

**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/05/04

Dt: 21-10-2021

PROCEEDINGS OF THE PRINCIPAL

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

Ref: 1. Office Proceeding No. VIIT/PO/2021/20/02 dated 20.10.2021.

2. Letter from Dean-IQAC, dated 18th October 2021.

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 2021-22:-

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 Admin, Admissions	Member
9	Dr.A. Naga Jyothi	Dean - Academics	Member
11	Dr.E. Laxmi Lydia	Dean - R&D	Member
12	Dr.B.Prasad	Dean - Training & Placements	Member
14	Mr.P. Srinivasa Rao	Office Superintendent	Office Superintendent
15	Mr.M.Padmakar	H.o.D., CE	Teachers Rep.
16	Mrs. K. Sravanthi	H.o.D., EEE	Teachers Rep.
17	Dr.S.Rambabu	H.o.D., ME	Teachers Rep.
18	Dr.B.Prasada Rao	H.o.D., ECE	Teachers Rep.
19	Mr.B.Dinesh Reddy	H.o.D., CSE	Teachers Rep.
20	Dr.R.Rajendra Kumar	H.o.D., IT & MCA	Teachers Rep.

21	Dr.R.Uma Maheswari	H.o.D., ECM	Teachers Rep.
22	Dr.M.P.V.V.Bhaskar Rao	H.o.D., BS&H	Teachers Rep.
23	Dr.P.Ramesh	H.o.D., MBA	Teachers Rep.
24	Mr.V.S. Kranthi	CEO Getuff, Hyderabad	Alumni Rep.
25	Mr.D. Karthik	III Year, Dept. of CSE	Student Representative
26	Mr.Shaik Jaseem Ahamed	II Year, Dept. of Civil	Student Representative
27	Mr.M.Gowtham	I Year, Dept. of MBA	Student Representative
28	Dr.V.S.V. Satyanarayana	Assoc. Prof., Dept. of Mechanical Eng. & Institute Level IQAC Coordinator	Teachers Rep.
29	Dr.K. Srinivasa Naik	Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
30	Mr. A. Sampath Dakshina Muthy	Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
31	Dr.T.Satya Guru	Assoc. Prof, Dept. of BS&H & Institute Level IQAC Coordinator	Teachers Rep.
32	Mr.B. Brahmaiah	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
33	Mrs.D.L.Bhavani	Asst. Prof., Dept. of MCA & Institute Level IQAC Coordinator	Teachers Rep.
34	Dr.Ch. Hari Govinda Rao	Professor, MBA	Dean-IQAC

IOAC Members from the Departments:

1.	Ms.M. Leela Priyanka	Asst. Prof., Dept. of Civil Engg.
2.	Mr.Ramesh Kumar Patro	Asst. Prof., Dept. of EEE
3.	Mr.G. Santosh Kumar	Asst. Prof., Dept. of Mechanical Engg.
4.	Mr.A.Sampath Dakshina Murthy	Asst. Prof., Dept. of ECE
5.	Mrs.P. Sandhya	Asst. Prof., Dept. of CSE
6.	Mrs.Ch.V. Bhargavi	Asst. Prof., Dept. of IT
7.	Ms.N. Subha Sri	Teaching Asst., Dept. of ECM
8.	Dr. T.Archanna Acharya	Assoc. Prof., Dept. of MBA
9.	Mrs.A.Sireesha	Asst. Prof., Dept. of MCA
10.	Dr.M.Lakshmi Soujanya	Asst. Prof., Dept. of BS&H

Office Staff:

1. Mr.I.Ganesh

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: VSEZ, Duwada, Visakhapatnam-49



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F.No. VIIT/IQAC/2021-22/01

19th Jan 2022

NOTICE

The 18th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 22nd January 2022 at 10:00 AM onwards on Saturday in the Board Room, AKCNB Hall.

All the members are requested to attend the meeting.



To

INTERNAL MEMBERS:

Dr.B. Arundhati Principal, VIIT, Chairperson; Dr.Ch. Hari Govinda Rao Professor, MBA Dept. & Dean-IQAC; Dr.V.S.V. Satyanarayana Assoc. Prof., Dept. of Mechanical Eng. & Institute Level IQAC Coordinator; Dr.K. Srinivasa Naik Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator; Mr. A. Sampath Dakshina Muthy, Asst.Prof., Dept. of ECE & Institute Level IQAC Coordinator; Dr.T.V.S.P.Satya Guru, Asso. Prof, Dept. of BS&H & Institute Level IQAC Coordinator; Mr.B. Brahmaiah Asst.Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator; Mrs.D.L.Bhavani Asst.Prof., Dept. of MCA & Institute Level IQAC Coordinator.


STUDENT REPRESENTATIVES:

Mr.D.Karthik III Year, Dept. of CSE; Mr.Shaik Jaseem Ahamed II Year, Dept. of CE; Mr.M.Gowtham I Year, Dept. of MBA

ALUMNI REPRESENTATIVE: Mr.V.S. Kranthi, CEO Getuff, Hyderabad.

ADMINISTRATIVE REPRESENTATIVE: Dr.K.Madhusudhana Rao, Vice Principal, Dean - Admin & Admissions

MANAGEMENT REPRESENTATIVES: Dr.V. Madhusudan Rao, Rector, VIIT; Mr.N.Srikant, Chief Executive Officer.


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

EXTERNAL MEMBERS:

Mr.N. Kireeti HR-Sr. Talent Acquisition, Infosys Hyderabad; Mr.P. Vinod Kumar, Founder & MD,NH7 . Mr.J. Siva Satyanarayana, Head JCI Visakhapatnam.

PARENTS REPRESENTATIVE:

Mr.N. Vinay Parent, Vizag Profiles, Gajuwaka.

PERMANENT INVITEES:

Dr.B.Sateesh, Dean-Student Affairs; Dr.A.Naga Jyothi, Dean - Academics ; Dr.E.Laxmi Lydia, Dean - R&D; Dr.B.Prasad, Dean - Training & Placements; Mr.R.Rudrabhi Ramu, Dean-Evaluation; Mr.P. Srinivasa Rao, Office Superintendent; Mr.M.Padmakar, H.o.D., CE; Mrs.K.Sravanthi, H.o.D., EEE; Dr.S.Rambabu H.o.D., ME; Dr.B.Prasada Rao, H.o.D., ECE; Mr.B.Dinesh Reddy, H.o.D., CSE; Dr.G.Rajendra Kumar, H.o.D., IT & MCA; Dr.R.Uma Maheswari H.o.D., ECM; Dr.M.P.V.V.Bhaskara Rao, H.o.D., BS&H; Dr.P.Ramesh H.o.D., MBA;

IQAC COORDINATORS FROM THE DEPARTMENTS:

Ms.M. Leela Priyanka, Asst. Prof., Dept. of Civil Engg.; Mr.Ramesh Kumar Patro, Asst. Prof., Dept. of EEE; Mr.G.Santosh Kumar, Asst. Prof., Dept. of Mechanical Engg.; Mr.A.Sampath Dakshina Murthy, Asst. Prof., Dept. of ECE; Mrs.P. Sandhya, Asst. Prof., Dept. of CSE; Mrs.Ch.V. Bhargavi, Asst. Prof., Dept. of IT; Ms.N. Subha Sri, Teaching Asst., Dept. of ECM; Dr. T.Archanna Acharya, Assoc. Prof., Dept. of MBA; Mrs.Y.Lakshmi.Sireesha, Asst. Prof., Dept. of MCA; Dr.M.Lakshmi Sowjanya, Asst. Prof., Dept. of BS&H.

AGENDA:

1. Review on NIRF data
2. Research Targets and Bench marks
3. Proposal submission-National Level workshop (IQACNLW 21)
4. UGC Paramarsh
5. Review on AQAR 2020-21
6. Review on internal Audit and External Audit
7. Green Audit and Energy Audit
8. ISO application status

Copy to : -

- Administrative Office
- Principal Office
- Office of the CEO



F.No. VIIT/IQAC/2021-22/01

Dt: 22-01-2022

**MINUTES OF THE 18TH MEETING OF THE INTERNAL QUALITY ASSURANCE
CELL (IQAC) HELD ON 22ND JANUARY 2022**

The record notes of discussions in the 18th Meeting of IQAC-VIIT was held on 22nd January 2022 i.e. on Saturday at 10-00AM under the chairmanship of Dr. B. Arundhati, Principal, VIIT.

Venue: Board Room, VIIT.

Agenda:

- Review on NIRF data
- Research Targets and Bench marks
- Proposal submission-National Level workshop (IQACNLW 21)
- UGC Paramarsh
- Review on AQAR 2020-21
- Review on internal Audit and External Audit
- Green Audit and Energy Audit:
- ISO application status
- Any other points of members interest

Members Present:

S.No.	Name	Designation	Status in IQAC
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2	Dr. V. Madhusudan Rao	Rector, VIIT	Management Rep.
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8	Dr.K. Madhusudhana Rao	Vice Principal, Dean Admin, Admissions	Member
9	Dr.A. Naga Jyothi	Dean - Academics	Member
11	Dr.E. Laxmi Lydia	Dean - R&D	Member
12	Dr.B.Prasad	Dean - Training & Placements	Member

14	Mr.P. Srinivasa Rao	Office Superintendent	Office Superintendent
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- | | | |
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| 2. | Mr.Ramesh Kumar Patro | Asst. Prof., Dept. of EEE |
| 3. | Mr.A.Sampath Dakshina Murthy | Asst. Prof., Dept. of ECE |
| 4. | Mrs.P. Sandhya | Asst. Prof., Dept. of CSE |
| 5. | Mrs.Ch.V. Bhargavi | Asst. Prof., Dept. of IT |
| 6. | Ms.N. Subha Sri | Teaching Asst., Dept. of ECM |
| 7. | Dr.M.Lakshmi Soujanya | Asst. Prof., Dept. of BS&H |

The following members were unable to attend the meeting due to pre-occupied works:

- | | | |
|----|------------------------|--|
| 1. | Dr. T.Archanna Acharya | Assoc. Prof., Dept. of MBA |
| 2. | Mrs.A.Sireesha | Asst. Prof., Dept. of MCA |
| 3. | Mr.G. Santosh Kumar | Asst. Prof., Dept. of Mechanical Engg. |
| 4. | Dr.B.Prasada Rao | H.o.D., ECE |
| 5. | Mr.N. Kireeti | HR-Sr. Talent Acquisition, Infosys Hyderabad |

PROCEEDINGS OF THE MEETING:

The Minutes and action taken report the 17th IQAC meeting was placed before the committee for the approval and the members confirmed the minutes.

The Following points were discussed and decisions were taken:

Item No. 1: Review on NIRF data

- Dean IQAC updated the status of NIRF application. The committee reviewed the application and it is approved.

Item No. 2: Research Targets and Bench marks

- Dean IQAC presented the department wise research targets and bench marks. Further, Dean R&D reported the status of publications department wise, institute H-Index and Citations. The members of the committee advised to incentivise the best performers who published quality publications.

Item No. 3: Proposal submission-National Level workshop (IQACNLW 21)

- Dean IQAC presented the event report of IQACNLW-21 and was conducted through on-line on 14th -15th May 2021. He said that the NAAC sponsored Rs. 30000 for this event and More than 200 participants were participated from various reputed institutions. The committee approved the report and also advised to organise similar type events in future.

Item No. 4: UGC Paramarsh

- Dean IQAC presented the status of UGC Paramarsh scheme and spent more than 21,00,000.00 for organizing events in various approved mentee institutions as per the UGC-Paramarsh scheme. UGC has released a grant of Rs. 21, 45, 596. The committee appreciated the IQAC team for the successful implementation of UGC scheme.

Item No. 5: Review on AQAR 2020-21

- Dean IQAC presented the AQAR 2020-21 and he has presented criteria wise status of bench marks and attainments of each metrics. The committee approved the same.

Item No. 6: Review on internal Audit and External Audit

- Dean IQAC reported the results of Internal and external audit report including Examination Cell audit, Academic Audit and Finance Audit. The committee reviewed and approved the same.

Item No. 7: Green Audit and Energy Audit:

- Dean IQAC presented the application status of Green Audit and Energy audit. He said that The IQAC applied to Green Mentors,. The committee revied the data and approved the same.

Item No. 8: ISO application status:

Dean IQAC reported the application status of ISO and he has confirmed that it proposed to apply for renewal for the ISO 9001:2015; ISO 14001:2015; and ISO 45001:2018. The committee approved the same.

Item No. 9: Others

- The committee advised to apply for new intake with contemporary programmes in under graduate programme (B.Tech) like, Cyber Security, Data Science, and Artificial Intelligence etc.
- The committee advised to concentrate on more consultancy projects
- It is advised R&D team to encourage more student publication collaboration with faculty

The meeting concluded with the vote of thanks by Dr. B. Arundathi, Principal & The Chairperson.


Dean IQAC

Internal Quality Assurance Cell

Dean - IQAC
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CHAIRPERSON

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

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Office of the CEO – For Information
Office of the Principal – For Information and necessary action
Administrative office – For Information and necessary action



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

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IQAC-ACTION TAKEN REPORT AGAINST THE 18TH IQAC MEETING HELD ON 22-01-2022

<i>Agenda No.</i>	<i>Resolution</i>	<i>Action Taken</i>
1	Item No. 1: Review on NIRF data <ul style="list-style-type: none">Dean IQAC updated the status of NIRF application. The committee reviewed the application and it is approved.	Point noted; just updated the progress and Instructed IQAC team to upload the data
2	Item No. 2: Research Targets and Bench marks <ul style="list-style-type: none">Dean IQAC presented the department wise research targets and bench marks. Further, Dean R&D reported the status of publications department wise, institute H-Index and Citations. The members of the committee advised to incentivise the best performers who published quality publications.	Point noted and Principal instructed to Dean R&D to prepare the budget for Research Incentives and the budget was approved. Distributed incentive on the 15 th Sep 2021.
3	Item No. 3: Proposal submission-National Level workshop (IQACNLW 21) <ul style="list-style-type: none">Dean IQAC presented the event report of IQACNLW-21 and was conducted through on-line on 14th -15th May 2021. He said that the NAAC sponsored Rs. 30000 for this event and More than 200 participants were participated from various reputed institutions. The committee approved the report and also advised to organise similar type events in future.	<ul style="list-style-type: none">Point noted. Principal instructed to Dean IQAC to prepared the proposal for next event.He has submitted a proposal to organise Two FDP with the collaboration of NITTTR and BMS college of Engineering, Bangalore.It has been approved and decided to organise in the next semester.
4	Item No. 4: UGC Paramarsh <ul style="list-style-type: none">Dean IQAC presented the status of UGC Paramarsh scheme and spent more than 21,00,000.00 for organizing events in various approved mentee institutions as per the UGC-Paramarsh scheme. UGC has released a grant of Rs. 21,45,596. The committee appreciated the IQAC team for the successful implementation of UGC scheme.	Point Noted; No further action is required.

5	Item No. 5: Review on AQAR 2020-21 <ul style="list-style-type: none"> Dean IQAC presented the AQAR 2020-21 and he has presented criteria wise status of bench marks and attainments of each metrics. The committee approved the same. 	Point noted; Instructed IQAC team to upload AQAR 2020-21
6	Item No. 6: Review on internal Audit and External Audit <ul style="list-style-type: none"> Dean IQAC reported the results of Internal and external audit report including Examination Cell audit, Academic Audit and Finance Audit. The committee reviewed and approved the same. 	<ul style="list-style-type: none"> Point noted. Instructed to Dean IQAC to prepare an action plan for Academic and Administrative Audit. Dean IQAC initiated the process and completed AAA.
7	Item No. 7: Green Audit and Energy Audit: <ul style="list-style-type: none"> Dean IQAC presented the application status of Green Audit and Energy audit. He said that The IQAC applied to Green Mentors. The committee revised the data and approved the same. 	Point noted and instructed Dean IQAC conducted Green Audit, Environment Audit and Energy Audit by Green Mentors. Successfully completed the audit process.
8	Item No. 8: ISO application status: Dean IQAC reported the application status of ISO and he has confirmed that it proposed to apply for renewal for the ISO 9001:2015; ISO 14001:2015; and ISO 45001:2018. The committee approved the same.	Point noted; Instructed Dean IQAC to arrange ISO audit; The IQAC team applied for ISO audit.
9	Item No. 9: Others <ul style="list-style-type: none"> The committee advised to apply for new intake with contemporary programmes in under graduate programme (B.Tech) like, Cyber Security, Data Science, and Artificial Intelligence etc. The committee advised to concentrate on more consultancy projects It is advised R&D team to encourage more student publication collaboration with faculty 	<ul style="list-style-type: none"> Point noted; Instructed Dean Admission to apply new programs in Under graduation at least with 60 Intake each. Dean Admissions proposed to apply for New Intake in Cyber Security, Data Science, and Artificial Intelligence. Instructed Dean R&D to prepare an action for consultancy projects and collaborative activities.



Dean IQAC

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