



Balaji Institute of Technology & Science

Estd.: 2001

Laknepally, NARSAMPET, Warangal – 506331

Accredited By NAAC & ISO 9001:2015 Certified Institution

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

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

Ref:- BITS/IQAC/1/2020-21

Date: 11.09.2020

Internal Quality Assurance Cell (IQAC)

CIRCULAR

It is hereby informed to all the IQAC members to attend the meeting to be held on 16.09.2020.

Venue: Committee Room

Time: 02.30 pm

R. Sarda

IQAC- Coordinator

IQAC Co-ordinator

**Balaji Institute of Technology & Science
Laknepally, Narsampet, Warangal.**

Agenda:

1. Review on minutes of previous meeting
2. Discussion about Accreditation process
3. Faculty improvement in Academics
4. Training and Placement Activities
5. Effective conduct of online class
6. The action taken report
7. Teaching learning process
8. Discussion about AICTE and JJNTUH inspection
9. Status of 2(f), addition of new courses and plan for quality initiatives
10. Review on Research and Development activities
11. Signing of MOU with industries and NGO

V. J. Sarda
Chairperson

Principal
Balaji Institute of Technology & Science
Laknepally, Mdt: Narsampet,
Dist. Warangal - 506 331





Ref:- BITS/IQAC/MoM/1/2020-21

Date: 16.09.2020

MINUTES OF MEETING OF IQAC
Academic Year of 2020-21
Minutes of the IQAC meeting held on 16.09.2020 at 02.30 p.m. in the committee room.
Members Present:

| S.NO. | NAME OF THE FACULTY | DESIGNATION |
|-------|--|--------------|
| 1 | Dr. V.S.Hariharan, Principal | CHAIRPERSON |
| 2 | Dr. A.Rajendra Prasad Reddy, Chairman | MEMBER |
| 3 | Mr. S.Suresh, Administrative officer | MEMBER |
| 4 | Dr. R.Mohandas, HOD, ECE Dept. | MEMBER |
| 5 | Dr. N.Venu, Professor, ECE Dept. | MEMBER |
| 6 | Mr. S.Mallikarjun Reddy, HOD, EEE Dept. | MEMBER |
| 7 | Mr. Fasi Ahmed Parvez, HOD, CSE Dept. | MEMBER |
| 8 | Dr. K.Srinivas, Assoc. Professor, CSE Dept. | MEMBER |
| 9 | Mrs.Balne Sridevi, Asst. Professor, CSE Dept. | MEMBER |
| 10 | Mr. S.Phanendra, HOD, Mechanical Dept. | MEMBER |
| 11 | Dr. M.Palanisamy, HOD, Civil Dept. | MEMBER |
| 12 | Dr. V.Narayana, HOD, H&S Dept. | MEMBER |
| 13 | Dr. V. Sudhakar Rao, Assoc. Professor, H&S Dept. | MEMBER |
| 14 | Dr. G.Naresh, HOD, MBA Dept. | MEMBER |
| 15 | Dr. L.Sampath, , Assoc. Professor, MBA Dept. | MEMBER |
| 16 | Dr. K.Prasad, Assoc. Professor, MBA Dept. | MEMBER |
| 17 | Mr. A.Sanyasi Rao, Dean, T&P | MEMBER |
| 18 | Dr. Ch.Sudhakar, Professor, CSE Dept. NIT Warangal | MEMBER |
| 19 | Mr. R.Madhukar Reddy, Asst. Divisional Engineer, TSNPDCL, Warangal | MEMBER |
| 20 | Mr. P. Mahesh (H.T. No: 18C31A0258), Student Representative | MEMBER |
| 21 | Dr. R.Saravanan, Assoc. Professor, EEE Dept. | CO-ORDINATOR |

Minutes of the IQAC meeting:
1) Welcome of IQAC Members:

Dr.V.S.Hariharan, Chairperson, IQAC has welcomed the members of Committee and readout the agenda of the meeting.

2) Confirmation of minutes of the previous IQAC Meeting:

The minutes of the previous meeting have been approved by all members.

3) The Action taken report:

The action taken report on the resolutions of IQAC meeting.

| S.No. | Name of the item | Action taken |
|-------|--|--|
| 1 | Conducting of online classes | Faculty members conducted on line classes using Zoom platform and the classes were monitored by faculty. Attendance of the students had been taken online by monitoring faculty. |
| 2 | Technical problem and other issues faced by the faculties and students | All issues pertaining to Technical issues have been addressed. |
| 3 | Digital platform is providers for conducting online classes. | The college has purchased licenses of Zoom. Zoom is an online teaching/meeting platform containing various features. This platform is used for conducting online classes, Placement Training program and FDPs, workshops and Seminar by the faculty members. |
| 4 | IQAC internal Academic Audit | The scheduled is under process and would be shared to the all the HODs and Academic Audit members. |

4) Teaching learning process

- As per JNTUH information, online classes were carried out using ICT tools like Zoom platform.
- Improvement in Attendance of students is attained by conveying message to students and parents who were not attending online classes regularly.
- Planning for special classes is done for lateral entry students.
- Principal discussed to formulate teaching learning process of various methods like power point presentation, seminar, quiz, guest lecture etc.

5) Planning of academic activities

- Planned to conduct Orientation program of first year students and lateral entry students
- Planned to organize various activities such as CRT classes and Personality Development Classes.
- The principal suggested that every department should conduct one FDP/workshop
- It is planned to conduct various events to the students through professional chapter and society.

6) Review on Research and Innovations

- In the year 2019-20, three research proposals were submitted to various funding agencies.
- Proposals for 6 MODROBS and 2 FDP have been submitted to AICTE for funding. All the departments have applied for Seminars and Workshops to SERB for funding.
- Mechanical department received workshop grant from SERB.
- The Mechanical Department conducted SERB sponsored Two days Workshop from 7.2.2020 to 8.02.2020. AICTE has provisionally recommended to conduct Two weeks FDP.

7) Review of Placement Activities

- Mr.A.Sanyasi Rao, Dean, T&P explained that special training programs are held for final year students and briefed about various training programs such as placement training, soft skill training and programming skill training organized for the preparation for Placements.
- It is observed that 242 students were placed in 23 companies during 2019-20.

8) Review on AICTE and JNTUH

Principal reviewed the status of preparation for forth coming JNTUH inspection and extension of AICTE approval.

9) Status of 2(f), addition of new courses and plan for quality initiatives

- 2 (f) of UGC act 1956 application is submitted and is under process.
- Next academic year, the Institute will apply for 12 (b), NIRF and autonomous status
- Three new courses got approval from AICTE.
- Additional intake in CSE department is approved by AICTE and JNTUH

10) Review on NBA and NAAC accreditation

- NAAC coordinator shared status of NAAC preparation and initiated the discussion on academic audit report.
- The chairperson advised the faculty to update NBA documents as per NBA norms.

11) Signing of MOU with industries and NGO

Decision taken to sign of MOU with various industries and NGO.

After detailed discussion, the report was approved by the committee. Dr.R.Saravanan, IQAC Coordinator has proposed formal vote of thanks.



Dr.V.S.Hariharan

Principal and Chairperson/IQAC



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NARSAMPET

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MEMBERS ATTENDED MEETING ON 16.09.2020

| S.NO. | NAME OF THE FACULTY | DESIGNATION | SIGNATURE |
|-------|---|--------------|-----------|
| 1 | Dr. V.S.Hariharan, Principal | CHAIRPERSON | |
| 2 | Dr. A.Rajendra Prasad Reddy, Chairman | MEMBER | |
| 3 | Mr. S.Suresh, Administrative officer | MEMBER | |
| 4 | Dr. R.Mohandas, HOD, ECE Dept. | MEMBER | |
| 5 | Dr. N.Venu, Professor, ECE Dept. | MEMBER | |
| 6 | Mr. S.Mallikarjun Reddy, HOD, EEE Dept. | MEMBER | |
| 7 | Mr. Fasi Ahmed Parvez, HOD,CSE Dept. | MEMBER | |
| 8 | Dr. K.Srinivas, Assoc. Professor, CSE Dept. | MEMBER | |
| 9 | Mrs.Balne Sridevi, Asst.Professor, CSE Dept. | MEMBER | |
| 10 | Mr. S.Phaneendra, HOD, Mechanical Dept. | MEMBER | |
| 11 | Dr. M.Palanisamy, HOD, Civil Dept. | MEMBER | |
| 12 | Dr. V.Narayana, HOD, H&S Dept. | MEMBER | |
| 13 | Dr. V. Sudhakar Rao, Assoc. Professor, H&S Dept. | MEMBER | |
| 14 | Dr. G.Naresh, HOD, MBA Dept. | MEMBER | |
| 15 | Dr. L.Sampath, , Assoc. Professor, MBA Dept. | MEMBER | |
| 16 | Dr. K.Prasad, Assoc. Professor, MBA Dept. | MEMBER | |
| 17 | Mr. A.Sanyasi Rao, Dean, T&P | MEMBER | |
| 18 | Dr. Ch.Sudhakar, Professor, CSE Dept. NIT Warangal | MEMBER | |
| 19 | Mr.R.Madhukar Reddy, Asst. Divisional Engineer, TSNPDCL, Warangal | MEMBER | |
| 20 | Mr. P. Mahesh (H.T. No: 18C31A0258), Student Representative | MEMBER | |
| 21 | Dr. R.Saravanan, Assoc. Professor, EEE Dept. | CO-ORDINATOR | |



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Ref:- BITS/IQAC/2/2020-21

Date: 18.02.2021

Internal Quality Assurance Cell (IQAC)

CIRCULAR

It is hereby informed to all the IQAC members to attend the meeting to be held on 23.02.2021.

Venue: Committee Room

Time: 02.30 pm

IQAC- Coordinator

IQAC Co-ordinator

**Balaji Institute of Technology & Science
Laknepally, Narsampet, Warangal.**

Chairperson

Principal

**Balaji Institute of Technology & Science
Laknepally, Mdl: Narsampet,
Dist. Warangal - 506 331**

Agenda:

1. Review on minutes of previous meeting
2. Discussion about Accreditation process
3. Review on Student Induction Program and its activities
4. Review on conduct of Examinations
5. Review on Results
6. Review on JNTUH and NAAC inspection
7. IQAC internal academic audit
8. Internal Examinations and External Examinations
9. Research and Innovations
10. Discussion on NAAC peer team visit
11. NPTEL online courses





Ref:- BITS/IQAC/MoM/2/2020-21

Date: 23.02.2021

MINUTES OF MEETING OF IQAC

Minutes of the IQAC meeting held on 23.02.2021 at 02.30 p.m. in the committee room.

Members Present:

| S.NO. | NAME OF THE FACULTY | DESIGNATION |
|-------|---|--------------|
| 1 | Dr. V.S.Hariharan, Principal | CHAIRPERSON |
| 2 | Dr. A.Rajendra Prasad Reddy, Chairman | MEMBER |
| 3 | Mr. S.Suresh, Administrative officer | MEMBER |
| 4 | Dr. R.Mohandas, HOD, ECE Dept. | MEMBER |
| 5 | Dr. N.Venu, Professor, ECE Dept. | MEMBER |
| 6 | Mr. S.Mallikarjun Reddy, HOD, EEE Dept. | MEMBER |
| 7 | Mr. Fasi Ahmed Parvez, HOD, CSE Dept. | MEMBER |
| 8 | Dr. K.Srinivas, Assoc. Professor, CSE Dept. | MEMBER |
| 9 | Mrs. Balne Sridevi, Asst. Professor, CSE Dept. | MEMBER |
| 10 | Mr. S.Phanendra, HOD, Mechanical Dept. | MEMBER |
| 11 | Dr. M.Palanisamy, HOD, Civil Dept. | MEMBER |
| 12 | Dr. V.Narayana, HOD, H&S Dept. | MEMBER |
| 13 | Dr. V. Sudhakar Rao, Assoc. Professor, H&S Dept. | MEMBER |
| 14 | Dr. G.Naresh, HOD, MBA Dept. | MEMBER |
| 15 | Dr. L.Sampath, Assoc. Professor, MBA Dept. | MEMBER |
| 16 | Dr. K.Prasad, Assoc. Professor, MBA Dept. | MEMBER |
| 17 | Mr. A.Sanyasi Rao, Dean, T&P | MEMBER |
| 18 | Dr. Ch.Sudhakar, Professor, CSE Dept. NIT Warangal | MEMBER |
| 19 | Mr. R. Madhukar Reddy, Asst. Divisional Engineer, TSNPDCL, Warangal | MEMBER |
| 20 | Mr. P. Mahesh (H.T. No: 18C31A0258), Student Representative | MEMBER |
| 21 | Dr. R.Saravanan, Assoc. Professor, EEE Dept. | CO-ORDINATOR |

Minutes of the IQAC meeting:

1) Welcome of IQAC Members:

Dr.V.S.Hariharan, Chairperson, IQAC has welcomed the members of Committee and read out the agenda of the meeting.

2)Confirmation of minutes of the previous IQAC Meeting:

The previous minutes of IQAC meeting held on 16.09.2020 were circulated for the suggestions of the members for finalization. All the members have approved the minutes of the previous meeting.

3)The Action Taken report on the resolutions of previous meeting of IQAC:

The action taken report on the resolutions of previous IQAC meeting.

| S.No. | Name of the item | Action taken |
|-------|---|--|
| 1 | Conducting online classes for the students effectively. | Faculty members conducted on line classes using Zoom platform. |
| 2 | Conduct of Internal Evaluation and External Evaluation | Internal Evaluation was done successfully through online mode. Semester end examinations were conducted on offline mode by taking all COVID-19 precautions. |
| 3 | Conduct of laboratory sessions on off line mode. | The faculty members are conducting laboratory sessions on off line mode. External Examinations are conducted on offline mode by taking all COVID-19 precautions. |
| 4 | MOU with industries and NGO | Signed MOU with various industries and NGO |
| 5 | NIRF Rank | Applied and is under process |

4) Review on Student Induction Program and the activities :

- The college has successfully conducted Student Induction Programme for the B.Tech -I Semester students from 03.12.2020 to 05.12.2020 and Lateral Entry students on 05.11.2020 admitted in the academic year 2020-21 as per the AICTE guidelines.
- The members appreciated the efforts of the faculty for conducting Student Induction Programme effectively.

5) Review on conduct of Internal Examinations and External Examinations:

- The college has conducted external viva voce examinations for B.Tech VIII-II semesters using online platform and also conducted internal examinations for B.Tech I-II/ II-II/III-II using Google forms.
- The members felt that the institute has taken a good initiative in maintaining the quality of the internal exams and external exams in Pandemic times.

- Dr.V.S.Hariharan, Principal instructed all the HoDs, faculty concerned and students to maintain social distance, Wear mask and sanitization during off line examination.

6) Encouragement to the students and faculty to register for NPTEL Online Certification Courses:

- The faculty members and students can complete the Online Certification Courses for previous academic year.
- Dr.R.Mohandas, HoD, ECE and Dr.V.S.Hariharan, Principal informed all the faculty members to register and write exam for NPTEL online courses regularly and also to motivate all the students to register and write exam for NPTEL online courses.

7) Review of Research and Innovations:

- In the year 2020-21, Proposals for 5 MODROBS scheme, 1 IDEA Lab and 3 RPS have been submitted to AICTE for funding.
- Four departments have applied for DST scheme for funding, which three departments completed online presentation.
- Dr. V.S.Hariharan, Principal suggested to submit proposals for funding schemes for forthcoming academic year.

8) Review on JNTUH and NAAC:

Principal reviewed the status of preparation for forthcoming JNTUH inspection, and NAAC peer team visit.

9) Review on Results

The result analysis discussed with all HoD's and principal. The principal instructed to increase the pass percentage.

10) IQAC internal academic audit

A separate NAAC audit team has been constituted to do audit regularly.

11) Discussion on NAAC visit

Dr.V.S.Hariharan, Principal suggested keeping all files during NAAC peer team visit.

After detailed discussion, the report was approved by the committee. The meeting concluded with vote of thanks proposed by the IQAC coordinator Dr.R.Saravanan.



V.S.Hariharan

Principal and Chairperson/IQAC

Principal

**Belaji Institute of Technology & Science
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MEMBERS ATTENDED MEETING ON 23.02.2021

| S.NO. | NAME OF THE FACULTY | DESIGNATION | SIGNATURE |
|-------|--|--------------|-------------------------|
| 1 | Dr. V.S.Hariharan, Principal | CHAIRPERSON | V.S. Hariharan |
| 2 | Dr. A.Rajendra Prasad Reddy, Chairman | MEMBER | A.Rajendra Prasad Reddy |
| 3 | Mr. S.Suresh, Administrative officer | MEMBER | S.Suresh |
| 4 | Dr. R.Mohandas, HOD, ECE Dept. | MEMBER | R.Mohandas |
| 5 | Dr. N.Venu, Professor, ECE Dept. | MEMBER | N.Venu |
| 6 | Mr. S.Mallikarjun Reddy, HOD, EEE Dept. | MEMBER | S.Mallikarjun Reddy |
| 7 | Mr. Fasi Ahmed Parvez, HOD, CSE Dept. | MEMBER | Fasi Ahmed Parvez |
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| 13 | Dr. V. Sudhakar Rao, Assoc. Professor, H&S Dept. | MEMBER | V. Sudhakar Rao |
| 14 | Dr. G.Naresh, HOD, MBA Dept. | MEMBER | G.Naresh |
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| 17 | Mr. A.Sanyasi Rao, Dean, T&P | MEMBER | A.Sanyasi Rao |
| 18 | Dr. Ch.Sudhakar, Professor, CSE Dept. NIT Warangal | MEMBER | Ch.Sudhakar |
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| 20 | Mr. P. Mahesh (H.T. No: 18C31A0258), Student Representative | MEMBER | P. Mahesh |
| 21 | Dr. R.Saravanan, Assoc. Professor, EEE Dept. | CO-ORDINATOR | R. Saravanan |