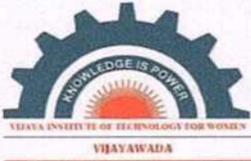Ref No: VITW/IQAC/2021-2022/CIR-01   Date: 06-12-2021

CIRCULAR

The college strongly believes that **"prevention is better than cure"**, quality assurance ensures seamless services to students by setting clear quality goals, defining criteria and implementing control measures. To achieve this college has decided to setup Internal Quality Assurance Cell(IQAC) Committee, to develop and promote a quality culture by coordinating all quality-related activities.

The IQAC Cell shall comprise the following faculty as its members:

S. No.	Name of the Person	Designation	Designation in the Committee
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member
15	Ms. S.Prathyusha	Alumni(17NP1A0458)	Member
16	Ms. T.Kowsalya	Student(19NP1A0424)	Member
17	Mrs. Y.Anjani	Parent	Member

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College Code: NP, Enikepadu, Vijayawada-521108

The IQAC shall be responsible for the following:

- Development and implementation of quality assurance policies and procedures.
- Design and implementation of quality assessment and accreditation processes.
- Monitoring and evaluation of academic and administrative activities to ensure quality standards are met.
- Facilitating and coordinating internal and external quality audits.
- Conducting regular reviews and analysis of internal performance.
- Promoting research and innovation in teaching-learning processes.
- Developing mechanisms for feedback collection from stakeholders.
- Organizing and conducting faculty and staff development programs.

K.Prasana
CO-ORDINATOR

PRINCIPAL

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

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Ref No: VITW/IQAC/2021-2022/CIR-02   Date: 06-12-2021

CIRCULAR

The First meeting of IQAC is scheduled on 09-12-2021 at 1.00pm at Principal's Chamber to discuss the following agenda points:

AGENDA:

1. Brief overview of objectives for constituting the IQAC and its scope.
2. Recording and documentation of the acceptance of IQAC members.
3. Discussion and agreement on the roles and responsibilities of IQAC members.
4. Research and innovation activities and their integration with the institution's quality enhancement efforts.
5. Open floor for additional points and discussions with the permission of the Chair.
6. Scope of IQAC

All Members of IQAC are requested to attend the meeting.

K.Prasena
CO-ORDINATOR

PRINCIPAL

Copy To:
1. The Secretary
2. The Principal
3. All HoDs
4. All Members of IQAC
5. Office

Ref No: VITW/IQAC/2021-2022/MOM-01   Date: 10-12-2021

MINUTES OF MEETING

The First meeting of IQAC was held on 9-12-2021 at 1:00pm at Principal's Chamber.

Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	G.Chan
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	K.Prasuna
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	Bm.
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	ACP Ranjani
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member	
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	M.Saranya
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	N.Uf
15	Ms. S.Prathyusha	Alumni(17NP1A0458)	Member	S.Prathyusha
16	Ms. T.Kowsalya	Student(19NP1A0424)	Member	T.Kowsalya
17	Mrs. Y.Anjani	Parent	Member	Y.Anjani

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The IQAC coordinator initiated the meeting by extending a warm welcome to all participants and expressed gratitude for their attendance. Subsequently, provided a concise overview of the meeting's agenda. The coordinator elucidated that the formation of the IQAC aimed at securing continuous improvement and enhancing the overall quality of the education. The IQAC shoulders the responsibility of establishing a system conducive to conscious, consistent, and catalytic improvements in internal performance.

The coordinator presented the meeting's agenda, encompassing various topics for discussion and resolution. Opening the floor for discussion, the coordinator encouraged participants to share their perspectives, suggestions, and concerns related to the agenda items. Active participation and the contribution of ideas were emphasized for the betterment of the institution.

Ensuring meticulous documentation of resolutions, the coordinator conveyed the importance of accountability and assigned responsibilities to individuals tasked with implementing the resolutions. In concluding remarks, she advocated for a collaborative approach towards quality enhancement and continuous improvement. Participants were requested to engage actively in future IQAC endeavors, and the coordinator expressed gratitude for their valuable contribution, encouraging sustained involvement in ongoing efforts to uphold and improve internal quality.

The IQAC's scope was defined to include the encouragement and support of research and innovation activities, as well as ensuring the quality and relevance of academic programs.

The following Scope was fixed for IQAC:
Encouraging and supporting research and innovation activities, Ensuring the quality and relevance of academic programs.

Resolutions:

During the meeting, all the members have accepted to be as members for the academic year 2021-2022. It was discussed to encourage faculty members to integrate active learning strategies in their syllabi, such as group discussions, case studies, problem-solving exercises, or hands-on projects. This can help foster student engagement, critical thinking, and application of knowledge. The Coordinator on the basis of suggestions from all the IQAC members suggested to Promote interdisciplinary collaboration among faculty members to foster innovative research ideas and enhance the quality and impact of their work.

The Minutes are issued with the approval of the Chairperson.

K.Prasona
CO-ORDINATOR

G.chm
PRINCIPAL

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2. The Principal
3. All HoDs
4. All Members of IQAC
5. Office

Ref No: VITW/IQAC/2021-2022/CIR-03   Date: 10-01-2022

CIRCULAR

The Second meeting of IQAC is scheduled on 17-01-2022 at 1:30pm at the Principal's Chamber to discuss the following agenda points:

AGENDA:

1. To discuss the strategies, functions, goals of the IQAC of the College.

2. To discuss the quality enhancement & enrichment policies of the Institute.

3. To discuss the Quality benchmarks by various academic and administrative activities.

4. To decide the guidelines for setting up targets for attainment of Program Outcomes, Course Outcomes and Program Educational Outcomes.

5. To decide plan of action for NAAC, IQAR & SSR Preparation.

6. To conduct workshops and add on programs.

All members of IQAC are requested to attend the meeting.

K. Prasina
CO-ORDINATOR

G. Chon
PRINCIPAL

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Ref No: VITW/IQAC/2021-2022/MOM-02   Date: 19-01-2022

MINUTES OF MEETING

The Second meeting of IQAC was held on 17-01-2022 at 1:30pm at Principal's Chamber.
Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member	
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. S.Prathyusha	Alumni(17NP1A0458)	Member	
16	Ms. T.Kowsalya	Student(19NP1A0424)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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Resolutions:

- All the IQAC members discussed on academic administrative audit report and few changes were said by the chairperson to enhance the teaching quality.

- During the meeting the chairperson advised to conduct awareness programmes on outcome based education.

- All the members discussed and decided to use Information and Communication Technology (ICT) in classroom teaching to ensure quality in teaching.

- The IQAC set up the following guidelines for setting Course Outcomes (CO) and Program outcomes (PO).

- The Committee encouraged the faculty members to attend FDP's for their Professional development and this will help the students eventually. Faculty members were directed to submit the proofs of attending FDPs for placing it on record.

- It was informed by the Chairperson during the meeting that the College will host FDP on OBE. The IQAC concurred to the same and expressed the opinion that hosting of such events for the betterment of students and faculties is a Good sign.

- The committee reviewed add-on programs, Campus Recruitment Training, IPR, R&D and EDC cell seminars conducted at college.

The Minutes are issued with the approval of the Chairperson,

K. Prasuna
CO-ORDINATOR

PRINCIPAL

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2. The Principal
3. All HoDs
4. All Members of IQAC
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Ref No: VITW/IQAC/2021-2022/CIR-04   Date: 19-03-2022

CIRCULAR

The Third meeting of IQAC is scheduled on 25-03-2022 at 1:00pm at the Principal's Chamber to discuss the following agenda:

AGENDA:

- Allotment of criteria wise coordinators and other members to work on IQAC.
- To discuss NSS Activities and audits
- Fire Safety
- To increase Library Books
- Conduct Academic and Administrative audit

All members of IQAC are requested to attend the meeting.

K. Prasena
CO-ORDINATOR

PRINCIPAL

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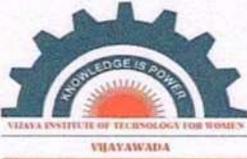Ref No: VITW/IQAC/2021-2022/MOM-03   Date: 26-03-2022

MINUTES OF MEETING

The Third meeting of IQAC was held on 25-03-2022 at 1.00pm at Principal's Chamber.
Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member	
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. S.Prathyusha	Alumni(17NP1A0458)	Member	
16	Ms. T.Kowsalya	Student(19NP1A0424)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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The Chairperson welcomed all the committee members and started the proceedings. The Chairperson stated that the college must apply for NAAC accreditation as early as possible, As the government and AICTE has made it mandatory to get the approval by 2023 for educational institutions. The chairperson taken the decision that senior faculty members are to be given the responsibility of being the coordinators and they should lead and work along with the sub-committee members of their respective criterion.

Therefore, the agenda for the meeting was called for discussion.

Resolutions:

It was decided to digitalize the library with software. Necessary support would be provided by the Internal Development Committee to procure the software. Fire Safety system should be installed and if required services of an experienced Fire Service be obtained. The committee reviewed the extension activities which were organized in the month of July- August and appreciated NSS officer and suggested to do more programs for the benefit of society. The Chairperson appreciated the efforts of faculty members for the semester results of students of VITW. All members of IQAC are requested to attend the meeting. The members of the Institutional Quality Assurance Cell (IQAC) have collectively decided to carry out a comprehensive evaluation of academic and administrative processes to evaluate their efficiency and effectiveness.

K. Prasuna
CO-ORDINATOR

PRINCIPAL

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VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

Ref No: VITW/IQAC/2021-2022/CIR-05   Date: 01-04-2022

CIRCULAR

This is to inform that the members of the Internal Quality Assurance Cell Committee meeting is scheduled to be held on 07-04-2022 at 1.30pm in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda:

AGENDA:

• Planning Industrial visits, FDPs

• Planning NSS Activities.

• Discussion and Monitoring of activities of Internal Committees for NAAC.

• Planning Student development programs like workshops and guest lectures.

•Regular Monitoring of the Classes as the academic calendar for III B.Tech and IV B.Tech starts from 14-06-2022.

K. Prasona
CO-ORDINATOR

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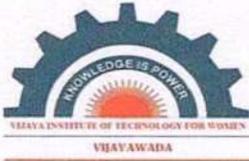
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Ref No: VITW/IQAC/2021-2022/MOM-04   Date: 08-04-2022

MINUTES OF MEETING

The Fourth meeting of IQAC was held on 07-04-2022 at 1.30pm at Principal's Chamber. Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member	
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. S.Prathyusha	Alumni(17NP1A0458)	Member	
16	Ms. T.Kowsalya	Student(19NP1A0424)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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Resolutions:

- Planning Industrial visits, FDPs:
  - o Allocate responsibilities to individual committee members to identify and coordinate industrial visits and faculty development programs.
  - o Set a timeline for planning and executing these activities, ensuring that they align with the academic calendar.
  - o Discuss and finalize a budget for these visits and programs.

- Planning NSS Activities:
  - o Assign committee members to coordinate NSS activities and initiatives.
  - o Brainstorm and decide the specific activities and campaigns to be organized under the NSS umbrella.
  - o Determine the timeline for these activities and allocate necessary resources.
  - o Formulate a plan to involve maximum student participation in NSS activities.

- Discussion and Monitoring of activities of Internal Committees for NAAC:
  - o Obtain progress reports from the respective internal committees responsible for NAAC accreditation.
  - o Review their activities and ensure that they are following the prescribed guidelines and fulfilling their designated tasks.
  - o Identify any challenges faced by these committees and discuss strategies to overcome them.
  - o Establish a system for regular updates on the progress of NAAC accreditation.

- Planning Student development programs like workshops and guest lectures:
  - o Identify areas of focus for student development, such as technical skills or soft skills.
  - o Assign committee members to research and invite subject matter experts for workshops and guest lectures.
  - o Determine a schedule for these programs, considering the availability of speakers and students.
  - o Coordinate with faculty members to integrate these programs into the academic curriculum where relevant.

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- Regular Monitoring of the Classes as the academic calendar for III BTech and IV BTech starts from 14-06-2022:

  o Encourage faculty members to maintain attendance records and provide regular feedback on student progress.

  o Establish protocols for monitoring class performance, such as surprise class visits or student feedback surveys.

  o Discuss measures to ensure the effectiveness of teaching and learning processes.

  o Address any concerns raised by faculty members or students regarding the academic calendar.

- Planning Student development programs like workshops and guest lectures:

K.Prasuna
CO-ORDINATOR

PRINCIPAL

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

Ref No: VITW/IQAC/2022-2023/CIR-06   Date: 13-07-2022

CIRCULAR

This is to inform the members of the Internal Quality Assurance Cell Committee that the Internal Quality Assurance Cell Committee meeting is scheduled to be held on 18-07-2022, at 1.30pm in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda:

AGENDA:

- FDP on assessment and accreditation process by Mr.P.V.Ramesh garu on 26th,27th July2022
- Formation of different statutory and non-statutory committees in college.

K.Prasna
CO-ORDINATOR

G.Chm
PRINCIPAL

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5. Office

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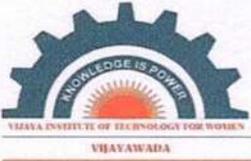
Ref No: VITW/IQAC/2022-2023/MOM-05   Date: 20-07-2022

MINUTES OF MEETING

The Fifth meeting of IQAC was held on 18-07-2022 at 1:30pm at Principal's Chamber. Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member	
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	

Resolution 1: FDP on Assessment and Accreditation process

The members of the Internal Quality Assurance Cell Committee, after considering the importance of the FDP on Assessment and Accreditation process by Mr. P.V. Ramesh garu, have unanimously resolved to approve and support the conduct of the said workshop. It is agreed that the FDP will be held on July 22 and 23, 2022. The committee will ensure that all necessary arrangements are made to enable the smooth conduct of the FDP, including venue, resources, and participant registration.

Resolution 2: Formation of different statutory and Non-statutory committees in college. The members of the Internal Quality Assurance Cell Committee, after considering the need for various committees in the college, have unanimously resolved to proceed with the formation of different statutory and non-statutory committees. The committee will oversee and coordinate the formation process, ensuring that appropriate and competent individuals are selected for each committee. The roles and responsibilities of each committee will be clearly defined, and regular updates on their activities will be reported to the Internal Quality Assurance Cell Committee.

These resolutions have been adopted by the Internal Quality Assurance Cell Committee on 12 July, 2022.

K. Prasuna
CO-ORDINATOR

G. Chm
PRINCIPAL

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2. The Principal
3. All HoDs
4. All Members of IQAC
5. Office

Ref No: VITW/IQAC/2022-2023/CIR-07   Date: 02-08-2022

CIRCULAR

This is to inform the members of the Internal Quality Assurance Cell Committee that the Internal Quality Assurance Cell Committee meeting will be held on 07-08-2022 at 1.30pm in the Principal's Chamber. All the members are requested to attend the meeting to discuss the following agenda:

AGENDA:

- Discuss on Criterion coordinators & Criteria members in each criterion.
- Planning of Seminars on IPR,R&D&EDC Cells
- Planning of Workshop for students.

K.Prasina

CO-ORDINATOR   **PRINCIPAL**

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1. The Secretary
2. The Principal
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4. All Members of IQAC
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College Code: NP, Enikepadu, Vijayawada-521108

Ref No: VITW/IQAC/2022-2023/MOM-06   Date: 11-08-2022

MINUTES OF MEETING

The Sixth meeting of IQAC was held on 07-08-2022 at 1.30pm at Principal's Chamber. Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
10	Dr. K.Murali	Associate Professor, Dept. of ECE	Member	
11	Mrs. J.Hymavathi	Assistant Professor, Dept. of CSE	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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The resolutions for the above agenda items are as follows:

- Discussion on Criteria coordinators & Criteria members in each criterion:

The committee members agreed to assign a coordinator and members for each criterion in order to ensure effective implementation and monitoring of the quality assurance process. The Principal will take the responsibility of coordinating this assignment and will ensure that the designated members are capable and experienced in their respective criteria.

- Planning of Seminars on IPR, R&D, EDC Cells

The committee members discussed the importance of intellectual property rights (IPR), research and development (R&D), and entrepreneurship development cell (EDC) activities for the institution. It was decided to organize separate seminars on each topic to create awareness and facilitate knowledge sharing among the faculty and students. The Principal will coordinate with the respective departments and resource persons to plan and schedule the seminars.

- Planning of Workshop for students:

The committee members emphasized the need for organizing workshops that enhance the practical skills of the students. It was decided to conduct a workshop that focuses on a relevant topic or subject based on the current industry demands and trends. The Principal will discuss with the faculty members and identify the workshop topic, resource person, and suitable dates for the workshop.

These resolutions were agreed upon by the members of the Internal Quality Assurance Cell Committee on August7th, 2022.

K. Prasona
CO-ORDINATOR

PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/CIR-08   Date: 09-11-2022

<u>CIRCULAR</u>

This is to inform the members of the Internal Quality Assurance Cell Committee that the Internal Quality Assurance Cell Committee meeting is scheduled to be held on 14-11-2022 at 1.30pm in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda:

<u>AGENDA:</u>

- Planning of Seminar on Teaching Learning and Evaluation by IQAC.
- Planning of FDP that need to be organized.
- Planning of celebration of Ambedkar Jayanthi
- Planning of Add on courses
- Review of academic and administrative audit

K. Prasina
CO-ORDINATOR

G. Chm
PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/MOM-07   Date: 15-11-2022

MINUTES OF MEETING

The Seventh meeting of IQAC was held on 14-11-2022 at 1.30pm at Principal's Chamber. Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
10	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
11	Ms. Y.Sirisha	Assistant Professor, Dept. of IT	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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Resolution 1: The committee resolved to plan a Seminar on Teaching Learning and Evaluation to be organized by the Internal Quality Assurance Cell (IQAC). The seminar will aim to enhance the quality of teaching methods and evaluation practices at the institution. The IQAC is directed to form a sub-committee to finalize the dates, themes, and resource persons for the seminar.

Resolution 2: The committee resolved to plan a Faculty Development Programme (FDP) to be organized by the IQAC. The FDP will focus on providing professional development opportunities to faculty members and enhancing their teaching skills. The IQAC is instructed to form a sub-committee to outline the topics, schedule, and resource persons for the FDP.

Resolution 3: The committee resolved to plan the celebration of Ambedkar Jayanthi, in honor of Dr. B.R. Ambedkar, a social Reformer and leader. The celebration will aim to promote equality, justice, and inclusivity in the institution. The IQAC is directed to organize various activities such as guest lectures, cultural events, and awareness campaigns to commemorate Ambedkar Jayanthi.

Resolution 4: The committee resolved to plan the introduction of Add-on courses in the institution. Add-on courses will provide additional opportunities for students to acquire specialized knowledge and skills in various fields. The IQAC is instructed to form a sub-committee to identify the demand for add-on courses, explore potential collaborations, and develop a framework for their implementation.

Resolution 5: The committee decided to embrace the outcomes of the academic and administrative audit, committing to execute the recommended actions. Designated individuals shall assume responsibility for overseeing the implementation and ensuring vigilant monitoring of progress.

These resolutions are hereby approved and will be implemented by the IQAC. All members are expected to actively participate in the planning and execution of the proposed agendas.
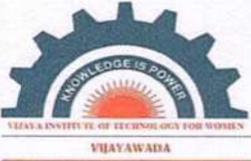
K. Prasuna
CO-ORDINATOR

PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/CIR-09   Date: 17-12-2022

CIRCULAR

This is to inform the members of the Internal Quality Assurance Cell Committee meeting is
scheduled to be held on 22-12-2022 at 1.30pm in the Principal Chamber. All the members are
requested to attend the meeting to discuss the following agenda:

AGENDA:

- Review of Academic and Administrative audit
- Review of Various NAAC Criteria work as per the manual
- To discuss about the Website updation for information to Stake holders

K.Prasina
CO-ORDINATOR

PRINCIPAL

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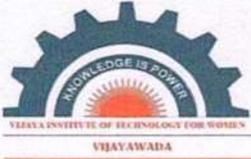
Ref No: VITW/IQAC/2022-2023/MOM-08   Date: 26-12-2022
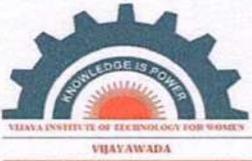
MINUTES OF MEETING

The Eighth meeting of IQAC was held on 22-12-2022 at 1:30pm at Principal's Chamber.
Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
10	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
11	Ms. Y.Sirisha	Assistant Professor, Dept. of IT	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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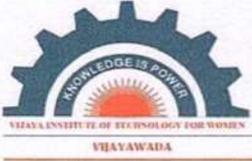College Code: NP, Enikepadu, Vijayawada-521108

- The Members of IQAC decided to conduct a comprehensive review of the Academic Audit process.
- It was unanimously resolved to review and align the institution's work with various criteria outlined in the NAAC manual.
- The Members of IQAC resolved to discuss and implement the updation of the institution's website to enhance information accessibility for stakeholders.

K. Prasona
CO-ORDINATOR

PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/CIR-10   Date: 18-01-2023

CIRCULAR

This is to inform that the members of the Internal Quality Assurance Cell Committee meeting is scheduled on 20-01-2023 at 1.30pm in the Principal's Chamber. All the members are requested to attend the meeting to discuss the following agenda:

AGENDA:

- To discuss on Mid Exam Question Paper Setting with Blooms Taxonomy
- To discuss on ISO Audit
- To discuss on Hostel facilities, Transportation
- To discuss on Mentor Allotment
- To conduct academic and administrative audit

K.Prasuna
CO-ORDINATOR

PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/MOM-09   Date: 22-01-2023

MINUTES OF MEETING

The Ninth meeting of IQAC was held on 20-01-2023 at 1:30pm at Principal's Chamber.

Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
10	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
11	Ms. Y.Sirisha	Assistant Professor, Dept. of IT	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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The IQAC Members deliberated on incorporating Bloom's Taxonomy into the question paper setting process for the upcoming mid-term exams. It was resolved to organize a workshop for faculty members to provide guidance on effectively using Bloom's Taxonomy in question paper design.

Updates on the ongoing ISO audit were shared, and potential areas for improvement were identified. It was resolved to form a subcommittee to address specific ISO audit requirements and ensure compliance. The current state of hostel facilities and transportation services was reviewed, and areas for enhancement were discussed. It was resolved to conduct a survey among students to gather feedback on hostel facilities and transportation.

The mentor allotment process was assessed, and suggestions for improvement were considered. It was resolved to streamline the mentor allotment procedure and provide additional training for mentors. All members of IQAC decided to conduct academic and administrative audit.

K. Prasena
CO-ORDINATOR

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Ref No: VITW/IQAC/2022-2023/CIR-11   Date: 22-03-2023

<u>CIRCULAR</u>

This is to inform that the members of the Internal Quality Assurance Cell Committee meeting is scheduled to be held on 28-03-2023 at 1.30pm in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda:

<u>AGENDA:</u>

- To discuss about Code of Conduct
- To discuss on FDPs, Workshops to be conducted and attended by Faculty
- To discuss about Academic Results

K. Prasuna
CO-ORDINATOR

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Ref No: VITW/IQAC/2022-2023/MOM-10   Date: 29-03-2023

MINUTES OF THE MEETING

The Tenth meeting of IQAC was held on 28-03-2023 at 1.30pm at Principal's Chamber.

Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	K.Prasuna
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	dcP.Ranjani
7	Mrs. Y.Vijaya	Associate Professor, HoD(IT)	Member	
8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
10	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	EEE
11	Ms. Y.Sirisha	Assistant Professor, Dept. of IT	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	M.Saranya
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	Ch.Lavanya
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	Y.Anjani

- The committee resolved to review and update the existing Code of Conduct to ensure its relevance and effectiveness. It was emphasized that the revised Code of Conduct should be communicated to all stakeholders, and a training session will be organized to ensure understanding and adherence.

- The committee resolved to create a comprehensive plan for Faculty Development Programs (FDPs) and workshops. The committee agreed to establish a mechanism for collecting feedback from faculty Participants to enhance the effectiveness of future programs.

- The academic results were reviewed, and it was resolved to identify weak areas that require attention. It was agreed to organize a meeting with faculty members to discuss strategies for enhancing academic performance.

K.Prasina
CO-ORDINATOR

G.Chos
PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/CIR-12   Date: 15-05-2023

Circular

This is to inform that the members of the Internal Quality Assurance Cell Committee meeting is scheduled to be held on 20-05-2023 at 1.30pm in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda:

AGENDA:

- To discuss Exploration of College Library Digitalization
- To discuss on Enhancing Institute-Industry Collaboration
- To discuss about Conservation of Rainwater Harvesting Initiatives
- To Review and Assess Academic and Administrative Audit

K.Prasuna
CO-ORDINATOR

G.Chm
PRINCIPAL

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Ref No: VITW/IQAC/2022-2023/MOM-11   Date: 26-05-2023

MINUTES OF THE MEETING

The Eleventh meeting of IQAC was held on 20-05-2023 at 1.30pm at Principal's Chamber .

Following Members were present during the Meeting:

S. No.	Name of the Person	Designation	Designation in the committee	Signature
1	Dr. G.Chenchamma	Chairperson & Principal	Chairperson	
2	Ms. K.Prasuna	Associate Professor, HOD(ECE)	Coordinator	
3	Mr. B.S.Sri Krishna	Secretary, SRK Foundation	Management	
4	Dr. M.Ekambaram Naidu	Principal, SRKIT	Member	
5	Dr. V.Raghava Lakshmi	Vice Principal, HoD(S&H)	Member	
6	Dr. A.C.P.Ranjani	Associate Professor, HoD(CSE)	Member	
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8	Dr. P.Subbaiah	Professor & HoD(MBA)	Member	
9	Dr. K.Murali	Associate Professor, HoD(AIML)	Member	
10	Mr. J.Krishna	Assistant Professor, HoD(EEE)	Member	
11	Ms. Y.Sirisha	Assistant Professor, Dept. of IT	Member	
12	Dr. G.Madhusri	Associate Professor, Dept. of MBA	Member	
13	Mr. M.Saranya	Assistant Professor, Dept. of ECE	Member	
14	Mr. V.Govinda Rao	Managing Director, Microlink Information Technologies	Member	
15	Ms. Ch.Lavanya	Alumni(19NP5A0502)	Member	
16	Ms. A.Sai Sravanthi	Student(20NP1A0443)	Member	
17	Mrs. Y.Anjani	Parent	Member	

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- The committee decided to proceed with the digitalization of the college library, prioritizing advancements in accessibility and operational efficiency. To establish a dedicated faculty responsible for coordinating the planning, execution, and ongoing monitoring of the digitalization initiative.

- The committee resolved to strengthen collaboration between the institute and industry through strategic initiatives, identifying, fostering, and formalizing partnerships, internships, and collaborative projects.

- The committee decided to implement rainwater harvesting systems on campus, emphasizing sustainable water management practices.

- The committee decided to acknowledge and act upon the outcomes of the academic and administrative audit. It also decided to formulate a comprehensive improvement plan derived from the audit findings

K. Prasina
CO-ORDINATOR

PRINCIPAL

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