



VIIT/PO/IQAC/03/03

Dt: 05-03-2018

PROCEEDINGS OF THE PRINCIPAL

Sub: VIIT-Reconstitution of Internal Quality Assurance Cell-Orders-Issued

Ref: 1. Office Proceeding No. VIIT/PO/2018/03/01 dated 03.03.2018.

2. Letter from Dean-IQAC, dated 02.03.2018.

RE-CONSTITUTION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

ORDER

The Internal Quality Assurance Cell (IQAC) of VIIT is reconstituted with the following members for the Academic Year 2018-19:-

S.No.	Name	Designation	Status in IQAC
1.	Dr.Ch.Narasimham	Principal, VIIT	Chairperson
2.	Dr.V.Madhusudhan Rao	Rector, VIIT	Management Rep.
3.	Mr.K.Pavan Krishna	CEO, Vignan, Vizag Group	Management Rep.
4.	Cmde. P R Kulkarni	(AGM, QA & Lab.) Naval Dockyard, Visakhapatnam	Employer Nominee
5.	Sri K. C. Madhavan	AGM, P&D, HPVP, BHEL	Industry Rep.
6.	Sri B. Suryanarayana	Executive, RINL, VSP	Industrial Rep.
7.	Sri B.Rama Krishna Rao	Manager, RINL, VSP	Parent Rep.
8.	Dr.T.V.Madhusudhana Rao	Professor of CSE Dept., Assoc. Dean-IQAC	Member
9.	Dr.K.Madhusudhan Rao	Dean-Admissions & Student Affairs	Member
10.	Dr.M.Ben Swaroop	Dean-Academics	Member
11.	Dr.B.Sateesh	Dean-Evaluation	Member
12.	Dr.Debnath Bhattacharyya	Dean-R&D	Member
13.	Dr.K.Venkata Rao	H.o.D., IT & MCA, Dean-IPD	Member
14.	Mr.K.R.Satyanarayana	Dean-IR, Training & Placements	Member
15.	Dr.CH. Hari Govinda Rao	Dean-Admin	Member
16.	Dr.G.Venkata Rao	H.o.D., CE	Teachers Rep.
17.	Dr.P.Sekhar	H.o.D., EEE	Teachers Rep.
18.	Dr.L.V.V.Gopal	H.o.D., ME	Teachers Rep.

19.	Dr.K.Srinivas Naik	H.o.D., ECE	Teachers Rep.
20.	Dr.B.Prasad	H.o.D., CSE	Teachers Rep.
21.	Mr.K.V.N.Rajesh	H.o.D., ECM	Teachers Rep.
22.	Dr.R.Hanumantha Rao	H.o.D., BS&H	Teachers Rep.
23.	Mrs.B.Chandra	H.o.D., MBA	Teachers Rep.
24.	Mr.Hemanth Peddada, 10L31A1239	Business Partner, Balu Images & Events, Visakhapatnam	Alumni Rep.
25.	Mr.Karri Syam Sundar Reddy, 13L31A1218	Jr.Software Engineer, Penion Infotech, Visakhapatnam	Alumni Rep.
26.	Mr.B.Suresh, 15L31A0529	III yr. CSE Student	Student Rep.
27.	Ms.J. Priyanka, 15L31A0453	III yr. ECE Student	Student Rep.
28.	Mr.K.Pawan Kumar, 15L31A0387	III yr. ME Student	Student Rep.
29.	Mr.Veera Manickam	Asst. Prof., Dept. of CSE & Institute Level IQAC Coordinator	Teachers Rep.
30.	Mrs.K.Jagadeswari Devi	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
31.	Mr.T. Prabhakar	Internal Audit Officer	Member
32.	Dr.G.V.Nagesh Kumar	Prof. in EEE	Dean-IQAC

IOAC Members from the Departments:

1.	Mr. Danvada.Vinay Anand	Asst. Prof., Dept. of Civil Engg.
2.	Ms.B.Jyothi	Asst. Prof., Dept. of EEE
3.	Ms.A.Shanthi Swaroopini	Asst. Prof., Dept. of Mechanical Engg.
4.	Mrs K.Lakshmi	Asst. Prof., Dept. of ECE
5.	Mrs.Nalini Pusarla	Asst. Prof., Dept. of ECE
6.	Ms. P.Pratima Rani	Asst. Prof., Dept. of CSE
7.	Mrs. Chandini	Asst. Prof., Dept. of CSE
8.	Mrs.G.Mani	Asst. Prof., Dept. of IT
9.	Mr. Dasyam Chandra Mouli	Asst. Prof., Dept. of ECM
10.	Mr.Ch.Rajkumar	Asst. Prof., Dept. of BS&H
11.	Mr. N.S.Surya Sai Kumar	Asst. Prof., Dept. of MBA
12.	Mr.Santosh Kumar Sharma	Asst. Prof., Dept. of MCA

Office Staff:

1. Mr.T.Suresh

Copy to:

- Office of the Rector
- Office of the CEO
- All Deans & HODs



PRINCIPAL
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VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSLZ, Duwada, Visakhapatnam-530



VIGNAN's

INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE - New Delhi & Affiliated to JNTUK, Kakinada)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

F.No. VIIT/IQAC/2017-18/02

13th March 2018

NOTICE

The 11th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 17th March 2018 (Saturday) at 10-30AM onwards in the Board Room, AKCNB Hall.

All the members are requested to attend the meeting.




Dean IQAC

To

Dean - IQAC

Vignan's Institute of Information Technology
Duvvada, Visakhapatnam.

INTERNAL MEMBERS: Dr.Ch.Narasimham, Principal-VIIT, ~~Chairperson IQAC, VIIT~~; Dr.G.V.Nagesh Kumar, Prof.-EEE, Dean-IQAC; Dr.T.V.Madhusudhana Rao, Professor of CSE Dept.,; Assoc. Dean-IQAC; Mrs.K.Jagadeswari Devi, Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator; Mr.T. Prabhakar, Internal Audit Officer.

INTERNAL MEMBERS-IQAC COORDINATORS AT DEPARTMENT LEVEL

Mr. Danvada.Vinay Anand, Asst. Prof., Dept. of Civil Engg. Ms.B.Jyothi, Asst. Prof., Dept. of EEE, Ms.A.Shanthi Swaroopini, Asst. Prof., Dept. of Mechanical Engg., Mrs K.Lakshmi Asst. Prof., Dept. of ECE, Mrs.Nalini Pusarla, Asst. Prof., Dept. of ECE, Ms. P.Pratima Rani, Asst. Prof., Dept. of CSE, Mrs. Chandini Asst. Prof., Dept. of CSE; Mrs.G.Mani, Asst. Prof., Dept. of IT; Mr. Dasyam Chandra Mouli, Asst. Prof., Dept. of ECM; Mr.Ch.Rajkumar Asst. Prof., Dept. of BS&H; Mr. N.S.Surya Sai Kumar, Asst. Prof., Dept. of MBA; Mr.Santosh Kumar Sharma, Asst. Prof., Dept. of MCA.

STUDENT MEMBERS:

Mr.B.Suresh, 15L31A0529, III yr. CSE, Ms.J. Priyanka, 15L31A0453, III yr. ECE, Mr.K.Pawan Kumar, 15L31A0387, III yr. ME Student.

ALUMNI REPRESENTATIVE: Mr.Hemanth Peddada, Business Partner, Balu Images & Events, Visakhapatnam; Mr.Karri Syam Sundar Reddy, Jr. Software Engineer, Penion Infotech, Visakhapatnam.

ADMINISTRATIVE REPRESENTATIVE: Dr.Ch. Hari Govinda Rao - Dean-Admin;

MANAGEMENT REPRESENTATIVE: Mr.K.Pavan Krishna - CEO, Vignan, Vizag Group;

EXTERNAL MEMBERS: Cmde. P R Kulkarni(AGM, QA & Lab.) Naval Dockyard, Visakhapatnam; Sri K. C. Madhavan, AGM, P&D, HPVP, BHEL; Sri B. Suryanarayana, Executive, RINL, VSKP.

PARENTS' REPRESENTATIVE: Sri B.Rama Krishna Rao, Manager, RINL, VSP.

PERMANENT INVITEES: Dr.K.Madhusudhan Rao, Dean-Admissions & Student Affairs; Dr.M.Ben Swaroop, Dean-Academics; Dr.B.Sateesh, Dean-Evaluation, Dr.Debnath Bhattacharyya, Dean-R&D; Dr.K.Venkata Rao, Dean-Infrastructure; Mr.K.R.Satyanarayana, Dean-IR, Training & Placements; Dr.G.Venkata Rao, H.o.D., CE, Dr.P.Sekhar, H.o.D., EEE, Dr.L.V.V.Gopala Rao, H.o.D., ME, Dr.K.Srinivas Naik, H.o.D., ECE, Dr.B.Prasad, H.o.D., CSE; Dr.K.Venkata Rao, H.o.D., IT & MCA, Mr.K.V.N.Rajesh, H.o.D., ECM, Dr.R.Hanumantha Rao, Assoc. Prof & H.o.D., BS&H; Mrs.B.Chandra, H.o.D., MBA

AGENDA

1. Confirmation of the minutes of the 11th IQAC meeting held on 23rd November 2017
action taken on the decision of the previous meeting.
2. Agenda items for approval/decision
 - a. Reconstitution of IQAC committee
 - b. Review on Curricular aspects
 - c. Evaluation aspects
 - d. Review on Teaching Learning process
 - e. Review on various cell activities
 - f. Professional development activities
 - g. Any other points of members interest

Copy to : -

- Administrative Office
- Principal Office
- Office of the CEO



F.No. VIIT/IQAC/2017-18/02

Dt: 17-03-2018

**MINUTES OF THE 11TH MEETING OF THE INTERNAL QUALITY ASSURANCE
CELL (IQAC) HELD ON 17TH March 2018**

The record notes of discussions in the 11th Meeting of IQAC-VIIT was held on 17th March 2018 i.e. on Saturday at 10-00AM.

Chairperson: Dr. Ch. Narasimham, Principal, VIIT.

Venue: Board Room, Abdul Kalam Centre for Nation Building Hall, VIIT.

Agenda:

1. Reconstitution of IQAC committee
2. Review on Curricular aspects
3. Evaluation aspects
4. Review on Teaching Learning process
5. Review on various cell activities
6. Professional development activities
7. Any other points of members interest

Members Present:

1.	Dr.Ch.Narasimham	Principal, VIIT	Chairperson
2.	Dr.V.Madhusudhana Rao	Rector, VIIT	Management Rep.
3.	Mr.K.Pavan Krishna	CEO, Vignan, Vizag Group	Management Rep.
4.	Dr.G.V.Nagesh Kumar	Prof.-EEE,	Dean-IQAC
5.	Cmde. P R Kulkarni	(AGM, QA & Lab.) Naval Dockyard, Visakhapatnam	Employer Nominee
6.	Sri K. C. Madhavan	AGM, P&D, HPVP, BHEL	Industry Rep.
7.	Sri B. Suryanarayana	Executive, RINL, VSP	Industrial Rep.
8.	Sri B.Rama Krishna Rao	Manager, RINL, VSP	Parent Rep.
9.	Dr.T.V.Madhusudhana Rao	Professor of CSE Dept., Assoc. Dean-IQAC	Member
10.	Dr.K.Madhusudhan Rao	Dean-Admissions & Student Affairs	Member
11.	Dr.M.Ben Swaroop	Dean-Academics	Member
12.	Dr.B.Sateesh	Dean-Evaluation	Member

13.	Dr.Debnath Bhattacharyya	Dean-R&D	Member
14.	Dr.K.Venkata Rao	Dean-IPD	Member
15.	Mr.K.R.Satyanarayana	Dean-IR, Training & Placements	Member
16.	Dr.Hari Govinda Rao	Dean-Admin	Member
17.	Dr.G.Venkata Rao	H.o.D., CE	Teachers Rep.
18.	Dr.L.V.V.Gopal	H.o.D., ME	Teachers Rep.
19.	Dr.K.Srinivas Naik	H.o.D., ECE	Teachers Rep.
20.	Dr.B.Prasad	H.o.D., CSE	Teachers Rep.
21.	Dr.K.Venkata Rao	H.o.D., IT & MCA	Teachers Rep.
22.	Mr.K.V.N.Rajesh	H.o.D., ECM	Teachers Rep.
23.	Dr.R.Hanumantha Rao	H.o.D., BS&H	Teachers Rep.
24.	Mrs.B.Chandra	H.o.D., MBA	Teachers Rep.
25.	Mr.Hemanth Peddada, 10L31A1239	Business Partner, Balu Images & Events, Visakhapatnam	Alumni Rep.
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29.	Mr.K.Pawan Kumar, 15L31A0387	III yr. ME Student	Student Rep.
30.	Dr.K. Srinivasa Naik	Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
31.	Mrs.K.Jagadeswari Devi	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
32.	Mr.T. Prabhakar	Internal Audit Officer	Member
33.	Mr. Danvada.Vinay Anand	Asst. Prof., Dept. of Civil Engg.	IQAC coordinator
34.	Ms.B.Jyothi	Asst. Prof., Dept. of EEE	IQAC coordinator
35.	Ms.A.Shanthi Swaroopini	Asst. Prof., Dept. of Mechanical Engg.	IQAC coordinator
36.	Mrs K.Lakshmi	Asst. Prof., Dept. of ECE	IQAC coordinator
37.	Ms. P.Pratima Rani	Asst. Prof., Dept. of CSE	IQAC coordinator
38.	Mrs.G.Mani	Asst. Prof., Dept. of IT	IQAC coordinator
39.	Mr. Dasyam Chandra Mouli	Asst. Prof., Dept. of ECM	IQAC coordinator
40.	Mr.Ch.Rajkumar	Asst. Prof., Dept. of BS&H	IQAC coordinator
41.	Mr. N.S.Surya Sai Kumar	Asst. Prof., Dept. of MBA	IQAC coordinator

Members Absent:

1	Dr.P.Sekhar	H.o.D., EEE	Teachers Rep.
2	Mr.Veera Manickam	Asst. Prof., Dept. of CSE &	Teachers Rep.

		Institute Level IQAC Coordinator	
3	Mrs.Nalini Pusarla	Asst. Prof., Dept. of ECE	IQAC coordinator
4	Mrs. Chandini	Asst. Prof., Dept. of CSE	IQAC coordinator
5	Mr.Santosh Kumar Sharma	Asst. Prof., Dept. of MCA	IQAC coordinator

Proceedings:

The Minutes of the 10th IQAC meeting was placed before the committee for the approval and the members confirmed the minutes. Dean, IQAC presented on the action points of the previous meeting and also briefed the members present on the actions taken.

Following points were discussed and decisions were taken:

Item No. 1: Reconstitution of IQAC committee

- ❖ Dean IQAC formally invited all the new members of the IQAC compositions orders issued on 21-04-2018. Rector and Principal extended their greetings and wishes to the constituent members of the new composition 2018-19.

Item No. 2: Review on Curricular aspects

- ❖ Dean IQAC presented the activates Curricular aspects like, Feedback on curriculum, Statement of syllabus revision, list of new courses, Add-on Courses etc.
- ❖ The committee advised to increase more value added courses on Life skills and traversable skills

Item No. 3: Evaluation Aspects:

- ❖ Dean evaluation reported the recent developments in exam cell like, new cubical, exam cell software, reforms in exam cell etc. the committee advised to appoint additional CEs to look after internal and external examination year-wise. Also discussed about the evaluation report on result analysis of 2017-18.

Item No. 4: Review on Teaching Learning Process:

- ❖ Professional development activities of Teaching staff, contemporary pedagogical skills, ICT enable facilities to impart new way of teaching to the faculty community.

Item No. 5: Review on various cell activities:

- ❖ Dean IQAC reported various activities organized by Cell like, ED Cell, R&D Cell, NSS, Green Club, and SAC etc. The committee expressed their contentment for recent activities and advised to continue with the same spirit. Also advised to involve more students in NSS and Green Club activities

Item No. 6: Professional development activities for Teaching and Non-teaching staff

- ❖ Proposed to conduct series of sessions for respective departments/ offices/ cells to enhance the professional capabilities of teaching and non-teaching staff, Dean presented the proposed plan of professional development activities and committee approved the same.

Item No. 7: Others

External members were invited to present their views and suggestions, the gist of which is as below .

Sri. K.Madhavan:

- Elaborated on Revive technique in the form of assertiveness, Development and Digitization.
- Deliberated on Thrive technique in the form of Globalization, Diversification and Innovation.
- Advised to increase the NSS activities to imbibe the community orientation amongst the students

Sri Suryanarayana:

- Suggested for better presentation of Institute achievements with images and other relevant data.
- Intimation to parents not received regularly about their wards and the need to enhance the present communication system with parents.
- Suggested to take part the society-projects at I year level.

Dr.V. Madhusudhana Rao, Rector, thanked the external members for their suggestions and stressed the following: -

- The importance of following a curriculum.
- Since the institute is autonomous now, all the points mentioned by Cmde.P.R.Kulkarni will be followed and guidelines for the same to be drawn as soon as possible.

Dr.Benswaroop, Dean Academics, also thanked the external members for their valuable suggestions. The following points were elaborated upon.

- Extensive explanation about Engineering Exploration which the institute has adopted.
- Discussed about the immense possibilities that might become stepping stones for generations to come.

Mr. K. Pavan Krishna, CEO:

- In conclusion, CEO reflected on the suggestions of members and mentioned the future plans of the institution as blow:-
- To redraw the whole agenda of IQAC
- Data collection to be emphasised upon.

The meeting concluded with the vote of thanks by the chair.


Dean IQAC

Internal Quality Assurance Cell

Dean - IQAC
Vignan's Institute of Information Technology
Duvvada, Visakhapatnam.
Ph: 08912755444 (off)




Chairperson

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology
Beside: VSEZ, Duvvada, Visakhapatnam.



IQAC-ACTION TAKEN REPORT AGAINST THE 11TH IQAC MEETING

HELD ON 17-03-2018

Agenda No.	Resolution	Action Taken
1	❖ Dean IQAC formally invited all the new members of the IQAC compositions orders issued on 21-04-2018. Rector and Principal extended their greetings and wishes to the constituent members of the new composition 2018-19.	Point noted and Given instruction to Dean IQAC to coordinate with the team.
2	❖ Dean IQAC presented the activates Curricular aspects like, Feedback on curriculum, Statement of syllabus revision, list of new courses, Add-on Courses etc. ❖ The committee advised to increase more value added courses on Life skills and traversable skills.	Suggested HoDs and Academic Team to pursue this. Also advised to TLP Team to design a workshop on Course file preparation.
3	❖ Dean evaluation reported the recent developments in exam cell like, new cubical, exam cell software, reforms in exam cell etc. the committee advised to appoint additional CEs to look after internal and external examination year-wise. Also discussed about the evaluation report on result analysis of 2017-18.	Point noted; Forwarded to Dean admin and DE to upgrade the Evaluation software immediately.
4	❖ Professional development activities of Teaching staff, contemporary pedagogical skills, ICT enable facilities to impart new way of teaching to the faculty community.	Action noted forwarded to Dean academics to prepare an action plan to arrange workshop on Pedagogical skills. Also given instruction to dean admin to prepare a budget for upgradation of ICT facilities.
5	❖ Dean IQAC reported various activities organized by Cell like, ED Cell, R&D Cell, NSS, Green Club, and SAC etc. The committee expressed their contentment for recent activities and advised to continue with the same spirit. Also advised to involve more students in NSS and Green Club activities	Point noted; respected in-charges of various cell and Dean student affairs to monitor day-to-day activities.

6	❖ Proposed to conduct series of sessions for respective departments/ offices/ cells to enhance the professional capabilities of teaching and non-teaching staff, Dean presented the proposed plan of professional development activities and committee approved the same.	Given instruction to Dean academic to prepare an action plan to organize professional development programmes for Both Teaching and Non-Teaching staff.
7	Others points:	
	a. NSS Activities	Action Noted and given instruction to the Dean Student affairs and Program office (NSS) to prepare a concrete plan to conduct community oriented programs at least one per department for this academic year
	b. Communication system	Given instruction to Procure Bulk SMS platform and also instructed System Cell admin to add day-to-day communication blog in CIS portal immediately
	c. Society Projects	Instructed CEER in-charge and Dean Academic to execute more society oriented projects.



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- Principal Office
- Admin office

Dean IQAC

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