



VIIT/PO/PO/IQAC/07/05

Dt: 17-07-2020

PROCEEDINGS OF THE PRINCIPAL

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

Ref: 1. Office Proceeding No. VIIT/PO/2020/07-03 dated 16.07.2020.

2. Letter from Dean-IQAC, dated 14th July 2020.

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 2020-21:-

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	Dr.K.Murali Krishna	H.o.D., ECE	Teachers Rep.
20	Mr.B.Dinesh Reddy	H.o.D., CSE	Teachers Rep.

21	Dr.B.Prasad	H.o.D., IT & MCA	Teachers Rep.
22	Dr.T.V.Madhusudhan Rao	H.o.D., ECM	Teachers Rep.
23	Dr.T.V.S.P.Satya Guru	H.o.D., BS&H	Teachers Rep.
24	Dr.P.Ramesh	H.o.D., MBA	Teachers Rep.
25	Mr.V.S. Kranthi	CEO Getuff, Hyderabad	Alumni Rep.
26	M.Narendra, 18L31A0417	III Year, Dept. of ECE	Student Representative
27	Mr.D.Sai Vankat, 18L31A05C9	II Year, Dept. of CSE	Student Representative
28	Ms.G.Aswini, 20L31F0018	I Year, Dept. of MCA	Student Representative
29	Mr.V.S.V. Satyanarayana	Assoc. Prof., Dept. of Mechanical Eng. & IQAC Coordinator	Teachers Rep.
30	Dr.K. Srinivasa Naik	Assoc. Prof., Dept. of ECE & IQAC Coordinator	Teachers Rep.
31	Dr.B. Prasada Rao	Assoc. Prof., Dept. of EEE & IQAC Coordinator	Teachers Rep.
32	Dr.M.P.V.V. Bhaskara Rao	Asso. Prof, Dept. of BS&H & IQAC Coordinator	Teachers Rep.
33	Mr.B. Brahmaiah	Asst. Prof., Dept. of Civil Engg. & IQAC Coordinator	Teachers Rep.
34	Mrs.D.L.Bhavani	Asst. Prof., Dept. of MCA & IQAC Coordinator	Teachers Rep.
35	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.	Dr.N.Naveen Kumar	Asst. Prof., Dept. of Mechanical Engg.
4.	Mr.G.Arshini	Asst. Prof., Dept. of ECE
5.	Mrs.P. Anusha	Asst. Prof., Dept. of CSE
6.	Mrs.Ch.V. Bhargavi	Asst. Prof., Dept. of IT
7.	Ms.G.Indira Devi	Asst. Prof., Dept. of ECM
8.	Dr. T.Archanna Acharya	Assoc. Prof., Dept. of MBA
9.	Mrs.Y.Lakshmi.Sireesha	Asst. Prof., Dept. of MCA
10.	Dr.N.Ramya	Assoc. Prof., Dept. of BS&H

Office Staff: Mr.I.Ganesh, Data entry Operator

Copy to:

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



(Handwritten signature)

PRINCIPAL
PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
 Beside: VSEZ, Duwada, 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/2020-21/01

31st August 2020

NOTICE

The 16th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 7th September, 2020 at 10:00 AM onwards on Monday conducted through on-Line mode.

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; Mr.V.S.V. Satyanarayana, Assoc. Prof., Dept. of MECH Eng. & IQAC Coordinator.; Dr.K. Srinivasa Naik, Assoc. Prof., Dept. of ECE & IQAC Coordinator; Dr.B. Prasada Rao, Assoc. Prof., Dept. of EEE & IQAC Coordinator, Dr.M.P.V.V. Bhaskara Rao Asso. Prof, Dept. of BS&H & IQAC Coordinator; Mr.B. Brahmaiah, Asst. Prof., Dept. of Civil Engg. & IQAC Coordinator; Mrs.D.L.Bhavani, Asst. Prof., Dept. of MCA & IQAC Coordinator.


STUDENT REPRESENTATIVES:

M.Narendra, 18L31A0417 III Year, Dept. of ECE; Mr.D.Sai Vankat, 18L31A05C9II Year, Dept. of CSE; Ms.G.Aswini, 20L31F0018, I Year, Dept. of MCA.

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

ADMINISTRATIVE REPRESENTATIVE: Mr.R.Sundara Ramam, Dean – Admin

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


Dean IQAC
Dean - IQAC
Vignan's 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.K. Madhusudhana Rao Vice Principal, Dean- Admissions & Student Affairs; Dr.Kamaluddin Syed, Dean – Academics; Dr.Sateesh Dean- Evaluation; Dr.E. Laxmi Lydia Dean - R&D; Mr.K.R.Satyanarayana, Dean - Training & Placements; Dr.K.Venkata Rao, Dean – Infrastructure; Mr.P. Srinivasa Rao, OS, Mr.M.Padmakar, H.o.D., CE; Dr.P.Sekhar, H.o.D., EEE; Dr.S.Rambabu, H.o.D., ME; Dr.K.Murali Krishna, H.o.D., ECE; Mr.B.Dinesh Reddy, H.o.D., CSE; Dr.B. Prasad, H.o.D., IT & MCA; Dr.T.V.Madhusudhan Rao, H.o.D., ECM; Dr.T.V.S.P.Satya Guru, 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; Dr.N.Naveen Kumar, Asst. Prof., Dept. of Mechanical Engg.; Mr.G.Arshini Asst. Prof., Dept. of ECE; Mrs.P. Anusha, Asst. Prof., Dept. of CSE; Mrs.Ch.V. Bhargavi, Asst. Prof., Dept. of IT; Ms.G.Indira Devi Asst. Prof., Dept. of ECM; Dr. T.Archanna Acharya, Assoc. Prof., Dept. of MBA; Mrs.Y.Lakshmi.Sireesha, Asst. Prof., Dept. of MCA; Dr.N.Ramya, Assoc. Prof., Dept. of BS&H.

Agenda:

1. Review on Online Classes
2. Review on E-Content
3. MOOCs
4. Review on NIRF
5. Review on ARIIA
6. Research Targets and Bench marks
7. Proposal submission-National Level workshop (IQACNLW 21)
8. Review on UGC Paramarsh scheme
9. Review on AQAR 2019-20

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/2020-21/01

Dt: 07-09-2020

**MINUTES OF THE 16TH MEETING OF THE INTERNAL QUALITY ASSURANCE
CELL (IQAC) HELD ON 7TH SEPTEMBER 2020 THROUGH ON-LINE MODE**

The record notes of discussions in the 16th Meeting of IQAC-VIIT was held on 7th September 2020 (Monday) at 10-00AM under the chairmanship of Dr. B. Arundhati, Principal, VIIT.

Venue: Virtual Mode through ZOOM.

Agenda:

1. Review on Online Classes
2. Review on E-Content
3. MOOCs
4. Review on NIRF
5. Review on ARIIA
6. Research Targets and Bench marks
7. Proposal submission-National Level workshop (IQACNLW 21)
8. Review on UGC Paramarsh scheme
9. Review on AQAR 2019-20

Members Present:

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

12. Dr.K.R.Satyanarayana	- Dean - Training & Placements	Member
13. Dr.K.Venkata Rao	- Dean - Infrastructure	Member
14. Mr.P. Srinivasa Rao	- Office Superintendent	Office Superintendent
15. Mr.M.Padmakar	- H.o.D., CE	Teachers Rep.
16. Dr.P.Sekhar	- H.o.D., EEE	Teachers Rep.
17. Dr.S.Rambabu	- H.o.D., ME	Teachers Rep.
18. Dr.K.Murali Krishna	- H.o.D., ECE	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.R.Uma Maheswari	- H.o.D., ECM	Teachers Rep.
22. Dr.T.V.S.P.Satya Guru	- H.o.D., BS&H	Teachers Rep.
23. Mr.V.S. Kranthi	- CEO Getuff, Hyderabad	Alumni Rep.
24. Mr.D.Karthik	- III Year, Dept. of ECSE	Student Representative
25. Mr.M.Gowtham	- I Year, Dept. of MBA	Student Representative
26. Dr.V.S.V. Satyanarayana	- Assoc. Prof., Dept. of Mechanical Eng. & Institute Level IQAC Coordinator	Teachers Rep.
27. Dr.K. Srinivasa Naik	- Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
28. Dr.B. Prasada Rao	- Assoc. Prof., Dept. of EEE & Institute Level IQAC Coordinator	Teachers Rep.
29. Dr.M.P.V.V. Bhaskara Rao	- Asso. Prof, Dept. of BS&H & Institute Level IQAC Coordinator	Teachers Rep.
30. Mr.B. Brahmaiah	- Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
31. Dr.Ch. Hari Govinda Rao	- Professor, MBA	Dean-IQAC

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

1. Mr.N. Kireeti HR-Sr. Talent Acquisition, Infosys Hyderabad Employer Rep.
2. Mrs.D.L.Bhavani, Asst. Prof., Dept. of MCA & IQAC Coordinator
3. Mr.Shaik Jaseem Ahamed, II Year, Dept. of CE, Student Representative
4. Dr.P.Ramesh , H.o.D., MBA, Teachers Rep.

PROCEEDINGS OF THE MEETING:

The Minutes of the 15th 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.

The Following points were discussed and decisions were taken:

Item No. 1: Review on Online Classes

- Dean IQAC reported the status of online classes conducted during the last six Months. Further all HoDs have presented the department-wise syllabus coverage status of their department. The members of the committee advised to reduce the day-wise classes and it should not be more than 5 per day.

Item No. 2: Review on E-Content

- Dean Academics briefed about the status of e-content and developed almost more than 2118 course material through e-content.
- The members of the committee appreciated the initiatives and suggested to extend the e-content support to other colleges.
- Resolved to develop a separate platform to upload all the e-content material which will be useful as open resource for staff and students.

Item No. 3: Review on MOOCs

- Dean IQAC reported the details of online courses registered by students and staff. The committee advised to take transdisciplinary courses through NPTEL/Coursera
- Completed more than 2000 courses through online by both staff and students. The committee appreciated the efforts taken by the institute.

Item No. 4: Review on NIRF

- Dean IQAC updated the status of NIRF application.

Item No. 5: Review on ARIIA

- Dean IQAC updated the status of ARIIA application. Also updated the data related to various parameters of ARIIA application.

Item No. 6: Research Targets and Bench marks

- Dean IQAC presented the department wise research targets and bench marks. Further, Dean R&D updated the status of publications and research grants. The members of the committee advised to incentivise the quality publications.

Item No. 7: Proposal submission-National Level workshop (IQACNLW 21)

- Dean IQAC presented the proposed application for conducting IQACNLW-21. Members of the committee appreciated the initiative and It is decided to conduct the workshop in the Month of April/May 2021.

Item No. 8: UGC Paramarsh

- Dean IQAC reported the action plan for implementation of UGC Paramarsh scheme and informed about 5 colleges have identified as mentee institutions under this scheme. He has presented the year-wise plan to conduct various workshops/FDP for all selected colleges.

Item No. 9: Review on AQAR 2019-20

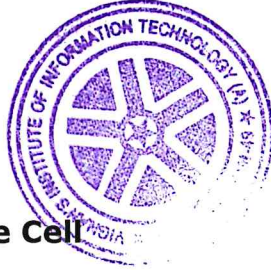
- Resolved to submit the data related to Annual Quality Audit Report (AQAR) for the year 2019-20

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


Dean IQAC

Internal Quality Assurance Cell

Dean - IQAC
Vignan's Institute of Information Technology
Duvvada, Visakhapatnam.
Ph: 03912755444 (off)





CHAIRPERSON

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

Copy to:

Office of the Rector – For Information
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

(Autonomous)


DUVVADA::VISAKHAPATNAM

IQAC-ACTION TAKEN REPORT AGAINST 16th IQAC MEETING HELD ON 07-09-2020

Agenda No.	Resolution	Action Taken
1	Item No. 1: Review on Online Classes <ul style="list-style-type: none">Dean IQAC reported the status of online classes conducted during the last six Months. Further all HoDs have presented the department-wise syllabus coverage status of their department. The members of the committee advised to reduce the day-wise classes and it should not be more than 5 per day.	Point noted and Principal instructed Dean academics and HoDs of the entire department to revise the Time-Table limited to 5 Hours in Day each 40 Min. Per Hour.
2	Item No. 2: Review on E-Content <ul style="list-style-type: none">Dean Academics briefed about the status of e-content and developed almost more than 2118 course material through e-content.The members of the committee appreciated the initiatives and suggested to extend the e-content support to other colleges.Resolved to develop a separate platform to upload all the e-content material which will be useful as open resource for staff and students.	<ul style="list-style-type: none">Point noted and Principal instructed all HoDs to continue the e-content recording process.Also instructed Dean Academics to develop web portal to upload all the e-content and it should be completed by next Month.
3	Item No. 3: Review on MOOCs <ul style="list-style-type: none">Dean IQAC reported the details of online courses registered by students and staff. The committee advised to take transdisciplinary courses through NPTEL/CourseraCompleted more than 2000 courses through online by both staff and students. The committee appreciated the efforts taken by the institute.	Principal instructed to Dean Academics to inform the faculty who are not yet registered for Online Faculty Development courses must register at least two courses from Coursera/Swayam platform by 31-01-2021
4	Item No. 4: Review on NIRF <ul style="list-style-type: none">Dean IQAC updated the status of NIRF application.	Action noted; further action is not required.

5	Item No. 5: Review on ARIIA <ul style="list-style-type: none"> Dean IQAC updated the status of ARIIA application. Also updated the data related to various parameters of ARIIA application. 	Action noted; further action is not required.
6	Item No. 6: 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 updated the status of publications and research grants. The members of the committee advised to incentivise the quality publications. 	<p>Dean R&D prepared action plan for Publications and Given targets to all the faculty and HoDs.</p> <p>Every faculty must publish at least one paper either in Scopus/SCI by June 30th 2021.</p>
7	Item No. 7: Proposal submission-National Level workshop (IQACNLW 21) <ul style="list-style-type: none"> Dean IQAC presented the proposed application for conducting IQACNLW-21. Members of the committee appreciated the initiative and It is decided to conduct the workshop in the Month of April/May 2021. 	Point noted and Principal instructed Dean IQAC to do necessary application process and documentation for IQACNLW 2021 workshop.
8	Item No. 8: UGC Paramarsh <ul style="list-style-type: none"> Dean IQAC reported the action plan for implementation of UGC Paramarsh scheme and informed about 5 colleges have identified as mentee institutions under this scheme. He has presented the year-wise plan to conduct various workshops/FDP for all selected colleges. 	Point noted and Dean IQAC has prepared an action plan for implementation of UGC-Paramarsh programmes across mentee institutions.
9	Item No. 9: Review on AQAR <ul style="list-style-type: none"> Resolved to submit the data related to Annual Quality Audit Report (AQAR) for the year 2019-20 	Action noted; further action is not required.




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



VIIT/PO/PO/IQAC/12/05

Dt: 14-12-2020

PROCEEDINGS OF THE PRINCIPAL

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

Ref: 1. Office Proceeding No. VIIT/PO/2020/07-03 dated 14.12.2020.

2. Letter from Dean-IQAC, dated 12th Dec 2020.

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 2020-21:-

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.B.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	Dr.K.Murali Krishna	H.o.D., ECE	Teachers Rep.
20	Mr.B.Dinesh Reddy	H.o.D., CSE	Teachers Rep.
21	Dr.B.Prasad	H.o.D., IT & MCA	Teachers Rep.
22	Dr.R.Uma Maheswari	H.o.D., ECM	Teachers Rep.
23	Dr.T.V.S.P.Satya Guru	H.o.D., BS&H	Teachers Rep.
24	Dr.P.Ramesh	H.o.D., MBA	Teachers Rep.
25	Mr.V.S. Kranthi	CEO Getuff, Hyderabad	Alumni Rep.
26	Mr.D.Karthik	III Year, Dept. of ECSE	Student Representative
27	Mr.Shaik Jaseem Ahamed	II Year, Dept. of CE	Student Representative
28	Mr.M.Gowtham	I Year, Dept. of MBA	Student Representative
29	Mr.V.S.V. Satyanarayana	Assoc. Prof., Dept. of Mechanical Eng. & Institute Level IQAC Coordinator	Teachers Rep.
30	Dr.K. Srinivasa Naik	Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
31	Dr.B. Prasada Rao	Assoc. Prof., Dept. of EEE & Institute Level IQAC Coordinator	Teachers Rep.
32	Dr.M.P.V.V. Bhaskara Rao	Asso. Prof, Dept. of BS&H & Institute Level IQAC Coordinator	Teachers Rep.
33	Mr.B. Brahmaiah	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
34	Mrs.D.L.Bhavani	Asst. Prof., Dept. of MCA & Institute Level IQAC Coordinator	Teachers Rep.
35	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.	Dr.N.Naveen Kumar	Assoc. Prof., Dept. of Mechanical Engg.
4.	Ms.G.Arshini	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. Y.Lakshmi.Sireesha	Asst. Prof., Dept. of MCA
10.	Ms.P.Sai Madhuri	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

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
 Beside: VSEZ, Duwada, Visakhapatnam-531122



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/2020-21/02

20th Jan 2021

NOTICE

The 17th Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 25th January 2021 (Monday) at 10:00 AM onwards through virtual mode.

All the members are requested to attend the meeting.



Dean IQAC

Dean - IQAC

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

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; Dr.B. Prasada Rao Assoc. Prof., Dept. of EEE & Institute Level IQAC Coordinator; Dr.M.P.V.V. Bhaskara Rao 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: Mr.R.Sundara Ramam, Dean - Admin

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

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.K. Madhusudhana Rao Vice Principal, Dean- Admissions & Student Affairs; Dr.Kamaluddin Syed Dean - Academics ; Dr.B.Sateesh, Dean-Evaluation; Dr.E. Laxmi Lydia, Dean - R&D; Dr.K.R.Satyanarayana, Dean - Training & Placements; Dr.K.Venkata Rao, Dean – IPD; Mr.P. Srinivasa Rao, Office Superintendent; Mr.M.Padmakar, H.o.D., CE; Dr.P.Sekhar, H.o.D., EEE; Dr.S.Rambabu H.o.D., ME; Dr.K.Murali Krishna H.o.D., ECE; Mr.B.Dinesh Reddy, H.o.D., CSE; Dr.B.Prasad, H.o.D., IT & MCA; Dr.R.Uma Maheswari H.o.D., ECM; Dr.T.V.S.P.Satya Guru, 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; Dr.N.Naveen Kumar, Assoc. Prof., Dept. of Mechanical Engg.; Ms.G.Arshini, 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

AGENDA:

1. Review on E-Content Development
2. MOOCs
3. Review on Value added courses
4. Review on Extension activates and outreach programmes
5. Status of IQACNLW
6. Status of IQAC activities under UGC Paramarsh
7. Any others points of members interest

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, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

F.No. VIIT/IQAC/2020-21/02

Dt: 25-01-2021

MINUTES OF THE 17TH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 25TH JANUARY 2021 THROUGH ON-LINE MODE

The record notes of discussions in the 17th Meeting of IQAC-VIIT was held on 25th January 2021 (Monday) at 10-00AM under the chairmanship of Dr. B. Arundhati, Principal, VIIT.

Venue: Virtual Mode through ZOOM.

Agenda:

1. Review on E-Content Development
2. MOOCs
3. Review on Value added courses
4. Review on Extension activities and outreach programmes
5. Status of IQACNLW
6. Status of IQAC activities under UGC Paramarsh
7. Any other points of members interest

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.N. Vinay	- Parent, Vizag Profiles, Gajuwaka	Parent Rep
6.	Mr.J. Siva Satyanarayana	- Head JCI Visakhapatnam	Local Society/ Trust
7.	Dr.K. Madhusudhana Rao	- Vice Principal, Dean- Admissions & Student Affairs	Member
8.	Dr.Kamaluddin Syed	- Dean - Academics	Member
9.	Mr.R.Sundara Ramam	- Dean - Admin	Member
10.	Dr.B.Sateesh	- Dean-Evaluation	Member
11.	Dr.E. Laxmi Lydia	- Dean - R&D	Member

12.	Dr.K.R.Satyanarayana	- Dean - Training & Placements	Member
13.	Dr.K.Venkata Rao	- Dean - IPD	Member
14.	Mr.P. Srinivasa Rao	- Office Superintendent	Office Superintendent
15.	Mr.M.Padmakar	- H.o.D., CE	Teachers Rep.
16.	Dr.K.Murali Krishna	- H.o.D., ECE	Teachers Rep.
17.	Mr.B.Dinesh Reddy	- H.o.D., CSE	Teachers Rep.
18.	Dr.B.Prasad	- H.o.D., IT & MCA	Teachers Rep.
19.	Dr.R.Uma Maheswari	- H.o.D., ECM	Teachers Rep.
20.	Dr.T.V.S.P.Satya Guru	- H.o.D., BS&H	Teachers Rep.
21.	Mr.V.S. Kranthi	- CEO Getuff, Hyderabad	Alumni Rep.
22.	Mr.D.Karthik	- III Year, Dept. of ECSE	Student Representative
23.	Mr.Shaik Jaseem Ahamed	- II Year, Dept. of CE	Student Representative
24.	Mr.M.Gowtham	- I Year, Dept. of MBA	Student Representative
25.	Dr.V.S.V. Satyanarayana	- Assoc. Prof., Dept. of Mechanical Eng. & Institute Level IQAC Coordinator	Teachers Rep.
26.	Dr.K. Srinivasa Naik	- Assoc. Prof., Dept. of ECE & Institute Level IQAC Coordinator	Teachers Rep.
27.	Dr.B. Prasada Rao	- Assoc. Prof., Dept. of EEE & Institute Level IQAC Coordinator	Teachers Rep.
28.	Dr.M.P.V.V. Bhaskara Rao	- Asso. Prof, Dept. of BS&H & Institute Level IQAC Coordinator	Teachers Rep.
29.	Mr.B. Brahmaiah	- Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Rep.
30.	Dr.Ch. Hari Govinda Rao	- Professor, MBA Dept. & Dean-IQAC	Director of IQAC

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

Dr.P.Sekhar	- H.o.D., EEE	Teachers Rep.
Dr.S.Rambabu	- H.o.D., ME	Teachers Rep.
Mr.P. Vinod Kumar	- Founder & MD, NH7	Industrialist
Dr. P. Ramesh	- HoD., MBA	Teachers Rep.
Mrs. D. L. Bhavani	- Asst. Prof., Dept. of MCA & Institute Level IQAC Coordinator	Teachers Rep.

PROCEEDINGS OF THE MEETING:

Dean, IQAC presented on the action points of the 16th IQAC Meeting held on 07th September 2020 and also briefed the members present on the actions taken. The Minutes of the 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 E-Content

- Dean Academics presented the department wise status of e-content developed and she has reported that there are 840 course content developed during the last semester across all the departments.
- The members of the committee appreciated the initiatives of academic department and advised to upload all the e content in LMS portal.
- Mr.Kireeti, advised to share the e-content to other engineering colleges and take feedback for further quality improvement of the content.

Item No. 2: Review on MOOCs

- Dean IQAC presented the status of department-wise online courses registered and completed by students and staff. Also presented the list of staff that has completed transdisciplinary courses as advised by the committee during the last meeting.

Item No. 3: Review on Value added Courses

Dean IQAC presented the status of VAC completed during the last semester. the committee advised to take more component courses that are helpful to placements. The Dean IQAC proposed to give targets for all the departments F.Y. 2021-22. The members of the committee approved to give department wise targets and the total target must be more than 70 F.Y. 2021-22.

Item No. 4: Review on Extension activities and outreach programmes

- Dean R&D reported the status of extension activities and outreach programmes. The members advised to involve more students in extension activities. Also suggested to take initiatives to extend orphan services through NSS during pandemic.

Item No. 5: Review on IQACNL Workshop

- Dean IQAC updated the status of IQACNLW application and told that he has applied to NAAC for financial Aid of Rs. 2, 00, 000. He said that he has invited experts from APSCHE, Central University of Hyderabad, BMS-Bangalore, Mizoram Central University, and Andhra University etc.
- The members of the committee appreciated IQAC team for their efforts put in.

Item No. 6: UGC Paramarsh

- Dean IQAC presented the status of events conducted under Paramarsh scheme. The committee approved the same.

Item No. 7: Other Points

- Principal requested members to suggest improving the quality parameters.
- Rector advised to review the quality of e-content by external experts.
- CEO advised to conduct internal audit on examination papers and evaluation process.
- Mr.J. Siva Satyanarayana, suggested to add more add-on courses

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


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

Copy to:

Office of the Rector – For Information
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 (Autonomous)

DUVVADA::VISAKHAPATNAM

IQAC-ACTION TAKEN REPORT AGAINST THE 17TH IQAC MEETING HELD ON 25TH JANUARY 2021

Agenda No.	Resolution	Action Taken																								
Item No. 1:	Review on E-Content <ul style="list-style-type: none">Dean Academics presented the department wise status of e-content developed and she has reported that there are 840 course content developed during the last semester across all the departments.The members of the committee appreciated the initiatives of academic department and advised to upload all the e content in LMS portal.Mr.Kireeti, advised to share the e-content to other engineering colleges and take feedback for further quality improvement of the content.	Point noted; Rector and Principal instructed Dean Academics to upkeep the e-content in LMS portal and the process initiated. Also instructed to share the e-content to share other institutes.																								
Item No. 2:	Review on MOOCs <ul style="list-style-type: none">Dean IQAC presented the status of department-wise online courses registered and completed by students and staff. Also presented the list of staff that has completed transdisciplinary courses as advised by the committee during the last meeting.	Point noted. Rector & Principal specially appreciated all the staff who completed the transdisciplinary courses. instructed to Dean R&D																								
Item No. 3:	Review on Value added Courses <p>Dean IQAC presented the status of VAC completed during the last semester. The committee advised to take more component courses that are helpful to placements. The Dean IQAC proposed to give targets for all the departments F.Y. 2021-22. The members of the committee approved to give department wise targets and the total target must be more than 70 F.Y. 2021-22.</p>	Point Noted; Fixed targets and circulated to all HoDs to conduct VAC are as follows: <table><tr><td>CE</td><td>8</td></tr><tr><td>EEE</td><td>8</td></tr><tr><td>ECE</td><td>8</td></tr><tr><td>MECH</td><td>11</td></tr><tr><td>CSE</td><td>11</td></tr><tr><td>IT</td><td>4</td></tr><tr><td>ECM</td><td>4</td></tr><tr><td>AIDS</td><td>3</td></tr><tr><td>BSH</td><td>6</td></tr><tr><td>MBA</td><td>5</td></tr><tr><td>MCA</td><td>4</td></tr><tr><td>Total</td><td>72</td></tr></table>	CE	8	EEE	8	ECE	8	MECH	11	CSE	11	IT	4	ECM	4	AIDS	3	BSH	6	MBA	5	MCA	4	Total	72
CE	8																									
EEE	8																									
ECE	8																									
MECH	11																									
CSE	11																									
IT	4																									
ECM	4																									
AIDS	3																									
BSH	6																									
MBA	5																									
MCA	4																									
Total	72																									

Item No. 4:	Review on Extension activates and outreach programmes <ul style="list-style-type: none"> Dean R&D reported the status of extension activities and outreach programmes. The members advised to involve more students in extension activities. Also suggested to take initiatives to extend orphan services through NSS during pandemic. 	<ul style="list-style-type: none"> Point noted; Principal instructed Dean R&D and NSS Programme Officer to prepare the action plan for Outreach programmes. Prepared the annual calendar and action initiated.
Item No. 5:	Review on IQACNL Workshop <ul style="list-style-type: none"> Dean IQAC updated the status of IQACNLW application and told that he has applied to NAAC for financial Aid of Rs. 2, 00, 000. He said that he has invited experts from APSCHE, Central University of Hyderabad, BMS-Bangalore, Mizoram Central University, and Andhra University etc. The members of the committee appreciated IQAC team for their efforts put in. 	Point noted; Issued a special appreciation to IQAC team.
Item No. 6:	UGC Paramarsh <ul style="list-style-type: none"> Dean IQAC presented the status of events conducted under Paramarsh scheme. The committee approved the same. 	Point noted and congratulated IQAC team for the successful completion of UGC Paramarsh. Further No action is required.
Item No. 7:	Other Points <ul style="list-style-type: none"> Principal requested members to suggest improving the quality parameters. Rector advised to review the quality of e-content by external experts. CEO advised to conduct internal audit on examination papers and evaluation process. Mr.J. Siva Satyanarayana, suggested to add more add-on courses 	<ul style="list-style-type: none"> Point noted and instructed Dean IQAC to arrange Quality audit on e-content., Exam Papers. Instructed all the HoD to add more Add-On courses/Events on Gender sensitisation, Professional Ethics, Transferable skills etc.



Dean IQAC

Dean - IQAC

Vignans Institute of Information Technology
Duvvada, Visakhapatnam,
Ph: 08912755444 (off)