

## B.V.RAJU INSTITUTE OF TECHNOLOGY, NARASAPUR

Dt: 23-02-2017

A meeting has been conducted at IQAC on 20-02-2017 at 2.00 PM to discuss various academic activities of the college

### Members Present:

Chair person	Dr. Ch. Venkateswarlu (Principal)
Coordinator	Dr.K.V.N. Srinivasa Rao, Dean Engineering
Member	Sri Ramkumar (Director, SVES)
Member	Dr. V. Murali Krishna (HOD, Mechanical)
Member	Dr.A. Jagan (HOD, CSE)
Member	Dr. E. Lakshminarsalah (HOD, BS&H)
Member	Prof. Ashok Shigli (HOD, BME)
Member	Dr.K.M. Sarma (Controller of Examinations)
Member	Mr. B. Bapi Raju (Admn. Officer)
Member	Mrs. A. Lakshmi (finance/Accounts)
Member	Mr. Y. Avinash (Sr. Mgr Cyent)

### Agenda points

1. Approval of previous minutes of meeting
2. Student Training programmes at VEDIC
3. Review of preparations for NBA
4. Review of NAAC SSR
5. Syllabus coverage reports
6. Any other point with permission of chair

### Resolutions:

1. All the members unanimously approved previous minutes of meeting.
2. It is proposed to conduct series of workshops for the students on "Intellectual Learning for Engineering Applications (ILEA)" to improve the learning methods at **Vishnu Educational Development & Innovation Centre (VEDIC)**, Aziz Nagar, Hyderabad. It is a four day residential programme and a group of 80 students are participating from 21-03-2017 to 24-03-2017.
3. As NBA expert team visit schedule is finalized, HODs of the departments ECE, EEE, CSE, IT, Chemical and Mechanical are requested to complete the preparations of files and necessary procurement of documents to be presented before the expert team. HODs are also requested to complete the power point presentations of respective departments. Prof. Ashok Shigli, NBA Coordinator is requested to send the mock inspection reports to the departments for rectification of deficiencies.
4. In View of NBA Visit, the preparation of Self-Study Report (SSR) of NAAC is delayed. However, it is decided to make drafting of SSR simultaneously and make it ready by 20/03/2017.

5. HODs are requested to send the syllabus coverage reports as on 15/02/2017 and plan accordingly reallocation of theory hours in the subjects which are lagging as per the lesson plan.

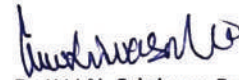
**Observations and Action Taken Report after previous IQAC meeting held on 30-05-2016**

1. A three day Workshop on "Scientific Educational Practices" has been conducted for two batches of faculty at VEDIC, Aziz Nagar.
2. The departments ECE, EEE, CSE, IT, Chemical and Mechanical updated 80% of files and also prepared draft power point presentations for NBA. A mock inspection has been conducted and departments noted the deficiencies. The inputs are also taken from some senior faculty from other group of institutes.
3. A draft copy of Self-Study Report (SSR) of NAAC has been prepared and department NAAC coordinator has been identified to assist the preparation of NAAC SSR.
4. The construction of boys hostel has been started to meet demand from students.
5. Outsiders 'are strictly prohibited to enter in to the College Campus. For any important work they can take the permission of the Principal or concerned officer of the college.
6. Visitors should enter their names in the register at the main entrance with entry and exit time.
7. Month wise attendance will be displayed in College notice board and inform to the parents by respective faculty counselor.
8. Discipline committee is informed to form sub committees for all round discipline inside the College campus.

The meeting ended with a vote of thanks to the Chair and members of IQAC.



Dr. Ch. Venkateswarlu  
(IQAC Chair person)



Dr. K.V.N. Srinivasa Rao  
(IQAC Coordinator)



## **B.V.RAJU INSTITUTE OF TECHNOLOGY**

**Dt: 03-04-2017**

A meeting has been conducted at IQAC on 31-03-2017 at 2.00 PM to discuss various academic activities of the college

### **Members Present:**

Chair person	Dr. Ch. Venkateswarlu (Principal)
Coordinator	Dr.K.V.N. Srinivasa Rao, Dean Engineering
Member	Sri Ramkumar (Director, SVES)
Member	Dr. I.A Pasha (HOD, ECE)
Member	Dr. V. Murali Krishna (HOD, Mechanical)
Member	Dr.A. Jagan (HOD, CSE)
Member	Dr. E. Lakshminarsalah (HOD, BS&H)
Member	Prof. Ashok Shigli (HOD, BME)
Member	Dr.M.C. Chinnaiah (Prof., ECE)
Member	Dr.K.M. Sarma (Controller of Examinations)
Member	Mr. Y. Avinash (Sr. Mgr Cyent)

### **Agenda points**

1. Approval of previous minutes of meeting
2. Feedback on NBA Peer team Visit
3. Submission of NAAC SSR
4. Internships for the students during the summer break
5. Any other point with permission of chair

### **Resolutions:**

1. All the members unanimously approved previous minutes of meeting.
2. The efforts of HODs and staff members are appreciated for the successful completion of NBA peer team visit from 03/03/2017 to 05/03/2017. Except few positive suggestions the entire visit went on effectively. It is decided to focus more research and quality paper publications in all the departments in forthcoming period.
3. As NAAC Self Study Report (SSR) is submitted on 28/03/2017, the departments are requested to update the files as per the report.
4. It is decided to identify the industries/organizations for the internships for the students during the summer break. The list of organizations along with allotted students may be notified before the students leave for the holidays.

**Action Taken Report after IQAC meeting held on 20-02-2017**

1. "Intellectual Learning for Engineering Applications (ILEA)" workshop is conducted for students at VEDIC, Aziz Nagar, Hyderabad from 21-03-2017 to 24-03-2017.
2. As NBA expert team visit is completed successfully from 03/03/2017 to 05/03/2017.
3. Self-Study Report (SSR) of NAAC is submitted.
4. Received syllabus coverage reports from all the departments.
5. Maintenance of sanitation and drinking water works has been undertaken.
6. Faculty recruitment process has been initiated to meet the requirements of department as per the guidelines of JNTU Hyderabad.

The meeting ended with a vote of thanks to the Chair and members of IQAC.



Dr. Ch. Venkateswarlu  
(IQAC Chair person)



Dr. K. V. N. Srinivasa Rao  
(IQAC Coordinator)

## **B.V.RAJU INSTITUTE OF TECHNOLOGY**

**Dt: 14-04-2017**

A meeting has been conducted at IQAC on 12-04-2017 at 3.00 PM to discuss various academic activities of the college

### **Members Present:**

Chair person	Dr. Ch. Venkateswarlu (Principal)
Coordinator	Dr.K.V.N. Srinivasa Rao, Dean Engineering
Member	Dr. I.A Pasha
Member	Dr. V. Murali Krishna (HOD, Mechanical)
Member	Dr.A. Jagan (HOD, CSE)
Member	Prof. Ashok Shigli (HOD, BME)
Member	Dr.M.C. Chinnalah (Prof., ECE)
Member	Dr.K.M. Sarma (Controller of Examinations)
Member	Mr. B. Bapi Raju (Admn. Officer)
Member	Mrs. A. Lakshmi (finance/Accounts)
Member	Mr. Y. Avinash (Sr. Mgr Cyent)
Member	Mr. Vidya Sagar (NFC employee, 2010 batch)

### **Agenda points**

1. Approval of previous minutes of meeting
2. Status of NAAC filing work
3. Subject allocation for the next academic year
4. Summer vacation schedules
5. Any other point with permission of chair

### **Resolutions:**

1. All the members unanimously approved previous minutes of meeting.
2. The progress of NAAC filing is reviewed and most of the department NAAC coordinators have completed 80% of documentation work. The department coordinators are requested to verify the availability of the detailed as per the NAAC SSR.
3. Heads of the department are requested to allocate the subjects for the faculty for the forthcoming academic year so that faculty can start subject preparation.
4. Departments are requested to prepare the summer vacation schedules as per the eligibility criteria and HODs are advised to retain at least 50% faculty at any given time to carry out routine department and NAAC related works



### **Action Taken Report after IQAC meeting held on 31-03-2017**

1. All the eligible departments CSE, ECE, EEE, Chemical, IT, Mechanical have been accredited by NBA for 3 years. The Chairman report of NBA and department feedback reports have been circulated to all the departments and advised to take necessary steps to rectify the deficiencies/suggestions mentioned in the report.
2. Meetings have been conducted with department coordinators and guide them to update the files.
3. Departments have prepared the list of students who are going for the internships.
4. Departments have submitted the syllabus coverage reports.
5. The institution is placed in the rank list in the range of 150 to 200 by NIRF.

The meeting ended with a vote of thanks to the Chair and members of IQAC.



Dr. Ch. Venkateswarlu  
(IQAC Chair person)



Dr. K.V.N. Srinivasa Rao  
(IQAC Coordinator)