



VEMU INSTITUTE OF TECHNOLOGY:P.KOTHAKOTA

NEAR PAKALA, CHITTOOR-517112

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)

Internal Quality Assurance Cell (IQAC) MINUTES OF THE MEETING held on 13.12.2018

Venue: Principal's chamber

Date: 13.12.2018


Time: 2.00PM

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

1. 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. Action taken report of the last IQAC meeting was reviewed.
3. HODs are asked to prepare and submit department level Plan of action by 23.12.2018
4. Student feedback of 2018-19 2nd sem was reviewed and HODs are asked to prepare action taken report.
5. It was resolved to continue the students mentoring by faculty mentors and resolved to closely monitor the students' progress through mentors
6. It is resolved to finalize the subject allocation II, III and IV B.Tech even semester on or before 21.12.2018
7. It is resolved to have a fair internal examination evaluation in strict adherence to the university guidelines
8. Research and consultancy projects are pursued and resolved to work on submission of projects to various funding agencies such as DST, UGC and AICTE etc. and also decide that every faculty must publish one paper in this semester.
9. HODs are requested to ensure their respective departments data in college website upto date in all respects.
10. It is resolved to conduct a national level technical symposium i.e Pragna 2k19 on grand scale and Dr.K.V.N.V.N. Rao HOD ,ME is nominated as convener for the same.
11. It is resolved to identify the best projects from the projects exhibited by the students in the Pragna-2k19 conducted recently
12. Mr.B.Venkata Ramana, Associate Professor, ME is asked to prepare the latest News letter
13. It is resolved to conduct CRT training to the eligible students for TCS placement drives through the internal sources.
14. NSS Officer was instructed to plan at least two outreach programs during the semester

15. The Librarian was instructed to assist the students in using the E-library / Journals / NPTEL material etc.
16. Department-wise Budget proposals were invited, should reach the Principal within a fortnight
17. The Training & Placement Cell in consultation with the HODs was advised to plan Career aspects after B.Tech.
18. It was decided to send the students to participate in student activities like symposiums to other colleges and in other states
19. It was decided to conduct EDC cell activities in this semester
20. It was resolved to organize at least one workshop to the students for this semester.
21. It was decided to conduct College day celebrations on 23rd March 2019.
22. Alumni committee is asked to plan Alumni meeting before NAACH
23. Sports committee is asked to plan Sports for both boys and girls separately before NAACH


IQAC Coordinator
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IQAC
Vemu Institute of Technology
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Principal & Chair Person of IQAC
CHAIRMAN
IQAC
Vemu Institute of Technology
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INTERNAL QUALITY ASSURANCE CELL

The IQAC cell members attended for meeting are:

S. NO	NAME	DEPARTMENT	DESIGNATION	ROLE	Signature
1	Dr T Chandrasekhar Rao		Principal	Chairperson	
2	Dr. A. Hemasekhar	EEE	Professor	Coordinator	
3	Dr. S. Satish Reddy	CE	HOD	Member	
4	Dr. D. Chandra Sekhar	EEE	HOD	Member	
5	Dr. K.V.N.V.N. Rao	ME	HOD & Vice Principal	Member	
6	Dr. M. Munirathnam	ECE	HOD	Member	
7	Dr. D. Murali	CSE	HOD	Member	
8	Mrs. D. V. Sai Sireesha	H & S	HOD	Member	
9	Dr. C. Sambaiah	MBA	HOD	Member	
10	Mr. J. Prabhu Kiran	T&P	TPO	Member	
11	Mr. K. Guruswamy Naidu	Management	Management Nominee	Member	
12	Mr. G. Guruswamy Naidu	Local Society	Local Society Member	Member	
13	Mrs. R. Anitha	Administration	AO	Member	
14	Mrs. M. Poojitha	Alumni	Alumni	Member	
15	Ms. B. J. Lasya Priya (164M1A0405)	Student	Student (Female)	Member	
16	Mr. G. M. Bhargav (174M1A0532)	Student	Student(Male)	Member	
17	Mr. D. Damodar	Employer	Recruitment Head	Member	
18	Mr. N. Prabhakar Reddy	Parent	Parent (Sarpanch)	Member	
19	Dr. G. Elayaraja	ECE	Professor	Member	
20	Dr. G. Sunil Gavaskar	CSE	Professor	Member	

IQAC Coordinator

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Principal & Chair Person of IQAC

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