

**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.

VIIT/PO/PO/IQAC/05/02

Dt: 01-05-2019

PROCEEDINGS OF THE PRINCIPAL

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

Ref: 1. Office Proceeding No. VIIT/PO/2019/04/03 dated 30.04.2019.

2. Letter from Dean-IQAC, dated 29^h April 2019.

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 2019-20:-

S.No.	Name	Designation	Status in IQAC
1	Dr.B.Arundhati	Principal, VIIT	Chairperson
2	Mr.K.Pavan Krishna	CEO, Vignan, Vizag Group	Management Rep.
3	Dr.V.Madhusudhan Rao	Rector, VIIT	Management Rep.
4	Dr.B.Subba Rao	Program Director, SAMEER-CE3 (Center for Electromagnetic Environmental Effects)	Employer Rep.
5	Sri R.Rajani Kanth	Promoter, Ni-Chrome Alloy Castings Pvt. Ltd., AKP	Industrial Rep.
6	Sri B.Rama Krishna Rao	Manager, RINL, VSP	Parent Rep.
7	Dr.K.Madhusudhana Rao	Dean-Admissions & Student Affairs	Member
8	Dr.M.Ben Swaroop	Dean-Academics	Member
9	Dr.B.Sateesh	Dean-Evaluation	Member
10	Dr.Debnath Bhattacharyya	Dean-R&D	Member
11	Dr.K.Venkata Rao	Dean-IPD	Member
12	Mr.K.R.Satyanarayana	Dean-IR, Training & Placements	Member
13	Dr.CH. Hari Govinda Rao	Dean-Admin	Member
14	Dr.G.Venkata Rao	H.o.D., CE	Teachers Rep.
15	Dr.P.Sekhar	H.o.D., EEE	Teachers Rep.
16	Mr.Ch.Sivarama Krishna	H.o.D., ME	Teachers Rep.
17	Dr.P.S.N.Murthy	H.o.D., ECE	Teachers Rep.
18	Dr.B.Prasad	H.o.D., CSE	Teachers Rep.

19	Dr.J.Anitha	H.o.D., IT & MCA	Teachers Rep.
20	Dr.T.V.Madhusudhana Rao	H.o.D., ECM	Teachers Rep.
21	Dr.T.V.S.P.Satya Guru	H.o.D., BS&H	Teachers Rep.
22	Dr.Archana Acharya	H.o.D., MBA	Teachers Rep.
23	Mr.Hemanth Peddada, 10L31A1239	Business Partner, Balu Images & Events, Visakhapatnam	Alumni Rep.
24	Mr.Karri Syam Sundar Reddy, 13L31A1218	Jr.Software Engineer, Penion Infotech, Visakhapatnam	Alumni Rep.
25	Mr.K.Gunasekhar, 16L31A0586	III yr. CSE Student	Student Rep.
26	Mr.K.S.Harivardhan, 16L31A0480	III yr. ECE Student	Student Rep.
27	Mr.T.Venkata Sumanth, 16L31A03D0	III yr. ME Student	Student Rep.
28	Dr.K. Srinivasa Naik	Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers 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.Ch.Narasimham	Prof., CSE.	Dean-IQAC

IQAC Members from the Departments:

1.	Mr. Danvada Vinay Anand	Asst. Prof., Dept. of Civil Engg.
2.	Ms.Sana Sahithi	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.K.Swathi	Asst. Prof., Dept. of ECE
6.	Ms. P.Sandhya	Asst. Prof., Dept. of CSE
7.	Mrs P.Anusha	Asst. Prof., Dept. of CSE
8.	Mrs.Ch.V.Bhargavi	Asst. Prof., Dept. of IT
9.	Mr. Dasyam Chandra Mouli	Asst. Prof., Dept. of ECM
10.	Dr. N. Ramya	Assoc. Prof., Dept. of BS&H
11.	Mr. N.S.Surya Sai Kumar	Asst. Prof., Dept. of MBA
12.	Mrs.Y.Lakshmi Sirisha	Asst. Prof., Dept. of MCA

Office Staff:

1. Mrs.B.Sandhya Rani

Copy to:

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




PRINCIPAL
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
 Beside: VSEZ, Duvvada, Visakhapatnam-49



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/2019-20/01

22nd October 2019

NOTICE

The 14th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 26th October 2019 at 10:00 AM onwards on Saturday in the Board Room, AKCNB Hall.

All the members are requested to attend the meeting.




Dean IQAC

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

To

INTERNAL MEMBERS: Dr.B.Arundhati, Principal, VIIT, Chairperson;
Dr.C.Narasimham, Prof.-CSE, Dean-IQAC, Dr.K. Srinivasa Naik, Assoc. Prof., Dept. of ECE, Mr.Veera Manickam, Asst. Prof., Dept. of CSE Mrs.K.Jagadeswari Devi, Asst. Prof., Dept. of CE; Dr.D.Vinay Anand, Asst. Prof., CE; Ms.Sana Sahithi, Asst. Prof., Dept. of EEE; Ms.Shanthi Swaroopini, Asst. Prof., Dept. of ME; Ms.K.Lakshmi, Asst. Prof., Dept. of ECE; Ms.K.Swathi, Asst. Prof., Dept. of ECE; Ms.P.Sandhya, Asst. Prof., Dept. of CSE; Ms.P.Anusha, Asst. Prof., Dept. of CSE; Mrs.Ch.Bhargavi, Asst. Prof., Dept. of IT; Mr.D.Chandra Mouli, Asst. Prof., Dept. of ECM; Dr.N.Ramya, Assoc. Prof., Dept. of BS&H; Mr.N.S.Surya Sai Kumar, Asst. Prof., Dept. of MBA; Mrs.Y.Lakshmi Sirisha; Asst. Prof., Dept. of MCA; Mr. T. Prabhakar, Internal Audit Officer.

STUDENT MEMBERS: Mr.K.Gunasekhar, 16L31A0586, III yr. CSE; Mr.K.S.Harivardhan, 16L31A0480, III yr. ECE; Mr.T.Venkata Sumanth, 16L31A03D0, III yr. ME

ALUMNI REPRESENTATIVE: Mr.Hemanth Peddada, 10L31A1239, Business Partner, Balu Images & Events, Visakhapatnam; Mr.Karri Syam Sundar Reddy, 13L31A1218, Jr.Software Engineer, Penion Infotech, Visakhapatnam

ADMINISTRATIVE REPRESENTATIVE: Dr. Ch. Hari Govinda Rao, Assoc. Prof.-MBA, - Dean-Administration

MANAGEMENT REPRESENTATIVE: Mr.K.Pavan Krishna - CEO, Vignan, Vizag Group; Dr.V.Madhusudhan Rao, Rector, VIIT;

EXTERNAL MEMBERS: Dr.B.Subba Rao, Program Director, SAMEER-CE3 (Center for Electromagnetic Environmental Effects), Employer Rep.; Sri R.Rajani Kanth, Promoter, Ni-Chrome Alloy Castings Pvt. Ltd., AKP, Industrial Rep

Parents Representative: Sri B.Rama Krishna Rao, Manager, RINL, VSP.

PERMANENT INVITEES:

Dr.M.Ben Swaroop, Prof.-CSE, Dean-Academics; Dr.K.Madhusudhan Rao, Prof.-BS&H, Dean-Admissions & Student Affairs, Dr.B.Sateesh, Prof.-ME, Dean-Evaluation, Dr.Debnath Bhattacharyya. Prof.-CSE, Dean-R&D; Dr.K.Venkata Rao, Prof.-CSE, Dean-Infrastructure & Devt., Mr.K.R.Satyanarayana, Prof.-ME, Dean-IR, Training & Placements, Dr.G.Venkata Rao, H.o.D., CE, Dr.P.Sekhar, H.o.D., EEE, Mr.Ch.Sivarama Krishna, H.o.D., ME, Dr.P.S.N.Murthy, H.o.D., ECE, Dr.B.Prasad, H.o.D., CSE; Mrs.J.Anitha, H.o.D., IT & MCA, Dr.T.V.Madhusudhana Rao, H.o.D., ECM, Dr.T.V.S.P.V.Satya Guru, Assoc. Prof & H.o.D., BS&H; Dr.Archana Acharya, H.o.D., MBA.

AGENDA

1. NBA Accreditation
2. UGC-Paramarsh
3. JNTUK Permanent affiliation
4. JNTUK Research center
5. Review on AICTE-Extension of approval
6. Participation in AICTE swatch campus ranking
7. Proposal for conducting IQAC National Level workshop
8. Participation in NIRF ranking
9. Extension activities and outreach programmes
10. Review & Approval of AQAR 2018-19

Copy to : -

- Administrative Office
- Principal Office
- Office of the CEO



F.No. VIIT/IQAC/2019-20/01

Dt: 26-10-2019

**MINUTES OF THE 14TH MEETING OF THE INTERNAL QUALITY
ASSURANCE CELL (IQAC) HELD ON 26th OCTOBER 2019**

The record notes of discussions in the 14th Meeting of IQAC-VIIT was held on 26th October 2019 (Saturday) at 10-00AM under the chairmanship of Dr.B.Arundhati, Principal, VIIT.

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

Agenda:

1. NBA Accreditation
2. UGC-Paramarsh
3. JNTUK Permanent affiliation
4. JNTUK Research center
5. Review on AICTE-Extension of approval
6. Participation in AICTE swatch campus ranking
7. Proposal for conducting IQAC National Level workshop
8. Participation in NIRF ranking
9. Extension activities and outreach programmes
10. Review and Approval of AQAR 2018-19

Members Present:

1.	Dr.B.Arundhati	Principal, VIIT	Chairperson
2.	Mr.K.Pavan Krishna	CEO, Vignan, Vizag Group	Management Rep.
3.	Dr.V.Madhusudhan Rao	Rector, VIIT	Management Rep.
4.	Dr.B.Subba Rao	Program Director, SAMEER-CE3 (Center for Electromagnetic Environmental Effects)	Employer Rep.
5.	Sri R.Rajani Kanth	Promoter, Ni-Chrome Alloy Castings Pvt. Ltd., AKP	Industrial Rep.
6.	Sri B.Rama Krishna Rao	Manager, RINL, VSP	Parent Rep.
7.	Dr.K.Madhusudhan Rao	Dean-Admissions & Student Affairs	Member
8.	Dr.M.Ben Swaroop	Dean-Academics	Member
9.	Dr.B.Sateesh	Dean-Evaluation	Member
10.	Dr.Debnath Bhattacharyya	Dean-R&D	Member
11.	Dr.CH. Hari Govinda Rao	Dean-Admin	Member
12.	Dr.G.Venkata Rao	H.o.D., CE	Teachers Rep.

13.	Dr.P.Sekhar	H.o.D., EEE	Teachers Rep.
14.	Mr.Ch.Sivarama Krishna	H.o.D., ME	Teachers Rep.
15.	Dr.P.S.N.Murthy	H.o.D., ECE	Teachers Rep.
16.	Dr.B.Prasad	H.o.D., CSE	Teachers Rep.
17.	Dr.J.Anitha	H.o.D., IT & MCA	Teachers Rep.
18.	Dr.T.V.Madhusudhana Rao	H.o.D., ECM	Teachers Rep.
19.	Dr.T.V.S.P.Satya Guru	H.o.D., BS&H	Teachers Rep.
20.	Dr.Archana Acharya	H.o.D., MBA	Teachers Rep.
21.	Mr.Hemanth Peddada, 10L31A1239	Business Partner, Balu Images & Events, Visakhapatnam	Alumni Rep.
22.	Mr.Karri Syam Sundar Reddy, 13L31A1218	Jr.Software Engineer, Penion Infotech, Visakhapatnam	Alumni Rep.
23.	Mr.K.Gunasekhar, 16L31A0586	III yr. CSE Student	Student Rep.
24.	Mr.K.S.Harivardhan, 16L31A0480	III yr. ECE Student	Student Rep.
25.	Mr.T.Venkata Sumanth, 16L31A03D0	III yr. ME Student	Student Rep.
26.	Dr.K. Srinivasa Naik	Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
27.	Mr.Veera Manickam	Asst. Prof., Dept. of CSE & Institute Level IQAC Coordinator	Teachers Rep.
28.	Mrs.K.Jagadeswari Devi	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
29.	Dr.Ch.Narasimham	Prof.-CSE, Dean-IQAC	Director of IQAC
30.	Mr. Danvada Vinay Anand	Asst. Prof., Dept. of Civil Engg.	IQAC coordinator
31.	Ms.Sana Sahithi	Asst. Prof., Dept. of EEE	IQAC coordinator
32.	Ms.A.Shanthi Swaroopini	Asst. Prof., Dept. of Mechanical Engg.	IQAC coordinator
33.	Mrs K.Lakshmi	Asst. Prof., Dept. of ECE	IQAC coordinator
34.	Mrs.K.Swathi	Asst. Prof., Dept. of ECE	IQAC coordinator
35.	Ms. P.Sandhya	Asst. Prof., Dept. of CSE	IQAC coordinator
36.	Mrs P.Anusha	Asst. Prof., Dept. of CSE	IQAC coordinator
37.	Mrs.Ch.V.Bhargavi	Asst. Prof., Dept. of IT	IQAC coordinator
38.	Mr. Dasyam Chandra Mouli	Asst. Prof., Dept. of ECM	IQAC coordinator

Members Absent:

1.	Dr. N. Ramya	Assoc. Prof., Dept. of BS&H	IQAC coordinator
2.	Mr. N.S.Surya Sai Kumar	Asst. Prof., Dept. of MBA	IQAC coordinator
3.	Mrs.Y.Lakshmi Sirisha	Asst. Prof., Dept. of MCA	IQAC coordinator
4.	Mr.T. Prabhakar	Internal Audit Officer	Member
5.	Dr.K.Venkata Rao	Dean-IPD.	Member
6.	Mr.K.R.Satyanarayana	Dean-IR, Training & Placements	Member

PROCEEDINGS OF THE MEETING:

The Minutes of the 13th 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: NBA Accreditation of five branches**

Dean IQAC reported about the proposal for applying for NBA inspection for FIVE four branches (CSE, ECE, EEE, IT) applied for Re-accreditation and Mechanical department for new accreditation as it Cycle-1.

Item No. 2: UGC-Paramarsh

Dean IQAC briefed about UGC Paramarsh scheme and expressed his overwhelming happiness for UGC recognised VIIT as Mentor institute with the grant of Rs. 30, 00,000 shortlisted amongst 169 institutions in India. The members of the committee appreciated the efforts put in by IQAC team and advised to prepare an action plan of events as prescribed by UGC.

Item No. 3: JNTUK-Permanent affiliation

Dean IQAC briefed about the application submitted to JNTUK for renewal of permanent affiliation.

Item No. 4: Review on AICTE-Extension of approval

Dean IQAC briefed about extension of approval by AICTE and it is brought to the notice that new PG Program "Transportation Engineering" with 18 in-take is being approved by AICTE for the department of Civil Engineering.

Item No. 5: JNTUK Research center

Dean IQAC updated about the results of JNTUK research center inspection notified on 18th July 2019. JNTUK has granted research center for MBA department for two years (2018-19 to 2019-20). The members of the committee appreciated the team.

Item No. 6: Participation in AICTE swatch campus ranking

The members of the committee appreciated IQAC team for participation AICTE Swatch Campus Ranking- 2019. Also advised Green club team to increase the green land scape by putting more flowering plants and hangings.

Item No. 7: Proposal for conducting IQAC National Level workshop

Dean IQAC proposed to organize a national level workshop and the committee advised to apply for funding from AICTE/NAAC.

Item No. 8: Participation in NIRF ranking

Dean IQAC updated the NIRF data and participated in the Engineering Category. The members of the committee reviewed various parameters like,

students admissions, placements, Result analysis and Research & developments.

Item No. 9: Extension activities and outreach programmes

Dean IQAC appraised about the list of extension activities conducted during the last semester. The committee advised involves more students in outreach programmes.

Item No. 10: Review on AQAR 2018-19

- Resolved to submit the data related to Annual Quality Audit Report (AQAR) for the year 2018-19

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 (A)
Beside: VSEZ, Duvvada, Visakhapatnam-53



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

(Autonomous)

DUVVADA::VISAKHAPATNAM

IQAC-ACTION TAKEN REPORT AGAINST THE 14TH IQAC MEETING HELD ON 26-10-2019

<i>Agenda No.</i>	<i>Resolution</i>	<i>Action Taken</i>
Item No. 1:	NBA Accreditation for FIVE branches Dean IQAC reported about the proposal for applying for NBA inspection for FIVE four branches (CSE, ECE, EEE, IT) applied for Re-accreditation and Mechanical department for new accreditation as it Cycle-1.	Point noted; just updated the progress and No further action is required
Item No. 2:	UGC-Paramarsh Dean IQAC briefed about UGC Paramarsh scheme and expressed his overwhelming happiness for UGC recognised VIIT as Mentor institute with the grant of Rs. 30, 00,000 shortlisted amongst 169 institutions in India. The members of the committee appreciated the efforts put in by IQAC team and advised to prepare an action plan of events as prescribed by UGC.	Point noted and Principal instructed to Dean Admin to arrange necessary arrangements.
Item No. 3:	JNTUK-Permanent affiliation Dean IQAC briefed about the application submitted to JNTUK for renewal of permanent affiliation.	Point noted and action initiated.
Item No. 4:	JNTUK Research center Dean IQAC updated about the results of JNTUK research center inspection notified on 18th July 2019. JNTUK has granted research center for MBA department for two years (2018-19 to 2019-20). The members of the committee appreciated the team.	Point noted; Instructed all the HoDs to inform to their faculty to prepare necessary material for research center.
Item No. 5:	Review on AICTE-Extension of approval Dean IQAC briefed about extension of approval by AICTE and it is brought to the notice that new PG Program "Transportation Engineering" with 18 in-take is being approved by AICTE for the department of Civil Engineering.	Action noted;

Item No. 6:	Participation in AICTE swatch campus ranking The members of the committee appreciated IQAC team for participation AICTE Swatch Campus Ranking- 2019. Also advised Green club team to increase the green land scape by putting more flowering plants and hangings.	Point noted.
Item No. 7:	Proposal for conducting IQAC National Level workshop Dean IQAC proposed to organize a national level workshop and the committee advised to apply for funding from AICTE/NAAC.	Point noted and instructed Dean admin to make necessary arrangements for above workshop immediately.
Item No. 8:	Participation in NIRF ranking Dean IQAC updated the NIRF data and participated in the Engineering Category. The members of the committee reviewed various parameters like, students admissions, placements, Result analysis and Research & developments.	Point noted
Item No. 9:	Extension activities and outreach programmes Dean IQAC appraised about the list of extension activities conducted during the last semester. The committee advised involves more students in outreach programmes.	Point noted
Item No. 10:	Review on AQAR Resolved to submit the data related to Annual Quality Audit Report (AQAR) for the year 2018-19.	Point noted




Dean IQAC

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



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/2019-20/02

1st April 2020

NOTICE

The 15th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 4th April (Saturday) 2020 at 10:00 AM onwards on Saturday through Virtual mode.

All the members are requested to attend the meeting.




Dean IQAC

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

To

INTERNAL MEMBERS: Dr.B.Arundhati, Principal, VIIT, Chairperson; Dr. C. Narasimham, Prof.CSE, Dean-IQAC, Dr.K. Srinivasa Naik, Assoc. Prof., Dept. of ECE, Mr.Veera Manickam, Asst. Prof., Dept. of CSE Mrs.K.Jagadeswari Devi, Asst. Prof., Dept. of CE; Dr.D.Vinay Anand, Asst. Prof., CE; Ms.Sana Sahithi, Asst. Prof., Dept. of EEE; Ms.Shanthi Swaroopini, Asst. Prof., Dept. of ME; Ms.K.Lakshmi, Asst. Prof., Dept. of ECE; Ms.K.Swathi, Asst. Prof., Dept. of ECE; Ms.P.Sandhya, Asst. Prof., Dept. of CSE; Ms.P.Anusha, Asst. Prof., Dept. of CSE; Mrs.Ch.Bhargavi, Asst. Prof., Dept. of IT; Mr.D.Chandra Mouli, Asst. Prof., Dept. of ECM; Dr.N.Ramya, Assoc. Prof., Dept. of BS&H; Mr.N.S.Surya Sai Kumar, Asst. Prof., Dept. of MBA; Mrs.Y.Lakshmi Sirisha; Asst. Prof., Dept. of MCA; Mr. T. Prabhakar, Internal Audit Officer.

Student Members: Mr.K.Gunasekhar, 16L31A0586, III yr. CSE; Mr.K.S.Harivardhan, 16L31A0480, III yr. ECE; Mr.T.Venkata Sumanth, 16L31A03D0, III yr. ME

Alumni Representative: Mr.Hemanth Peddada, 10L31A1239, Business Partner, Balu Images & Events, Visakhapatnam; Mr.Karri Syam Sundar Reddy, 13L31A1218, Jr.Software Engineer, Penion Infotech, Visakhapatnam

Administrative Representative: Dr.Ch.Hari Govinda Rao, Prof.MBA, - Dean-Administration.

Management Representative: Mr.K.Pavan Krishna - CEO, Vignan, Vizag Group; Dr.V.Madhusudhana Rao, Rector, VIIT.

External Members: Dr.B.Subba Rao, Program Director, SAMEER-CE3 (Center for Electromagnetic Environmental Effects), Employer Rep.; Sri R.Rajani Kanth, Promoter, Ni-Chrome Alloy Castings Pvt. Ltd., AKP, Industrial Rep

Parents Representative: Sri B.Rama Krishna Rao, Manager, RINL, VSP.

Permanent invitees:

Dr.M.Ben Swaroop, Prof.-CSE, Dean-Academics; Dr.K.Madhusudhan Rao, Prof.-BS&H, Dean-Admissions & Student Affairs, Dr.B.Sateesh, Prof.-ME, Dean-Evaluation, Dr.Debnath Bhattacharyya. Prof.-CSE, Dean-R&D; Dr.K.Venkata Rao, Prof.-CSE, Dean-Infrastructure & Devt., Mr.K.R.Satyanarayana, Prof.-ME, Dean-IR, Training & Placements, Dr.G.Venkata Rao, H.o.D., CE, Dr.P.Sekhar, H.o.D., EEE, Mr.Ch.Sivarama Krishna, H.o.D., ME, Dr.P.S.N.Murthy, H.o.D., ECE, Dr.B.Prasad, H.o.D., CSE; Mrs.J.Anitha, H.o.D., IT & MCA, Dr.T.V.Madhusudhana Rao, H.o.D., ECM, Dr.T.V.S.P.V.Satya Guru, Assoc. Prof & H.o.D., BS&H; Dr.Archana Acharya, H.o.D., MBA.

Agenda :

1. NBA Accreditation for FIVE branches
2. Quality measures taken during the COVID-19 Pandemic
3. Strategies for conducting online classes
4. Strategies for conducting online examinations/Assignments
5. MOOCs/Online Course
6. Review on Quality Publications

Copy to : -

- Administrative Office
- Principal Office
- Office of the CEO



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/2019-20/02

Dt: 04-04-2020

MINUTES OF THE 15TH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 4TH APRIL 2020 CONDUCTED THROUGH VIRTUAL MODE (ZOOM Platform)

The record notes of discussions in the 15th Meeting of IQAC-VIIT was held on 4th April 2020 on Saturday at 10-00AM under the chairmanship of Dr.B.Arundhati, Principal, VIIT.

Agenda :

1. NBA Accreditation for FIVE branches
2. Quality measures taken during the COVID-19 Pandemic
3. Strategies for conducting online classes
4. Strategies for conducting online examinations/Assignments
5. MOOCs/Online Course
6. Review on Quality Publications

Members Present:

S.No.	Name	Designation	Status in IQAC
1.	Dr.B. Arundhati	- Principal, VIIT	Chairperson
2.	Dr.V. Madhusudan Rao	- Rector, VIIT	Management Rep.
3.	Mr.N.Srikant	- Chief Executive Officer	Management Rep.
4.	Mr.N. Kireeti	- HR-Sr. Talent Acquisition, Infosys Hyderabad	Employer Rep.
5.	Mr.P. Vinod Kumar	- Founder & MD,NH7	Industrialist
6.	Mr.N. Vinay	- Parent, Vizag Profiles, Gajuwaka	Parent Rep
7.	Mr.J. Siva Satyanarayana	- Head JCI Visakhapatnam	Local Society/ Trust
8.	Dr.K. Madhusudhana Rao	- Vice Principal, Dean- Admissions & Student Affairs	Member
9.	Dr.Kamaluddin Syed	- Dean - Academics	Member
10.	Mr.R.Sundara Ramam	- Dean – Admin	Member
11.	Dr.Sateesh	- Dean-Evaluation	Member

12. Dr.E. Laxmi Lydia	- Dean - R&D	Member
13. Dr.K.R.Satyanarayana	- Dean - Training & Placements	Member
14. Dr.K.Venkata Rao	- Dean - IPD	Member
15. Mr.P. Srinivasa Rao	- Office Superintendent	Office Superintendent
16. Mr.M.Padmakar	- H.o.D., CE	Teachers Rep.
17. Dr.P.Sekhar	- H.o.D., EEE	Teachers Rep.
18. Dr.S.Rambabu	- H.o.D., ME	Teachers Rep.
19. Mr.B.Dinesh Reddy	- H.o.D., CSE	Teachers Rep.
20. Dr.B.Prasad	- H.o.D., IT & MCA	Teachers Rep.
21. Dr.T.V.Madhusudhan Rao	- H.o.D., ECM	Teachers Rep.
22. Dr.T.V.S.P.Satya Guru	- H.o.D., BS&H	Teachers Rep.
23. Dr.Ch.Hari Govinda Rao	- H.o.D., MBA	Teachers Rep.
24. M.Narendra, 18L31A0417	- III Year, Dept. of ECE	Student Representative
25. Mr.D.Sai Vankat, 18L31A05C9	- II Year, Dept. of CSE	Student Representative
26. Ms.G.Aswini, 20L31F0018	- I Year, Dept. of MCA	Student Representative
27. Dr.V.S.V. Satyanarayana	- Assoc. Prof., Dept. of Mechanical Eng. & IQAC Coordinator	Teachers Rep.
28. Dr.K. Srinivasa Naik	- Assoc. Prof., Dept. of ECE & IQAC Coordinator	Teachers Rep.
29. Dr.B. Prasada Rao	Assoc. Prof., Dept. of EEE & IQAC Coordinator	Teachers Rep.
30. Dr.M.P.V.V. Bhaskara Rao	Asso. Prof, Dept. of BS&H & IQAC Coordinator	Teachers Rep.
31. Mr.B. Brahmaiah	Asst. Prof., Dept. of Civil Engg. & IQAC Coordinator	Teachers Rep.
32. Mrs.D.L.Bhavani	Asst. Prof., Dept. of MCA & IQAC Coordinator	Teachers Rep.
33. Dr.Ch. Narasimham	Professor, CSE Dept. & Dean-IQAC	Director of IQAC

Members who are absent for the meeting:

1. Mr.V.S. Kranthi, CEO Getuff, Hyderabad, Alumni Rep.
2. Mr.B. Brahmaiah, Asst. Prof., Dept. of Civil Engg. & IQAC Coordinator
3. Mr.D.Sai Vankat, 18L31A05C9, II Year, Dept. of CSE, Student Representative
4. Dr.K.Murali Krishna, H.o.D., ECE, Teachers Rep.

Proceedings of the Meeting:

The Minutes of the 14th 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. Further, the Following points were discussed and decisions were taken:

- NBA Accreditation for FIVE branches
- Quality measures taken during the COVID-19 Pandemic
- Strategies for conducting online classes
- Strategies for conducting online examinations
- MOOCs/Online Course
- Review on Quality Publications

Following points were discussed and decisions taken:

❖ Item No. 1: NBA Accreditation for FIVE branches

Dean IQAC briefed about NBA accreditation inspection and National Board of Accreditation (NBA) has been given notification on 04-06-2020 regarding NBA accreditation for FIVE UG programmes (CSE, ECE, EEE, IT and MECH) and valid up to 30-06-2023. The members of the committee extended their greetings to all the administration and IQAC team for their efforts put-in to get this NBA accreditation.

❖ Item No. 2: Quality measures taken during the COVID-19 Pandemic

- The committee has suggested taking necessary measures to sensitize about COVID precautions like, exercise for Immunity boosters, distribution of Amla, Black plum, guava on rotation basis for staff and students.
- Resolved to conduct awareness sessions through online about the precautionary measures required to fight against COVID-19 pandemic.
- Suggested to conducted Pranayamam/Yoga sessions through online for staff and students
- Resolved to conduct online awareness session on food & nutrition to create awareness about healthy food.

❖ Item No. 3: Strategies for conducting online classes

- Resolved to conduct online classes and advised to prepare the strategies for completion of syllabus through online mode.
- Resolved to develop a strategy for preparation of Content for online classes like, PPT, video content, Study Material etc.

❖ **Item No. 4: Strategies for conducting online examinations**

- Resolved to develop a mechanism for conducting online assessment tests.
- Resolved to prepare the Quiz papers for conducting online quizzes

❖ **Item No. 5: MOOCs/Online Course**

- The committee discussed about the possibilities for studying online courses through Swayam/NPTEL and Coursera.
- It is advised every faculty must pursue at least Two/Three MOOCs courses via NPTEL/Coursera.
- Also advised students to register at least one course through NPTEL/Courses during this semester.

❖ **Item No. 6: Review on Quality Publications**

Dean R&D presented the status report of Publications and the committee advised to give targets to the entire faculty to publish good number of publications.

❖ **Item No. 7: Others**

- Mr. P. Vinod Kumar advised to collaborate with coursera platform to get more access on MOOCs course and also suggested to register more number of online courses through coursera.
- Mr. N. Srikanth, CEO of VIGNAN VIZAG advised that every faculty must register at least two/three online courses and must complete by this semester ending.
- Mr. V. S. Kranthi suggested that the alumni students can also invite for online guest lectures during COVID19 pandemic.
- The meeting ended with thanks to 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 (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

(Autonomous)

DUVVADA::VISAKHAPATNAM

IQAC-ACTION TAKEN REPORT AGAINST THE 15TH IQAC MEETING HELD ON 04-04-2020

<i>Agenda No.</i>	<i>Resolution</i>	<i>Action Taken</i>
1	Item No. 1: NBA Accreditation for FIVE branches Dean IQAC briefed about NBA accreditation inspection and National Board of Accreditation (NBA) has been given notification on 04-06-2020 regarding NBA accreditation for FIVE UG programmes (CSE, ECE, EEE, IT and MECH) and valid up to 30-06-2023. The members of the committee extended their greetings to all the administration and IQAC team for their efforts put-in to get this NBA accreditation.	Point noted; just updated the progress and No further action is required
2	Item No. 2: Quality measures taken during the COVID-19 Pandemic <ul style="list-style-type: none">The committee has suggested taking necessary measures to sensitize about COVID precautions like, exercise for Immunity boosters, distribution of Amla, Black plum, guava on rotation basis for staff and students while in offline classes.Resolved to conduct awareness sessions through online about the precautionary measures required to fight against COVID-19 pandemic.Suggested to conducted Pranayamam/Yoga sessions through online for staff and studentsResolved to conduct online awareness session on food & nutrition to create awareness about healthy food.	Point noted and Principal instructed all HoDs to arrange Online sessions on Yoga classes and food & nutrition to create awareness about healthy food. Also instructed Dean admin and all HoDs to plan for distribution of Immunity boosters like, Amla, Black plum, guava on rotation basis for staff and students while in offline classes.
3	Item No. 3: Strategies for conducting online classes <ul style="list-style-type: none">Resolved to conduct online classes and advised to prepare the strategies for completion of syllabus through online mode.Resolved to develop a strategy for preparation of Content for online classes	Principal instructed to Dean Academics and Dean admin to procure ZOOM licenses at least one per department. Also instructed HoDs to use Google Meet for conducting online classes

	like, PPT, video content, Study Material etc.	
4	Item No. 4: Strategies for conducting online examinations <ul style="list-style-type: none"> Resolved to develop a mechanism for conducting online assessment tests. Resolved to prepare the Quiz papers for conducting online quizzes 	Action noted; Instructed Dean evaluation and HoDs to prepare question Bank for all the courses to conduct online assessments.
5	Item No. 5: MOOCs/Online Course <ul style="list-style-type: none"> The committee discussed about the possibilities for studying online courses through Swayam/NPTEL and Coursera. It is advised every faculty must pursue at least Two/Three MOOCs courses via NPTEL/Coursera. Also advised students to register at least one course through NPTEL/Courses during this semester. 	Point noted; Instructed Dean Academics and Dean admin to Procure at least 4 smart Boards to create Studios to develop e-content. Given instruction to all the HoDs to inform to their faculty to develop e-content like, PPT, Video Lectures, e material etc.
6	Item No. 6: Review on Quality Publications Dean R&D presented the status report of Publications and the committee advised to give targets to the entire faculty to publish good number of publications.	Point noted and instructed Dean R&D to prepare an action plan for conducting webinars, virtual conferences. Also instructed to prepare the targets for individual faculty.
7	Item No. 7: Others <ul style="list-style-type: none"> Mr. P. Vinod Kumar advised to collaborate with coursera platform to get more access on MOOCs course and also suggested to register more number of online courses through coursera. Mr.N.Srikant, CEO of Vignan Vizag advised that every faculty must register at least two/three online courses and must complete by this semester ending. Mr.V.S. Kranthi suggested that the alumni students can also invite for online guest lectures during COVID19 pandemic. 	Point noted and instructed Dean academics and Dean admin to negotiate to procure Coursera platform immediately. Also instructed all HoDs to give targets to all the faculty to complete online courses. Also instructed Dean student affairs to invite Alumni students for guest lectures through online at least 7-10 per department




Dean IQAC

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