

VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY

Aushapur Village, Ghatkesar Mandal, Medchal District – 501 301

VBIT/IQAC/CIRCULAR-07

04-12-2017

CIRCULAR

A meeting of IQAC Committee members will be conducted on 11-12-2017 at IQAC, Library at 2.30 pm.

Agenda:

- Designing of new initiatives for 17-18 II Semester based on the comments/suggestions given by NBA expert team.

Dr.Jayant Kulkarni
Director, IQAC

C.C:

- IQAC committee members

Minutes of the IQAC meeting held on 11-12-2017

S.No.	Details of Initiatives										
1	<p>Meetings of following committees should be held regularly and agenda and minutes of these meetings should be submitted to IQAC at the end of semester.</p> <ol style="list-style-type: none"> a. Governing Body- Once in a semester (Principal Office) b. Academic Council – Once in a week (Principal Office) c. IQAC- Once in a semester (Director) d. Academics- Academic coordinators – once in a month (Director) e. R&D- Twice in a semester (Director) f. SAC- Coordinators of Forums and clubs- Once in a semester- Preparation of Activity calendar (Director) g. T&P- Coordinators -as and when required (TPO) With HOD - once in a month (TPO) h. Discipline- As and when required/ Once in a semester (In charge) i. Central facilities- Once in a semester (In charge) j. Library- Twice in a semester (Convener) k. Department meeting- Once in a month (HOD) l. Department Advisory committee- At the beginning of semester (HOD) 										
2	<p>Prompt execution of Daily Attendance (Students) monitoring system.</p> <ul style="list-style-type: none"> ➤ Uploading of Attendance immediately after the class ➤ SMS alert by dept. clerks on the next day. ➤ No provision of uploading after two days. ➤ Any changes in time table must be reflected in e-cap ➤ Teaching plan must be filled up in e-cap ➤ Syllabus review by HOD & Principal will be based on e-cap data only 										
3	<p>CL/CCL/OD</p> <ul style="list-style-type: none"> ➤ CL should be applied only through e-cap with proper adjustment of classes ➤ HOD should adjust the class of absent faculty only through e-cap, if concerned faculty member is absent without prior information. ➤ OD application should be submitted manually with proper adjustment of classes only through e-cap ➤ CCL can be claimed through manual application. ➤ Data related with CL/CCL/OD will be updated on e-cap. ➤ Guidelines regarding CL/CCL/OD are mentioned in the policy book ➤ There should be option for half day LOP on e-cap 										
4	<p>Circulars will be sent to departments and faculty only through e-cap along with SMS alert</p>										
5	<p>Faculty should maintain e-personal file with the following updates in prescribed format</p> <table border="1" data-bbox="277 1656 1446 1860"> <thead> <tr> <th data-bbox="277 1656 407 1696">S.No</th> <th data-bbox="407 1656 1446 1696">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 1696 407 1736">1</td> <td data-bbox="407 1696 1446 1736">Bio-data - Latest with all contributions</td> </tr> <tr> <td data-bbox="277 1736 407 1776">2</td> <td data-bbox="407 1736 1446 1776">Promotion, Incentive letters</td> </tr> <tr> <td data-bbox="277 1776 407 1816">3</td> <td data-bbox="407 1776 1446 1816">Self Appraisal</td> </tr> <tr> <td data-bbox="277 1816 407 1860">4</td> <td data-bbox="407 1816 1446 1860">Professional memberships, Awards etc.</td> </tr> </tbody> </table>	S.No	Description	1	Bio-data - Latest with all contributions	2	Promotion, Incentive letters	3	Self Appraisal	4	Professional memberships, Awards etc.
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	5	Contributions – yearwise (Conferences/Seminars/Workshop organised/attended, Outside Interaction, Responsibility in Committees, Courses handled, Projects guided, research and consultancy contributions, Instructional materials like course files, lab manuals / Project works with working models / Products developed / Incubation)								
	6	Ph.D registered / awarded / guided								
	7	Research Publications (2 per year) (preferably their Google Scholar page)								
	8	Faculty Development programs attended / resource person (6 days every year)								
	9	Appointment letter, Joining letter								
	10	All educational qualifications – certificates								
	11	Other certificates of experience, PAN Card, Aadhaar card, form 16 etc. if any								
6	<p>Faculty should maintain e-Course material File with the following updates in prescribed format</p> <p>Contents of course files are as follows:</p> <p>Attachments:</p> <ul style="list-style-type: none"> ➤ Academic Plan ➤ Lesson Plan ➤ Course Assessment ➤ CO-PO Attainment Sheets ➤ Individual Time Table ➤ Lecture Notes/ppt (Scanned copy) ➤ University question papers ➤ Sample Copies of Tutorial sheets evaluated (01 tutorial sheet per unit) (Scanned copy) ➤ Sample Copies of Assignment sheets Conducted & evaluated (2 Assignments per semester) (Scanned copy) ➤ Details of Remedial Classes conducted ➤ Internal Assessment (Theory and Lab) <ul style="list-style-type: none"> ○ Question Papers with relevant COs and Taxonomy levels. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>S.No.</th> <th>Question</th> <th>CO</th> <th>Taxonomy level</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Evaluated Sample copies of answer sheets (Scanned copy) ➤ Marks List (Scanned copy) 		S.No.	Question	CO	Taxonomy level				
S.No.	Question	CO	Taxonomy level							
7	<p>Each department has to complete following tasks once the university results of respective semesters are announced.</p> <ul style="list-style-type: none"> ➤ Final attainment for Semester-I (Theory+ Labs+ Mini projects) ➤ Final attainment for Semester-II (Theory+ Labs+ Major projects) 									
8	<p>Departments/clubs and forums have to submit e-Activity file in prescribed format in e-cap after the completion of the event.</p> <p style="text-align: center;"><u>E-Activity format</u></p> <p>A.Y. : _____ Date : _____ (Calendar format) (Dropdown box)</p>									

	Dept. : _____ (Dropdown box) (8 Dept.'s)	SAC (Dropdown box) (IEEE, IETE, SAE, Sports, Harith, NSS, Street Cause, Ganith, Robotics, Stutalk, Viranchi, Aashay, Others)	Functional Units T & P Library Administration
Name of the Event: _____ (Guest Lecture, Workshop, Seminar, Conference, (Dropdown box) Colloquium, Competition, Industrial Visit, Awareness, FDP, Special Day, General, Training, Extension Activity (Outside), Social Activity (Inside), Tech Fest, EDP)			
Title : _____			
No. of Days : _____ Timings : _____ to _____			
Venue : _____			
No. of participants : _____			
Faculty Coordinator : _____			
Student Organizer(s) : 1. 2. 3.			
Profile of Resource person(s) (Upload) : _____			
Report (Upload) : _____			
Photos (Upload) : _____ (5)			
Account Statement (Upload) : _____			
Sample copies (2) of feedback (Upload) : _____			
Feedback analysis _____ (format to be given)			
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Excellent</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Good</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Average</div> </div>			
Any special remark : _____			
9	“No Due” format for students and faculty members have been modified and made simpler. Any incident of lab breakage/damage by students should be immediately reported to		

	Account and Admission sections through HOD.
10	<ul style="list-style-type: none"> ➤ Certain consumable items will be made available in stationery store. ➤ The list of these items will be circulated very soon. ➤ Departments/Functional units can procure the required items through indent. ➤ All transactions in store will be made online through e-cap
11	<ul style="list-style-type: none"> ➤ Each Department/Functional units has to maintain e-stock register for each lab /specific central facilities ➤ Repairing/Maintenance details should be uploaded in e-cap
12	<p>Procedure to avail Advance/Reimbursement:</p> <ul style="list-style-type: none"> ➤ Application should be submitted manually well in advance in a prescribed format ➤ Concerned faculty/staff/student -- HOD/Director/AO – IQAC (For verification of guidelines)— Principal—Management-- FO <p>Guidelines :</p> <ul style="list-style-type: none"> • No direct expenses from registration fee. It has to be deposited separately on or before the event. • Maximum 02 banners of fixed size (01 at the venue and 01 at the portico) for any event. • No decorative items at the site of the program • No music & dance programs at Chethana auditorium • Facility form must be filled up to reserve the facilities • Advance must be settled in a week time with statement of account and corresponding bills
13	<p>Following documents will be made available in e-cap:</p> <ul style="list-style-type: none"> ➤ Salary slip ➤ Form-16 ➤ Feed back by students ➤ Copy of circular if applicable to individual ➤ Course Assessment sheet
14	Submission process of all academic documents (online and offline) should be completed before the commencement of summer vacation
15	e-cap facility will be utilized to monitor timings of late coming students & students leaving the campus early
16	<p>Following central facilities will be brought under one central unit to monitor their smooth and effective functioning. Any complaint regarding these facilities should be communicated to concern in charges through prescribed format only. All transactions related with central facilities will be carried out through e-cap.</p> <p>List of Facilities:</p> <ul style="list-style-type: none"> ➤ Transport ➤ Internet ➤ E-cap ➤ Health centre ➤ Intercoms/mobile phones ➤ Fire Extinguishers ➤ Canteen ➤ Hostel ➤ Electricity/Generator

	<ul style="list-style-type: none"> ➤ Water purifiers/coolers ➤ CCTV camera ➤ Air conditioners ➤ All computational facilities ➤ Stationery/General store ➤ Video recording
17	Departments/clubs and forums/Functional units have to submit annual budget requirement through e-cap to Finance office.
18	Separate office for hostel will be established.
19	<p>Extended structure of T&P cell- Training & Placement Officer-01 Assistant Training & Placement Officer -01 Industry-Institute interaction executive-01 Alumni coordinator-01 Entrepreneurship development Program Coordinator-01 T&P Coordinators-06 Initiatives (IOT, SAP, CISCO, VAP, ISB etc) In charges Clerical staff-02</p> <p>TPO will prepare the schedule of T&P activities for a semester in consultation with all stakeholders and it will be announced at the beginning of the semester</p>
20	Finance and Accounts section will monitor income and expenditure process under specific heads. It will be reviewed at the beginning of each financial Year
21	Each department should submit the list of Activity coordinators through e-cap. Concerned Coordinators should acknowledge his/her responsibility and periodically update the statistical data about their activity through e-cap.
22	Students should update the information about their achievements through e-cap at the end of the semester.
23	Project Evaluation work should be carried out through e-cap in a prescribed format
24	Various application formats like Advance, Facility booking, OD, CCL, Indents, Complaint slips etc will be made available on e-cap
25	Review and planning meeting will be conducted at the end of academic year and presentation by concerned HOD/Director/In charge will be uploaded on e-cap

Dr.Jayant Kulkarni
Director, IQAC