# Minutes of the Meeting

The Director welcomed the members to the 5th Academic Advisory Committee (AAC) meeting.

1. The main agenda of the meeting was to discuss about the R-19 regulations of M.Tech and their implementation from the current Academic Year. In the meeting, it has been decided,
   a) It has been resolved to have class work for all the 6 days a week @ four one hour periods per day in the morning session only. The timings are 9. A.M. to 1:00 P.M.
   b) As per the Academic regulations, one lab., session with 3 hours per week in the afternoons as per the convenience of the department is to be conducted.
   c) To have a common open elective subject for all the M.Tech., courses and the course is Intellectual Property Rights (IPR) to be offered by the MBA department.
   d) The open elective classes will be conducted on Mondays (Two Periods) and Tues days (One Period). The total number of periods are 3.
2. It has been resolved to conduct lab., internal exams for B.Tech., II, III & IV year students during 4th and 5th October 2019. The idea is to avoid absentisom in the first week of October 2019 before Dasara Vacation.
3. As the number of working days are only a few, the HoDs were asked to take all the steps to complete the syllabi by 18th October 2019, so that there may not be any problem by the time, the exams are started from 21st October 2019.
4. It has also been resolved to ask Mr. Zaheer to undertake the preparation of an exclusive write up on academic regulations for M.Tech., courses.
5. Transparency in the operation and to disseminate information to the stakeholder faster and in efficient way requires the e-governance. The implementation of e-governance in the areas of Administration, Finance and Accounts, Student Admission and Support and Examination are discussed and annual e-governance report is submitted for the approval

**AAC approved annual e-Governance Report**

***Signatures:***

| | | | |
|---|---|---|---|
| 1. (Prof. P. Venugopal Reddy) | 2. (Dr. A. Padmaja) | 3. (Dr. G. Sreeram Reddy) | 4. (Dr. B. Vijayakumar) |
| 5. (Dr. S. Siva Prasad) | 6. (Dr. K. Vasanth) | 7. (Dr. Pallavi Badry) | 8. (Mr. B. Srinivasulu) |
| 9. (Dr. P. Chakradhar) | 10. (Ms. G. Srilatha) | 11. (Mr. R.Venkatachalam) | 12. (Mr. Zaheer) |

# Vidya Jyothi Institute of Technology

An Autonomous Institution

Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075


## ANNUAL E-GOVERNANCE REPORT

Vidya Jyothi Institute of Technology, Hyderabad is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. All the circulars of the institute and all the inter and intra departments communication is through email only. The necessary infrastructure is provided to facilitate e-Governance in the campus. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. In lecture mode, modern audio-visual tools are used for the benefit of students. LCD projectors are used Power-point presentations in the delivery of lectures. These are also facilitated the use of internet clippings and animation modules. At the same time, several tutorials available on the internet are also supplemented. Mode of delivery of lectures in the institution is blended, wherein conventional blackboard system and power point presentations are also used. The learning ability of students is enhanced by supplementing with NPTEL lectures, group discussions and webinars

Vidya Jyothi Institute of Technology has implements e-Governance in the following areas of operation:

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

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## 1. Implementation of e-Governance in Administration

**a. College Website - https://vjit.ac.in**

The college website is used for hosting information and notices from time to time related to administration and students.

**b. EzSchool Software**

EZ-School is an Education ERP (Education Management System) that has been designed to cover the in depth functionalities of all types of Educational Institutes such as Schools, Colleges, Universities & Group of Institutions.

**c. MS office Software**

The academics planning and other development are carried out and communicated using MS office and mails.

**d. Online feedback**

Feedback system to improve the teaching learning process and develop new methodologies is implemented by online mode.

**e. Central Library**

Member of National Digital Library (NDL), CDROMs and SONET CDs and other Open Access journals, E Books and a broad and inclusive collection of study materials. The Automated Library Operations - with the bar code system enables scanning the documents for record easy distribution and collection of books. The VJIT Digital repository with 60 terminals is home to E-Resources like IEEE, ASME, ASCE, EBSCO e-books collection, DELNET

**f. Administration of office**

The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program is given below.

1. Attendance biometric teaching and non teaching staff
2. 100 pins attendance to monitor students attendance and sending messages to parents
3. Any messages to students are sent through online and 100 pins
4. The administration of office dealing with students, faculty and admissions are fully computerized

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## 2. Finance and Accounts

As a basic ingredient of e-governance concept and as per instructions of the government, all kind of financial transactions has become cashless. The salaries of employees including examination remunerations are paid online through NEFT/RTGS and rarely by cheques. Not only is that, the payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Outlined below are some of the major assignments being performed digitally at College levels are,

1. Tally accounts management: Receipts payments/income expenditure
2. Easy fee payment for students fees by online fee payment
3. All the salaries of teaching and nonteaching staff are computerized

## 3. Students' Admission and Support

Entry level admission to UG and PG are through online process and it is managed & regulated by higher education department through its web-portals. Admission and examination fee deposition has also been initiated online mode. Online admission and support activities include the followings as such

1. The admission of students is based on online data furnished by the convenor, by TSEAMCET.
2. A student allotment is through online/joining payment of fees is through online mode.

## 4. Examination System

Under the scheme of autonomy there is a fully computerised exam cell which conducts exams, maintains curriculum and publish results online for different courses/programs. The digital features of exam system are

1. BEE's software tool is used for the entire examination process (Circulars/Examination fees (Regular Supplementary)
2. After conducting examinations through offline : The entire process of starting from valuation to results and declaration of results are done through BEE'S software
3. Revaluation recounting is also done through online software.
4. For security purpose: Firewall (forteenight) is installed in Exam branch server Internet facility exclusively for 24 MBPS for Examination branch.
5. Examination registration along with the fee is done through online mode

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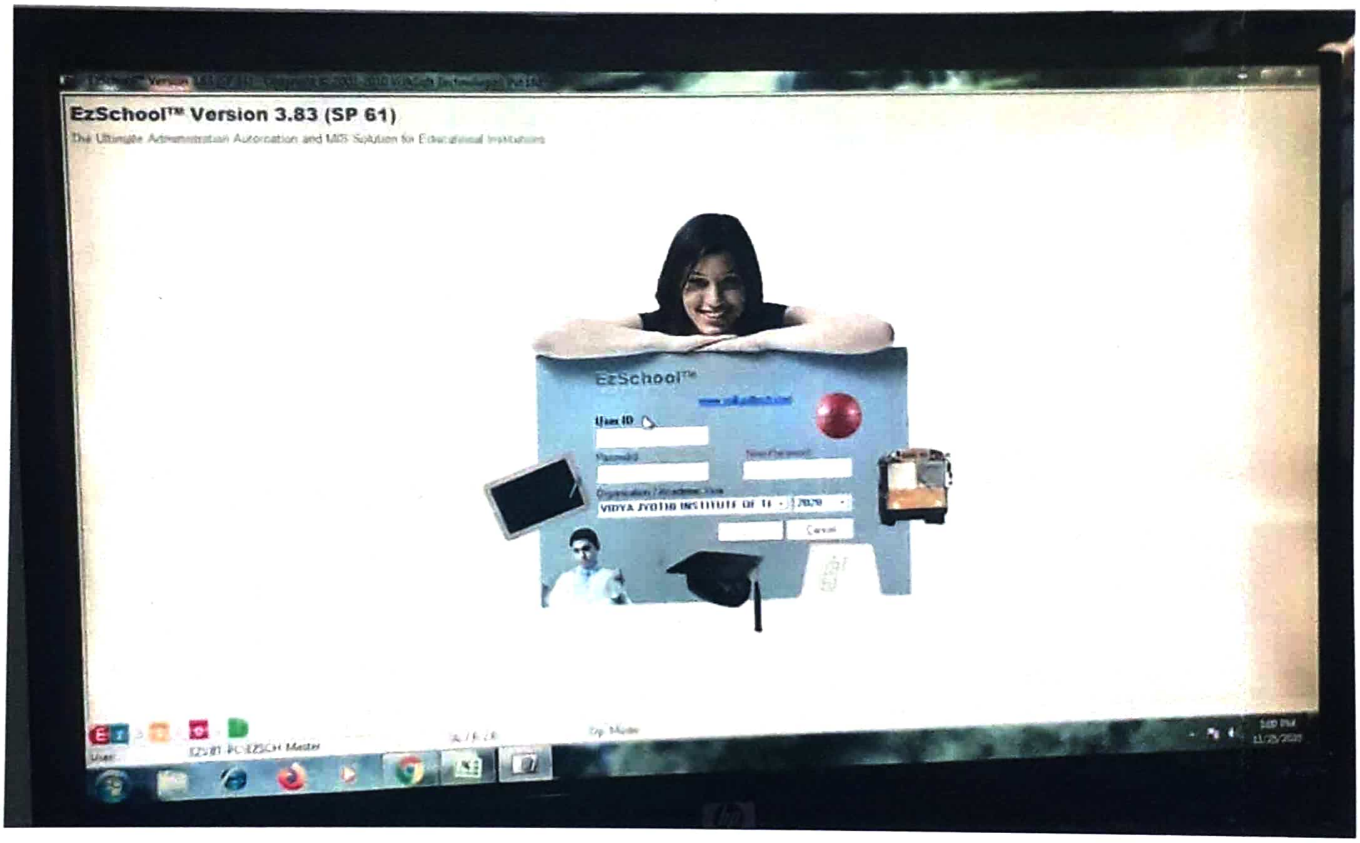
## Screen Shots of User Interfaces

Various user friendly interfaces are being used frequently by staff members and students to realize IT-based services accessible to them. The power of appreciating these e-governance technologies is tremendous in terms of accuracy, time and money. Not only have these IT-based services inculcated transparency in the system of working, they have made the system more efficient. Here are some of such interfaces which have become an integral part of our system.

# Administration by EzSchool Software

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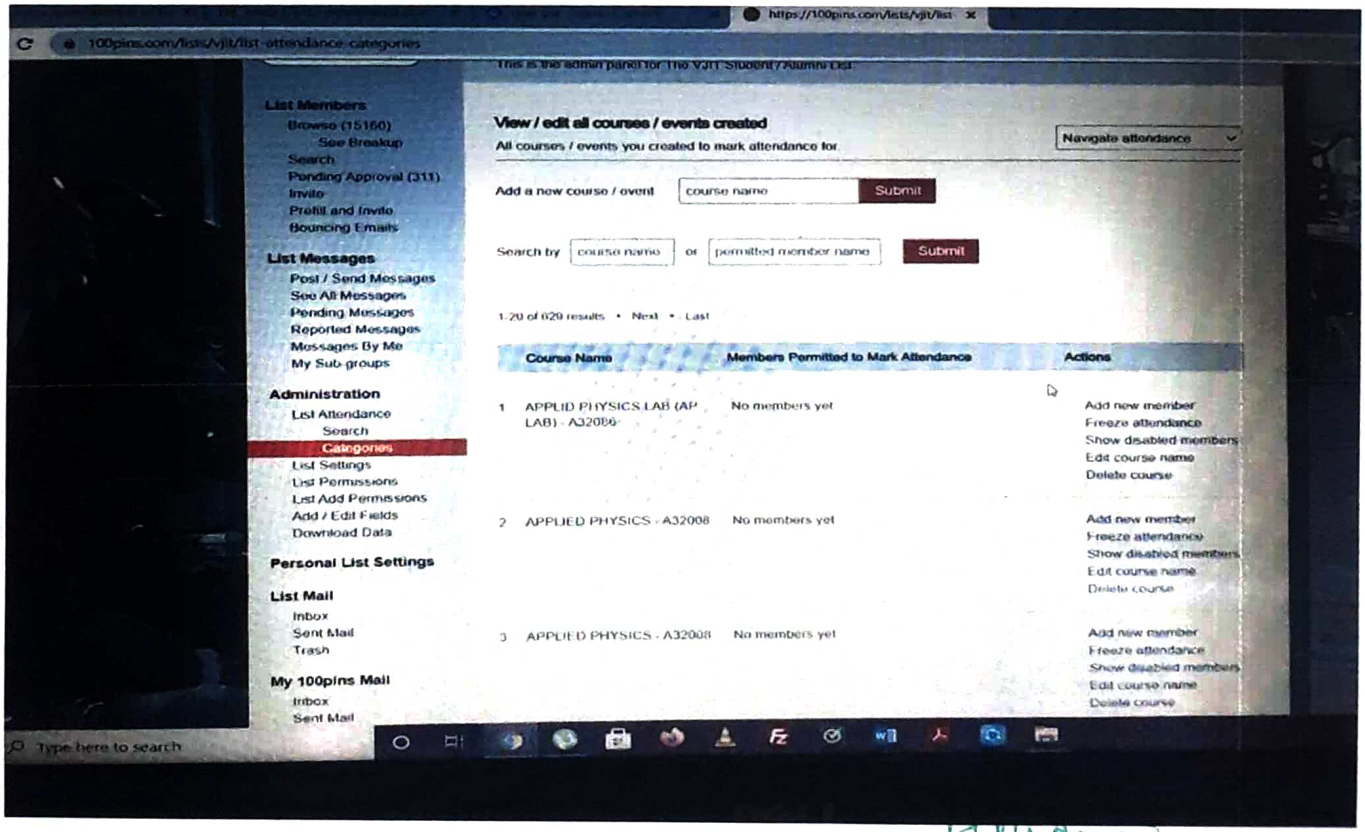
# Finance and Accounts by Tally Software

# Student Admission and Support by 100pins

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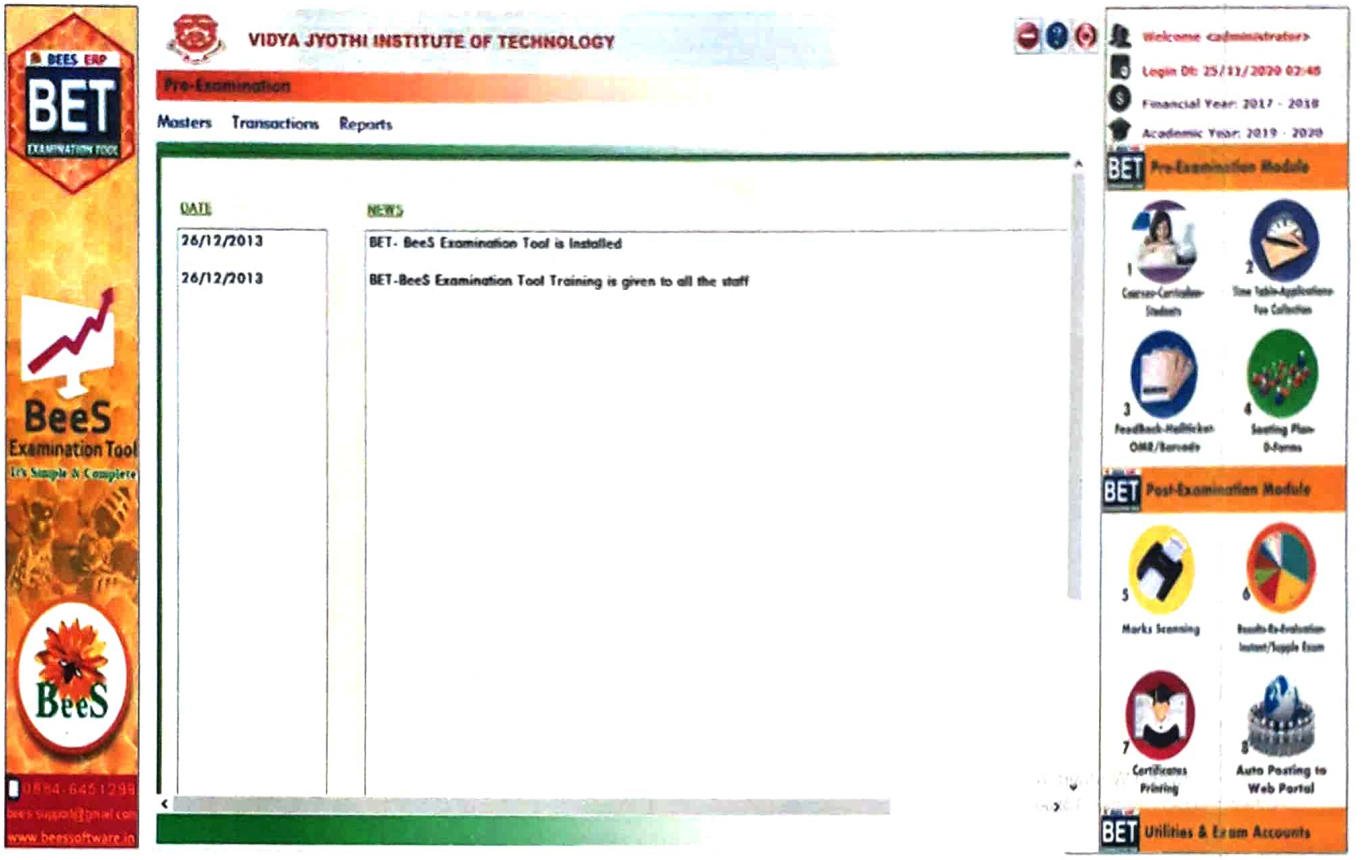
# Examination System by BeeS Software

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# Academic Advisory Committee

## Agenda for the Meeting on 21st July 2020 10:30 AM

1. Fixing the dates for 4th Year B.Tech 2"d Mid/ End Term Examinations
2. Question Papers for 4t Year B.Tech 2nd Mid/ End Term Examinations
3. Online Classes 2"d/3rd/4'h year B.Tech: Attendance of Students/Effectiveness of Tool
4. Finalization of TCS Code Vita training list (based on the performance of 3 assessments)
5. Placement Training for Students (Non TCS CodeVita Students)
6. Approval of annual e-governance report

Minutes of Meeting

After Extensivc dcliberations with all the members, thc following resolutions are made:

1. 4th Year B.Tech Mid Term/End Term Examinations: It has been decided tentatively to conduct Mid Term online Examinations for 4th Year B.Tech on 12'h,13" and 14'h August 2020 and End Term Examinations on 17 ', 1 9'h and 21'' July 2020.
2. Question Papers for Mid Term/End Term: All the dcpartment HoDs were askcd to submit two sets of question papers for Mid Term Examinations to the CoE by 24'h July 2020. For End term Examination the two sets of papers should reach the CoE by 2S" July 2020.
3. Process of Valuation: Regarding the process of valuation, Director Dr E Saibaba Reddy spoke to Mr Saurav from i-Assess Platform, to hide mail id/phone no and display only AMCAT —ID on the valuation sheet. After the examination, all theexamination reports need to be transferred to the VJIT examination server to maintain them for future reference.
   AMCAT Demo session on Valuation: It has been decided to hold a demo session on Valuation for all the HoDs & exam branch team on 23" July 2020.

4. TCS CodeVita Training: After a lot of discussion among HoDs, finally decided to select only top 100 performers based on (3 assessments of Talentio) to the Talentio TCS CodeVita training. In case any good student misses the list, Director said HoDs can suggest their names to be included in the list.

5. Non-TCS CodeVita Training: It has also been discussed to give Placement training to another set of 200 students: HoDs were asked to counsel and train students for 3 days and identify the students for second set of training.

6. Approval of annual e-governance report: e-governance is the important tool for the good practice of the institute. During pandemic covid-19, all the faculty members utilized various online mode of teaching such as Google Meet, Zoom, Edmodo, etc.., Assessments of mid exam and end exams are conducted through online mode. VJIT implemented the e-governance in all major areas like administration, finance, student admission and support and examination. AMCAT usage for exam conduction and e-governance report is discussed in the meeting.

**AAC approved the annual e-governance report**

***Signatures:***

| | | | |
|---|---|---|---|
| 1. (Dr. E. Saibaba Reddy) | 2. (Dr. A. Padmaja) | 3. (Dr. P. Venugopal Reddy) | 4. (Dr. G. Sreeram Reddy) |
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| 13. (Dr. Ravi Mathey) | 14. (Ms. G. Srilatha) | 15. (Mr. R.Venkatachalam) | |

# ANNUAL E-GOVERNANCE REPORT

E-Governance is the use of information and communication technologies (ICT) in organizations to provide user services, to improve work efficiency and to promote democratic values. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. In essence the purpose of e-governance is to bring transparency and efficiency in the working of an organization. This urge for transparency and efficiency is derived by the demand of ever increasing aspirations of information age. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance relies and finds its foundation.

Vidya Jyothi Institute of Technology, Hyderabad is trying its best to keep pace with the recent applications of e-governance in terms of various functions being performed digitally through internet. All the circulars of the institute and all the inter and intra departments communication is through email only. The necessary infrastructure is provided to facilitate e-Governance in the campus. Most of the staff and students use smart phones to utilize the benefits of modern day technologies available in the field of higher education. In lecture mode, modern audio-visual tools are used for the benefit of students. LCD projectors are used Power-point presentations in the delivery of lectures. These are also facilitated the use of internet clippings and animation modules. At the same time, several tutorials available on the internet are also supplemented. Mode of delivery of lectures in the institution is blended, wherein conventional blackboard system and power point presentations are also used. The learning ability of students is enhanced by supplementing with NPTEL lectures, group discussions and webinars. Our faculties are provided training in several new methods of teaching-learning processes by agencies like NITTR, which are used effectively for the benefit of students. They are encouraged to attend and achieve online certificates from reputed online learning platforms like Coursera. Almost all the classrooms are equipped with LCD projectors for the benefit of faculty and students. Faculty uses such facilities to conduct the classes. These facilities not only utilized during for teaching but also are extended to encourage students to present their project/ research paper work in the classroom. Some faculties have developed e-tutorials on specific topics which helped in making the students understand the concepts very clearly. These are YouTube based [illegible] the

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5. Auto Cad
6. Rank Sheet
7. Qlik
8. Oxford Achievers
9. ARM Architecture
10. Amazon Web Services
11. LINUX Programming
12. Sales Force
13. FOSS Spoken tutorial
14. Coursera Platform extensively utilized during Covid-19 Pandemic time
15. NPTEL Local Chapter: Certification programs for students and faculty

System admin team of the institute monitors and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be ensured out of them.

All the classrooms are furnished, spacious with good ventilation with sufficient illumination. The college has ICT enabled four seminar halls including an auditorium with a seating capacity beyond 300. The college has established a high-speed campus-wide network connecting all departments with 1024systems with a fiber optic backbone. Full access is provided to all staff to access online sources of services and information through two leased lines each of 100 MBPS from GPTL &100 MBPS from Pioneer E-labs. CCTVs have been installed at strategic points to monitor the campus activities.

Institute central library has E-Journals such as ASME, ASCE, Elsevier, IEEE etc. The E-Journals can be accessed through LAN (campus wide network).

The various implemented e-Governance in areas of operation are listed below,

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## 1. Planning and Development

Official communications are through emails Proposals for infrastructural development, R&D projects, seminars & workshops, various grants and scholarships are prepared and submitted online through online mode. Feedback on facilities and stake holders' feedback are collected through online. The main e-governance in planning and development are listed below.

1. The academics planning and other development are carried out and communicated using MS office and mails.
2. Online feedback system to improve the teaching learning process and develop new methodologies.
3. Member of National Digital Library (NDL), CDROMs and SONET CDs and other Open Access journals, E Books and a broad and inclusive collection of study materials. The Automated Library Operations - with the bar code system enables scanning the documents for record easy distribution and collection of books. The VJIT Digital repository with 60 terminals is home to E-Resources like IEEE, ASME, ASCE, EBSCO e-books collection, DELNET.
4. Use of Google sheets/excel sheets is done for data transaction of academic and administrative nature.
5. Maintaining marks obtained in assignments, mid semester examinations and end semester examinations.
6. Record of makeup classes and extra classes.
7. Placements department conducts online exams to all years students through online.
8. All documents related to quality NBA/NAAC Accreditations are maintained in the respective departments are computerized

## 2. Administration

The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The ICT based significant institutional tasks carried out online as part of the e-governance program is given below.

1. Attendance biometric teaching and non teaching staff
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1. Tally accounts management: Receipts payments/income expenditure
2. Easy fee payment for students fees by online fee payment
3. All the salaries of teaching and nonteaching staff are computerized
4. Excel sheets for business is used for carrying out various accounting activities

## 4. Students' Admission and Support

Entry level admission to UG and PG are through online process and it is managed & regulated by higher education department through its web-portals. Admission and examination fee deposition has also been initiated online mode. Online admission and support activities include the followings as such

1. The admission of students is based on online data furnished by the convenor, by TSEAMCET.
2. A student allotment is through online/joining payment of fees is through online mode.
3. Students open elective registrations are done online before the semester begins

## 5. Examination System

Under the scheme of autonomy there is a fully computerised exam cell which conducts exams, maintains curriculum and publish results online for different courses/programs. The digital features of exam system are

1. BEE's software tool is used for the entire examination process (Circulars/Examination fees (Regular Supplementary)
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## 6. Screen Shots of User Interfaces

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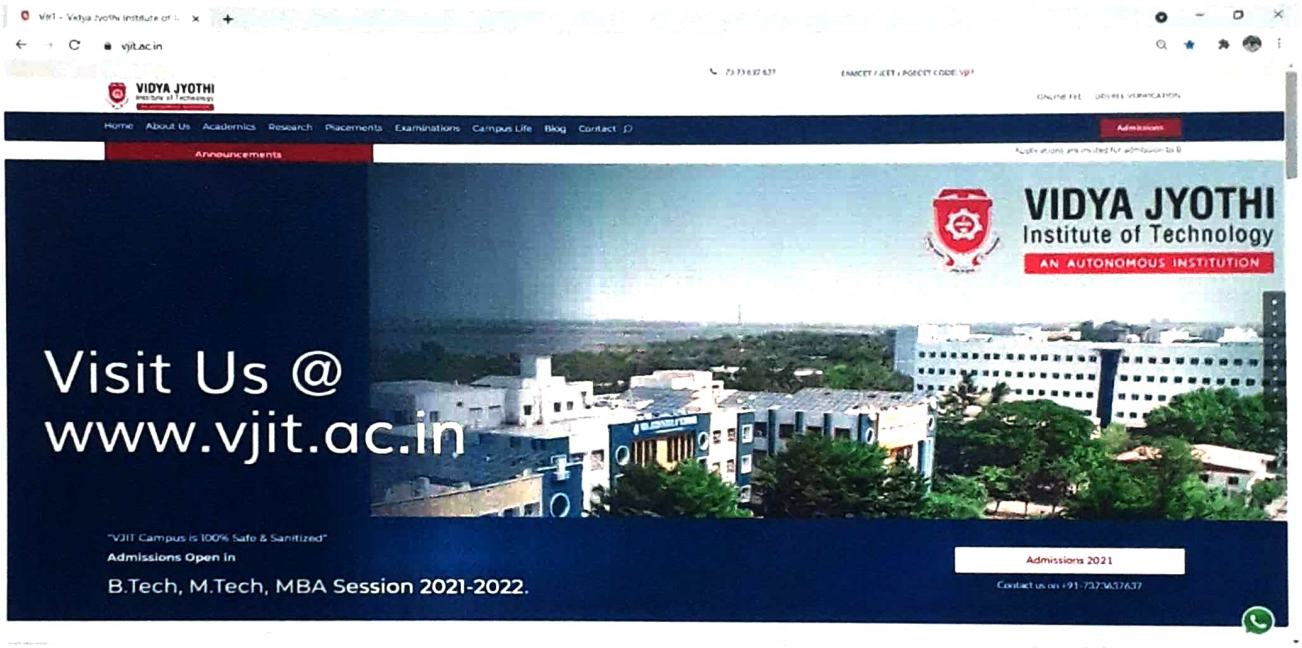


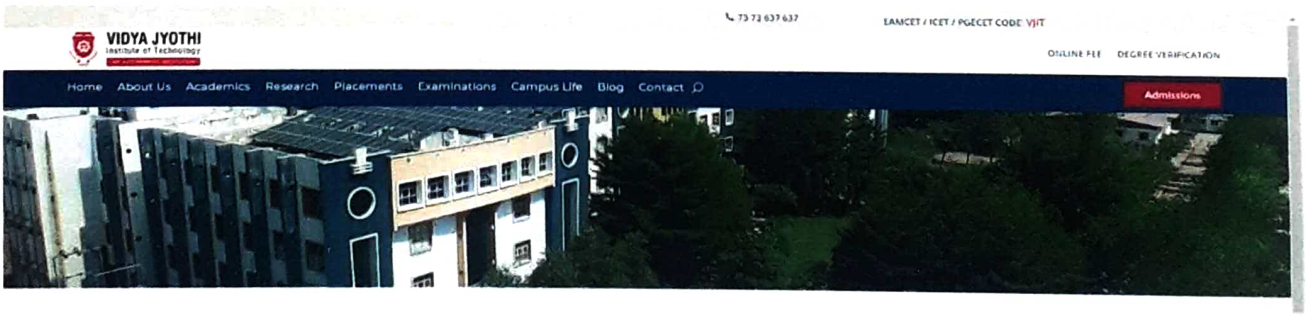

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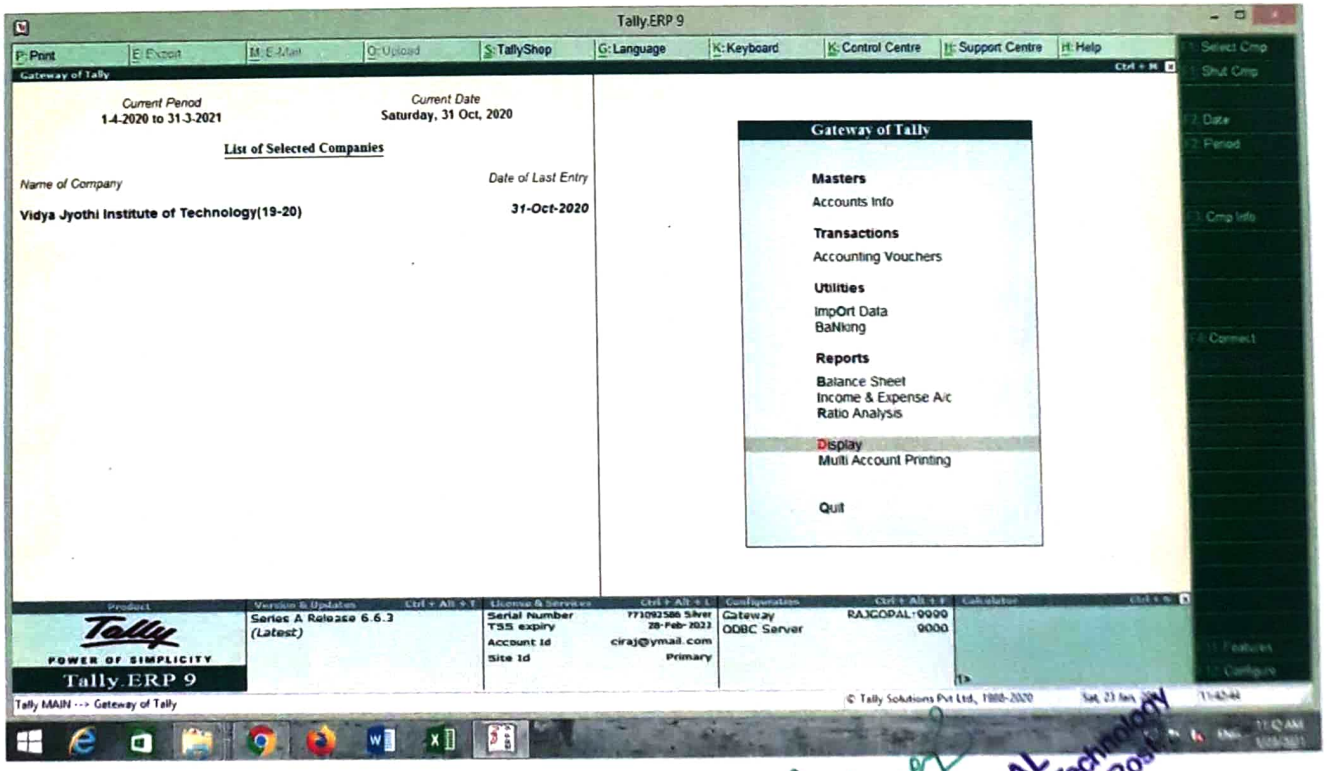
# Finance and Accounts by Tally Software

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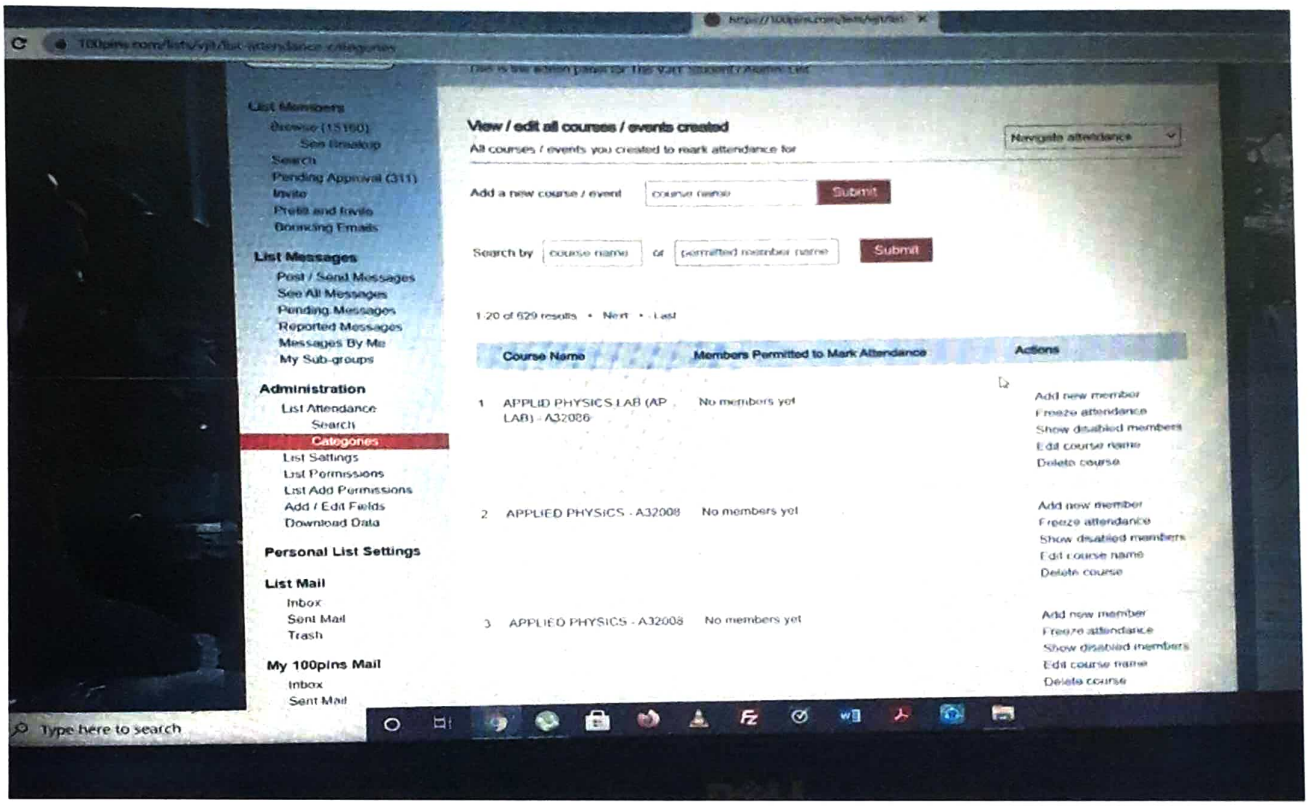
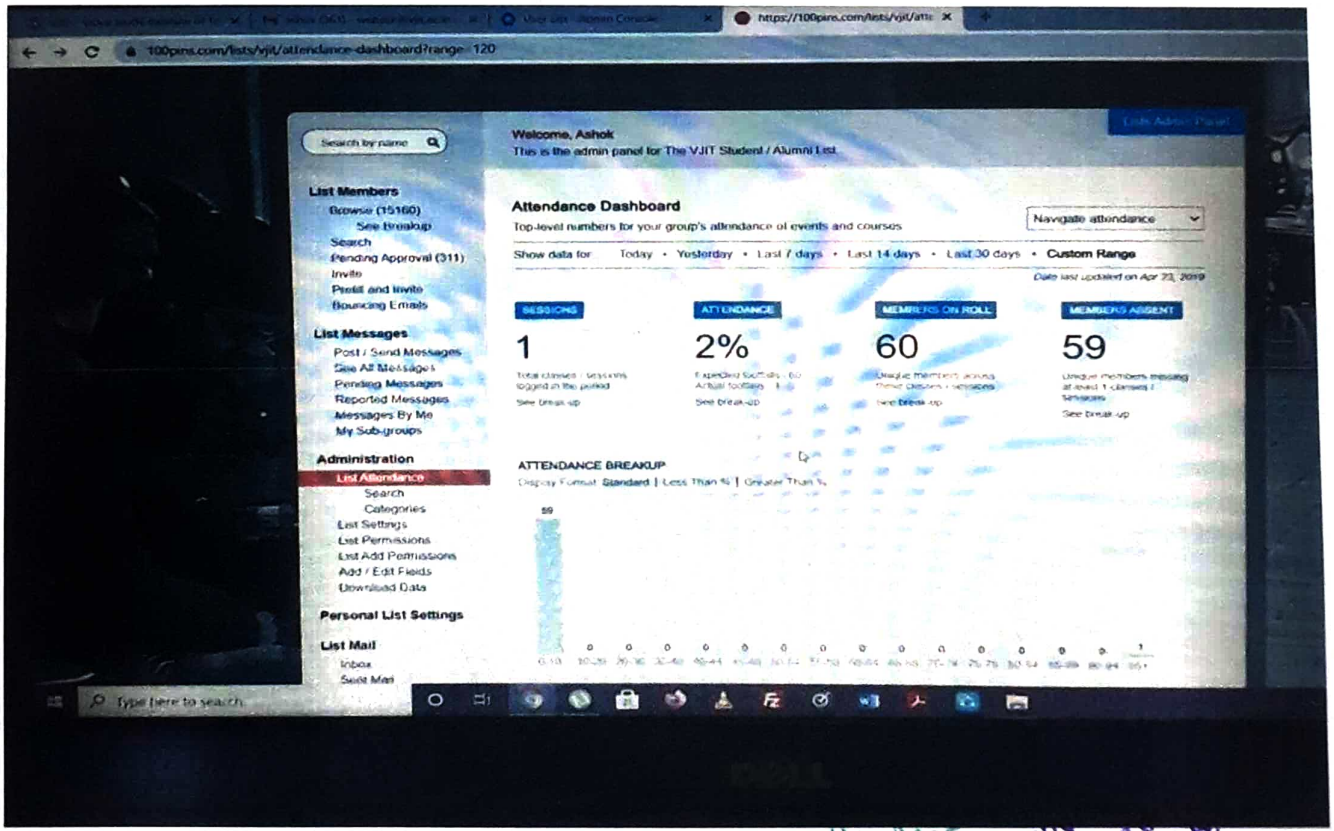
# Student Admission and Support by 100pins



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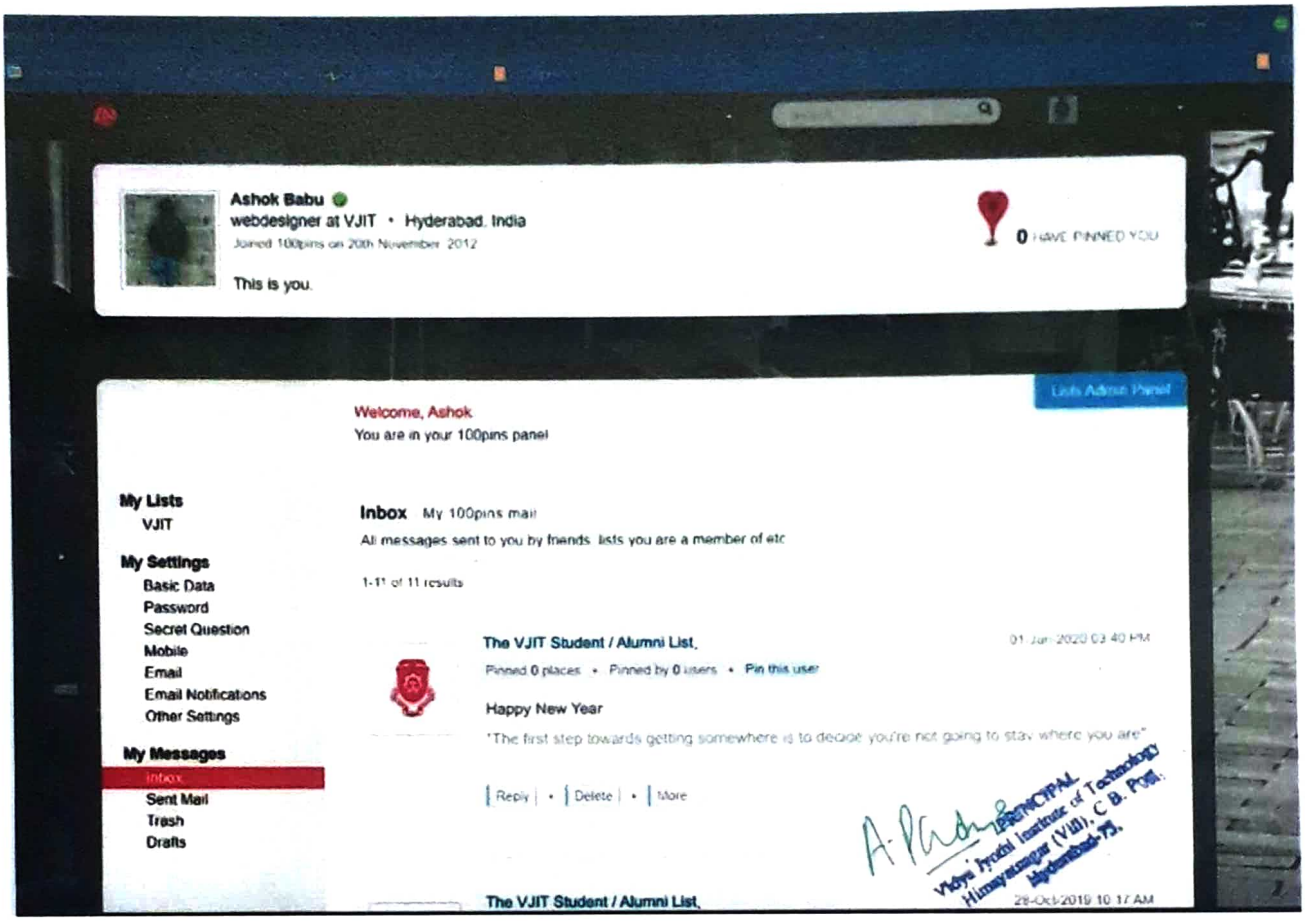
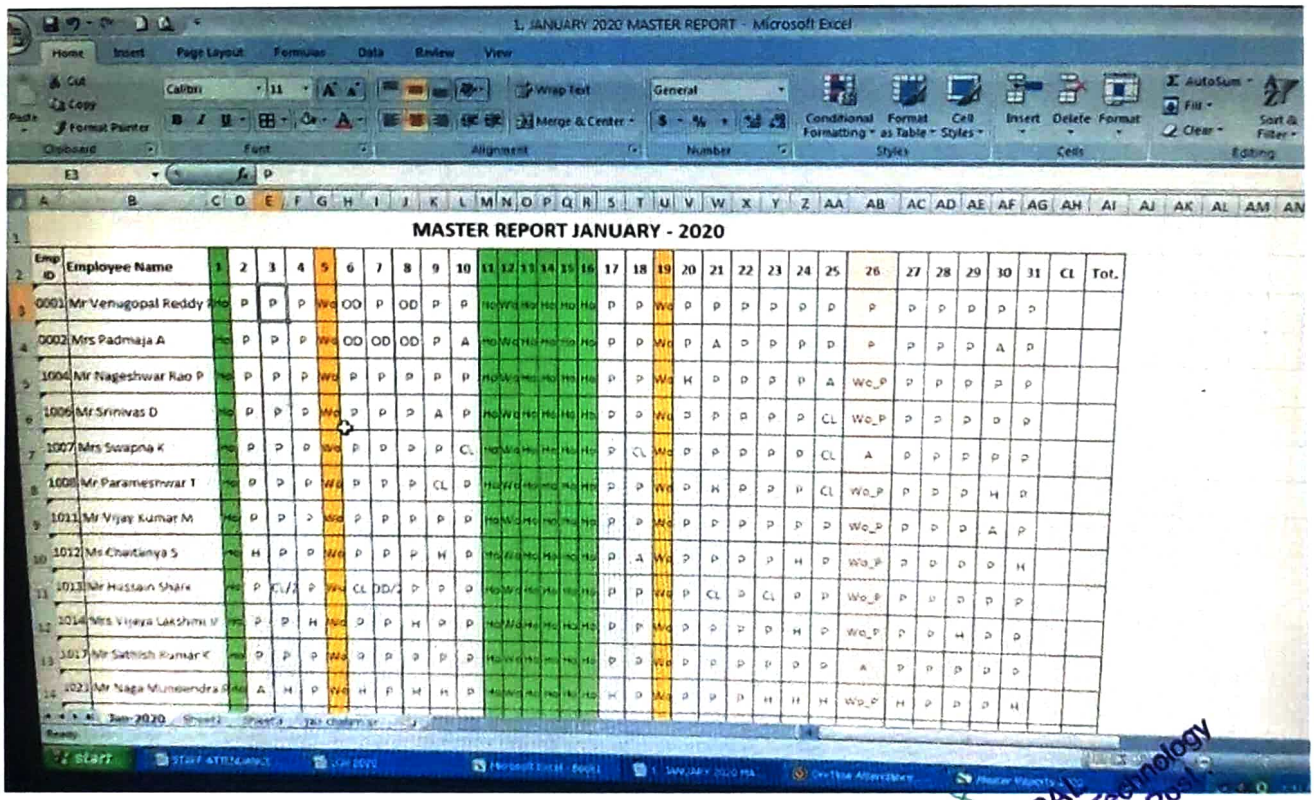
# Student Admission and Support by 100pins (continuation)




**Student administration**




**Attendance report of students**

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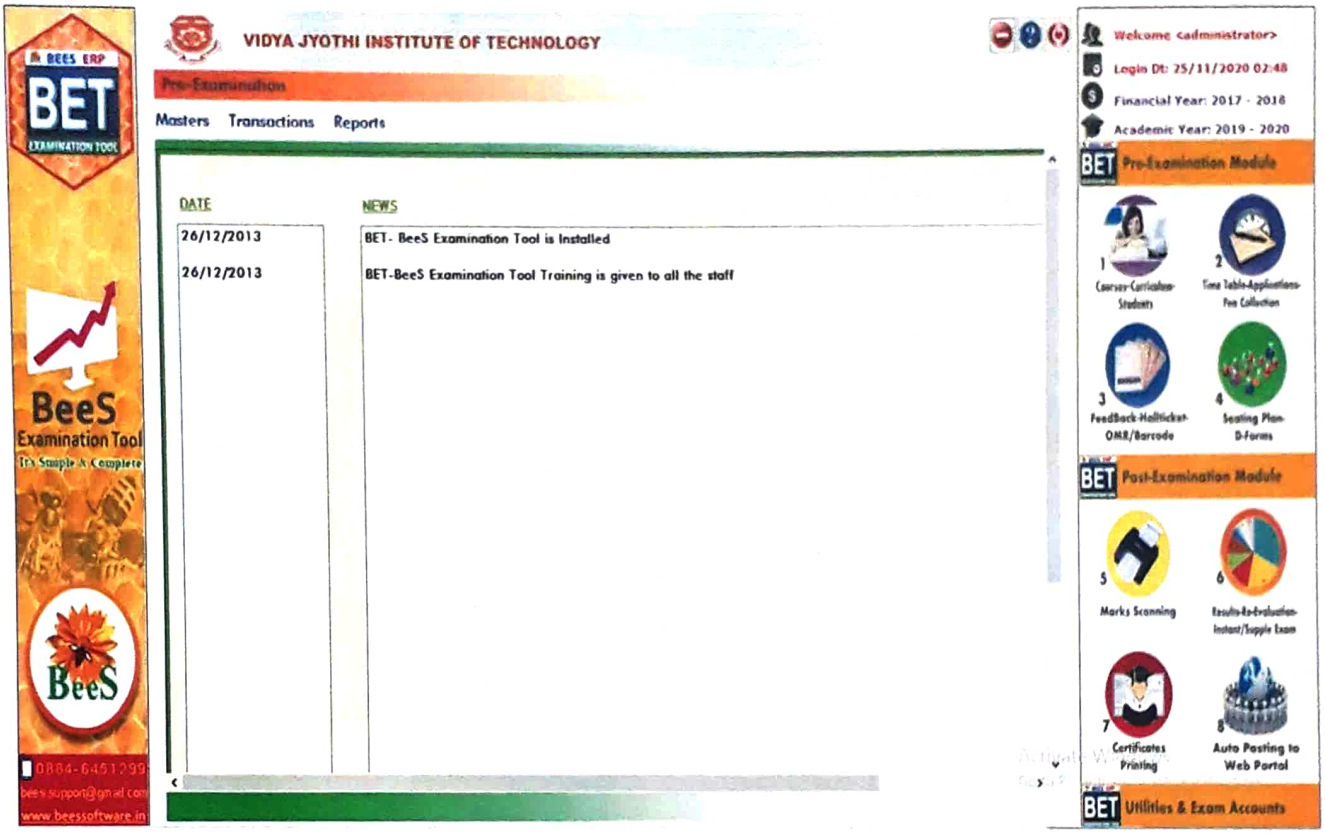
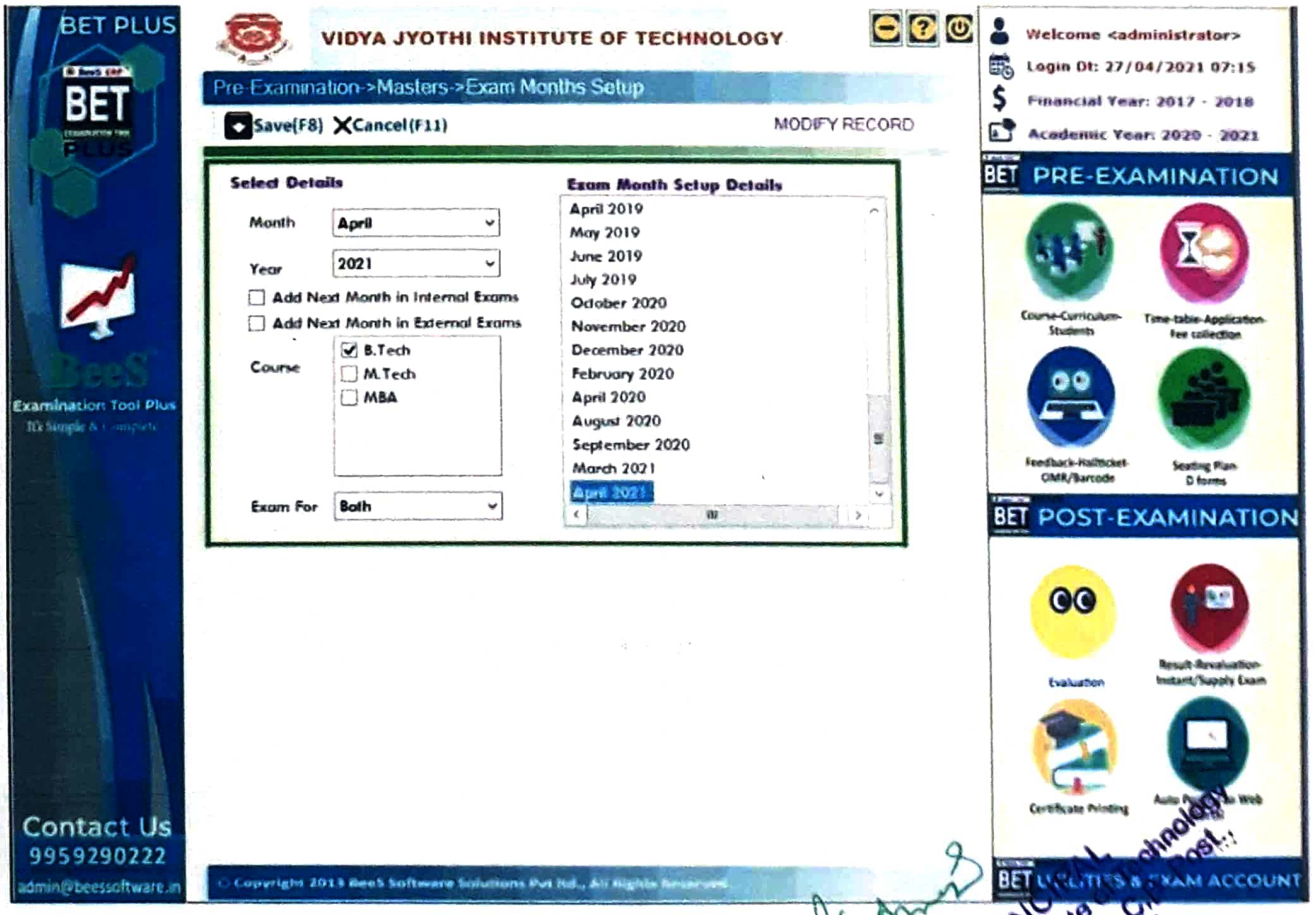
# Examination System by BeeS Software




**Home Screen**

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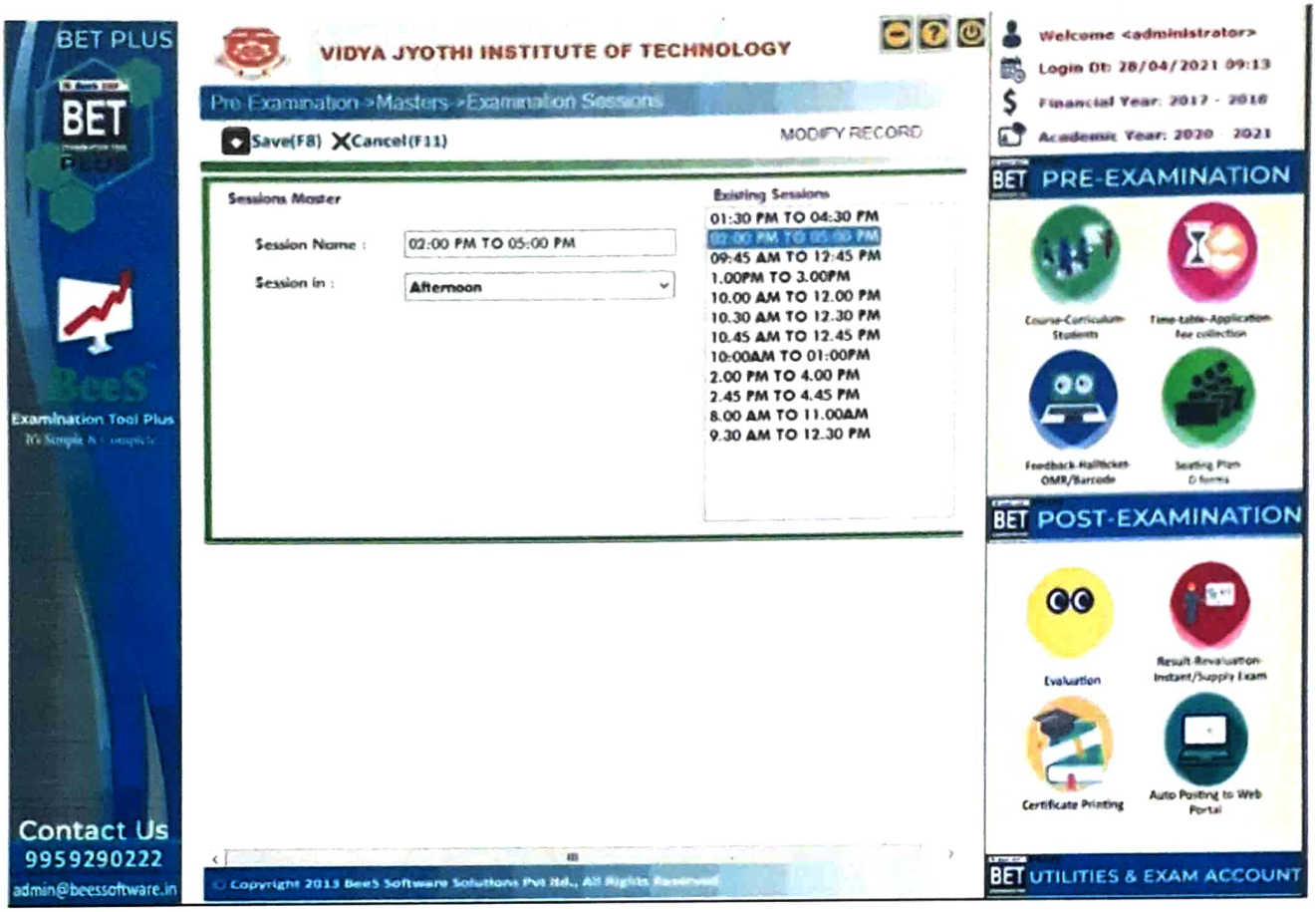
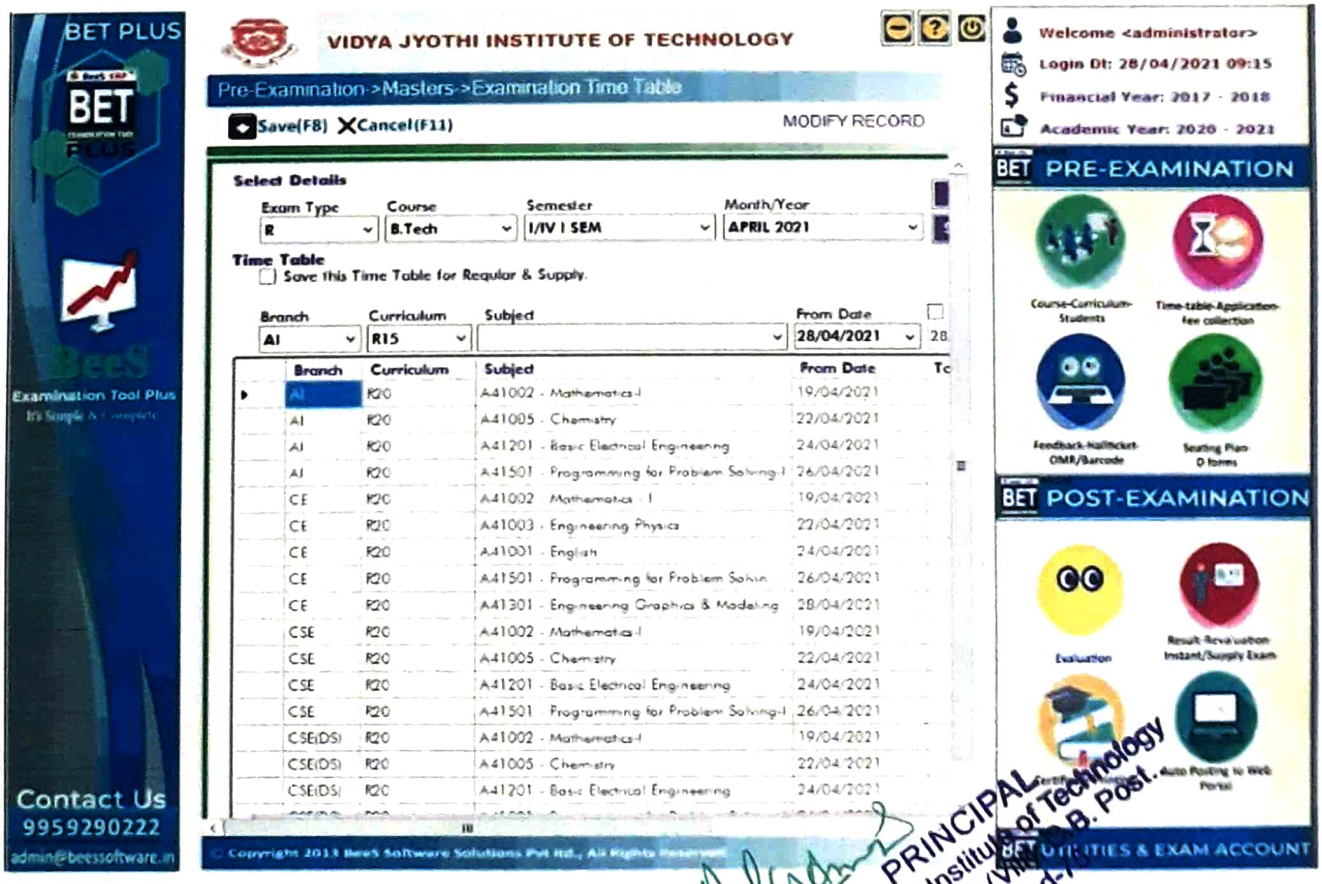
# Exam Fee Collection Dates Setup




# Examination Sessions

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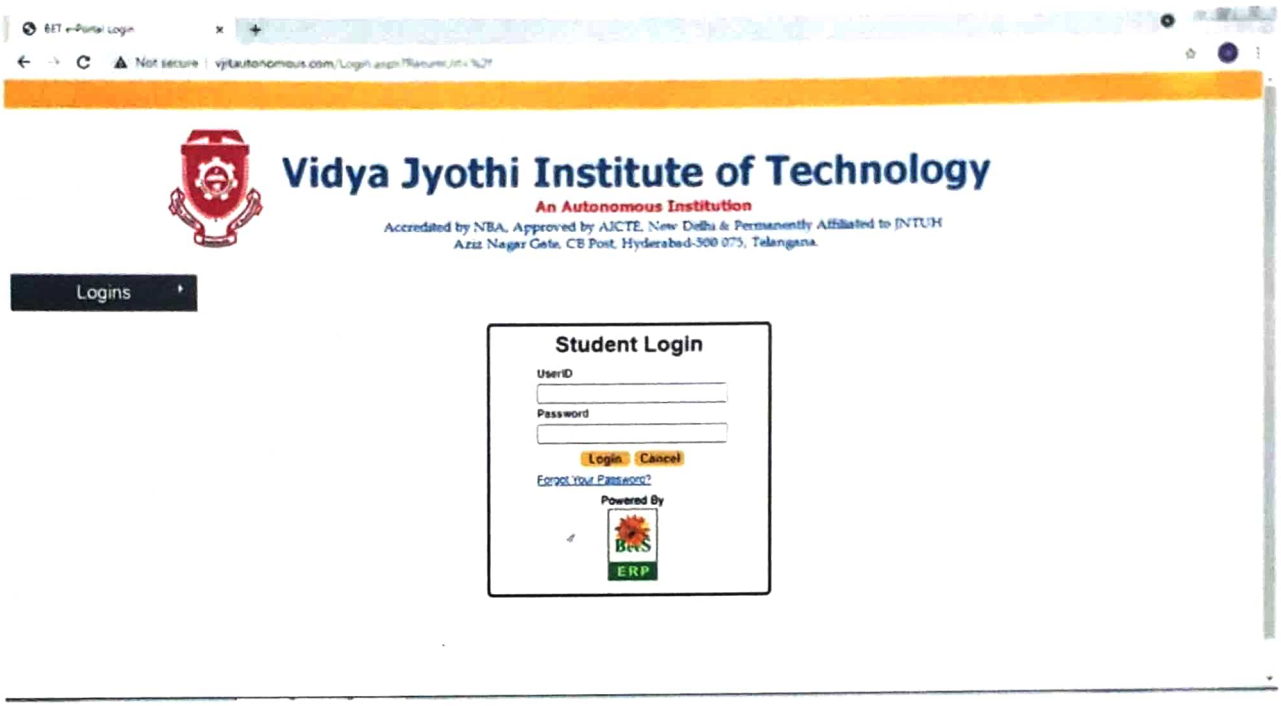
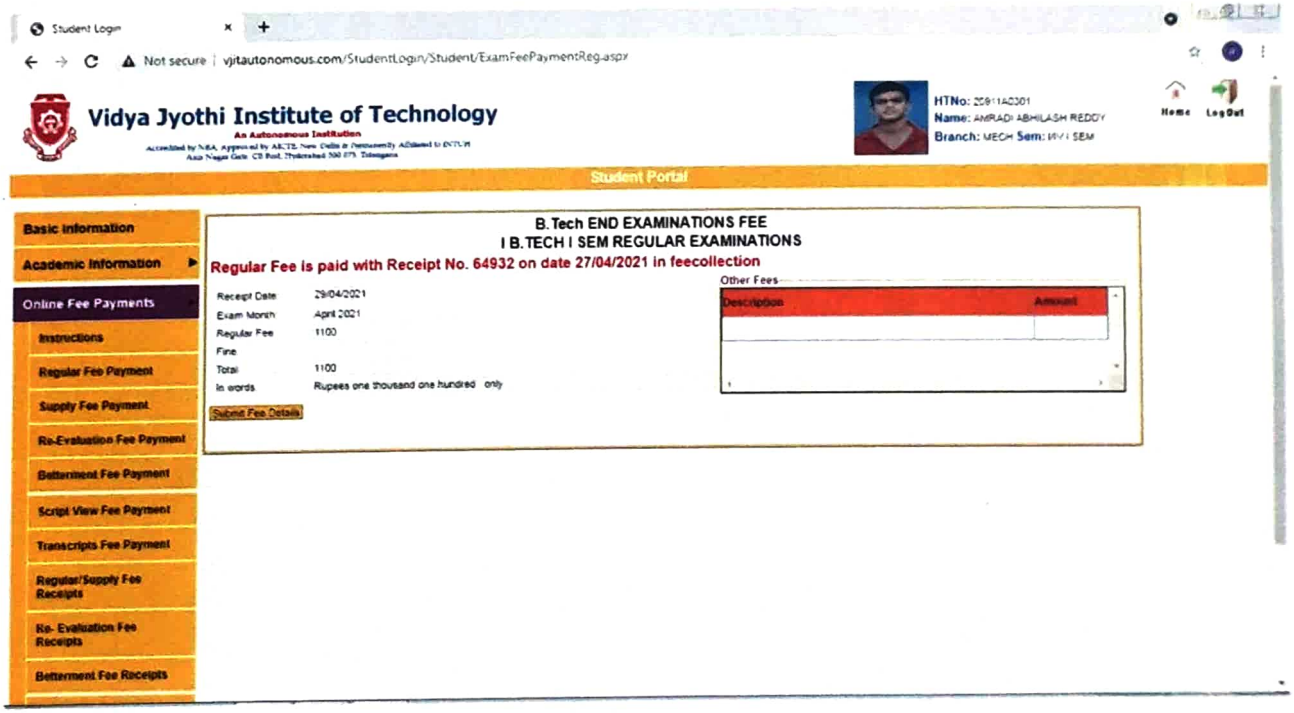
# Examination Time Table




## Student Login Portal




## Online Fee Payment Options

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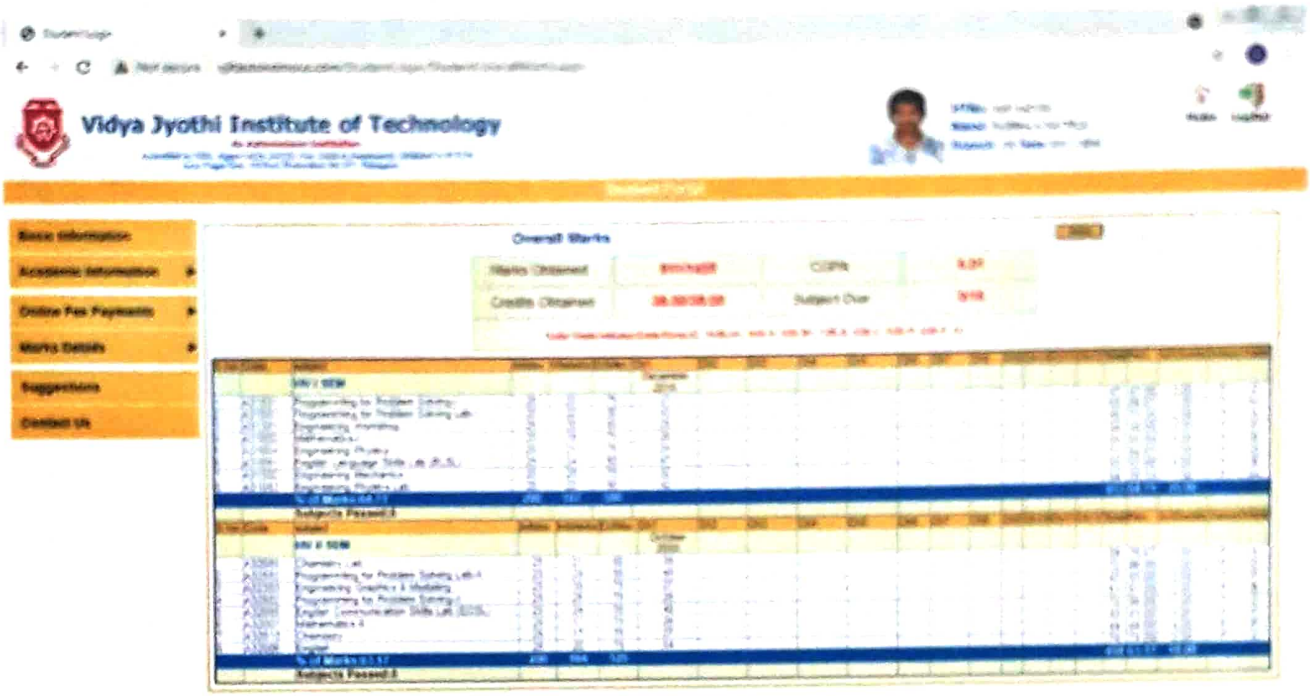
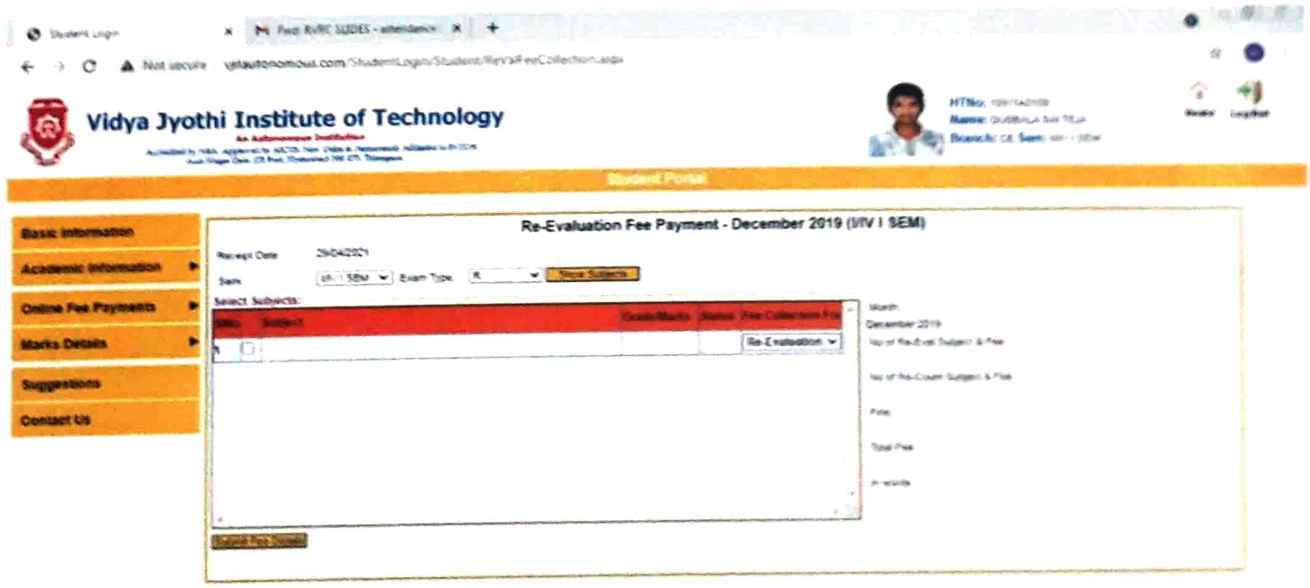



**Result of a Student**




**Re-evaluation Fee Payment**

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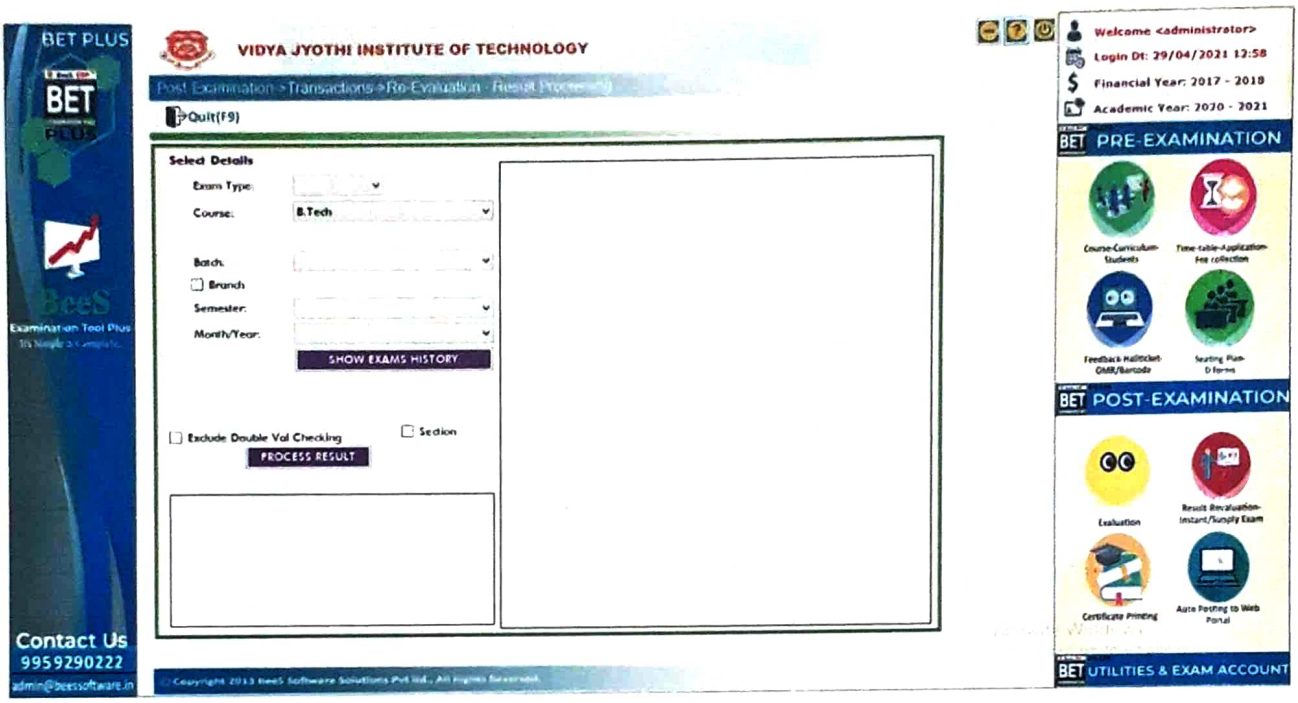
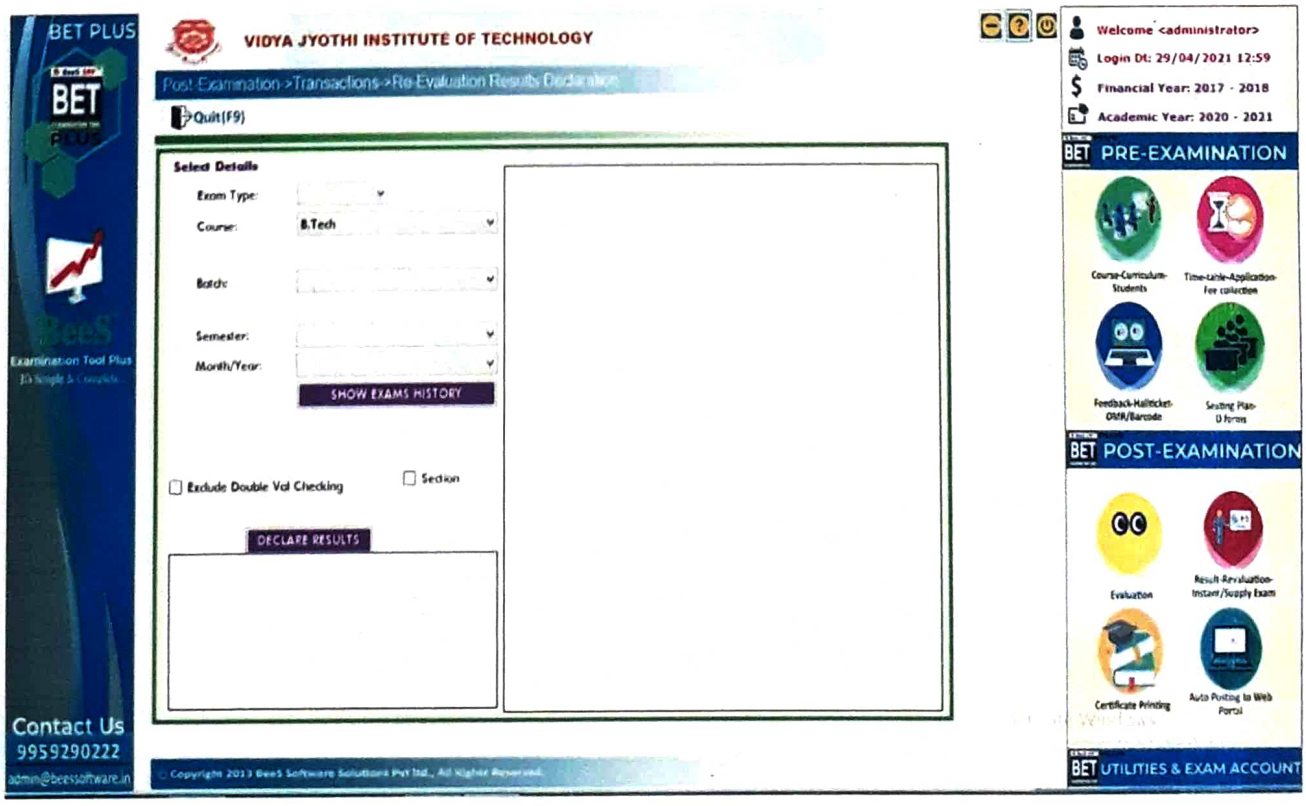



**Re-Evaluation Result Processing**




**Re-Evaluation Result Declaration**

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