

**VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY**

Aushapur Village, Ghatkesar Mandal, Ranga Reddy District – 501 301

VBIT/IQAC/CIRCULAR-04

13-07-2015

**CIRCULAR**

A meeting of Internal Quality Assurance Cell (IQAC) committee members will be conducted on 15-07-2015 at IQAC, Library at 04:00 pm.

Agenda:

1. Review and Assessment of all academic and other activities during last Academic Year
2. New initiatives : Planning
3. Any other matter with the permission of chair.

(Dr. J.Kulkarni)

Director, IQAC

C.C:-

- IQAC committee members

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**Minutes of the IQAC meeting held on 15<sup>th</sup> July, 2015**

1. Dr. Jayant Kulkarni, Director, IQAC has welcomed the members of Committee and briefed about the proposed agenda of the meeting
2. All the members have approved the minutes of the last meeting
3. Mr. K.Naresh Kumar, coordinator, IQAC has presented the contribution made by IQAC in quality improvement of various functional units of the Institute. This contribution was based on the input received by IQAC committee members during last meeting
4. The areas and details of the new quality initiatives are as follows during A.Y. 2014-15:

Sr.No.	Functional Unit	Suggestions	Initiative
1	Student Activity Centre (SAC)	To reform the structure of events and programs	<p>IQAC has conducted few meetings with SAC representatives in the presence of Director and coordinator of SAC and finalised a set of guidelines for any event/program to be conducted under the banner of any organisation associated with SAC. All events now follow these specific guidelines about the nature of the program which includes-</p> <ul style="list-style-type: none"> <li>➤ No program without prior approval of Director, SAC</li> <li>➤ Minimum disturbance to the academic atmosphere</li> <li>➤ Well planned schedule of the program</li> <li>➤ No internal dignitaries on the dais except Principal or HOD</li> <li>➤ Not to spent time in routine speeches and focus should be only on the speech of the Guest/ Resource person</li> <li>➤ No disturbance in the program and normal checking of the functioning of various items before the program</li> <li>➤ National anthem at the end of the program</li> <li>➤ Feedback mechanism</li> <li>➤ Activity file to be submitted to IQAC and final settlement of account with finance section immediately after the program</li> </ul>

			<p>IQAC has developed following formats for SAC:</p> <ol style="list-style-type: none"> <li>1. Content list of the activity file (Annex.1)</li> <li>2. Facility requirement form (Annex.2)</li> </ol>
2	Training and Placement Cell	CRT, Assessment Examinations and technical skill oriented training for interested students	<p>IQAC hold few meetings with all and TP Cell committees and made them aware about the suggestions of IQAC members. Following value added programs were executed during A.Y.2014-15</p> <ol style="list-style-type: none"> <li>1. Company Requirement Training (CRT) was arranged during III-II and IV-I semesters for all students of all the branches. This 60 hours training was mainly based on various soft skills</li> <li>2. Students were counselled to appear for assessment tests being conducted by AMCAT and almost 90% students appeared for the same</li> <li>3. Special value added and technology oriented courses like IT finishing school, solid edge, special labs were conducted in second semester</li> </ol> <p>Following format is developed for T&amp;P Cell:</p> <ol style="list-style-type: none"> <li>1. Application of recommendation letter for higher studies (Annex.3)</li> </ol>
3	Institute	To define the specific roles of four Directors and Dean and to strengthen the organisation structure	<p>After a series of discussions with management, Principal and Directors, IQAC framed a draft of role and responsibilities of Directors and Dean to strengthen the governance of the organisation (Annex.4)</p>
4	Administration	Reforming of various administrative procedures	<ul style="list-style-type: none"> <li>➤ Optimum utilisation of e- governance</li> <li>➤ Framing of definite time schedule for student and staff related administrative procedures</li> </ul>
5	Academic	-	<ol style="list-style-type: none"> <li>1. IQAC requested few professors to develop the new mechanism for PO and PSO attainment</li> </ol>

			<p>of each program. The mechanism finalised by the Committee is based on Accreditation manual and various study reports. The mechanism and rubrics model (Annex.5) were presented in CAC meeting and will be implemented from next Academic year.</p> <p>2. IQAC has developed a draft defining the roles and responsibilities of various activity coordinators at each Department level (Annex.6)</p> <p>3. IQAC has modified the content and online format of the academic plan (Annex.7) and format of Self appraisal form which can be filled up online. (Annex.8)</p> <p>4. IQAC has suggested to change the manual procedure of filling up exit feedback form and developed the new online format for the same. (Annex.9)</p> <p>5. IQAC has suggested to management and CAC to start 'Review and Planning session' at the end of each academic year and prepared the set of guidelines for the same (Annex.10)</p> <p>6 IQAC prepared the format of 'Task Sheet' to streamline the submission procedure of records of various academic activities (Annex.11)</p>
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Thrust areas identified for future action plan (A.Y.2015-16)

- Administration
- Student Activity Centre
- Institute Publications

- Departments & Academics
- Inspections & Assessments
- Documentation & Information
- Training & Placement

(Dr. J.Kulkarni)  
Director, IQAC