



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		BALAJI INSTITUTE OF TECHNOLOGY AND SCIENCE
Name of the head of the Institution		V.S.HARIHARAN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08718-9963976545
Mobile no.		9963976545
Registered Email		principal@bitswgl.ac.in
Alternate Email		vsh1968@gmail.com
Address		Laknepally (V), Narsampet (M), Warangal Rural (Dist).
City/Town		Warangal
State/UT		Telangana
Pincode		506331

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Dr.M.Palanisamy</b>
Phone no/Alternate Phone no.	<b>08718230521</b>
Mobile no.	<b>9443822024</b>
Registered Email	<b>mpalanisamym@gmail.com</b>
Alternate Email	<b>venunookala@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.bitswgl.ac.in/pdf/AOAR_2017-18.pdf">https://www.bitswgl.ac.in/pdf/AOAR_2017-18.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.bitswgl.ac.in/Academic-calender.php">https://www.bitswgl.ac.in/Academic-calender.php</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B+</b>	<b>2.57</b>	<b>2018</b>	<b>03-Jul-2018</b>	<b>02-Jul-2023</b>

<b>6. Date of Establishment of IQAC</b>	<b>12-Oct-2012</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Role of Digital</b>	<b>15-Sep-2018</b>	<b>60</b>

Technology in Teaching	1	
Awareness programme on Professional chapter	13-Aug-2018 1	200
Workshop on Digital Marketing	20-Jul-2018 1	27
Awareness program to participate in NBA Accreditation process	16-Jul-2018 1	123
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Regular internal academic audits: Twice a year.
- Regular external academic audits: Once a year.
- ISO 9001:2015 Quality audits.
- NAAC Accredited

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
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NBA accreditation	The B.Tech. (UG-CE,EEE, ME, ECE & CSE) is preparing SAR for NBA accreditation.				
NAAC Accreditation	B+ Grade				
E - content development	LMS implemented for all the courses.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Name of Statutory Body</td> <td style="text-align: center;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Governing body</td> <td style="text-align: center;">08-Aug-2018</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing body	08-Aug-2018
Name of Statutory Body	Meeting Date				
Governing body	08-Aug-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	27-Mar-2018				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	28-Jan-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Institute has an MIS. The modules currently in operation include the admission application management system, the student on boarding and information system, Learning Management System among others. The HR modules and Finance modules are currently in the process of implementation.				

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has a well-structured curriculum delivery plan. 1. Planning: (i). Academic calendar and subject allotment The college is affiliated to JNTUH, Hyderabad and follows the curriculum prescribed by the university. Academic Calendar is prepared in alignment with the University's calendar for each semester. Subject allocation is done based on faculty competency and experience. Faculty prepares the Course Delivery Plan (CDP), lecture notes and

question bank. (ii). Preparation of draft Academic Administration Plan (AAP) Every subject teacher prepares the draft AAP. AAP includes course objectives & outcomes, real life application mapping, academic resources, allied MOOC/ Value Added Courses(VAC), lesson plan, assignments, tutorial/practical plan, evaluation scheme for grading. The individual teaching plans of every subject are uploaded by the respective teacher on the college automation software along with the calendar. (iii). Interactive Cluster Meetings for identifying gaps and strengthening of AAP Courses of similar domain are brought under one cluster. The Institute has 50 such Clusters having one internal and two external mentors (Academic & Industry). Gaps in the curriculum are identified through structured feedback from the stakeholders and Inputs are received from Departmental Advisory Board (DAB) and cluster mentors. Accordingly Beyond Syllabus Activities (BSAs) are planned. (iv). Academic Preview Process (APP) APP is conducted at the beginning of each semester for academic planning, constructive feedback and continuous improvement. HOD verifies and validates the academic preparedness (including University exam paper solution, Assignments, Internal Assessment (IA) question papers) as per the standard Preview format and suggestions are given, if required. The staff is constantly encouraged to attend refresher courses, workshops and seminars to update their knowledge. 2. Curriculum Delivery: An active plan is formulated by the institution to ensure effective delivery of Curriculum through Lectures and Lab Sessions. Tutorial classes are arranged for the analytical courses for enhancing students' problem-solving skills. Curriculum Enrichment is done through Student Centric learning Methods like Industrial Visits, guest lecturers Internships, Workshops, Mini projects, Group Projects, student debates, Group Discussions, debates, Seminars, Presentations, Role plays, Value Added Courses, Certificate Courses, use of new tools /simulators, MOOC (NPTEL etc.). 3. Monitoring implementation of Curriculum delivery: Academic coordinators closely monitor content delivery of the courses and give feedback to HOD. 4. Monitoring effectiveness of student learning: Continuous evaluation is maintained by conducting tests after completion of every unit. Valued answer scripts are returned to the students with suggestions to improve wherever necessary. Advanced learners and slow learners are identified and necessary actions are initiated. Students are encouraged to publish their project work in Conferences / Journals. 5. Feedback and Takeaways: Students' feedback is taken on various prescribed parameters and corrective measures are taken to enforce necessary changes by the HODs and principal. Course Exit Survey is carried out to understand the course efficacy. Academic Review Process is carried out at the semester end to verify implementation of AAP. Result Analysis is carried out to study the students' performance to initiate the corrective measures.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Auto CAD	Nil	10/12/2019	24	Focus on employability	Skill Development
Electrical Wiring Drawing, Estimation And Cost	Nil	10/05/2018	28	Focus on employability	Skill Development
IOT using Raspberry PI and exploring IOT	Nil	18/12/2018	24	Focus on employability	Skill Development

IOT using Raspberry PI	Nil	10/12/2018	25	Focus on employability	Skill Development
Nil	MATLAB	03/07/2019	11	Focus on employability	Skill Development
Nil	Electrical Designing Drafting	03/06/2019	11	Focus on employability	Skill Development
Nil	Auto CAD	03/06/2019	30	Focus on employability	Skill Development
Nil	CAD (using Revit Architecture)	03/06/2019	40	Focus on employability	Skill Development

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	EEE	09/07/2018
BTech	MECH	09/07/2018
BTech	CIVIL	09/07/2018
BTech	ECE	09/07/2018
BTech	CSE	09/07/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	412	570

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BTech	Summer Internship program on Civil department	92
BTech	Summer Internship program on EEE department	81
BTech	Summer Internship	69

	program on Mechanical department	
BTech	Summer Internship program on ECE department	128
BTech	Summer Internship program on Computer department	48
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1. Student Feedback: A. Teacher feedback given by students was analysed on the basis of class, division and subject. This analysis was gauged around areas like punctuality, temperament etc. Class wise, Section wise and Subject wise averages were obtained per teacher to know their performance. B. Syllabus related feedback from the students gauged around employability, current contents etc. Averaging was done to arrive at conclusions. C. Feedback on infrastructure and facilities also gauged around admission process, library facilities etc. Averaging was done to arrive at conclusions. 2. Teachers' Feedback: included opinion of teachers on usefulness of the syllabus in terms of employability, scope for research, establishment of community linkages, reasonable coverage of contents and so on. Averaging was done as a part of analysis. 3. Employers' Feedback: analysis was gauged around students' employability skills, infrastructural availability in college for conducting campus placement/training programmes, University Syllabus and Company Expectation and so on. Opinions so collected were reviewed by Chairperson of the Placement and Career Guidance Cell with the members. 4. Alumni Feedback: is reviewed by the Principal, Viceprincipals along with office bearers of Alumni Association 'Surge'. 5. Parents' Feedback: is collected on syllabus and infrastructure of the college. Collected feedback is discussed among department members and is conveyed to the Principal during department meeting with the Principal.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	MBA	60	72	49
BTech	MECH	120	143	32
BTech	CSE	120	140	120
BTech	ECE	120	160	137

BTech	EEE	120	88	79
BTech	CIVIL	120	82	62
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	430	49	221	16	237

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

1. Advise/counsel the student on all the academic matters 2. Meet the assigned students at least once in every fortnight. Shall report to the HOD/Vice-Principal/Principal about those students who avoid meeting the Proctor 3. Understand student difficulties and counsel as per individual situations. 4. Keep the parents apprised about the academic progress and general behavior of their wards 5. Demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators. 6. Ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification 7. Serve as a friend, philosopher and guide 8. Accept, Appreciate, and Adjust with the sole objective of shaping the students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
430	46	1:9

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
237	38	Nil	38	8

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			



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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Institute's primary focus, as stated in its mission statement, is on strengthening teaching learning process through rigorous assessment and evaluation. Institute closely follows all the reforms introduced by BITS. For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of one objective paper, one descriptive paper and one assignment. The objective paper and the descriptive paper shall be for 10 marks each with a total duration of 1 hour 20 minutes (20 minutes for objective and 60 minutes for descriptive paper). The objective paper is set with 20 multiple choice, fill in the blanks and matching type of questions for a total of 10 marks. The descriptive paper shall contain 4 full questions out of which, the student has to answer 2 questions, each carrying 5 marks. While the first mid-term examination shall be conducted on 50 of the syllabus, the second mid-term examination shall be conducted on the remaining 50 of the syllabus. Five marks are allocated for assignments (as specified by the subject teacher concerned). The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks, and the average of the two mid-term examinations shall be taken as the final marks secured by each student in Continuous Internal Evaluation centric activities such as seminars, model making, group discussions, presentation, and demonstrations are applied for evaluation of student. There shall be a seminar presentation in IV year I semester. For the seminar, the student shall collect the information on a specialized topic, prepare a technical report, and submit it to the department. It shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member. The seminar report shall be evaluated for 100 internal marks. There shall be no semester end examination for the seminar. Practical Courses For practical subjects there shall be a continuous internal evaluation during the semester for 25 marks and 75 marks for semester end examination. Out of the 25 marks for internal evaluation, day-to-day work in the laboratory shall be evaluated for 15 marks and internal practical examination shall be evaluated for 10 marks conducted by the laboratory teacher concerned

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The examinations of all years were conducted by the college on behalf of University of JNTUH. Time table was displayed on the college notice board and in the respective classes. It was also available on University website and College Website also. Changes in the examination schedule too were communicated to the students immediately as per above veriantes. Examination Branch also conducted supplementary Examinations for the students who could not appear or not promoted for regular examination due to the prescribed by the University

norms of JNTUH. These supplementary examinations were conducted as per university time table. Examination branch was conducted internal examinations (Unit Tests, Mid I II) as per JNTUH academic calendar and observed for assessment of papers. The dates of declaration of results were displayed on Notice Boards and LMS.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.bitswgl.ac.in/civil-pos.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1E - 00	MBA	MBA (Master of Business Administration)	30	12	40
1A - 05	BTech	B.Tech. (Computer Science Engineering)	95	78	82
1A - 04	BTech	B.Tech. (Electronics and Communication Engineering)	121	92	76
1A - 03	BTech	B.Tech. (Mechanical Engineering)	51	38	75
1A - 02	BTech	B.Tech. (Electrical and Electronics Engineering)	44	35	80
1A - 01	BTech	B.Tech. (Civil Engineering)	65	53	82

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.bitswgl.ac.in/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

No Data Entered/Not Applicable !!!

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One Day Workshop On Trade Secrets	BITS	30/07/2018
One Day Workshop On Intellectual Property Rights on Pattern Recognition Methods	BITS	13/09/2018
One Day Workshop On Intellectual Property Rights Patentability and Patent filing	BITS	08/08/2018
One Day Workshop On Intellectual Property Rights "patent filing process, forms and fees.	BITS	17/11/2018
One Day Workshop On Guidelines related to the "IPR	BITS	31/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
5	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	CIVIL	2	Null

International	EEE	8	Null
International	MECH	20	Null
International	ECE	12	Null
International	CSE	19	Null
International	MBA	8	Null
International	HS	7	Null
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
CIVIL	4
EEE	4
MECH	2
ECE	1
CSE	6
HS	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	68	120	Null	20
Presented papers	20	4	Null	Null
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation Camp	Appreciation Letter	Indian Red Cross Society	85
CMDRF Kerala	Appreciation Letter	CMDRF, Kerala	70
Health Camp	Appreciation Letter	Indian Medical Association, Warangal	125
Education Awareness program	Appreciation Letter	Bhadrakali Jr. College, Narsampet	250
Social Service at Adopted Village, Nachinapally	Appreciation Letter	Lions Club, Warangal	70
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
27150000	26875635

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Newgen	Fully	3.1.1	2006

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
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### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	620	6	120	1	1	2	5	100	0
Added	130	2	60	1	1	0	3	30	0
<b>Total</b>	<b>750</b>	<b>8</b>	<b>180</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>130</b>	<b>0</b>

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

130 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NPTEL Local Chapter.	<a href="http://www.nptel.ac.in">www.nptel.ac.in</a>
Moodle Server (Moodle is a free, online Learning Management system enabling educators to create their own private website filled with dynamic courses that extend learning anytime anywhere).	<a href="https://moodle.org">"https://moodle.org</a> <a href="mailto:www.eoutreach@it.iitb.ac.in">www.eoutreach@it.iitb.ac.in"</a>
Notes and assignments are posted online to students. Every student and staff member is provided with internet access facility so that they can access all materials available in other universities to enhance the skills.	<a href="http://www.bitswgl.ac.in">www.bitswgl.ac.in</a>
Spoken Tutorials for Audio and Video Demonstrations.	<a href="http://spoken-tutorial.org">http://spoken-tutorial.org</a>
A-VIEW (Seamless live video and audio streaming (Meeting tool)).	<a href="http://aview.in">http://aview.in</a>
MIT (Massachusetts Institute of Technology.OCW (Open Course Ware).	<a href="https://ocw.mit.edu">https://ocw.mit.edu</a>
Knowledge Tool for CRT classes and tests	<a href="http://www.Kdenewdesign.knowledge.com/mainform.aspx">www.Kdenewdesign.knowledge.com/mainform.aspx</a>
PhpMyAdmin (open source database).	<a href="http://www.phpmyadmin.net">www.phpmyadmin.net</a>
SWECHA(Swecha aims at providing global software solutions to the local people with the free software development model by working together with the community of developers and users all over).	<a href="http://www.swecha.org">www.swecha.org</a>
TASK (Telangana Academy for Skill and Knowledge).	<a href="http://www.task.telangana.gov.in">www.task.telangana.gov.in</a>
LCS (Lecture Capturing System)	<a href="https://www.bitswgl.ac.in/Digital-library.php">www.https://www.bitswgl.ac.in/Digital-library.php</a>

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	38.1	Nil	102.54

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. Academic Support: Mentoring: Each faculty mentor adopts 15 students and looks after them regarding all the academic aspects. Faculty counsel the students thrice in a month. Maintenance of the Campus: Regular maintenance of electrical, plumbing, housekeeping, transport and infrastructure in the entire college is supervised by the Administrator Manager. A team of 15 women supervised by administrative staff regularly ensures the cleanliness and maintenance of the college. The roads, common places, faculty and class rooms, laboratories, research centers are cleaned daily and mopping is done periodically. To improve the physical ambience of the campus, several following initiatives are taken from time to time. Periodic painting and white washing of building and labs Ground-men for maintaining grounds, lawns and upkeep of plants Tree plantation drives every semester Adequate House keeping staff for general cleaning Rest rooms Dustbins at every 100 meters Stock verification of lab equipment and library books is done at the end of every year Industrial Tour Industrial visit helps to combine theoretical knowledge with industrial knowledge. Institute arranges industrial visit every year for every department. Workshops Workshops are conducted on latest topics including technical non-technical topics. Workshops help students acquire practical oriented learning. Library Library Staff consist of one Librarian, two Asst. Librarians and two Library Assistants. Digital library is available to the students from 8.00 A.M to 8.00 P.M. 30 computers with high speed internet are provided in Digital library. Infrastructure Facilities Computers Scientific equipment, Computer network, internet, website, servers, digital library and database are maintained by manufacturer till the warranty period and later by technicians, qualified System Administrators and System Engineers. 2. Physical Support: Fire Resisting Kit: BITS campus has fire extinguishers in each building and department.. Mineral Water Plant The plant which produces 10,000 litres per day is procured.. R.O.System as a central facility with an investment of Rs.1.5 lakhs is provided on campus. Separate Hostels for Girls and Boys: The hostel ensures that students feel at home, with the best amenities and comfort so that they can put their hundred percent concentration into their academic and extracurricular engagements. Sports and Games (Indoor Outdoor) : Sports in the institution play a central role in preparing the students to be psychologically and physically strong to face adversaries with a competitive spirit. Transportation : Transport support facility is available to all and free bus facility is provided to faculty. Free bus facility is provided to poor and merit students for the purpose of Encouragement. Anti-Ragging Cell :Ragging in any form, within or outside the BITS Campus is legally banned as per the Supreme Court verdict. Anti ragging cell monitors the students and prevents ragging on campus. Power House: BITS campus is maintaining two generators of 125KVA 75 KVA capacity. Computer Labs: Computer labs are up dated with advanced software in every department.

<https://www.bitswgl.ac.in/civil-laboratories.php>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Tuition fee	100	1300000
Financial Support from Other Sources			
a) National	Scholarship scheme	1021	55206000



b)International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	4

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	2
Any Other	4
No file uploaded.	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council: Institute promotes candidature of students on academic and administrative bodies. An active Student Council comprises members to monitor Cultural, Technical, Sports and Literary events, Antirragging Gender sensitization programmes, NSS activities and Alumni meet in college. Council members along with association and committee members take active role in conducting College Annual day, Technical seminars such as Shreshtah, Sports day, traditional day and national festivals. A Student Council is a representative structure through which students in the college get involved in the affairs of the college for the benefit of the college and all students.

Objectives • To enhance communication between students, management and staff. • To promote an environment conducive to educational and personal development • To promote friendship and respect among pupils. • To support the management and staff in the development of the college. • To represent the views of the students on matters of general concern to them. The Student Council and the Management: • The college establishes and maintains procedures for the purpose of informing about the activities in the college. • The college encourages students to set up a Student Council and assists it as per requirements. • The college draws up rules for the establishment of a Student Council, selection of members and the dissolution of the council. • The college has a role in arranging meetings of student council. The Management gives active support to the student council and assists the Council in drawing up a constitution and in planning and organizing its activities. The Student Council and the Principal: The role of the Principal is of central importance in the establishment and operation of a Student Council. In assisting the Management in the development of college policy, and in working with teachers and to implement it at day-to-day level, the Principal is centrally placed in all aspects of the college's operations. In the initial stages, the Principal, together with the other teachers, will assist in the development of a Student Council in several ways, for example, by discussing with students the role of a Student Council and the role of individual representatives on the council. The Principal will assist in guiding the Council's development, so as to allow for a constructive and purposeful Council. More generally, the Principal can promote the college culture which recognizes the potentially valuable input that students can make, through a Student Council, into the development of the college. Key functions of Student Council: The functions and activities of a Student Council support the aims and objectives of the Council and promote the development of the college and the welfare of its students. In planning and undertaking activities during the course of the year, the Council 1. Works closely with the management, teachers and students. 2. Consults students in the college

regularly and involves as many students as possible in the activities of the Council.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

AIM of Alumni Association The concept of Alumni association evolved for the needs from both the ends, i.e. academicians and professionals , in the aim of building a bridge between college life and career life, so that the fresher graduates are made proactive to face the current challenges of competitive professional world. Both the ends work hand in hand to help each other for achieving the goal. Institution formed Alumni association. Formation of Body The Alumni Association of Balaji Institute of Technology Science called as BITSAA was formed in the presence of Dr.V.S.Hariharan, Principal, Mr.S. Phaneendra, Assistant Professor Coordinator of the Alumni Committee, Mr. S.Suresh, A.O, HODs and other faculty members of all departments and many enthusiastic students of the college. Mission: • To re-unite in the alma mater from where students grew and flew off. • To build a bridge between college life and career life, so as to introduce present students to the professional world and to make them proactive to face the challenges that may emerge in their career path. • To provide job opportunities to fresher bachelors through references to enhance their skills. To conduct orientation and training programs to students on various topics. • To create awareness among students about scope of their subject in their professional world. Plan of Action • Conducting periodic meetings of the committee for plan of action. • Conducting training sessions on industry practices and professional approach by industry professional alumni. • Felicitation to achievers. Objectives of the Alumni • To provide a Forum for members of the Society for interaction. • To achieve high degree of belongingness with the College and the Society • To foster a feeling of brotherhood and friendship amongst the members of the Society. • To enrol the members from time to time and keep them abreast with the activities of the Society and the College. • To provide adequate avenues for drawing upon the knowledge and expertise of the alumni for furthering the cause of the College to attain good position and influence in the academic, social and business world. • To foster communication amongst the alumni and to promote relations through interactive meetings and get-togethers. • To collect, publish and disseminate information that is relevant to all the members of the Society. To play a significant role in the placement of our students in reputed organizations. • To encourage a spirit of loyalty, friendship, service and benevolence among members of the Society. Objectives with regard to financial grants and other facilities to the needy students/alumni of the College: • To highlight the achievements of the members of the Society as well as the current students of the College. • To initiate, arrange, approve, support scholarships, free ships, grants and other assistance of any nature whatsoever to the meritorious students of the College. • To enhance the membership of the Society on a continuous basis. Alumni Association Bank Account Details: Name: Blalaji Institute of Technology and Science Alumni Association A/C NO:03951110000061 Bank Name: Andhra

5.4.2 – No. of enrolled Alumni:

249

5.4.3 – Alumni contribution during the year (in Rupees) :

263800

5.4.4 – Meetings/activities organized by Alumni Association :

Meet (2019) was organised on 09.02.2019 at Balaji Institute of Technology and Science. Principal along with Head of Departments and Governing body members of BITS and Alumni Association were present. Total participation for the event was 133 including Alumni, faculties and Committee. The cultural program was presented by students of the college. There was an open session where the alumni participated and enthusiasm to relive the old memories for the time spent in the college. The Alumni Meet was smoothly organized as per the schedule and concluded with launch at 1.30 pm.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In the decentralized set up adopted in the Institution, the Principal, who is the academic administrative head monitors the overall functioning and has powers for academic, administrative, financial issues for the growth of institute in line with the vision and mission of the institution. The Institute has decentralized its operations and has delegated authority at various levels to ensure good governance. In-charge of Internal Quality Assurance Cell (IQAC) monitors and streamlines Academic Quality initiatives like academic audit process and faculty performance appraisals. • Structured delegation of authority responsibilities are entrusted to faculty through regular staff meetings to encourage the academic leadership among the faculty within subject disciplines. Faculty are involved to participate through committees to manifest their administrative skills with professional responsibility and accountability and also guide student committee members to learn their leadership qualities. This ensures their acumen in decision-making with regard to organizing academic, administrative, co-curricular and extra-curricular activities conducted in the course of the academic year. • The Heads of Departments have adequate autonomy to monitor the functioning of the various departments. For taking important decisions, feedback from all stakeholders is taken into account. The office administration of the College is monitored by the Administrative Officer, Manager, Superintendent, Head Clerks, Senior Clerks, Junior Clerks and other Class III and Class IV Staff. The Administrative Officer in consultation with the Principal co-ordinates the day-to-day activities. Thus, the decentralization of departments and personnel of the institution help in improving the quality of its educational provisions. • Proposals for procuring required new lab equipment prepared by subject teachers in consultation with technical staff are submitted to HOD. These are reviewed, ratified and recommended in Department Academic Committee in terms of requirement, comparative statements of quotations and budget allocations. Principal approves and facilitates the procurement of Lab equipment and any other infrastructure relevant items through purchase committee. HoDs look after receipt of equipment and their installation. Thus the modus operandi for purchase of equipment involves all levels of employees. • In the decentralized governance system, the institute promotes a culture of participative management by involving the staff and students The Governing Body delegates all the academic and operational decision-making power based on Quality policy to the Academic Monitoring Committee headed by the Principal. Academic Monitoring Committee (AMC) formulates common working procedures and communicates to faculty for effective implementation. Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are entrusted with responsibility as coordinator and convener for organizing seminars/workshops/conferences/FDPs/and guest lectures and to organize industrial tours and to have collaboration with industry for academic benefit of students.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	relationship between college and industry as well as college and other research institutes. To help industries to solve their problems through research, training and consultancy. To provide ample opportunities for industry exposure to students and faculty through industry visits, summer internship and industry projects. To involve industry professionals in curriculum design, delivery and assessment so as to make students industry ready. To help industry professionals to upgrade their qualification, knowledge and skill through higher education, continuing education and training.
Library, ICT and Physical Infrastructure / Instrumentation	Library is using Newgen software for Library Automation. Digital library and wifi system is available in library for utilization of E-resources. Sufficient number of books for reading and reference, National International Journals, Periodical are procured in the library. Rules for issue of books and for the collection of fines for non returnable books in time are prescribed for the student. Library shall be provided with books and journals as per AICTE norms and more. A state of the art digital library shall be established. Required reprographic and printing facilities shall be provided. Library maintenance shall be computerized and automated with regular / constant up keeping. Library shall be kept open for a minimum of 12 hours a day. A media resource centre will be provided to the library. Material required for various competitive examinations like GATE, GMAT, CAT, GRE, Civil Services etc., shall be maintained.
Teaching and Learning	Head of the department monitors the teaching learning process, and prepares a report which is periodically shared with the principal. The principal monitors the following teaching learning activities: 1. Conduct of lectures and practical as per the time

table 2. Preparation of the list of defaulters whose attendance is less than 75  
 3. Conduct of makeup classes for the defaulters  
 4. Coverage of the curriculum as per the syllabus  
 5. Continuous internal evaluation (CIE) of the practical  
 6. Conduct of project and seminar presentations  
 7. Conduct of the internal examination as per the time table  
 8. Analysis of test results  
 9. Assignments as per the plan  
 Activities of the Academic monitoring are periodically reviewed by the Principal and corrective actions taken.

**Examination and Evaluation**

- To conduct and monitor the University Examinations as per the time table systematically with proper arrangements
- To conduct and monitor the three periodical tests as per the schedule systematically with proper arrangements

**Evaluation Process - Distribution and Weightage of marks**

**Internal Evaluation For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of one objective paper, one descriptive paper and one assignment. The objective paper and the descriptive paper shall be for 10 marks each with a total duration of 1 hour 20 minutes (20 minutes for objective and 60 minutes for descriptive paper). The objective paper is set with 20 multiple choice, fill- 8 in the blanks and matching type of questions for a total of 10 marks. The descriptive paper shall contain 4 full questions out of which, the student has to answer 2 questions, each carrying 5 marks. While the first mid-term examination shall be conducted on 50 of the syllabus, the second mid-term examination shall be conducted on the remaining 50 of the syllabus. Five marks are allocated for assignments (as specified by the subject teacher concerned). The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks, and the average of the two mid-term examinations shall be taken as the final marks secured by each student in Continuous Internal Evaluation. If any**

student is absent from any subject of a mid-term examination, an on-line test will be conducted for him by the University. External Evaluation A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course, if student secures not less than 35 (26 marks out of 75 marks) in the semester end examination, and a minimum of 40 (40 marks out of 100 marks) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together in terms of letter grades, this implies securing 'C' grade or above in that subject/ course.

Research and Development

Institute is having Research and Development Cell with the following objectives

- To create awareness for Research and Development among faculty and students.
- To create interest and motivate faculty to take up research projects in cutting edge technology.
- To inculcate research attitude in students.
- Motivate and facilitate students and faculty to solve social challenges through technological innovations. Institute conducts Lectures, workshops to create awareness and protects Intellectual property rights of Faculty and students. Institute promotes and supports faculty and students for publishing their research work

Curriculum Development

The Institute follows the curriculum approved by JNTUH

Admission of Students

To improve admissions, following salient activities are being done:

- Banners are placed a prominent locations around Warangal.
- Advertisements in leading newspapers
- .Brochure of the Institute is prepared.
- Department Newsletters are prepared
- .College magazine is also prepared
- .Institute is an authorized ECET and EMCET Exam Center Institute brochure and newsletters are shared with parents and students during the ECET and EMCET examination. Counseling of students and parents is done Faculty counseling to the Junior colleges at various locations

Human Resource Management

Recruitment through the Staff Section Committee. Staff requirements are obtained from all Heads of Department

and reviewed by the Principal Approval is taken from the management. Advertisement in leading newspapers and Institute website. Conducting interviews by Staff Section Committee. Annual appraisal of all faculties done by HOD and reviewed by the Principal. Promotions of the faculty decided through the Staff Selection Committee. Annual increment decide by management based on annual appraisals.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	<p>1.Exam schedules of University examinations b. List of students c. Examination Summary of students d. Hall Number and seating arrangements. e. Examination results 2.Following activities are carried out online using university portal: a. examination (UG students and PG students ) b. Question papers of University Examinations (received electronically) c. Online submission of marks for internal examinations d. Marks submission for seminar/practical and project examinations (UG as well as PG programs) e. Receipt of remuneration for paper setting and examination duties.</p>
Finance and Accounts	<p>1. Finance and accounts section uses Tally and excel for carrying out various accounting activities. 2. Writing maintaining accounts, cash books / ledgers 3. Preparation of monthly accounts including writing of cash books, journals 4. Verifying of bills prepared 5. Preparation consolidation of budgets 6. Cash collection 7. Supervision of challan writing and remittance to bank 8. Supervision of postal accounts 9. Preparation of daily receipts challans and submission of associated details along with remittance details to Principal for scrutiny 10. Verification of cheques bills 11. Writing daily collection register for college accounts, hostel etc,. 12. Writing demand draft register, money value register 13. Preparation of audit reports replies</p>
Administration	<p>Some of the administrative tasks carried out by ONEDU software include assigning roles to access reports as per hierarchy (Principal. Head, etc.),</p>



	ID card generation for students. Academics Employees Leave, Biometric attendance monitoring for Employees and Students, etc)
Planning and Development	Feedback of students is used to improve the teaching learning process and develop new methodologies. Library uses LMS for organizing its books' inventory, purchase of new books, etc. Use of Google sheets/excel sheets is done for data transaction of academic and administrative nature. Few of them are mentioned below: a. Maintaining for Classes Work/practicals/project/seminars. b. Maintaining marks obtained in assignments, midexam and sem examinations. c. Record of makeup classes and extra classes. Requisition of library books (Academic Plan, Feedbacks for developments, Google sheets Library requirements)
Student Admission and Support	Student admission and maintenance of data is done through ONEDU software.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
38	38	Nil	Nil

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Reimbursement of fee and incentives for professional body and publications. Sponsor to attend conference, workshop and FDPs and to pursue Ph.d program with study leave and monetary benefits. Allowance for travel for academic and administrative works. Vacation leave, medical leave and maternity leave are sanctioned. concession fee for the wards of employees for education. welfare fund is provided.	EPF and ESI provided. Free transport. Allowance for travel for academic and administrative works. Vacation leave, medical leave and maternity leave are sanctioned. concession fee for the wards of employees for education. welfare fund is provided.	Fee concession

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Balaji Institute of Technology Science carries out internal as well as external financial audits regularly. Employees of institute take care of internal audit while external auditors representing an outside audit firm conducts external audit. Internal Auditors submit the audit report to Audit Committee which in turn submits to Management. They involve in designing Institute's systematic approach to evaluate and enhance the effectiveness of financial processes and also develop specific risk management policies. They also ensure that all policies are implemented effectively. Internal Audit is performed by officials deputed from the institute periodically and the reports are obtained before the conduct of the external audit after the closure of the accounts in all respects. During the course of internal audit, all required steps are taken to regularize the accounts, to obtain confirmations for the credit balances and to collect documentary evidences wherever required and will look into reconciliation of unit wise balances with the control accounts and banks reconciliations. External audit is done by statutory auditors after the financial year. External auditors are independent of our organization. They report to the Institution's shareholders. They provide their experienced opinion on the truthfulness of the Institution's financial statements. They observe accounting heads like Fees collected from students, various expenses made, Provident Fund, Profession Tax, TDS, Assets and Liabilities etc. A thorough check and verification of all vouchers of the transactions is carried out in each financial year. The observations given by the auditors are duly complied with. Based on the consolidated reports, our Institution submits the annual returns every year to Income tax authorities and the other relevant

authorities concerned.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

197250
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	BITS	Yes	IQAC
Administrative	Yes	BITS	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Visit to student project exhibitions 2.. Parent teacher meet 3. Parents from industrial sector supports for enhancing industry institute interaction
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6.5.3 – Development programmes for support staff (at least three)

1.Softskill 2.FDP 3.Workshops
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<b>No Data Entered/Not Applicable !!!</b>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness	29/03/2019	29/03/2019	120	90

programm on Carrer oppurtunities in Public and Private Sector				
Awareness Programme on " Suicide is Not a Solution	05/01/2019	05/01/2019	90	118
Awareness programme on Women Traficking	27/02/2019	27/02/2019	157	Nill
Awareness Programme on Financial Education	22/03/2019	22/03/2019	87	70
Seminar on Save Girl Child	06/09/2018	06/09/2019	80	40
Women of Worth(WOW)-International Womens Day	08/03/2019	08/03/2019	450	Nill
Painting Competition for girl students-2109	11/02/2019	11/02/2019	169	Nill
Programme on Legal Awareness on various harassments related to girls	21/01/2019	21/01/2019	246	Nill
AIDS Awareness rally	01/12/2018	01/12/2018	100	125
Seminar On Women Health Issues	15/09/2018	15/09/2018	232	Nill
Seminar on "representation of womens in various professions	29/10/2018	29/10/2018	178	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institute has implemented solar technology for generating alternate energy sources of electricity of 287 KW which is connected to the Electricity board grid.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Ramp/Rails	Yes	10
Physical facilities	Yes	10
Rest Rooms	Yes	10

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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**No Data Entered/Not Applicable !!!**

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Maintance of Discipline and Good conduct by Student	09/07/2018	In our institute number of activities are carried out to human values in students and to build social responsibility, leadership such as self-confidence Program, International Women's Day, Water conservation and biodiversity, Pulwama Fund Collection, Swacchta Bharat Abhiyan, Blood Donation Camp, , International Yoga Day. Uniform is compulsory for students on during on lab session . Also committees are formed to maintains discipline and feedback analysis committee etc.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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**No Data Entered/Not Applicable !!!**

[View File](#)

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Use of Plastic is strictly banned in the campus. 2. Rain Water Harvesting facilities protecting the water on the campus 3.Paper less office Institute purchased Onedu software system and implemented it for academic, training placement and administrative works to reduce paper work. EPR software is effectively used by students, staff and faculties to perform their daily work and updates, which reduces the paper work and save time. 4.solid and Liquid waste treatment 5.Solar panel installed on roof Solar energy is used as alternate source of electricity by trapping it inside the solar panels installed on the roof of institute building. 6.Green landscaping with trees and

plants Institute NSS unit regularly carried out Tree plantation activity. This activity helps in encouraging ecofriendly environment which provides pure oxygen within the institute and awareness among students.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Bridging the gap between industry and institution  
2. Objective of the Practice: To involve the students in practical learning to get real-time industrial experience and acquired knowledge from industry interactions with RD and through the assignments more interesting. Execution of MOU (Memorandum of Understanding) at our institution : MOU's with various organizations will be helpful to bridge the gap between academic and industry. Some MoU's are listed below: With the support of CISCO as Certification partner conducted training programs in our college. Students have actively participated and also got certified. With the support of TASK" as skill development partner, many seminars and workshops for students are successfully conducted. With the support of "SWECHA" a non profitable organization as a partner works towards enlightening the masses with the essence of Free Software and to liberate knowledge to the students. Swecha conducted different workshops and seminars. Internship program: Students of different branches attend various internship programs conducted by different companies for a period of 30-45 days during summer. This will help them to understand the requirement of industry and will be helpful to enhance their technical skills. Student can also be placed in the same company, if their excel during this internship program  
3. The Context: To make a student ready to fulfill the requirement of the industry.  
4. The Practice: Institute followed method of project-based assignments. Project Based Learning: The institution has implemented this method for Mini projects related to subjects which was given to students as a part of the assignment. Students are encouraged to do the projects with the guidance of faculty on their own  
5. Evidence of Success: Under RD cell one of the project named "Portable Facial recognition attendance device "has been selected in the IIT Bombay Innovation Cell for program UREKA-2019 and got 14th place among 10858 projects. Portable Facial recognition attendance device: Now a day's human authentication is very important issue in all public and private organizations. In all traditional software authentications like thumb authentication, iris authentications are limited and can take more processing time for authentication. In order to avoid we designed a new image processing application for human facial recognitions. And also can record human existence without human interaction. This new device can hold 50000 faces and can recognize 35 faces simultaneously.  
6. Problems Encountered and Resources Required: Our college follows the curriculum prescribed by the university which is completely different from the industry requirement, to fulfill this gap lot of efforts is required. More effort is required to train the students according to the needs of the industry.

Best Practice - 2  
1. Title of the Practice: Fusion of "Student-centric "Pedagogy to achieve Graduate Attributes  
2. Objectives of the Practice: Develop "Learner- Centric Environment". Knowledge and Process Skills development through "Course-Based Projects". Enhance usage of "ICT in Teaching-Learning Process". Achieving "Graduate Attributes' by all students.  
3. The Context: A fusion of several pedagogical - Learner-centric methods meets the needs of such diversity in various dimensions in our institution.  
4. The Practice: Student centered teaching shifts the focus from the teacher to the student. It encourages active participation on the part of the students and requires that they monitor their own thinking. One of the feature of learner-centric pedagogy is Outcome Based Education. Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. Graduate Attributes in

Outcome Based Education Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization for the solution of complex engineering problems. (Problem analysis: Identify, formulate, research literature, and analyse complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences. Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations. Conduct investigations of complex problems: The problems:that cannot be solved by straightforward application of knowledge, theories and techniques applicable to the engineering discipline.that may not have a unique solution. For example, a design problem can be solved in many ways and lead to multiple possible solutions.that require consideration of appropriate constraints/requirements not explicitly given in the problem statement. (like: cost, power requirement, durability, product life, etc.).which need to be defined (modeled) within appropriate mathematical framework.that often require use of modern computational concepts and tools. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modeling to complex engineering activities, with an understanding of the limitations The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings. Communication: Communicate effectively on complex engineering activities with the engineering community and with t h e society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change 5. Evidence of Success: The interactive learning enhanced the team spirit, learning capabilities and soft skills making them socially responsible. Students and faculty proactive involvement Course projects are a part of research projects to register for Patent publications This could be possible by means of innovative projects and one of the example is given below. Smart Class Switching The Internet of Things is comprised of a variety of wireless technologies and standards each offering unique connected lighting solutions. A connected lighting application in a smart home uses a connected light operating. This Project can give Smart interaction with class appliances through Wi-Fi and it can allow mobile app based switching to students. 6.Problems Encountered and Resources Required: Learning styles creating a challenge to the classroom deliverables for the student fraternity. Adaptation of ICT teaching methodologies is always a big task

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.bitswgl.ac.in/best-practices.php>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Balaji Institute of Technology Science was one of the first engineering colleges that were established in the year 2001 in the most backward region of Telangana, Narsampet. The mission statement clearly defines the college's distinctive characteristic in terms of addressing needs of the society, institute's tradition value orientations. The objective of the institute is to provide quality education in engineering to the students, to make them academically superior and ethically strong. This objective is clearly reflected in the mission statement. The vision of college is to become a renowned institute for imparting quality education. The institute aims to achieve this by incorporating experimental and project-based learning in teaching-learning process along with strong Industry-Institute Interaction and research opportunities. Our strengths in curricular, co-curricular and extra-curricular areas have improved the quality of education. Specifically, the attributes like 60 graduation rate, more than 60 placement for eligible graduating students, 10 students opting for higher education in India and abroad reflect the existence of a highquality undergraduate program in BITS. The basic distinction is made with the following: Institute provides training to the students through industry internship program to bridge the gap between industry and institution ICT enabled classes are more interactive. Our Students acquire socially responsible by participating in various programs conducted in nearby villages of Narsampet. Green campus initiatives are implemented keeping in mind the holistic perspective of land use, social well being and preservation of the environment. Our College adopts OBE(Outcome Based Education) which is a student-centric learning model enabling students understand subjects. To execute this, various programs such as workshops, conferences, debates, guests lectures, mock tests are conducted. Our college support faculty in their all round development. Some of the innovations and best practices which have created a positive impact on functioning of institution are: encouragement to students and faculty to involve in RD activities. Book bank facility for SC ST students Makeup/Remedial classes for weak learners beyond curriculum, sending students to take internship, decentralization of academic administration, well-thought student counseling (mentorship)program. The institute provides freeship (Free Transportation, Free Library Books Facility Exemption from Examination Fee) to encourage economically backward and meritorious students. Appropriate Toolset: BITS have thoughtfully catered to every aspect that a learner should be equipped with, in terms of learning resources and amenities. BITS has qualified, experienced and faculty monitor our students as guides, mentors and facilitators. Faculty networking and faculty training programs help our faculty to build global competencies in the learners. BITS had a world class infrastructure well-equipped with the best of ICT enabled Provisions enabling dynamic learning environment. Technical Skill set: Various Bridge Courses and Value-Added Courses are offered to make the learners industry competent. The Problem Based Learning Methodology helps build critical thinking and problem-solving abilities amongst our learners. To facilitate experiential learning, students are encouraged to take up Internships. To inculcate the spirit of learning, students are encouraged to participate in the annual International conferences and projects. Soft Skill Set:

Provide the weblink of the institution

<https://www.bitswgl.ac.in/Institutional-Distinctiveness.php>

### 8.Future Plans of Actions for Next Academic Year

Institute has been initiating and implementing various activities to assure and



improve quality in the different aspects of academics, co curricular and extracurricular activities, faculty development programs. In view of the vision, mission and core values, institute has planned for following initiatives. 1 All eligible students must be undergone internship/field projects. 2.Enroll and resister for NPTEL Online courses 3.Every department should sign MOU with various companies 4.Conduct Quality initiatives program the faculty and students 5. ISO 9001:2015 Quality Audit and ISO Certification. 6. Conduct orientation program for the first year students and lateral entry students 7.Conduct orientation program for the first year students and lateral entry students 8.It has been planned to enroll the students in Value Added Courses