

**VIGNANA BHARATHI INSTITUTE OF TECHNOLOGY**  
Aushapur Village, Ghatkesar Mandal, Medchal District – 501 301

VBIT/IQAC/CIRCULAR-10

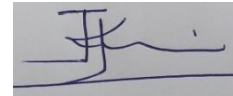
16-07-2020

**CIRCULAR**

A meeting of IQAC Committee members will be conducted on 20-07-2020 through online mode in Zoom platform at 11.00 am.

**Agenda:**

1. Review and Assessment of all academic and other activities during last Academic Year (2019-20)
2. Plan of action for next Academic Year (2020-21)
3. Discussion on AQAR (2018-19) to be submitted to NAAC
4. Any other matter with the permission of chair.



(Dr. Jayant.Kulkarni)  
Director, IQAC

C.C:-

- All IQAC committee members

**Minutes of the IQAC meeting held on 20-07-2020**

1. Review and Assessment of all academic and other activities during last Academic Year (2019-20)

<b>Sr. No</b>	<b>Dept .</b>	<b>Interaction/ Meeting with</b>	<b>No.o fmeet.</b>	<b>Topics/Issues discussed ( Quality Input) (Only Policy and major Programs related)</b>
1	H & S	HOD	15 to 20	First year admission process and involvement of all H&S staff, tentative arrangement, new responsibility and its scope, Induction program-tentative nature, Orientation Course-Tentative Duration, new additions, Division allotment and classrooms issue ,RK Math visit by students, Concept of PLA and its proposed execution, Meetings of GB,CAC etc., Execution of two VAPs and its fee, New VAPs like Oxford English course and CISCO- C programing, Proposed syllabus for first year, Anti Ragging Drive- announcement in buses,Formation of 'SHODH' batch-How to develop innovative research skill among students. Conversion of AEC labs in to CRT classes, Result analysis, NBA visit preparation and responsibilities, Training at Chennai, Execution of CCC, Proposed policy draft of R&D, Roadmap for NRF, Interaction with Dr. S.Ravi reg. NRF ranking <b>(20)</b>
2		DKM, Dr. Ashwinee, Dr. Swarupa, Dr. ravi, Dr. George, Dr. Venkat, Ms. Ruth(7)	15 to 20	College Hand book, Induction and Orientation program-speakers and schedule, PLA- 5 rounds of discussions reg. drafting of guidelines, Video shooting schedule by i-bridge, SAC related activities like Aashay, Viranchi, Lit Festival etc.,CCC, alumni interaction during ME-NBA visit, AES-CRT conversion, preparation of two worksheet sets and its distribution, TEDxVBIT, ODEYSSEY,MUN, mentoring mechanism, How to run Samwad-Counselling center, <b>(11)</b>
3		Dr. Dharmendra, Pavan Kumar(2)	5 to 10	Discipline related issues,NBA, Visitors/Guests, How to manage stress- special session for first year students by Dr. RajendraTapadia, Mental Health Counselor <b>(4)</b>
4		Dr. Shirish(1)	5 to 10	Attendance Uploading coordination, Result analysis of entire Department, R&D progress, Eco Club- new activities- new form of Prakrutika, NBA-Guests <b>(5)</b>
5		Dr.KanakDurga, Savitree, Pavan , Hemalatha(4)	2	Deputation on VignanaBharthi program at IICT- before and after program <b>(1)</b>

6		All Maths staff (7)	1	Result analysis and improvement(1)
7		Ms. Shailaja, Ms. Manasa (2)	2	Facilities for their Ph.D/ Research work(1)
8		Ms. Jayanthi	1	Mentoring process assessment(1)
9		Dr. M.Srinivas Reddy	03	Admission process arrangements, SwachhBharath Programs (2)
10		Mr. Suree	1	Transport Counter assignment and passes issuing process (1)
<b>Total</b>		<b>27</b>	<b>70</b>	<b>47</b>
11		All H & S staff	3	Explanation, execution and Review of PLA
12		All H & S students	1	Concept of PLA
13	ME	HOD	10	NBA work structure and responsibilities, Establishment of 3D printing lab, Smooth functioning of VAPs, Additional lab space during NBA (4)
14		Ms. Anuradha, AanandKarthik (2)	10	Smooth functioning of VAPs, Alumni, (2)
15		Dr. Kishore	10	NBA presentation, Attendance Uploading, Efforts to use 3D lab during lockdown to produce masks (3)
16		Dr. Bakshee	05	R&D work, students projects, patents(3)
17		All criterion in-charges (10)	05	NBA Work clarity and Documental support (2)
18		All welders and Carpenters (5)	01	In house resources mentainance (repairing of benches, chairs etc. during semester break using our own logistics) (1)
19		Mentoring In-charge (1)	02	Mentoring assessment(1)
20		Time table In-charge (1)	01	Updates on e-cap(1)
<b>Total</b>		<b>22</b>	<b>44</b>	<b>17</b>
21		All ME faculty	01	NBA Preparation
22		All III year students	01	Participation in VAP
23		All 3D lab participants	01	Workshop plan assessment
24	CSE	HOD	20	Policy of Subject allotments, Lab accomadation reg. VAP courses, NBA related responsibilities, SAP awareness drive, Smooth functioning of VAP courses(5)
25		IIIC Coordinator and Initiative in-charges Kirthana, Rajshekhar, Arun, and others (10)	10	Smooth functioning of VAP courses, hackathons, How to encourage students towards start-ups(3)
26		Mr. praveen	10	Stu talk, Sadhya, Cyber security Conference(3)
27		Mr. Plaem Praveen	30	All central facilities related issues, TCS exam

				schedules, Reformation of Central Store, Record books and other printing related issues, change in reporting authority of Electrician from Office to Computational I/C, Scheduling of duties of Electricians and System admins, arrangements related with CCTV cameras and Display screens, Establishing new Health Centre, College Alumni Data book- VignanaVedika, Aakar book, AICTE Accomadation chart, NBA- Physical infrastructure preparation, All Display Boards in College, Maintenance of all Auditoriums and related logistics, Estate register updating like benches, tables, chairs etc., Repairing work/ servicing of Instruments- guidelines, Logistic mentainance related complaints from Department- Electricity, Computers, LCDs, ACs etc.- methodology, Updating stock Registers, Shifting of labs locations as per requirement(19)
28		Syllabus Review Working Group (4) Dr.Shirisha, Dr, Raju, Dr. Swamy, Dr. Srinivas	05	Proposed modifications in CSE Syllabus(1)
29		Mr.G.Srinivas Goud	20	E-Cap data updating (Reforms) - scholarships, timetable, daily attendance, mentoring, marks, TC issuance, Transport fee etc., AICTE Approval process, AICTE- Submission of various documents(9)
30		All programmers (07)	01	Difficulties in working conditions(1)
<b>Total</b>		<b>25</b>	<b>96</b>	<b>41</b>
31		All faculty	01	NBA- Pre-visit day
32		All III and IV year students	01	SAP and other VAPs
33	IT	HOD	20	IEEE responsibilities, policy, plan etc., Policy of Subject allotments, Lab accomadation reg. VAP courses, NBA related responsibilities, SAP awareness drive, Smooth functioning of VAP courses(6)
34		Mr. V. Shridhar Reddy	30	Stumagz software, follow up activities related with office of Director-Academics, Demos of Online T-L platforms- Code Tantra, NBA central Coordination of few criterions, Coding studio activities(5)
35		Ms. Manjulatha and others (5)	10	Smooth functioning of VAPs(1)
36		BhagyRekha	02	Research work facilities(1)
37		Syllabus Review Working Group (1) Dr. Dipika	05	Proposed modifications in IT Syllabus(1)

<b>Total</b>		<b>09</b>	<b>67</b>	<b>14</b>
38		All faculty meet	01	Pre-NBA visit day
39	EEE	HOD	05	Creation of Microchip lab and related responsibilities, NBA Preparation reg. T&P data, creation of new classroom(3)
40		Dr. Devendranath	02	Regarding follow up meetings of T-L processes and Feedback, Abstract review to Aaker: constant monitoring the quality standards of final year projects: mechanism- formation of Aaker group in Jan.2020(2)
41		Mr. Sai Prasad Reddy	05	Responsibility of Transport I/C for A.Y.19-20, Policy of Issuing bus passes, Functioning of VAPs(2)
42		Mr. Sainath Chary, Ms. Renuka, other IIC initiative I/C (4)	02	Functioning of Micro-chip lab and other VAP courses(1)
<b>Total</b>		<b>07</b>	<b>14</b>	<b>8</b>
43		All faculty meet	01	Day before NBA visit
44	ECE	HOD	10	Policy of Subject allotments, Lab accomadation reg. VAP courses, NBA related responsibilities, SAP awareness drive, Smooth functioning of VAP courses, Changes in lab locations, G.L. of Dr. Vijay Pandharipande(7)
45		Dr. Brahma Reddy	02	New responsibility as COE and proposed infrastructure and man power, accessibility of exam related information through college website(2)
46		Mr. Vidyasagar, M.Praveen, Naveen, Ms. Preethi, Mansoor, (5)	10	Smooth functioning of VAP courses, Research work etc.(2)
47		Dr. Pothliaha	05	New responsibility of CAC coordinator, JNTUH related issues, UnnatBharathAbhiyan, FDP details(4)
<b>Total</b>		<b>08</b>	<b>27</b>	<b>15</b>
48		All faculty meet	01	Day before NBA visit
49	CE	HOD	05	VAP classes additional facilities, Bentley lab – COE, NBA related coordination(3)
50		Dr. Kalyan Rama	05	Bentley lab –COE, R&D policy draft, NIRF (3)
51		Ms. Mounika	02	Health Centre I/C responsibility (1)
52		Mr.P. Anil	03	Proposed activities for SWAYAM group (Residential students)(1)
<b>Total</b>		<b>04</b>	<b>15</b>	<b>8</b>
53		All faculty meet	01	Day before NBA visit
54	MB A	HOD	03	Expectations as HOD, Momentum for students activities(2)

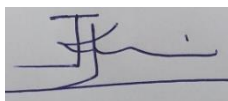
55		Satish Meher	10	NSS activities and annual report, sanskruthi Foundation programs, Coordination with MGNCRE, Anti Ragging policy, SwachhBharath Programs (5)
56		Ms.Niharika	03	HR I/C responsibility, HR policies, Faculty recruitment process to be streamlined (2)
57		Mr. Shivram Krishna	03	All Central Govt. funded schemes- correspondence and progress review(1)
<b>Total</b>		<b>04</b>	<b>19</b>	<b>10</b>
57	office	Dr. Satynarayana	05	New Responsibility, Policy of Decentralization of Administrative work, Revised chart of responsibilities, Weekly meetings with unit I/C(4)
58		Mr. Narsimha Rao, Mr. Tukaram, Mr. Dhruva, Mr. Ramlu, Ms. Meerabai, Viswanath, Mr. Ramu (7)	30	Transport reforms, College vehicle mentainance process, reforms in facility forms, Changes in TC issuance process, daily tracking of post and curriers, Inward-Outward system monitoring, Leave Updates- Simplified system, Data entry of all HR-particulars of all employees, Scholarship entries in to e-cap, TC issue entries in e-cap, fee collection- periodic follow up, updating Estate Register, Guide lines for Health Centre, modification in canteen account register mentainance(14)
59		Mr. Srinivas, Sr. Librarian	03	Coordination of NPTL exam data with Finance Dept., Library portal, activation of Library Committee(2)
60		Dr. Harikrishna and Team ( 5)	10	Uniform method of issuing PO and Payments of bills, entries to be updated in respective stock registers, Advance settlement process and verification, System and cross verification of fuel bill payment, online fee payment- prompt verification and issuance of receipts, Budget preparation,(6)
61		D. Srinivas and Exam section Team (5)	05	Issue of substitute subjects- policy for autonomous batch, Exam fee collection policy, Exam data for NBA(3)
		Bus In-charges meeting	05	To update them about bus pass fee payment and passes distribution strategy
<b>Total</b>		<b>19</b>	<b>53</b>	<b>29</b>
62	IIC	Mr. G.Anilkumar	30	Concept of IIC and its various dimensions, Concept of Shodh and its revised mechanism, Establishment of all COEs and designing of VAPs, Team building, Planning of review of each program, CRT, Primary drafting of academic plan, designing of college brochure, central media house(9)
63	PR	I-Bridge team (3)	10	Overall media policy, terms and conditions of MOU, Digital screens at three places and news-photos feeding mechanism, Daily updates of activities on all media platforms, website reforms and daily updates mechanism, you tube channel

				creation, Videos- creation and publicity.(7)
64	Aasa n	Accreditation consultancy (3)	10	NBA Accreditation process- Roadmap, planning, execution , review and visit preparation(3)
<b>Total</b>		<b>07</b>	<b>50</b>	<b>19</b>

### Summary

<b>No. of persons involved in policy making and planning</b>	<b>No. of interactions/ meetings</b>	<b>Total no. of policies/programs/issues /tasks completed</b>
<b>132</b>	<b>455</b>	<b>208</b>
<b>Policies discussed in HODs meetings (Ref: Minutes book)</b>		
Roles and Responsibilities of Directors, HODs, In charges of Functional units, Registrar, FO etc.	Participatory Learning Activities (PLA)	Syllabus Review Mechanism- Formation of Working groups
Time bound schedule of NBA preparation	Revised R&D policy	Abstract review to Aaker: constant monitoring the quality standards of final year projects: mechanism-formation of Aaker group in Jan.2020
Decentralization of Adiministratation, Roles and Responsibilities of registrar	IIIC presentations reg. planning and policies	Phase wise Execution of activities during lockdown period
<b>Introduction of new programs under SAC</b>		
Literature Festival- Odyssey	Model United Nations- MUN	TEDxVBIT- received the license for third season
<b>All faculty meeting to present policies and plans</b>		
Governance structure of organization along with roles and responsibilities	NBA Preparation and time bound schedule of execution	IIIC- Objectives and plans for A.Y. 2019-20
<b>Coordination of approval Processes</b>		
AICTE – EOA and introduction of four new courses	JNTUH- Regular correspondence through portal	NAAC- Submission of AQAR
Faculty Recruitment Process- Verification of qualification and certificates as per the AICTE/JNTUH norms	Ratification of faculty- correspondence with JNTUH, Principal office, HR section and Departments	NBA- correspondence with NBA office, New Delhi UGC- correspondence with central office at New Delhi and regional office, Hyderabad

2. Plan of Action for the next academic year was discussed and approved by the committee members
- Effective Decentralization, Mentoring and Monitoring of Academic → activities for better Outcome through:
    - 1) Preparation of Policy document by each Director
    - 2) Well-Coordinated efforts by 6 Directors in their respective areas with the help of Central Coordinator and 8 Departmental Coordinators
    - 3) Provision of additional logistics to the office of Director
    - 4) Monthly Review meeting with Principal and Management
  - Constitution of Following two Steering Committees →
    - 1) NBA & NAAC 2023- Steering Committee
    - 2) NIRF- Steering Committee
  - Establishment of following three Cells:
    - 1) Online Teaching-Learning Cell - (Under Academics)
    - 2) Teachers Training Cell- (Under IIC)
    - 3) Alumni connect Cell- (Under Student's Affairs)
3. Dr.Jayant Kulkarni has proposed vote of thanks



Dr.Jayant Kulkarni  
(Director, IQAC)



Dr.PVS.Srinivas  
(Principal)



