



## ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"ವಿಜಯ ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ.

### Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama" Belagavi-590018, Karnataka, India



Dr. B.E. Rangswamy. Ph.D

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Registrar

Ref: VTU/BGM/Aca-Affln 23-24/2022-23/ 1368

Date: 13 JUN 2023

#### CIRCULAR

##### Sub: Commencement of LIC visits for the academic year 2023-24 – reg..

With reference to the above, this is to inform that the visits of Local Inquiry Committee (LIC) for the academic year 2023-24 would be commencing tentatively from 16<sup>th</sup> June, 2023. These visits include application of college for grant of temporary /permanent affiliation for the academic year 2023-24. The applications of increase in intake/reduction in intake /starting of new course/Closure of course/ starting of new research centre shall also be considered during visit.

The institutes are required to note the following points in this regard.

1. The presence of the Principal of the college during the LIC visit is mandatory
2. The representative of the Management preferably Chairman / Secretary is required to be present during the entire period of LIC visit.
3. The Principal or his/her nominee of the college will make a brief presentation (limited to 10-15 minutes) to the committee about the college, the courses offered and details of intake for temporary/Permanent affiliation.
4. All the documents to be submitted (shown) to the LIC be kept ready as per the checklist published in the University website and also attached with this circular. The hard copies of the same should be posted to the office of the Registrar VTU Belagavi 590018 within 10 days after LIC visit.
5. No new requests than those already applied by college are considered during the LIC visit
6. The date and time of the LIC visit will be intimated to the Colleges by the University.
7. The Member-Convener of the LIC team would be contacting the Principals of the Institutes one day prior to the Institute's visit.
8. The faculty members would be counted for SFR (Student Faculty Ratio) as well as the cadre ratio only if they have served at least for one preceding semester.

VTU : Affiliation for the year 2023-24

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9. The records related to AICTE activity points will be verified by LIC
10. The open source software will be considered as legal software. The details of these should be presented to the LIC team.
11. The feedback of the Institutes regarding LIC visit (Format available on VTU website) should be submitted to the Registrar within 3 days after the LIC visit.
12. The colleges should clear all the dues payable to the university prior to visit.
13. The team will be inspecting the skill lab(if applicable)
14. The autonomous colleges will be inspected for the compliance of prescribed guidelines of issued by VTU, AICTE and UGC.
15. **Research centre (Fresh and/ continuation) :**
  - i) Research supervisor / guides credential will be verified
  - ii) No. of Research scholar presently pursuing research in the respective research centres will be verified
16. The scripts evaluated details of faculty members will also be verified and the same will be recorded in the LIC report.

This is for information and needful.

*Rav* \_\_\_\_\_ *13/06/23* *13E*  
**REGISTRAR**  
*13/6/23*

To,

1. The Principals of All Engineering Colleges (Constituent, Affiliated, Autonomous,) under VTU, Belagavi
2. The Heads of Research Centres
3. The Chairpersons and Programme Co-ordinators of all VTU Departments

Copy to:

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi
2. The Registrar (Eval.), VTU, Belagavi
3. The Finance Officer, VTU, Belagavi
4. The Regional Directors (I/C) of all the Regional Offices of VTU
5. The Special Officers of Academic Section, VTU, Belagavi
6. The Concerned Case-workers of Academic Section, VTU, Belagavi
7. The Director (I/C),ITISMU, VTU, Belagavi



# Visvesvaraya Technological University

"Jnana Sangama", Belgaum-590 018, Karnataka State

Dr. B.E. Rangswamy Ph.D.

Registrar

Phone: (0831) 2498100

Fax: (0831) 2405467

Ref: VTU/Aca /2023-24/LIC/ **7488/1**

Date:

**23 MAR 2023**

## Check List (Includes Checklist 1 and 2)

(Copies to be kept ready for verification by LIC visit and subsequently (\* marked) to be submitted to VTU)

Sl.No.	Particulars
1.	AICTE Continuation/Extension Approval Letters*
2.	VTU Continuation/Extension Approval Letters
3.	Land Records in Original Copy*
4.	Building Plan and Occupancy Certificate*
5.	Building Stability Certificate*
6.	Fire Safety Certificate*
7.	Approved Budget*
8.	Balance Sheet*
9.	Resolutions of Governing Council Meetings*
10.	Original Appointment letter of Principal*
11.	Original Appointment letter of Faculty
12.	Original Appointment letter of Staff
13.	Joining letter of Faculty and Staff
14.	Proceedings of Purchase Committee
15.	Student's Attendance Register
16.	Lesson Plans
17.	Lab Manuals
18.	Lab Records
19.	Blue Books
20.	Internal Question Papers and Scheme of Evaluation
21.	Internal Assessment Marks submitted to University
22.	Fee Registers
23.	Faculty Personal files containing original degree certificates
24.	2(f) Status of UGC*
25.	Proof , if applied for 2 (f)
26.	NBA status*
27.	Proof , if applied for NBA
28.	NAAC status*
29.	Proof , if applied for NAAC
30.	Acquittance Register
31.	Service (C & R) Rules

32.	DA to Faculty --salary slips and Institute/trust order copy.
33.	Proof of Pay Scale to Teaching and Non-Teaching staff ---- salary slips and Institute/Trust order copy as per AICTE/Govt norms
34.	DA to Staff ---- salary slips and Institute/Trust order copy
35.	Form-16 of Employees
36.	Documents pertaining to Anti-ragging committee and Squad
37.	Documents pertaining to Anti-Sexual Harassment committee/College Internal Complaint committee
38.	Youth Red Cross Unit
39.	SC/ST/OBC Cell
40.	SC/ST/Other Scholarship dispersal Register
41.	NSS and NCC Units
42.	**VTU Affiliation Notification for Academic year 2022-23
43.	Documents pertaining to Grievance redressal cell
44.	Details of Faculty attended for Valuation duty (Furnish details individual faculty for last two years)*
45.	Student feedback mechanism
46.	Students counseling cell
47.	Innovation Club
48.	Green campus initiatives
49.	Skill lab details(If applicable)*
50.	The details to be submitted by Autonomous Colleges(Format Enclosed)*
51.	Any Best practices adopted by the Institution
52.	Any Legal Issues with AICTE /VTU/GOVT *
53.	Students Grievances Redressal Committee(s) (SGRC) formation report *
54.	Global Campus Activity/MOU with any Foreign University report to be Collected

\* Attested photocopies of Documents need to be submitted to VTU

\*\* To be presented by the college to the Expert Team during visit

  
 REGISTRAR  
 svesvaraya Technological University  
 BELAGAVI.