VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY

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

VBIT/IQAC/CIRCULAR-05   11-07-2016

CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) committee members will be conducted on 13-07-2016 at IQAC, Library at 04:00 pm.

Agenda:

1. Review and Assessment of all academic and other activities during last Academic Year

2. Discussion on various formats prepared by IQAC (Annexure 1 to 11)

3. Planning for next Academic Year

4. Discussion AQAR (2015-16) to be submitted to NAAC

5. 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 13th July, 2016

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 given the presentation about contribution of IQAC during A.Y.2015-16. The details of these contributions are as follows:

   Input to various units :
   - Administration
   - Student Activity Centre
   - Institute Publications
   - Departments & Academics
   - Inspections & Assessments
   - Documentation & Information
   - Training & Placement

   1. **Administration:**
      - Transport Fee management
      - Effective use of E-cap
      - Separation of purchase & finance wings from Admin.
      - General admin complaint redressal system
      - HR- Files and functioning
      - Stationery stores
      - Exam fee collection at respective Departments
      - Principal Office & Department files.

   2. **Student Activity centre:**
      - Quality improvement in activities of like Aashay (Short film fest), Aakar etc
      - More Technical orientation in IEEE activities
      - More industry interactive nature of Aakar with improved quality of projects
      - No pending account issues

   3. **Institute Publications:**
      - Consistent input to stutalk team
      - Website updating
      - Coordinating:
      - Aakar-Book of abstracts of best final year projects
      - Vignanavedika-Details of passing out batch
      - Student Handbook- Guidelines to students & parents
      - College Brochure-Total information about institute.

4. **Departments & Academics:**
   - Input for smooth functioning of academics
   - Interactive app for CSE & IT by BYNDR
   - Preparation & Modification of Academic plan format & uploading in E-cap
   - Preparation of Audio-Visual classes schedule
   - Uniform Mechanism for Seminar & Project evaluation
   - Coordination of Mentoring process
   - Students feedback on performance of faculty-Collection & Analysis
   - Assessment & Learning of Course outcomes for subject- Collection & Analysis
   - Exit feedback from passing out students-collection & Analysis
   - Feedback from stake holders:
   - Parents
   - Alumni
   - Academicians
   - Industrialists Course material file with 18 types of documents

5. Inspections & Assessment Reports
IQAC has coordinated:
   - JNTUH affiliation process
   - AICTE approval process
   - Preparation of UGC Autonomous report
   - Initiation of NBA reaccreditation process
   - Preparation of Annual Quality Assurance Report (AQAR)
   - Vigilance Committee Inspection by Govt. of Telangana

6. Documentation & Information
   - Maintenance of all types of academic & administrative documents and information with proper index system:
   - Institutional Specific files (16)
   - Principal office consolidated (112)
   - Student Activity Centre (68)
   - Dept. General files (D1-D27)
   - Principal office files (P1-P28)
   - Activity files
   - Dept. Academic files:
     a. Course material files
     b. Records & Manuals (Sample copies)
     c. Project evaluation books
     d. Seminar evaluation books and files
     e. Audio-visual classes files
     f. Mentoring registers of passing out batch
     g. Tutorials & Assignments

7. Training & Placement:
- Helped in identifying new areas of training
- Helped various depts. to initiate Value Added Programs (VAP)
- Awareness about CRT

4. Members of IQAC suggested the following areas and key issues should be addressed in next academic year:

New initiatives for Administration in 2016-17:
- Upgraded version of E-cap
- e-bus pass for college buses
- Newly admitted B.Tech students data to be filled in e-cap before the admission process starts
- No manual receipts
- Pay slips to faculty members
- Online circulars
- Purchase through E-cap

New initiatives for SAC in 2016-17:
- Separate &well-equipped SAC
- More focus on activities in Eco-club & NSS
- To engage more no. of students in the functioning & activities of clubs.
- Uploading all student activities & achievements in social media like face book, twitter & YouTube

New initiatives for Publications in 2016-17:
- Official mail ids for all faculty members
- To Update faculty information on website
- Student friendly website
- Annual report of the Institute containing Institutional & Student achievements.
- Effective rapport with city based Telugu & English media
- Department blogs.
- To establish separate Public relation cell

New initiatives for Depts. & Academics in 2016-17:
- DAC to make more effective
- Maintenance of Minutes of Dept. meetings
- To make web content of respective depts. more effective
- More efforts on faculty training & career enhancement
- Quality & quantity improvement of In-house projects

Inspections & Accreditation Reports (2016-17):
- NBA- Reaccreditation application to submit
- Submission of Autonomous report to UGC
- Submission of Annual Quality Assurance
- Report (AQAR) to NAAC
- Reaccreditation application for NAAC

New initiatives in Training & Placement in 2016-17:

- To initiate the process of establishing start ups
- Logistic support for effective functioning of Alumni & Entrepreneurship Development Cell
- Effective maintenance of statistics of students appearing for competitive exams
- To establish Industry sponsored Technical Labs

5. Director, IQAC has submitted the draft copy of **AQAR (Annual Report-2015-16)** to the committee members and the committee has approved the same which will be placed on college website after submitted to NAAC.

6. Mr. K. Naresh Kumar has proposed the vote of thanks at the end of the meeting

(Dr. J.Kulkarni)
Director, IQAC