



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		BABA INSTITUTE OF TECHNOLOGY AND SCIENCES
Name of the head of the Institution		Dr. K.S.S.S.N. Reddy
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08912569933
Mobile no.		8008844699
Registered Email		principal@bitsvizag.com
Alternate Email		iqac@bitsvizag.com
Address		P M Palem, Madhurawada
City/Town		Visakhapatnam
State/UT		Andhra Pradesh
Pincode		530048

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Urban</b>
Financial Status	<b>private</b>
Name of the IQAC co-ordinator/Director	<b>Prof. S. Durga Prasad</b>
Phone no/Alternate Phone no.	<b>08912569933</b>
Mobile no.	<b>8712297422</b>
Registered Email	<b>principal@bitsvizag.com</b>
Alternate Email	<b>iqac@bitsvizag.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://bitsvizag.com/wp-content/uploads/2021/08/AOAR-2018-19.pdf">https://bitsvizag.com/wp-content/uploads/2021/08/AOAR-2018-19.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://bitsvizag.com/wp-content/uploads/2021/08/Academic-Calendar-1.pdf">https://bitsvizag.com/wp-content/uploads/2021/08/Academic-Calendar-1.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.04</b>	<b>2016</b>	<b>25-May-2016</b>	<b>25-May-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>02-Jul-2015</b>
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**7. Internal Quality Assurance System**

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>Conducted Faculty and</b>	<b>25-Jun-2020</b>	<b>107</b>

Student Development program in association with Spoken Tutorials, IIT Bombay	8	
Seminar on reforms in NAAC Accreditation process	30-Nov-2019 1	112
Promoting Research culture	24-Aug-2019 5	503
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**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
NIL	NIL	NIL	2020 0	0
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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 :**

5

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)**

1. Alumni meeting hosted, fund raised. 2. Value added courses were conducted 3. Promoted research and collaborative activities 4. Performance Appraisal software was developed 5. Neighbourhood activities, Social responsibility activities were done.

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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
Alumni meeting is to be conducted and Alumni association is to be registered	Alumni meeting was conducted, Alumni fund raised and Alumni association registration process was initiated
To encourage faculty and students to participate in academic activities	All together 807 student certificates and 403 faculty certificates were acquired through participation in various academic events and competitions
To encourage faculty for Research Publications	Faculty participated in ICMSEA 2019 which was conducted by Centurion University. GWEST, an online conference was conducted for which huge number of faculty participated
Value added courses are to be conducted	Value added courses are conducted through which student learnt. (680 beneficiaries)
All the Days of technological importance and commemoration are to be celebrated	To maximum extent all the days of technological importance and commemoration were covered and they were celebrated.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Management	12-Aug-2021

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

25-Feb-2020

**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)

Institute has ECAP (abbreviated as Engineering Colleges Automation Package) MIS software. This ECAP can be accessed online through website as well offline mode (internal operations).

Following are the modules currently operational: 1) Fee Payments Module (Payments, Dues List, Fee Adjustments, Fee Reminders) 2) Examinations Module (Student marks, result analysis) 3) Library Partially automated.

## 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 curriculum prescribed by the affiliated university is followed rigorously. In addition to the prescribed curriculum, the Institute has created a time tested method to supplement teaching-learning process. Preparation of Academic Calendar: At the commencement of the academic year, every department organizes an academic calendar integrating curricular, co-curricular and extra-curricular events in line the institute's academic calendar. Library books upgrade: The library is well-stocked. The librarian has a prior knowledge of the requisite text books, reference books and e-journals for the new academic year. Course Allocation: Courses are assigned to faculty members as per their preferences by the department academic in-charge and given the go-ahead by the department coordinator. Timetable Preparation: Class-wise time tables are scheduled taking into consideration seminars, counselling sessions, NPTEL/Training, library, sports and club activities all of which are given their due preference in the schedule. Laboratory time-tables are prepared taking into view specific lab courses. Time tables are prepared for individual faculty members based on the work load. Each and every time-table is prepared by the Time Table Committee.

Design and Dissemination of Course Plan: Each faculty member makes a comprehensive course plan which includes the text book(s), reference book(s), web resource(s) and ICT tool(s) to be used for each topic. It also contains the topics to be covered outside the curriculum. These subjects are then taught to the students with the approval of academic in-charge. Preparation of Course file: Individual faculty members formulate the course file which comprises the time table, course plan, course outcomes, course objectives and results including specifics, achievement stages and targets, gaps in curriculum, corrective measures, module wise study material, handouts, previous question papers and past performances. At the conclusion of the semester, the file is updated with the information gathered from students' feedback, attainment of COs, POs & PSOs and reasons for non-attainment of COs, POs and PSOs (if any).

Content Delivery: Latest techniques in teaching as well as traditional lecture systems are implemented to deliver the course content. Learner-focused methods such as peer learning and collaborative learning, group discussion, video lectures, chart preparation, role play, quiz etc. are part of the teaching process. Reviews: The exercise of regular review of the various stages of syllabus coverage and attendance of students is taken up by the Academic Incharge followed by IQAC-Academic Audit. The class in-charge makes a review of the coverage of syllabus utilising the Daily Class Work Register (DCWR).

Assessments: Assessment is done at two levels: 1. Internal Assessment (30 Marks): Two internal assessment tests are performed, the first one on completion of eight weeks after the start of the semester and the second at the end of the class work, i.e., after sixteen weeks. Internal assessment comprises a descriptive test for 10 marks, objective test for 15 marks and assignment for 5 marks. The descriptive part of question papers and assignment papers contain course outcomes and bloom's taxonomy levels. 2. External Assessment (70 Marks).

Whereas for R19 regulation the internal and external assessments are for 25 and 75 respectively.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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	Civil Engineering	10/06/2019
BTech	Electrical & Electronics Engineering	10/06/2019
BTech	Mechanical Engineering	10/06/2019
BTech	Electronics & Communication Engineering	10/06/2019
BTech	Computer Science & Engineering	10/06/2019
MBA	MBA	08/07/2019
Mtech	Structural Engineering	16/09/2019
Mtech	Power Electronics & Electrical Drives	16/09/2019
Mtech	CAD/CAM	16/09/2019
Mtech	VLSI Design	16/09/2019
Mtech	Computer Science Technology	16/09/2019

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

	Certificate	Diploma Course
Number of Students	0	0

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
PLC - SCADA	09/09/2019	36
RENEWABLE ENERGIES	26/08/2019	18
HVAC	18/09/2019	27
REMOTE SENSING	17/12/2019	15

TECHNIQUES		
WEB AND APP DEVELOPMENT	15/12/2019	59
ENTREPRENEURSHIP DEVELOPMENT	03/02/2020	108
PYTHON PROGRAMMING	12/08/2020	44
SCILAB	12/08/2020	44
R PROGRAMMING	12/08/2020	44
LATEX	12/08/2020	44
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### 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	CE, EEE, ME, ECE, CSE	111
BTech	CSE	24
BTech	CE, EEE, ME, ECE, CSE	520
MBA	MBA	45
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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>Regular feedback from stakeholders including students, teachers, alumni and employers is obtained. The feedback is obtained by Heads of various academic departments of the institution on a regular basis. Specific parameters are taken into consideration while the feedback is collected. Analysis of feedback: The feedback thus generated is analysed thoroughly by the heads of the departments and faculty members and based on it corrective measures are taken up. This course correction sometimes results in overall improvement and coverage of the prescribed syllabus in a better manner. Feedback sometimes leads to the use of the latest methods in teaching and pedagogy which in turn ensures a better performance from the wards. Also it results in understanding of the needs of the students. Feedback to teachers: The comprehensive analysis of the feedback also results in teachers gaining valuable insight into student needs and thereby leads to improvement of semester-end performance of students. The feedback analysis also results in enhanced course outcomes, course objectives and results including specifics, achievement stages and targets. Analysis of the overall feedback allows faculty to cover the gaps in curriculum and to take corrective measures whenever and wherever needed. These measures also ensure overall improvement in teaching methods and encourage faculty to use and experiment with the latest techniques in pedagogy.</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
BTech	CE, EEE, ME, ECE, CSE	480	290	281
MBA	MBA	180	75	71
Mtech	All Disciplines	144	53	51

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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
2019	1372	351	87	33	9

### 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
129	129	21	27	0	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Students gain admission in the first year through APEAMCET and in the second year through ECET. An induction and orientation program is formulated and conducted to motivate the fresher students with a view to familiarize them with the university curriculum and the various resources available at the institute. The diploma students who gain admission into second year via lateral entry suffer from poor communication and computer knowledge. Special classes to improve spoken English and soft skills are taken up. The students are assessed based on a screening test and their strengths and weaknesses noted as follows: Test of Communication skills: LSRW skills are assessed. Listening, speaking and reading skills are focussed. Gradation is done by the English faculty. Test of quantitative skills and analytical skills: This test is given by Aptitude trainer. Fundamental knowledge in maths, physics and chemistry and any other subject such as logic is assessed. The lateral students are graded by the faculty concerned. Counselling: Counselling is taken up to assess and correct attitude, behaviour and psychological state of the student by Mentor. MENTORING SYSTEM: The institute has put in place a detailed mentoring process through which each faculty mentor is assigned a maximum of 20 students. The mentor monitors attendance, punctuality, discipline and academic performance of the students under him as well as helps them in their career path. The mentor is usually replaced every semester. It is the healthy practice of the institute to collect details of the student from the parent such as Name and contact details of mentor, Class I/C and Department in-charges and regularly update the parent about regularity, punctuality, academic performance and behaviour of the student. It is mandatory for the student to maintain 75 and above attendance as per JNTUK norms and the Institute guidelines. Hence it is the responsibility of the parents to see that their



child is regular in attending classes. Mentoring Slow learners: Students who are slow in grasping and learning are identified based on their academic performance. This is done based on a Mock Test and in the Mid Exams.

Bridge classes are held in subjects based on the overall performance in Mock Test and Mid Exams. Slow learners also benefit from remedial classes. Every few months meetings between parents and teachers are held.

Sessions of counselling with mentors and professional counsellor is organised. Use of Audio visual aids/ multimedia is taken up for Advanced Learners. Lecture/training on advanced topics such as a certification course is a regular feature and students are encouraged to do online certification courses such as SWAYAM-NPTEL, MOOCs, Coursera, edX, etc. Students are also encouraged to become members of CSI, ACM and ISTE. A student's forum is formed to organize technical events. The students interested in research receive help from faculty members to conduct research and publish their work in national/international conferences/journals. They are given impetus and support to attend conferences, workshops, project expos, and other competitions such as Smart India Hackathon, AICTE Viswakarma Awards, etc., to exhibit their skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1723	129	1:13

## 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
129	117	12	12	16

### 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
2019	Dr. K. Srilakshmi	Director	Best Entrepreneur Award - Times Business award south
2019	Mr. P. Ramprasad	Assistant Professor	UGC NET
2019	Mr. V.V. Gurucharan	Assistant Professor	UGC NET

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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
BTech	1, 2, 3,4, 5	II/IV	12/09/2020	18/11/2020

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

Baba Institute of Technology and Sciences, Visakhapatnam, follows guidelines of JNTU, Kakinada, for internal evaluation and assessment procedure. For undergraduate programs, the institute conducts two mid-exams of 30 marks each, comprising fifteen marks for descriptive, ten marks for objective and five

marks for assignment. The average marks of both examinations are considered as final mid-marks. The end-semester examination is for 70 marks which are conducted by the university. For the post-graduate program, the institute conducts two mid-exams of 40 marks each as per university norms, and the end semester examination is for 60 marks which are conducted by the university. After completion of the internal examination, the faculty evaluates the answer scripts and distribute to the students for doubt clarifications or recorection. The faculty submits the re-corrected scripts to the examination branch and marks are displayed on the notice board and in CMS. Then the principal conducts a meeting with HODs to discuss the students performance and necessary action plan for further improvement. For laboratory evaluation for under graduate, two lab internals are conducted for 25 marks each. It is divided into ten marks for the written exam, 5 marks for record and 10 marks are allotted for day-to-day performance in the laboratory. External labexamination is conducted for 50 marks as per regulation. Reforms in the Evaluation process: 1. Awareness of evaluation and assessment system in orientation program. 2. Conducting tutorial classes to clarify doubts and reexplaining the critical topics. 3. Regular unit tests 4. Regular conduct of group discussions, seminars and guest lectures. 5. Monitoring the improvement in slow learner and encouraging the fast learners by reviewing their performance. 6. Industrial visits are arranged for the students and students submit the visit report which is also evaluated. Faculty conducts unit test/surprise-test, collaborative learning practices, project-based assignments, tutorial classes, remedial/extended classes, and study hours to evaluate students' performance to get better results. Additional Procedures of Evaluation and Guidelines for Faculty evaluates students growth by identifying assignment topics and creating question papers of mathematical problems, quizzes, presentations, team-work activities and solving previous year's question papers. The distribution of weight to the various components of assessment will be decided by the respective faculty and will be announced in the class within the first fortnight of the semester and shared with the head of the department. Students' performance is also evaluated based on the following parameters: communication skills, use of modern tools (NPTEL, MTutor, V-labs), critical thinking skills, problem-solving skills, ability to work in teams, and leadership qualities.

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

The academic calendar is published by the university at the beginning of the academic year for the respective courses. Needed measures are taken to stick to the academic calendar by the institute. Teachers are given ample scope to schedule their classes effectively. The academic year comprises two semesters. In general each semester is of 16-week duration. The first Continuous Internal Examination (CIE- I) also known as MID-I along with the Lab Internal-1 is conducted after 8 weeks of class work. Following the university norms, CIE- II (MID- II) and Lab Internal- II are conducted after 16 weeks of class work. The requisite syllabus is taught to the students in these 8 weeks of class work followed by tests given on the same subject material. The students are assessed in three different areas - Descriptive, objective and assignments. The descriptive part is marked out of 15. The objective component is marked out of 10. The assignment is marked out of 5. These tests are held in intervals spaced out uniformly with a view to make it as stress-free for the student as possible. The calculation of the final internal marks of the student is done by taking into account the weighted average (80-20) of both these examinations. These scores are studied to recognize slow-learning students. Bridge classes are taken up to improve their performance before the external examination. These questions are mapped with the respective course outcomes that are planned at the beginning of the semester. Timely assignments are given to the students

to involve them in program outcomes that are usually unaddressed in regular classwork. This helps the students gain an understanding outside the curriculum as such topics are not covered in the exams conducted by the university. These assignments are offered twice in a semester. The students work on them within a given timeframe this adhering to the university's academic calendar. Every department creates an internal calendar to ensure timely delivery of syllabus.

An agenda set by the university calendar is followed after it has been discussed and approved by the head of the respective department. This is done after scheduling a day-to-day division of topics and chapters. These topics and chapters are selected taking into consideration the next CIE in mind. The time interval thus created allows the students to complete the given syllabus in time. Syllabus completion shall be tracked on a regular basis. Enough time for preparation is given to the students before the examinations in order to prepare and practice. Regarding any change in the calendar, the university communicates the same to the college and the college makes the necessary correction. All in all, the academic calendar is sacrosanct and is strictly followed by the faculty of all departments.

## 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://bitsvizag.com/wp-content/uploads/2021/08/POs\\_PSOs\\_COs-3.pdf](https://bitsvizag.com/wp-content/uploads/2021/08/POs_PSOs_COs-3.pdf)

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
1,2,3,4,5	BTech	CE,EEE,ME, ECE,CSE	220	148	69
1E	MBA	MBA	119	99	83
87,04,57,54,59	Mtech	ALL specializations	100	25	25

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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://bitsvizag.com/wp-content/uploads/2021/08/Student-Satisfaction-Survey-1.pdf>

## 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
Nil	0	NIL	Nil	Nil

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### 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
A DAY WITH C	CSE	09/09/2019
3-DAY TRAINING PROGRAM ON TOTAL STATION	CE	25/07/2019
Workshop on Fuel Conservation in association with Petroleum Conservative Research Association (PCRA)	EEE	15/02/2020
Workshop on "Learn Teach Engineering Graphics through Solidworks"	ME	22/08/2019
Seminar on Digital Marketing	MBA	24/09/2019
Webinar on Barriers of Communication and Conflict - Solution and Resolution	BSH	29/08/2020
Webinar on Multi Objective Optimization Design and Industrial Applications	ME	04/09/2020
Webinar on Deep Learning Algorithms for Computer Vision Applications	ECE	26/09/2020
Workshop on Data Analytics	CSE	10/02/2020

### 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
Doctorate	Dr. Ch. Pavan Satish	Andhra University	20/11/2019	Ph.D
Doctorate	Dr. K. Ravi	Andhra University	13/12/2019	Ph.D
Doctorate	Dr. P. Uma Chaitanya	GITAM University	22/02/2020	Ph.D
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### 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
NIL	NIL	Nil	Nil	Nil	Nil
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	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
NIL	Nil

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	CE	11	Nil
International	EEE	3	Nil
International	ME	2	Nil
International	ECE	5	Nil
International	CSE	6	Nil
International	BSH	20	Nil
International	MBA	1	Nil

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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
NIL	Nil

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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
NIL	Nil	Nil	Nil	Nil	Nil	Nil

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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
NIL	Nil	Nil	Nil	Nil	Nil	Nil

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	51	235	117	Nil
Presented papers	22	Nil	Nil	Nil
Resource persons	2	Nil	Nil	Nil

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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
Digital Swachh Survekshan Awareness Program	Dept. of CSE	35	178
Digital Covid 19 Awareness camp	BITS VIZAG	165	450
Plantation program	NSS BITS VIZAG	5	25
Clean and Green campaign	NSS BITS VIZAG	2	35
Traffic Awareness program	NSS BITS VIZAG	2	20
Blood Donation camp	NSS BITS VIZAG/ Rotary Blood Bank	26	84
NSS Volunteers Students Registration Orientation Program	NSS BITS VIZAG	3	128
Medical camp	NSS BITS VIZAG	118	Nil
NCC Camp - COMBINED ANNUAL TRAINING CAMP-VI at NAMAC, VISKHPATNAM	NAMAC, VISKHPATNAM	Nil	8
Swachh Survekshan Awareness Program	NSS BITS VIZAG	5	42

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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
NIL	Nil	Nil	Nil

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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/Agency/ collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Social Responsibility	BITS VIZAG	Digital Covid 19 Awareness camp	165	450
Social Responsibility	NSS UNIT BITS VIZAG	Plantation program	5	25

Social Responsibility	NSS UNIT BITS VIZAG	Clean and Green campaign	2	35
Social Responsibility	NSS UNIT BITS VIZAG	Traffic Awareness program	2	20
Social Responsibility	NSS UNIT BITS VIZAG / Rotary Blood Bank	Blood Donation camp	26	84
NSS student registration	NSS UNIT BITS VIZAG	NSS Volunteers Students Registration Orientation Program	3	128
Staff welfare	NSS UNIT BITS VIZAG	Medical camp	118	Nil
NCC TRAINING	NCC UNIT BITS VIZAG	NCC Camp - COMBINED ANNUAL TRAINING CAMP	Nil	8
Swatch Bharat	NSS UNIT BITS VIZAG	Digital Swachh Survekshan Awareness Program	35	178
Swatch Bharat	NSS UNIT BITS VIZAG	Swachh Survekshan Awareness Program	5	42
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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
International Conference on Management, Sciences, Engineering and Applications - ICMSEA 2019 conducted by Centurion University, Odisha	28	Free of Cost	3
Invited Talk on IOT - Program hosted by University of Perpetual Help, Philippines (Online) - Mr. P. Joshua Raju, Dept. of CSE	85	Free of Cost	1

Webinar titled- Virtual Interactive Classroom for Teachers and the Challenging Technologies in Post Covid-19 Era (online)	1500	Free of Cost	1
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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
Training	Internship	Zenith Consulting and Development Services, Visakhapatnam	20/12/2019	29/02/2020	24
Training	Internship	CTTC, Bhubaneswar	20/05/2019	20/06/2019	111

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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
MyCaptain, Bangalore	05/12/2019	Training for students	59
Zenith Consulting and Development Services, Visakhapatnam	09/12/2019	Internships, Recruitment	27
IFERP, Chennai	04/10/2019	Conference - Research publications	5

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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
20	9.3

4.1.2 – Details of augmentation in infrastructure facilities during the year



Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<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
ECAP	Fully	2.0	2020

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23559	5936105	0	0	23559	5936105
Reference Books	3269	951882	0	0	3269	951882
e-Books	214	11200	0	0	214	11200
Journals	113	318828	0	0	113	318828
e-Journals	5216	13570	0	0	5216	13570
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##### 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
NIL	Nil	Nil	Nil
No file uploaded.			

#### 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
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Existing	520	428	195	0	30	38	24	350	0
Added	0	0	15	0	0	0	0	100	0
Total	520	428	210	0	30	38	24	450	0

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

450 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
NIL	Nil

#### 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
20	14.5	20	9

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)

The institute gives due importance to the maintenance of sports, academic and support facilities such as classrooms, laboratories, seminar halls, auditorium, library, computer centre, transport, conference room, etc. The operation and maintenance of the facilities are supervised by college-level committees that include: Admin Committee, Academic Committee Library Committee, Repair and Maintenance Committee, Infrastructure Procurement Committee, Electrical maintenance Disaster management. Event Management: (a) Protocol , (b) Transportation Logistics, (c) Purchase and Food Arrangements, Stage decoration and management, Hospitality, Press Media. The time-table for each and every section of the semester is prepared after the Calendar of Events is designed at the start of the semester. This enables allocation of the classrooms and laboratories for the optimum use of resources. These amenities are used and shared by different departments. The in-charge of time table usually plans the optimum use of these facilities by consulting HODs and the principal at the start of the semester. Classrooms, laboratories Seminar Hall: Daily maintenance of classrooms and auditorium is done. The department personnel conduct supervision of the classrooms and auditorium daily. Wherever maintenance is required for amenities such as lights, fans, benches etc., they are attended by maintenance staff. Laboratory equipment is kept in working order at the beginning of each semester by the lab in-charge, along with the laboratory assistant. Repair and upkeep of laboratory equipment is done up by the respective laboratory in-charge. Major repair/maintenance is done by faculty incharge and HOD. Computers and allied Infrastructure: Maintenance of computer and software, networking issues are undertaken by the CSE Department. The work and maintenance of computers, LCD projectors and CC cameras is performed by a team of system engineers, hardware engineers and technicians. Major repair of systems is handled by an outside agency. After receiving quotation for maintenance and repair charges necessary approval from college authorities and management is taken. Thereafter equipment is sent for repairing by issuing gate pass and the status of repair work is tracked. Library, Sports and Games: The librarian is in charge of handling all the maintenance works

required in the library through maintenance staff. He takes care of utilization of books, computers and other learning materials in the library. The physical director takes responsibility for all repairs pertaining to sports equipment and courts. Electrical Facilities: Electricians are available round the clock to address power breakdown. Facilities Department monitors the services of electricians. They perform regular checks in classrooms and in the campus to ensure that all electrical fittings are in excellent condition. Buildings and Infrastructure: The overall upkeep of buildings and grounds and sports arenas are undertaken by the Facilities Department. The staff that are in charge of the building and grounds maintenance consist of electricians, carpenters, plumbers and other service personnel. The Facilities Department oversees the maintenance of the classrooms, laboratories, library, and the institute as a whole with the help of the maintenance staff. Maintenance of furniture items and metal fixtures is carried out by the workshop.

[https://bitsvizag.com/wp-content/uploads/2021/08/Procedures\\_Maintenance-3.pdf](https://bitsvizag.com/wp-content/uploads/2021/08/Procedures_Maintenance-3.pdf)

## 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	Student Academic Achievements	48	144000
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
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#### 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 implemetation	Number of students enrolled	Agencies involved
BITS PRABANDH	29/02/2020	466	Dept. of MBA
Student skills enrichment during Covid 19 pandemic	01/04/2020	418	BITS VIZAG
Student participation in various competitions	01/07/2019	389	BITS VIZAG
Student Development Program on Python Programming SCILAB LATEX R Programming in association with IIT Bombay Spoken Tutorials	12/08/2020	44	BITS VIZAG
Guest Lecture on Personality Development	17/10/2019	132	Dept. of MBA

CRT Programme	18/12/2019	116	BITS VIZAG
Bridge Classes for Lateral Entry Students	01/07/2019	43	BITS VIZAG
National level Electro Expo-Techtronics	12/09/2019	106	Dept. of ECE and Dept. of EEE
Yoga - part of life	21/06/2019	120	Yoga Bharathi trust
Orientation program	25/06/2019	122	BITS VIZAG
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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
2019	CRT	252	215	6	148
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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
0	0	0

## 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
7	287	148	Nil	Nil	Nil
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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
2019	12	B.Tech	CE, EEE, ME, ECE, CSE	ANDHRA UNIVERSITY, BITS VIZAG, RAGHU ENGG COLLEGE	M.Tech
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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
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Activities	Institution	178
Mother Chess Tournament	School	200
Sports	University	8
Sports	Institution	436
Eenadu cultural activity	Institution	87
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### 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
Nil	NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Students are given ample scope to showcase their sports, cultural and creative skills in the institute. Students are given opportunity to participate in the various academic and administrative bodies including other activities. This helps the students to obtain leadership qualities, discipline, regulations and execution of skills. The platform allows the Student Councils to actively participate and organise various activities in connection with academics, co curricular and extra-curricular activities, under the supervision of faculty. Faculty members provide vital assistance to the college-related academic/administrative activities with the help of other students. They participate actively in keeping the students motivated to participate in various activities conducted by the college. Students are given the necessary fillip to take part in co-curricular and extra-curricular activities in intercollege, inter-university and in National level competitions. Various other committees are formed to involve the students in different academic and administrative activities in campus apart from the Student Council. The college is very keen in encouraging students to participate in various academic and administrative committees. This activity helps in improving the academic and administrative capabilities of a student. The student councils and representative committees actively working in BITS are: Students' representation and engagement in NSS committee as volunteers Students' representation and engagement in NCC committee as volunteers Students' representation and engagement in Club Activities as Student In-Charge Facilitator and Student Assistant In-Charge Facilitator for co-curricular and extracurricular activities. Students' representation and engagement in Alumni Activity committee as members Students' representation and engagement in Anti

Ragging committee as representatives of students belonging to the freshers' category as well as senior students Students' representation and engagement in IQAC as Student representative member Students' representation and engagement in Department Advisory Council (DAC) as Student representative member Students' representation and engagement in Mini and Major Project Work as Team Leaders

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

36

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

129500

5.4.4 – Meetings/activities organized by Alumni Association :

College organized first Alumni Meet on 25th September 2020 in the Central Seminar hall. 36 Alumni attended the meeting. The meet started at 9.30 AM by welcoming the Alumni, followed by Opening remarks. Various dignitaries addressed the Alumni after which the Alumni gave their inputs. Later all the attendees were provided lunch. Post lunch the Alumni Association body was formed and the proceedings related to the pre registration activities happened. Later on the Alumni had done monetary contributions. Finally vote of thanks was extended with which the meeting ended up,

### 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)

Decentralization and participative management are part of the management practices in the institute. These features lead to operational transparency in the institute. The institute supports participative management and gains it through active involvement of faculty and students. This policy of participative management forms a part of democratic governance in the institute. The Governing Body considering the same as a quality promotional policy for the improvement of the institution has accorded to its approval. The institute works as per the rules and regulations framed by JNTUK and governing Body in designing and implementation of the quality policy and plans. The Principal is the Head of the institution and is empowered with sufficient authority and power delegated from the management for smooth functioning of day to-day activities. Under the direct supervision of Principal all the departments of the institute function. Day-to-day academic activities of the departments are taken care by the HODs. 1. The Principal represents the institute and leads the faculty members and HODs in all academic matters. The Principal encourages and liaises with the HODs and faculty members in ensuring appropriate academic environment which is aimed at benefiting the students. The goals, plans and policies for the fulfilment of the mission of the institute are implemented by the active involvement of the college authorities, along with all the faculty members. For this purpose, various committees have been constituted which are given the responsibility of fulfilling the objectives of programmes and policies. A congenial environment is created by the Principal and faculty members for all-round development of the students. The institute prefers a decentralized management operational process wherein different

committees which are formed by the initiative of staff and the Principal work towards the successful governance of the institute. Such decentralized and participative management helps in creating harmony and an amiable atmosphere for the development of the students. 2. Representative committees are constituted by the Principal for the smooth functioning of the institute. Senior faculty members head the respective committees. The Principal, along with the faculty and the staff, play an active role in the process of decision making and implementation. The Principal and HODs initiate discussion and seek suggestions and proposals from faculty-members and committees in order to bring a positive change through the application of decentralisation practices in the institute. The In-Charges of different committees including extra-curricular, student-centred and student-supporting activities as well as co-curricular activities have operational autonomy. The institute's Internal Quality Assurance Cell consists of members from various stakeholders. The IQAC meets at regular intervals and plays an important role in the implementation of plans and policies.

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

Partial

## 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
Examination and Evaluation	As per the University regulations, two Midterm examinations are conducted in a semester by the institution followed by Semester End Examinations which are conducted by University at the end of the semester. We follow an organized strategy for evaluating our students, which includes: Continuous evaluation and assessment through class tests, assignments, presentations and viva. Comprehensive evaluation by evaluating students on all the factors of personality.
Teaching and Learning	The IQAC of our institution conducted various teaching and learning initiatives by eminent academicians. A student-centric approach has been the focus of the IQAC, rather than a traditional teacher-centric one. This approach helps the institute integrate student-centred learning with other methods using e-resources with more emphasis on educational content and flexibility. Some of the proposals taken are: Arranging expert sessions on various teaching-learning methods. Adapting to interactive student centric, ICT enabled teaching learning methods. Organizing faculty enrichment programmes. Inviting prominent academicians from reputed institutions for guest lectures.
Research and Development	The institute emphasizes on Research

and Development and as an outcome research papers are published in various journals. Some of the initiatives include: •Recruitment of Faculty with Research abilities. • Laboratories equipped with suitable equipment/software for conducting research. • Availability of technical services such as sophisticated equipment and software. •Provision of Wi-Fi-enabled internet facilities for quick access to online resources. • The faculty members are encouraged to publish their research contributions in various National International Journals and conferences. • The Institute encourages the research scholars by providing on-duty leave to focus on their research. • The institute motivates the faculty members to attend research-oriented seminars/workshops/conferences, etc., by providing special duty leave. • The Institute encourages faculty members to pursue Ph.D programmes in reputed universities.

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

E-governance area	Details
Planning and Development	1. SMS system for dissemination of information including regular notice to students is implemented. 2. ERP Management system is implemented with database of students, faculty and staff etc.
Finance and Accounts	1. College accounts are computerised and maintained through ERP Management system 2. In addition, Tally software is also used to generate various financial reports 3. All financial transactions are being done online including salaries
Student Admission and Support	1. Student's database is maintained through ERP Management system 2. Information of Course curriculum, Academic calendar, Time tables are made available in the college website. 3. Email IDs and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Grievance Redressal Cell have been uploaded in the college website and students can communicate to the members through email 4. Automatic SMS alerts are sent to the parents of students whenever they are absent to class on daily basis. 5. SMS alerts are sent to the parents of students to



	convey any important information
Examination	The results of students are maintained in the ERP software up to date. Examination information is uploaded from time to time

### 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
2020	Mr. P. Jayarangarao	ICMSEA 2019	Nill	4000
2020	Mr. Pampana Ram Prasad	ICMSEA 2019	Nill	4000
2020	Dr. Ch. Pavan Satish	ICMSEA 2019	Nill	8000

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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)
2020	GWEST 2020	Nill	13/06/2020	14/06/2020	503	Nill
2020	FDP with Spoken Tutorials, Mumbai	Nill	12/08/2020	19/08/2020	63	Nill
2020	Rewriting the MIND through Grapho Therapy	Nill	09/08/2020	09/08/2020	35	Nill
2019	Seminar on NAAC Reforms and renewal process	Nill	27/12/2019	27/12/2019	92	Nill
2019	Nill	Seminar on NAAC Reforms and renewal	27/12/2019	27/12/2019	Nill	20

process

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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
Faculty Development Programmes	110	01/05/2020	31/05/2020	7

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
12	12	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Group Insurance cover, 2. Reimbursement of TA, DA, Registration Fee to attend FDPs such as Seminars / Workshops / Refresher Courses etc...3. Paid Maternity Leave 4. Paid Marriage leave 5. Health camp conducted for staff 6. Faculty club activities 7. staff picnic	1. Group Insurance cover, 2. Paid Maternity Leave 3. Paid Marriage leave 4. Health camp conducted for staff 5. staff picnic	1. Industrial Visits -free transport, 2. Academic Awards for meritorious students, 3. Sponsorship for fabrication/modelling works in projects

## 6.4 – Financial Management and Resource Mobilization

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

A transparent financial system has been established in the institution. The financial process is well-defined for the sanction of budget for expenditure. An internal approval system for all expenses is present. The Head of the Department recommends a bill/voucher and it is approved by the Principal and Honorary Secretary. The bills/vouchers are audited by an Internal Auditor on a routine basis. A record of all the expenses is routinely maintained by the accounts department. An external auditor appointed by the college society conducts the statutory audit. Statutory financial audit is done in two sessions, one in the month of October/November for the period of April to September and second in the month of April /May for the period of October to March. The accounting work is completed in June/July and the audited statements are prepared in June/July duly signed by the principal and the appointed chartered accountant. The report is submitted by chartered accountant. The statutory auditors did not find any major objections in the audit. Minor audit suggestions were complied with as per procedure.

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
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0
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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	JNTUK, KAKINADA	Yes	Internal Audit Committees
Administrative	Yes	JNTUK, KAKINADA	Yes	Internal Audit Committees

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

<p>1. Parents meetings are conducted once in a year and their opinions on the academic environment in the campus are collected. After analyzing the feedback, their suggestions are considered for improvement. 2. The mentors shall intimate parents regarding their wards performance time to time. 3. Attendance particulars of the students shall be updated to respective parents regularly.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Skill development programs for non-teaching staff are being conducted on a regular basis. Technical, computer and soft skills including MS Office, Tally are the main areas on which training is imparted. 2. Non-teaching staff are encouraged to attend and participate in the technical events organised within the campus or outside so as to enable them to enhance their skills and aptitude. 3. Non-teaching staff are also encouraged to pursue higher education by granting study leave.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Alumni Association initiatives were taken 2. Research Culture is being promoted (conducted International conferences consecutively three times) 3. Concept of Green campus is being promoted well.</p>
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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
2019	Increased Internships,	24/08/2019	20/05/2019	28/02/2020	700

	Industrial visits				
2019	Value added courses	24/08/2019	09/09/2019	19/08/2020	680
2019	Signing MoUs - Sharing of faculty expertise	30/11/2019	04/10/2019	04/10/2020	89
2019	Conduction of various events - National and International	24/08/2019	01/06/2019	30/09/2020	900
2019	Promoting Research Culture - ICMSEA 2019 GWEST 2020 (13.06.2020 to 14.06.2020)	24/08/2019	19/12/2019	14/06/2020	503
2020	Conducted Faculty and Student Development program in association with Spoken Tutorials, IIT Bombay	25/06/2020	12/08/2020	19/08/2020	107
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## 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
International Womens day	06/03/2020	06/03/2020	211	0
Women Empowerment Awareness campaign	09/03/2020	09/03/2020	30	0
Women Entrepreneurship	09/03/2020	09/03/2020	20	0

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 strives to be ecologically conscious and thereby reduce the carbon footprint. The institute makes use of technology to tackle environmental issues such as climate change and global warming. The Institute has in place various means to educate or make students aware about climate change and environmental issues. The institute has a dedicated environmental society/ECOclub that organizes events and aims at promoting and increasing environmental consciousness, awareness and responsibility amongst the youth and the populace. Every year in the campus a green initiative, such as a plantation drive, is carried out utilising fund from the budget/sponsorship. Voluntary actions are taken to conserve power and energy. Lights and fans are switched off when not in use to save energy. Cleanliness drives are held regularly to keep the premises in order and to create awareness among students to keep the environment clean. Alternate Energy initiatives (Solar Power) had been taken where the institute runs on solar power unit. As a part of green initiative, Rooftop Solar Power Plant has been commissioned. The total cost of the project was around Rupees 49 Lakhs and due to this 50% of power requirement of the College had been met by the renewable energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0

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
2019	1	Nil	07/09/2019	1	Swatch bharat	Cleanliness, hygiene, sanitation	53
2020	Nil	1	15/05/2020	15	Social Responsibility	Food, medicine and Grocery distribution to Covid effected families	20
2020	1	Nil	25/07/20	1	Covid	Door to door	35

			020		19 Awareness campaign	door campaign on Covid 19 precautions	
2020	Nil	1	07/05/2020	10	Social Responsibility	Shelter, Food and other required essentials to Gas Trajedy victims	20
2020	1	Nil	25/07/2020	1	Covid 19 Awareness campaign	Cyber security precautions	15
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Service Manual(Professional Ethics and academic Responsibility)	01/06/2019	Service Manual is distributed to all faculty members
Student Hand Book (Roles and responsibilities including code of conduct)	30/06/2020	Student Handbook is distributed to all students on rolls

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

Activity	Duration From	Duration To	Number of participants
Seminar on Inspirations from Epics like Ramayana and Mahabharat	13/12/2019	13/12/2019	104
<a href="#">View File</a>			

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

Energy audit is being conducted at regular intervals by EEE department and recommendation made. Efforts for Carbon neutrality Care is taken to restrict vehicle entry into the campus and specific parking area is allotted for faculty and students. The institute restricted the usage of plastic bags in the campus. Plantation program has been taken up by the NSS unit for increasing the Green Cover in the campus. The NSS unit regularly conducts awareness programs on plastic free environment in and around the village. Hazardous Waste Management and e-Waste Management The condemned batteries are disposed through outside agencies. Awareness programs are initiated on waste management

### 7.2 – Best Practices

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

BEST PRACTICE - I

1. Title of the Practice: Engineering student to Employable Professional
2. Objectives of the Practice: The "Engineering student to Employable Professional" counselling sessions are organised for final year students to make them industry-ready and bring awareness about corporate values and culture. The sessions deal with student's attitude, verbal and non-verbal skills - effective communication skills - Group Discussion and Team Building Skills - technical skills - practical skills - project skills - etiquette and interview skills
3. The Context: The institute places trust in a motivated workforce (staff and students) and believes that this is a crucial factor in its growth and success. A motivated work force performs at higher levels and abilities which in turn lead to an efficient and effective process of achieving objectives and goals.
4. The Practice - attitude, verbal and non-verbal skills. An aptitude test is organised for final year students at the beginning of the 3rd year, 2nd semester. An assessment report is prepared for various sections such as logical reasoning, mathematics and linguistics. This gives the scope to succeed in non-technical tests during recruitment process. -In order to gain effective communication skills in English students are encouraged to be fluent in the language. As English is the business language of the world a huge amount of technical/engineering literature is written in the language. So it is vital to provide the necessary motivation to those students who are at a disadvantage because of their vernacular mother tongue. Regular tests are given to such students and a thorough plan is prepared for their improvement. Such students are encouraged to take up listening, speaking, reading and writing skills during classes specially designed for them. These soft skills/communication skills and mentoring classes are held on a daily basis in the institute. Students are also encouraged to enroll for Spoken English tutorials conducted by IIT Bombay and Swayam-NPTEL courses.

**Group Discussion and Team Building Skills:** Vital job/employability skills such as leadership, critical thinking, listening skills, motivation and confidence, capacity to share responsibility, posture/body language, logic and reasoning ability etc. go in tandem with Group Discussion (GD). So GD is an important part of the recruitment process in many organisations. Mentoring sessions on "How to fare well in a Group Discussion" is organized by the Training and Placements Department for final year students getting ready for recruitment.

**Technical Skills:** Skills Certification programmes are organized to make the students job ready. These are undertaken by the departments in summer training/regular training and through Swayam NPTEL. Job aspirants are also given resume writing practice, mock test/mock interviews and aptitude training. Senior and final year students are given internship/industry-training opportunities and these courses are conducted by industry personnel.

**Practical Skills For Students** Most of the practical skills that a student needs have to be acquired through experience. This requires a hands-on, problem-solving mentality/mind-set which is acquired in the lab while applying one's knowledge through practical sessions. The institute also helps the students in be industry-ready through job training and internships. The laboratories in the institute are kept up-to date with equipment and students are given the chance to conduct experiments, to study and analyze data and to make observations based on the data.

**Project Skills:** Students are given ample scope and opportunity to acquire practical skills and projects are part of this process. They are motivated to initiate a project on the basis of their classroom learning. The institute is very keen to involve students in various types of project work so that they gain valuable insight into the practical side of education. The institute encourages exhibition of the projects completed by the final year students in order to motivate them and to show the way forward for the second and third year students.

**Etiquette and Interview Skills** The Institute has various active clubs which function to promote curriculum and extra-curriculum activities. Some of the clubs include technical clubs, cultural clubs, literary clubs, art clubs and sports games clubs. These extracurricular activities help nurturing innovation and creative

aspects in the students. The path of success A mentoring process is in place and each faculty/mentor is responsible for 20 students. The objective is to constantly plot the progress of the ward and suggest changes if necessary.

Those students appearing for competitive exams and summer internships in industries, research institutes in India and abroad are given a fillip. Problem-

solving with available resources: Emphasis is placed during training on the importance of the right attitude, good verbal and nonverbal skills,

managerial/team building skills, technical skills, practical/project skills and interview skills/etiquette. These subjects are dealt by the aptitude trainer

and the concerned English faculty, in-house faculty and industry experts

through the Campus Recruitment Training (CRT) and placements department. BEST

PRACTICE - II 1. Title of the Practice: MENTORING SYSTEM FOR STUDENTS 2.

Objectives of the Practice: a. Reduction of dropouts, improving student

performance and mitigating stress of the students through counselling. 3. The

Context: It is common for engineering students to undergo mental stress related to various causes: It could be because of personal, academic, physical and mental

reasons. As engineering education is highly competitive and semester exam results decide the fate of the student, the ward faces mental stress on a continual

basis. The course is bound by time limitations and work has to be completed

during the first two years. Students who are new to professional courses find it difficult to deal with the demands of engineering education. This sometimes

creates stress. Hostel students are more prone to this stress as they are far

from their family and homes. The economically weaker students and students from educationally weak background face a tough situation sometimes. There are

instances of increasing number of suicides and dropouts. It is impossible to give personal attention to every student in the class. A solution is to

'mentor' and guide them, thus forming a bond with those who need attention.

Mentoring is a must for those students who lag in their studies and do not fare well in the tests/exams. This is also required for them to reach a position of

emotional strength/stability and to promote clarity in the ward's thinking and decision-making process. 4. The method or system in place: The system to create

an efficient mentor-ward system has been put in place in the college. Each

mentor/faculty member is assigned 15-20 students during the duration of their study. The mentor-student meeting is held every week to thoroughly discuss,

clarify and share issues if any which may arise from personal, domestic,

academic, causes. The mentors encourage the students to participate in

co-curricular and extra-curricular activities and sports. Their academic

performance and other activities are all recorded. Students should inform their mentors on all their movements such as their absence from college, sickness

etc. The mentors also keep in touch with the parents on their attendance, test performance, fee payment and examinations etc. The teacher is informed about

all the necessary information that concerns his/her wards in a file. The

teacher involves local guardians and parents as well, when necessary, to seek advice or help. Every month-end the mentors prepare a report of their mentors'

progress. The mentors also counsel students who require emotional support.

Those students who face issues in any department take the help of the mentor to sort out the problem. Mentors help slow learners on how to study, to prepare a

time-table for study and are given notes to study. Academic in-charges and

departmental administrators guide mentors of various batches. They meet with the mentors every month and make a progress report of student achievements and

complaints. These complaints are taken up for discussion with the Principal and necessary action is taken to solve them. 5. Evidence of Success A mentor is

assured of job satisfaction seeing his wards succeed in education and life.

Evidence of success includes university ranks, results in the examinations,

regular attendance, decrease in dropouts, improved participation in

co-curricular and extra-curricular activities, discipline on campus and a

mutual respect between teachers and students. The students are relaxed and have a healthy relationship with the staff. 6. Problems Encountered and Resources



Required This practice calls for committed teaching personnel with the commitment to help students beyond teaching hours. Constraints faced during implementing the program are overcome through determined efforts of management and faculty.

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

<https://bitsvizag.com/wp-content/uploads/2021/08/Best-Practices.pdf>

### 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

Baba Institute of Technology and Science (BITS) is a quality conscious and trend-setting Institute with focus on providing equal opportunities for development of human potentials for every segment of society including the differentiated one. BITS Vizag is a venture of its own kind where academics and professionals have joined hands to aid and direct the agenda of education. The Institute, situated in the green environs of Bakkannapalem, adjoining the Eastern Ghats, 14 kilometres from the heart of Visakhapatnam City, is spread over 15 acres of land and has best of Infrastructure and academic facilities with highly qualified and experienced staff and state of the art computer labs. The Institute has been established in a spirit of educational enquiry and dedication through the hard work and determination of our management which is deeply involved with engineering education in Visakhapatnam. The management is determined to upgrade the quality, content and direction of education. The institute is endowed with superior workforce, comprising 130 faculty members dedicated to developing students into engineering professionals and responsible citizens. The faculty helps the students in acquiring conceptual knowledge and job skills/ communication skills. Regarding placement, the institute hosts recruitment drives in which campus interviews and tests take place many times annually. Campus recruiters get a chance in these events to evaluate the students and employ them suitably. The college also has tie-ups with various organisations for providing recruitment opportunities to our students. The vision and mission statement of the institute highlights the aspects of originality and distinctiveness prominently on the institute website. Also the ranking received in different surveys like Times of India and NAAC are displayed on the home page of the institute.

Provide the weblink of the institution

<https://bitsvizag.com/wp-content/uploads/2021/08/Institutional-Distinctiveness.pdf>

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

1. To focus more and improve training on communication skills
2. To broaden the scope of Career Guidance Cell
3. Increased engagement in training for National Level Competitive Examinations
4. To work for improved core industry participation in placements
5. To work for deeper engagement of Students through Professional Club Activities
6. To progressively strengthen faculty and student certifications through MOOCs platform
7. To focus more on Faculty interaction with outside world
8. To further strengthen Research and Consultancy
9. To work for IPRs Patents
10. Deeper engagement of students in community services
11. To become Residential Campus