



# VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O), Hyderabad - 500 090, TS, India.

AICTE Approved; UGC Autonomous; JNTUH Affiliated; UGC "College with Potential for Excellence"; NAAC "A++" Grade

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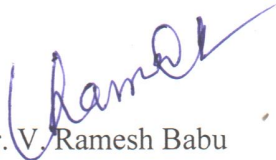
Date : 12-08-2020


## CIRCULAR

It is to inform you that IQAC convened a meeting on 13-08-2020 at 3.00 PM in Board Room. In this regard all the Directors, Deans, HOD's, Sectional Heads, IQAC & PAAC members are requested to make it convenient to attend the same.

### Agenda for the meeting:

1. Commencement of online classes from 17-08-2020
2. Monitoring of online classes
3. Maintaining Covid'19 rules and regulations at work place
4. NIRF 2021 application filling
5. Preparation of AQAR 2019-20
6. Any other

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

**PRINCIPAL**  
VNR Vignana Jyothi Institute of  
Engineering & Technology  
Pragathi Nagar, Nizampet(S.O),  
Hyderabad - 500 090.

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Date : 13-08-2020

## MINUTES OF THE MEETING

- Academic online classes commences from 17-08-2020 for the academic year 2020-21.
- The HoDs are directed to prepare the time table and circulate the same to the students and the faculty for the conducting classes smoothly
- HoDs are requested to send the section wise time tables and respective online links to the office of Dean Academics and IQAC.
- Dean Academics and IQAC coordinator are requested to assign the job of assisting the online classes to the Non-teaching staff : taking attendance, posting attendance and monitoring on daily basis.
- HoDs and IQAC members are requested to see that the students attendance is 100 percent for all the classes.
- All the staff members are instructed to maintain Covid 19 rules and regulations strictly at work place.
- IQAC coordinator is instructed to constitute a committee to take measures to prevent the spreading of Corona virus.
- IQAC & PAAC coordinators are instructed to initiate the process of AQAR and NIRF application filling.
- Dean Academics requested to finalize the post-lockdown Restart Manual considering the reviewer comments

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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Date : 17-09-2020

## CIRCULAR

It is to inform you that IQAC convened a meeting on 19-09-2020 at 3.00 PM in PAAC Room. In this regard all the Directors, Deans, HOD's, Sectional Heads, IQAC & PAAC members are requested to make it convenient to attend the same.

### Agenda for the meeting:

1. Action plan for NIRF 2021
2. Review of AQAR 2019-20
3. Collection of student information for Conduction of 2019-20 II Semester Examinations
4. Any other

Dr. V. Ramesh Babu

Coordinator IQAC

Dr. C.D. Naidu

Chairman, IQAC

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Date : 19-09-2020

## MINUTES OF THE MEETING

- Principal requested to construct an Institute level committee to analyze and prepare the action plan for NIRF 2021.
- The committee is constituted for studying the NIRF ranking framework. The committee may study the NIRF application and the individual parameters, scores achieved by our institute for the last 3 years, scores of top 100 institutes in the engineering category.
- The committee must prepare a outcome oriented strategic action plan to improve score in respective parameters thus improving the rank, constructive inputs in filing the NIRF application, develop long term strategy to continuously achieve rank in NIRF.
- Individual parameter committee may study and discuss upon the enclosed material and links. Committee may also refer and explore other related content. The action plan and strategies may be submitted to the principal on or before 30-10-2020. Team members may contact PAAC in case of queries or for further information.
- The HoDs and CDC coordinator are instructed to furnish the required AQAR data to IQAC before 30-10-2020.
- IQAC coordinator is instructed to conduct internal audit to validate the furnished AQAR data.
- Dr. K. Ramujee, Dean examinations are instructed to collect the student information regarding the centres for exams. IQAC members are instructed to consolidate the students information
- The exam branch members are requested to prepare the action plan and time tables for smooth conduction of exams.

Dr. V. Ramesh Babu

Coordinator IQAC

Dr. C.D. Naidu

Chairman, IQAC

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## CIRCULAR


Date:13-10-2020

Dear Sir/Madam,

The meeting of the committee of IQAC of VNRVJiet is scheduled at 3.00PM on 17-10-2020 at the board room of the institute. Request to attend the meeting and provide valuable comments and inputs for progressive development. The following is the agenda of the meeting.

1. To grant leave of absence to those who expressed their inability to attend the meeting.
2. To confirm the draft minutes of the last meeting.
3. To discuss about Review of AQAR for the A.Y. 2019-20.
4. Motivate faculty to apply for Patents.
5. Appreciate faculty in adopting new teaching platforms through online mode.
6. To review on the PARAMARSH scheme till date.
7. Any other matter with the permission of the Chair.

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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## Minutes of IQAC Meeting Conducted on 17-10-2020

### Members Present:

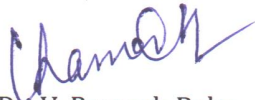
1. Dr. C. D. Naidu, Principal & Chairman IQAC
2. Dr. B. Chennakesava Rao, Director for Advancement & Dean Administration
3. Dr. B. Narendra Kumar, Professor – CED
4. Dr. K. Ramujee, Professor – CED & Dean Exams & Evaluation
5. Dr. K. Anuradha, Professor – EEED & Dean Academics
6. Dr. G. Ramesh Chandra, Head – RCC
7. Dr. D. Pardha Saradhi, Head, T & P
8. Dr. C. Kiran Mai, Professor – CSE Dept.
9. Dr. A. Mallika, Professor & HOD-CE
10. Dr. G.S. Guptha, Professor & HOD-ME
11. Dr. T. Srinivasa Rao, Professor & HOD-AE
12. Dr. G. Suresh Reddy, Professor & HOD-IT
13. Mrs. B.V. Kiran Mayee, Associate Professor & HOD-CSE
14. Dr. Y. Padma Sai, Professor & HOD-ECE
15. Dr. S. Rajendra Prasad, Professor-ECE & Coordinator-PAAC
16. Mrs. Y. Bhanusree, Assistant Professor-CSE & Coordinator-NAAC
17. Dr. B.D.V. Chandra Mohan Rao, Professor CE & Coordinator-Academic Audit Cell
18. Kum. A. Sai Ramya (IV B.Tech. IT Student)
19. Mr. P. Suhas (IV B.Tech CSE Student)
20. Mrs. S. Jahnavi, Assistant Professor-CSE, Co-Coordinator-IQAC
21. Dr. K. Ranjit, Assistant Professor-EEE, Co-Coordinator-IQAC
22. Mr. K. Krishna Murthy, Assistant Professor-ME, Co-Coordinator-IQAC
23. Mrs. K. Sravani, Assistant Professor-ECE, Co-Coordinator-IQAC
24. Dr. V.Ramesh Babu, Associate Professor, Coordinator-IQAC

### Members Absent:

1. Sri K. Harishchandra Prasad, General Secretary, Vignana Jyothi.
2. Dr. D. Vijaya Prasad, Director, VJIAS
3. Mr. J.V.R.S. Prasad, Head Talent Development Hyderabad, TCS
4. Mr. Ch. Jagdieshwar Reddy, 2004 passed out student

**The following are the minutes of the meeting.**

- AQAR in new format is uploaded in NAAC portal on 30<sup>th</sup> August 2020. The same is approved in the portal of the NAAC authorities.
- Organize awareness programs on IPR publicise institute IP policy regarding patenting process. Encourage faculty to convert the novel technical and design ideas to patents.
- The chairperson has appraise the faculty, technical staff, non-teaching staff for adopting and switching to online mode within a short of one week. The chairman has remembered how the regular academic and research activities of the institution have revoked. Also, the faculty are appreciated for increased research publications during lockdown. Also, all faculty have undergone two certification courses.
- Institution is selected as mentor under PARAMARSH scheme and 5 mentee institutions are allotted in the month of November 2019. All mentee institutions are visited, and guidance is provided. BVRITH, Hyderabad is accredited with NAAC -A (3.23) grade.



Dr. V. Ramesh Babu  
Coordinator IQAC



Dr. C.D. Naidu  
Chairman, IQAC

Copy to  
All members

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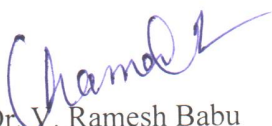
Date : 19-11-2020

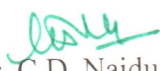
## CIRCULAR

It is to inform you that IQAC convened a meeting on 21-11-2020 at 3.00 PM in IQAC Room. In this regard all the Directors, Dean Academics, IQAC, PAAC and CET members are requested to make it convenient to attend the same.

### Agenda for the meeting:

1. OTLE Team initiation
2. Student Induction Program (E-SIP 2020)
3. PG NBA document filing
4. Any other

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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All Directors/Dean Academics/PAAC/CET





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Date : 21-11-2020

## MINUTES OF THE MEETING

- An Online Teaching, Learning and Evaluation team is formed as a wing with Centre for Education Technology (CET) to train and support the stake holders (Faculty, Staff and Students) in adopting technologies and tools for delivering online teaching activities.
- The scope of the team is to propose and update the infrastructure required for OTLE and train the advances in technologies.
- The objective of the team is to establish OTLE infrastructure in the institute, conduct in-house training on OTLE tools.
- Dr. T. Sunil Kumar (CSE), Dr. K. Ravi Kumar (CE), Mrs. N.V. Sailaja (CSE), Mr. N. Sandeep Chaitanya (CSE), Mrs. P. Tejaswi (CSE) are nominated as coordinators for the OTLE team.
- Dean Academics and CET members are requested to plan and strategize the online Student Induction Program
- An SIP Committee is constructed for the smooth conduction of event.
- Dr. S. Rajendra Prasad, Coordinator-PAAC and Dr. N. Krishna Kumari, Coordinator-NBA are instructed to conduct the first level internal mock inspection to verify the PG NBA files and submit the report by 31-12-2020.

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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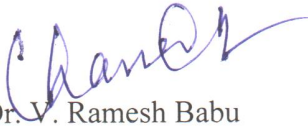
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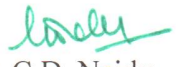
## CIRCULAR

It is to inform you that IQAC convened a meeting on 23-12-2020 at 11.00 AM in Board Room. In this regard all the Directors, Deans, HOD's, Sectional Heads, IQAC members and OTLE coordinators are requested to make it convenient to attend the same.

### Agenda for the meeting:

1. Establishment of Video Recording Studio
2. Creating a long term theme and strategy for Research and Innovation
3. Any other

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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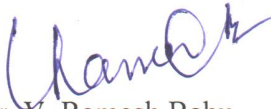
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Date : 23-12-2020

## MINUTES OF THE MEETING

- As a part of Online teaching and Learning activity in the present pandemic situation, OTLE coordinators requested the principal to establish a online teaching learning recording studio
- Mr. B.Goutham (EIE) and Mr. S. Nagarjuna Chary (EIE) are nominated as the Recording Studio faculty in-charges
- All the faculty are requested to prepare the digital content for their respective courses
- OTLE team is requested to verify the content and quality of the digital contents
- Mr. B. Goutham and Mr. S. Nagarjuna Chary (EIE) are instructed to establish all the facilities required for recording high standard videos and assist the faculty in case of any help.
- R&D Review meeting with Dr. DN Rao, President, Sri K. Harishchandra Prasad, General Secretary and members of Vignana Jyothi is scheduled on 28-12-2020. The theme of the review is "Creating a Long term Theme and Strategy for Research & Innovation and Integration with Academic Programs at UG, PG and Doctoral levels"
- All the HoDs are requested to prepare a presentation for the review meeting and all the concerned are requested to send the PPT to RCC Head by 26-12-2020.
- All the HoDs are requested to inform the Ph.D scholars, supervisors of the scholars and all the faculty to attend the meeting.

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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Date : 05-02-2021

## CIRCULAR

It is to inform you that IQAC convened a meeting on 08-02-2021 at 11.00 AM in Board Room. In this regard all the CET and OTLE coordinators and IQAC members are requested to make it convenient to attend the same.

### Agenda for the meeting:

1. Conductions of Art of Teaching workshop for newly joined faculty
2. AQAR 2018-19 review for the edit option given by NAAC
3. Conduction of Internal audit
4. Initiation of VNRVJiet MOOCS courses hosting
5. Any other

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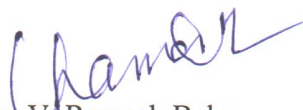
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Date : 08-02-2021

## MINUTES OF THE MEETING

- Principal instructed CET and OTLE coordinators to conduct Art of Teaching workshop with Dr. Sandhya Kode for the newly joined faculty on teaching learning pedagogies.
- The coordinators of the workshop are instructed to finalize the list of faculty who should attend the workshop and also the finalize the schedule.
- Coordinators are requested to look for different platforms to host MOOC courses done by inhouse faculty. Coordinators are also requested to make a list of all the requirements, infrastructure and necessary.
- The coordinator IQAC are instructed to conducted the internal academic audit and validate the AQAR data submitted and do the necessary modifications.

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

**PRINCIPAL**  
VNR Vignana Jyothi Institute of  
Engineering & Technology  
Pragathi Nagar, Nizampet(S.O),  
Hyderabad - 500 090.



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AICTE Approved; UGC Autonomous; JNTUH Affiliated; UGC "College with Potential for Excellence"; NAAC "A++" Grade  
ISO 9001:2015 Certified; QS I.GAUGE "Diamond Rated"; NIRF 2021:135<sup>th</sup> Rank - Engineering Category  
NBA Accredited: CE, EEE, ME, ECE, CSE, EIE, IT; JNTUH- Recognised Research Centres: CE, EEE, ME, ECE, CSE  
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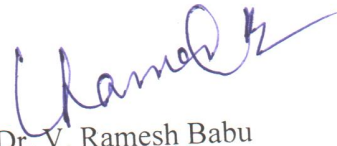
Date: 15-03-2021


## CIRCULAR

It is to inform you that IQAC convened a meeting on 16-03-2021 at 10.00 AM in Board Room. In this regard the Director, Deans, all the sectional heads and IQAC members are requested to make it convenient to attend the same.

### Agenda for the meeting:

1. Monitoring of online classes and Labs
2. Measuring of faculty performance at work from home
3. Upgradation of Faculty Knowledge
4. Any other

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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Copy to:  
All Directors/ Deans/HOD's/Sectional Heads /OTLE coordinators





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Date : 16-03-2021

## MINUTES OF THE MEETING

- Principal instructed HOD's to assign non-teaching faculty for the monitoring of the conduction of online classes and labs. The IQAC team is also instructed consolidate the data day wise and maintain the record of classes conducted and not conducted. Dean Academics along with IQAC team are requested to monitor the teaching learning process.
- IQAC team is instructed to gather the information on availability of hardware and software equipment at faculty end for smooth conduction of online classes. The HOD's are requested to instruct the students to set up a proper environment for attending the online classes and turn on their videos during the sessions.
- IQAC coordinator is instructed to conduct the internal academic audit by following the COVID safety protocols
- IQAC coordinator along with Dean Academics are requested to finalize the proforma to measure the faculty performance while working at home.
- HOD's are informed to instruct the faculty to upgrade their skills through certification courses and FDP's

  
Dr. V. Ramesh Babu  
Coordinator IQAC

  
Dr. C.D. Naidu  
Chairman, IQAC

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