



# 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/2019-20

Date: 28.12.2019

### MINUTES OF THE MEETING

AY: 2019-20, II Sem

Date: 28.12.2019

Venue: The Principal's chamber

Time: 2.00PM

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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 31.12.2019
4. Student feedback of AY: 2019-20, I 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 have a fair internal examination evaluation in strict adherence to the university guidelines
7. 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. The HODs are requested to motivate the staff and students to submit the projects to the Tech fests.
8. The Training & Placement Cell in consultation with the HODs was advised to plan Career aspects after B.Tech.
9. It is resolved to conduct CRT training to the eligible students for placement drives through the internal sources and advised to increase the more students to be placed.

10. Department-wise Budget proposals were invited, should reach the Principal within a fortnight
11. It is resolved to conduct Workshops / Conferences / Guest lecturers / Skill Development Programmes department wise.
12. The Librarian was instructed to assist the students in using the E-library / Journals / NPTEL material etc.
13. NSS Officer was instructed to plan at least two outreach programs during the semester
14. It is resolved to conduct a national level technical symposium i.e Pragna 2k20 in the last week of February, 2k20 and Dr. S. Satish Reddy(HOD/CE), Mrs. B.Saroja, Associate Professor (ECE) are nominated as Coordinator and Co-Coordinator for the same.
15. Sports committee is asked to plan Sports for both boys and girls separately before NAACH.
16. It was decided to conduct NAACH, College day celebrations in the end of February 2020.
17. It is proposed to conduct Alumni meet in grand manner in the second week of February,2020.
18. It is resolved to organize Traditional day on March 24, 2020 and Mrs. C. Geetha, Associate Professor (ECE) and Mr. V. Sivaji, Associate Professor (HAS) are nominated as Coordinator and Co-Coordiators.
19. All the HODs are requested to submit the latest activities along with the reports to prepare the latest News letter.
20. HODs are requested to ensure their respective departments data in college website upto date in all respects.
21. It was decided to conduct EDC cell activities in this semester
22. HODs are requested to submit the Academic Administrative Audit report as earliest.
23. It is resolved to identify the best practices to be followed by the various committees to strengthen.

**Members attended:**

S. No	NAME OF THE MEMBER	DESIGNATION	ROLE
1	Dr. Naveen Kilari	Principal	Chairperson
2	Dr. S. Murali Mohan	Professor, Dept. of ECE	Coordinator
3	Dr. S. Satish Reddy	HOD, Dept. of CE	Member
4	Dr. D. Chandra Sekhar	HOD, Dept. of EEE	Member
5	Dr. K.V.N.V.N. Rao	HOD , Dept. of ME & Vice Principal	Member
6	Dr. M. Munirathnam	HOD, Dept. of ECE	Member
7	Dr.G. Prabhu Kanna	HOD, Dept. of CSE	Member
8	Dr. U. Sasikala	HOD, Dept. of H&S	Member
9	Dr. C. Sambaiah	HOD, Dept. of MBA	Member
10	Mrs. D. V. Sai Sireesha	Co-Ordinator, NBA	Member

S. No	NAME OF THE MEMBER	DESIGNATION	ROLE
11	Mr. J. Prabhu Kiran	Training & Placement Officer	Member
12	Dr. A. Hemasekhar	Professor, Dept. of EEE	Member
13	Mrs. P. Nirupama	Assoc. Professor, Dept. of CSE	Member
14	Mr. P. Bhaskar	Asst. Professor, Dept. of ME	Member
15	Mrs. R. Anitha	Administrative Officer	Member
16	Mrs. M. Neelima	Accounts Officer	Member
17	Mr. K. Guruswamy Naidu	Management Nominee	Member
18	Ms. B. J. Lasya Priya (164M1A0405)	Student (Female)	Member
19	Mr. G. M. Bhargav (174M1A0532)	Student(Male)	Member
20	Mr. G. Guruswamy Naidu	Local Society Member (Lawyer, Lions Club Member)	Member
21	Mr. N. Prabhakar Reddy	Parent (Sarpanch)	Member
22	Mrs. M. Poojitha	Alumni (Central Govt Employee, NARL)	Member
23	Mr. D. Damodar	Employer / Recruitment Head (CEO, RAVANDS Plastech)	Member

  
 IQAC Co-Ordinator  
**COORDINATOR**  
**IQAC**  
 Vemu Institute of Technology  
 P.Kothakota-517 112

  
 PRINCIPAL  
 CHAIRMAN  
**IQAC**  
 Vemu Institute of Technology  
 P.Kothakota-517 112

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