



PROCEEDINGS OF THE PRINCIPAL OFFICE

Sub: VIIT-Reconstitution of Program assessment and quality improvement committee (PAQIC) -
ECE-Orders-Issued

**RE-CONSTITUTION PROGRAM ASSESSMENT AND QUALITY IMPROVEMENT COMMITTEE
(PAQIC)**

The department of Electronics and Communication Engineering (ECE) has a well-defined and structured Quality Improvement system supervised by the **Program Assessment and Quality Improvement (PAQIC)** that oversees the overall Quality Improvement of the Program (UG-Electronics and Communication Engineering). The PAQIC of the UG-ECE Program guiding department for continuous Quality improvement in lines with its established vision and mission of the department. The PAQIC of the UG-ECE is comprised of eminent people from the department to bring in the necessary balance.

Functions of the PAQIC:

Subject to the existing provision in the rules laid down by the department shall meet twice in a year and has power to:

- Review admission analysis and recommend strategies to improve the quality of admissions.
Review result analysis and Identification of slow and advanced learners.
- Verification of lab manuals, Stock records, Maintenance register, Lab equipment & software's etc. according to the academic regulations.
- Course files verification, adherence to the academic calendar
- Evaluating the implementation of active learning, collaborative learning, and project-based learning in the classrooms.
- Verification of quality of mid-examination question paper and answer scripts
- Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.
- Analysis of CO attainment, PO, and PSO attainments. Propose strategies for continuous improvement.

- Creating OBE awareness and Reviewing the Guest Lectures, Seminars, Workshops etc.
- Suggestions for Students –Industry interaction, student’s projects (Mini & Major).
- Checking the quality improvement of student publications.


Term: The PAQIC shall be reconstituted every three years.

Meetings: Meetings of the PAQIC shall be held at least twice a year.

The composition of PAQIC UG- Electronics and Communication Engineering for the academic year 2022-23:

S No	Name of the Member	Role	Designation
1.	Dr.B.Prasada Rao	Chairperson	Head of the Department-ECE
2.	Mrs.K.Lakshmi	Member	Project Coordinator & Asst. Professor, ECE
3.	Mrs.M.Karuna	Member	Internship Coordinator
4.	Dr. A. Bharadwaj	Member	Student mentoring Coordinator & Asst. Professor, ECE
5.	Dr. V. Sateesh	Member	Attendance coordinator & Asst. Professor, ECE
6.	Mr. P. Gopi Krishna	Member	Exam cell coordinator Professor, VIIT(A)
7.	Mrs. J. Vijaya Sree	Member Secretary	Department IQAC Coordinator & Asst. Professor, ECE




Dr. B. Arundhati
Principal
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
 Beside: VSEZ, Duvvada, Visakhapatnam-49



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

Department of Electronics and Communication Engineering

F.No. VIIT/ECE/PAQIC/2022-23/01

2nd June 2022

NOTICE

The 11th Meeting of Program Assessment and Quality Improvement Committee (PAQIC) will be held on 4th June 2022 at 10:00 AM onwards on Saturday in the HOD Office, ECE department.

All the members are requested to attend the meeting.


HOD-ECE

To

Mrs.K.Lakshmi, Member; Mrs.M.Karuna, Member; Dr. A.Bharadwaj, Member;
Dr.V.Sateesh, Member, Mr. P.Gopi Krishna, Member; Mrs. J. Vijaya Sree,
Member Secretary.

HOD
Dept. of ECE
VIGNAN'S INSTITUTE OF
INFORMATION TECHNOLOGY
Gajuwaka, Visakhapatnam-530

AGENDA

- Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.
- Create OBE awareness through guest lectures and seminars
- Evaluate the implementation of active learning, collaborative learning, and project-based learning in classrooms.
- Assess student's projects (Mini & Major).
- Check the quality of publications by the students and examine the quality of project reports through plagiarism check

Copy to: -

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Dean IQAC



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

F.No. VIIT/ECE/PAQIC/2022-23/01

4th June 2022

MINUTES OF THE 11TH MEETING OF THE PAQIC HELD ON 4TH JUNE 2022

The record notes of discussions in the 11th Meeting of PAQIC-ECE was held on 4th June 2022 at 10-00AM, Saturday under the chairperson of Dr. B.Prasada Rao, HOD-ECE, and VIIT (A).

Venue: HoD Office, the Department of ECE, VIIT (A).

Agenda:

1. Review result analysis and Identification of slow and advanced learners.
2. Verification of lab manuals, Laboratory stock and maintenance register verification.
3. Verification of quality of mid-examination question paper, and answers sheets evaluation.
4. Course files verification, Adherence to the academic calendar, CRC meetings to verify syllabus status before mid-1 and mid-2.
5. Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.
6. Analysis of CO attainment, PO, and PSO attainments. Propose strategies for continuous improvement.

Members Present:

S No	Name of the Member	Role	Designation
1.	Dr. B. Prasada Rao	Chairperson	Head of the Department-ECE
2.	Mrs.K.Lakshmi	Member	Project Coordinator & Asst. Professor, ECE
3.	Mrs.M.Karuna	Member	Internship Coordinator
4.	Dr. A. Bharadwaj	Member	Student mentoring Coordinator & Asst. Professor, ECE
5.	Dr. V. Sateesh	Member	Attendance coordinator & Asst. Professor, ECE
6.	Mr. P. Gopi Krishna	Member	Exam cell coordinator Professor, VIIT(A)
7.	Mrs. J. Vijaya Sree	Member Secretary	Department IQAC Coordinator & Asst. Professor, ECE

Members Absent: Nil**Proceedings:**

The Minutes of the 11th PAQIC meeting was placed before the committee for the approval and the members confirmed the minutes. HoD-ECE presented on the action points of the previous meeting held on 04-12-2021 and also briefed the members present on the actions taken.

Following points were discussed and decisions were taken:

1.Item No.1: Review result analysis and Identification of slow and advanced learners.

Exam cell coordinator presented the result analysis document of all the II I,III-I and IV-I to the HoD, and identified slow and advanced learners .For Slow learners HoD suggested to conduct backlog classes to clear the courses.

2.Item No.2: Verification of lab manuals, Laboratory stock and maintenance register verification.

HoD instructed to all the lab incharges about lab manual verification and Laboratory stock and maintenance register verification if any requirements needed for smooth conducting the labs.

3.Item No.3: Verification of quality of mid-examination question paper, and answers sheets evaluation.

HoD advised to examcell coordinator the mid examination question papers should maintain as per blooms taxonomy and evaluation of mid papers strictly.

4.Item No.4: Course file verification, Adherence to the academic calendar, CRC meetings to verify syllabus status before mid-1 and mid-2.

HoD suggested to department IQAC member, course file verification before commencement of the semester and also syllabus status before mid-1 and mid-2 by conducting CRC meetings.

5.Item No.5: Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.

HoD suggested to student coordinator to take the feedback for all the courses graduate exit survey, alumni survey, and course exit survey from the students.

6.Item No.6: Analysis of CO attainment, PO, and PSO attainments. Propose strategies for continuous improvement.

HoD suggested to department member secretary analysis of CO attainment, PO's and PSO's attainments for all the courses for Continuous improvement.

7.Item No.7: Other points

HoD-ECE suggested to project and internship coordinator students should main maintain dairy for the project details. the projects should match the

PSO's and also suggested to the students monitoring to identify the advance learners to improve their skills, which to useful for the higher education and employability for the students.

The meeting ended with thanks to the chairperson.



**Member Secretary
(IQAC Coordinator)
Dept. of ECE**



Chairperson

HOD
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VIGNAN'S INSTITUTE OF
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Gajuwaka, Visakhapatnam-530 015



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Department of Electronics and Communication Engineering

PAQIC-ACTION TAKEN REPORT AGAINST THE 11thPAQIC MEETING HELD ON 04-06-2022

Agenda No.	Resolution	Action Taken
1	Satisfactory feedback received from students except for a few subjects	Faculty orientation classes were conducted.
2	less alumni interaction is observed	Conducted alumni interaction sessions.
3	More technical activities are required	Conducted technical events to improve student technical skills.
4	Suggested to maintain a diary for project batches	Guides are asked to maintain project diary for their batches.
5	Analysing the internal and external results	Remedial classes are conducted for slow learners.
6	Satisfactory feedback received from students except for a few subjects	Faculty orientation classes were conducted.


HoD-ECE

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

F.No. VIIT/ECE/PAQIC/2022-23/02

26th December 2022

NOTICE

The 12th Meeting of Program Assessment and Quality Improvement Committee (PAQIC) will be held on 28th December 2022 at 10:00 AM onwards on Wednesday in the HOD Office, ECE department.

All the members are requested to attend the meeting.

To

Mrs.K.Lakshmi, Member; Mrs.M.Karuna, Member; Dr. A.Bharadwaj, Member; Dr.V.Sateesh, Member, Mr. P.Gopi Krishna, Member; Mrs. J. Vijaya Sree, Member Secretary.


HOD-ECE

HOD
Dept. of ECE

VIGNAN'S INSTITUTE OF
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Gajuwaka, Visakhapatnam-530 049

AGENDA

- Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.
- Create OBE awareness through guest lectures and seminars
- Evaluate the implementation of active learning, collaborative learning, and project-based learning in classrooms.
- Assess student's projects (Mini & Major).
- Check the quality of publications by the students and examine the quality of project reports through plagiarism check.

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

F.No. VIIT/ECE/PAQIC/2022-23/02

28th December 2022

MINUTES OF THE 12TH MEETING OF THE PAQIC HELD ON 28TH DECEMBER 2022

The record notes of discussions in the 12th Meeting of PAQIC-ECE was held on 28th December 2022 at 10-00AM, Saturday under the chairperson of Dr. B.Prasada Rao, HOD-ECE, and VIIT (A).

Venue: HoD Office, the Department of ECE, VIIT (A).

Agenda:

1. Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.
2. Create OBE awareness through guest lectures and seminars.
3. Evaluate the implementation of active learning, collaborative learning, and project-based learning in classrooms.
4. Assess student's projects (Mini & Major).
5. Check the quality of publications by the students and examine the quality of project reports through plagiarism check.

Members Present:

S No	Name of the Member	Role	Designation
1.	Dr. B.Prasada Rao	Chairperson	Head of the Department-ECE
2.	Mrs.K.Lakshmi	Member	Project Coordinator & Asst. Professor, ECE
3.	Mrs.M.Karuna	Member	Internship Coordinator

4.	Dr. A. Bharadwaj	Member	Student mentoring Coordinator & Asst. Professor, ECE
5.	Dr. V. Sateesh	Member	Attendance coordinator & Asst. Professor, ECE
6.	Mr. P. Gopi Krishna	Member	Exam cell coordinator Professor, VIIT(A)
7.	Mrs. J. Vijaya Sree	Member Secretary	Department IQAC Coordinator & Asst. Professor, ECE

Members Absent: Nil

Proceedings:

The Minutes of the 11th PAQIC meeting was placed before the committee for the approval and the members confirmed the minutes. HoD-ECE presented on the action points of the previous meeting held on 04-06-2022 and also briefed the members present on the actions taken.

Following points were discussed and decisions were taken:

1. Item No. 1: Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.

HoD suggested to student mentoring coordinator, collect feedback from exit survey, alumni survey, and course exit survey from the students.

2. Item No. 2: Create OBE awareness through guest lectures and seminars.

HoD advised to IQAC coordinator, to conduct awareness program on OBE to all the students.

3. Item No. 3: Evaluate the implementation of active learning, collaborative learning, and project-based learning in classrooms.

HoD insists to IQAC coordinator; conduct one meeting with all faculty members on innovative teaching in classrooms.

4. Item No. 4: Assess student's projects (Mini & Major).

HoD advised to department internal and project coordinator, release one circular to the students and mentioned in that the projects should be innovative and real time applications.

5. Item No. 5: Check the quality of publications by the students and examine the quality of project reports through plagiarism check.

HoD advised to project and internal coordinator, collect plagiarism reports during the submission of the project.

- The meeting ended with thanks to the chairperson.



**Member Secretary
(IQAC Coordinator)
Dept. of ECE**



Chairperson

HOD
Dept. of ECE
VIGNAN'S INSTITUTE OF
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Gajuwaka, Visakhapatnam-530 086



DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
PAQIC-ACTION TAKEN REPORT AGAINST THE 12th PAQIC MEETING
HELD ON 28-12-2022

Agenda No.	Resolution	Action Taken
1	Analysis of course feedback, graduate exit survey, alumni survey, and course exit survey from the students.	• Feedback taken from the students from exit and alumni and courses.
2	• Create OBE awareness through guest lectures and seminars.	• HoD advised to IQAC coordinator for conducting OBE awareness program.
3	• Evaluate the implementation of active learning, collaborative learning, and project-based learning in classrooms.	• HOD advised to all the faculty members about innovative teaching in classrooms.
4	• Assess student's projects (Mini & Major).	• HoD advised to internal project coordinator to projects should be application based.
5	• Check the quality of publications by the students and examine the quality of project reports through plagiarism check.	• HoD advised to project coordinators project reports should be check the plagiarism before the submission.


HoD-ECE

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