



# VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I.GAUGE Diamond Rated Institute, Accredited by NAAC with "A++" Grade  
NBA Accreditation for B.Tech. CE, EEE, ME, ECE, CSE, EIE, IT, AME, M.Tech. STRE, PE, AMS, SWE Programmes  
Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF 2023: 101-150 Rank band- Engineering Category  
College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres: CE, EEE, ME, ECE, CSE  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad - 500 090. TS, India.  
☎ +91 - 40 - 23042758 / 59 / 60, 📠 +91 - 40 - 23042761, ✉ postbox@vnrvjiet.ac.in, 🌐 www.vnrvjiet.ac.in

VNRVJiet/IQAC/2023/07

Date: 22-11-2023

Respected Sir/Madam,

Greetings from IQAC, VNRVJiet

The 46<sup>th</sup> IQAC meeting of VNR Vignana Jyothi Institute of Engineering & Technology, is scheduled to be conducted at 3:00 p.m. on Wednesday, 29<sup>th</sup> November, 2023 at Boardroom.

The agenda of the 46<sup>th</sup> IQAC meeting is enclosed herewith.

In this connection, we request you to make it convenient to attend the meeting and provide valuable inputs.

Dr. C. D. Naidu,

Principal



# VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I.GAUGE Diamond Rated Institute, Accredited by NAAC with "A++" Grade  
NBA Accreditation for B.Tech. CE, EEE, ME, ECE, CSE, EIE, IT, AME, M.Tech. STRE, PE, AMS, SWE Programmes  
Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF 2023: 101-150 Rank band- Engineering Category  
College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres: CE, EEE, ME, ECE, CSE  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad - 500 090. TS, India.

☎ +91 - 40 - 23042758 / 59 / 60, 📠 +91 - 40 - 23042761, ✉ postbox@vnrvjiet.ac.in, 🌐 www.vnrvjiet.ac.in

VNRVJIET/IQAC/2023/07

Date: 22-11-2023

46<sup>th</sup> IQAC MEETING AT 3:00 P.M. on 29<sup>th</sup> November 2023

## AGENDA

- 46.1. Confirm minutes and action taken on 45<sup>th</sup> meeting held on 20-06-2023.
- 46.2. Initiation of Academic and Administrative Audit and AQAR for AY 2022-23.
- 46.3 Review of DVV responses.
- 46.4 Preparedness for NAAC 3<sup>rd</sup> Cycle Peer team visit.
- 46.5 Review of Quality Indicators.
- 46.6 Approval for IQAC Committee.
- 46.7 Any other matter with the permission of chair.

Dr. C. D. Naidu,

Principal,

VNR VJIET

To,

All the Members.



# VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I.GAUGE Diamond Rated Institute, Accredited by NAAC with "A++" Grade  
NBA Accreditation for B.Tech. CE, EEE, ME, ECE, CSE, EIE, IT, AME, M.Tech. STRE, PE, AMS, SWE Programmes  
Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF 2023: 101-150 Rank band- Engineering Category  
College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres: CE, EEE, ME, ECE, CSE  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad - 500 090, TS, India.

☎ +91 - 40 - 23042758 / 59 / 60, 📠 +91 - 40 - 23042761, ✉ [postbox@vnrvjiet.ac.in](mailto:postbox@vnrvjiet.ac.in), 🌐 [www.vnrvjiet.ac.in](http://www.vnrvjiet.ac.in)

## MINUTES OF THE 46<sup>th</sup> IQAC EXTERNAL MEETING HELD AT 3.00 P.M. ON WEDNESDAY, 29<sup>th</sup> NOVEMBER, 2023

### MEMBERS PRESENT

1. Dr. C.D. Naidu, Principal of VNRVJIET
2. Dr. B. Chennakesava Rao, Director for Advancement & Dean Administration
3. Dr. K. Anuradha, Dean Academics
4. Dr. Y. Padma Sai, Dean, Students progression
5. Dr. K. Ramujee, Dean Exams & Evaluation
6. Dr. A. Mallika (HoD-CE)
7. Dr. Poonam Upadhyay (HoD-EEE)
8. Dr. B. Satyanarayana (HoD-ME)
9. Dr. S. Rajendra Prasad (HoD-ECE)
10. Dr. S. Nagini (HoD-CSE)
11. Dr. R. Manjula sree (HoD-EIE)
12. Dr. D. Srinivasa Rao (HoD-IT)
13. Dr. T. Srinivasa Rao (HoD-AE)
14. Dr. M. Raja Sekhar (HoD-CS, DS and AI&DS)
15. Dr. N. Sandhya (HoD-AIML and IOT)
16. Dr. P. Pavan Kumar, Coordinator - Quality Assurance
17. Mrs. S. Jahnvi, Coordinator - Quality Initiatives Enhancement
18. Mr. D. Suresh, Coordinator - Quality Measurements

### MEMBERS ON LEAVE OF ABSENCE

1. Er. J. Seshagiri Rao, General Secretary - Vignana Jyothi
2. Commissioner, Nizampet Municipal Corporation
3. Boora Yashwanth (19071A0109) 3rd year CE student
4. Muttineni Mahima (19071A3232) 3rd year CSBS student
5. Mr. CH. Jagdishwar Reddy, President - Alumni Association, VNRVJIET
6. Mr. J.V.R.S. Prasad, Head - Talent Development TCS, Hyd.
7. Dr. D. Pardha Saradhi, Head, T&P
8. Dr. T. Jayashree (HoD-H&S)
9. Dr. D. Ravi Kumar, In-charge - PAAC
10. Mrs. Y. Bhanusree, Coordinator - IQAC & NAAC

## MINUTES

The meeting started with the welcome address by Dr. C. D. Naidu, Chairman of the IQAC, VNR VJIEET to the 46<sup>th</sup> IQAC meeting held on 29-11-2023 and initiated the discussion on the agenda.

### **46.1. Confirm Minutes of the 45<sup>th</sup> Meeting of the IQAC held on 20<sup>th</sup> June 2023**

- ❖ Mrs. S. Jahnavi - Coordinator, Quality Initiatives & Enhancement has welcomed the committee and presented the action taken on 45<sup>th</sup> IQAC meeting minutes.

### **46.2. Initiation of Academic and Administrative Audit and AQAR for AY 2022-23.**

- ❖ The committee has suggested the IQAC to reframe the Academic and Administrative Audit proforma based on the suggestions given by the external audit members to strengthen the audits for enhancement.
- ❖ Dr. B. Chennakesava Rao, Director for Enhancement & Dean Administration instructed the IQAC to initiate the AQAR and Administrative Audit for AY 2022-2023 in the month of December 2023 and Academic audit for AY 2022-23 in the month of January 2024.

**Action: IQAC**

### **46.3. Review of DVV responses.**

- ❖ Mrs. S. Jahnavi, – Coordinator, Quality Initiatives & Enhancement has presented the DVV response submitted to NAAC in view of upcoming 3<sup>rd</sup> cycle. The committee was informed about the delay in the acknowledgement of DVV responses due to server issues in the NAAC Portal.

### **46.4. Preparedness for NAAC 3rd Cycle Peer team visit.**

- ❖ Dr. C. D. Naidu, Chairman of the IQAC, has informed all the HoD's and section Heads to be ready for the upcoming Mock NAAC 3<sup>rd</sup> Cycle visits.
- ❖ Dr. P. Pavan Kumar, Coordinator – Quality Assurance has presented financial requirements given by the departments for approval.
- ❖ Dr. C. D. Naidu, Chairman of the IQAC, and Dr. B. Chennakesava Rao, Director for Enhancement & Dean Administration, gave their approval to the presented financial quotations with some modifications and instructed the IQAC team to dispatch the note to purchase section.

**Action: IQAC and Purchase officer**

- ❖ Dr. B. Chennakesava Rao, Director for Enhancement & Dean Administration, has informed the committee about the internal mock inspection which is scheduled in the month of December. The IQAC team is instructed to conduct the internal mock inspection on 11<sup>th</sup> and 12<sup>th</sup> December 2023 and convey the circular with dates and list of files to be prepared and presented.

**Action: IQAC**

### **46.5. Review of Quality Indicators.**

- ❖ Mrs. S. Jahnavi, Coordinator – Quality Initiatives & Enhancement has informed HoD's and Sectional Heads about the review of Quality Monitoring Indicators for the first half of AY 2023-24.
- ❖ Dr. C. D. Naidu, Chairman of the IQAC, has informed the committee about the new strategy to enhance and strengthen the research activities in the institution. The HoD's were

suggested to strengthen the research interest groups among the faculty within the department or across the departments for collaborative working. The HoD's are suggested to add willing alumni or industry persons to the research groups for latest technology suggestions and collaboration. The IQAC team is instructed to monitor the research parameters of the departments for every month and outcomes of the research groups for every quarter.

**Action: Heads of the Departments and IQAC**

- ❖ Chairman of the IQAC, suggested the HoD's to open research forums in the departments for students to encourage Research and innovation among the students. The HoD's were also informed to instruct the UG students also to publish a research paper for Major project work and include bonafied certificates form the industry in project report of Industry oriented mini project work.

**Action: Heads of the Departments**

- ❖ Chairman, IQAC, also suggested the HoD's to encourage the students to work under the faculty for research and achieve certain outcomes before applying for Letter of Recommendations (LoR) for higher studies.

**Action: Heads of the Departments**

- ❖ Chairman, IQAC informed the committee to convey the new faculty and students about institution policy on publishing paper only in indexed journals and conferences.

**Action: Heads of the Departments**

**46.6. Approval for IQAC Committee.**

- ❖ Dr. B. Chennakesava Rao suggested Dr. A. Mallika, HOD - CE to nominate a faculty from the department for IQAC, for the role of Coordinator - Quality Assurance.
- ❖ The committee gave its approval for nominating representatives from PG and research scholars along with the UG students to the IQAC constitution.

**46.7. Any other matter with the permission of chair.**

- ❖ Dr. K. Anuradha, Dean Academics, suggested the IQAC team to conduct a workshop to the teaching faculty on Growth of Technical Teachers aiming at their development in research and technical education.

**Action: IQAC**

- ❖ Dean Academics also suggested that IQAC team to register one faculty from each department for Two week workshop on "NEP Orientation & Sensitization Programme" by Coimbatore Institute of Technology, Tamilnadu Malaviya National Mission on Teacher Training programme.

**Action: IQAC**

- ❖ Dr. C. D. Naidu, Chairman of the IQAC, has set forth 2024 Calendar year as publication year aiming at improved quality publications in the institution and suggested the HoD's to inform the faculty and students the same.

- ❖ Dr. Poonam Upadhyay, HOD-EEE suggested the IQAC team to revoke the consideration of students attendance percentage while collecting the feedbacks.

**Action: IQAC**



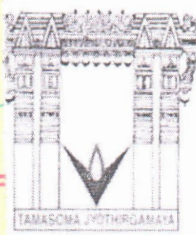
**Dr. C. D. Naidu**

**Chairman IQAC, VNR VJiet**

**PRINCIPAL**

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

**Copy to  
All Members**



## VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I-Gauge Diamond Rated Institute, Accredited by NAAC with 'A++' Grade  
 NBA Accreditation for B.Tech, CE,EEE,ME,ECE,CSE,EIE,IT,AME, M.Tech, STRE, PE, AMS, SWE Programmes  
 Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF (2022) 113 Rank in Engineering Category  
 College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres:CE,EEE,ME,ECE,CSE Vignana  
 Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad – 500 090, TS, India.  
 Telephone No: 040-2304 2758/59/60, Fax: 040-23042761  
 E-mail: postbox@vnrvjiet.ac.in, Website: www.vnrvjiet.ac.in

**Estd.1995**

Date : 29-11-2023

Sl No	Deignation		Name	Signature
1.	Chairman	Head of the Institute	Dr. C.D. Naidu Principal of VNRVJIET	
2.	Member	Member from management	Er. J. Seshagiri Rao General Secretary – Vignana Jyothi	
3	Members	Senior administrative officers	Dr. B. Chennakesava Rao, Director for Advancement & Dean Administration	 29/11/2023
4	Members	Teachers to represent all levels	Dr. K. Anuradha, Dean Academics	 29/11/2023
			Dr. K. Ramujee, Dean Exams & Evaluation	 29/11/2023
			Dr. Y. Padma Sai, Dean, Students progressions	
			Dr. A. Mallika (HOD-CE)	 29/11/2023
			Dr. Poonam Upadhyay (HOD-EEE)	 29/11/23
			Dr. B. Satyanarayana (HOD-ME)	 29/11/23
			Dr. S. Rajendra Prasad (HOD-ECE)	 29/11/2023
			Dr. S. Nagini (HOD-CSE)	 29/11/2023
			Dr. R. Manjula sree (HOD-EIE)	 29.11.23
			Dr. D. Srinivasa Rao (HOD-IT)	 29.11.2023
			Dr. T. Srinivasa Rao (HOD-AE)	 29/11/23
			Dr. T. Jayashree (HOD-H&S)	
			Dr. M. Raja Sekhar (HOD-CS,DS and AI&DS)	 29/11/23
			Dr. N. Sandhya (HOD-AIML and IOT)	 29/11/2023
5	Nomineefrom	Local Society/Trust	Commissioner, Nizampet Municipal Corporation	
		Students	Muttineni Mahima (19071A3232)3rd year CSBS student (9390349032)	
			Boora Yashwanth (19071A0109)3rd year CE student (6303668747)	
		Alumni	Mr. CH. Jagdishwar Reddy, President – Alumni Association, VNRVJIET	

6	Nomine efrom	Employers	Mr. J.V.R.S. Prasad, Head - Talent Development TCS, Hyd.	
7	Member Secretary	Coordinator, IQAC	Mrs. Y. Bhanusree, Coordinator - IQAC & NAAC	
		Member, IQAC	Mr. D. Suresh, Coordinator - Quality Measurements	<i>D</i> <sub>25.11.23</sub>
		Member, IQAC	Dr. P. Pavan Kumar, Coordinator - Quality Assurance	<i>Pey</i> <sub>29/11/23</sub>
		Member, IQAC	Mrs. S. Jahnavi, Coordinator - Quality Initiatives Enhancement	<i>Jahnavi</i> <sub>29/11</sub>

*C.D.*  
Dr. C.D. Naidu  
Principal



## VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I.GAUGE Diamond Rated Institute, Accredited by NAAC with "A++" Grade  
NBA Accreditation for B.Tech. CE, EEE, ME, ECE, CSE, EIE, IT, AME, M.Tech. STRE, PE, AMS, SWE Programmes  
Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF 2023: 101-150 Rank band- Engineering Category  
College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres: CE, EEE, ME, ECE, CSE  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad - 500 090. TS, India.

☎ +91 - 40 - 23042758 / 59 / 60, 📠 +91 - 40 - 23042761, ✉ [postbox@vnrvjiet.ac.in](mailto:postbox@vnrvjiet.ac.in), 🌐 [www.vnrvjiet.ac.in](http://www.vnrvjiet.ac.in)

VNRVJiet/IQAC/2024/05(a)

Date: 19-02-2024

Respected Sir/Madam,

Greetings from IQAC, VNRVJiet

The 47<sup>th</sup> IQAC meeting of VNR Vignana Jyothi Institute of Engineering & Technology, is scheduled to be conducted at 3:00 p.m. on Friday, 23<sup>rd</sup> February, 2024 at IQAC, Room No: B-221.

The agenda of the 47<sup>th</sup> IQAC meeting is enclosed herewith.

In this connection, we request you to make it convenient to attend the meeting and provide valuable inputs.

Dr. C. D. Naidu,  
Principal





# VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I.GAUGE Diamond Rated Institute, Accredited by NAAC with "A++" Grade  
NBA Accreditation for B.Tech. CE, EEE, ME, ECE, CSE, EIE, IT, AME, M.Tech. STRE, PE, AMS, SWE Programmes  
Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF 2023: 101-150 Rank band- Engineering Category  
College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres: CE, EEE, ME, ECE, CSE  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad - 500 090. TS, India.

☎ +91 - 40 - 23042758 / 59 / 60, 📠 +91 - 40 - 23042761, ✉ postbox@vnrvjiet.ac.in, 🌐 www.vnrvjiet.ac.in


VNRVJiet/IQAC/2024/05(b)

Date: 19-02-2024

47<sup>th</sup> IQAC MEETING AT 3:00 P.M. on 23<sup>rd</sup> February, 2024

## AGENDA

- 47.1. Confirm minutes and action taken on 46<sup>th</sup> meeting held on 29-11-2023.
- 47.2. Report on Automobile Department Academic Audit.
- 47.3. Initiation of Academic Audits to other departments.
- 47.4. Initiation of AQAR for AY 2022-2023.
- 47.5. Initiation of student satisfaction survey for AY 2022-2023.
- 47.6. Standard documentation submission format for all the events conducted/organized in the institute.
- 47.7. Proposal for "ONE day ONE attire" for all students to enhance Unity perception.
- 47.8. Initiation of Employee Happiness Index form.
- 47.9. Any other matter with the permission of chair.

  
Dr. C. D. Naidu,  
Principal,  
VNR VJiet.

To,

All the Members.



# VALLURUPALLI NAGESWARA RAO VIGNANA JYOTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

An Autonomous, ISO 9001:2015 & QS I.GAUGE Diamond Rated Institute, Accredited by NAAC with "A++" Grade  
NBA Accreditation for B.Tech. CE, EEE, ME, ECE, CSE, EIE, IT, AME, M.Tech. STRE, PE, AMS, SWE Programmes  
Approved by AICTE, New Delhi, Affiliated to JNTUH, NIRF 2023: 101-150 Rank band- Engineering Category  
College with Potential for Excellence by UGC, JNTUH-Recognized Research Centres: CE, EEE, ME, ECE, CSE  
Vignana Jyothi Nagar, Pragathi Nagar, Nizampet (S.O.), Hyderabad - 500 090, TS, India.

☎ +91 - 40 - 23042758 / 59 / 60, 📠 +91 - 40 - 23042761, 📧 [postbox@vnrvjiet.ac.in](mailto:postbox@vnrvjiet.ac.in), 🌐 [www.vnrvjiet.ac.in](http://www.vnrvjiet.ac.in)

## MINUTES OF THE 47<sup>th</sup> IQAC EXTERNAL MEETING HELD AT 3.00 P.M. ON FRIDAY, 23<sup>rd</sup> February, 2024

### MEMBERS PRESENT

1. Dr. C.D. Naidu, Principal of VNRVJ IET
2. Dr. B. Chennakesava Rao, Director for Advancement & Dean Administration
3. Dr. K. Anuradha, Dean Academics
4. Dr. Y. Padma Sai, Dean, Students progression
5. Dr. K. Ramujee, Dean Exams & Evaluation
6. Dr. A. Mallika (HoD-CE)
7. Dr. Poonam Upadhyay (HoD-EEE)
8. Dr. B. Satyanarayana (HoD-ME)
9. Dr. S. Rajendra Prasad (HoD-ECE)
10. Dr. S. Nagini (HoD-CSE)
11. Dr. R. Manjula sree (HoD-EIE)
12. Dr. D. Srinivasa Rao (HoD-IT)
13. Dr. T. Srinivasa Rao (HoD-AE)
14. Dr. M. Raja Sekhar (HoD-CS, DS and AI&DS)
15. Dr. N. Sandhya (HoD-AIML and IOT)
16. Dr. T. Jayashree (HoD-H&S)
17. Mr. S. Murali Mohan, Incharge - Placements
18. Dr. G. Ramesh Chandra, Head, RDC
19. Dr. D. Ravi Kumar, In-charge - PAAC
20. Mrs. Y. Bhanusree, Coordinator - IQAC & NAAC
21. Dr. P. Pavan Kumar, Coordinator - Quality Assurance
22. Mrs. S. Jahnavi, Coordinator - Quality Initiatives Enhancement
23. Mr. D. Suresh, Coordinator - Quality Measurements
24. Dr. P. Tejaswi, Coordinator - Quality Sustenance
25. Ms. P. Lakshmi Praharsha - 3<sup>rd</sup> Year UG EIE Student
26. Mr. Adithya Penugonda - 3<sup>rd</sup> Year UG AI&DS Student
27. Ms. L. Chandana - 1<sup>st</sup> Year PG Structural Student

### MEMBERS ON LEAVE OF ABSENCE

1. Er. J. Seshagiri Rao, General Secretary - Vignana Jyothi
2. Commissioner, Nizampet Municipal Corporation
3. Mr. CH. Jagdishwar Reddy, President - Alumni Association, VNRVJ IET
4. Mr. J.V.R.S. Prasad, Head - Talent Development TCS, Hyd.

## MINUTES

The meeting started with the welcome address of the Mrs. Y. Bhanu Sree - Coordinator, IQAC, VNR VJIET to the 47<sup>th</sup> IQAC meeting held on 23-02-2024 and initiated the discussion on the agenda.

### **47.1. Confirm minutes and action taken on 46<sup>th</sup> meeting held on 29-11-2023.**

- ❖ Mrs. Y. Bhanu Sree – Coordinator, IQAC presented the action taken on 46<sup>th</sup> IQAC meeting minutes sent by departments.
- ❖ Dr. C. D. Naidu – Chairman, IQAC suggested the Heads of the Departments to include industry expert names and student names associated with each research interest group in the documents consisting of RIG information.

#### **Action: Heads of the Departments**

- ❖ Chairman, IQAC suggested to send a circular to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students informing them about working under the guidance of a faculty for achieving LOR. He also recommended the Heads of the Departments to encourage the faculty to work along with hostel student groups to enhance the research culture in the institution.
- ❖ Chairman, IQAC recommended Dr. K. Anuradha, Dean – Academics to instruct the PG research scholars who are receiving stipend to publish at least two publications for a year.

#### **Action: Dean Academics**

- ❖ Chairman, IQAC instructed IQAC member to conduct one more session on "Growth of technical teachers" by Prof. Maheshwarpu Sydulu to all the heads of the departments and senior faculty.

#### **Action: IQAC**

### **47.2. Report on Automobile Department Academic Audit.**

- ❖ Mr. D. Suresh, Coordinator - Quality Measurements presented Automobile department audit report and recommendations submitted by external expert. Chairman, IQAC suggested Dr. T. Srinivas Rao, HoD – AE to work on improving the weakness of the department.

### **47.3. Initiation of Academic Audits to other departments.**

- ❖ Mrs. Y. Bhanu Sree, Coordinator – IQAC informed the Heads of the Departments about conduction of academic audits for other departments for academic year 2022-2023. Heads of the departments gave their consent for conduction of academic audits. Dr. B. Chennakesava Rao, Director for Advancement & Dean Administration instructed to send the academic audit form to all the other departments and administrative form to sections and suggested to initiate the audits by the month of March.
- ❖ Dr. Poonam Upadhyay, Head of the department - EEE suggested to include the conduction of Academic audits into academic calendar to ensure the timely conduction of the event.
- ❖ Dr. K. Anuradha, Dean – Academics recommended the IQAC team to conduct the Course level audit for every semester.

#### **Action: IQAC**

### **47.4. Initiation of AQAR for AY 2022-2023.**

- ❖ Mrs. Y. Bhanu Sree – Coordinator, IQAC, has informed all the HoD's and section Heads about the initiation of the AQAR for AY 2022-2023 and requested all the HoD's to support for quick completion of the AQAR.

### **47.5. Initiation of Student Satisfaction Survey for AY 2022-2023.**

- ❖ Mrs. S. Jahnavi, Coordinator – Quality Initiatives Enhancement has informed HoDs' about the initiation of the Student Satisfaction Survey for the AY 2022-2023 and requested the HoD's to instruct the IInd, IIIrd, IVth Year UG and IInd year PG students to fill the form.

- ❖ Dr. K. Anuradha, Dean – Academics suggested the IQAC team to present the SSS questions to the faculty.

**Action: IQAC**

**47.6. Standard documentation submission format for all the events conducted/organized in the institute.**

- ❖ Dr. P. Pavan Kumar, Coordinator – Quality Assurance has presented the standard documentation format prepared by IQAC team under the guidance of Dr. Y. Padma sai, Dean – Students Progression to maintain uniformity in the documents prepared for all the events conducted at the institute. All the HoD's are instructed to maintain the documents for the vents in the prescribed format.
- ❖ Dr. Y. Padma sai, Dean – Students Progression suggested the Hod's and sectional heads to nominate faculty from their respective departments/sections to get training on Website operations and maintenance.

**Action: Heads of the Departments and Sections**

- ❖ To ensure timely and smooth conduction of curricular, co-curricular and cultural events in the institute Dr. Y. Padma sai, Dean – Students Progression recommended to prepare events calendar for every academic year.

**Action: Dean Students Progression**

**47.7. Proposal for "ONE day ONE attire" for all students to enhance Unity perception.**

- ❖ Mrs. Y. Bhanu Sree – Coordinator, IQAC, has proposed for "ONE day ONE attire" for all students to enhance the unity perception among the students. The committee has approved for the proposal and student council, VNR VJIET is requested to look after the design of the attire.

**Action: Students Council**

- ❖ Chairman, IQAC has suggested the committee to decide on the faculty attire for uniformity.

**Action: All Deans**

**47.8. Initiation of Employee Happiness Index form.**


- ❖ Dr. P. Tejaswi, Coordinator – Quality Sustenance has proposed to initiate employee happiness index form and plan for activities for improving the employee happiness in the institute. The committee has given its approval for the initiation of the form.

**Action: Dr. N. Aruna Kumari and Dr. C. Jyostna**

**47.9. Any other matter with the permission of chair.**

- ❖ Chairman, IQAC has suggested the HoD's to encourage the students for applying summer internships in HEI's. The HoDs are also requested to collect faculty interest to work under other HEI's for upgrading knowledge. All the HoD's are requested to follow up student feedback forms within their departments.

Copy to  
All Members

  
Dr. C. D. Naidu  
Chairman IQAC, VNR VJIET  
PRINCIPAL  
VNR Vignana Jyothi Institute of  
Engineering & Technology  
Erugudi Nagar, Hyderabad - 500 071  
Hyderabad - 500 071