VEMU ISTITUTE OF TECHNOLOGY:: P. KOTHA KOTA
Near Pakala, Chittoor (Dt.), Andhra Pradesh-517 112.
Internal Quality Assurance Cell

IQAC

Ref: VEMUIT/IQAC/MoM/2021-22/Sem-II   Date: 22.02.22

MINUTES OF THE MEETING (MoM)

Meeting Name:	IQAC Committee	Date of Meeting:22.02.22	Time	: (2 .00 – 3.00) PM
Agenda : As per the Agenda mentioned in the circular dated 17.02.22 from IQAC Coordinator.			**Meeting headed by:** Principal	
			MoM Prepared by: IQAC-Cordinator	

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. **Quality Initiatives:** All HODs are requested to update the documents for NAAC Accreditation & get ready in all aspects for submission of IIQA & SSR.

3. **Curricular Aspects:**

   - All HODs are informed to prepare the academic calendars for AY: 2021-22, Sem –II in line with the university   Academic Calendar by including various events for students & Staff and IQAC Coordinator to prepare the at College level.

   - Dean – Admissions requested to plan promotion activities to get quality students for AY 2022-23

4. **Teaching – Learning & Evaluation:**

   - The committee has reviewed the action taken previous semester results and advised to Segregate the subjects under three categories (i.e Easy, Moderate and Difficult) to set the targets for Result Analysis in the AY: 21-22 & Sem II.

   - All HODs informed to Articulate Course Outcomes for New courses in R19 & R20 Regulations and get approval in the Program Assessment Committee (PAC) and informed to review the CO & PO Attainment for previous semester

   - HODs are informed to plan Socially Relevant Projects as per the university guidelines and encourage & support the final year students to publish papers in quality journals.

   - The committee has advised to conduct mentoring at least two times in a semester and motivate students for more external participation.

5. **Student Support & Progression:**

   - All HODs are informed to instruct first & second year students to get Professional Society Memberships and Plan activities under above same.

   - All HODs are informed to Preparation of News Letter for every six months & Technical Magazines for every three months at department level and IQAC to prepare News Letter at college level for every three months and same to be uploaded in the college website.

- All HODs are requested to plan more Alumni talks, Career Guidance Programs, Annual Day, and Sports Day & PRAGNA.

Governance, Leadership and Management:

- The committee members have reviewed the AQAR Status for 20-21 academic year and informed IQAC Coordinator to prepare all necessary documents for Submission of AQAR 2021-22.

- HODs are informed to plan and organize Faculty Development Programmes & Skill Up Gradation Programs for teaching and Non teaching Staff respectively.

- The committee has advised IQAC Coordinator to plan and conduct internal and external Academic Audit effectively and reviewed the different formats and process.

CHAIRMAN
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