

Ref: HIT/IQAC/2025-26/0001

Date: 12/08/2025

## CIRCULAR

**Subject: Use of College Logo and IQAC Logo in Official Documents**

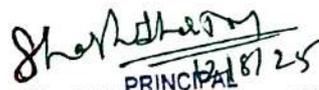
All teaching and non-teaching faculty members are hereby informed that, with immediate effect, the use of the **College Logo** and the **IQAC (Internal Quality Assurance Cell) Logo** must be strictly adhered to in all official documents, presentations, reports, banners, and other materials related to academic and administrative work.

**Guidelines:**

1. The **College Logo** must be prominently displayed on all official documents representing the institution and The **IQAC Logo** must be used in all documents, reports, and communications related to IQAC activities.
2. Both logos should be used in their original format without any modifications to design, color, or proportions.
3. Digital copies of the logos can be obtained from the IQAC office or through the institutional email upon request and any use of logos outside official purposes must have prior approval from the Principal or IQAC Coordinator.

For any clarification, you may contact the Dr. Vijaya Kumar H R, IQAC Head, HIT, Bengaluru at +91 8095939824/iqac.hit@harshainstitute.edu.in. Your cooperation in maintaining uniformity and identity in official communication is appreciated.

With regards,



PRINCIPAL  
Dr. Shashidhar T.M.  
Principal, Harsha Institute of Technology  
NELAMANGALA, BENGALURU - 562123

**Copy to:**

- Dean Academics / IQAC Coordinator
- Office Superintendent
- Notice Board / College Website

Ref: HIT/IQAC/2025-26/0002

Date: 18/08/2025

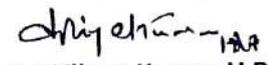
## CIRCULAR

**Subject: Constitution of IQAC Committee – Reg.**

All teaching and non-teaching staff members are hereby informed that the Internal Quality Assurance Cell (IQAC) has been reconstituted/formed as per the guidelines from higher authorities. The list of the members of the IQAC committee is enclosed herewith for your information and necessary action. Note that new logo for HIT and IQAC was created and all are requested to follow the same.

All concerned are requested to take note of the same and extend their full cooperation towards the effective functioning of the IQAC. The committee members are expected to carry out their responsibilities as per the objectives of the cell and contribute actively towards quality enhancement initiatives of the institution.

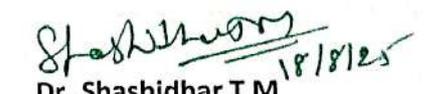
For any clarification, you may contact the Dr. Vijaya Kumar H R, IQAC Head, HIT, Bengaluru at +91 8095939824/iqac.hit@harshainstitute.edu.in. Your cooperation in maintaining uniformity and identity in official communication is appreciated.

  
Dr. Vijaya Kumar H R  
Associate Professor  
Dept. of ECE,  
HIT, Bengaluru  
IQAC HEAD

  
COORDINATOR - IQAC  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

  
Dr. Krishna B S  
Prof. & HOD  
Dept. of Basic Science and  
Humanities, HIT, Bengaluru  
Co- Chairperson

PROFESSOR & HEAD  
Department of Basic Science & Humanities  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

  
Dr. Shashidhar T M  
Principal  
Prof. Dept. of AI & ML  
HIT, Bengaluru  
Chairperson

PRINCIPAL  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

**Copy to:**

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As per Ref: HIT/IQAC/2025-26/0001

Sl. No.	Name	Designation	Signature
1.	Dr. Shashidhar T M	Principal and Professor, Dept. of AI and ML	<i>Shashidhar T M</i>
2.	Dr. B S Krishna	Dean and Professor, HOD of Dept. of Chemistry	<i>B S Krishna</i>
3.	Dr. Hanumanthlal S	Assistant Professor- Senior Grade, Dept. of Mechanical	<i>Hanumanthlal S</i>
4.	Dr. Vijaya Kumar H R	Associate Professor, In charge HOD, Dept. of ECE	<i>Vijaya Kumar H R</i>
5.	Dr. Raviprakash J	Assistant Professor-Grade II, Dept. of Mathematics	<i>Raviprakash J</i>
6.	Mr. Nithish D	Assistant Professor-Grade II, Dept. of Physics	<i>Nithish D</i>
7.	Mr. Venugopal D	Assistant Professor-Grade I, Dept. of CSE and CY	<i>Venugopal D</i>
8.	Mrs. Nandhini T	Assistant Professor-Grade I, Dept. of ISE	<i>Nandhini T</i>
9.	Ms. Pooja T S	Assistant Professor-Grade II, Dept. of DS	<i>Pooja T S</i>
10.	Ms. Smitha S	Assistant Professor-Grade II, Dept. of Mathematics	<i>Smitha S</i>
11.	Ms. Gowthami R S	Assistant Professor-Grade II, Dept. of Mathematics	<i>Gowthami R S</i>
12.	Mrs. Nischitha V	Assistant Professor-Grade II, Dept. of Chemistry	<i>Nischitha V</i>
13.	Mr. Srinivasa Rao K	Assistant Professor-Grade II, Dept. of Mechanical	<i>Srinivasa Rao K</i>
14.	Ms. Lida Thankam	Assistant Professor-Grade II, Dept. of Physics	<i>Lida Thankam</i>
15.	Ms. Jasmin Swetha V	Assistant Professor-Grade II, Dept. of ECE	<i>Jasmin Swetha V</i>
16.	Ms. Anju V	Assistant Professor-Grade II, Dept. of Humanities	<i>Anju V</i>
17.	Mr. Santhosh N	Lab In charge, CSE	<i>Santhosh N</i>
18.	Ms. Divya Priya Kumari	Lab In charge, Chemistry	<i>Divya Priya Kumari</i>
19.	Mr. Tejas T R	Lab In charge, Dept. of Mechanical	<i>Tejas T R</i>
20.	Mrs. S. Subarna	Lab In charge, Physics	<i>S. Subarna</i>
21.	Mrs. Pallavi L	Lab In Charge of ECE	<i>Pallavi L</i>
22.	Mr. Vijay Kumar G	Admin, Tutor	<i>Vijay Kumar G</i>
23.	Mrs. Deepika S	Admin	<i>Deepika S</i>

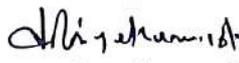
**Internal Quality Assurance Cell (IQAC)**

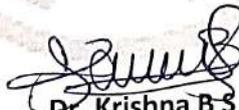
Ref: HIT/IQAC/2025-26/0003

Date: 18/08/2025

**IQAC Cell Committees**

Sl. No.	Name	Designation	Composition	Position
1	Dr. Harsha S	Secretary, Harsha Institution	Secretary	Member Secretary
2	Dr. Shashidhar T M	Principal and Professor, Dept. of AI and ML	Head of the Institution	Chairperson
3	Dr. B S Krishna	Dean and Professor, HOD of Dept. of Chemistry	Faculty Representative	Co-Chairperson
4	Dr. Vijaya Kumar H R	Associate Professor, In charge HOD, Dept. of ECE	Faculty Representative	Conveyer
5	Dr. Hanumanthlal S	Assistant Professor- Senior Grade, Dept. of Mechanical	Faculty Representative	Senior Member
6	Mr. Venugopal D	Assistant Professor-Grade I, Dept. of CSE	Senior Administrative Officer	Member
7	Mrs. Nandhini T	Assistant Professor-Grade I, Dept. of ISE		Member
8	Dr. Nagaveni S	Head of IIC and Incubation cell, Assistance Professor, Dept. of Electrical, IIT, Dharwad	Advisor	Member
8	Dr. Pushpalatha M	Board Member, Tumkur Rotary Prerana Professor and HOD, CSE, Akshaya Institute of Technology	Advisor	Member
9	Mr. Vijay Mahantesh	Business Head, Edigim Pvt. Ltd, Bengaluru	Advisor	Member
10	Mr. Vijay Kumar G	Admin	Admission	Member
11	Mrs. Deepika S	Admin & Tutor	Office Superintend	Member
12	Ms. Chandana D J	1st year Student, Dept. of CSE (CY)	Student Representative	Member

  
**Dr. Vijaya Kumar H R**  
Associate Professor,  
Dept. of ECE, HIT, Bengaluru  
**COORDINATOR IQAC**  
**IQAC HEAD**  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

  
**Dr. Krishna B S**  
Prof. & HOD  
Dept. of Basic Science and  
Humanities, HIT, Bengaluru  
**Co-Chairperson**  
**PROFESSOR & HEAD**  
Department of Basic Science & Humanities  
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Prof. Dept. of AI & ML  
HIT, Bengaluru  
**Chairperson**  
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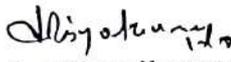
Date: 18/08/2025

### IQAC Institutional Level Coordinators

Sl. No.	Name of the Committee	Name of Institutional Level Coordinator	File No. Code
1.	ACADEMIC COMMITTEE	Dr. B S Krishna, Dean Academics, HOD Basic Science	AC
2.	DISCIPLINARY COMMITTEE	Mr. Nithish D, Assistant Professor-Grade II, Dept. of Physics	DC
3.	CULTURAL COMMITTEE	Mr. Venugopal D, Assistant Professor-Grade II, Dept. of CSE and CY	CC
4.	LIBRARY COMMITTEE	Mr. Srinivasa Rao K, Assistant Professor-Grade II, Dept. of Mechanical	LC
5.	HOSTEL & CANTEEN COMMITTEE	Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics	HC
6.	ANTI-RAGGING COMMITTEE and	Ms Smitha S, Assistant Professor-Grade II, Dept. of Mathematics	AR
7.	STUDENTS WELFARE COMMITTEE , SC/ST, BCM Cell	Ms. Anju V, Assistant Professor-Grade II, Dept. of Humanities	SW
8.	NSS/NCC COMMITTEE	Dr. Hanumanthlal S, Assistant Professor- Senior Grade, Dept. of Mechanical	NSS/NCC
9.	MAGAZINE /NEWS LETTER COMMITTEE	Ms. Jasmine Swetha V, Assistant Professor-Grade II, Dept. of ECE	MN
10.	GRIEVANCE REDRESSAL COMMITTEE	Ms. Gowthami R S, Assistant Professor-Grade II, Dept. of Mathematics	GR
11.	SEXUAL HARASSMENT ELIMINATION COMMITTEE	Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry	SH
12.	SPORTS COMMITTEE	Mr. Venugopal D, Assistant Professor-Grade II, Dept. of CSE and CY	SC
13.	R&D COMMITTEE	Dr. B S Krishna, Dean Academics, HOD Basic Science	RD
14.	PLACEMENT COMMITTEE	HIT, Placement Head	PC

15.	MENTORING COMMITTEE	Mrs. Nandhini T, Assistant Professor-Grade II, Dept. of ISE	MC
16.	ALUMNI ASSOCIATION	Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics	AS
17.	ERP, website, Social Media and feedback	Ms. Jasmine Swetha V, Assistant Professor-Grade II, Dept. of ECE	SM
18.	TIMETABLE COMMITTEE	Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry	TT
19.	NPTEL/ICT ACADEMY	Ms. Divya Priya Kumari, Tutor and Lab In Charge Chemistry	NP
20.	1ST YEAR COORDINATOR	Dr. Raviprakasha J, Assistant Professor-Grade II, Dept. of Mathematics	FY
21.	Professional Committee: SDP/FDP/Workshop/ Technical seminar/ Industrial Visit/ Funded Events	Ms. Gowthami R S, Assistant Professor-Grade II, Dept. of Mathematics	PRC
22.	ISTE	Mr. Srinivasa Rao K, Assistant Professor-Grade II, Dept. of Mechanical	ISTE
23.	IEEE	Mr. Venugopal D, Assistant Professor-Grade II, Dept. of CSE and CY	IEEE
24.	IETE	Dr. Vijaya Kumar H R, In charge HOD, Dept. of ECE	IETE
25.	IIC	Dr. Vijaya Kumar H R, In charge HOD, Dept. of ECE	IIC
26.	AICTE/VTU	Mr. Nithish D, Assistant Professor-Grade II, Dept. of Physics	AICTE
27.	NIRF	Dr. Raviprakasha J, Assistant Professor-Grade II, Dept. of Mathematics	NIRF
28.	EXAMINATION CELL	Dr. Hanumanthlal S, Assistant Professor- Senior Grade, Dept. of Mechanical	EC
29.	Test Coordinator	Ms Smitha S, Assistant Professor-Grade II, Dept. of Mathematics	TC
30.	Student Club and activities	Ms. Anju V, Assistant Professor-Grade II, Dept. of Humanities	SCA

31.	Women Empowerment	Mrs. Nandhini T, Assistant Professor-Grade II, Dept. of ISE	WE
32.	Institutional Budget Committee	Dr. Raviprakasha J, Assistant Professor-Grade II, Dept. of Mathematics	IB

  
Dr. Vijaya Kumar H R  
Associate Professor,  
Dept. of ECE, HIT, Bengaluru  
IQAC HEAD

  
Dr. Krishna B S  
Prof. & HOD  
Dept. of Basic Science and  
Humanities, HIT, Bengaluru  
Co- Chairperson  
PROFESSOR & HEAD  
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Date: 18/08/2025

### List of IQAC Members

Sl. No.	Name of the Committee	Name of Institutional Level Coordinators and Members	Description
1.	ACADEMIC COMMITTEE	Dr. B S Krishna, Dean Academics, HOD Basic Science Dr. Raviprakash J, Assistant Professor-Grade II, Dept. of Mathematics	Review of Academic activities
2.	DISCIPLINARY COMMITTEE	Mr. Nithish D, Assistant Professor-Grade II, Dept. of Physics Mr. Santhosh N, Tutor Mr. Tejas T R, Tutor	Review and respond of misbehaviors, misconducting of academics, action against allegations, complaints. To enforce rules and maintain a positive campus environment
3.	CULTURAL COMMITTEE	Mr. Venugopal D, Assistant Professor-Grade II, Dept. of CSE and CY Mrs. S. Subarna, Tutor, Lab In Charge of Physics Mrs. Pallavi, Lab In Charge of ECE Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Conduction of cultural event at In house and Out of college, Participation at VTU events
4.	LIBRARY COMMITTEE	Mr. Srinivasa Rao K, Assistant Professor-Grade II, Dept. of Mechanical Dr. Hanumanthlal S, Assistant Professor-Senior Grade, Dept. of Mechanical	Library Automation system as per AICTE Norms
5.	HOSTEL & CANTEEN COMMITTEE	Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics Mrs. Deepika S, Admin in Charge Ms. Anju V, Assistant Professor-Grade II, Dept. of Humanities Dr. Raviprakash J, Assistant Professor-Grade II, Dept. of Mathematics	Feedbacks with respect to hostel, canteen, night inspection, and Hostel maintenance.
6.	ANTI-RAGGING COMMITTEE	Ms. Smitha S, Assistant Professor-Grade II, Dept. of Physics Dr. Hanumanthlal S, Assistant Professor-Senior Grade, Dept. of Mechanical Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Displaying of anti-ragging boards and observation will be on every day at campus.
7.	Social Welfare/ SC/ST/BCM Cell	Ms. Anju V, Assistant Professor-Grade II, Dept. of Humanities Ms. Gowthami R S, Assistant Professor-Grade II, Dept. of Mathematics Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry Student Coordinator 1 Student Coordinator 2	SSP Scholarship, SC/ST/BCM Club.

		Student Coordinator 3	
8.	NSS/NCC COMMITTEE	Dr. Hanumanthlal S, Assistant Professor-Senior Grade, Dept. of Mechanical Mr. Nithish D, Assistant Professor-Grade II, Dept. of Physics Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Conducting of various social related activities to boost the students personalities.
9.	MAGAZINE /NEWS LETTER COMMITTEE	Ms. Jasmine Swetha V, Assistant Professor-Grade II, Dept. of ECE Mrs. Pallavi, Lab In Charge of ECE Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	To publish and bring out newsletter regularly.
10.	GRIEVANCE REDRESSAL COMMITTEE	Ms. Gowthami R S, Assistant Professor-Grade II, Dept. of Mathematics Ms. Jasmine Swetha V, Assistant Professor-Grade II, Dept. of ECE Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Resolving the student/faculty grievances by listening and addressing the student facilities.
11.	SEXUAL HARASSMENT ELIMINATION COMMITTEE	Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry Mrs. Nandhini T, Assistant Professor-Grade I, Dept. of ISE Ms. Pooja T S, Assistant Professor-Grade II, Dept. of DS Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Prevention, prohibition and redressed at college campus to safeguard women.
12.	SPORTS COMMITTEE	Mr. Venugopal D, Assistant Professor-Grade II, Dept. of CSE and CY Mr. Santhosh N, Tutor Mr. Tejas T R, Tutor Mr. Vijay Kumar G, Admin, Tutor Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Conduction of sports events at In house and Out of college, Participation at VTU events
13.	R&D COMMITTEE	Dr. Shashidhar T M, Principal Dr. B S Krishna, Dean Academics, HOD Basic Science	Involvement in Research and Development activities, funding, VTU and other national and international level project proposal, research guidance.
14.	PLACEMENT COMMITTEE	Head, Placement Department HIT	Conduction of soft skills, Group discussion, training programs.

15.	MENTORING COMMITTEE	Mrs. Nandhini T, Assistant Professor-Grade I, Dept. of ISE Ms. Gowthami R S, Assistant Professor-Grade II, Dept. of Mathematics and All the Department mentors	Counselling the students on every week, after Internals for student's growth. Observing weak and strong learners.
16.	ALUMNI ASSOCIATION	Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics Alumni Heads Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Alumni feedback with respect to college growth.
17.	ERP, College website, feedback and social media	Ms. Jasmine S V, Assistant Professor- Grade II, Dept. of ECE Ms. Pooja T S, Assistant Professor-Grade II, Dept. of DS Ms. Smitha S, Assistant Professor-Grade II, Dept. of Physics Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	ERP software, Feedback, Social Media and college website for academics and achievements.
18.	TIMETABLE COMMITTEE	Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics	Creation of Department level, master time table and Individual time table
19.	NPTEL/ICT ACADEMY	Ms. Divya Priya Kumari, Tutor and Lab In Charge Chemistry Dr. Raviprakash J, Assistant Professor-Grade II, Dept. of Mathematics Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Insist student for Online Course or certificate courses.
20.	1ST YEAR COORDINATOR	Dr. Raviprakash J, Assistant Professor-Grade II, Dept. of Mathematics Dr. B S Krishna, Dean Academics, HOD Basic Science Ms. Smitha S, Assistant Professor-Grade II, Dept. of Physics	Academics of 1 <sup>st</sup> and 2 <sup>nd</sup> semester along with orientation and bridge course program.
21.	Professor Committee: SDP/FDP/Workshop/ Technical seminar/ Industrial Visit/Funded Events	Ms. Gowthami R S, Assistant Professor-Grade II, Dept. of Mathematics Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry Heads of the Department Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Conducting of technical seminars, workshops, and projects, aiming to provide students with exposure to industry trends and opportunities.
22.	ISTE/MISTE	Mr. Srinivasa Rao K, Assistant Professor-Grade II, Dept. of Mechanical Dr. B S Krishna, Dean Academics, HOD Basic Science	ISTE student or faculty chapter, also a part of the IQAC's activities, aims to

		Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	improve the technical education system.
23.	IEEE	Dr. Shashidhar T M, Principal Mr. Venugopal D, Assistant Professor-Grade II, Dept. of CSE and CY Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	To make student membership in IEEE that makes in sharing knowledge and best practices.
24.	IETE	Dr. Shashidhar T M, Principal Dr. Vijaya Kumar H R, In charge HOD, Dept. of ECE Ms. Pooja T S, Assistant Professor-Grade II, Dept. of DS Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Insist student to in IETE membership for valuable involvement in various activities.
25.	IIC	Dr. Shashidhar T M, Principal Dr. Vijaya Kumar H R, In charge HOD, Dept. of ECE Ms. Smitha S, Assistant Professor-Grade II, Dept. of Physics Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Make students to foster innovation and entrepreneurship.
26.	AICTE/VTU	Mr. Nithish D, Assistant Professor-Grade II, Dept. of Physics Ms. Pooja T S, Assistant Professor-Grade II, Dept. of DS Ms. Anju V, Assistant Professor-Grade II, Dept. of Humanities Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Setting standards and requiring institutions to submit data for planning, monitoring, and quality assurance of their technical programs
27.	NIRF	Dr. Shashidhar T M, Principal Dr. B S Krishna, Dean Academics, HOD Basic Science Dr. Vijaya Kumar H R, In charge HOD, Dept. of ECE	Concentrate on the parameters like, Teaching, Learning and Resources (TLR), Research and Professional Practice (RP), Graduation Outcome (GO), Outreach and Inclusivity (OI), Perception (PR).
28.	EXAMINATION CELL	Dr. Hanumanthlal S, Assistant Professor-Senior Grade, Dept. of Mechanical Mr. Santhosh N, Tutor Mr. Tejas T R, Tutor Mr. Vijay Kumar G, Tutor Mrs. Pallavi, Lab In Charge, ECE	Smooth conduction of VTU Exams, continuous observation and support to VTU officials.
29.	Test Coordinator	Ms. Smitha S, Assistant Professor-Grade II, Dept. of Physics Mrs. Pallavi, Lab In Charge, ECE	Conducting of IA Test, and Marks.

30.	Student Club and Activities	Ms. Anju V, Assistant Professor-Grade II, Dept. of Humanities Ms. Divya, Tutor, Dept. of Chemistry Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Conducting of various student activities
31.	Women Empowerment Cell	Mrs. Nandhini T, Assistant Professor-Grade I, Dept. of ISE Ms. Lida Thankam, Assistant Professor-Grade II, Dept. of Physics Ms. Smitha S, Assistant Professor-Grade II, Dept. of Physics Mrs. Nischitha V, Assistant Professor-Grade II, Dept. of Chemistry Student Coordinator 1 Student Coordinator 2 Student Coordinator 3	Aims to empower girl students and women faculty
32.	Institutional Budget Committee	Dr. Shashidhar T M, Principal Dr. Raviprakash J, Assistant Professor-Grade II, Dept. of Mathematics Mr. Nithish D, Assistant Professor-Grade II, Dept. of Physics	To manage and integrate budgeting and financial tasks as part of its quality assurance functions, under the general oversight of the institution's head.

*Dr. Vijaya Kumar H R*  
 Dr. Vijaya Kumar H R  
 Associate Professor,

Dept. of ECE, HIT, Bengaluru  
 COORDINATOR - IQAC  
 IQAC HEAD  
**HARSHA INSTITUTE OF TECHNOLOGY**  
 NELAMANGALA, BENGALURU - 562123



*Dr. Krishna B S*  
 Dr. Krishna B S  
 Prof. & HOD

Dept. of Basic Science and Humanities,  
 HIT, Bengaluru  
 Co-Chairperson



Department of Basic Science & Humanities  
**HARSHA INSTITUTE OF TECHNOLOGY**  
 NELAMANGALA, BENGALURU - 562123

*Dr. Shashidhar T M*  
 Dr. Shashidhar T M  
 18/12/25

Dr. Shashidhar T M  
 Principal  
 Prof. Dept. of AI & ML  
 HIT, Bengaluru  
 Chairperson

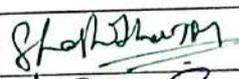
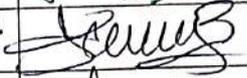
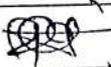
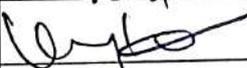
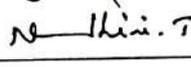
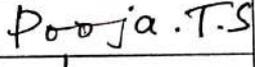
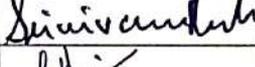
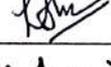
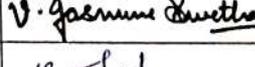
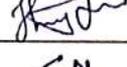
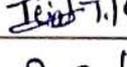
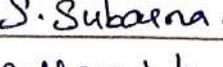
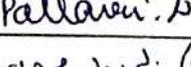
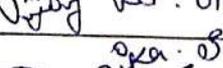


PRINCIPAL  
**HARSHA INSTITUTE OF TECHNOLOGY**  
 NELAMANGALA, BENGALURU - 562123

**Copy to:**

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- Office Superintendent
- Notice Board / College Website

As per Ref: HIT/IQAC/2025-26/0002, HIT/IQAC/2025-26/0003, HIT/IQAC/2025-26/0004, HIT/IQAC/2025-26/0005

Sl. No.	Name	Designation	Signature
1.	Dr. Shashidhar T M	Principal and Professor, Dept. of AI and ML	
2.	Dr. B S Krishna	Dean and Professor, HOD of Dept. of Chemistry	
3.	Dr. Hanumanthlal S	Assistant Professor- Senior Grade, Dept. of Mechanical	
4.	Dr. Vijaya Kumar H R	Associate Professor, In charge HOD, Dept. of ECE	
5.	Dr. Raviprakash J	Assistant Professor-Grade II, Dept. of Mathematics	
6.	Mr. Nithish D	Assistant Professor-Grade II, Dept. of Physics	
7.	Mr. Venugopal D	Assistant Professor-Grade I, Dept. of CSE and CY	
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20.	Mrs. S. Subarna	Lab In charge, Physics	
21.	Mrs. Pallavi L	Lab In Charge of ECE	
22.	Mr. Vijay Kumar G	Admin, Tutor	
23.	Mrs. Deepika S	Admin	

Ref: HIT/IQAC/2025-26/0006

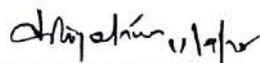
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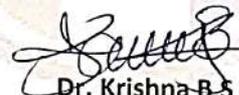
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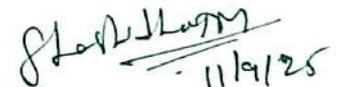
Subject: IQAC Audit – Reg.

All teaching and non-teaching staff members are hereby informing that the Internal Quality Assurance Cell (IQAC) has been reconstituted/formed as per the guidelines from higher authorities. Here by requesting all of you that internal 1<sup>st</sup> time audit will be conducting on **13/09/2025**, and hence all of you requesting to prepare relevant documents for the same for the smooth conduction of 1<sup>st</sup> semester academics.

For any clarification, you may contact the Dr. Vijaya Kumar H R, IQAC Head, HIT, Bengaluru at +91 8095939824/iqac.hit@harshainstitute.edu.in. Your cooperation in maintaining uniformity and identity in official communication is appreciated.

  
Dr. Vijaya Kumar H R  
Associate Professor  
Dept. of ECE,  
HIT, Bengaluru  
IQAC HEAD

  
Dr. Krishna B S  
Prof. & HOD  
Dept. of Basic Science and  
Humanities, HIT, Bengaluru  
Co- Chairperson  
PROFESSOR & HEAD

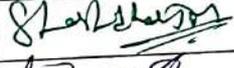
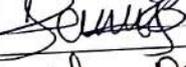
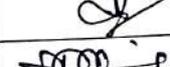
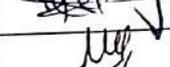
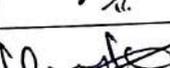
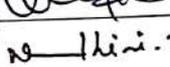
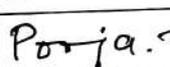
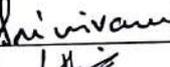
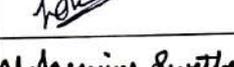
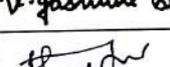
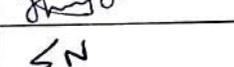
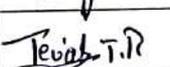
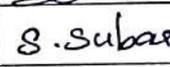
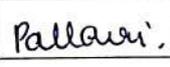
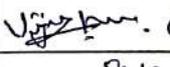
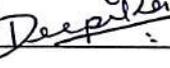
  
Dr. Shashidhar T M  
Principal  
Prof. Dept. of AI & ML  
HIT, Bengaluru  
Chairperson

  
COORDINATOR - IQAC  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123  
Dean Academics/IQAC Coordinator  
• Office Superintendent  
• Notice Board/ Website

  
Department of Basic Science & Humanities  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

  
PRINCIPAL  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

As per Ref: HIT/IQAC/2025-26/0006

Sl. No.	Name	Designation	Signature
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20.	Mrs. S. Subarna	Lab In charge, Physics	
21.	Mrs. Pallavi L	Lab In Charge of ECE	
22.	Mr. Vijay Kumar G	Admin, Tutor	
23.	Mrs. Deepika S	Admin	

Ref: HIT/IQAC/2025-26/0007

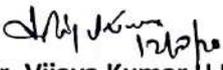
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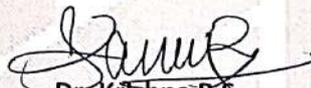
**Subject: Informing about IQAC Structure**

As per discussion previously, reference REF: HIT/IQAC/2025-26/0005, it is hereby informing to all teaching and non-teaching faculty members go through the IQAC structure and follow up the same and requesting all of you to mention about sub code number with respect to you committee code that will help to make auditing at the end the semester/year.

For any clarification, you may contact the Dr. Vijaya Kumar H R, IQAC Head, HIT, Bengaluru at +91 8095939824/iqac.hit@harshainstitute.edu.in. Your cooperation in maintaining uniformity and identity in official communication is appreciated.



Dr. Vijaya Kumar H R  
Associate Professor  
Dept. of ECE,  
HIT, Bengaluru  
IQAC HEAD  
COORDINATOR - IQAC

**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123

Dr. Krishna B S  
Prof. & HOD  
Dept. of Basic Science and  
Humanities, HIT, Bengaluru  
Co-Chairperson

**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123

Dr. Shashidhar T M  
Principal  
Prof. Dept. of AI & ML  
HIT, Bengaluru  
Chairperson

**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123**Copy to:**

- Dean Academics/ IQAC Coordinator
- Office Superintendent
- Notice Board / College Website

As per Ref: HIT/IQAC/2025-26/0007

Sl. No.	Name	Designation	Signature
1.	Dr. Shashidhar T M	Principal and Professor, Dept. of AI and ML	<i>Shashidhar</i>
2.	Dr. B S Krishna	Dean and Professor, HOD of Dept. of Chemistry	<i>B S Krishna</i>
3.	Dr. Hanumanthlal S	Assistant Professor- Senior Grade, Dept. of Mechanical	<i>Hanumanthlal</i>
4.	Dr. Vijaya Kumar H R	Associate Professor, In charge HOD, Dept. of ECE	<i>Vijaya Kumar</i>
5.	Dr. Raviprakash J	Assistant Professor-Grade II, Dept. of Mathematics	<i>Raviprakash</i>
6.	Mr. Nithish D	Assistant Professor-Grade II, Dept. of Physics	<i>Nithish D</i>
7.	Mr. Venugopal D	Assistant Professor-Grade I, Dept. of CSE and CY	<i>Venugopal D</i>
8.	Mrs. Nandhini T	Assistant Professor-Grade I, Dept. of ISE	<i>Nandhini T</i>
9.	Ms. Pooja T S	Assistant Professor-Grade II, Dept. of DS	<i>Pooja T.S.</i>
10.	Ms. Smitha S	Assistant Professor-Grade II, Dept. of Mathematics	<i>Smitha S</i>
11.	Ms. Gowthami R S	Assistant Professor-Grade II, Dept. of Mathematics	<i>Gowthami R S</i>
12.	Mrs. Nischitha V	Assistant Professor-Grade II, Dept. of Chemistry	<i>Nischitha V</i>
13.	Mr. Srinivasa Rao K	Assistant Professor-Grade II, Dept. of Mechanical	<i>Srinivasa Rao K</i>
14.	Ms. Lida Thankam	Assistant Professor-Grade II, Dept. of Physics	<i>Lida Thankam</i>
15.	Ms. Jasmin Swetha V	Assistant Professor-Grade II, Dept. of ECE	<i>Jasmin Swetha V</i>
16.	Ms. Anju V	Assistant Professor-Grade II, Dept. of Humanities	<i>Anju V</i>
17.	Mr. Santhosh N	Lab In charge, CSE	<i>Santhosh N</i>
18.	Ms. Divya Priya Kumari	Lab In charge, Chemistry	<i>Divya Priya Kumari</i>
19.	Mr. Tejas T R	Lab In charge, Dept. of Mechanical	<i>Tejas T.R.</i>
20.	Mrs. S. Subarna	Lab In charge, Physics	<i>S. Subarna.</i>
21.	Mrs. Pallavi L	Lab In Charge of ECE	<i>Pallavi L</i>
22.	Mr. Vijay Kumar G	Admin, Tutor	<i>Vijay Kumar G</i>
23.	Mrs. Deepika S	Admin	<i>Deepika S</i>

Ref: HIT/IQAC/2025-26/0008

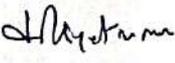
Date: 28/10/2025

## CIRCULAR

Subject: IQAC Audit – Reg.

All teaching and non-teaching staff members are hereby informing that the Internal Quality Assurance Cell (IQAC) has been reconstituted/formed as per the guidelines from higher authorities. Here by requesting all of you that internal Pre - audit will be conducting on **29/10/2025**, and hence all of you requesting to prepare relevant documents (Course File and Lab file) for the same for the smooth conduction of 1<sup>st</sup> semester academics. It is also requesting you all to maintain your personal file.

For any clarification, you may contact the Dr. Vijaya Kumar H R, IQAC Head, HIT, Bengaluru at +91 8095939824/iqac.hit@harshainstitute.edu.in. Your cooperation in maintaining uniformity and identity in official communication is appreciated.



Dr. Vijaya Kumar H R  
Associate Professor  
Dept. of ECE,  
HIT, Bengaluru  
IQAC HEAD



Dr. Krishna B S  
Prof. & HOD  
Dept. of Basic Science and  
Humanities, HIT, Bengaluru  
Co- Chairperson



Dr. Shashidhar T M  
Principal  
Prof. Dept. of AI & ML  
HIT, Bengaluru  
Chairperson



COORDINATOR - IQAC  
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NELAMANGALA, BENGALURU - 562123

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- Office Superintendent
- Notice Board/ Website

Ref: HIT/IQAC/25/009

Date: 01/09/2025

## Circular

**Subject:** Request for Preparation of Student Club Committees in All Departments

Respected Sir/Madam,

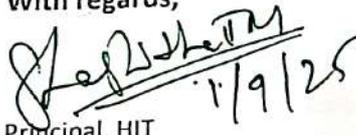
With due respect, I would like to bring to your kind attention the need to constitute **Student Club Committees** across all departments of our institution. These committees will help encourage student participation, leadership, and teamwork, while also promoting departmental unity and co-curricular growth.

The formation of these committees will enable students to organize and coordinate various departmental and inter-departmental activities such as seminars, workshops, cultural programs, and technical events under the guidance of faculty coordinators. It will also serve as a valuable platform for developing organizational and communication skills among students.

I, therefore, request you to kindly grant approval for the preparation and formation of student club committees in all departments and issue necessary instructions to the respective Heads of Departments to initiate the process.

Thank you for your time and consideration.

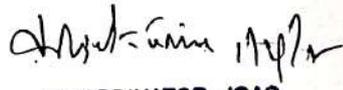
With regards,

  
Principal, HIT

Copy to:

- Dean/ IQAC Coordinator/ Committee File
- Office Superintendent
- Notice Board / College Website

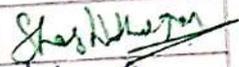
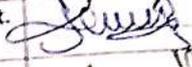
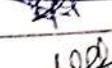
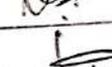
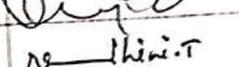
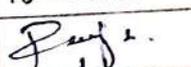
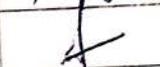
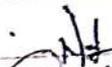
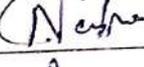
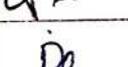


  
COORDINATOR - IQAC  
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NELAMANGALA, BENGALURU - 562123



  
DEAN ACADEMICS  
HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123

As per Ref: HIT/IQAC/15-16/009

Sl. No.	Name	Designation	Signature
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12.	Mrs. Nischitha V	Assistant Professor-Grade II, Dept. of Chemistry	
13.	Mr. Nagesh	Assistant Professor-Grade II, Dept. of Mechanical	
14.	Ms. Lida Thankam	Assistant Professor-Grade II, Dept. of Physics	
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23.	Mrs. Deepika S	Admin	

Ref: HIT/IQAC/ 2025-26/0010

Date: 14/10/2025

## Circular

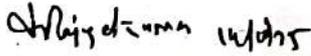
**Subject:** Request for Preparation of Individual Departmental Logo

Dear Class Teachers and Class Representatives,

This is to inform all Class Teachers and Class Representatives about the initiation of the creation of an official Departmental Logo to represent the identity, vision, and values of our department.

### Guidelines for Logo Design:

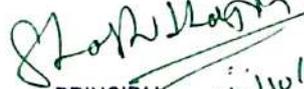
1. The logo should reflect the essence and objectives of the Department of respective Department Name.
2. It should be **original, simple, and visually appealing.**
3. The logo must include the **department name** and may incorporate relevant symbols or motifs.
4. Designs should be submitted in **digital format (JPEG/PNG)** with a short description (max 100 words) explaining the concept.
5. The final date for submission is **[15/11/2025]**.


**COORDINATOR - IQAC**  
**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123


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**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123

14/10/25

### Copy to:

- Dean/ IQAC Coordinator/ Committee File
- Office Superintendent
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As per Ref: HIT/IQAC/ 2025-26/0010

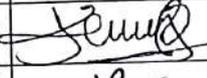
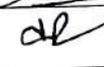
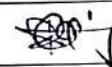
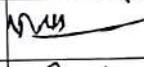
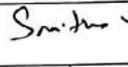
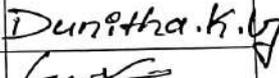
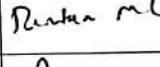
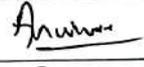
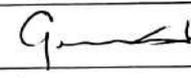
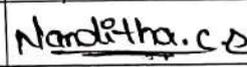
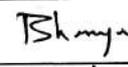
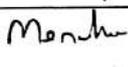
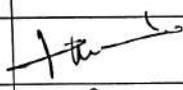
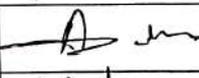
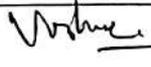


*Shankar 15/10/25*  
COORDINATOR - IQAC  
**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123

*[Signature]*  
DEAN ACADEMICS  
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*[Signature]*  
15/10/25  
PRINCIPAL  
**HARSHA INSTITUTE OF TECHNOLOGY**  
NELAMANGALA, BENGALURU - 562123

As per Ref: HIT/IQAC/ 2025-26/0010

Sl. No.	Name	Designation	Signature
1.	Dr. Shashidhar T M	Principal and Professor, Dept. of AI and ML	
2.	Dr. B S Krishna	Dean and Professor, HOD of Dept. of Chemistry	
3.	Dr. Vijaya Kumar H R	Associate Professor, In charge HOD, Dept. of ECE	
4.	Dr. Raviprakasha J	Assistant Professor-Grade II, Dept. of Mathematics	
5.	Mr. Nithish D	Assistant Professor-Grade II, Dept. of Physics	
6.	Ms. Smitha S	Assistant Professor-Grade II, Dept. of Mathematics	
7.	Ms. Gowthami R S	Assistant Professor-Grade II, Dept. of Mathematics	
8.	Mrs. Nischitha V	Assistant Professor-Grade II, Dept. of Chemistry	
9.	Ms. Dunitha K G	CR, Dept. of ISE	
10.	Mr. Gaurav. G	CR, Dept. of ISE	
11.	Mr. Ramkumar M C	CR, Dept. of ECE	
12.	Ms. Anushree U	CR, Dept. of ECE	
13.	Mr. P Ganghadar	CR, Dept. of CSE (DS)	
14.	Ms. Nanditha C S	CR, Dept. of CSE (DS)	
15.	Ms Y Bhavya	CR, Dept. of CSE	
16.	Mr. G Manohar	CR, Dept. of CSE	
17.	Ms. P. Harini	CR, Dept. of CSE (CY)	
18.	Mr. Ansari S	CR, Dept. of CSE (AI & ML)	
19.	Mr. K Vishal	CR, Dept. of CSE (AI & ML)	

Ref: HIT/IQAC/ 2025-26/0011

Date: 15/10/2025

**Circular****Subject:** CO-PO Mapping with respect to your subject and presentation

Dear Faculty Members,

This is to inform all staff members that you are required to **carry out the CO-PO (Course Outcomes – Program Outcomes) Mapping** for the subjects handled by you during the current academic semester and give presentation.

Each faculty member is requested to:

1. Review the **Course Outcomes (COs)** defined for your subject.
2. Map each CO with the relevant **Program Outcomes (POs)** and **Program Specific Outcomes (PSOs)**, following the prescribed guidelines.
3. Ensure that the **CO-PO matrix** is completed accurately and submitted to the **Department Coordinator / NBA Coordinator** on or before **[25/10/2025]**.
4. Maintain a copy of the mapping document for **academic audit and accreditation purposes**.

Your timely submission will help in ensuring smooth documentation and compliance with accreditation requirements.

Thank you for your cooperation and commitment towards quality enhancement.

Regards

  
Principal - 15/10/25



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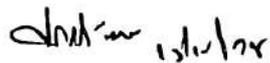
**Copy to:**

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- Office Superintendent
- Notice Board / College Website

As per Ref: HIT/IQAC/ 2025-26 /0011

The Schedule of Presentation is as follows:

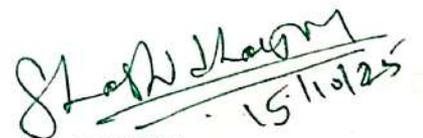
SL. No.	Name of the Faculty	Date	Time	Subject
1.	Mr. Aruna	23/10/2025	3.40 pm to 3.50pm	IME
2.	Dr. Hanumanthlal S	23/10/2025	3.30pm to 3.40pm	CAED
3.	Dr. Raviprakasha J	23/10/2025	3.40 pm to 3.50pm	Mathematics - I
4.	Ms. Smitha S	23/10/2025	3.50 pm to 4.10pm	Mathematics - I
5.	Ms. Gowthami R S	23/10/2025	4.10 pm to 4.20pm	Mathematics - I
6.	Mrs. Nischitha V	23/10/2025	4.20pm to 4.30 pm	Applied Chemistry
7.	Mr. Venugopal D	24/10/2025	3.30 pm to 3:45 pm	Programming in C EIT
8.	Ms. Pooja T S	24/10/2025	3:45 pm to 3:55 pm	Python Programming
9.	Mrs. Nandhini T	24/10/2025	4:00 pm to 4:10 pm	Python Programming
10.	Ms. V. Jasmine Sweatha	24/10/2025	4:10 pm to 4:20 pm 4:20 pm to 4:30 pm	FECE IECE
11.	Ms. Anju T V	30/10/2025	3:30 pm to 3:45 pm	English, Soft-Skill, Communication Skills
12.	Mr. Nithish D	31/10/2025	3.30pm to 3.40pm	Physics
13.	Ms. Lida Thankam	31/10/2025	3.40 pm to 3.50pm	Physics
14.	Mrs. Ranjitha	31/10/2025	3:50 pm to 4:00pm	AI



COORDINATOR - IQAC



DEAN ACADEMICS



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# Harsha Institute of Technology

(Affiliated to VTU, Belagavi, Karnataka, 590018, Recognized by Govt. of Karnataka and approved by AICTE, New Delhi)  
No.129/47/1 to 7, Kambayyanapalya, Varadanayakanahalli, Post, Jakkannahalli, Karnataka  
Bengaluru-562123



File No: 29ES  
COE

## Examination Section

### REPORT ON STUDENT ORIENTATION PROGRAMME ON VTU EXAMINATION GUIDELINES – 2025-26

#### 1. Programme Details

- **Title of the Programme:** Student Orientation on VTU Examination Guidelines – 2025-26
- **Date:** 12-01-2026
- **Time:** 02: 00 PM to 03: 00 PM
- **Venue:** HIMS Auditorium
- **Organised by:** Examination Section, HIT, Bengaluru
- **Target Audience:** UG Students (VTU)

#### 2. Objectives of the Programme

The Student Orientation Programme was conducted with the following objectives: -

- To familiarize students with **VTU Examination Guidelines – 2025.**
- To create awareness about **examination rules, regulations, and discipline.**
- To explain **evaluation pattern, answer script writing, and time management.**
- To educate students about **malpractice rules and consequences.**
- To ensure **smooth and fair conduct of VTU examinations.**

#### 3. Brief Description of the Programme

The orientation programme commenced with a brief introduction highlighting the importance of understanding VTU examination norms. The Controller of Examiner (COE) explained the VTU

**examination structure, question paper pattern, and evaluation scheme applicable for the year 2025.**

Students were guided on: - **Proper filling of answer booklets and OMR details.** - **Permissible and non-permissible items** inside the examination hall. - **Importance of punctuality, seating arrangement, and invigilator instructions.** - **Malpractice rules, types of offences, and penalties** as per VTU norms.

The session concluded with an interactive discussion where students clarified their doubts regarding examinations, hall tickets, and assessment procedures.

#### 4. Outcomes of the Programme

- Students gained **clear understanding of VTU Examination Guidelines – 2025.**
- Improved awareness about **examination discipline and ethical practices.**
- Reduced chances of **unintentional malpractice.**
- Enhanced student confidence to face VTU examinations.

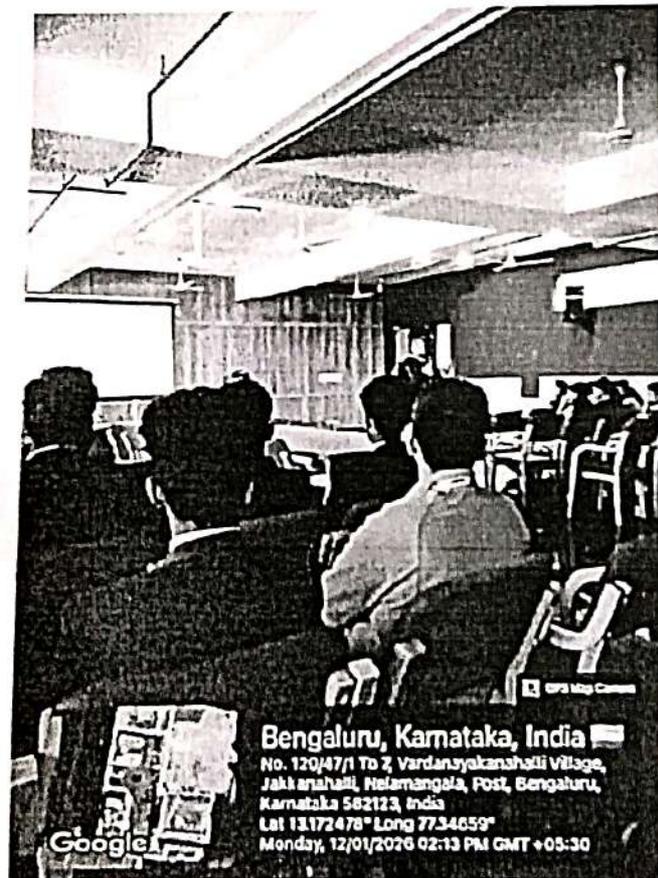
#### 5. Participant Details

- **Total Number of Students Attended: 350**
- **Branches / Semesters Covered: 1 Semester (All Branches Covered)**

#### 6. Geo-Tagged Photographs

*(Geo-tagged photographs taken during the programme are attached below as evidence.)*

Photo 1: Orientation Session in Progress





## 7. Conclusion

The Student Orientation Programme on VTU Examination Guidelines – 2025 was successfully conducted and effectively met its objectives. The programme played a vital role in preparing students for forthcoming VTU examinations by ensuring clarity, discipline, and compliance with examination regulations.

*[Signature]*  
COE

*[Signature]*  
HOD/Dean

## REPORT ON FACULTIES ORIENTATION ON VTU EXAMINATION GUIDELINES – 2025-26

### 1. Programme Details

- **Title of the Programme:** Orientation Programme for Faculties on VTU Examination Guidelines
- **Date:** 14-01-2026
- **Time:** 12: 30 PM to 01: 30 PM
- **Venue:** GF LH-03
- **Organised by:** Examination Cell, HIT, Bengaluru

### 2. Objectives of the Orientation

The orientation programme was conducted to:

- Familiarize faculty members with VTU examination rules and guidelines
- Clarify roles and responsibilities of faculty during theory and practical examinations
- Ensure uniformity and transparency in examination conduct
- Minimize errors and malpractice during VTU examinations

### 3. Participants

The programme was attended by:

- Teaching Faculty from all Departments
- Chief Superintendent / Deputy Chief Superintendent
- Examination Coordinator

### 4. Key Topics Covered

#### 4.1 VTU Examination Guidelines

The following VTU examination guidelines were discussed in detail:

- ❖ Examination schedule and session timings
- ❖ Student eligibility and hall ticket verification
- ❖ Seating arrangement and attendance procedures
- ❖ Invigilation norms and code of conduct
- ❖ Handling malpractice cases as per VTU norms
- ❖ Submission of answer scripts and documentation
- ❖ Post-examination responsibilities

#### 4.2 Roles and Responsibilities of Faculty

Faculty members were briefed on:

- ✓ Duties of **Invigilators and Squad Members**
- ✓ Procedure for distributing and collecting answer booklets
- ✓ Maintaining discipline and fairness in the examination hall
- ✓ Reporting irregularities to the Chief Superintendent
- ✓ Proper filling of attendance sheets and records

---

#### 4.3 Malpractice Prevention & Reporting

Special emphasis was given on:

- ❖ Identification of unfair means
- ❖ Procedure for booking malpractice cases
- ❖ Maintenance of malpractice and squad registers
- ❖ Confidentiality and integrity in examination conduct

### 5. Interaction and Discussion

Faculty members actively participated in the discussion session. Common queries related to:

- Late entry of students
- Handling technical issues during exams
- Clarification on revised VTU rules

All queries were addressed satisfactorily by the resource persons.

## 6. Geo-Tagged Photographs

*(Geo-tagged photographs taken during the programme are attached below as evidence.)*

Photo 1: Orientation Session in Progress



Photo 2: Discussion with Faculties in the Session



Photo 3: Faculties present in the Session



## 7. Conclusion

The orientation programme successfully achieved its objectives by equipping faculty members with comprehensive knowledge of VTU examination guidelines and procedures. The session ensured better preparedness of faculty for effective and disciplined conduct of examinations.

*S. Hemanth*  
COE

*[Signature]*  
HOD, Dean

 CONTROLLER OF EXAMINATION  
HARSHA INSTITUTE OF TECHNOLOGY  
HELANANGALA BENGALURU - 562123

Ref: HIT/IQAC/ SAF /001

Date: 25/08/2025

## Circular

**Subject:** Information about Slow, Average and Fast Learner Policy for the academic year 2025-26

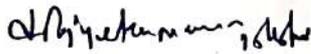
This is to inform all teaching faculty members that, in order to enhance the quality of teaching-learning processes and ensure inclusive academic growth, students are to be identified and categorized as **Slow Learners, Average Learners, and Fast Learners** based on their academic performance, classroom participation, and assessment outcomes.

Faculty members are requested to:

1. Identify learners in their respective subjects using internal assessments, observations, and diagnostic tests.
2. Maintain proper records of identified slow, average, and fast learners.
3. Adopt suitable teaching strategies.
4. Monitor progress continuously and provide necessary academic and motivational support.
5. Submit the details and action plan to the concerned department/academic office within the stipulated time.

The SAF policy information is attached with this circular.

This initiative aims to ensure personalized academic support and improve overall student performance. All faculty members are requested to cooperate and implement the above instructions diligently.



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## SAF POLICY for the academic year 2025-26

### 1. Purpose of the Policy

- To identify different categories of learners systematically
- To provide need-based academic support
- To improve student performance, retention, and progression
- To standardize faculty responsibilities across departments

### 2. Learner Classification Criteria

Faculty members shall classify students based on:

- Previous academic records
- Internal assessments and unit tests
- Continuous Internal Evaluation (CIE)
- Classroom participation and assignments

#### Classification Guidelines:

- **Slow Learners:** Below 40% or poor conceptual understanding
- **Average Learners:** 40%–70% with moderate understanding
- **Fast Learners:** Above 70% with strong conceptual clarity

### 3. Rules and Regulations for Faculty

#### 3.1 Identification & Documentation

- Faculty must identify learners within the first 4–6 weeks of the semester.
- Proper documentation must be maintained in the prescribed format.
- Records shall be verified by the HoD/Academic Coordinator.

#### 3.2 Academic Support Responsibilities

Faculty members are required to:

##### For Slow Learners

- Conduct remedial classes/tutorials as per schedule.
- Use simplified teaching methods and additional examples.
- Provide mentoring and continuous motivation.
- Maintain attendance and progress records of remedial sessions.

### For Average Learners

- Reinforce concepts through regular practice and assignments.
- Encourage participation in group discussions and classroom activities.
- Monitor academic consistency and improvement.

### For Fast Learners

- Provide advanced learning materials, case studies, or projects.
- Encourage participation in competitions, seminars, and research activities.
- Assign enrichment and self-learning tasks.

### 3.3 Monitoring & Evaluation

- Faculty must review progress periodically and update records.
- Improvement data shall be reflected in internal assessment reports.
- Action taken reports must be submitted at the end of each semester.

### 4. Compliance and Accountability

- Adherence to this policy is **mandatory** for all faculty members.
- Non-compliance may be reviewed by the Academic Council.
- Policy implementation will be considered during **faculty appraisal**.

### 5. Confidentiality and Ethics

- Student categorization must remain **confidential**.
- No discrimination or labeling of students is permitted.
- Faculty shall maintain a supportive and encouraging learning environment.

### 6. Effective Date

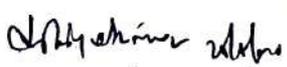
This policy comes into force with immediate effect and shall remain applicable for the **Academic Year 2025-26**.

All faculty members are instructed to implement this policy diligently in the best interest of students and institutional academic standards.

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- Dean/ IQAC Coordinator/ Committee File
- Office Superintendent
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HARSHA INSTITUTE OF TECHNOLOGY  
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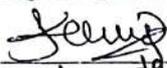
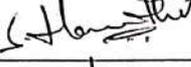
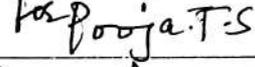
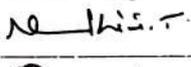
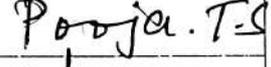
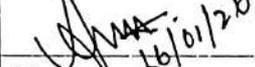


  
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Ref: HIT/IQAC/SAF/001

Sl. No.	Name	Designation	Signature
1.	Dr. Shashidhar T M	Principal and Professor, Dept. of AI and MI.	
2.	Dr. B S Krishna	Dean and Professor, HOD of Dept. of Chemistry	
3.	Dr. Hanumanthlal S	Assistant Professor- Senior Grade, Dept. of Mechanical	
4.	Dr. Vijaya Kumar H R	Associate Professor, In charge HOD, Dept. of ECE	
5.	Dr. Raviprakasha J	Assistant Professor-Grade II, Dept. of Mathematics	
6.	Mr. Nithish D	Assistant Professor-Grade II, Dept. of Physics	
7.	Mr. Venugopal D	Assistant Professor-Grade I, Dept. of CSE and CY	
8.	Mrs. Nandhini T	Assistant Professor-Grade I, Dept. of ISE	
9.	Ms. Pooja T S	Assistant Professor-Grade II, Dept. of DS	
10.	Ms. Smitha S	Assistant Professor-Grade II, Dept. of Mathematics	
11.	Ms. Gowthami R S	Assistant Professor-Grade II, Dept. of Mathematics	
12.	Mrs. Nischitha V	Assistant Professor-Grade II, Dept. of Chemistry	
13.	Mr. Aruna. I <	Assistant Professor-Grade I, Dept. of Mechanical	
14.	Ms. Lida Thankam	Assistant Professor-Grade II, Dept. of Physics	
15.	Ms. Jasmin Swetha V	Assistant Professor-Grade II, Dept. of ECE	
16.	Ms. Anju V	Assistant Professor-Grade II, Dept. of Humanities	
17.	Mrs. S. Subarna	Lab In charge, Physics	