



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		BABA INSTITUTE OF TECHNOLOGY AND SCIENCES
Name of the head of the Institution		Dr. C.V. Gopinath
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

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Dr. K. Rajaram Gandhi			
Phone no/Alternate Phone no.		08912569933			
Mobile no.		8008844699			
Registered Email		principal@bitsvizag.com			
Alternate Email		iqac@bitsvizag.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://bitsvizag.com/wp-content/uploads/2021/05/AOAR_2016-17-1.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://bitsvizag.com/wp-content/uploads/2021/05/Academic.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.04	2016	25-May-2016	25-May-2021
6. Date of Establishment of IQAC			02-Jul-2015		
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		
A workshop on how to make	06-Jul-2016		64		

effective group discussions	1	
Workshop on Financial Education by SEBI	20-Sep-2016 1	255
Workshop on disaster management and all faculty	01-Oct-2016 1	50
Necessity of enhancing energy efficiency in present scenario - One week program	14-Dec-2016 7	107
A two day national level workshop on Robotics	15-Sep-2016 2	97
A seminar on contributing effective Research	18-Oct-2016 1	28
Three day International conference (ICMSEA)	23-Dec-2016 3	226
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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
Department of Civil Engineering	Major Research Project	NRSC	2017 90	2000000
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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 :

1

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. Insisted on conducting an International conference, Conducted the conference,
 2. Efforts made to Promote research culture, 3. Insisted management to extend financial support to the faculty those attend conferences, workshops, FDPs 4. Management extended the financial support to a few faculty members, Insisted on improving placements, 5. Facilitates in promotion of ethical values, use of mobile phones as per rules, etiquette in campus corridors and common spaces, energy saving habits, etc.,

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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	Achivements/Outcomes
To organise/conduct faculty development activities on emerging and latest technologies	Organised workshops and other events.
To encourage staff to attend faculty development activities such as Workshops	Faculty attended various events like workshops, seminars etc...
To encourage faculty for Research Publications	ICMSEA 2016 was conducted and faculty had presented papers in the conference. Besides journal publications were also done
To encourage students to participate in Student development activities	CRT program and other life skill programmes were conducted
To improve/review placements	No. of placements done 191
To improve/review funded projects	A major research project was sanctioned worth Rs. 20.00 Lakh by ISRO - NRSC

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	08-Dec-2017

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

2017

Date of Submission

30-Sep-2017

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 prepares 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-focussed 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 in-

charge 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: The assessments are performed using two methods according to the rules and regulations of the affiliated university: 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 15 marks, objective test for 10 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),

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
No Data Entered/Not Applicable !!!					

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	01/06/2016
BTech	Electrical and Electronics Engineering	01/06/2016
BTech	Mechanical Engineering	01/06/2016
BTech	Electronics and Communication Engineering	01/06/2016
BTech	Computer Science and Engineering	01/06/2016
MBA	Management	01/06/2016
Mtech	Structural Engineering	01/06/2016
Mtech	Power Electronics & Electrical Drives	01/06/2016
Mtech	CAD/CAM	01/06/2016
Mtech	VLSI Design	01/06/2016
Mtech	Computer Science & Technology	01/06/2016

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
Basic course on Java	01/06/2016	50
Orientation Program	01/06/2016	150
Life Skills Training Program	01/08/2016	33
Campus Recruitment Training	01/11/2016	179
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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	ECE	10
BTech	ME	23
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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 and the prescribed norms of the university are taken into consideration while the feedback is collected. Analysis of feedback: The feedback thus generated is analyzed 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	All disciplines	540	198	150
Mtech	All disciplines	144	78	54
MBA	MBA	180	216	151
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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
2016	1192	454	136	39	17

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
192	192	21	24	Nil	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
1646	192	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
192	175	17	17	15

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
Nil	Nil	Nil	Nil
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

(HIGHLIGHTED DATA REGARDING MARKS TO BE EDITED) 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 25 marks each as per university norms, and the end semester examination is for 75 marks which are conducted by the university. After completion of the internal examination, the faculty evaluates the answer scripts and distributes to the students for doubt clarifications or re-correction. 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, the institute conducts two lab internals for 25 marks each. It is divided into ten marks for the written exam, and 15 marks are allotted for day-to-day performance in the laboratory. External lab-examination is conducted for 75 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 re-explaining the critical topics.
3. Regular unit tests, Surprise test Quiz are conducted prior to mid examinations.
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, M-Tutor, 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 strictly followed by the institution for all purposes including for the conduct of CIE Response: The academic calendar is published by the university at the beginning of the academic year for the respective courses. Time management is given utmost importance by the institution and this ensures effective teaching and content delivery. Timeliness as given by the affiliate university is followed. 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. 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 - theory, objective and assignments. The descriptive part is marked out of 10. 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 average 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. Question papers are based on the OBE format. 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 their 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. 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/2021/05/POs_PSOs_COs-1.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
No Data Entered/Not Applicable !!!					
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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/2021/05/StudentSatisfactionSurvey-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
Major Projects	90	ISRO-NRSC	20	20
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
A Two day NATIONAL LEVEL WORKSHOP ON ROBOTICS	EEE	15/09/2016
NECESSITY OF ENHANCING ENERGY EFFICIENCY IN THE PRESENT SCENARIO	EEE	14/12/2016
Workshop on disaster management	MBA	01/10/2016
Workshop on Financial	MBA	20/09/2016

Education by SEBI

3.2.1 – 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
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

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
No file uploaded.					

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	CIVIL ENGINEERING	4	Nil
International	Electrical and Electronics Engineering	14	Nil
International	Mechanical Engineering	15	Nil
International	Electronics Communication Engineering	17	Nil
International	CSE	7	Nil
Nil	mba	7	Nil
View File			

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
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self
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					the publication	citation
NIL	NIL	NIL	Nil	0	NIL	Nil
No file uploaded.						

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
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	20	8	Nil	10
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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
CLEAN GREEN	NSS	2	50
NCC camp	6(A) SQN NCC Unit vsp	1	14
Blood Donation Camp	DMS, BITS	4	51
Program on Rain water harvesting unit	DMS, BITS	2	93
NSS Volunteers Students Registration Orientation Program	NSS UNIT, BITS VIZAG	3	115
Blood Donation Camp	A S RAJA BLOOD BANK	28	139
View File			

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
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen	Name of the activity	Number of teachers	Number of students
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	cy/collaborating agency		participated in such activities	participated in such activities
NCC	6(A) SQN NCC Unit vsp	NCC	1	14
SWATCH BHARATH	NSS	CLEAN GREEN	2	50
Social Responsibility	DMS, BITS	Blood Donation Camp	4	51
Social Responsibility	DMS, BITS	Program on Rain water harvesting unit	2	93
Registration	NSS UNIT, BITS VIZAG	NSS Volunteers Students Registration Orientation Program	3	115
Social Responsibility	A S RAJA BLOOD BANK	Blood Donation Camp	28	139
View File				

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
NIL	NIL	NIL	0
No file uploaded.			

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
Internship	Summer Internship Programme	Pioneer Design	27/03/2017	15/06/2017	23
Internship	Summer Internship programme	BSNL	01/05/2017	31/12/2017	10
View File					

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
CENTURION UNIVERSITY	05/02/2016	Resource utilization, Faculty interaction	18

BSNL	17/04/2017	Internship	10
Pioneer Design	10/04/2017	Internship	23
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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
30	23.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Newly Added
View File	

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	Partially	Nil	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21355	5317395	943	259325	22298	5576720
Reference Books	2908	843320	175	54250	3083	897570
e-Books	171	8500	43	2700	214	11200
Journals	84	256328	13	29900	97	286228
e-Journals	5045	9070	171	4500	5216	13570
View File						

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
Existing	493	431	75	0	0	38	14	50	0
Added	60	30	60	0	30	0	0	150	0
Total	553	461	135	0	30	38	14	200	0

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

200 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	18.5	20	15.6

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 auditorium: 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 in-charge 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 qualified 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/2021/05/Procedures_Maintenance-1.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	27	81000
Financial Support from Other Sources			
a) National	-	Nil	0
b) International	-	Nil	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 implementation	Number of students enrolled	Agencies involved
Bridge classes for Lateral Entry students	01/07/2016	46	BITS VIZAG
Remedial classes	19/09/2016	103	BITS VIZAG
AMCAT-ASPIRING MINDS COMMON ASSESSMENT TEST TRAINING	12/05/2016	44	AMCAT-VISAKHAPATNAM
ISKON PERSONALITY DEVELOPMENT PROGRAM	05/12/2016	61	AKSHAYA PATRA FOUNDATION

Health through Yoga	21/06/2016	84	Patanjali Yoga Kendra
English Language Communication skills	03/10/2016	124	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
2017	Campus Recruitment Training programme	226	85	Nil	191
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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
1	1	3

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
9	486	191	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
2017	6	B.Tech	CSE	BITS VIZAG	M.Tech
2017	2	B.Tech	ME	GVP COLLEGE OF ENGINEERING (A)	M.Tech
2017	1	B.Tech	ECE	BITS VIZAG	M.Tech
2017	1	B.Tech	ME	BITS VIZAG	M.Tech
2017	1	B.Tech	ME	GOKUL INSTITUTE OF TECHNOLOGY	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
Any Other	2

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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	Institution	19
Sports	University	14

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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 inter-college, 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:(NEEDED TO BE CHECKED AS PER OUR ACTIVE COUNCILS/CLUBS) Students' representation and engagement in Class Representative Committee (CRs) as Elected CR and Selected CR Students' representation and engagement in Professional Societies student chapters (Indian Society for Technical Education (ISTE), Institution of Engineers (IE), Institution of Electronics and Telecommunication Engineers (IETE), Association for Computing Machinery (ACM), Computer Society of India (CSI) etc. student chapters as Student Member for co-curricular activities 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 Leader

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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 JNTUH 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 its faculty members and HODs in all academic matters. The Principal encourages and liaises with the HODs and faculty members in ensuring an 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
Research and Development	The institute puts utmost emphasis on Research and Development and many research papers are published through peer reviewed journals annually. Some of the initiatives include: <ul style="list-style-type: none"> • 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.
Examination and Evaluation	According to University rules, there are two Midterm examinations are conducted in a semester by the institution and a Semester End Examination is conducted by University at the end of the term, which is managed by the University. We follow an organized strategy for evaluating our

	<p>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.</p>
Teaching and Learning	<p>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.</p>
Curriculum Development	<p>The institution follows the curriculum and syllabus prescribed by the University for all its courses. Institutions affiliated to the university are not allowed to design own curriculum. The University revises the syllabus every 5 to 6 years and some of the senior faculty members of our institution have been part of the Curriculum Development Committee set up by the University and they have contributed to curriculum development.</p>

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

E-governance area	Details
Planning and Development	<p>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.</p>
Finance and Accounts	<p>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</p>
Student Admission and Support	<p>2. Student's database is maintained through ERP Management system 3. Information of Course curriculum,</p>

	Academic calendar, Time tables are made available in the college website. 4. 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 5. Automatic SMS alerts are sent to the parents of students whenever they are absent to class on daily basis. 6. 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
2016	R. Srikanth	graVITas'16-E ngineering for changing life	Nill	3000
2016	MVS Premsagar	Workshop on Business Analytics	Nill	1000
2016	A.S. Bhanu Prasanna	International conference on advancements in materials for manufacturing	Nill	10000
2016	Vikas Ranjan	Advances in Hybrid Polymer Composite Engineering and Applications	Nill	5000
2016	B.S.V. Reddy	International conference on Applied Science and Technology	Nill	3000
2017	G. Aswan Kumar	National workshop on Sensor Network platform	Nill	2500
2017	S. Dharma Rao	One Day National Seminar on English Literature in	Nill	1500

		the Digital Era		
2017	U. Ramu	Workshop on Deploying Innovative strategies in Marketing Management	Nil	2000
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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)
2016	ICMSEA 2016	Worskhop on MS office Tools	23/12/2016	25/12/2016	226	10
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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
International conference on advancements in materials for manufacturing	1	14/07/2016	16/07/2016	3
LATEST TECHNOLOGICAL CHANGES IN OPTICAL FIBER COMMUNICATION NETWORKS IN INDIA	2	08/08/2016	08/08/2016	1
PCB DESIGN AND FABRICATION	2	15/07/2016	16/07/2016	2
INTRODUCTION TO ROBOTICS	5	20/07/2016	20/07/2016	1
IETE FORUM	2	15/07/2016	15/07/2016	1
Open Source Web GIS Tools for Rural Development	1	06/06/2017	09/12/2017	4
Design of Coastal and	1	01/02/2017	05/02/2017	5

Offshore Structures

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	17	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Nil	Nil	Nil

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

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 Committee
Administrative	Yes	JNTUK, KAKINADA	Yes	Internal Audit Committee

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

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.

6.5.3 – Development programmes for support staff (at least three)

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.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Improving communication and soft skills among the students - Trainers were appointed exclusively for this purpose. 2. Implementation of Academic Audit System - Internal audits were initiated to monitor the academic activities periodically. 3. Strengthening Research - Initiatives were taken in this dimension - An International conference was conducted, A research project was completed. Research culture is being promoted.

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
2016	International Conference on Mathematical Sciences in Engineering Applications (ICMSEA 2016)	10/09/2016	23/12/2016	25/12/2016	226
2016	A seminar on contributing effective Research	10/09/2016	28/11/2016	28/11/2016	28
2016	A two day national level workshop on Robotics	10/09/2016	15/09/2016	16/12/2017	97
2016	Necessity	10/09/2016	14/12/2016	21/12/2016	107

	of enhancing energy efficiency in present scenario - One week program				
2016	Workshop on disaster management and all faculty	10/09/2016	01/10/2016	01/10/2016	50
2016	Workshop on Financial Education by SEBI	10/09/2016	20/09/2016	20/09/2016	255
2016	A workshop on how to make effective group discussions	10/09/2016	06/07/2016	06/07/2016	64
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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
A seminar on Need of Empowering Women - conducted on International Womens day	08/03/2017	08/03/2017	25	20

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/ECO-club 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. Solar panels have been installed in the campus to supplement the power supply requirement to the hostel. Cleanliness drives are held regularly to keep the premises in order and to create awareness among

students to keep the environment clean.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	Yes	5
Scribes for examination	Yes	5

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
2017	1	1	28/01/2017	1	Door to Door campaign at Bakkan napalem village	Educating the families towards Making their Children educated	35
2016	1	1	24/08/2016	1	Rally at PM Palem	Banning usage of plastic	63

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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)	01/06/2016	Service Manual is distributed to all the faculty members
Student Hand Book (Roles and responsibilities including code of conduct)	01/07/2016	Student Handbook is prepared and 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
A seminar on Jeevana Vidya	25/02/2017	25/02/2017	42

Independence Day Celebrations	15/08/2016	15/08/2016	179
Republic Day Celebrations	26/01/2017	26/01/2017	203
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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

- Title of the Practice:** Engineering student to Employable Professional
- 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
- 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 workforce performs at higher levels and abilities which in turn lead to an efficient and effective process of achieving objectives and goals.
- 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 because of personal, academic, physical and mental reasons. As engineering education 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, this 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 for each 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://bitvizag.com/wp-content/uploads/2021/05/BestPractices-1.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 highlight 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/2021/05/InstitutionalDistinctiveness-1.pdf>

8.Future Plans of Actions for Next Academic Year

1. To focus on training the students to improve their communication skills 2. To strengthen career guidance cell 3. To make efforts for core industry participation in placements 4. To get Students engaged in Professional Club Activities 5. To progressively strengthen faculty and students 6. To further strengthen Research and Consultancy 7. To deeply engage students in community services 8. To strengthen our alumni