



Vidya Jyothi Institute of Technology

An Autonomous Institution

(Accredited by NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)
Aziznagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/IQAC 1/2014-15

09/09/2014

Attention: IQAC members

The 1st meeting of the Internal Quality Assurances Cell (IQAC) is scheduled at 2.00 pm on **09 September 2014** at the Institute premises,
Venue: Director's Chamber,
You are requested to attend the same without fail.

Agenda

ITEM	Agenda Point
Item No 1	Introduction of IQAC members by Chairperson
Item No 2	Opening words by Chairperson
Item No 3	Introduction Speech by Dr. B.Satyanarayana Reddy IQAC Coordinator
Item No 4	Welcoming members and self-introduction of the members.
Item No 5	IQAC Role, Objectives and Functions demonstrated by Coordinator
Item No 6	IQAC Contribution to Teaching -Learning process.
Item No 7	IQAC meeting pertaining prospective plan for 2014-15.
Item No 8	Department wise NAAC coordinators to be identified.
Item No 9	Creating email id and creation of separate window on website for IQAC.
Item No 10	Any other suggestion/ ideas.
Item No 11	Any other matter with the permission of the chair.

Looking forward to meeting you,

With kind regards,

Yours sincerely,

(Dr.P.Venugopal Reddy)

Chairman, IQAC

Copy to: Circulation among IQAC members



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IQAC Meeting 1

The meeting of IQAC members of Vidya Jyothi Institute of Technology, Hyderabad is held on 09 September 2014 in the director's chamber at 2 Pm to discuss the agenda given in the circular. The following members are present.

Minutes of Meeting of first IQAC

With reference to Point No 1: The committee was constituted as per the 12th plan guidelines for establishment and monitoring of the IQAC in college (2012-17).

Member		Name	Position
Chairman	1	Dr. P. Venugopal Reddy	Director
Vice Chairperson	2	Dr.A.Padmaja	Principal
Coordinator IQAC	3	Dr. B. Sathya Narayana Reddy	A.O
Program coordinators	4	Prof.M.Ravi	HOD (CSE)
	5	Dr. M.V.Krishna Rao	HOD (ECE)
	6	Prof. G.Sreeram Reddy	HOD(Mechanical)
	7	Dr. Archanaa Dongre	HOD (Civil)
	8	Prof. S.M.Zafarullah	HOD (EEE)
	9	Ms. G.Srilatha	Academic Co-coordinator
	10	Prof. B.Srinivasulu	HOD IT & COE
	11	Dr. R.Rama Krishna	HOD (H&S)
Administrative Officer	12	Mr. R. Venkata Chalam	Sr. Administrative Officer
Nominee form local Society	13	Prof. M. Bhagavath Rao	Local Society
Nominees from employers/Industries	14	Dr. M.V. Krishna Murthy,	M.D., United Online Software Dev. India Pvt Ltd.

With reference to Point No 2: Opening words by Chairperson

Chairman discussed on the formation of IQAC cell at VJIT and responsibilities.

The committee was constituted as per the 12th plan guidelines for establishment and monitoring of the IQAC in college (2012-17).



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With reference to Point No 3: Introduction Speech by Dr. B.Satyanarayana Reddy IQAC Coordinator

IQAC coordinator discussed on the goals of IQAC, functions of IQAC, about submission of AQAR yearly, and benefits of IQAC.

With reference to Point No 4: Self introduction of the members

All the members constituted above introduced them self.

With reference to Point No 5: About IQAC

In the meeting the following are discussed in detailed. All the members agreed to follow the IQAC functions.

The functions of IQAC were discussed and informed the committee members.

1. Goals

- To develop a quality system for conscious, consistent and catalytic programmed action
- To improve the academic and administrative performance of the College
- To promote measures for institutional functioning towards quality enhancement through Internationalization of quality culture and institutionalization of best practices

2. The IQAC shall have the following function

Development and application of quality benchmarks/parameters for the various academic and Administrative activities of the Colleges;

Facilitating the creation of a learner-centric environment conducive for quality education and Faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and Promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality Improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including Adoption and dissemination of good practices



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- Development and maintenance of institutional database through MIS for the purpose of Maintaining / enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the Quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, ABET) in the prescribed format;
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and Enhancement endeavors.

3. Follow up

- The AQAR shall be approved by the statutory bodies of the Colleges for the follow up action for necessary quality enhancement measures.
- The Colleges shall regularly submit AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies.
- Colleges shall submit AQARs and / or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for.
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities, as well as for hosting the AQAR.

4. Benefits of IQAC

- Ensure heightened level of clarity and focus in institutional functioning towards quality Enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and integration among the various activities of the college and good Practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in the Colleges



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- Build an organized methodology of documentation and internal communication

With reference to Point No 6: IQAC Contribution to Teaching -Learning process.

Measures taken to improve teaching-learning process are discussed and summarized.

- IQAC conducts Periodically FDP 'sent teaching methodologies, communication skills and recent transformations in engineering education
- IQAC monitors the teaching abilities of faculty and take measures to improve teaching skills.
- Collaborations with IUCEE in teaching and learning practices to improve quality of teaching.
- Implementation of Teaching/Learning process using Multimedia lectures, CBT lectures, NPTEL video lectures, IUCEE webinars etc.
- Faculty Orientation Programmes are organized in the beginning of every academic year in basic pedagogy
- Faculty certification program training by International Society for Engineering Education
- Faculty gave lectures in GENTLE : Global Education network for teaching & learning.
- Faculty course content development faculty are involved in course content development in collaboration with IIIT enhance education.
- Guest lecturers in various domains by eminent academicians, Technologists, researchers etc.
- STEM (Science, Technology, and Engineering & Mathematics) based training to meet global needs.
- Implementation of Project based learning by faculty in the departments.
- Appraisal done at the end of every academic year.
- Incentives to faculty for research, research publications and qualification up gradation.
- To nurture and fortify the skills of the students and faculty all the departments has Departmental Associations.
- Departmental Associations and clubs are functioning along with various National and International Professional Bodies like ISTE, ACM, CSI and IETE Institutional and Students Chapters.
- Publication of College Magazine Cartwheel.
- IQAC monitors the faculty to use latest teaching methodologies in the class room.
- IQAC encourages staff members to publish papers in reputed Journals.
- IQAC help faculty members to write research proposals to UGC, DST, AICTE and ISTE.
- Development of Quality benchmark / parameters for various academic and administrative activities of the institute.
- Organization of workshops, seminars and quality related themes.
- Documentation of various programmes / activities leading to quality improvement.
- Conducting internal quality, Academic quality audit periodically.
- In addition self-assessment report from faculty is collected and analyzed.
- Students feedback is collected and analyzed to improve the quality of teaching and necessary action taken on the faculty with low feedback.



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With reference to Point No 7: IQAC meeting pertaining prospective plan for 2014-15.
The plan for the 2014-15 was discussed in the meeting.

The objectives considered under IQAC center of excellence for the session 2014-15 are as follows:

- Provide Stake holders satisfaction.
- Maintain and upgrade standards.
- Bringing accountability in every aspects of its functioning.
- Improve working conditions and motivation level of its teaching.
- To create an image and visibility of the institution.
- To bring consistency in its functioning so that quality becomes integral part of our college.
- Emphasis on curriculum aspects.
- Teaching learning and its evaluation.
- To focus more on PBL & student centric learning.

With reference to Point No 8: Department wise NAAC coordinators were identified and the work has been initiated with effect from 01-02-2015 for the submission of SSR.

S.No	Name of the department	Name of the Responsible Person
1	CSE	D.Venkateshwarlu
2	ECE	M.Rajendra Prasad
3	EEE	T.Parameshwar
4	IT	R.Yogesh
5	MACHANICAL	K.Rajesh Kumar
6	CIVIL	R.S.Lakshmi
7	S&H	R.Muralidar Reddy
8	MBA DEPARTMENT	P.Sunila Bharathi

With reference to Point No 9: Creating email id and creation of separate window on website for IQAC.

Separate Email Id and separate window in web site was created for IQAC.

Email Id: coordinator@vjit.ac.in

Web Site:



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With reference to Point No 10: Any other suggestion/ ideas.

With reference to Point No 11: Any other matter with the permission of the chair.

Usage of NMEICT in lab & theory courses.

End of the Minutes

1.Dr.P.Venugopal Reddy	2. Dr.A.Padmaja	3. Dr.B.Sathya Narayana Reddy	4.Prof.M.Ravi
5.Dr.M.V.Krishna Rao	6.Prof.G.Sreeram Reddy	7.Dr. Archanaa Dongre	8.Prof. S.M.Zafarullah
9.Ms. G.Srilatha	10.Prof. B.Srinivasulu	11.Dr. R.Rama Krishna	12.Mr. R. Venkata Chalam
13.Prof. M. Bhagavath Rao	14.Dr. M.V. Krishna Murthy		