ISO 9001:2015 Certified Institution   Estd. : 2001

Balaji Institute of Technology & Science

Laknepally, NARSAMPET, Warangal (Rural) – 506331

Accredited By NBA (UG – CE, ME, ECE & CSE Programmes) **& NAAC**

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

BITS
NARSAMPET   www.bitswgl.ac.in, email: principal@bitswgl.ac.in :: Ph. 98660 50044, Fax 08718-230521

MENTORING SYSTEM

The college has established Mentoring System. Each faculty will be the mentor for a group of 15 to 20 students. First year faculty will have mentors from the department of humanities and Science and second, third, fourth year students will have mentors from the parent department. Department faculty will continue to be mentors for the same group of students till completion of the course.

Responsibilities of Mentors:

1. To meet the group of students at least twice in a Week.
2. To continuously monitor, counsel, guide and motivate the students in all academic matters.
3. To advise students regarding choice of electives, project, summer training and placements etc.
4. To contact parents/guardians if situation demands e.g. academic irregularities, negative behavior and interpersonal relations, detrimental activities etc.
5. To provide professional guidance to students in their career development.
6. To keep contact with the students even after their graduation.
7. To intimate HOD and suggest if any administrative action is called for.
8. To maintain a detail progressive record of the student.
9. To maintain a brief but clear record of all discussions with students.

Type of Mentoring:

- Professional Guidance - regarding professional goals, selection of career, higher education.
- Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Course specific - regarding attendance and performance in present semester and overall performance in the previous semester.
- Lab guidelines - regarding Do's and Don'ts to be implemented in the lab

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ACADEMIC AUDITING

The Academic Audit is a faculty-driven model of ongoing self-reflection, collaboration, teamwork and feedback. It is based on structured conversations among faculty, stakeholders and peer reviewers focussing on a common goal: to improve quality processes in teaching and learning and thus enhance student success.

IQAC shall evolve the mechanisms and procedures for:

➤ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

➤ The relevance and quality of academic and research programmes

➤ Equitable access to and affordability of academic programmes for various sections of society

➤ Optimization and integration of modern methods of teaching and learning

➤ The credibility of evaluation procedures

➤ Ensuring the adequacy, maintenance and functioning of the support structure and services

➤ Research sharing and networking with other institutions in India

The academic audit aims to monitor and improve the quality of technical education through appropriate guidance for both faculty and students.

OBJECTIVES OF ACADEMIC AUDITING

1. To ensure academic accountability.

2. To determine the quality of each component of the posts and ensure the quality of technical education throughout the system.

3. To protect the functions of technical education.

4. To determine the effectiveness of the teaching and learning process and develop a methodology to confirm maximum production of faculty as well as students.

S.No.	Audit Parameter	Frequency	Documents to be verified	Expected Outcome
1	Course File	Three times Per Semester	Phase-I, Phase-II, Phase-III	Phase-I - Gaps to be identified Phase II – Remedial and Make up classes for Weak Students Phase III – Analysation of Question paper Qualities
2	Syllabus Monitoring	Monthly Once	As per Instruction Plan in Course File	Up to date
3	Faculty Development Programmes	Yearly Once	Participation Certificates	Every Faculty should Participate
4	Faculty Development Programmes conducted	Yearly Once	As per the year planner	To be Conducted
5	Guest lecturers & workshops	Yearly once	As per the year planner	To be Conducted

DOCUMENTS TO BE PRODUCED FOR AUDITING:

The details of various academic activities held in the institute are documented. The following documents shall be made available to the auditor as and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects)
4. Course File for all the theory courses including lab courses
5. Log register used in Laboratory
6. Consolidated Attendance statement of students
7. Consolidated statement of marks of internal tests
8. Project (Mini project/Design project/Final semester project) progress review reports
9. Register of internal evaluation marks
10. Result Analysis

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A course file is maintained by each staff of the department for each course handled by the faculty.
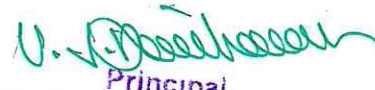
S.No.	Item	Description
1	Course syllabus	Preferably the University provided document
2	Course Outcomes (CO)	5 outcomes covering entire syllabus, easily explainable by the faculty
3	Lesson plan	Topic wise, with references, teaching aid/methodology matching with Time Table; Also, reflect tutorials, topic beyond syllabus in planning
4	Topics beyond syllabus	List of topics taught other than university specified syllabus
5	Self-learning resources	ICT based material, Online certifications, MOOCs etc.
6	Lecture notes	Module wise, hand written and easily traceable – topic wise
7	Result Analysis	After completing the semester exams.

Methods to improve results:

S.No.	Item
1	University Question papers
2	Internal Question papers with Key.
3	Assignment Question Papers
4	Tutorial evidence
5	Result Analysis to identify Weak and advanced learners

Evaluation of Student Performance:

S.No.	Item
1	Result Analysis to identify Weak and advanced learners
2	Result Analysis at the end of the course
3	Course Assessment
4	Guest talks, field visits, Trainings, Certifications etc.
5	Attendance register
6	Course file
7	IQAC Verification

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Introduction of objective paper per course:

- The IQAC focuses on the continuous improvement of the examination system for the students.
- There is a centralized examination cell to conduct the mid tests
- The examination cell has been functioning effectively and the staff handling the subjects prepares one question paper for each subject and hand over the same to the examination cell. Examination cell allots the invigilators from different departments.
- This system is being further improved by the recommendations of the IQAC cell and faculty members provide handouts with objective questions on respective course
- The preparation of multiple question papers for one course with a few repeated questions enables the students get exposed to more number of possible questions for their mid quiz examinations, which in turn improves their performance in the university examinations.

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