



Vidyalankar Institute of Technology

Standard Operating Procedure Development

Module: Other Committees

Version 1 : May 2012

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Table of Contents

17B. PROCESS -COMMITTEES..... 3
17B.1: SUB PROCESS – OPERATIONS OF COMMITTEES..... 3

17B. PROCESS -COMMITTEES

17B.1: SUB PROCESS – OPERATIONS OF COMMITTEES

Key Objectives	<ul style="list-style-type: none"> To ensure the improvement & sustenance of quality education in the institution, various committees under the leadership of senior faculty should be constituted. The primary objective of every committee should be to enhance the quality of education through developmental activities which will add value and lead to a holistic development of the students.
Key Inputs	<ul style="list-style-type: none"> List of committees, Activity Calendar, Activity proposals.

PROCESS DESCRIPTION

Key Activities	Description
1. Decision on Committee Formation	1.1 The Principal in discussion with Vice Principal, CAO and HODs should finalize the committees that need to be formed, maintained or discontinued. This should be done in the beginning of the academic year 1.2 The areas of activities should be discussed and accordingly broad goals and scope for each activity and committee should be decided 1.3 A proposed list of committees with goals and scope should be displayed on V-live and Notice board 1.4 Vice Principal/ CAO should act as 'Mentor' for all the committees
2. Invite Nominations/ Ap point conveners/members	2.1 The nominations are invited from faculty for the proposed committees 2.2 On receipt of nominations, Vice Principal in discussion with CAO and HODs should appoint 'Convener' for each committee. The convener's nomination should be based on his/her skills, relevant experience, contacts relevant to committee, past experience etc 2.3 If no nomination has been received for any committee, the Vice Principal should appoint a 'Convener' for the same in discussion with CAO and HoDs 2.4 In addition to Convener, Vice Principal should appoint 2 faculty members to assist Convener in smooth functioning of the Committee. This should be called as 'executive committee' 2.5 Vice Principal/CAO should monitor the overall functioning of committees
3. Convener Meetings	3.1 Vice Principal should prepare a schedule and conduct conveners' meetings 3.2 The expectations from conveners', key responsibilities, key committee activities should be explained to them. Any other queries should be resolved
4. Activity Calendar and Budget Preparation	4.1 The Conveners within 15 days of appointment should decide on key activities/events that they plan to undertake in academic year. Some of these activities may be recurring while some may be new. 4.2 Vice Principal should consolidate an activity calendar submitted by various committee conveners before commencement of academic year and include the same in Institute's activity calendar 4.3 The convener should estimate the expenses for the activities/event and propose budget to the Vice Principal. An amount should be budgeted for the unplanned events as well. 4.4 Vice Principal may suggest changes to the budget. 4.5 The revised budget should be discussed by Convener with COO/ CAO and the Principal 4.6 The Vice Principal may approve/reject or suggest revisions to the budget

VIT SOP DEVELOPMENT– OTHER COMMITTEES

PROCESS DESCRIPTION	
Key Activities	Description
5. Committee Meetings	5.1 The conveners should hold meetings of its committee members at least once a week/ Fortnight to discuss the committees operations 5.2 Convener should update Vice Principal on status of committees' activities by way of minutes of meetings, Activity reports.
6. Committee Report	6.1 The Committees should submit bi-annual report to Vice Principal in July/December every year. The report should contain: <ul style="list-style-type: none">○ Details of activities conducted, attendees, Output○ Budget and Expense report on activity○ Feedback received○ Any other point as may be relevant 6.2 The convener should present report at the all-committee meet

Note: The key objectives and responsibilities of the various committees is included as **Annexure** to the document

Annexure

1. ALUMNI COMMITTEE

Key Objectives	To foster interactions and reinforce the bonds between alumni and the Institute through activities, programs and services to nurture mutually beneficial relationships.
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KEY RESPONSIBILITIES

1. Conduct Two Alumni Meets in a year
2. Regularly maintain and update database of all the graduating students.
3. Print Annual Directory and hand it over to students.
4. Maintain e–mail/SMS contact to inform about Alumni Meets, college events, conferences, VIT newsletter etc.
5. Identify special achievements by alumni and arrange for felicitation during Alumni Meet
6. Tracking of position and designation of alumni students
7. Enhance alumni involvement in college activities and beyond syllabus activities like guest sessions, industrial visits, project work etc.
8. Communicate that the college infrastructural facilities (Library/ Sports/Conference Halls/ Canteen etc.) are available to alumni.
9. Organize Seminars to promote alumni involvement in Placement, Career Counseling, Guest Lectures, Projects, and Endowments etc. The details of alumni to be forwarded to departments or specific committees.
10. Explore and implement the efforts put in by other national/international institutes to develop alumni associations
11. Explore and implement the efforts put in by other national/international institutes to develop alumni associations.
12. Collect feedback from alumni, consolidate the inputs and provide it to concerned departments for future planning

2. BIOMEDICAL STUDENTS ASSOCIATION

Key Objectives	<ul style="list-style-type: none"> ▪ To encourage, promote and advance interdisciplinary co-operation amongst engineers and for the growth of teaching, research and practices of biomedical engineering. ▪ To spread knowledge in biomedical engineering and create training opportunities ▪ To support and assist ,research and development in all aspects of biomedical engineering ▪ To help the improvement of standards, terminology, equipment, methods and safety practices.
Key Inputs	<ul style="list-style-type: none"> ▪ Development and progress of the students to be monitored

KEY RESPONSIBILITIES

1. Organize conferences, lectures & study programmes
2. Maintain contacts with other learned and professional organizations
3. Arrange such events to develop soft skills of the students. Eg. Group discussion, debate, etc.

VIT SOP DEVELOPMENT– OTHER COMMITTEES

3. ANTI RAGGING /DISCIPLINE COMMITTEE

Key Objectives	<ul style="list-style-type: none">To foster a healthy interaction among all the students and enable them to bond with each other.
Key Inputs	<ul style="list-style-type: none">Development and progress of the students to be monitored
Key Outputs	<ul style="list-style-type: none">To ensure that the overall atmosphere of the Institute remains good and devoid of Student conflict

KEY RESPONSIBILITIES

1. To wear Identity Cards.
2. To always display posters regarding Anti-ragging
3. To monitor the student's anti ragging – Convener.
4. Discipline related issues in the college – M₁
5. To look after dress code issues in the college – NFF/ M₂ .
6. To maintain a code of conduct
7. To create awareness of harmful impact of smoking, Drug addiction etc. on Posters -Convener.
8. To conduct regular meetings with Security and counsel indiscipline students quarterly and as when needed- Convener

4. VALUE ADDED SERVICES COMMITTEE

Key Objectives	<ul style="list-style-type: none">To foster a healthy interaction among all the students and enable them to bond with each other.
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KEY RESPONSIBILITIES

1. To conduct Training courses for success in CAT/GATE/GRE – Session in Semester V – for all students - Convener.
2. To conduct training courses on JAVA,CCNA, Embedded Systems VLSI, Web Designing etc., for improving technical skills of students after Semester IV, Semester VI - M₁, M₂
3. To conduct Short term training courses and workshops on Animation, Robotics
4. To conduct Training courses on various foreign languages such as French, Spanish and German and Japanese which shall help students take up global assignments-- Convener.
5. To organize career counseling to enhance awareness of diverse job opportunities Placement – (Convener)
6. To organize courses conducted through various Industry Connect Programs like Infosys Campus connect, EMC etc. –coordinators available – Convener.

5.ENTREPRENEURSHIP DEVELOPMENT ACTIVITIES COMMITTEE

Key Objectives	<ul style="list-style-type: none">To identify and nurture the talent and entrepreneurial spirit of studentsTo provide students with opportunities for excellenceTo help students build financial security by designing and implementing innovative, practical, efficient and effective entrepreneurial solutions.
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KEY RESPONSIBILITIES

- Chapter 1 To identify and advise on the type of business the individuals or groups can carry out based on their competencies and skills.
- Chapter 2 To build entrepreneurship feeling in students by conducting seminars, workshops, e-week on campus.
- Chapter 3 To provide infrastructural facilities (office / labs etc.) for developing entrepreneurs.
- Chapter 4 To organize Guest Lectures by Practicing Entrepreneurs from other Institutes.
- Chapter 5 To tie up with other Entrepreneur Training Institutes.
- Chapter 6 To advise the entrepreneurs on legal and statutory requirements
- Chapter 7 To advise them on for execution of Business Ideas and Projects
- Chapter 8 To assist them on market research and survey to identify possible business opportunities

6. FINAL YEAR PROJECTS QUALITY ASSURANCE COMMITTEE

Key Objectives	To achieve meaningful, useful projects To educate students on project handling skills
Key Inputs	To communicate with students on projects to be made.

KEY RESPONSIBILITIES

- To arrange project exhibition
- To conduct a project audit
- To conduct project mock examination
- To arrange project examination
- To ensure that projects per staff member have not exceeded the limit as assigned

7. LIBRARY COMMITTEE

Key Objectives	<ul style="list-style-type: none"> ▪ To assist in developing operational procedures and to suggest various measures for improvement and development of the library resources.
Key Inputs	<ul style="list-style-type: none"> ▪ To ensure smooth functioning of Institute's library
Key Outputs	<ul style="list-style-type: none"> ▪ To provide Value Added Services to students in recognition of the need to prepare them with the skills, practical training and languages useful in working across diverse cultures and nationalities. ▪ To focus on improving institutional effectiveness by arranging strategic training courses with the existing curriculum.

KEY RESPONSIBILITIES

1. To review and update library material on a continuous basis
2. To provide a reading room to the students
3. To provide a reference section for the books
4. To display on library notice board the details for working hours, extended hours and holidays
5. To obtain a database of current students, alumni and visitor/community
6. To ensure database for book issue and issue period is maintained by the library in charge
7. To ensure periodicals and books are disposed.
8. To prepare a yearly budget for the library requirements
9. To conduct a stock verification on a regular basis

8. PARENT INTERACTION COMMITTEE

Key Objectives

- To assist the parents in understanding the influence they exercise on the career development of the students to enable them to provide constructive and knowledgeable advice.
- To counsel sessions with parents on positive parenting styles, support, guidance and responsiveness for a stress-free academic life of students
- To provide a common forum for interaction of parents and teachers to exchange feedback and jointly motivate the student to put in his/her best efforts.

KEY RESPONSIBILITIES

1. To standardize communication with parents
2. To arrange seminars for parents on bridging the gulf between high school and college life.
3. To ensure an open communication channel for conveying the performance, attendance and behavioral patterns of students regularly.
4. To conduct sessions on dealing with failures and provide moral support.
5. To communicate requirements and possible expenditure on books, stationery, etc
6. To enhance awareness of the benefits and pitfalls of internet surfing by adolescents and the subsequent restraint necessary in providing personal computers.
7. To inform about career and placement opportunities for the students after their Engineering career
8. Counseling on the financial planning and emotional aspects involved when students opt for studying abroad
9. To arrange lectures and panel discussions by experts to educate parents on dealing with teenage - young adults, on the necessity of barring them from drugs and alcohol, crossing railway tracks, ragging etc.
10. To impart information about the facilities available on the campus
11. To coordinate parents involvement in college activities.

9. PERSONALITY ENRICHMENT COMMITTEE

Key Objectives

- To organize and coordinate an interesting blend of courses ranging from soft skills to grooming sessions to educate employees to qualitatively upgrade their life and career.

KEY RESPONSIBILITIES

1. To organize seminars and workshops comprising of training material designed by inspiring personalities
2. To organizing lectures that increases employee morale
3. To organize Yoga and Meditation sessions
4. To co-ordinate Avishkar meets
5. To arrange seminars on dress codes, grooming sessions, table etiquettes in consultation with experts.
6. To conduct workshops on Public Speaking, Conversation, Communication, Inter personal Skills
7. To engage sessions that enhances awareness on healthy living habits – anti-smoking, avoidance of drugs, sex education, road safety
8. To conduct training sessions to teach employees tips to handle emergencies and First Aid, or critical incidents such as in adverse weather or political situations.

10. PLACEMENT COMMITTEE

Key Objectives

- To serve as an interface to establish the best student- organization fit by arranging campus interviews.
- To act as a nodal point for all placement-related activities and assists students in developing an effective job search strategy by providing relevant information and resources.
- To facilitate prospective employers by organizing institute-industry interactions regularly, providing complete support for arranging placement activities on the campus and recommending students to them for internship and placement
- To organize pre-placement training by way of group discussions, personal interviews and workshops on personality enrichment and communication skills in an attempt to train students with the necessary skills required to meet the challenges of recruitment.

KEY RESPONSIBILITIES

1. To prepare a common database, plan for pre-placement training.
2. To prepare an attractive and comprehensive Placement Brochure
3. To organize Pre–Placement Seminars by Companies for all branches
4. To get the Pre–Placement Job Announcement Form filled in by the representatives of each visiting company
5. To maintain and regularly update database of students by getting information from the exam cell
6. To maintain database of companies and establishing strategic links for campus recruitments
7. To gather information about job fairs and all relevant recruitment advertisements
8. To co-ordinate with companies to learn about their recruitment procedures
9. To consolidate inputs obtained from companies coming to the institute for recruitment and forwarding them to departments for improving quality of students in future.
10. To identify the needs and expectations of the companies to assist them in recruiting the most suitable candidates.
11. To organize pre-placement training for students (Soft Skills, Dress Codes, Mock Interviews). The same shall be organized in the vacation period and is to be arranged with Humanities department faculty
12. To arrange periodic meetings with Human Resources Departments and Recruitment department of companies to promote our Institute
13. To collect feedback from employers where the Institutes students are placed

11. VIDYALANKAR VOLUNTEERING COMMITTEE

Key Objectives

- To provide an opportunity to engineering students to apply their ideas and simultaneously offer specialized input in the development of devices (e.g. technology to help the aged or disabled).
- To motivate students to willingly participate in 'on-the field' social service activities, build partnerships with NGO's to address common goals and raise awareness of volunteering as it is also an important part of the role of educators

KEY RESPONSIBILITIES

1. To spread awareness of Learn–Earn–Return: Vidyalankar Volunteering – Talk
2. To initiate programs such as Blood Donation Camps across campus, Anti-Pollution drives, Voting Registrations etc.
3. To ensure student participation in community service.
4. To arrange guest lectures and seminars by eminent philanthropists to enhance awareness on Volunteering.
5. To organize events to increase awareness among community members and involve them in social work so that they can work hand-in-glove with students.
6. To initiate NCC, after obtaining the necessary permissions, to build a student base of volunteers.
7. To promote special days like World AIDS day, World Health Day etc.

VIT SOP DEVELOPMENT– OTHER COMMITTEES

KEY RESPONSIBILITIES

8. To enter into understandings with NGO's to work for the benefit of society.
9. To interact with NGOs and promote objectives like Plastic ban, literacy drive, no smoking etc.
10. To encourage and organize disaster Management course.

12. WEBSITE COMMITTEE

Key Objectives

- To be an active portal, enabling the college to publish current news and events, updated regularly.
- To communicate the strategic vision of its founders, to make it easy for current students to pursue their education and prospective students who wish to apply to find necessary information.
- To provide excellent networking facilities for our alumni spread worldwide.

KEY RESPONSIBILITIES

1. To develop, update and enhance the accessibility of the Internal and External Websites per department to benefit all existing and prospective members of the institution.
2. To coordinate efforts to design a creative and flexible website while maintaining current and relevant content for the website and increasing the usability.
3. To update Institutional data on the website Internal/External on a regular basis
4. To study websites of other leading educational institutes and incorporate suitable and innovative modifications such as including Campus Diary / Weekly activities etc.
5. To use the latest technology to enable online registration and payment of fees, online submission of all application forms, chat sessions before exams, mock tests for GATE/CAT/GRE

13. WOMEN DEVELOPMENT CELL COMMITTEE

Key Objectives

- To empower women and at creating wider gender sensitivity so as to facilitate a congenial working environment
- To create awareness among women employees so that they are not subjected to gender-specific discrimination or sexual harassment and ensure that their fundamental rights (provided by the Constitution of India) are not violated.
- To promote respect for women at the workplace, address feminist issues, identify problems of working women and try to resolve them in a well-negotiated manner.

KEY RESPONSIBILITIES

1. To organize guest lecturers to enhance awareness on rights, safety, health care, balancing work and home
2. To provide a forum for discussion and interaction with eminent ladies
3. To coordinate Women’s Day celebrations.
4. To organize Seminars on women and Indian culture in matters of dressing, festivals, traditions
5. To arrange training programs for teaching basic self-defense techniques.
6. To work with Vidyalandkar Volunteering committee and be involved in activities for “Women Empowerment” in the Community.
7. To organize classes for training on recipes, interior decoration.
8. To coordinate with NGO’s for and protection of rights, for women empowerment
9. To arrange confidential counseling sessions for female staff and students

14. FOOD AND BEVERAGES COMMITTEE

Key Objectives

- To ensure that there is always access to food on the campus and that the cafeteria and kitchen premises and also conform high standards of cleanliness.
- To regularly monitor matters related to pricing, variety and meal plans and address issues and concerns from the college community regarding the food services.

KEY RESPONSIBILITIES

1. Food Courts serve good quality, hygienic food should be ensured.
2. Periodic meetings and visits with Consultants and other cafeterias and implement innovative ideas should be organized
3. Canteen to arrange for reasonably priced packed lunch should be coordinated.
4. Monitor menu, provide inputs on a variety of cuisines
5. Periodic training programs for Serving Staff on hygiene, kitchen maintenance, uniforms; conduct seminars on table etiquette should be organized.
6. Renting of premises and culinary arrangements for parties/functions should be promoted.
7. Vending Machines, crockery, adequate seating arrangements, LCD TV’s in Food Courts should be monitored.
8. Food Festivals should be organized
9. Adequacy of safe drinking water and periodic maintenance of water coolers in the Institute should be ensured.
10. Regular feedback and consider suggestions for improvement should be ensured.
11. Sponsorship deals should be arranged.

15. HOBBY CLUBS COMMITTEE

Key Objectives

- To inspire students to pursue a hobby and explore their potential in areas like music, photography, painting, gardening, star gazing, reading, trekking etc.

KEY RESPONSIBILITIES

1. Hobby clubs and activities such as Music, Dance, Reading, Dramatics should be initiated
2. Exhibitions for displaying creativity in Painting, Photography, Blogging etc should be arranged.
3. Outdoor activities like Gardening, Trekking, Amateur astronomy should be arranged.
4. Experts to guide students in pursuing hobbies should be invited.
5. Workshops or training sessions in fields like Animation, Web Designing, Ethical Hacking, Innovation Lab etc. should be conducted
6. Indoor Arts activity should be arranged e.g. Performing Arts, Arts, etc.
7. Hobby Exhibition should be conducted

16. GRIEVANCE REDRESSAL COMMITTEE

Key Objectives

- To provide a structured and effective complaints redressal mechanism.
- To provide an opportunity to everyone in VIT to be listened to so that any feeling of injustice is sorted out promptly

KEY RESPONSIBILITIES

1. To form a grievance redressal cells to handle grievances
2. To redress students', staff and faculty grievances separately
3. Formation of a separate cell for ladies.
4. Suitable timings for students', staff and faculty should be arranged.
5. Grievances should be redressed promptly.
6. Employees should be able to present their issues without prejudging or commenting
7. Positive, friendly ways to resolve the crisis should be used rather than punitive steps, which disturb the system.
8. Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible
9. Effective, sensitive and confidential communication should be reassured between the involved in the grievance
10. Proper investigation of the facts and figures related the problem should be ensured.
11. Documentation of the procedures and of all necessary steps taken to resolve the problem/complaint should be followed.

17. INDUSTRY-INSTITUTE INTERACTION COMMITTEE

Key Objectives	<ul style="list-style-type: none"> ▪ To work towards designing an engineering curriculum which prepares students for jobs in multinational companies, by exposing them to the newest technologies and practical methodologies by way of strategic collaborations with industries ▪ To achieve a symbiotic blend of academia and industry to enhance placement opportunities
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KEY RESPONSIBILITIES

1. MOUs should be displayed.
2. Significant ties with Industry should be initiated to enhance student employability.
3. Feedback of the expectations of Industry from graduating students and subsequently equipping students with industry-oriented requirements should be arranged.
4. Database of industry contacts should be built and the same should be shared with departments to assist in organizing seminars and guest lectures by experts and eminent industrialists to increase awareness on the latest technological developments.
5. Industry Requirements should be forecasted.
6. Details of resource persons as experts for Short Term Technical Courses, Workshops/Guest Lectures, Project guidance should be given.
7. Joint research programmes and field studies by faculty and people from industries should be arranged
8. Memorandum of Understanding between the Institute and industries
9. B.E. and M.E. projects under the joint guidance of the faculty and experts from industry should be co-ordinated.
10. A close nexus with the Placement cell and the Alumni committee should be formed,
11. Short Term Training in technical skills and soft skills for faculty/non-teaching staff as well as students should be arranged
12. Getting Testing and Consultancy Assignments
13. Industrial Chair should be created.
14. Quarterly Report of MOU activities

18. INDIAN SOCIETY OF TECHNICAL EDUCATION (ISTE)

Key Objectives	<ul style="list-style-type: none"> ▪ To serve as a common agency for stimulating and guiding its members to formulate the general goals and responsibilities of technical education for the service of mankind and the advancement of general welfare.
Key Inputs	<ul style="list-style-type: none"> ▪
Key Outputs	<ul style="list-style-type: none"> ▪

KEY RESPONSIBILITIES

1. To formulate the general goals & responsibilities of technical education.
2. To adjust curriculum & educational processes to changing conditions.
3. To develop effective teachers & educational administrators.
4. To improve instructional methods & practices & administrative usages.
5. To enhance professional ideals & standards.
6. To foster research as a function complementary to teaching.
7. To cultivate fraternal spirit amongst the teachers, administrators, industrialists & professionals.
8. To bring about effective linkage between technical institutions industry & society.
9. To award Honorary fellowships, Awards and Prizes, for furthering the objectives of Technical Education

19. BIOMEDICAL ENGINEERING SOCIETY OF INDIA(BMESI)

Key Objectives

- To encourage, promote and advance interdisciplinary co-operation amongst scientists, engineers, and medical doctors for the growth of teaching, research and practices of biomedical engineering.
- To disseminate knowledge in biomedical engineering.
- To stimulate and aid research and development in all aspects of biomedical engineering.
- To help the improvement of standards, terminology, equipment, methods and safety practices.

KEY RESPONSIBILITIES

1. Publication of an official journal.
2. Advisory service should be set up.
3. Symposia, conferences, lectures, study programmes, etc. should be organized
4. Contacts with other learned and professional organizations should be maintained.
5. Purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage, or otherwise dispose of movable or immovable properties of the society.
6. Borrow or raise money in such manner as the society may think fit and collect subscriptions and donations for the purpose of the Society.
7. Funds of the Society should be invested in such manner as may from time to time determined by the society.
8. Such other activities should be undertaken which are cognate to the objects of the society or conducive to the attainments of the above objects

20. LAB DEVELOPMENT COMMITTEE

Key Objectives	<ul style="list-style-type: none">To set up with latest infrastructure and meaningful experiment set ups. To disseminate knowledge for various courses as applicable.
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KEY RESPONSIBILITIES

1. Equipments & Consumables to be purchased
2. Equipment & consumables stock register should be maintained
3. Equipments which are not required should be disposed
4. Practical set with subject teacher should be updated.
5. Projects to fetch grants should be submitted
6. Functioning of Laboratory should be managed on daily basis
7. Lab Equipments should be maintained.
8. Charts, photographs in laboratory should be displayed.
9. A team to achieve expertise in the field should be developed,
10. Training / demo of new equipments should be given.
11. Training of Laboratory staff.

21. RESEARCH & DEVELOPMENT COMMITTEE

Key Objective	<ul style="list-style-type: none">To facilitate the interchange of information, establishment of standards, new techniques and fresh approaches to old problems.To provide an atmosphere conducive to research and development for faculty and students by entering into strategic collaborations with industries and other institutes at the national and international levels.
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KEY RESPONSIBILITIES

1. To organize National and International Conferences
2. To encourage all departments to organize Short Term Training Programs and workshops. At least one per year per department AICTE/ISTE.
3. To establishing linkages with other R&D Institutes / Labs / Organizations for projects
4. Seminars on paper presentation techniques for faculty and students, designed to meet international standards should be arranged.
5. The concept of research among students by arranging paper presentation competitions should be promoted
6. Publication of research articles by sending deserving entries to journals should be promoted.
7. The faculty members who are research-oriented should be given recognition.
8. Student projects should be scrutinize, selected and guided (BE / ME) and measures should be suggested to develop set up Innovation Hub, projects to convert them into a viable Research Project FYPQA.
9. Departments should be encouraged to submit project reports to AICTE / UGC / DRDO to facilitate funding, fetch grants etc.
10. The activities of the Renewable Energy Club 2 activities/sem. prepare report should be monitored.
11. The Research/Development/Consultancy projects from Industry/Research Laboratory should be undertaken.
12. Provide Registered PG/Research Lab at the Institute.
13. Proficiency/Co-curricular/value added courses should be conducted.

22. STAFF WELFARE COMMITTEE

Key Objectives	<ul style="list-style-type: none"> ▪ To encourages a positive atmosphere of open communication which contributes to high employee morale and a dedicated and motivated workforce. ▪ To create a bond of solidarity and a spirit of satisfaction amongst the staff members, it enhances the quality of teaching imparted at the Institute.
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KEY RESPONSIBILITIES

1. Health Awareness Programs on healthy nutrition habits, Yoga, Stress Management should be arranged.
2. Annual Health Check-ups at reputed hospitals should be arranged
3. Seminars on the dangers of smoking, alcohol-consumption and drugs – staff should be coordinated.
4. Annual picnics or get-togethers should be organized
5. Group vacations should be initiated
6. Passport Applications, Driving Lessons, Swimming Lessons, Bill payments, ticket-bookings should be facilitated.
7. Activities such as Car Pool should be promoted.
8. Experts on Wealth Management for tips on investment and tax planning, group or individual Insurance plans for life, health and pension should be conducted.
9. Assistance in locating accommodation to staff members should be provided
10. Personality Enrichment sessions should be organized.
11. Guest lectures on good parenting styles should be initiated
12. Confidential sessions with professional counselors should be organized.

23. STUDENT ACTIVITY COMMITTEE

Key Objectives	<ul style="list-style-type: none"> ▪ To bring out the hidden potential, talents and creative skills of the students to the fullest by organizing cultural, sports-related, community, technical and literary activities and events. ▪ To provide a much needed outlet from studying, it also moulds the students to face the challenges which exist in the highly competitive environment.
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KEY RESPONSIBILITIES

1. Cultural Activities
 - Attractive photos and posters showcasing the enchanting cultural diversity of India should be displayed.
 - Entertainment events with a judicious blend of traditional and modern culture should be conducted
 - Ensuring that obscenity, vulgarity, abuse and imitation of any caste, creed or religion is strictly avoided
 - Encouraging participation and providing necessary guidance to students
 - Allowing freedom to students in planning, executing events and activities but constantly monitoring that they do not deviate from the acceptable norms
 - Observing and celebrating days like Traditional Day, Cultural Day etc.
 - Identifying students who are trained in Classical Indian Arts (music, dance) and arranging performances at the Campus, State and National levels
2. Sports Activities
 - Work towards establishing VIT as a premier institute which has a healthy mix of academia and sports
 - Plan and organize Inter and Intra College sporting events
 - Encourage students to participate
 - Identify students who are specially talented in any sport and groom them
 - Ensure that the Gymnasium is properly equipped and maintained to accommodate a wide range of indoor games
 - Facilitate expert coaching in exceptional cases
 - Arrange sponsors for sporting events

KEY RESPONSIBILITIES

- Organize sporting events utilizing the facilities and space on the campus
- 3. Tech fest Activities
 - Coordinating and organizing the annual Techfest
 - Making provisions for theme-based technical events
 - Including activities that answer societal needs (e.g. inventing devices/ websites facilitating the aged or disabled)
 - Planning the content in such a manner that students are inspired to think innovatively and become research-oriented
 - Conducting the techfest with a motive to complement the technical education students receive in the curriculum and enable them to experience new vistas
 - Providing a forum for industry-institute interaction
 - Enabling students to have a hands-on approach in organizing events
 - Managing the fiscal and sponsorship activities
- 4. Literary Activities
 - Encourage students to contribute articles for Expressions and Vector
 - Coordinate and build a team of students to look into editing, technical and sponsorship aspects
 - Publicize the magazine
 - Develop the online versions of these publications
 - Provide for a theme-based approach covering socially and globally relevant issues

24. COMPUTER SOCIETY OF INDIA

Key Objectives

- To work closely with other industry associations, government bodies and academia to ensure that the benefits of IT advancement ultimately reach down to every single citizen of India.
- To organize workshops, seminars conventions, and technical talks for the benefit of professionals and users of IT apart from conducting continuing education and professional development programmes for a focused audience of budding professionals, researchers and student...

KEY RESPONSIBILITIES

1. Organize Linux Workshop
2. Organize Apple Seminar
3. Maintenance of Vidyalankarlive.com
4. Techadroit workshop to be organized
5. LINUX Seminar to be organized.

25. INFORMATION TECHNOLOGY STUDENTS ASSOCIATION

Key Objectives

- Plan & carryout technical activities relevant to the department concerned.
- Involve maximum number of students in these activities.
- Discourage duplication of activities within the department & across the departments.
- Encourage students to participate / attend technical activities.
- Look for beyond syllabus technical skills through these activities.

KEY RESPONSIBILITIES

1. Coordinate with professional body of the department in organizing programs in demand.
2. Technical paper writing seminar.
3. Technical exhibition.
4. Arranging guest speaker to create awareness about current trends.
5. Paper presentation.
6. Arrange competitions.
7. Interdisciplinary activities (Co-curricular) to strengthen understanding of engineering aspects.
8. Plan and carryout Socio-technical projects. (Take help of VVC

Report usage limitations

This report is intended solely for the information and use of the management of VIT and is not intended to be and should not be used by anyone other than these specified parties. Ernst & Young therefore assumes no responsibility to any user of the report other than VIT Management. Any other persons who choose to rely on our report do so entirely at their own risk.

Limitations of procedures

As it is practically not possible to study all aspects of a process in its entirety thoroughly during the limited time period of a review, based on our methodology for conducting the exercise, we conducted a review of the process and held discussions with the process owners and other key people in the process during the planning stage of audit which helped us in identifying specific areas where control weaknesses & process gaps may exist, opportunities for process improvement and/or cost reduction/revenue enhancement. Our subsequent test work, study of issues in detail and developing action plans are directed towards the issues identified. Consequently this report may not necessarily comment on all the function / process related matters perceived as important by the management.

The issues identified and proposed action plans in this report are based on our discussions with the people engaged in the process, review of relevant documents/records and our physical observation of the activities in the process. We made specific efforts to verify the accuracy and authenticity of the information gathered only in those cases where it was felt necessary. The work carried out and the analysis thereof is based on the interviews with the personnel and the records provided by them.

The identification of the issues in the report is mainly based on the review of records, sample verification of documents / transactions and physical observation of the events. As the basis of sample selection is purely judgmental in view of the time available, the outcome of the analysis may not be exhaustive and representing all possibilities, though we have taken reasonable care to cover the major eventualities.

Chief Academic Officer, Vidyalankar Institute of Technology shall be responsible for well being of all (UG, PG including Mgt) academic activities of all departments at the Institute.

Following list describes overall activities entrusted to CAO.

- Set benchmarks for various academic activities/tasks
- Deciding electives
- Preparation of academic calendar including time table
- Participation in Advisory Committee meetings and implementing suggestions
- Lectures, practical and tutorial assignment for semester activities.
- Plan and conduct subject wise induction programme
- Monitoring conduct of routine academic activities such as lectures, practical and tutorials.
- Monitoring student attendance and daily lecture record
- Setting up guidelines regarding beyond syllabus activities
- Ensuring participation of industry personnel as guests lectures
- Arranging industrial visits
- Initiating industry relations for various activities
- Initiating/enhancing/monitoring technical activities at various levels e.g. workshop, mini projects, BE projects and projects at PG level.
- Timely completion of BE/ME projects with expected quality standards.
- Keeping track of number of teachers required as per norms and teachers available.
- Initiating/suggesting teacher appointment in adhoc/visiting mode as necessary.
- Providing/replacing/reshuffling teacher during semester activities.
- Mentoring cluster heads and cluster members
- Activate departmental advisory meetings by involving industry experts.
- Suggesting appropriate teaching methodology for various subjects
- Implement preview & review of academic activity by staff and analyze the same.
- Laboratory readiness, purchase/repairs/scraping of laboratory equipment
- Laboratory development, creation of advanced facilities in labs
- Analyzing examination results and taking measures for enhancing the same
- Ensuring internal test question paper quality and results
- Deciding external examiners for ensuring quality in oral/practical examinations
- Induction to new teachers/non-teaching staff
- Refresher courses / training for teachers/non-teaching staff
- Designing & conduct of conferences, STTPs, workshops, seminars, poster making, technical competitions, weekly technical/academic activities etc. for staff & students
- Create/suggest/design/arrange and implement value added courses for benefit of staff & students.
- Promote & monitor professional bodies/student bodies activities
- Furniture & fixture requirement for laboratory, classroom, tutorial room, etc.

Functioning of CAO's office

CAO shall select one senior teaching staff from each department including one from First Year Engg staff. Hence, CAO shall have 7 more members with him for implementation of various tasks.

CAO shall also have one executive at the office.

CAO and members shall meet twice every week to deal with current as well as activities expected in due course.

Departmental members shall work closely with department head and shall be responsible for communicating/completing tasks at the departmental level.

Departmental representatives shall help departmental staff in preparation of reports/proposals/ notifications related to academic activities. The same shall be presented to CAO after due endorsement by the respective HoD.

All the decisions taken by CAO's office shall be presented to the Principal for endorsement.

- Academic administration & preview
 - 1) Study of course/s content
 - 2) Deciding course content delivery pattern
 - 3) Deciding laboratory activities related
 - 4) Suggesting basis as well as advance equipment required
 - 5) Arranging industry/laboratory visits
 - 6) Suggesting mini/final year projects

- Industry mentor meeting
 - 1) Selecting/inviting industry experts
 - 2) Arranging their meeting with cluster group
 - 3) Studying their inputs and incorporating the same

- IA Q papers
 - 1) Decide IA Q paper difficulty/quality standards
 - 2) Assess and ensure IA Q paper quality
 - 3) Study IA marks pattern

- Semester examination question papers & results
 - 1) Analyze and solve examination question papers to get real feel of question paper
 - 2) Study result pattern and discuss the same among members

- Remedial lectures
 - 1) Analysis of marks pattern
 - 2) Know students who have failed
 - 3) Study what they really need
 - 4) Arrange remedial lectures - teacher and schedule
 - 5) Monitor progress and effectiveness of the same

- Induction programme
 - 1) Give inputs on induction programme
 - 2) Prepare appropriate presentation to inspire students
 - 3) Deliver the same in induction programme

- Laboratory readiness
 - 1) Design problem based laboratory activities
 - 2) Check and ensure lab readiness
 - 3) Participate in laboratory up gradation activities

Projects/Mini Projects/assignments

Define/suggest technical areas

Prepare abstract on project area

Have a list of assignment titles related to subject/s

Always look for newer things/happenings related to subject/s

Training

Decide on training of cluster members for upgradation

Decide on training of new teaching staff / lab staff

Look for STTPs/Industry training opportunities

Any other activities

Think and introduce activities for enriching teaching-learning experience

Chief Operations Officer, Vidyalankar Institute of Technology shall be responsible for all activities listed below.

- Provide career guidance
 - Implement placement activities for UG and PG students including pre placement preparation, mock interview sessions, aptitude test, group discussions, soft skill training, etc.
 - Encourage, assist students for higher education
 - Provide know how on entrepreneurship, product development, etc.
 - Build industry contacts, alumni contacts for placements
- Oversee HR activities
 - Prepare Institute organogram, monitor employee position and plan recruitments sessions for adhoc appointments of teaching and non-teaching staff
 - Arrange induction, training activities for new staff
 - Arrange refresher courses for teaching as well as non-teaching staff.
 - Guide HR on all activities
- Plan and execute marketing/branding activities for the Institute
 - Handle advertisements, participation in career fairs, institute ranking competitions, inviting celebrities, eminent personalities, etc. with respect to marketing/branding.
 - Monitor status of Institute website
 - Execute and monitor admissions, cancellations and suggest appropriate measures for ensuring and enhancing admissions and minimizing cancellations.
- Study financial activities and guide/help accounts section in financial planning, budget preparation/allocation, budget re-allocation, internal auditing, petty cash, etc.
- Study legal matters and oversee issues related
- Assist VP in handling all legal matters/activities
- Monitor and enhance cultural, sports, literary, extra-curricular committee activities in the Institute. Initiate newer chapters, promote student involvement in these activities
- Ensure wellbeing of internet, internet security, computers, computer network system, software asset management and related issues.
- Monitor stores & purchase activities. Implement stock checking, oversee annual maintenance activities, etc.
- Monitor food-beverages outlets in the Institute for water, food & serving quality, enhancements in facilities etc.
- Monitor security systems including human resource in security, fire fighting, electricity safety, CCTV systems, etc.
- Monitor corporate affairs activities of the Institute.

Functioning of COO's office

- COO shall prepare time table of meetings with coordinators / heads / managers / in-charges of activities listed above, conduct meetings and appraise Principal about all.
- COO shall also have one executive at his office.

Technical Advisor, Vidyalankar Institute of Technology shall play the advisory role for all UG and PG courses.

Following list describes overall activities entrusted to TA:

1. Compilation and analysis of Performance Appraisal data at Institute level
2. Convener of Internal Quality Assurance Cell
3. Advisory for Academic Audit : Academic Reviews and Previews
4. Advisory for Research Conferences and symposiums

Vice Principal, Vidyalankar Institute of Technology shall be responsible for all administrative activities at the Institute.

Following list describes overall activities entrusted to VP.

- Exhibit leadership
- Liaison with regulatory bodies
- Keeping track of notifications by regulatory bodies
- Submission of various reports/fees to regulatory bodies
- Compliance of all remarks by regulatory bodies
- Conducting statutory committee meetings, circulate/maintain minutes, etc.
- Create organizational structure and implement
- Implement USSC by full filling all necessary conditions.
- Post USSC processing to fetch approval by the University
- Liaison with all stake holders
- Liaison with other Institutes/organizations, etc.
- To cater to student needs such as issue of certificates, fee installments, etc.
- Take appropriate measures for overall discipline among students and staff
- Take care of all administrative requirements/activities related to staff and students.
- Take out notifications/circulars/office orders/notices, etc.
- Create/modify and implement policies on various matters
- Handle legal matters
- Admission statistics, student progression, cancellation and issue of leaving certificate
- Create registry section and handle incoming-outgoing as well as interdepartmental communications
- Device and implement staff appraisal system with rewards & penalties
- Take appropriate steps for creating/guiding for higher opportunities for staff
- Device and implement staff and student motivating/mentoring/counselling/grievance handling/disciplinary mechanism
- Student attendance and defaulter counsel/action mechanism
- Facilitate scholarships / freeships to students
- Encourage revenue generation by initiating technical consultancy, collaborating with industry, other institutes, etc.
- Set up and implement registrar's office, examination, stores, accounts and placement departments
- Oversee all examination related activities
- Preparation of dropout list and implementation of remedial activities
- Encourage academic culture, promote sports, cultural, extra-curricular activities for overall development
- Take care of infrastructural facilities such as building, play grounds, laboratory equipment, etc. and take appropriate measures for repairs & maintenance as needed.

- Create and maintain Institute website.
- Create and maintain Institute email, Facebook, Tweeter accounts
- Prepare and implement semester-wise activity calendar
- Create / provide facilities such as, library, toilets, sick room, ambulance, food outlet, drinking water, gymkhana, lost & found, barrier free path, etc.
- Provide and maintain electricity, backup power, fire fighting, CCTV systems, etc. for safety and security.

Functioning of VP's office

- VP office shall have following staff
 - PA to Vice Principal
 - Support Staff
- VP shall work closely work with CAO, COO and all heads of department, FE coordinator and in-charges of various sections.
- VP shall take all administrative decisions and appraise Principal time to time.

Need of Perspective Plan

The institute has various stakeholders as Students, Parents, Alumni, Faculty, Staff, Employers, Government and society. Each of the Stakeholder has his own requirements. The needs of these stakeholders need to be understood and addressed.

The prospective plan is an attempt to address the need of these stakeholders and to give us the direction to fulfill the aspiration of our stakeholders.

Considering the Changing Scenario the Principal of the Institute under the guidance of the Management and inputs from Stakeholders has prepared the following Perspective Plan.

1. To Enhance Infrastructure Facilities
2. To enhance the Teaching Learning Process with use of ICT
3. To apply for the permanent affiliation undergraduate programs
4. To undertake quality assurance Measures(Accreditation & Reaccreditation).
5. To establish Centre of Excellence in each department in collaboration with industries.
6. To establish PhD Research center in Computer Engineering and Electronics & Tele-Communication Engineering and inculcate research culture among Faculty and students
7. To develop green campus and participate in Extension activities.
8. To ensure transparent and participative management.

PI refer to the VIT Strategic Plan 2015-2020 document for the Strategies, Targets set to achieve the goals for 2015-2020.