

VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY

Aushapur Village, Ghatkesar Mandal, Medchal District – 501 301

VBIT/IQAC/CIRCULAR-06

12-07-2017

CIRCULAR

A meeting of Internal Quality Assurance Cell (IQAC) committee members will be conducted on 17-07-2017 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 for next Academic Year
3. Specific road map to tackle the task of placement
4. Discussion on AQAR (201-17) to be submitted to NAAC
5. Any other matter with the permission of chair.

(Dr. J.Kulkarni)
Director, IQAC

C.C:-

- IQAC committee members

VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY
Aushapur Village, Ghatkesar Mandal, Ranga Reddy District – 501 301

Minutes of the IQAC meeting held on 17th July, 2017

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 has presented the report of tasks completed by IQAC during last academic year. The key features are as follows:
 - Establishment of SAP sponsored Training centre where 135 final year students undergone a yearlong training and 8 students got placed in reputed industries immediately after the training.
 - Establishment of CISCO NET ACADEMY sponsored by CISCO
 - Establishment of new well-equipped Student Activity Centre (SAC)
 - Successful utilisation of E-Governance system for entire admission process
 - Applications submitted for NBA and NAAC accreditations

1. Following are the views and suggestions expressed by members:

1. Individual Faculty and Department

- Use of any language in classroom other than English has to be avoided
- Faculty member should not maintain overfriendly relationship with the students (while using whats app, selfies, fb etc.)
- As a part of Academic plan, each faculty member has to prepare a lesson plan. There should be maximum correlation between this plan and actual delivery of the syllabus. IQAC will prepare a suitable proforma to crosscheck the same
- Faculty members should find out innovative ways to conduct Assignments so that copying can be avoided
- Mentoring is certainly not the filling up of questionnaire. Mentor should have meaningful and informal rapport with the batch of allotted students. The required information should not be filled up in the presence of students
- Each Department should maintain clean ambience. Unwanted notebooks, records, tutorial sheets should be disposed off. It is observed that blank tutorial sheets/ answer sheets are being used by faculty members for various purposes, which has to be avoided.
- Valuation of internal papers should be done more carefully. It is observed that few faculty members are giving marks even without valuation of papers. Any such incident will be viewed very seriously. The evaluated scripts must be shown to the students before finalizing the marks.

1. Department and Academics

- Each Department should prepare the perfect plan to execute the new initiatives during 2016-17. A review meeting should be conducted at the middle of the academic year.
- The workload of Training and placement coordinator should be reduced (8-10 hrs/wk) so that he/she can concentrate on T&P activities more effectively

- Each Department should encourage the formation of subject wise groups (with sr. faculty as an in charge) to maintain uniform coverage of syllabus and while offering various inputs to the students
- At least more than half of the classes/ labs of tough subjects should be adjusted on Mon./Tue./Wed./Thursday in timetable
- Academic plan presentation by individual faculty member is mandatory before the commencement of the classes
- Practical subject should have problem/application oriented tutorials while theory subject can have objective type of the tutorial
- AV class content must be monitored by HOD
- Department and all functional units should invite alumni students on various occasions
- All Departments should inform to Computational in charge about installation of required software at least one week before the commencement of the semester
- Every Department should allot floor in charge to maintain overall discipline. They must see that: 1) No student should move outside during class work 2) Student should attend the classes immediately after lunch hour (1.50pm) 3) They should follow the time table till 4.20pm
- Each Department should encourage need-based in house projects to be undertaken by the students
- Mini projects can be integrated with major projects
- Special efforts will be taken to improve the result of weak subjects
- Remedial classes should be conducted for the subjects like EDC, Drawing and M-1 by respective Departments
- All equipments in the laboratory must be fully utilized for regular/ additional experiments
- Trial Lab experiments should be conducted in advance if the faculty member handling the respective lab for first/second time or some new experiments are added in to the syllabus
- Internal technical tests can be conducted by each Department

2. Department, Academics & Functional Units

- Each Department has to conduct Department Advisory Committee (DAC) meeting before the commencement of the academic year (The agenda provided by IQAC should be referred)
- Each functional unit (Library, R&D,IQAC,SAC and T&P) has to conduct Advisory/Coordinator Committee meeting before the commencement of the academic year to prepare the schedule of their activities
- Each Department and functional unit has to conduct monthly meeting of faculty member/ coordinators, the minutes of which has to be maintained.

3. Academics

- Before the commencement of the Academic year following training sessions has to be organized:

- i. Effective use of Library and E-Cap
 - ii. Mentoring process
 - iii. Academic practices
- Director, Academics should take periodic review (once in a month) of all the academic activities in each Department.

4. R&D and Department

- A separate coordinator should be nominated for R&D who will take keen interest in R&D activities. Monthly presentation of R&D should be jointly organized by R&D and respective Department
- Central R&D lab should be utilized by respective Departments by allotting expert faculty member to carry out research activity/ project work
- All professors having doctoral degree should write the project in their respective domain and submit it to the specific funding agency
- Publication in standard journal should be Linked with annual increment
- Faculty members who are pursuing Ph.D. should get encouragement in terms of reduced work load, availability of computer system and net connection, sponsorship to attend conferences and paper publication etc. The work being carried out by these members should be reviewed periodically by a committee of experts.

5. IQAC

- IQAC should organize an exclusive training session for in charges of various Departmental responsibilities
- College website has to be redesigned and should be more student friendly
- Each Guest lecture has to be recorded properly. An exclusive person should be recruited for the same
- Exclusive faculty should be recruited at Institute level for better interaction with Industry
- Effective and optimum utilization of modified version of E-Cap
- IQAC should include T&P file (D28) in its index
- All the proposals, suggestions emerged out of Department presentations and minutes of DAC of each Department along with Budget should be included in agenda of Governing body meeting which has to be conducted before the commencement of the Academic year
- Feed back coordinators should monitor the online feedback process more effectively

6. Training and Placement

- There should be direct communication between TPO and HOD regarding planning and activities of various T&P
- TPO should take ultra care of punctuality and content of CRT classes
- The name and number of eligible candidates for placement drive should be communicated to the respective Department by TPO
- The quality of in-house projects can be enhanced by offering training to faculty members in respective domains. Institute should encourage senior faculty members

(having more than 4-5 years service in VBIT) in the form of offering sponsorship and on duty leave for skill up gradation

- CRT and AECS lab modules should be different
- Technical skill training should be organized during 2nd and 3rd year by TPO
- At least one value added program should be conducted by each Department in association with T&P
- More effective functioning of entrepreneurship development and alumni cell.

7. SAC

- Some exclusive activity should be planned on 15th August of every year (sports/ documentary etc.)
- All major events should be conducted before February so that uninterrupted atmosphere will be available for academics during last spell of instructions

8. Administration

- Exclusive H-R officer should be recruited at office
- New Infrastructure required: 1) SAC 2) Drg. Hall for ME 3) Additional classrooms for ECE,CSE and CE
- There should be some uniform policy regarding action to be taken on students regarding various types of misconduct
- There should be one separate vehicle which would be available at late hours so that few staff members (Library, office, account and examination) can work till 5.30 pm
- Office should recruit qualified electrician at the earliest
- Adequate number of systems should be made available at each Department for the use of faculty members

9. Examination Branch

- No permission should be given for spot valuation during working days

10. Computational Facility

- Advanced training should be given to programmers so that they will help in better way to students in the respective laboratory

11. Finance and Accounts

- Remuneration for all external examinations should be uniform.
2. Director, IQAC has submitted the draft copy of AQAR (Annual Report-2016-17) to the committee members and the committee has approved the same which will be placed on college website after submitted to NAAC.
 3. Mr. K. Naresh Kumar has proposed the vote of thanks at the end of the meeting

(Dr. J.Kulkarni)
Director, IQAC