

B.V.RAJU INSTITUTE OF TECHNOLOGY

Dt: 09-06-2017

A meeting has been conducted at IQAC on 09-06-2017 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.A. Jagan (HOD, CSE)
Member	Dr. E. Lakshminarsaiah (HOD, BS&H)
Member	Prof. Ashok Shigli (HOD, BME)
Member	Dr.M.C. Chinnaiah (Prof., ECE)
Member	Mr. A. Mallikharjun (Library officer)
Member	Dr.K.M. Sarma (Controller of Examinations)
Member	Mrs. A. Lakshmi (finance/Accounts)
Member	Mr. Vidya Sagar (NFC employee, 2010 batch)

Agenda points

1. Approval of previous minutes of meeting
2. Academic calendar for 2017-18
3. Review of NAAC preparedness
4. Semester Planner guidelines
5. Any other point with permission of chair


Resolutions:

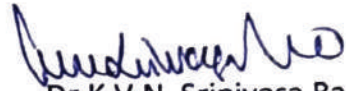
1. All the members unanimously approved previous minutes of meeting.
2. A tentative academic calendar for the year 2017-18 has been discussed and noted the suggestions given by the various members. Regarding the supplementary examinations, it is decided to conduct in the semester break for two weeks.
3. It is decided to rearrange the documents criteria-wise at IQAC for easy verification by NAAC peer team during the visit.
4. Semester planner guidelines have been discussed and it is decided to include conferences, industrial visits, FDP trainings, parents meet, workshops, seminars, guest lectures etc. in the semester planner.
5. HODs are requested to submit the time-tales and workloads as per the formats on or before 12/06/2017.

Action Taken Report after IQAC meeting held on 12-04-2017

1. Internal mock inspection has been conducted to verify the documentation process of the departments.
2. Subject allocation for the faculty members has been completed in all the departments for 90% of the subjects. Due to non confirmation of electives subjects in some of the departments few subjects have not been allotted.
3. Summer vacation schedules have been prepared as per the guidelines.
4. Measures have been taken to rectify the deficiencies identified during the JNTUH FFC inspection.
5. VEDIC training programmes have been conducted for students and VEDIC Conclaves have been organized on first year related subjects to train the faculty on different learning techniques.

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, NARASAPUR

Dt: 23-06-2017

A meeting has been conducted at IQAC on 22-06-2017 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. E. Lakshminarsalah (HOD, BS&H)
Member	Prof. Ashok Shigli (HOD, BME)
Member	Dr.M.C. Chinnaiah (Prof., ECE)
Member	Mr. A. Mallikharjun (Library officer)
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. Preparation of IQAC activities by IQAC Coordinator
3. Discussion on Action Taken Report on previous NAAC peer team recommendations
4. Approval of Academic Calendar of II, III & IV (I & II semesters) 2017-18
5. Semester Planner guidelines
6. Preparedness for NAAC Peer team Visit
7. Preparation of all files relevant IQAC
8. Any Other point with permission of chair

Resolutions:

1. All the members unanimously approved previous minutes of meeting.
2. IQAC Coordinator informed the members about the Annual Report preparation for the academic year 2016-17.
3. Members discussed the Action taken Report on precious NAAC Peer Team Recommendations prepared by the IQAC coordinator and suggested to include foreign assignments taken up by the faculty and also suggested to check the consultancy revenue obtained.
4. Academic calendar of II, III & IV year B.Tech for the year 2017-18 has been approved by the members.

5. It is decided to include minimum of three guest lectures, one National/International Conference, one parent meet and one Industrial visit for each department in the current semester planner.
6. Dr. M.C. Chinnalah, NAAC Coordinator is advised to make the arrangements for the NAAC Peer team visit scheduled from 27-06-2017.
7. The departments NAAC Coordinator are requested to send the information related to departments to IQAC office as per the requirement.

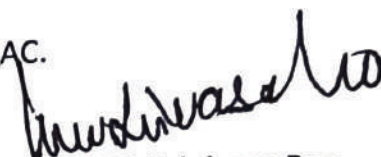
Action Taken Report after IQAC meeting held on 09-06-2017

1. Included modifications suggested by the departments about the various co-curricular and extracurricular activities in the B. Tech Academic calendar.
2. IQAC information is segregated and rearranged criterion wise for easy verification of documents by NAAC peer team members
3. Semester planner are not yet completed by the departments and departments are requested to quantify the number programmes to be organized. Hence, it is decided to put forward the issue in the next IQAC meeting.
4. Time Tables and Work loads of the entire departments have been completed.

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

IQAC Minutes of Meeting

Reference Number: IQAC/MOM/2017-18/01

Purpose: Meeting with members of IQAC

Date: 18-11-2017, 2.00 PM

Venue: Conference Room (1st Floor, Main Building)

AGENDA POINTS FOR THE MEETING

1. Review of previous minutes of meeting
2. Lesson Plan format
3. Update department files related to NAAC/NBA
4. Awareness programs
5. Deputation of faculty for industrial training
6. Constitution of Audit Team
7. Enhancement of Infrastructure
8. Any other point

Attendees:

- | | |
|--------------------------|------------------------------|
| 1) Dr. Y.Krishna Reddy | Principal |
| 2) Mr. G.Uday Kiran | Asst.Prof. CSE |
| 3) Mrs. A.S.Madhavi | Officer – Regulatory Affairs |
| 4) Dr. R.Pitchai | Asst.Prof. CSE |
| 5) Mr. A.Vijay Kumar | Asst.Prof. EEE |
| 6) Mrs. K.Jayalakshmi | Asst.Prof. IT |
| 7) Mr. D.Hari Krishna | Asso.Prof.ECE |
| 8) Dr. P. Rambabu | Professor, Civil Engg. |
| 9) Dr. PadmaaRao | Professor, Mech Engg. |
| 10) Mr. M.Hemant | Asst.Prof. MBA |
| 11) Ms. P.Manju bhargavi | Asst.Prof. BME |
| 12) Dr. N.Bhoopal | HOD-EEE |

13) Prof. Ashok Shigli	HOD-BME
14) Dr.M.C.Chinnaiah	Prof. ECE
15) Dr. A.Varun	Asso.Prof. Mech
16) Dr. J. S.Prasad	Prof. CHE
17) Dr. G.V. Ramana	Asso.Prof., BS&H
18) Mrs. Archana Rao	Assoc. Prof., PHE

1. Review of minutes of meeting held on 23-06-2017

- a) The status of AQAR reports for the academic year 2017-18 has been reviewed. Dean IQAC informed that coordinators need to submit filled form for the academic year 2017-18 to bvrit.iqac@bvrit.ac.in
- b) Minutes of meeting held on 02/08/2018 have been approved by the IQAC committee.

2. Lesson Plan format

Lesson plans of 2018-19 even semesters must be prepared by 15/12/2018 in the given format. Lesson plan format will be circulated by IQAC to maintain uniformity across all the departments.

3. Update department files related to NAAC/NBA

Dean, IQAC informed that the department files related to NAAC/NBA need to be updated.

4. Awareness programs

Dean, IQAC informed to conduct Awareness programs on Autonomous Status, NBA, and NAAC conducted.

5. Deputation of faculty for industrial training

Principal informed that a mail is issued to all HODs to depute at least two faculty members for industrial training for better practical exposure. IQAC coordinators are requested to remind the respective HOD in this regard.

6. Constitution of Audit Team

Principal informed to members that a three member audit team will be constituted to verify faculty class attendance registers of odd semester of AY 2018-19 and also to randomly verify the evaluation pattern of AY 2018-19 even semester internal examinations answer scripts.

7. Enhancement of Infrastructure

New Faculty quarters built, Hospital facilities are upgraded, and New Gym is started.

8. Any Other Point

Nil


IQAC DEAN

B.V.RAJU INSTITUTE OF TECHNOLOGY

IQAC Minutes of Meeting

Reference Number: IQAC/MOM/2017-18/02

Purpose: Meeting with members of IQAC

Date: 29-03-2018, 2.00 PM

Venue: Conference Room (1st Floor, Main Building)

AGENDA POINTS FOR THE MEETING

1. Status of AQAR data and criteria 7
2. NBA SAR preparation of eligible departments.
3. IQAC coordinator responsibilities
4. Financial support.
5. Feedback assessment.
6. Any other point with permission of chair

Attendees:

- | | |
|--------------------------|------------------------------|
| 1) Dr. Y.Krishna Reddy | Principal |
| 2) Mr. G.Uday Kiran | Asst.Prof. CSE |
| 3) Mrs. A.S.Madhavi | Officer – Regulatory Affairs |
| 4) Dr. R.Pitchai | Asst.Prof. CSE |
| 5) Mr. A.Vijay Kumar | Asst.Prof. EEE |
| 6) Mrs. K.Jayalakshmi | Asst.Prof. IT |
| 7) Mr. D.Hari Krishna | Asso.Prof.ECE |
| 8) Dr. P. Rambabu | Professor, Civil Engg. |
| 9) Dr. PadmaaRao | Professor, Mech Engg. |
| 10) Mr. M.Hemant | Asst.Prof. MBA |
| 11) Ms. P.Manju bhargavi | Asst.Prof. BME |
| 12) Dr. N.Bhoopal | HOD-EEE |
| 13) Prof. Ashok Shigli | HOD-BME |
| 14) Dr.M.C.Chinnaiah | Prof. ECE |

- 15 Dr. A. Kumar
- 16 Dr. P. S. Prasad
- 17 Dr. B. S. Ramana
- 18 Mrs. Archana Rao

ASST. PROF. MATH
 PROF. CHE
 ASST. PROF. BIOLOGY
 ASST. PROF. CHE

1. Status of AQAR data and attention

The status of AQAR reports for the academic year 2007-08 and 2008-09 have been reviewed. Dean IQAC informed that coordinators need to submit the data report in attention by 30/04/2010.

2. Status of NBA SAR report

Dean IQAC informed that the first review of criterion 1, 4, 5 and 6 of NBA SAR have been completed for all the departments. The second review will be conducted shortly.

3. IQAC coordinator responsibilities

Principal informed the IQAC members to implement the following practices to create the QBE culture in the departments.

- IQAC coordinators are quality ambassadors of the department. They need to ensure quality in teaching learning process and assessment.
- IQAC coordinators need to monitor whether all the faculty are following QBE. If any faculty doesn't understand QBE, they have to enlighten the faculty. IQAC coordinators are responsible for dissemination of knowledge related to QBE to all faculty members of the department.
- IQAC coordinators are the vigilance team ensuring quality of TLP and assessment in the department. Any discrepancy has to be brought to the notice of the Dean immediately.
- IQAC coordinators have to identify the best practices followed by faculty and share the same with other faculty of the department.
- IQAC coordinators are aware of the whole process of TLP and assessment in the department. If it is not aligned to QBE the same has to be informed to Dean.
- IQAC coordinators need to possess the latest data related to academics and research of the department.
- There are two important aspects in the QBE i.e. Curriculum design & Delivery and Assessment.
- In curriculum design the POs must be in line with Graduate Attributes and CO of the each course must be properly defined as per the POs. IQAC coordinators are

requested to verify once again the course outcomes (Cos) and proper PO-CO mapping for each course.

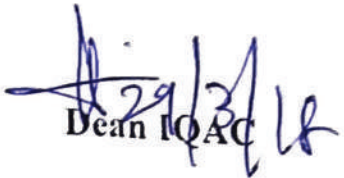
- Assignment/quiz, MID and Semester End Examination question papers must be mapped with CO and level of Bloom's taxonomy.
- Check the previous two years question papers and modify the question paper format as mentioned above.
- The weightages for lower order skills (Remembering and understanding) of Blooms Taxonomy may be 25% and for higher order skills (Applying, analyzing, evaluating, creating) of Blooms Taxonomy may be 75%.
- At the end of MID examinations, attainments must be calculated for each course by respective faculty member and write action plan to the COs not attained.
- Each faculty should know the calculation of attainments of course manually without assistance of IonCudos.

4. Financial support

Dean IQAC informed that the Faculty, Research scholars and post graduate students were financially supported by IQAC to present papers in seminars and conferences.

5. Feedback assessment

Dean IQAC Proposed to take Feedback for every subject is assessed and quality measures are taken.


29/3/18
Dean IQAC