



VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY

DUVVADA::VISAKHAPATNAM

F.No.VIIT/PO/IQAC/04/05

Dt: 11-04-2017

PROCEEDINGS OF THE PRINCIPAL

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

Ref: 1. Office Proceeding No. VIIT/PO/2017/04-05 dated 10.04.2017.

2. Letter from Dean-IQAC, dated 08.04.2017.

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 2017-18:-

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

19	Dr.Pavani Tummala	H.o.D., ECM	Teachers Rep.
20	Mrs.B.Chandra	H.o.D., MBA	Teachers Rep.
21	Mr.M.Somasundara Rao	H.o.D., MCA	Teachers Rep.
22	Mrs.K.Jagadeswari Devi	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
23	Mr.K.Vamsi Naresh, 12L31A0472	TCS, Hyderabad, 9908026695 Vamsi2naresh@gmail.com	Alumni Rep.
24	Ms.D.V.S.Anusha, 12L31A0538	9490601099, Anuvarma988@gmail.com	Alumni Rep.
25	Mr.K.Lokesh Chaitanya, 14L31A0325	III yr. ME Student (Force Motors Chennai)	Student Rep.
26	Ms.A.V.N.Sindhura, 13L31A0303	IV yr. ME Student	Student Rep.
27	Mr.K.Pawan Kumar, 15L31A0387	II yr. ME Student	Student Rep.
28	Mr.T. Prabhakar	Internal Audit Officer	Member
29	Dr.K.Venkata Rao	Prof. in CSE	Dean-IQAC

IOAC Members from the Departments:

1.	Dr.B. Prasada Rao	Asst. Prof., Dept. of EEE
2.	Dr.K.S. Raghu Ram	Asso. Prof., Dept. of ME
3.	Mrs P.Sunitha	Asst. Prof., Dept. of ECE
4.	Mrs. Chandini	Asst. Prof., Dept. of CSE
5.	Mrs.G.Mani	Asst. Prof., Dept. of IT
6.	Mrs.B.Sunitha	Asst. Prof., Dept. of ECM
7.	Dr.K.V.Vivekananda	Asst. Prof., Dept. of BS&H
8.	Mrs.B.Swathi	Asst. Prof., Dept. of MBA
9.	Mr.D.Bhanu Prakash	Asst. Prof., Dept. of MCA

Office Staff:

1. Mr.T.Suresh,

Copy to:

- Office of the CEO
- All Deans & HODs




PRINCIPAL

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology
Gajuwaka, 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/2017-18/01

20th Nov 2017

NOTICE

The 10th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 24th Nov, 2017 at 10:00 AM onwards on Friday in the Board Room, AKCNB Hall.

All the members are requested to attend the meeting.



To


Dean IQAC

Dean - IQAC

Vignan's Institute of Information Technology
Duvvada, Visakhapatnam.

Ph: 08912755444 (off)

INTERNAL MEMBERS: Dr.Ch.Narasimham, Principal-VIIT, Chairperson-IQAC, VIIT; Dr.K.Venkata Rao, Prof. in CSE, Dean-IQAC, Dr. B. Prasada Rao, Asst. Prof., Coordinator-IQAC, Dept. of EEE; Dr. K. S. Raghu Ram, Assoc. Prof., Coordinator-IQAC, Dept. of ME; Mrs P.Sunitha, Asst. Prof., Coordinator-IQAC, Dept. of ECE; Mrs. Chandini, Asst. Prof., Coordinator-IQAC, Dept. of CSE; Mrs.G.Mani, Asst. Prof., Coordinator-IQAC, Dept. of IT; Mrs. B. Sunitha, Asst. Prof., Coordinator-IQAC, Dept. of ECM; Dr.K.V.Vivekananda, Asst. Prof., Coordinator-IQAC, Dept. of BS&H; Mrs.B.Swathi, Asst. Prof., Coordinator-IQAC, Dept. of MBA; Mr.D.Bhanu Prakash; Coordinator-IQAC, Asst. Prof., Dept. of MCA; Mrs.K.Jagadeswari Devi, Asst. Prof, Dept. of CE; Mr. T. Prabhakar, Internal Audit Officer, IQAC.

STUDENT MEMBERS: Mr.K.Lokesh Chaitanya (14L31A0325), IV yr. ME; Mr.K.Pawan Kumar (15L31A0387), III yr. ME Student; Ms. A.V.N.Sindura, IV yr ME (14L33A0303)

ALUMNI REPRESENTATIVE: Mr.K.Vamsi Naresh (12L31A0472), TCS, Hyderabad, Ms.D.V.S.Anusha (12L31A0538);

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.B.Sateesh, Dean-Academics; Dr.K.Madhusudhan Rao, Dean-Admissions & Student Affairs, Dr.B.Prasad, Dean-Evaluation, Dr.R.P.Das, H.o.D.-ECE, Dean-R&D, Dr.K.Venkata Rao, Dean-Infrastructure & Devt., Mr.K.R.Satyanarayana, Dean-IR, Training & Placements, Dr.B.Satyanarayana, H.o.D., CE, Dr.P.Sekhar, H.o.D., EEE, Dr.B.Avinash Ben, H.o.D., ME, Dr.Debnath Bhattacharyya, H.o.D., CSE, Mr.K.V.N. Rajesh H.o.D., IT, Dr.Pavani Tummala, H.o.D., ECM, Mrs.B.Chandra, H.o.D., MBA, Mr.M.Somasundara Rao, H.o.D., MCA.

Agenda:

1. Review on Feedback on Teaching & Learning
2. NBA Accreditation status
3. NAAC accreditation
4. Training & Placement activities
5. Incentive for quality publications
6. Review of autonomous guidelines for evaluation
7. Participation in NIRF ranking 2018
8. Establishment of Green Club
9. Submission of data for AISCHE (All India Survey on Higher Education)
10. Review on AQAR 2016-17

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- Administrative Office
- Principal Office
- Office of the CEO

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F.No. VIIT/IQAC/2017-18/01

Dt: 24-11-2017

**MINUTES OF THE 10TH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC) HELD ON 24TH NOVEMBER 2017**

The record notes of discussions in the 10th Meeting of IQAC-VIIT was held on 24th November 2017 at 10-00AM under the chairmanship of Dr. Ch. Narasimham, Principal, VIIT.

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

Agenda:

1. Review on Feedback on Teaching & Learning
2. NBA Accreditation status
3. NAAC accreditation
4. Training & Placement activities
5. Incentive for quality publications
6. Review of autonomous guidelines for evaluation
7. Participation in NIRF ranking 2018
8. Establishment of Green Club
9. Submission of data for AISCHE (All India Survey on Higher Education)
10. Review on AQAR 2016-17

Members Present:

1.	Dr.Ch.Narasimham	Principal, VIIT	Chairperson
2.	Mr.K.Pavan Krishna	CEO, Vignan Group, Vizag	Management Rep.
3.	Cmde. P R Kulkarni	(AGM, QA & Lab.) Naval Dockyard, Visakhapatnam	Employer Nominee
4.	Sri K. C. Madhavan	AGM, P&D, HPVP, BHEL	Industry Rep.
5.	Sri B. Suryanarayana	Executive, RINL, VSP	Industrial Rep.
6.	Sri B.Rama Krishna Rao	Manager, RINL, VSP	Parent Rep.
7.	Dr.Hari Govinda Rao	Dean-Admin	Member
8.	Dr.B.Sateesh	Dean-Academics	Member
9.	Dr.K.Madhusudhan Rao	Dean-Admissions & Student Affairs	Member

10.	Dr.B.Prasad	Dean-Evaluation	Member
11.	Dr.R.P.Das	H.o.D.-ECE, Dean-R&D	Member
12.	Dr.K.Venkata Rao	Dean-IPD	Member
13.	Mr.K.R.Satyanarayana	Dean-IR, Training & Placements	Member
14.	Dr.B.Satyanarayana	H.o.D., CE	Teachers Rep.
15.	Dr.P.Sekhar	H.o.D., EEE	Teachers Rep.
16.	Dr.B.Avinash Ben	H.o.D., ME	Teachers Rep.
17.	Dr.Debnath Bhattacharyya	H.o.D., CSE	Teachers Rep.
18.	Mr.K.V.N. Rajesh	H.o.D., IT	Teachers Rep.
19.	Mrs.B.Chandra	H.o.D., MBA	Teachers Rep.
20.	Mr.M.Somasundara Rao	H.o.D., MCA	Teachers Rep.
21.	Mr.K.Vamsi Naresh	TCS, Hyderabad	Alumni Rep.
22.	Mr.K.Lokesh Chaitanya,	III yr. ME Student	Student Rep.
23.	Ms.A.V.N.Sindhura, 13L31A0303	IV yr. ME Student	Student Rep.
24.	Mr.T. Prabhakar	Internal Audit Officer	Member
25.	Dr.G.V.Nagesh Kumar	Prof.-EEE,	Dean-IQAC
26.	Dr.B. Prasada Rao	Asst. Prof., Dept. of EEE	IQAC coordinator
27.	Dr.K.S. Raghu Ram	Asso. Prof., Dept. of ME	IQAC coordinator
28.	Mrs. Chandini	Asst. Prof., Dept. of CSE	IQAC coordinator
29.	Mrs.G.Mani	Asst. Prof., Dept. of IT	IQAC coordinator
30.	Mrs.B.Sunitha	Asst. Prof., Dept. of ECM	IQAC coordinator
31.	Dr.K.V.Vivekananda	Asst. Prof., Dept. of BS&H	IQAC- coordinator
32.	Mr.D.Bhanu Prakash	Asst. Prof., Dept. of MCA	IQAC coordinator
33.	Mrs.B.Swathi	Asst. Prof., Dept. of MBA	IQAC- coordinator

Members Absent:

1	Ms.D.V.S.Anusha, 12L31A0538	VIIT Alumni (Force Motors Chennai)	Alumni Rep.
2	Dr.Pavani Tummala	H.o.D., ECM	Teachers Rep.
3	Mrs.K.Jagadeswari Devi	Asst. Prof., & Institute Level IQAC Coordinator	Teachers Rep.
4	Mrs P.Sunitha	Asst. Prof., Dept. of ECE	IQAC coordinator

Proceedings:

The Minutes of the 9th 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: Review on Feedback on Teaching & Learning

- Dean IQAC presented the students' feedback summary Report on teaching Learning Process. The committee appreciated the analysis report and suggested to continue the same. Also suggested to arrange FDP for weak performing staff
- Also advised to issue special appreciation letters for best performing faculty.

Item No. 2. : NBA Accreditation of Four branches

Dean IQAC reported about the visit of NBA inspection and successfully completed the inspection process. NBA has extended accreditation for Four Branches (CSE, ECE, EEE, and IT) and released notification on 16-10-2017. The committee also recommended to identify the other programmes who ever eligible for NBA accreditation in next cycle.

Item No. 3: NAAC accreditation

Dean IQAC appraised about the NAAC accreditation status and the institute is being recognised by NAAC with 'A' Grade (CGPA:3.41/4.00). The members of the committee appreciated IQAC team for this achievement and congratulated the entire team of administration.

Item No. 4: Training & Placement activities

- The Dean T&P reported summary report of training & placement activities and the committee resolved to organize the company specific training to secure core company placements.

Item No. 5: Incentive for quality publications

- Resolved to encourage the faculty by providing attractive incentives for quality publications and for researchers who are actively involved in funding projects.

Item No. 6: Review of autonomous guidelines for evaluation

- Reviewed the evaluation guidelines of autonomous stream and resolved to strengthen the evaluation system. Also resolved the administrative set-up of examination section by setting up additional controller of examinations for autonomous stream separately.

Item No. 7: Participation in NIRF ranking

Dean IQAC shared the NIRF notification regarding participation of NIRF Ranking framework -2018

Item No. 8: Establishment of Green Club

- Resolved to strengthen the eco-friendly events more effectively by setting-up a separate club for environmental related activities.

Item No. 9: Submission of data for AISCHE (All India Survey on Higher Education)

- Dean IQAC presented the data with regard to AISCHE and resolved to submit the information related various parameters available in AISCHE portal in response to MHRD Notification.

Item No. 10: Review on AQAR 2016-17

- Resolved to submit the data related to AQAR 2016-17 and it is approved.

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


Member Secretary

Dean IQAC

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 10TH IQAC MEETING HELD ON 24-11-2017

Agenda No.	Resolution	Action Taken
1	<ul style="list-style-type: none">Dean IQAC presented the students' feedback summary Report on teaching Learning Process. The committee appreciated the analysis report and suggested to continue the same. Also suggested to arrange FDP for weak performing staffAlso advised to issue special appreciation letters for best performing faculty.	Point noted and Principal instructed Dean Academics and HoDs to take necessary action: <ul style="list-style-type: none">a. To arrange FDP for all the teachers who performed with low feedbackb. To Give special appreciation letters to Best Teachers on the eve of engineering day i.e. 15-09-2018
2	Dean IQAC reported about the visit of NBA inspection and successfully completed the inspection process. NBA has extended accreditation for Four Branches (CSE, ECE, EEE, and IT) and released notification on 16-10-2017. The committee also recommended to identify the other programmes who ever eligible for NBA accreditation in next cycle.	Point noted; just updated the progress and No further action is required.
3	Dean IQAC appraised about the NAAC accreditation status and the institute is being recognised by NAAC with 'A' Grade (CGPA:3.41/4.00). The members of the committee appreciated IQAC team for this achievement and congratulated the entire team of administration.	Point noted; just updated the progress and No further action is required
4	The Dean T&P reported summary report of training & placement activities and the committee resolved to organize the company specific training to secure core company placements.	Action noted; forwarded to Dean T&P and Head Training department to prepare an action to arrange company specific training.
5	Resolved to encourage the faculty by providing attractive incentives for quality	Point noted; Instructed Dean R&D to prepare the

	publications and for researchers who are actively involved in funding projects.	list of teachers who are eligible to gen research incentive and decided to announce on the Techiest 2017 (i.e. on 15-09-2018)
6	Reviewed the evaluation guidelines of autonomous stream and resolved to strengthen the evaluation system. Also resolved the administrative set-up of examination section by setting up additional controller of examinations for autonomous stream separately.	Point noted and instructed Dean evaluation to prepare the revised guidelines. Also appointed 4 ACE to assist CE and DEC under autonomous stream.
7	Dean IQAC shared the NIRF notification regarding participation of NIRF Ranking framework -2018	Action noted; instructed Dean IQAC and his team to submit NIRF data within stipulated time and it was submitted on-time.
8	Resolved to strengthen the eco-friendly events more effectively by setting-up a separate club for environmental related activities.	Established a Green Club and appointed a separate team to execute green club activities under the supervision of Dean Student affairs.
9	Dean IQAC presented the data with regard to AISCHE and resolved to submit the information related various parameters available in AISCHE portal in response to MHRD Notification.	Action Noted; Forwarded to Dean IQAC to submit the AISCHE data within stipulated time.
10	Resolved to submit the data related to AQAR 2016-17	Action Noted; Forwarded to Dean IQAC to submit the AISCHE data within stipulated time.

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 Regd. VSEZ, Duvvada, Visakhapatnam-49

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

