IQAC Policy

To define and implement a Quality System for quality education to satisfy the expectations of the stakeholders.

Role of Management

- Embed quality as an important component of the vision/mission of the institution.
- Create a conducive environment for teaching-learning and research.
- Encourage faculty to attend national and international conferences and workshops to update their knowledge and skills.
- Encouraging the faculties to pursue higher studies and actively participating in research activities.
- Set up necessary empowered committees for maintaining/assuring the highest levels of quality of teaching, infrastructure, etc.
- Provide support in terms of infrastructure, manpower and other financial aspects.

Role of Principal

- Set up necessary empowered committees for maintaining/assuring the highest levels of quality of teaching and infrastructure as per the directions of the management.
- Follow up with management for approvals of infrastructure, manpower, and financial aspects to support for upskilling the staff and students.
- Ensure the preparation and release of guidelines regarding all Academic activities before the commencement of the semester.
- Ensure that the guidelines given by the Governing Council reach the stakeholders.
- Ensure the satisfaction of stakeholders by being involved in the feedback session and taking appropriate action.
- Ensure the implementation of quality processes in the institution through the IQAC director/ coordinator, Head of the Departments.

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Role of Coordinator

- To coordinate the dissemination of information on various quality parameters in higher education.
- To coordinate the documentation of the various programs/activities leading to quality improvement.
- Support in improving rankings like ARIIA, NIRF, IIC etc.
- To coordinate the timely and efficient execution of the decisions of the IQAC committee.

Role of Faculty

- Follow all the guidelines given by IQAC Cell.
- Motivate, encourage, and inspire students through their capacities such as class teacher, mentor/counsellor, and as guide.
- Maintain discipline according to the institution's rules and guidelines.
- Ensure quality teaching and learning processes.
- Ensuring Interaction with the Stakeholders
- Ensure all the documents are submitted to the IQAC related to teaching-learning and accreditation on time.
- Coordinate the timely and efficient execution of the decisions of the IQAC committee.

Role of Students

- Abide by norms, rules, and guidelines related to discipline, punctuality, and regularity.
- Meet the benchmarks to maintain good attendance, and results and to develop required presentation skills for better placements.
- Provide their feedback to remove any deficiencies in the course curriculum, and teaching-learning process.
- Promote the learning culture among the peers.

Role of Alumni/Parents/Employers

- Maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
- Maintain goodwill of the institute.
- Participate in academic/non-academic committees/activities to provide inputs based on their experience, and encourage, motivate, and inspire students.
- Periodicity of meetings: The Alumni committee will meet once a year.

e-Governance Policy

POLICY DOCUMENT

The primary goal in establishing e-governance at Vivekananda Institute of Technology is to enhance operational efficiency and optimize resource utilization. The implementation of e-governance is anticipated to streamline university processes through computerized operations, providing users with accurate data and information. This initiative aims to reduce paperwork, minimize the time required for the movement of papers and files in official tasks, and enhance the overall efficiency of human resources. The university has begun the phased implementation of e-governance in key areas such as Finance and Accounts, Student Management and Support, HR & Administration, and Examination Management, starting in the fiscal year 2018-19.

Policy:

The institution is committed to integrating e-governance across all operational facets, including library services, accounts, admissions, administration, teaching, and more. This policy is specifically crafted to ensure transparency and accountability in every function. The college has chosen to establish the following set of policies and procedures.

Website

Our website is envisioned as a dynamic information centre that vividly portrays the essence of the college, encompassing its activities, crucial announcements, and the array of courses offered. To accomplish this, the college will engage a dedicated service provider or web designer. Comprehensive training programs will be conducted for the administrative and teaching staff to empower them to seamlessly update critical information on the website.

A specialized Website Committee will be instituted to govern the administration of the college website. This committee will be entrusted with the responsibility of regularly updating, maintaining, and ensuring the smooth functioning of the website. Furthermore, the Committee will proactively assess and implement necessary changes on the website to enhance its effectiveness. The college is committed to using its website as a vibrant showcase, reflecting

its dynamic character and ongoing initiatives. All essential notifications will be promptly published on the website as soon as they are released, ensuring timely communication with the college community.

Admission Excellence:

Our commitment to an open and transparent admission process is fortified by adherence to ethical practices and regulations prescribed by the Visvesvaraya Technological University. The college's comprehensive Brochure, accessible on the website, serves as a beacon, providing clear guidelines for prospective students navigating the admission process.

Admissions transpire through a rigorous system, involving Common Entrance Tests specific to Karnataka and COMED-K. For Management Admissions, the college employs a merit-based approach, evaluating applications meticulously. The registration process is seamlessly facilitated through the VTU Online portal, ensuring a streamlined and accessible experience for aspiring students. We take pride in maintaining the highest standards throughout the admission journey, reflecting our dedication to excellence in education.

Efficient Financial Management:

The college's financial operations are seamlessly orchestrated through the state-of-the-art Tally software, with a commitment to using the latest versions for optimal functionality. The advanced features inherent in Tally empower our staff to maintain financial records with effectiveness and efficiency, generating key documents such as Profit and Loss statements and Balance Sheets. The software also serves as the linchpin for generating insightful analysis reports.

To safeguard the confidentiality of transactions, rigorous security measures are implemented. Continuous training for existing staff ensures that they remain adept in utilizing the software, and regular software updates are diligently pursued.

In addition to Tally, the college harnesses the power of other specialized software tools. The Public Financial Management System (PFMS) is instrumental in managing government funds, while the Payroll Management System automates salary calculations, generates salary slips, and facilitates seamless salary disbursement to bank accounts. This comprehensive system oversees aspects like TDS, Provident Fund, Allowances, among others, with the capability to generate detailed reports for all staff members.

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Embracing modernity, the college conducts financial transactions predominantly through online modes such as NEFT, RTGS, and Bank Transfers, ensuring a secure and streamlined financial ecosystem

Attendance Monitoring:

The institution has adopted an advanced and secure attendance tracking system utilizing biometric technology. This cutting-edge approach enhances accuracy, efficiency, and reliability in monitoring the attendance of staff. Each individual's unique biological characteristics, such as fingerprints, are registered in the system, providing an infallible method of identification.

The biometric attendance system eliminates the possibility of proxy attendance and ensures that recorded attendance is directly tied to the specific individual. This technology not only streamlines the attendance-taking process but also enhances overall security within the institution.

By implementing biometric attendance tracking, the institution demonstrates a commitment to leveraging modern technology for the benefit of accurate and transparent attendance records. This approach not only reduces administrative workload but also fosters a culture of punctuality and accountability among students and staff.

E- Resources

The VTU Consortium stands as the visionary initiative of the Visvesvaraya Technological University, Belagavi (VTU), signalling a ground breaking step in promoting the utilization of e-resources among its affiliated institutions at an affordable cost. Pioneering a cooperative approach, this project is the first of its kind in the entire country, setting a unique precedent for collaborative efforts.

The primary objective of the consortium is to fortify the collection of e-resources within each affiliated institution. By doing so, it seeks to empower faculty and students, providing them with unhindered access to a wealth of scholarly information. This forward-thinking initiative embodies a commitment to fostering a knowledge-rich environment across the university, contributing significantly to the academic growth and research capabilities of its stakeholders. The VTU Consortium, through its pioneering efforts, aims to elevate the standards of education and research accessibility, leaving an indelible mark on the landscape of higher education in the country.
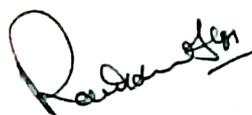
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The details can be accessed through

https://www.knimbus.com/vtu.html

Internal & External Examinations:

In accordance with university directives, the administration is mandated to conduct examination process online. All aspects, including the submission of examination forms, revaluation requests, photocopy requests, hall ticket issuance, receipt of examination papers, and marks uploading, are to be handled through online channels. The utmost priority is placed on maintaining absolute secrecy and confidentiality during the entire examination process, requiring meticulous care and caution. The examination coordinator, under the guidance of the college Principal, oversees the entire examination process.

Communication:

Timely updates on student-related matters, such as fees, college updates, and other academic information, are regularly communicated.

Payments:

Parents and staff will have the convenience of making payments using debit/credit cards and UPI platforms.

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Research & Development Policy

National Education Policy (NEP) 2020 encourages Higher Education Institutions to establish Research and Development Cell (R&D Cell) and promote the quality research within the education System. In any technical education institution, research innovation, and development are crucial components in improving the quality of teaching. R&D Cell which aims to nurture research culture in the institute by promoting research in newly emerging and challenging frontier areas of Engineering, Technology, and Science & Humanities. It encourages the students and faculty undertake the research in newly emerging frontier areas including multidisciplinary fields. This enhances the general research capability of budding technocrats by way of participating in conferences, seminars, workshops, project competitions etc. Also, Teaching and Research are considered the twin primary objectives of a teacher working in educational Institutions/universities with recognized Research Departments.

According to NEP 2020, our institution is continuously encouraging, supporting, and promoting R&D activities towards achieving the vision and mission of the institute. The individual departments have R&D centres with senior faculty members. The centre manages all the research activities of the college by monitoring and coordinating the various research programs. It facilitates interaction with external agencies for funded R&D projects, and also promotes and manages Institute-Industry interaction.

Objectives of R & D Centres

- To create awareness and opportunities in Research and Development among the faculty and students to create a Research and Development atmosphere in every department
- To motivate the faculty members to improve their knowledge and skills in emerging and challenging frontier areas.
- To encourage staff members and students to publish technical papers for publishing in National and International conferences/Journals.
- To undertake research activities and development projects offered by agencies such as DRDO, VTU, DST, AICTE, KSCST, VGST etc.
- To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies.
- To facilitate the growth of research activity among the academic community
- To coordinate faculty level workshops and staff development activities on research related issue.

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The Institute affirms the following principles concerning research:

I. Individual researchers should be allowed to choose the topic of their studies, and obtain funding for their study from any legitimate source, and come to their own conclusions. Peers should be able to review and critique these results and conclusions.

II. Research methods should not go against accepted professional ethics in regard to human health, safety, privacy, and other rights as well as the suffering or injury of animals

III. By providing appropriate infrastructure, such as space, a library, lab facilities, and financing if available, based on the educational quality of the planned research, you can create an environment that is conducive to research.

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Recruitment Policy

The service regulations at Vivekananda Institute of Technology in Bangalore are established by the Janatha Education Society. These rules are accessible to all employees within the organization and adhere to the guidelines set by AICTE, Visvesvaraya Technological University, and the Government of Karnataka. The establishment section is responsible for maintaining a Service Book for each staff member. As an affiliated and accredited institution, standardized processes are defined for all activities. The recruitment procedure for appointing teaching faculty is a structured and integral part of the institution's operations.

During the academic year, staff requirement details will be gathered from the Heads of Departments (HODs) using a designated format. These details will then be presented to management for approval to advertise in newspapers.

> ➤ Qualifications and experience requirements will be highlighted in advertisements placed in newspapers.
> ➤ Upon receipt of applications/resumes, a thorough scrutiny will be conducted, and candidates will be shortlisted.
> ➤ Shortlisted candidates will be invited for interviews on the specified date.
> ➤ The Committee will compile the merit list (Selection List) based on the interview outcomes.

A letter signed by principal shall be issued to the selected candidate. Subsequently, the Secretary of the Janatha Education Society (JES) will issue the Appointment Order. The appointed candidate is required to meet the principal and commence duty within the stipulated joining date, as indicated in the letter signed by the Principal/President. Original documents must be submitted to the office during this process. If the candidate requests an extension for joining, the principal will evaluate the request, and a suitable decision will be communicated to the candidate.

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Should the chosen candidate fail to report within the specified timeframe, their appointment will be deemed cancelled, and a new Appointment Order will be issued to the next candidate on the waitlist. The Head of the Department (HOD) will be promptly informed about the candidate's reporting for duty.

Procedure:

Faculty/staff recruitment stands as a pivotal undertaking at VKIT, with the dedicated formation of the Selection Committee to oversee the entire procedure. The recruitment process encompasses the following steps:

1. Identifying potential candidates
2. Shortlisting qualified candidates
3. Conducting a preliminary interview (applicable for entry-level positions only)
4. Holding a final interview with the Selection Committee

1. Search for Prospective Candidates

1.1 The search or prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Kannada and English dailies listing the open positions
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

1.2 Application procedures:

- The candidates have to satisfy the eligibility criterion Can apply within the time schedule to Office of the Principal
- Retired personnel from teaching/industry and R & D are encouraged to apply for the posts.

The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone No, Email ID and the names of three referees (with contact information) together with attested copies of certificates and Marks cards (of all the years/semesters) etc., in duplicate (in two sets)

> Separate applications are to be submitted in the event of candidates applying for more than one category of post.
> Candidates who had applied for the same posts before have to apply afresh again
> All appointments will be on probation not being less than two years as per relevant rules.
> The age limit is as per the Karnataka Civil Service (General Recruitment) Rules and subsequent orders in force and is relax able to the extent as provided in the said rules and also in respect of retired candidates.

2. Short Listing of Prospective Candidates

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the JES for short listing. The objective of short listing is two folds: -

> To reject applications that do not meet eligibility criteria
> To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the SELECTION COMMITTEE remains within manageable limits. Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the central office along with their comments and observations for the next level of the recruitment process.

3. Preliminary Interview (for entry level positions only)

Initially the candidates applying for the entry positions will be screened by the college Committee. The College Committee conducts the preliminary interview of the shortlisted candidates to evaluate them for their suitability and to ensure that the prospective candidates have the requisites skills and confidence in their respective domain.

During this round, the subcommittee members get an opportunity to assess the candidates better and the candidates get an opportunity to familiarize themselves with the college. Once this round concludes, the resumes of all the eligible candidates are forwarded to the Selection Committee for the final round of interview.

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4. Final Interview with the Selection Committee

The Selection Committee conducts the final round of interviews with the shortlisted candidates. The successful candidates are issued offer letters with a 15 days' time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them.

5. Qualification /Experience/ Pay scale for faculty & staff

- ➢ Minimum Qualification and Experience prescribed for faculty of Engineering / MBA / MCA / as per AICTE (All India Council for Technical Education) norms.
- ➢ Scale of pay for faculty of Engineering /Architecture /MBA & MCA as per AICTE norms.
- ➢ Minimum Qualification and Experience prescribed for Non-Teaching (Technical & Administrative) staff as per State Government /C&R Rules.
- ➢ Scale of pay for Non-Teaching (Technical & Administrative) Staff as per state Government / C&R Rules.

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STUDENT AID FUND

Janatha Education Society (JES), the parent body of our institute, is a registered society, started in the year 1972, through the initiatives of a few educationists & philanthropists, with motto of providing education at affordable cost. It is presently managing 15 institutions at 4 different campuses. All the institutions are named after the great philosopher & the youth icon, Swami Vivekananda, in order to inspire the youngsters to emulate his noble principles, which are cherished all over the world.

It has been the experience of JES that during the admission process of various institution managed by it, that some of the applicants seeking admission belong to the poorest of the poor. Some of the applicants are also from nearby rural areas and have to commute everyday to pursue their education. It was evident that the parents experienced great difficulties to admit their wards to the college. It was also doubtful as to whether they could financially sustain completion of study of the 4 years BE engineering. This plight of the parents set some of the members of JES with a philanthropic bent of mind. To contemplate about the measures that could be adopted by the institution to reduce the burden of such parents by lending financial support to at least a few of the students with merit. This was conceptualized a novel scheme called the STUDENT AID FUND provided by JES to deserving meritorious students. Through this scheme, JES is fulfilling the cause of social justice.

JES has completed 50 years of glorious service in providing education on a non-profitable basis. This apart, the education society has also successfully carried out the motto of the institution conceptualized through its Student Aid Fund to extended financial support to those sections of the people who suffer from socio-economic inequalities. This translates into empowerment of marginalized communities to effectively participate in various activities.

The institution through the scheme of Student Aid Fund seeks to achieve a number of objectives, prime among them are:

- The constitutional goal of equality.
- To serve the cause of education.
- To provide financial aid to economically backward students irrespective of caste, creed or gender.
- To provide financial security for poor meritorious students to sustain & complete their 4 years BE Engineering study in the institution.
- To perform social obligation towards the society.

This venture of JES has attained success due to the stringent financial planning of educationists & philanthropists in the education society. The generous donations of money by the philanthropists to the corpus fund has facilitated the institutions ability to operate in a manner conducive to promote social welfare, especially to protect the interests of the economically weaker sections, irrespective of caste, creed, gender or any other artificial discrimination.

POLICY FOR STUDENT AID FUND

1. The corpus fund for granting student aid scholarship was constitute through voluntary magnanimous donations made by the founding members of JES.
2. The donations are deposited in the bank
3. The donation amount is utilized for granting funds to some of the economically backward meritorious students of the 15 educational institutions managed by JES.
4. The JES dispenses the Student Aid Fund through a body constituted by it. Viz., the Student Aid Fund.
5. The student Aid Fund Committee notifies each of the 15 institutions to call for applications from students for grant of Student Aid Fund, every academic year.
6. The Committee then holds a meeting with all the heads of institutions to determine the number of applications received.
7. Based on the strength of each institution, the Committee decides through a resolution, the number of beneficiaries from each institution for conferment of Student Aid Fund.
8. Each of the institutions thereafter identify & shortlist deserving students by taking into consideration their merit & level of economic backwardness & recommend the same to the Student Aid Committee for due approval & sanction.
9. The Student Aid Fund Committee on a designation date holds an interview with the eligible students & their parents to determine the veracity of the matter & finalizes the list of students for grant of Aid Fund in a uniform & fair manner.

The Student Aid Fund Scheme of JES is both INNOVATIVE & UNIQUE in the sense that it is not only available to students with merit & economic backwardness but also for those who do not enjoy the benefit of government endowed Aid Fund schemes based on caste or gender. Thus, the Student Aid Fund awarded is NOT A MERE FINANCIAL ASSISTANCE BUT A TESTMONIAL OF MERIT CUM ACADEMIC ACHIEVEMENT.

IQAC CO-ORDINATOR

03/01/2024

PRINCIPAL

Principal
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POLICY FOR FINANCIAL SUPPORT TO TEACHERS

Vivekananda Institute of Technology recognizes that research and continuous enhancement of teaching and learning methodologies are pivotal contributors to achieving excellence in the classroom. In the evolving landscape of education, characterized by transformative shifts on both national and global scales, accessibility to learning has significantly increased. Consequently, educators are now required to embody enhanced adaptability, flexibility, and a diversified skill set. The institution fosters a culture where internal faculty members can elevate their academic expertise through well-structured financial support policies, providing them with platforms designed by VKIT for professional development.

This initiative aims to support the professional development of faculty members by providing financial assistance for their participation in various academic events such as seminars, symposia, conferences, workshops, and training programs, both within India and internationally. By facilitating their attendance at these events, the program seeks to promote the exchange of knowledge, encourage academic growth, foster collaborations, and facilitate networking opportunities. This concerted effort contributes to cultivating an environment conducive to scholarly pursuits. The anticipated outcomes include enhanced professional and personal effectiveness among educators, ultimately translating into academic achievements at the institutional, individual, and student levels.

Objectives

Extend financial support to the teaching faculty for the following purposes:

➢ Participation in seminars, symposia, conferences, workshops, refresher courses, PhD program coursework, book publications, and training workshops

➢ Encouragement for faculty members to apply for travel grant funds.

➢ Provision of financial assistance, in the form of reimbursement for registration fees and DA/TA, to promote faculty participation in various conferences and workshops aimed at professional development.

➢ Support for Professional Development Programs, Capacity Building, Faculty Development Programs (FDPs), and Management Development Programs (MDPs).

Policy Scope

This policy is applicable to all tiers of academic and research activities, excluding certification programs. Inclusion in such programs is subject to local needs assessments, approvals, and compliance with institutional requirements. Faculty members are expected to synchronize their involvement with academic content standards or research criteria as delineated in the Research Policy. The outlined directives have been formulated in alignment with the policies of Vivekananda Institute of Technology.

Teaching and non-teaching staff members, whether permanent or on probation, are eligible for grants under the following conditions:

i. Provision of financial support for professors attending workshops, Faculty Development Programs (FDPs), and conferences to enhance their intellectual capacities.

ii. Availability of financial assistance for faculty members participating in workshops, training sessions, and refresher programs, with encouragement for active engagement

iii. Participation in international conferences is permitted for faculty members post the completion of their probationary period.

iv. Following the probationary period, faculty members are encouraged to seek grants from funding agencies subject to the Principal's approval.

Reporting and Documentation of Event Outcomes:

➤ Within one week of returning, staff members are required to submit a comprehensive report, accompanied by receipts for reimbursement.

➤ Upon submission of original documents, including air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a concise report on the Seminar/Conference/Workshop/Proceedings, incurred expenses will be duly refunded.

➤ For any training program attended, staff members must share details of the program and learning experiences with their respective department within one week of their return.

➤ Faculty members participating in international seminars or conferences are expected to engage in the publication of their work in reputable international journals.

IQAC Coordinator

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