

**VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY**  
Aushapur Village, Ghatkesar Mandal, Medchal District – 501 301

VBIT/IQAC/CIRCULAR-08

11-06-2018

**CIRCULAR**

A meeting of IQAC Committee members will be conducted on 16-06-2018 at IQAC chamber at 2.00 pm.

Agenda:

1. Review and Assessment of all academic and other activities during last Academic Year (2017-18)
2. New initiatives for next Academic Year (2018-19)
3. Discussion on AQAR (2017-18) to be submitted to NAAC
4. Any other matter with the permission of chair.



(Dr. Jayant.Kulkarni)  
Director, IQAC

C.C:-

- All IQAC committee members

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**Minutes of the IQAC meeting held on 16-06-2018**

1. Review and Assessment of all academic and other activities during last Academic Year (2017-18)

<b>Plan of Action</b>	<b>Achievements</b>
<b>1. Teaching-Learning Process</b>	<ol style="list-style-type: none"><li>1. Developed exclusive tool for Assessment of Direct &amp; Indirect Attainment.</li><li>2. Special workshop conducted regarding designing of COs using various taxonomy levels followed by CO-PO mapping.</li><li>3. Each department was informed to complete following tasks once the university results of respective semesters are announced.</li><li>4. a. Final attainment for Semester-I (Theory+ Labs+ Mini projects) &amp; Final attainment for Semester-II (Theory+ Labs+ Major projects)</li><li>5. Faculty members were informed that submission of all academic documents (online and offline) should be completed before the commencement of summer vacation</li><li>6. Prompt execution of Daily Attendance (Students) monitoring system.</li><li>7. Uploading of Attendance immediately after the class</li><li>8. SMS alert by dept. clerks on the next day.</li><li>9. No provision of uploading after two days.</li><li>10. Any changes in time table should be reflected in e-cap</li><li>11. Lesson plan to be filled up in e-cap</li><li>12. Syllabus review by HOD &amp; Principal should be based on e-cap data only</li></ol>
<b>2. Administration</b>	<ol style="list-style-type: none"><li>1. CL should be applied only through e-cap with proper adjustment of classes</li><li>2. HOD was requested to adjust the class of absent faculty member only through e-cap, if concerned faculty member is</li></ol>

	<p>absent without prior information.</p> <ol style="list-style-type: none"> <li>3. OD application should be submitted manually with proper adjustment of classes only through e-cap</li> <li>4. CCL should be claimed through manual application.</li> <li>5. Data related with CL/CCL/OD should be updated on e-cap.</li> <li>6. Option for half day LOP on e-cap was made available</li> <li>7. Circulars were being sent to departments and faculty only through e-cap</li> <li>8. “No Due” format for students and faculty members have been modified and made simpler.</li> <li>9. Finance and Accounts section should monitor income and expenditure process under specific heads. It will be reviewed at the beginning of each financial Year</li> </ol>
<p><b>3. Inspections &amp; Assessments</b></p>	<p>Coordinated :</p> <ol style="list-style-type: none"> <li>1. JNTUH affiliation process</li> <li>2. AICTE approval process</li> <li>3. Submission of UGC Autonomous report</li> <li>4. Completed NBA Reaccreditation &amp; NAAC Reassessment process</li> <li>5. Submission of Annual Quality Assurance Report (AQAR) <ul style="list-style-type: none"> <li>➤ Permanent mechanism for preparation of Self Assessment Report (SAR) at department level for Next cycle of Accreditation.</li> <li>➤ Generation of various reports required for SAR/SSR through software</li> <li>➤ Constitution of committee to look after the preparations for Autonomous status</li> </ul> </li> </ol>

2. New initiatives for next Academic Year (2018-19)

- To establish Koushal Centre (Skill & Personality Development Cell) to design & monitor the activities being covered under various schemes sponsored by Govt. of India. (Attached as Annexure-I)
- To establish Samvadh centre (Counseling & Career Guidance centre) for students & parents. (Attached as Annexure-II)
- To establish Shodh (Incubation centre) to inculcate the culture of innovation based start ups. (Attached as Annexure-III)
- To establish central facility cell.
- To establish separate Public Relation cell.
- To modify the guidelines & scope of activities of HR section. (Attached as Annexue-IV)

3. Members of IQAC suggested to submit Annual Quality Assurance Report (AQAR) for the academic Year 2017-18 on or before September, 2018



Dr. Jayant Kulkarni  
(Director, IQAC)

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## Annexure-I

### KAUSHAL

#### Skill and Personality Development Cell

(Sponsored by PMKVY, AICTE and NSDC schemes of Central Government)

#### Office Structure :

Chief Coordinator – Dr. S.V.Ramana, Professor and HOD, Dept. of MBA

Coordinator – Mr. G.V.R.Karthikeya

Office Assistant – Mr. Nitin Kishore

#### Objectives :

##### **1. Execution of training program under PMKVY scheme**

- To facilitate the execution of PMKVY scheme at Institute
- To design suitable time table as per the norms of the scheme
- To identified resource persons in respective specialization to train the participants
- To ensure that all the participants would attend the classes regularly
- To ensure the effective functioning of the entire training program in stipulated time frame
- To coordinate the correspondence activity with respective department of ministry (MSDE)
- To monitor and record the daily attendance of the participants in the respective training courses
- To monitor the financial transaction during the execution of entire training program and to maintain the record of the same
- To conduct the exam at the end of the training program in coordination with the agencies nominated by Central Government for the same
- The details of training program are as follows :

S.No.	Academic year	No. of courses	No. of Total participants
1.	2016-17	04	100
2.	2017-18	10	250
3.	2018-19	10	250

  
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## 2. Execution of personality development program for SC/ST students under AICTE scheme

- The personality development program will be executed at four levels for B.Tech students and two levels for PG students
- The nature of the entire program will be as follows :

S.No.	Target group	Program name	No. of Total participants	Duration of program
1.	1 <sup>st</sup> year UG	Kaushal-I		50 hours
2.	2 <sup>nd</sup> year UG	Kaushal-II		50 hours
3.	3 <sup>rd</sup> year UG	Career Enhancement Skills-I		30 hours
4.	4 <sup>th</sup> year UG	Career Enhancement Skills-II		30 hours
5.	1 <sup>st</sup> year PG	Kaushal-I		50 hours
6.	2 <sup>nd</sup> year PG	Kaushal-II		50 hours

- A exclusive committee comprising of following members is constituted for the designing of the syllabus for above mentioned courses

Dr. S.V.Ramana, HOD, MBA – Convener

Mrs. T.Swarupa Rani, Associate Professor, H&S – Co-Convener

Dr. Jayant Kulkarni, Director, IQAC – Member

Mr. G.Anil Kumar, TPO - Member

Mr. D.K.M.Sharma, Coordinator, SAC – Member

- To facilitate the logistic support during the execution period of the program
- To monitor the financial transaction during the execution of entire training program and to maintain the record of the same
- To collect the periodic feedback from participants and to ensure the proper action should be taken based on this feedback
- To coordinate the correspondence activity with respective department of ministry
- To monitor and record the daily attendance of the participants in the respective personality development courses.

  
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**3. To pursue the correspondence regarding establishment of centre of excellence under NSDC scheme and to maintain the record of the same.**

**Annexures :**

1. The list of courses and participants of PMKVY scheme for last two academic years and for upcoming academic year
2. The copy of syllabus of various courses listed above
3. Details of mentors/trainers for PMKVY program
4. List of the participants who cleared the assessment under PMKVY scheme during last two years
5. Time table of the training courses along with details of mentors/trainer for academic year 2018-19
6. List of SC/ST students studying in the institute (2017-18 and 2018-19)
7. Time table of personality development program for the year 2018-19
8. Copy of syllabus designed by committee for personality development program (2018-19)
9. Details of mentors/resource persons involved personality development program (2018-19).

  
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## Annexure-II

### SAMVAD (Student Counseling and Career Guidance Center) (Creating Opportunities through Dialogue)

#### Activities to Perform :

1. Interaction with Student Clubs and coordinators
2. Interaction with Hostel Students and Warden
3. Interaction with HODs
4. Interaction with Mentor Incharges
5. Reports prepared of Attendance Department wise for Students with less than 50% Attendance
6. Reports prepared of Performance Department wise for Students with backlogs
7. Individual Counselling of Students based on above reports

#### Record keeping Formats :

1. Format 1 - Record for College Students Individual Counseling
2. Format 2 - Record for Hostel Students Individual Counseling
3. Format 3 - Repetitive Counseled Students Record
4. Format 4 - Record for Students referred to Professional Counselor
5. Format 5 - Record for Hostel Swayam Club Activities
6. Format 6- Motivation Sessions (Common Session)
7. Format 7- General Tests (Common Session)
8. Format 8 - Record for Individual Career Guidance
9. Format 9 - Career Guidance Sessions (Common Session)
10. Format 10 - Guest lectures on Career Guidance (Common Session)

#### Student Counselling

1. To provide mental support to student, whenever required & will be identifying problem, if any student is facing and would ensure that he/she overcomes the same.
2. To help student to release from negative feelings or stress, if any.
3. To encourage students towards overall progress as an individual which will help to enhance the quality of teaching and learning.



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**From Student's perspective :**

If student is experiencing any trouble regarding anything like homesickness, adjusting to new environment, getting sound sleep, not able to concentrate, feeling stressed etc.

**From College's perspective :**

If student is observed showing poor attendance, low emotional stability, Poor academic performance, learning difficulties, Feeling of Academic pressures, behavioral problem etc

**Objectives :**

Helping young minds to flourish in life  
To teach coping strategies with problems students are facing  
To help students develop socially  
Develop skills to improve study habits and time management  
Work through personal problems if necessary  
Help them to identify their own strengths  
Empower students in all round development

**Common Symptoms/Problems observed :**

Low Emotional Stability  
Low Self-Esteem  
Low Self Confidence  
Extreme feeling of anger  
Feeling of Sadness/ Depression  
Feeling of Loneliness/Homesickness  
Behavioural problems

**Methods :**

1. Counselling - Individual /Group /Parental (as required)
2. Motivation sessions (Common)
3. General / Psychometric tests (Common)
4. Associated Hostel Activities (Common)

**Collection of Inputs :**

**1. From College side -**

We will be taking inputs mainly from Student Mentoring Register. We will interact with concerned Mentor of student, student as well as parents if necessary.  
Here, we will get to know mainly about their **Performance, Attendance and Behaviour.**



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- We will be primarily examining student relevant details in that regard and after talking to him if we identify that problem is serious or student needs professional guidance, then we will be referring such cases to Professional psychological Counsellor.
  - If Student is undergoing any other type stress or problem, it will be identified and sorted out at college level.
- 2. From Student side-**  
A person would be available to interact at Samvad Kendra where they can come and discuss about any concern they are facing.
- 3. From Hostel side -**  
We will be taking inputs from a warden and concerned faculty allotted for hostel purpose, to know the concerns if any for hoteliers.
- 4. Common Sessions with Students -**  
We will conduct some sessions with different types of students groups on the basis of various Clubs, Activities, Hostel etc.

**Sources of Inputs :**

Student Mentoring Register  
Attendance Register - College - year-wise or department-wise  
Attendance Register - Hostel - Boys and Girls  
E-cap Performance  
Whatsapp group - Clubs

**Career Guidance :**

**Introduction :**

Our role is to help student to choose perfect career without any kind of confusion. Help them to evaluate their suitability for suggested careers with interactive activities. Make them to start early to explore and understand the career options.

**Objectives :**

- Encourage student to make appropriate career choice
- In-house support with advice and guidance from from internal or external sources
- Tto evaluate their own strengths and to build on their own areas for development
- Empower students with Guest lectures from different industry experts

  
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**Methods :**

**Career Guidance-** Student can ask questions and we'll give career advices to their career queries.

**Career Explorations** - Student will be guided with relevant options for exams to be given for higher studies or academical institutes recommended etc.

**Career Guidance Sessions** (Common) department wise

**Guest Lectures** from Industry experts

**Common Career options :**

Entrepreneurship

Higher Studies in India (M. Tech)

Higher Studies abroad (MS)

Higher Studies (MBA)

Job (Domestic Company/MNC)

Preparing for Civil Services

  
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### Annexure-III

### SHODH – Incubation Center

#### **EXISTING CENTER 2018-19**

With the idea to support student innovative ideas and projects of 2017-18 batch, **SHODH Incubation Center** was established. Passed out students are welcomed with their prototyped ideas and were taken onboard with a signed MoU and provided following support

- Office space and logistics
- Specialized Laboratory to meet their requirements
- Access to existing Laboratories and resources
- Technical and Entrepreneur Mentoring from industry
- MoU with TiE& ICT academy
- Stipend and financial support for procuring equipment

S.No	Organization	Alumni	Interns
1	RDR Receptive Pavers	3	
2	Urban Raptors	2	2
3	Future Step	4	4
4	Sansah Innovation	3	2
5	Mysterious Edutech		3

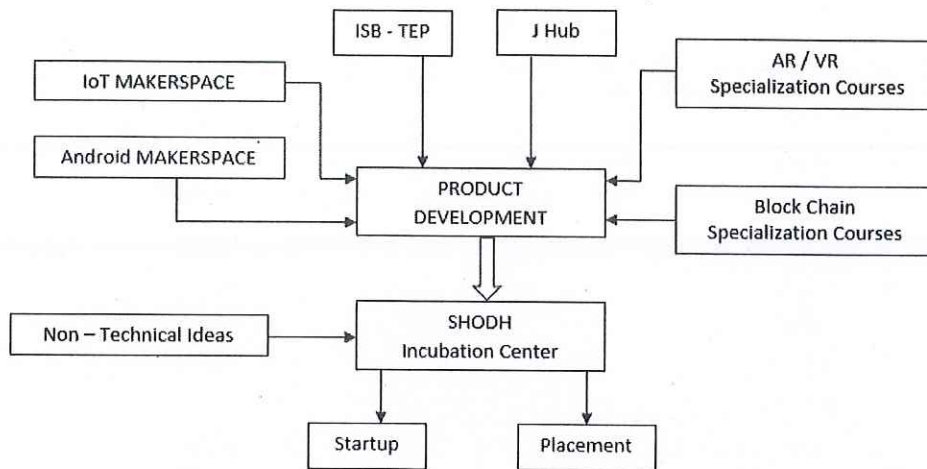
#### **Schedule of Activities:**

#### **Target road map for next 6 months:**

- Inaugural of SHODH - Incubation Center tentatively on 13<sup>th</sup> or 14<sup>th</sup> of August
- Nominating financial advisor, Legal advisor and mentors from TiE and others
- Scope of Non-technical startups and selections
- Weekly once mentor interaction
- Monthly once talk by reputed personalities from industry
- Startup yatra – Visit to places like T-Hub
- Investors day in the month of February to support and fund startup projects
- Annual event to showcase the importance of SHODH incubation center and exhibit the product

  
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## ROAD MAP 2019-2020:



- Identifying and shortlisting students to be part of Product development and Shodh incubation center by conducting various bootcamps followed by Hackathons
- Students are welcomed with their prototyped innovative ideas
- Prototypes are validated by a panel of industry mentors
- Valid prototypes are incubated at SHODH
- Incubated ideas are supported to turn up as startups
- Identify 30 – 60 students in each field based on their interest for different specializations like
  - ✓ IoT Makerspace
  - ✓ Android Makerspace
  - ✓ 3d Printing
  - ✓ AR / VR
  - ✓ ISB – TEP
  - ✓ Block Chain

### **Target road map for next 6 months**

- Weekly one training session based on curriculum specialization
- Weekly one mentor interaction for selected students who want to entrepreneurs
- Monthly one mentor talks by reputed personalities from industry
- Hackathons based on specializations to compete with each other
- One hackathon event per semester inviting students of other colleges
- Startup yatra – Visit to places like T-Hub
- Investors day in the month of February to support and fund student projects by investors
- Annual event to showcase the importance of SHODH incubation center and exhibit the products and startups by students
- Incubation center facilities are provided for interested teams to turn as entrepreneurs

  
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Annexure-IV

Responsibilities of HR Section

- To maintain personal files along with relevant documents of employees
- To issue Appointment order, Relieving order, Service certificate, Salary certificate etc to the concerned employee after fulfillment of due process
- To prepare & maintain annual increment orders
- To monitor daily attendance of employees through e-cap, BAS & attendance registers of employees
- To maintain record of CL, CCL, OD, early going permissions & late arrivals of employees through manual register & e-cap
- To maintain e-copies of all relevant documents of all employees
- To prepare chart indicating no. of CLs, ODs, CCLs etc availed by employees at the end of every month and submit the same to Finance officer for salary bill preparation
- To make correspondence with JNTUH regarding functioning of BAS
- Registration of new faculty in JNTUH portal
- To coordinate the process of new employee joining which includes joining report, e-cap entry, JNTUH registration, opening of bank account, entry into staff attendance register and communication with respective department
- To prepare faculty appraisal format and getting it filled up from all faculty members at the end of each academic year.

  
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