



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ  
"ವಿ ಜ್ಞಾನಂ 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.  
Registrar

Phone: (0831) 2498100

Fax : (0831) 2405467

Ref: VTU/BGM/Aca-Affln 24-25/2023-24/ 6497

Date 24 FEB 2024

**CIRCULAR**

**Sub: Commencement of LIC visits for the academic year 2024-25 - reg..**

With reference to the above, this is to inform that the visits of Local Inquiry Committee (LIC) for the academic year 2024-25 would be commencing tentatively from 28<sup>th</sup> February, 2024. These visits include application of college for grant of temporary /permanent affiliation for the academic year 2024-25. The applications of increase in intake/reduction in intake /starting of new course/Closure of course/ complete closure of the Institute/ progressive closure of the Institute/ starting of new / continuation of 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 presence of the institute Management, Chairman / Secretary / Treasurer of the Trust/ Society / Chairman, Governing Council is mandatorily 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 application for the year 2024-25.
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 soon after the 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.
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

R

be presented to the LIC team.

11. The feedback of the Institutes regarding LIC visit (Format available on VTU website and enclosed with this circular) 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 College shall appoint the Skill Coordinator and MOOCs coordinator and they shall be present during the visit and shall submit a copy of the activity report.
15. The autonomous colleges will be inspected for the compliance of prescribed guidelines of issued by VTU, AICTE and UGC. Further, the autonomous colleges shall submit the following to the visiting team:
  - a) Peer Committee report and
  - b) Annual Returns of the previous year
16. **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
17. 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.

R. S. E  
24/02/24  
REGISTRAR  


To,

1. The Principals of All Engineering Colleges (Constituent, Affiliated, 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-590018, Karnataka State

Dr. B.E. Rangaswamy Ph.D. Phone : (0831) 2498100

Registrar

Fax : (0831) 2405467

Ref. No. VTU/Aca/ 2024-25/LIC/6497

Date: 24 FEB 2024

## CHECK LIST

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

Sl.No.	Particulars
1.	AICTE / CoA Continuation/Extension Approval Letters**
2.	VTU Continuation/Extension Approval Letters**
3.	2(f) or 12B or both Status of UGC**
4.	Proof, if applied for 2(f)
5.	NBA status**
6.	Proof, if applied for NBA
7.	NAAC status**
8.	Proof, if applied for NAAC
9.	NIRF Ranking **
10.	The details to be submitted by Autonomous Colleges as per the format*
11.	Green campus initiatives
12.	Land Records in Original Copy*
13.	Building Plan and Occupancy Certificate**
14.	Building Stability Certificate**
15.	Fire Safety Certificate**
16.	Best practices adopted by the Institution
17.	Principal and Faculty Selection Process File
18.	Original Appointment letter of Principal
19.	Original Appointment letter of Faculty
20.	Original Appointment letter of Staff
21.	Joining letter of Faculty and Staff
22.	Faculty personal file containing original degree certificate (Must be return to the concerned faculty soon after LIC Visit Completed)
23.	Acquittance Register
24.	Service (C&R) Rules
25.	DA to Faculty—Salary slip and Institute/trust order copy

26.	Proof of pay Scale to Teaching and Non-Teaching staff--- salary slip and Institute/Trust order copy as per AICTE/Govt. norms
27.	DA to Staff---- salary slip and Institute/Trust order copy
28.	Form-16 of Employees
29.	Approved Budget*
30.	Balance Sheet*
31.	Resolutions of Governing Council Meeting*
32.	Proceeding of Purchase Committee
33.	Fee Registers
34.	Details of Faculty attended for Valuation duty (Furnish details individual faculty for last two years)**
35.	Skill lab details (If applicable) **
36.	Student's Attendance Register
37.	Lesson Plans
38.	Lab Manuals
39.	Lab Records
40.	Blue Books
41.	Internal Question papers and Scheme of Evaluation
42.	Internal Assessment Marks submitted to University
43.	Documents pertaining to Anti-ragging committee and Squad
44.	Documents pertaining to Anti-Harassment committee/College Internal Complaint committee
45.	Youth Red Cross Unit
46.	SC/ST/OBC/Cell
47.	SC/ST/Other Scholarship dispersal Register
48.	NSS and NCC Units
49.	Documents pertaining to Grievance redressal cell
50.	Student feedback mechanism
51.	Students counseling cell
52.	Innovation Club
53.	Students Grievances Redressal committee as per UGC (SGRC)**
54.	VTU Examination Evaluation Statistics**
55.	Any Legal Issues with AICTE/VTU/Govt*

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

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

Rr 24/02/24 E  
REGISTRAR  
A

# FEEDBACK FORM

## LIC VISIT 2024-25

This form is designed to have a fair opinion of the team which has visited your institution. This will enable the university to improve LIC inspection process and make it more effective.

We thank you in advance for the time and effort you are investing in filling out this form.

1. Name of the Institution:

2. Inspection was for (please tick):

- i. Temporary affiliation of UG Programme(s)
- ii. Temporary affiliation of PG Programme(s)
- iii. Permanent affiliation of UG Programme(s)
- iv. Permanent affiliation of PG Programme(s)
- v. Starting of new course (s)
- vi. Closure of a course (s)
- vii. Increase in intake of a Course (s)
- viii. reduction in intake of a Course (s)
- ix. Continuation of Research Centre (s)
- x. Recognition of New research Centre (s)
- xi. Complete Closure of the Institute
- xii. Progressive Closure of the Institute
- xiii. Ratification of a Course (s) for the A Y 2023-24

3. Date and Time of the Visit:

4. Name of the Chairman of LIC Team:

5. Names of Team Members:

Member-1:

Member-2:

Member-3:

Member Convener:

6. The LIC team have tendered any advice to improve the College? If yes, please specify.

i. Advice:

7. Please comment on the evaluation methodology adopted by the team during the visit:

8. Any Other:

**PRINCIPAL**