internal Quality Assurance Cell (IQAC) of BITM, on 29.10.2015 at 02:30PM in the Board Room, Admin & PG Block.

Meeting Agenda:

1. Welcoming the members and self introduction of IQAC committee, Formation & approval of Internal Quality Assurance Cell(IQAC).
2. Objectives of the IQAC
3. Discussion on functions and responsibilities of IQAC members
4. Review and confirmation of Vision, Mission Statement of Institution
5. Policies and ratifications
6. Review confirmation of institutional organizational structure role and responsibilities.
7. Review of R & D activities
8. E-Governance
9. Ratification of various committees & its roles and responsibilities
10. Review & confirmation of performance appraisal system for teaching and non-teaching staff
11. Conduction of Financial, Academic and Administrative audit
12. Plan of action on ongoing / proposed academic and co-curricular activities
13. Review of mobilization of funds and expenses
14. Review of Academic results, attainment calculations (CO, PO's) and plan of action.
15. Quality assurance and innovative measures
16. Promotion of activities of Stakeholders
17. Organization of Conference, Seminar training program etc
18. Any other Subject with permission of Chair

IQAC Chairman / Principal

Copy to: Vice-Principal, DD, All Dept. HOD's (CSE/ECE/EEE/CIVIL/MBA/Maths/Physics/Chemistry), A.O, Chief Librarian, Sys. Admin., Academic Coordinator, External Expert, Local Society, Member - Students, Alumni Co-ordinator, Industrialist, Section Officer, Physical Director & Stakeholder(Employees).



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**Proceedings of the 1st Internal Quality Assurance Cell(IQAC) committee meeting held on
29.10.2015 at 02:30PM in the Board Room, Admin & PG Block, @ BITM – Ballari**

Members Present:

S.No	Name	Designation
1	Dr. V. C. Patil – Principal	Chairman
2	Prof. Prithviraj. Y. J – Deputy Director	Managing Trustee
3	Dr. R. N. Kulkarni – HOD-CSE	Member
4	Dr. U. Eranna – HOD-ECE	Member
5	Dr. B. S. Khened – HOD-EEE	Member
6	Dr. Yadavalli Basavaraj – HOD-ME	Member
7	Dr. K. S. R. Sridhar – Vice-Principal, HOD-Mathematics	Member
8	Dr. T. Machappa – HOD-Physics	Member
9	Dr. Suresh – HOD-Chemistry	Member
10	Dr. G. P. Dinesh – DEAN – MBA	Member
11	Mr. P. Amareshayya – Administrative Officer	Member
12	Mr. Jaffar Basha – Chief Librarian	Member
13	Mr. Anand Krishna Murthy – System Admin.	Member
14	Prof. Phani Ram Prasad – Academic Co-ordinator	Member
15	Dr. Mohan Kumar – Member	External Expert
16	Prof. K. H. Harikumar – Member	Local Society
17	Mr. Mallikarjuna A – Co-ordinator	Alumni
18	Ms. Harika – Student	Member
19	Mr. Tanveer Ahmed – Student	Member
20	Dr. N. Gururaj - Coordinator	Member Secretary
Leave of Absence		
1	Dr. H. Mahabaleswara – HOD-Civil	Member
2	Mr. Nagesh – Industrialist	Member
3	Mr. L. Raghunath – Section Officer	Member
4	Mr. Ashok Bhupal – Physical Director	Member
5	Mr. Badrinath Deshpande – Stakeholder	Member

Following point were discussed in the Meeting:

1. Formation & approval of Internal Quality Assurance Cell(IQAC).

- The Chairman welcomed the committee members and requested themselves to introduce. All the members introduced themselves and meeting is to put in order.
- Formation and approval of the IQAC was discussed among the members, members agreed and cooperated for achieving the objects.

2. Objectives of the IQAC

- ✓ To ensure continuous improvement in the entire operations of the Institute and
- ✓ To ensure stakeholders connected with higher Education, namely parents, teachers, staff, would be employers, funding agencies and society in general, of its own quality and probity.

Members noted and approved the same.

3. Discussion on functions and responsibilities of IQAC members

- Design and implementation of annual plan for Institution – level activities for quality enhancement
 - Arrange for feed back responses from students for quality – related institutional processes
 - Development and Application of quality bench marks / parameters for the various Academic and Administrative activities of the Institution
 - Retrieval of Information on various quality parameters of Higher Education and best practices followed by other Institutions
 - Organization of workshops and seminars on quality – related themes and promotion of quality circles and institutions – wide dissemination of the proceeding of such activities
 - Development and application of innovative practices in various programmes / activities leading to quality enhancement
 - Participation in the creation of learner – centric environment conducive for quality education
 - Work for the development of Internationalization and Institutionalization of quality enhancement policies and practices
 - Act as a nodal unit of the Institution for augmenting quality – related activities
 - Prepare focused annual quality assurance report (AQARs)
- Members noted and approved the same.

4. Review and confirmation of Vision, Mission Statement of Institution

Members noted existing vision and mission statements and ratified.

5. Policies and ratifications

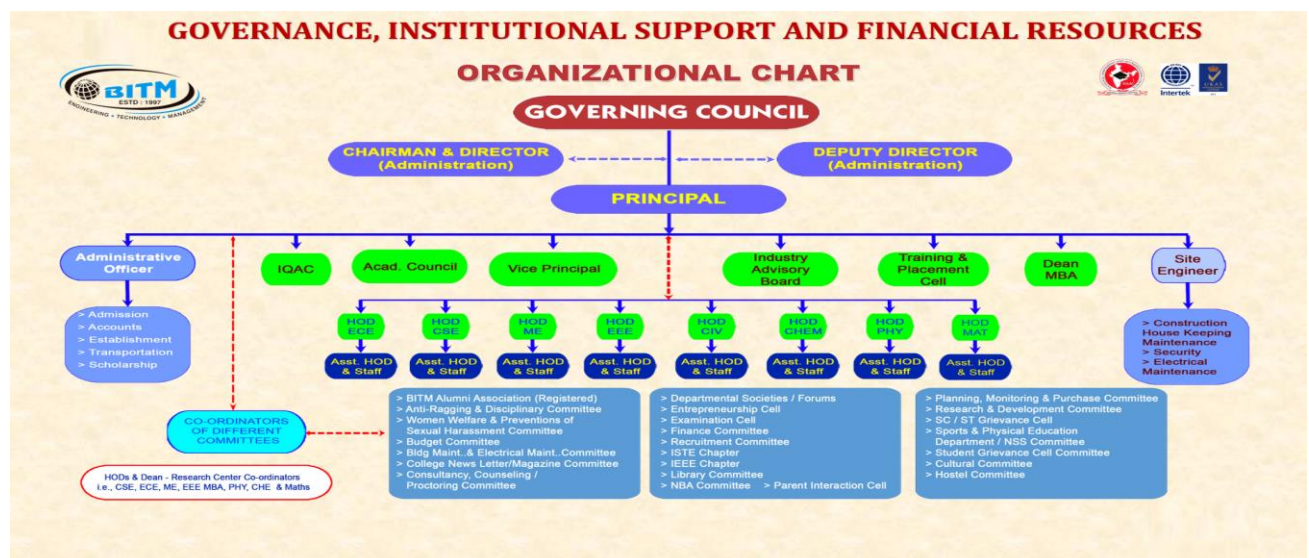
Existing and prevailing policies are reviewed in detail and confirmed the following policies.

- i) Employee Hand Book
- ii) Welfare Measures like EPF, Gratuity, Group Insurance, Medical Health Care, Fees Concessions etc.
- iii) Administrative Policies
- iv) Academic Policies

6. Review confirmation of institutional organizational structure role and responsibilities

The existing organizational Structure in order of hierarchy is ratified and approved by IQAC.

- ❖ **BITM Management:** College is managed by Tungabhadra Educational Health & Rural Development Trust®, registered at Ballari, having its own Chairman, Managing Trustee and Members of the Trust, which runs various educational institutions.
- ❖ **College Governing Body(GB):** Comprises of Chairman, representative of the Management, Principal as a Member Secretary, Nominated Representatives from the statutory bodies, Faculty representative as per the structure.





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7. Review of R & D activities

For developing research culture among the students and faculties, college has a research and development cell.

- ❖ Faculties and students are encouraged to take up research projects and pursue their Ph.D., for enhancing the research activity. It is resolved that financial assistance and other facilities be provided.
- ❖ The incubation centre is again a stride taken by the college in the direction of promoting research and application of the technology for the professional and societal development.

8. E-Governance

for better planning & development in Administration, Finance and accounts, student admission and support and examination E-Governance is successfully implemented and to be continued. IQAC approves ERP, Tally etc measures of E-Governance.

9. Ratification of various committees & its roles and responsibilities

IQAC Ratified and approved the Academic & Administrative committees and their roles and responsibilities.

Academic Council

BITM Alumni Association (Registered)

Building Maintenance & Electrical Maintenance Committee

College News Letter / Magazine Committee

Consultancy

Counseling / Proctoring Committee

Entrepreneurship Development Cell Committee

Examination Cell

Finance Committee

Budget Committee

Hostel Committee

Industry Advisory Board

Recruitment Committee / Board of Appointments

ISTE Chapter

IEEE Student Branch

Library Committee

NBA Committee

Parent Interaction Cell

Planning, Monitoring & Purchase Committee

Research & Development Committee

SC / ST Grievance Cell

Sports & Physical Education Department / NSS Committee

Training & Placement Committee

Cultural Committee

IT Cell Committee:

10. Review & confirmation of performance appraisal system for teaching and non-teaching staff

The existing annual performance Appraisal System for teaching and non-teaching staff is reviewed & ratified. IQAC approved the same with suggestions.

11. Conduction of Financial, Academic and Administrative audit

IQAC approves the report of financial Audit, audited by the auditors. Institution takes up academic audit for quality improvement. The administrators and staff practiced self assessment to achieve the quality education.

12. Plan of action on ongoing / proposed academic and co-curriculum activities

Following activities are reviewed and approved.

1. The success of Founder day and Blood Donation Camp is discussed and team is congratulated on 19th Feb-2015.
2. NSS Activity

NATIONAL SERVICE SCHEME - 2015-16

SN	Programme Organized	Date	Detail of Work	Venue
1	World Yoga Day	21.06.2015	Vishwa Yoga Dinacharane Samithi	BDAA Grounds
2	7-Days NSS -P.O. Training Camp	19-26.06.2015	KSOU Muktha Gangotri, Mysuru-57006	Sponsored by Mya & Sports GOI
3	67 th Independence Day	15.08.2015		BITM/ NSS
4	Teachers Day	05.09.2015	Observed Through Lectures	BITM/ NSS
5	Ozone Day - World Environment Day	16.09.2015	Awareness Programme Conducted	BITM/ NSS
6	International Literacy Day (Education Day)	02.10.2015	International Literacy Day (Education Day)	BITM/ NSS
7	144 th Gandhi Jayanthi	02.10.2015		BITM
8	International Literacy Day (Education Day)	02.10.2015	Literacy Campaign Was Organized.	BITM

3. Sports Activity: Reviewed, Approved & congratulated the winners

Hockey(Men) VTU Blue Mr. Rohith L.	South Zone Inter University, Anna University, Chennai	21 st 27 th Jan 2015.	
Cricket (Men)	RYMEC, Ballari	4 th To 8 th March 2015	4 th Place
Hand -Ball (Men)	RYMEC, Ballari	19 th To 20 th March 2015	2 nd Place
Hockey (Men)	BITM, Ballari	15 th To 16 th April 2015	1 st Place
Hockey (Women's) Single Zone	RLJIT, Doddaballapur	17 th To 19 th April 2015	3 rd Place
Basket Ball (Men)	BITM, Ballari	15 th To 16 th May2015	2 nd Place
Basket-Ball (Men) Inter Zonal	BLDEAS, Vijayapura	14 th To 15 th May2015	4 th Place
Badminton (Men)	BITM, Ballari	22 th To 23 rd A Ugust2015	1 st Place
Badminton (Women's)	BITM, Ballari	22 th To 23 rd A Ugust2015	3 rd Place
Table-Tennis (Men)	GNDCE, Bidar	7 th To 8 th Sept 2015	2 nd Place

4. Annual Day "TARANG-2015" was celebrated on 07th Jul-2015. Reviewed and approved and congratulated the committee.

13. Review of mobilization of funds and expenses

Grant received for various research projects / sponsored project by Government are reviewed and approved. Further members advised to take effective steps to receive more grants.

14. Review of Academic results, attainment calculations (CO, PO's) and plan of action

Academic Results of UG & PG of ODD Semester of 2015 conducted by VTU is discussed in depth. All HOD's are instructed to convey the faculty to take extra effort and improve the results subject wise more in particularly 2nd year and 3rd year. Also HOD's are advised to take remedial classed especially for lateral entry students in the subject which they are weak.

15. Quality assurance and innovative measures



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NBA which has expired by 2014, need to be applied for re-accreditation and it is advised to prepare for re-accreditation process in new format. HOD's from ECE, CSE, EEE, ME & MBA are advised to prepare and apply for accreditation.

16. Promotion of activities of Stakeholders

Feedback obtained from stakeholders is discussed. All the Head of the departments are advised to monitor & plan quality improvement strategies taking into consideration the feedback of all relevant stakeholders.

The Bhoomika new letter published by the college is approved and congratulated the Bhoomika team.

17. Organization of Conference, Seminar training program etc

College holds the International level and National Level Seminar / conferences to provide the platform to the students and staff to present their research findings. In the year 2015-16 college has conducted 01 seminars, 04 workshops, 01 conference & 01 Faculty Development Program.

Members thanked the organizers.

18. Any other Subject with permission of Chair

Meeting Ended with vote of thanks to the Chair.

Member Secretary
Dr. N. Gururaj / Prof. - Maths

IQAC Chairman
Dr. V. C. Patil, Principal

Copy to:

Copy to: Vice-Principal, DD, All Dept. HOD's (CSE/ECE/EEE/CIVIL/MBA/Maths/Physics/Chemistry), A.O, Chief Librarian, Sys. Admin., Academic Coordinator, External Expert, Local Society, Member - Students, Alumni Co-ordinator, Industrialist, Section Officer, Physical Director & Stakeholder(Employees).