



VEMU INSTITUTE OF TECHNOLOGY
P.KOTHAKOTA, NEAR PAKALA, CHITTOOR-517112
(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
INTERNAL QUALITY ASSURANCE CELL

Ref: VEMUIT/IQAC/MOM/2020-21

MINUTES OF THE MEETING

AY: 2020-21, II Sem
Venue: The Principal's chamber

Date: 09.03.2021
Time: 2.00PM

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A meeting is convened in the Principal's chamber and the Principal chaired the meeting.

- 1. Opening Remarks of Principal:**In the opening remarks, Principal expressed the need to ensure the academic and behavioral discipline among the students. For this, the HODs are asked to make frequent rounds while the classes are in progress to ensure both the faculty and the students are adhered to the plans and schedules.
- 2. NBA expert committee visit:**The committee members discussed about the preparedness of the three UG Programmes- B.Tech-ECE, CSE & EEE about NBA inspection. The three department HODs informed the committee members that they are ready in all aspects to face the NBA expert committee. The principal informed about the dates of visit to all the committee members. The principal informed to other HODs to take up the responsibilities that will be allotted to them during the visit.
- 3. Feedback Analysis of previous semester:** Student feedback of AY: 2020-21, I Sem was reviewed and HODs are asked to prepare action taken report.
- 4. Student Project monitoring:**HODs are requested to form student batches based on performance of the students up to III-I results and then allot guides based on the wiling and expertise of guides. HODs are also instructed to follow the review schedule and rubrics for internal evaluation. HODs are further requested to publish the student projects in the UGC referred/Scopus/SCI Journals.
- 5. Placement Training for II & III Year students:**The Training and Placement Officer requested to plan training programs on Reasoning & Aptitude, Communication skills and Technical Skills for improving the placements.
- 6. Budget Proposals for Financial year 2021-22:**Principal discussed with HODs about budget preparation and informed them to submit the budget proposals for the financial year 2021-22 in the prescribed format.

7. **Events to be organized in the forth coming second semester:**Principal and IQAC coordinator discussed about the events to be organized for the coming second semester.i.eWorkshops / Conferences / Guest lecturers/Skill Development Programmes and HODs are requested to plan and submit the department academic calendar.
8. **Academic Audit of 20-21 Sem-I:**IQAC members discussed about the academic audit for the 2020-21 Sem-I and decided that AAA will be conducted in the third week of March month. Due to Corona pandemic, it is decided to conduct only one audit for the first semester. Hence all HODs are requested to completethe necessary documents and make files ready for the same.
9. **Students Admissions for B.Tech, M.Tech& MBA:**The IQAC members discussed about the students admission of 2020-21 academic year. Dean-Admission is requested to submit the action plan for improving the admissions with respect to get good ranking students in the year 2021-22.
10. **Students mentoring:**The principal discussed with IQAC members about students mentoring and appreciated that mentoring process is going well. It is resolved to continue the students mentoring by faculty mentors and closely monitor the students' progress through mentors.
11. **NSS Activities:**NSS Officer was instructed to plan at least two outreach programs during the semester.
12. **News Letter Preparation:**All the IQAC members discussed about releasing news Letters. Dr.K V N V N Rao is appointed as incharge of newsletters publication. It was resolved to submit the latest activities along with the reports to prepare the latest Newsletter and it was decided to publish the news letters every trimester.
13. **Web site Updating:**IQAC members are requested to ensure their respective departments data in college website upto date in all respects.
14. **Review on various committees activities:**Principal has reviewed the activities of various committees.

Members attended:

S. No	NAME OF THE MEMBER	DESIGNATION	ROLE	
1	Dr. Naveen Kilari	Principal	Chairperson	<i>Naveen</i>
2	Dr. S. Murali Mohan	Professor, Dept. of ECE	Coordinator	<i>S.M.M.</i>
3	Dr. M. Satish Reddy	HOD, Dept. of CE	Member	<i>Satish</i>
4	Dr. D. Chandra Sekhar	HOD, Dept. of EEE	Member	<i>Chandra</i>
5	Dr. K.V.N.V.N. Rao	HOD, Dept. of ME & Vice Principal	Member	<i>K.V.N.V.N. Rao</i>
6	Dr. S. Munirathnam	HOD, Dept. of ECE	Member	<i>Munirathnam</i>
7	Dr. S. Raj Anand	HOD, Dept. of CSE	Member	<i>Raj Anand</i>
8	Dr. U. Sasikala	HOD, Dept. of H&S	Member	<i>Sasikala</i>
9	Dr. C. Sambaiiah	HOD, Dept. of MBA	Member	<i>Sambaiiah</i>
10	Mrs. D. V. Sai Sireesha	Dean, Academics	Member	<i>Sai Sireesha</i>
11	Mr. J. Prabhu Kiran	Training & Placement Officer	Member	<i>Prabhu Kiran</i>
12	Dr. A. Hemasekhar	Professor, Dept. of EEE	Member	<i>Hemasekhar</i>
13	Mrs. P. Nirupama	Assoc. Professor, Dept. of CSE	Member	<i>Nirupama</i>
14	Mr. P. Bhaskar	Asst. Professor, Dept. of ME	Member	<i>Bhaskar</i>
15	Mrs. R. Anitha	Administrative Officer	Member	<i>Anitha</i>
16	Mrs. M. Neelima	Accounts Officer	Member	<i>Neelima</i>
17	Mr. K. Guruswamy Naidu	Management Nominee	Member	<i>Guruswamy Naidu</i>
18	Ms. M. Muskhan (184M1A0494)	Student (Female)	Member	<i>M. Muskhan</i>
19	Mr. G. M. Bhargav (174M1A0532)	Student(Male)	Member	<i>M. Bhargav</i>
20	Mr. G. Guruswamy Naidu	Local Society Member (Lawyer, Lions Club Member)	Member	<i>G. Guruswamy Naidu</i>
21	Mr. N. Prabhakar Reddy	Parent (Sarpanch)	Member	<i>Prabhakar Reddy</i>
22	Mrs. M. Poojitha	Alumni (Central Govt Employee, NARL)	Member	<i>Poojitha</i>
23	Mr. D. Damodar	Employer / Recruitment Head (CEO, RAVANDS Plastech)	Member	<i>Damodar</i>

[Signature]
CO-ORDINATOR/IQAC

Vemu Institute of Technology
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Copy to:

- The Principal Office (for filing)
- The NAAC Co-Ordinator (for filing)
- The Respective members

Naveen
PRINCIPAL

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