



# 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.

VIIT/PO/PO/IQAC/05/05

Dt: 30-05-2022

## PROCEEDINGS OF THE PRINCIPAL

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

Ref: 1. Office Proceeding No. VIIT/PO/2022/05/06 dated 28.05.2022.

2. Letter from Dean-IQAC, dated 25<sup>th</sup> May 2022.

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### RE-CONSTITUTION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### ORDER

The internal Quality Assurance Cell (IQAC) of VIIT is Reconstitute as follow for the Academic Year 2022-23:

S.No.	Name	Designation	Status in IQAC
1	Dr. B. Arundhati	Principal	Chairperson
2	Dr. V. Madhusudhan Rao	Rector	Management Rep.
3	Mr. N. Srikant	Chief Executive Officer	Management Rep.
4	Mr. P. Vinod Kumar	Founder & MD, NH7	Industrialist
5	Mr. N. Kireeti	HR-Sr. Talent Acquisition, Infosys Hyderabad	Employer Rep.
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
10	Dr. B. Sateesh	Dean – Student Affairs	Member
11	Dr. E. Laxmi Lydia	Dean - R&D	Member
12	Dr. B. Prasad	Dean - Training & Placements	Member
13	Mr. P. Srinivasa Rao	Office Superintendent	Office Superintendent
14	Mr.L. Kranthi	CEO Getuff, Hyderabad	Alumni Representative
15	Mr. D. Karthik	Student of IV Year, Dept. of CSE	Student Representative
16	Ms.J.Mounika	Student of I Year, Dept. of ECE	Student Representative
17	Mr.M.Gowtham	Student of II Year, Dept. of MBA	Student Representative

18	Dr. V.S.V. Satyanarayana	Associate Professor- IQAC Coordinator	Teachers Representative
19	Dr. T.V.S.P.V Satya Guru	Assoc. Prof., Dept. of BSH & Institute Level IQAC Coordinator	Teachers Representative
20	Mr. B. Brahmaiah	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Teachers Representative
21	Mr.A. Sampath Dakshina Murthy	Asst. Prof, Dept. ECE & Institute Level IQAC Coordinator	Teachers Representative
22	Mr.K. Appala Naidu	Asst. Prof., Dept. of EEE & Institute Level IQAC Coordinator	Teachers Representative
23	Mr. D. Madhusudan	Asst. Prof., Dept. of ECM & Institute Level IQAC Coordinator	Teachers Representative
24	Mrs. D.L.Bhavani	Asst. Prof., Dept. of MCA & Institute Level IQAC Coordinator	Teachers Representative
25	Mr. P. Praveen Kumar	Asst. Prof., IT & Head System Cell & IT Services	Teachers Representative
26	Mr. B. Gangadhar	Asst. Prof., Dept. of Mechanical Engg. & Infrastructure Coordinator	Teachers Representative
27	Dr. Ch. Hari Govinda Rao	Dean-IQAC	Director of IQAC

**IOAC Members from the Departments:**

28	Ms.M. Leela Priyanka	Asst. Prof., Dept. of Civil Engg.
29	Dr.K. Venkata Naga Raju	Assoc. Prof., Dept. of EEE
30	Mr.G. Santosh Kumar	Asst. Prof., Dept. of Mech Engg.
31	Mrs.J. Vijayasree	Asst. Prof., Dept. of ECE
32	Mrs.P. Sandhya	Asst. Prof., Dept. of CSE
33	Mrs.Ch.V. Bhargavi	Asst. Prof., Dept. of IT & MCA
34	Ms.N. Subha Sri	Asst. Prof., Dept. of ECM.
35	Dr.T. Archanna acharya	Assoc. Prof., Dept. of MBA
36	Mrs.S. Indira	Asst. Prof., Dept. of BS&H.


**Office Staff:**

1. Mr.M. Raja Babu



Copy to:

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

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





# VIGNAN's

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

F.No. VIIT/IQAC/2022-23/01

8<sup>th</sup> August 2022

## NOTICE

The 19<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC) of the Institute will be held on 13<sup>th</sup> August, 2022 at 10:00 AM onwards on Friday 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.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.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; Mr. A. Sampath Dakshina Muthy, Asst.Prof., Dept. of ECE & Institute Level IQAC Coordinator; Mr.K.Appala Naidu, Asst.Prof., Dept. of EEE & Institute Level IQAC Coordinator; Mr.D.Madhusudhan, Asst.Prof., Dept. of ECM & Institute Level IQAC Coordinator; Mrs.D.L.Bhavani Asst.Prof., Dept. of MCA & Institute Level IQAC Coordinator.; Mr.P.Praveen Kumar, Asst. Prof., IT & Head System Cell & IT Services; Mr.B.Gangadhar, Asst. Prof., Dept. of Mechanical Engg. & Infrastructure Coordinator.

### *STUDENT REPRESENTATIVES:*

Mr.D.Karthik IV Year, Dept. of CSE; Ms.J.Mounika, I Year, Dept. of ECE; Mr.M.Gowtham II 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.*

**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.Dr.S.M.Murali Krishna, H.o.D., MBA.*

**IQAC COORDINATORS FROM THE DEPARTMENTS:**

Ms.M. Leela Priyanka, Asst. Prof., Dept. of Civil Engg.; Dr.K.Venkata Naga Raju, Asst. Prof., Dept. of EEE; Mr.G.Santosh Kumar, Asst. Prof., Dept. of Mechanical Engg.; Mrs.J.Vijayasri, Asst. Prof., Dept. of ECE; Mrs.P. Sandhya, Asst. Prof., Dept. of CSE; Mrs.Ch.V. Bhargavi, Asst. Prof., Dept. of IT& MCA; Ms.N. Subha Sri, Teaching Asst., Dept. of ECM; Dr. T.Archanna Acharya, Assoc. Prof., Dept. of MBA; Mrs.S.Indira, Asst. Prof., Dept. of BS&H.

**AGENDA:**

1. Review on Quality Initiatives of IQAC, 2021-22
2. NAAC Criterion wise presentation by Dean-IQAC
3. Discussion & Approval of AQAR 2020-21
4. Fixation of annual attainment targets for the year 2022-23
5. Any other issues of members

**Copy to : -**

- Administrative Office
- Principal Office
- Office of the CEO

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F.No. VIIT/IQAC/2022-23/01

Dt: 13-08-2022

**MINUTES OF THE 19<sup>TH</sup> MEETING OF THE INTERNAL QUALITY  
ASSURANCE CELL (IQAC) HELD ON 13<sup>TH</sup> AUGUST 2022**

The record notes of discussions in the 19<sup>th</sup> Meeting of IQAC-VIIT was held on 13<sup>th</sup> August 2022 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. Review on Quality Initiatives of IQAC, 2021-22
2. NAAC Criterion wise presentation by Dean-IQAC
3. Discussion & Approval of AQAR 2021-22
4. Fixation of annual attainment targets for the year 2022-23
5. Any other issues of members

***Members Present:***

1. Dr. B. Arundhati	Principal	Chairperson
2. Dr. V. Madhusudhan Rao	Rector	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-Admin, & Admissions	Member
8. Mr. N. Kireeti	HR Sr. Talent Acquisition Infosys	Emp. Rep.
9. Dr. A. Naga Jyothi	Dean - Academics	Member
10. Dr. B. Sateesh	Dean - Student Affairs	Member
11. Dr. E. Laxmi Lydia	Dean - R&D	Member
12. Dr. B. Prasad	Dean - Training & Placements	Member
13. Mr. P. Srinivasa Rao	Office Superintendent	Office Superintendent
14. Mr. L. Kranthi	CEO Getuff, Hyderabad	Alumni Representative
15. Mr. D. Karthik	Student of IV Year, Dept. of CSE	Student Representative



16. Mr.M.Gowtham	Student of II Year, Dept. of MBA	Student Representative Teachers
17. Dr. V.S.V. Satyanarayana	Associate Professor- IQAC Coordinator	Representative Teachers
18. Dr. T. Satya Guru	Assoc. Prof., Dept. of BSH & Institute Level IQAC Coordinator	Representative Teachers
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25. Mr. B. Gangadhar	Asst. Prof., Dept. of Mechanical Engg. & Infrastructure Coordinator	Representative Teachers
26. Dr. Ch. Hari Govinda Rao	Dean-IQAC	Director of IQAC
27. Mr.G. Santosh Kumar	Asst. Prof., Dept. of Mech Engg.	Dept. IQAC-Coordinator
28. Mrs.J. Vijayasree	Asst. Prof., Dept. of ECE	Dept. IQAC-Coordinator
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31. Ms.N. Subha Sri	Asst. Prof., Dept. of ECM.	Dept. IQAC-Coordinator
32. Dr.T. Archanna acharya	Assoc. Prof., Dept. of MBA	Dept. IQAC-Coordinator
33. Mrs.S. Indira	Asst. Prof., Dept. of BS&H.	Dept. IQAC-Coordinator

#### **Members Absent:**

Ms.M. Leela Priyanka	Asst. Prof., Dept. of Civil Engg.
Dr.K. Venkata Naga Raju	Assoc. Prof., Dept. of EEE
Ms.J.Mounika	Student of I Year, Dept. of ECE

#### **PROCEEDINGS OF THE MEETING:**

The Minutes of the 18<sup>th</sup> 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 Quality Initiatives of IQAC, 2021-22**

The chairperson of the meeting, formally inviting all the members of IQAC and briefed about agenda of the meeting and highlighting the major achievement of the institution. She has formally invited Dr Ch. Hari Govinda rao, Dean-IQAC, to take over the session for further proceeds.

**Item No. 2: NAAC Criterion wise presentation by Dean-IQAC**

1. Dean IQAC briefed about all the seven criteria as per the revised autonomous manual.
2. Dean IQAC revealed the details of attainment targets and achievements for the year 2021-22 under the following criterion.

- **Curriculum Design & Development:** 100% targets achieved in the areas of New Programs, Syllabus Revision, Skill Oriented Courses, Academic Flexibility, Curriculum Enrichment & 97% was achieved in the area of Field Works / Projects / Internships
- **Teaching Learning & Evaluation:** Implemented Special programs for advanced and slow learners, Student centric methods, Effective use of ICT tools, IT integrated reforms in the examination process, Created awareness on POS & COS to the faculty and students by conducting FDPs, Workshops and Student Orientation Programs.
- **Research, Innovations & Extension:** Improved the facilities required for the promotion of research and developed innovative projects such as IDEA Lab. Received more than 60% of the targeted grants from Government & NGOs. 283 Quality research papers and 147 Quality book chapters were published.
- **Infrastructure & Learning Resources:** Initiated 2 incubation laboratories, established an outdoor gymnasium, New auditorium with the capacity of 5300 sq.m for indoor games, updated fully automated ILMS in the library.
- **Student Support & Progression:** Students are involved in all the statutory and non-statutory committees and different clubs. They are facilitated with placements, internships & scholarships. 85% of weaker section students got placed and 13% are pursuing higher education. The Institute granted more than 60 lakh rupees as annual scholarships.
- **Governance, Leadership & Management:** Quality publications of faculty were increased and 90% of the students were placed with good packages. The quality of admissions has increased. Regular audits were conducted. 5 departments are accredited by NBA. IQAC conducted Green audit, Environmental audit, Energy audit Institution is recognised as Green Institute award. 24 training/FDP programs were organized by the institute



for teaching and non teaching staff. Apart from that more than 55% of the teachers attended FDP/Online programs.

- **Institutional Values, Social Responsibilities & Best Practices:** Conducted events to promote Gender Equity and enhanced the intake of Women faculty. Installed signposts, ramps, scribe assistance & screen reading software. Biogas and Sensor based Energy conservatives was installed. As a part of best practices institute continuous Felicitation of Parents for the success of their wards with good placement.

### **Item No. 3: Discussion & Approval of AQAR 2021-22**

AQAR 2021-22 is approved and is ready for its submission to NAAC

**Item No. 4:** Dean IQAC presented the current status of the institution with concerning different key indicators and the phase wise attainment achievements. The annual attainment targets for the year 2022-23 are fixed by the body.

### **Item No. 5: Other Points**

The following suggestions are made by the stakeholders in this meeting:

1. It is proposed to increase the activities of NSS & Scout to enhance discipline in the minds of students.
2. In order to maintain sustainable discipline among the students, the members are advised to apply NCC unit.
3. It is proposed to get work contracts from different companies for enriching the skills of the students.
4. It is proposed to the faculty to identify innovative ideas from students and expose them to the economics.
5. Grants for philanthropist/NGO should be increased.
6. Seed money grant also should be increased.
7. Grants from Govt./Non-Govt. agencies also should be focused.
8. Revenue from consultancy should also increase.
9. Proposed staff quarters.
10. Advise to organize more number of FDP/Training programmes for non teaching staff. Collaboration session to be conducted by IQAC.

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



**Dean IQAC**

**Internal Quality Assurance Cell**

**Dean - IQAC**  
Vignn's Institute of Information Techno!  
Duvvada, Visakhapatnam.  
Ph: 08912755444 (off)



**Chairperson**

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





**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY**  
(Autonomous)

**DUVVADA::VISAKHAPATNAM**

**IQAC-ACTION TAKEN REPORT AGAINST THE 19<sup>TH</sup> IQAC MEETING HELD ON 13-08-2022**

<i>Agenda No.</i>	<i>Resolution</i>	<i>Action Taken</i>
1	<b>Item No. 1: Review on Quality Initiatives of IQAC, 2021-22</b> The chairperson of the meeting, formally inviting all the members of IQAC and briefed about agenda of the meeting and highlighting the major achievement of the institution. She has formally invited Dr Ch. Hari Govinda Rao, Dean-IQAC, to take over the session for further proceeds.	Point noted; No further action is required
2	<b>Item No. 2: NAAC Criterion wise presentation by Dean-IQAC</b> 1. Dean IQAC briefed about all the seven criteria as per the revised autonomous manual. 2. Dean IQAC revealed the details of attainment targets and achievements for the year 2021-22 under the following criterion. <ul style="list-style-type: none"><li>• <b>Curriculum Design &amp; Development:</b> 100% targets achieved in the areas of New Programs, Syllabus Revision, Skill Oriented Courses, Academic Flexibility, Curriculum Enrichment &amp; 97% was achieved in the area of Field Works / Projects / Internships</li><li>• <b>Teaching Learning &amp; Evaluation:</b> Implemented Special programs for advanced and slow learners, Student centric methods, Effective use of ICT tools, IT integrated reforms in the examination process, Created awareness on POS &amp; COS to the faculty and students by conducting FDPs, Workshops and Student Orientation Programs.</li><li>• <b>Research, Innovations &amp; Extension:</b> Improved the facilities required for the promotion of research and developed innovative projects such as IDEA Lab. Received more than 60% of the targeted</li></ul>	<ul style="list-style-type: none"><li>• Point noted and Principal instructed all the HoDs and Deans to pursue the gaps in attainments and instructed to completed the tasks on or before due date.</li><li>• Also instructed to Dean IQAC to take necessary follow-up of further activates time to time.</li></ul>

	<p>grants from Government &amp; NGOs. 283 Quality research papers and 147 Quality book chapters were published.</p> <ul style="list-style-type: none"> <li> <b>Infrastructure &amp; Learning Resources:</b>  Initiated 2 incubation laboratories, established an outdoor gymnasium, New auditorium with the capacity of 5300 sq.m for indoor games, updated fully automated ILMS in the library. </li> <li> <b>Student Support &amp; Progression:</b>  Students are involved in all the statutory and non-statutory committees and different clubs. They are facilitated with placements, internships &amp; scholarships. 85% of weaker section students got placed and 13% are pursuing higher education. The Institute granted more than 60 lakh rupees as annual scholarships. </li> <li> <b>Governance, Leadership &amp; Management:</b> Quality publications of faculty were increased and 90% of the students were placed with good packages. The quality of admissions has increased. Regular audits were conducted. 5 departments are accredited by NBA. IQAC conducted Green audit, Environmental audit, Energy audit Institution is recognised as Green Institute award. 24 training/FDP programs were organized by the institute for teaching and non-teaching staff. Apart from that more than 55% of the teachers attended FDP/Online programs. </li> <li> <b>Institutional Values, Social Responsibilities &amp; Best Practices:</b>  Conducted events to promote Gender Equity and enhanced the intake of Women faculty. Installed signposts, ramps, scribe assistance &amp; screen reading software. Biogas and Sensor based Energy conservatives was installed. As a part of best practices institute continuous Felicitation of Parents for the success of their wards with good placement. </li> </ul>	
3	<b>Item No. 3: Discussion &amp; Approval of AQAR</b>	Point Noted and Instructed



	<b>2020-21</b> AQAR 2020-21 is approved and is ready for its submission to NAAC.	Dean IQAC and his team to upload the AQAR 2020-21 data.
4	<b>Item No. 4: Fixation of annual attainment targets for the year 2022-23</b> Dean IQAC presented the current status of the institution with concerning different key indicators and the phase wise attainment achievements.	Principal instructed to all the criteria in charges and deans to pursue the pending tasks.
5	<b>Item No. 5: Other Points</b> The following suggestions are made by the stakeholders in this meeting: <ul style="list-style-type: none"> <li>It is proposed to increase the activities of NSS &amp; Scout to enhance discipline in the minds of students.</li> <li>In order to maintain sustainable discipline among the students, the members are advised to apply NCC unit.</li> </ul>	<ul style="list-style-type: none"> <li>Point noted; The Principal instructed Dean IQAC to prepare an action plan for NSS activities.</li> <li>Instructed Dean of Administration and Dean Students affairs to apply NCC unit.</li> <li>Further, applied for NCC Unit with 100 intake.</li> </ul>
	<ul style="list-style-type: none"> <li>It is proposed to get work contracts from different companies for enriching the skills of the students.</li> </ul>	<ul style="list-style-type: none"> <li>Instructed Dean Training and Placements Dr. B. Prasad to prepare an action plan for company specific trainings.</li> </ul>
	<ul style="list-style-type: none"> <li>It is proposed to the faculty to identify innovative ideas from students and expose them to the economics.</li> </ul>	<ul style="list-style-type: none"> <li>Established AICTE Idea Lab to create a platform to enable and enrich the ideation/innovation</li> </ul>
	<ul style="list-style-type: none"> <li>Grants for philanthropist/NGO should be increased.</li> </ul>	<ul style="list-style-type: none"> <li>Instructed Dean of Administration to create an awareness about funds from Philanthropist/NGO</li> </ul>

	<ul style="list-style-type: none"> <li>• Seed money grant also should be increased.</li> <li>• Grants from Govt./Non-Govt. agencies also should be focused.</li> <li>• Revenue from consultancy should also increase.</li> </ul>	<ul style="list-style-type: none"> <li>• Instructed Dean R&amp;D to give notification for Seed Money Grant and received proposals.</li> <li>• Also instructed to prepare action plan for consultancy activities</li> </ul>
	<ul style="list-style-type: none"> <li>• Proposed staff quarters.</li> </ul>	Dean of Administration submitted a proposal to Governing Body for staff quarters. It is under process.
	<ul style="list-style-type: none"> <li>• Advise to organize more number of FDP/Training programmes for non-teaching staff. Collaboration session to be conducted by IQAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Instructed Dean IQAC to prepare an action for FDP/Training programmes for non-teaching staff.</li> <li>• Also conducted professional development activities for both Teaching and Non-Teaching staff.</li> </ul>



**Dean IQAC**

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





F.No. VIIT/IQAC/2022-23/02

Dt: 21-04-2023

**MINUTES OF THE 20<sup>TH</sup> MEETING OF THE INTERNAL QUALITY  
ASSURANCE CELL (IQAC) HELD ON 21<sup>ST</sup> APRIL 2023**

The record notes of discussions in the 20<sup>th</sup> meeting of IQAC-VIIT were held on 21<sup>st</sup> April 2023, Friday, at 2-00PM under the chairmanship of Dr. B. Arundhati, Principal, VIIT.

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

***Agenda:***

1. NAAC SSR review by Dean-IQAC
2. Fixation of annual attainment targets for the year 2023-24
3. Review on collaborative activities initiated by IQAC
4. Review UGC Autonomous renewal proposal
5. Review on Academic and Administrative Audit (AAA)
6. Review on Quality Ranking applications

***Members Present:***

• Dr. B. Arundhati	Principal	Chairperson
• Dr. V. Madhusudhan Rao	Rector	Management Rep.
• Mr. N. Srikant	Chief Executive Officer	Management Rep.
• Mr. P. Vinod Kumar	Founder & MD, NH7	Industrialist
• Mr. N. Vinay	Parent, Vizag Profiles, Gajuwaka	Parent Rep.
• Mr. J. Siva Satyanarayana	Head JCI Visakhapatnam	Local Society/Trust
• Dr. K. Madhusudhana Rao	Vice Principal, Dean-Admin, & Admissions	Member
• Dr. A. Naga Jyothi	Dean - Academics	Member
• Dr. B. Sateesh	Dean - Student Affairs	Member

• Dr. E. Laxmi Lydia	Dean - R&D	Member
• Dr. B. Prasad	Dean - Training & Placements	Member
• Mr. P. Srinivasa Rao	Office Superintendent	Member
• Mr.L. Kranthi	CEO Getuff, Hyderabad	Alumni
• Mr. D. Karthik	Student of IV Year, Dept. of CSE	Representative
• Dr. V.S.V. Satyanarayana	Assoc. Prof., Dept. of ME & IQAC Coordinator	Student
• Dr. T. Satya Guru	Assoc. Prof., Dept. of BSH & Institute Level IQAC Coordinator	Representative Teachers
• Mr. B. Brahmaiah	Asst. Prof., Dept. of Civil Engg. & Institute Level IQAC Coordinator	Representative Teachers
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• Dr. Ch. Hari Govinda Rao	Dean-IQAC	Representative
• Ms.M. Leela Priyanka	Asst. Prof., Dept. of Civil Engg.	Director of IQAC
• Dr.K. Venkata Naga Raju	Assoc. Prof., Dept. of EEE	Dept. IQAC-Coordinator
• Mr.G. Santosh Kumar	Asst. Prof., Dept. of Mech Engg.	Dept. IQAC-Coordinator
• Mrs.J. Vijayasree	Asst. Prof., Dept. of ECE	Dept. IQAC-Coordinator
• Mrs.P. Sandhya	Asst. Prof., Dept. of CSE	Dept. IQAC-Coordinator
• Mrs.Ch.V. Bhargavi	Asst. Prof., Dept. of IT & MCA	Dept. IQAC-Coordinator
• Ms.N. Subha Sri	Asst. Prof., Dept. of ECM.	Dept. IQAC-Coordinator
• Dr.T. Archanna acharya	Assoc. Prof., Dept. of MBA	Dept. IQAC-Coordinator
• Mrs.S. Indira	Asst. Prof., Dept. of BS&H.	Dept. IQAC-Coordinator

**Members Absent:**

• Mr. N. Kireeti	HR-Sr. Talent Acquisition, Infosys Hyderabad	Employer Rep.
• Ms.J.Mounika	Student of I Year, Dept. of ECE	Student Representative
• Mr.M.Gowtham	Student of II Year, Dept. of MBA	Student Representative



## **PROCEEDINGS OF THE MEETING:**

The chairperson of IQAC, Dr. B. Arundhati, Principal formally inviting all the members of IQAC and briefed about agenda of the meeting and highlighted the major achievement of the institution. She has formally invited Dr Ch. Hari Govinda Rao, Dean-IQAC, to take over the session for further proceeds. Dean IQAC presented the minutes of the 19<sup>th</sup> meeting of IQAC held on 13<sup>th</sup> August 2022 and presented its action report for approval. The members reviewed and confirmed minutes & action report of 19<sup>th</sup> IQAC meeting.

Later, Dean IQAC presented the Quality Audit report of the last semester and continued the meeting with the following agenda:

### **Item No. 1:** NAAC SSR review by Dean-IQAC

Dean IQAC presented the status of NAAC SSR documentation works and he has informed the members about the criteria wise status. The committee reviewed the data of all the metrics and advised to conduct one external audit immediately. The chairperson proposed dates for submission of NAAC SSR tentatively in the Month June/July 2023.

### **Item No. 2:** Fixation of annual attainment targets for the year 2023-24

Dean IQAC presented the metric-wise status report of attainment and benchmarks. Dear R&D Dr. E. Laxmi Lydia presented the department wise research attainments compared with the targets and she has informed that the institute H-Index has been increased to 24. The committee appreciated the efforts and congratulated the team for the research achievements.

The member of IQAC, Mr. N. Vinay (Parent, Vizag Profiles, Gajuwaka) advised to prepare annual activity calendar for the next academic year 2022-23.

The chairperson requested the committee to propose the targets for next academic year 2023-24. Later the committee fixed targets for the next academic year 2023-24.

**Item No. 3:** Review on collaborative activities initiated by IQAC

Dean IQAC informed members about the IQAC Collaborative activities and presented the following reports:

- In order to improve the quality of teaching & learning process, the IQAC organised A One Week Faculty Development Programme on "NEW PEDAGOGICAL APPROACHES OF HEI IN THE 21<sup>st</sup> Century Learners, on 20<sup>th</sup> -24<sup>th</sup> Februarys 2023.
- With the collaboration of BMS college of Engineering, IQAC organised a One Week workshop on "Outcome Based Education (OBE)" on 16<sup>th</sup> - 21<sup>st</sup> March 2023.

**Item No. 4:** Review UGC Autonomous renewal proposal

The chairperson informed members about the renewal of UGC Autonomous application. She has explained about the revised guidelines of UGC for autonomous institutions, as per G.O. issued by UGC on 9<sup>th</sup> April 2023.

Dean IQAC informed members about the status of Autonomous renewal application and planning to submit by the end of April 2023. Members reviewed the application and confirmed the same.

**Item No. 5:** Review on Academic and Administrative Audit (AAA):

- Internal Audit: Dean IQAC proposed a plan to conduct AAA tentatively in the Month of June 2023. He has explained the process of audit to the members. The members confirmed the same and resolved to conduct AAA audit as per the proposed plan.
- External Audit: Dean IQAC proposed to conduct an external audit in the Month of July 2023. The members confirmed the same and resolved to execute external audit as per the plan.

**Item No. 6:** Review on Quality Ranking applications

- ARIIA: Dean IQAC presented the status of ARIIA application and was submitted on 8<sup>th</sup> November 2022. The members confirmed the same.
- NIRF: Dean IQAC informed the members about the NIRF application and he said that the application submitted on 29<sup>th</sup> November 2022 and expected resulted in the Month of May/June 2023. The members confirmed the same.
- R-World OBE Ranking: Principal advised to apply for R-World OBE ranking this year. Notification may be released in the Month of May 2023. The members are confirmed and resolved the same.
- Career 360 ranking: Dean IQAC informed the members about the current status of Career 360 ranking and presently it is graded with highest score with AAA+.
- Times Engineering Institute Rankings 2023: CEO of Vignan Vizag, Mr. N. Srikanth advised to apply for Time ranking this year. Dean IQAC informed the members about the application status and expected to submit immediately once notification released. The members confirmed and resolved the same.

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

  
**Dean IQAC**  
**Assurance Cell**

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**Chairperson**  
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