

CIRCULAR

Subject: Guidelines to the Local Inquiry Committees-2020-2021 for onsite visit -reg.

Reference: 1) University Notification of even no., dated: 23-07-2020

2) Approval of the Vice - Chancellor, dated: 05-10-2020

The following guidelines are issued for information and guidance of Local Inquiry Committees for the year 2020-2021:

1. A copy of the online presentation made by the Prof. Ramesha Reddy in the workshop/Orientation Programme conducted on 29th September and 1st October 2020 regarding Online Verification and Validation of Data by LIC's has already been shared with the Chairpersons, Members and Convenors of the LICs for information and guidance.
2. The Local Enquiry Committees are requested to schedule their college visits between 12-10-2020 and 20-10-2020
3. The Chairpersons and Members of the Committees are requested to assemble at Central College Campus (near Registrar's Office) and proceed for inspection of colleges in a vehicle provided by the University. The admissible conveyance for commuting journey from residence to Central College Campus shall be met out of the contingent amount sanctioned to the Convenor of the respective LICs.
4. The Convenors are required to manage the expenditure within the amount sanctioned.
5. The Chairpersons of the committees are requested to co-opt in consultation with the University a subject expert from the university departments not below the rank of Associate Professor, if need be.
6. The requests of the colleges for new courses and enhancement of intake made on affiliation portal are final and Local Inquiry Committees shall not consider new requests of the Management/Colleges during the college visit.
7. Local Inquiry Committees shall examine all aspects of affiliation proposals of the Institution or Society for starting new college or extension/ continuation of affiliation to existing courses. The Committee should primarily examine the financial position, the academic feasibility physical and academic infrastructure vis-a-vis the courses proposed for new college. The key objective of the LIC is to enhance quality, equity, objectivity, transparency and academic integrity in higher education system. Local Inquiry Committees are requested to submit inspection reports to this effect in addition to providing their observations and remarks on colleges.
8. Committees shall ensure that the colleges have arranged for video recording of the visit of the Local Inquiry Committees. The respective colleges shall submit the video footage of the LIC visit in DVD to the Chairman/Convenor of the Committee within two days after the visit of the committee.

9. Chairman/President or Secretary of the college management shall be present or a representative of the management shall be made available during LIC visit.
10. The LIC shall carefully verify and ascertain the values/responses against each parameter in the Self-Assessment Report of the college. Against the values/ responses that are found to be different from the observed facts/ figures, correct values/ responses shall be uploaded on affiliation portal by the committee through the Chairman's login credentials with the assistance of the convener / Data-Entry Operator accompanying the committee. After uploading the observed values in full, the LIC Assessment Report shall be downloaded and three copies of the same may be printed. The Chairman and members of the LIC including the Principal of the college (If it is fresh affiliation Principal or head of the management) shall sign the LIC Assessment Report and submit one copy the same in a sealed cover on the same day to the university. The LIC should avoid hand written correction on the LIC reports.
11. After the visits by all LICs, the committees are requested to download the Score and Recommendation Report after the approval by the Vice-Chancellor, sign and submit the same to the University. For clarifications / technical assistance, if any, during the LIC visit you may contact the following persons on their mobile numbers:

For overall co-ordinator	Sri. B.Eswarachary	-	9886049522
	Sri.Mohan.S	-	9880413233
For Technical Assistance:	Prof.N.Ramesh Reddy	-	9986571022
	Smt.Jyothi Angadi	-	8095993777


REGISTRAR 5/10/2020
dr

To,

The Chairpersons, Members and Conveners of the Local Inquiry Committees, 2020-2021.

Copy to:

1. The P.S to VC/Reg,Reg(Evl),FO,BCU- for information
2. Website Copy