



VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute, Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: vijayatechfw@gmail.com, Web: www.vitw.edu.in

College Code: NP, Enikepadu, Vijayawada-521108

Ref No: VITW/IQAC/2023-2024/CIR-16

Date: 29-04-2024

Circular

This is to inform all the members of the IQAC committee that a meeting is scheduled on 06-05-2024 at 2.00pm in IQAC board room to discuss the following points.

AGENDA:

1. Faculty Awards
2. Review of Syllabus
3. Projects
4. Preparation for NAAC Peer team visit
5. Training Program for faculty on CO-PO attainment.

K. Prasanna
CO-ORDINATOR

G. Chm
PRINCIPAL

PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary *B.M.*

2. The Principal *G*

3. All HoDs *Prasad, Anu, W.S.F.*

4. All Members of IQAC *Prasad, D. Rajitha, N. G. S., G. S. S., Krishna, E. Vaibhavi*



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College Code: NP, Enikepadu, Vijayawada-521108

Ref No: VITW/IQAC/2023-2024/MOM-15

Date: 08-05-2024

MINUTES OF THE MEETING

The meeting of IQAC is on 06-05-2024 at 2.00 pm at IQAC board room. Following Members are present during the Meeting:

S. No.	Name of the Person	Designation	Position	Signature
1	Dr.G.Chenchamma	Professor & Principal	Chairperson	
2	Ms.K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr.B.S.Sri Krishna	Secretary, SRK Foundation	Management Member	
4	Dr.V.Raghava Lakshmi	Vice Principal & HoD(FED)	Member	
5	Dr.P.Subbaiah	Professor & HoD(CSE)	Member	
6	Mrs.Y.Vijaya	Associate Professor, HoD(IT)	Member	
7	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
8	Mr.J.Krishna	Associate Professor, HoD(EEE)	Member	
9	Dr.G.Madhu Sri	Associate Professor, HoD(MBA) & NSS Program Officer	Member	
10	Mr.Y.SrinivasaRao	Administrative Officer	Member	
11	Mr.V.GovindaRao	Managing Director, Microlink Information Technologies	Member	
12	Ms. D.Pujitha	Alumni(19NP1A0566)	Member	
13	Ms. E.Vaibhavi	Student(21NP1A1216)	Member	
14	Mr. D.Venkata Hanumantha Rao	Parent	Member	



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Ref No: VITW/IQAC/2023-2024/CIR-15

Date: 30-12-2023

Circular

This is to inform all the members of the college IQAC committee that a meeting will be scheduled on 05-01-2024 at 1.00pm in IQAC board room to discuss the following points.

AGENDA:

1. Review of Results
2. Planning of Remedial/Makeup classes
3. To Update College Website
4. Planning of Added Value Programs
5. Discussion on R&D, IPR & EDC Cell events

K. Prasanna
CO-ORDINATOR

G. Uma
PRINCIPAL

PRINCIPAL
VIJAYA INSTITUTE OF
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ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary *BM*
2. The Principal *G*
3. All HoDs *WJG*
4. All Members of IQAC *N. Lakshmi*, *N. Lakshmi*, *E. Vaibhavi*



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Ref No: VITW/IQAC/2023-2024/MOM-14

Date: 05-01-2024

MINUTES OF THE MEETING

The Chairperson Dr.G.Chenchamma welcomed the members for the meeting held on 05-01-2024 at 1.00pm in IQAC board room. The following points were discussed in the meeting.

S. No.	Name of the Person	Designation	Position	Signature
1	Dr.G.Chenchamma	Professor & Principal	Chairperson	G.Chen
2	Ms.K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	K.Prasuna
3	Mr.B.S.Sri Krishna	Secretary, SRK Foundation	Management Member	B.S.Sri Krishna
4	Dr.V.Raghava Lakshmi	Vice Principal & HoD(FED)	Member	V.Raghava Lakshmi
5	Dr.P.Subbaiah	Professor & HoD(CSE)	Member	P.Subbaiah
6	Mrs.Y.Vijaya	Associate Professor, HoD(IT)	Member	Y.Vijaya
7	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	K.Murali
8	Mr.J.Krishna	Associate Professor, HoD(EEE)	Member	J.Krishna
9	Dr.G.Madhu Sri	Associate Professor, HoD(MBA) & NSS Program Officer	Member	G.Madhu Sri
10	Mr.Y.SrinivasaRao	Administrative Officer	Member	Y.SrinivasaRao
11	Mr.V.GovindaRao	Managing Director, Microlink Information Technologies	Member	V.GovindaRao
12	Ms. D.Pujitha	Alumni(19NP1A0566)	Member	D.Pujitha
13	Ms. E.Vaibhavi	Student(21NP1A1216)	Member	E.Vaibhavi
14	Mr. D.Venkata Hanumantha Rao	Parent	Member	Venkata Hanumantha Rao



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Resolutions:

- The academic results have been reviewed by the Coordinator. Departments will further analyze the results to identify areas of improvement and implement necessary measures to support students.
- It was emphasized to ensure the smooth conduction of remedial/makeup classes for students who require additional assistance. Departments will coordinate and schedule these classes accordingly.
- The college website will be updated with current information, including academic programs, faculty details, and upcoming events.
- Add-On courses and programs will be organized to provide students with additional skills and knowledge beyond the regular curriculum. Departments will collaborate to plan and implement these programs effectively.
- Discussion on R&D, IPR & EDC Cell events: The success of past seminars, particularly the one conducted in September 2023, was noted. It was agreed to continue organizing seminars and events on R&D, IPR, and Entrepreneurship to promote awareness and engagement among students. Heads of Departments will encourage student participation in these events.

The meeting ended with the vote of thanks proposed by Ms.K.Prasuna the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

K. Prasuna
CO-ORDINATOR

G. Chm
PRINCIPAL

PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary *B.M.*

2. The Principal *G.*

3. All HoDs *M. G. P.M.L.*

4. All Members of IQAC

D. Rajitha

Reddy

Krish
G. Vaibhavi
N. Geetha



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Ref No: VITW/IQAC/2023-2024/CIR-14

Date: 05-09-2023

Circular

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 11-09-2023 at 2.00pm at IQAC board room to discuss on the following agenda points:

AGENDA:

1. To review and confirm the previous minutes of meeting
2. To discuss ICT tools implementation.
3. To discuss on Internships, Community based projects.
4. To discuss on Industrial Visits.
5. To discuss on MoUs.
6. To discuss R&D.

All members of IQAC are requested to attend the meeting.

K. Prasanna
CO-ORDINATOR

G. Chinn
PRINCIPAL

PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary *[Signature]*

2. The Principal *[Signature]*

3. All HoDs *[Signature]*

4. All Members of IQAC *[Signature]*

[Handwritten signatures and initials of various staff members]



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RefNo: VITW/IQAC/2023-2024/MOM-13

Date: 11-09-2023

MINUTES OF THE MEETING

The IQAC meeting was held on 11-09-2024 at 2.00pm at IQAC board room. Following members were present during the meeting:

S. No.	Name of the Person	Designation	Position	Signature
1	Dr.G.Chenchamma	Professor & Principal	Chairperson	
2	Ms.K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr.B.S.Sri Krishna	Secretary, SRK Foundation	Management Member	
4	Dr.V.Raghava Lakshmi	Vice Principal & HoD(FED)	Member	
5	Dr.P.Subbaiah	Professor & HoD(CSE)	Member	
6	Mrs.Y.Vijaya	Associate Professor, HoD(IT)	Member	
7	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
8	Mr.J.Krishna	Associate Professor, HoD(EEE)	Member	
9	Dr.G.Madhu Sri	Associate Professor, HoD(MBA) & NSS Program Officer	Member	
10	Mr. Y.SrinivasaRao	Administrative Officer	Member	
11	Mr. V.GovindaRao	Managing Director, Microlink Information Technologies	Member	
12	Ms. D.Pujitha	Alumni(19NP1A0566)	Member	
13	Ms. E.Vaibhavi	Student(21NP1A1216)	Member	
14	Mr. D.Venkata Hanumantha Rao	Parent	Member	



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Resolutions:

At the outset, the Chairperson welcomed all the present and commenced the meeting. The Chairperson informed that the IQAC has been reconstituted with a larger objective to make the institute as one of the best institute of the city by providing quality education and continuously building the capabilities among the faculty. There after the coordinator called the agenda for the meeting.

- The previous minutes of meeting were unanimously approved and filed.
- During the meeting the members discussed on ICT tools usage and chairperson requested all the HoDs to monitor the faculty and insist them for ICT tools implementation for the student skills improvement.
- During the meeting all the members discussed on internships, and identified few companies which are offering internships.
- During the meeting the chairperson requested the entire faculty to look into Community Based Projects and to bring a proper awareness among students about its implementation and reviewed the previous CB projects.
- During the meeting the members discussed on Industrial visits and identified a few industries or companies in order to send the students.
- During the meeting all the members discussed on functional MoUs and new MoUs to be considered for renewal for the benefit of the student.
- To improve the R&D activities all the faculties are encouraged to publish quality papers in Sci/Scopus/Web of Science journals.

The meeting ended with the vote of thanks proposed by Ms.K.Prasuna the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

K. Prasuna
CO-ORDINATOR

G. Chon
PRINCIPAL
PRINCIPAL

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ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary *B.M.*
2. The Principal *CS*
3. All HoDs *CS* *ALL* *WJ*
4. All Members of IQAC *VP* *WJ*

D. Rajitha

Shobha *Krish*
E. Vabhar



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Ref No: VITW/IQAC/2023-2024/CIR-13

Date: 01-07-2023

Circular

All the members of IQAC are informed that a meeting is scheduled on 07-07-2023 at 2.00pm in IQAC board room to discuss the below agenda:

AGENDA:

1. It is proposed to reconstitute the IQAC Committee for the academic year 2023-24.
2. To review and confirm the previous minutes of meeting.
3. To discuss the academic audit report of 2022-23.

All members of the IQAC are requested to attend the meeting.

K. Prasanna
CO-ORDINATOR

G. Chm
PRINCIPAL

PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary *BMT*
2. The Principal *G*
3. All HoDs *nees G*
APML
4. All Members of IQAC *prasa*

4/2/
D. P. Jitha
G. Vaibhavi
Krish



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Ref No: VITW/IQAC/2023-2024/MOM-12

Date: 07-07-2023

MINUTES OF THE MEETING

The meeting of IQAC was held on 07-07-2023 at 2.00pm at IQAC board room. The members decided to reconstitute the IQAC cell as per the norms of the NAAC. The Members of the IQAC committee are as follows

S. No.	Name of the Person	Designation	Position	Signature
1	Dr.G.Chenchamma	Professor & Principal	Chairperson	
2	Ms.K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr.B.S.Sri Krishna	Secretary, SRK Foundation	Management Member	
4	Dr.V.Raghava Lakshmi	Vice Principal & HoD(FED)	Member	
5	Dr.P.Subbaiah	Professor & HoD(CSE)	Member	
6	Mrs.Y.Vijaya	Associate Professor, HoD(IT)	Member	
7	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
8	Mr.J.Krishna	Associate Professor, HoD(EEE)	Member	
9	Dr.G.Madhu Sri	Associate Professor, HoD(MBA) & NSS Program Officer	Member	
10	Mr.Y.SrinivasaRao	Administrative Officer	Member	
11	Mr.V.GovindaRao	Managing Director, Microlink Information Technologies	Member	
12	Ms. D.Pujitha	Alumni(19NP1A0566)	Member	
13	Ms. E.Vaibhavi	Student(21NP1A1216)	Member	
14	Mr. D.Venkata Hanumantha Rao	Parent	Member	



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Resolutions:

- The IQAC Committee for the academic year 2023-24 has been reconstituted with the all the members decision.
- The minutes of the previous meeting held on 20-05-2023 have been confirmed without any amendments.
- The committee resolves to implement the recommendations outlined in the academic audit report of 2022-23 to enhance the academic quality and performance of the institution.

K. Prasanna
CO-ORDINATOR

S. Chm
PRINCIPAL

PRINCIPAL
VIJAYA INSTITUTE OF
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ENIKEPADU, VIJAYAWADA-521 108.

Copy To:

1. The Secretary
2. The Principal
3. All HoDs
4. All Members of IQAC

RMT

CPM
A.P.C.U. UGH
V. Prasanna

D. Rajitha

E. Vaishnavi
K. Sri



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Ref No: VITW/IQAC/2023-2024/CIR-13 Date: 01-07-2023

Proceedings – Nomination – Coordinator-Members-Internal Quality Assurance Cell

Internal Quality Assurance cell at Vijaya Institute of Technology for Women has been established on 06-12-2021 to develop a system for continuous, consistent and catalytic improvement in the overall performance of the institution. In view of request to relive from IQAC by few members, new body has been constituted with following members with immediate effect.

S. No.	Name of Person	Designation	Designation
1	Dr. G. Chenchamma	Chair Person & Principal	Chairperson
2	Ms. K. Prasuna	IQAC Coordinator, HoD (ECE)	Coordinator
3	Mr. B. S. Sri Krishna	Secretary, SRK Foundation	Management
4	Dr. V. Raghava Lakshmi	Vice Principal, HoD (Fed)	Member
5	Dr. P. Subbaiah	Associate Professor & HoD (CSE)	Member
6	Mrs. Y. Vijaya	Associate Professor & HoD (IT)	Member
7	Mr. K. Murali	Associate Professor, HoD (AIML)	Member
8	Mr. J. Krishna	Assistant Professor, HoD (EEE)	Member
9	Dr. G. Madhu Sri	Associate Professor, HoD (MBA) & NSS Program Officer	Member
10	Mr. Y. Srinivasa Rao	Administrative Officer	Member
11	Mr. V. Govinda Rao	Managing Director, Microlink Information Technologies	Member
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13	Ms. E. Vaibhavi	Student (21NP1A1216)	Member
14	Mr. D. Venkata Hanumantha Rao	Parent	Member

Copy to all members


PRINCIPAL
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