

**PROGRAM ASSESSMENT AND QUALITY IMPROVEMENT COMMITTEE****Minutes of Meetings**

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2021-22/01

Date:12 .08.2021

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 16th August 2021 at 10:00 A.M., in the HOD's Chamber.

Agenda:


1. Review on the previous meeting along with action taken report.
2. Preparation of Departmental Academic Calendar
3. Workload allocation of academic year 2021-22 Semester-1
4. Time tables for academic year 2021-22 Semester-1
5. Certificate Courses
6. Planning for the Academic Session.
7. Safety protocol for return-to-campus.
8. Scheduling of Add-On courses


HOD-EEE

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2021-22/01

Date: 17.08.2021

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 16th Aug 2021 at 10.00AM in the HoD's Chamber. The following members are present

S.No.	Member Name	Designation	Role
1	Dr. K. Durga Syam Prasad	Associate Professor	Head of the Department, Program Coordinator
2	Ms. PayalPramanik	Assistant Professor	IQAC Department Coordinator
3	Mr.K.V.Sri Ram Prasad/Mr.A.Venkatesh	Assistant Professor	Attendance Coordinator
4	Mr. V. Avinash	Assistant Professor	Feedback coordinator
5	Mr. P. Anil Kumar	Assistant Professor	Examination Coordinator
6	Dr. Akanksha Mishra	Professor	R& D Coordinator
7	Mr.V.Avinash	Assistant Professor	Faculty activities Coordinator
8	Mr. A. Chandraiah	Assistant Professor	Project Coordinator
9	Ms.S.Kezia	Assistant Professor	Student Mentoring Coordinator
10	Mr.V.Krishna	Assistant Professor	System Cell In-charge
11	Mr.K.Srinivas Rao	Assistant Professor	Training Coordinator
12	Mr.K.Srinivas Rao	Assistant Professor	Placement Coordinator
13	Mr. B. Naidu	Assistant Professor	Student activities Coordinator



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HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the evaluation reports.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Mock NBA Accreditation	HoD conducted the one-on-one sessions with the Criterion Coordinators and noted the progress of NBA Accreditation.








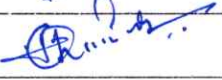
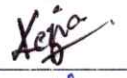

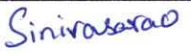

1. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
2. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
3. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
4. Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.
5. It was ensured that the Online Classes were conducted satisfactorily through Microsoft Teams.
6. Planning for the academic session 2021-22 was discussed and it was decided to prepare academic planner and time table for the new academic session.
7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
8. Discussion was made to take the benefit of courses by faculty members and to motivate students for the same.
9. Regulatory safety measures have been issued. Foot operated sanitization at various points in the campus. The authorities ensure no entry without mask and regular sanitization of entire campus.
10. PAQIC Suggested that to implement Add-on courses on emerging technologies for better empowerment for final year students and to implement the add-on course add-on courses Essentials for Competitive Programming, Arduino and interfacing to different electrical devices,Python Programming,MATLAB, SIMULINK for Electrical Engineering Applications, to strengthen the fundamental concepts for 2nd year and 3rd year students.



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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Signature
1	Dr. K. Durga Syam Prasad	Associate Professor	
2	Ms. Payal Pramanik	Assistant Professor	
3	Mr.K.V.Sri Ram Prasad/Mr.A.Venkatesh	Assistant Professor	
4	Mr. V. Avinash	Assistant Professor	
5	Mr. P. Anil Kumar	Assistant Professor	
6	Dr. Akanksha Mishra	Professor	
7	Mr.V.Avinash	Assistant Professor	
8	Mr. A. Chandraiah	Assistant Professor	
9	Ms.S.Kezia	Assistant Professor	
10	Mr.V.Krishna	Assistant Professor	
11	Mr.K.Srinivas Rao	Assistant Professor	
12	Mr. B. Naidu	Assistant Professor	

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2021-22/02

Date: 10.01.2022

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 12th January 2022 at 10:00 A.M., in the HOD's Chamber.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Time tables for academic year 2021-22 Semester-2
3. Preparation of Departmental Academic Calendar
4. Assessment and evaluation reports on COs, POs and PSOs.
5. Result Analysis and Measures for improvement of slow learners and backlog students.
6. Analysis and assessment report of Course Attainments of Odd Semester.
7. Report on Mid Examination Question Papers and Scheme of Evaluation.
8. Registration for Alumni Association
9. Workload allocation of academic year 2021-22 Semester-2.
10. Internships
11. Addon Course Schedule.


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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2021-22/02

Date: 18.01.2022

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 12th January 2022 at 10.00AM in the HoD's Chamber. The following members are present

S.No.	Member Name	Designation	Role
1	Dr. K. Durga Syam Prasad	Associate Professor	Head of the Department, Program Coordinator
2	Ms. Payal Pramanik	Assistant Professor	IQAC Department Coordinator
3	Mr.K.V.Sri Ram Prasad/Mr.A.Venkatesh	Assistant Professor	Attendance Coordinator
4	Mr. V. Avinash	Assistant Professor	Feedback coordinator
5	Mr. P. Anil Kumar	Assistant Professor	Examination Coordinator
6	Dr. Akanksha Mishra	Professor	R& D Coordinator
7	Mr.V.Avinash	Assistant Professor	Faculty activities Coordinator
8	Mr. A. Chandraiah	Assistant Professor	Project Coordinator
9	Ms.S.Kezia	Assistant Professor	Student Mentoring Coordinator
10	Mr.V.Krishna	Assistant Professor	System Cell In-charge
11	Mr.G.Mulinaidu	Assistant Professor	Training Coordinator
12	Mr.G. Mulinaidu	Assistant Professor	Placement Coordinator
13	Mr. B. Naidu	Assistant Professor	Student activities Coordinator



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HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the evaluation reports.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Mock NBA Accreditation	HoD conducted the one-on-one sessions with the Criterion Coordinators and noted the progress of NBA Accreditation.








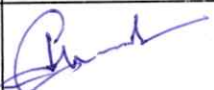





2. Academic calendar prepared and revised by the Department time table coordinator and IQAC Coordinator and circulated to the faculty to update in their Course Files.
3. Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.
4. It was ensured that the Online Classes were conducted satisfactorily through Microsoft Teams.
5. Planning for the academic session 2021-22 was discussed and it was decided to prepare academic planner and time table for the new academic session.
6. Discussion was made to take the benefit of courses by faculty members and to motivate students for the same.
7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
8. Regulatory safety measures have been issued. Foot operated sanitization at various points in the campus. The authorities ensure no entry without mask and regular sanitization of entire campus.
9. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
10. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
11. PAQIC discussed the schedule of Addon courses, proposed to be conducted for IV B.Tech students. Faculty suggested to implement Add-on courses like, Green Energies and IoT using Arduino



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LIST OF COMMITTEE MEMBERS

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3	Mr.K.V.Sri Ram Prasad/Mr.A.Venkatesh	Assistant Professor	Attendance Coordinator	
4	Mr. V. Avinash	Assistant Professor	Feedback coordinator	
5	Mr. P. Anil Kumar	Assistant Professor	Examination Coordinator	
6	Dr. Akanksha Mishra	Professor	R& D Coordinator	
7	Mr.V.Avinash	Assistant Professor	Faculty activities Coordinator	
8	Mr. A. Chandraiah	Assistant Professor	Project Coordinator	
9	Ms.S.Kezia	Assistant Professor	Student Mentoring Coordinator	
10	Mr.V.Krishna	Assistant Professor	System Cell In-charge	
11	Mr.G.Muli Naidu	Assistant Professor	Training Coordinator	
12	Mr.G. Muli Naidu	Assistant Professor	Placement Coordinator	
13	Mr. B. Naidu	Assistant Professor	Student activities Coordinator	

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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2021-22/Cir/1

Date:14.08.2021

CIRCULAR

Program Assessment & Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2021-22 Semester I.

Date & Time: 18.08.2021& 10:00AM

Venue: HoD Chamber, Department of ME.

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr.V. Ananda Babu	Head of the Department
2.	Mrs. S. Roopa	Project coordinator & Overall lab coordinator
3.	Mrs.G. Anusha	R & D Coordinator
4.	Mrs.P. Anusha	Feedback coordinator
5.	Mr.N. Ramesh	Department IQAC Coordinator
6.	Mrs.B.Swathi	Student mentoring coordinator
7.	Mrs.P.Prasanna Kumari	Attendance coordinator
8.	Mr.R. Aditya	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mr. M. Eswar Teja	Student activities Coordinator

Agenda:

1. Department academic calendar for 2021-22Semester I.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course files verification of 2020-21 Semester II.
6. Class timetables for academic year 2021-22 Semester I.
7. Curriculum gap identification.
8. CO-PO-PSO attainment & measures of continuous improvement.
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc for 2020-21 academic year.



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- 10. Lab maintenance record, stock register verification.
- 11. Department IQAC review report of 2020-21 Semester II.
- 12. Student Mentoring system.
- 13. Remedial class schedule for 2021-22 Semester I.
- 14. Content Beyond syllabus.
- 15. Workload Allocation for academic year 2021-22 Semester I.
- 16. Addon Course Schedule.
- 17. 2020-21 Semester II results.
- 18. Any other points.

V. Ananda Bahi
Head of the Department

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Mr.V.AB	Mrs.S.R	Mrs.G.A	Mrs.P.A	Mr.N.R	Mrs.B.S	Mrs.P.P.K	Mr.R.A
<i>V.AB</i>	<i>S.R</i>	<i>G.A</i>	<i>P.A</i>	<i>N.R</i>	<i>B.S</i>	<i>P.P.K</i>	<i>R.A</i>
Mr.D.K	Mr.M.ET						
<i>D.K</i>	<i>M.ET</i>						



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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2021-22/Minutes/02

19.08.2021

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2021-22/Cir/1, date:14.08.2021, the following members attended the Program Assessment & Quality Improvement committee(PAQIC) meeting on 18.08.2021.

S.No	Name	Role	Signature
1.	Dr.V. Ananda Babu	Head of the Department	
2.	Mrs. S. Roopa	Project coordinator & Overall lab coordinator	
3.	Mrs.G. Anusha	R & D Coordinator	
4.	Mrs.P. Anusha	Feedback coordinator	
5.	Mr.N. Ramesh	Department IQAC Coordinator	
6.	Mrs.B.Swathi	Student mentoring coordinator	
7.	Mrs.P.Prasanna Kumari	Attendance coordinator	
8.	Mr.R. Aditya	Exam cell coordinator	
9.	Mr.D.Kesava	T&P Coordinator	
10.	Mr. M. Eswar Teja	Student activities Coordinator	

Mr.V. Ananda Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the DAC suggestions for the 2020 admitted batch the target value of Program Outcomes (POs) is fixed as,

	PO1-PO5	PO6-PO12	PSO1-PSO2
Target level	2.65	2.45	2.65
Maximum Value	3	3	3



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3. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
4. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.
5. HoD appreciated all the faculty members for excellent placements of 2017 admitted batch students.
6. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
7. As per R16 Regulation, R19 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures..
8. HoD Proposed to collect feedback forms on graduate exit surveys.
9. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2017-18 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
10. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2020-21

Paper Publications	FDPs	Workshops
12	23	4

11. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
12. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
13. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
14. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
15. Review on the course options collected from the faculty for workload allocation.
16. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.



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17. PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for IV B.Tech students, in semester-II for II, III B.Tech students.
18. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
19. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
20. Proposed to conduct workshop on 3D Printing Technology in 3rd Week of Oct 2021
21. Proposed to conduct Workshop on AutoCAD & CATIA in 2nd Week of Nov 2021
22. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.

V. Ananda Bah
Head of the Department



3/10/21
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DEPARTMENT OF MECHANICAL ENGINEERING

No: **VIEW/ME/PAQIC/2021-22/Cir/5**

Date: 03.01.2022

CIRCULAR

Program Assessment and Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the Academic year 2021-22 Semester II.

Date & Time: **06.01.2022 & 10:00AM**

Venue: **HoD Chamber, Department of ME.**

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr.V. Ananda Babu	Head of the Department
2.	Mrs. S. Roopa	Project coordinator & Overall lab coordinator
3.	Mrs.G. Anusha	R & D Coordinator
4.	Mrs.P. Anusha	Feedback coordinator
5.	Mr.N. Ramesh	Department IQAC Coordinator
6.	Mrs.B.Swathi	Student mentoring coordinator
7.	Mrs.P.Prasanna Kumari	Attendance coordinator
8.	Mr.R. Aditya	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mr. M. Eswar Teja	Student activities Coordinator

Agenda:

1. Department academic calendar for 2021-22 Semester II.
2. Training and placements activities.
3. Course files verification of 2021-22 Semester I.
4. **Class timetables for academic year 2021-22 Semester II.**
5. CO-PO-PSO attainment & measures of continuous improvement.
6. Lab maintenance record, stock register verification.
7. Department IQAC review report of 2021-22 Semester I.
8. Student Mentoring system.
9. Budget proposal for the current semester.
10. Remedial class schedule for 2021-22 Semester II.













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11. Content Beyond syllabus.
12. Workload Allocation for academic year 2021-22 Semester II.
13. Addon Course Schedule.
14. Semester end examination results.
15. Any other points.



 Head of the Department

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Mr.D.K	Mr.M.ET						
							




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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2021-22/Minutes/06

07.01.2022

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2021-22/Cir/5, date:03.01.2022, the following members attended the Program Assessment Quality Improvement committee (PAQIC) meeting on 06.01.2022.

S.No	Name	Role	Signature
1.	Dr.V. Ananda Babu	Head of the Department	
2.	Mrs. S. Roopa	Project coordinator & Overall lab coordinator	
3.	Mrs.G. Anusha	R & D Coordinator	
4.	Mrs.P. Anusha	Feedback coordinator	
5.	Mr.N. Ramesh	Department IQAC Coordinator	
6.	Mrs.B.Swathi	Student mentoring coordinator	
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10.	Mr. M. Eswar Teja	Student activities Coordinator	

Dr.V. Ananda Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
3. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current semester.



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4. PAQIC suggested the work load and timetable coordinators to prepare the work load and timetables for the current semester.
5. Proposed to conduct a seminar on Deployment of Machine learning to predict wear and tear in 1st week of Mar 2022
6. Proposed to conduct Addon course for III B. Tech students in 4th Week of Mar 2022
7. Proposed to conduct Addon course for II B. Tech students in 3rd Week of Apr 2022
8. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2021-22 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
9. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
10. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions. MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
11. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
12. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
13. Review on the course options collected from the faculty for workload allocation.
14. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
15. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.

V. Ananda Babu
Head of the Department

3/29/22
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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2021-22/01

CIRCULAR

Date: 11-08-2021

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 14th Aug 2021 at 10:00 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2021-22 Semester I.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Department Budget utilization for previous year and proposal for current year.
- Training and placements activities.
- Course file verification of 2021-22 Semester I.
- Class timetables for academic year 2021-22 Semester I.
- Curriculum gap identification.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc.
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2021-22 Semester I.
- Workload Allocation for academic year 2021-22 Semester I.
- Addon Course Schedule.


HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. Sandhya Kumari

Mr G.Swami Naidu

Mrs. S. Malathi

Mrs. B. Manjula

Mr. D.Tilak Raju

Head of the Department

Project coordinator


Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2021-22/01

Date: 16-08-2021

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on 14th Aug 2021 at 10.00AM in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting

Chairperson presented the action taken report of the earlier meeting.

Sl. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2021-22 Semester I.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Department Budget utilization for previous year and proposal for current year.
- Training and placements activities.
- Course file verification of 2020-21 Semester I.
- Class timetables for academic year 2021-22 Semester I.
- Curriculum gap identification.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc.
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2021-22 Semester I.
- Workload Allocation for academic year 2021-22 Semester I.



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- **Addon Course Schedule.**
- Verification of alumni reports.
- Suggestions for Students –Industry interaction.
- Assessing the student's projects (Mini & Major).
- Checking the quality improvement of student publications
- Verification of lab manuals according to the university syllabus.
- Laboratory stock and maintenance registers verification.
- Checking the lab equipment condition.
- Updating the lab software status.
- Evaluating the implementation of active learning, collaborative learning and project based learning in the classrooms

Minutes of Meeting:

- **Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.**
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students. HoD addressed the recommendations from the feedback collected from alumni. Suggestions towards inculcating research based knowledge through core concepts addressed by alumni are discussed.
- Industrial visits are recommended for student – industry interaction. Also discussions regarding students towards improving the coding skills and the required interpersonal skills through industry experts. HoD suggested the T&P coordinators to prepare the list of training programs to be conducted by software trainers from various institutes in this current semester. Also discussed the skill development courses to be conducted to the students through APSSDC. HoD recommended encouraging students towards internship programs. Guest lecturers from industry experts is recommended by HoD.



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- HoD congratulated all the faculty members for successfully making the students complete their academic projects. Hardware projects related to real time applications is reviewed and is recommended to improve. Recommended faculty to give suggestions regarding new software requirements to increase the number of modern tool usage based projects. Product based and application based projects done by the students were appreciated and the faculty handling such project batches were also appreciated.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out. HoD asked the lab technicians to collect quotations from vendors for the establishment of new Lab, the Lab in-charges are requested to see that Lab manuals are ready for this new lab. Also lab-in charges are informed to verify the updated stock registers and maintain the details regarding the equipment gone through servicing. Lab techniques are informed to check the working conditions of the equipment for smooth functioning of labs in the next semester.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried. Suggestions to improve and increase the number of such activities are given by HoD and senior faculty. Evaluation of the activities to identify slow learners and bright students is recommended. HoD also suggested newly recruited faculty to promote Outcome based education through such activities for the courses they handle in the next semester.
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for III B.Tech students .
- Workload Allocation for academic year 2021-22 Semester I.
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like Introduction to MATLAB, python programming essentials and PCB Design & testing.






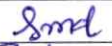


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Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Suggested to improve learning activities
- Proposed to conduct activities to fulfill the gaps recommended by the stake holder's survey.
- Recommended to visit Industries.
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.
- Recommended to conduct experiments beyond syllabus in the respective labs to improve practical knowledge of the students

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	



HOD

HEAD OF THE DEPARTMENT
Electronics & Communication Engineering
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K.J. Peta, Visakhapatnam-49




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2021-22/02

CIRCULAR

Date: 06-01-2022

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 11th Jan 2022 at 10:30 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2021-22 Semester II.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Department Budget utilization for previous year and proposal for current year.
- Training and placements activities.
- Class timetables for academic year 2021-22 Semester II.
- Curriculum gap identification.
- CO-PO-PSO attainment & measures of continuous improvement
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2021-22 Semester II.
- Workload Allocation for academic year 2021-22 Semester II.
- Addon Course Schedule.


HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr G.Swami Naidu

Mrs. S. Malathi

Mrs. B. Manjula

Mr. D.Tilak Raju

Head of the Department

Project coordinator


Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2021-22/02

Date: 12-01-2022

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **11th Jan 2022** at **10.30 AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting


Chairperson presented the action taken report of the earlier meeting.

SI. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2021-22Semester II.
- Result analysis of students in external exams
- Quality improvement in student publications.
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- Training and placements activities.
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- Curriculum gap identification.
- CO-PO-PSO attainment & measures of continuous improvement
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2021-22Semester II.
- Workload Allocation for academic year 2021-22 Semester II.
- Addon Course Schedule.




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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students. HoD addressed the recommendations from the feedback collected from alumni. Suggestions towards inculcating research based knowledge through core concepts addressed by alumni are discussed.
- Industrial visits are recommended for student – industry interaction. Also discussions regarding students towards improving the coding skills and the required interpersonal skills through industry experts. HoD suggested the T&P coordinators to prepare the list of training programs to be conducted by software trainers from various institutes in this current semester. Also discussed the skill development courses to be conducted to the students through APSSDC. HoD recommended encouraging students towards internship programs. Guest lecturers from industry experts is recommended by HoD
- HoD congratulated all the faculty members for successfully making the students complete their academic projects. Hardware projects related to real time applications is reviewed and is recommended to improve. Recommended faculty to give suggestions regarding new software requirements to increase the number of modern tool usage based projects. Product based and application based projects done by the students were appreciated and the faculty handling such project batches were also appreciated.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.



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- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out. HoD asked the lab technicians to collect quotations from vendors for the establishment of new Lab, the Lab in-charges are requested to see that Lab manuals are ready for this new lab. Also lab-in charges are informed to verify the updated stock registers and maintain the details regarding the equipment gone through servicing. Lab technicians are informed to check the working conditions of the equipment for smooth functioning of labs in the next semester.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried. Suggestions to improve and increase the number of such activities are given by HoD and senior faculty. Evaluation of the activities to identify slow learners and bright students is recommended. HoD also suggested newly recruited faculty to promote Outcome based education through such activities for the courses they handle in the next semester.
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-II for II, IV B.Tech students .
- Workload Allocation for academic year 2021-22 Semester II.
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like Essentials for Competitive Programming, Micro controller based system design and Advanced Radar signal processing.

Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Suggested to improve learning activities
- Proposed to conduct activities to fulfill the gaps recommended by the stake holder's survey.



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- Recommended to visit Industries.
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.
- Recommended to conduct experiments beyond syllabus in the respective labs to improve practical knowledge of the students

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	<i>Ch. Ramesh</i>
2	Mrs. T. Sandhya Kumari	Project coordinator	<i>T. Sandhya</i>
3	Mr G.Swami Naidu	Department IQAC Coordinator	<i>Mr. Swami</i>
4	Mrs. S. Malathi	Student mentoring coordinator	<i>S. Malathi</i>
5	Mrs. B. Manjula	Attendance coordinator	<i>B. Manjula</i>
6	Mr. D.Tilak Raju	Exam cell coordinator	<i>D. Tilak</i>

Ch. Ramesh

HOD

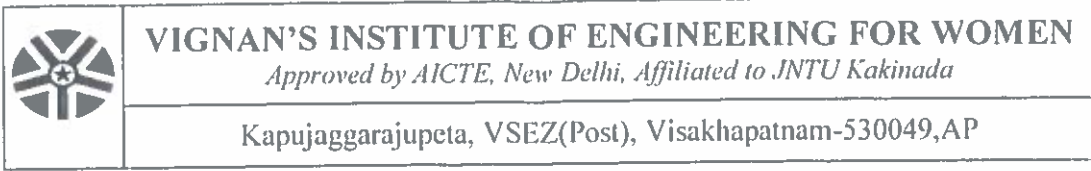
HEAD OF THE DEPARTMENT
Electronics & Communication Engineering
VIGNAN'S INSTITUTE OF
ENGINEERING FOR WOMEN
K.J. Peta, VSEZ (I.P.O.),
Visakhapatnam-49



[Handwritten signature in green ink]

PRINCIPAL

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Visakhapatnam-49



DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2021-22/Cir/1

Date: 10.08.2021

CIRCULAR

Program Assessment & Quality Improvement Committee(PAQIC) meeting is proposed to conduct for the Academic year 2021-22 Semester I.

Date & Time: **13.08.2021 & 10:00AM**

Venue: **HoD Chamber, Department of CSE.**

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Dr.P.Vijaya Bharathi	Program Coordinator
3.	Dr. K.Jayasri	R & D Coordinator
4.	Mrs. G. Sandhya	Feedback coordinator
5.	Mrs.D.Kiranmai	Department IQAC Coordinator
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator
7.	Ms.B.Haritha Lakshmi	Attendance coordinator
8.	Mr. A. Maheswara Rao	Exam cell coordinator
9.	Mr.R.Ravi	T&P Coordinator
10.	Mrs. N.Sowjanya Kumari	Project coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr.D.Rajendra Dev	System Cell In-charge

Agenda:

1. Department academic calendar for 2021-22 Semester I.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course file verification of 2020-21 Semester II.
6. **Class timetables for academic year 2021-22 Semester I.**
7. Curriculum gap identification.














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9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.for 2019-20 academic year.
10. Lab maintenance record verification, software, hardware and AMC requirement.
11. Department IQAC review report of 2020-21 Semester II.
12. Student Mentoring system.
13. Remedial class schedule for 2021-22 Semester I.
14. Content Beyond syllabus.
15. Workload Allocation for academic year 2021-22 Semester I.
16. Addon Course Schedule.
17. 2020-21 Semester II results.
18. Any other points.


Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Dr.PVB	Dr.KJ	Mrs.GS	Mrs.DK	Mrs.SKM	Mr.RR	Ms.BHL	Mr.AMR
	K. Jayasri				R. Ravi		
Ms.YVS	Mr.DRD	Mrs.NSK	Principal Office		IQAC		
							




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Tiruchengode - 641 009













DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2021-22/Minutes/02

14.08.2021

MINUTES OF THE MEETING

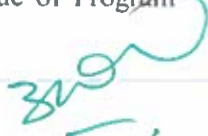
With reference to No: VIEW/CSE/PAQIC/2021-22/Cir/1, date: 10.08.2021, the following members attended the Program Assessment & Quality Improvement Committee(PAQIC) meeting on 13.08.2021.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Dr.P.Vijaya Bharathi	Program Coordinator	
3.	Dr. K.Jayasri	R & D Coordinator	
4.	Mrs. G. Sandhya	Feedback coordinator	
5.	Mrs.D.Kiranmai	Department IQAC Coordinator	
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator	
7.	Ms.B.Haritha Laskhmi	Attendance coordinator	
8.	Mr. A. Maheswara Rao	Exam cell coordinator	
9.	Mr.R.Ravi	T&P Coordinator	
10.	Mrs. N.Sowjanya Kumari	Project coordinator	
11.	Ms.Y.Vineela Sravya	Student activities Coordinator	
12.	Mr.D.Rajendra Dev	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. It is suggested to prepare Department academic calendar in line with Institute Academic Calendar drafted from University Academic Calendar when released by incorporating proposed schedule of Addon courses, workshops, seminars etc.
2. As per the DAC suggestions for the 2020 admitted batch the target value of Program Outcomes (POs) is fixed as
 - PO1-PO5-target level is 80-85% (2.45) of maximum value is 3.





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- PSO1-PSO2- target level is 80-85% (2.45) of maximum value is 3.
3. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
 4. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.
 5. HoD appreciated all the faculty members for excellent placements to the admitted batch 2017-21 out of 195 students 150 students got placed with highest package 7LPA and with average package of 3.50 LPA.
 6. PAQIC discussed CRT and CST training for IV B. Tech students of 2018 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
 7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
 8. As per R16 Regulation, R19 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
 9. HoD Proposed to collect feedback forms on graduate exit surveys.
 10. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2020-21 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
 11. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2020-21

Paper Publications	FDPs	Workshops
52	95	15

12. PAQIC discussed the software required in the lab for the current semester, verified and instructed to update the stock registers and submit the updated register on or before 02.09.2021, AMCs, system requirements etc.
13. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
14. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counseling the irregular students, motivation of students suffering from emotional and health issues in this pandemic etc.




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 Visakhapatnam

15. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
16. HoD congratulated all the faculty and students for giving excellent results IV B. Tech II Semester end examinations.
17. Review on the course options collected from the faculty for workload allocation.
18. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
19. PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students based upon the choice of the students.
20. Faculty suggested courses like Essentials for Competitive Programming, Online Privacy and Android Application Development course.
21. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
22. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
23. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Computer Science Engineering.



Head of the Department

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Visakhapatnam-49

**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**

No: VIEW/CSE/PAQIC/2021-22/Cir/11

Date: 07.01.2022

CIRCULAR

Program Assessment & Quality Improvement committee (PAQIC) meeting is proposed to conduct for the academic year 2021-22 semester II.

Date & Time: 10.01.2022 & 10:00AM

Venue: HoD Chamber, Department of CSE.

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Dr.P.Vijaya Bharati	Program Coordinator
3.	Dr. K.Jayasri	R & D Coordinator
4.	Mrs. G. Sandhya	Feedback coordinator
5.	Mrs.D.Kiranmai	Department IQAC Coordinator
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator
7.	Ms.B.Haritha Lakshmi	Attendance coordinator
8.	Mr. A. Maheswara Rao	Exam cell coordinator
9.	Mr.R.Ravi	T&P Coordinator
10.	Mrs. N.Sowjanya Kumari	Project coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr.D.Rajendra Dev	System Cell In-charge

Agenda:

1. Preparation of Department academic calendar for 2021-22 Semester II.
2. Course file verification of 2021-22 Semester I.
3. Class timetables for academic year 2021-22 Semester II.
4. Curriculum gap identification and delivery process.
5. CO-PO-PSO attainment process & measures of continuous improvement.
6. Lab maintenance record verification, software, hardware and AMC requirement.
7. Training and placements activities.
8. Department IQAC review report of 2021-22 Semester I.
9. Student Mentoring system.
10. Module coordinator meeting report.
11. Workload Allocation for academic year 2021-22 Semester II.
12. Addon Course Schedule.
13. Remedial classes schedule for 2021-22 Semester II.
14. End Result analysis of 2021-22 Semester I
15. Any other points.

Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file



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Dr.PVB	Dr.KJ	Mrs.GS	Mrs.DK	Mrs.SKM	Mr.RR	Ms.BHL	Mr.AMR
<i>P</i>	<i>K. Jayashri</i>	<i>GS</i>	<i>DK</i>	<i>SKM</i>	<i>R. Ravi</i>	<i>B</i>	<i>AMR</i>
Ms.YVS	Mr.DRD	Mrs.NSK	Principal Office		IQAC		
<i>YVS</i>	<i>DRD</i>	<i>NSK</i>	<i>P</i>		<i>P</i>		



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**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**

No: VIEW/CSE/PAQIC/2021-22/Minutes/12

11.01.2022

MINUTES OF THE MEETING

With reference to No: VIEW/CSE/PAQIC/2021-22/Cir/11, date:07.01.2022, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting on 10.01.2022 .

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Dr.P.Vijaya Bharathi	Program Coordinator	
3.	Dr. K.Jayasri	R & D Coordinator	
4.	Mrs. G. Sandhya	Feedback coordinator	
5.	Mrs.D.Kiranmai	Department IQAC Coordinator	
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator	
7.	Ms.B.Haritha Lakshmi	Attendance coordinator	
8.	Mr. A. Maheswara Rao	Exam cell coordinator	
9.	Mr.R.Ravi	T&P Coordinator	
10.	Mrs. N.Sowjanya Kumari	Project coordinator	
11.	Ms.Y.Vineela Sravya	Student activities Coordinator	
12.	Mr.D.Rajendra Dev	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

S.No	Particulars / Recommendations	Action Taken
1.	To organize a visit to Exhibition on National Science Day-2022	As a part of National Science Day, III B.Tech students visited to Exhibition of NSTL Products on 26.2.2022.
2.	To conduct student club activities	Conducted a "Flash mob" by Samskrithi club CSEA on 30.12.2021



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1. As per the IQAC, all the Course Coordinators are informed to update the course file.
2. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. As per R16 Regulation, R19 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry.
4. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2021-22 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
5. PAQIC discussed the status of the licensed software available in the labs and recommended the quotations for updating for the current semester, verified stock registers, AMCs, system requirements etc.
6. PAQIC discussed CRT and CST training for IV B. Tech students of 2018 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
7. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, of verifying the knowledge levels and Bloom's taxonomy of previous semester [2021-22 SEM-I].
8. PAQIC suggested all the faculty members to conduct remedial classes for the students who are having active backlogs >2 and also advised all the Mentors to be in contact with their students and parents regularly and motivate students who are irregular to college and who are suffering from emotional and health issues etc.
9. Faculty suggested courses like Design for IoT, Cyber Security Essentials & Fundamentals and applications in Computer Vision for III B.Tech & Data Science for Engineering, Advanced Mobile Applications & Power BI Reporting for IV B.Tech students.
10. Mentors/Class Coordinators discussed the importance of Course website to II-year students and guidelines are provided for examination preparation.
11. Review on the course options collected from the faculty for workload allocation.
12. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
13. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
14. HoD congratulated all the faculty and students for giving excellent results IV B. Tech I Semester end examinations. [AY 2021-22].
15. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
16. Proposed to conduct IoT workshop from 15.03.2022 to 21.03.2022 for II B.Tech students.
17. Proposed to conduct Skill Development Programme by APSSDC on Web Development using Django from 07.03.2022 to 26.03.2022 for III B.Tech students.
18. Due to Semester-I Exams, the Department Association Day is proposed to be conduct during the month of March.




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19. HoD advised all the class coordinators and mentors to motivate students towards NPTEL, Coursera, Udey certification on latest technology in Computer Science Engineering.



Head of the Department


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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2021-22/01

Date : 13.08.2021

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 17th August 2021, Tuesday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Allocation of Workload for academic year 2021-22 Semester I
2. Timetable for academic year 2021-22 Semester I
3. Department Academic Calendar for the academic year 2021-22 Semester I
4. Proposal of Add-on Courses to be introduced.
5. Analysis of CO, PO, PSOs attainments.
6. Quality improvements in student projects.
7. Updating the laboratory manuals.
8. Organize online workshop for students.
9. Nptel course registrations
10. Other relevant points

B. Prakash
PAQIC Coordinator

B. Prakash
HoD

Copy to:

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|-------------------------|--------------------------------|
| 1. Principal Office | |
| 2. Dr.B. Prakash | Head of the Department |
| 3. Mrs. S. Kalyani | Program Coordinator. |
| 4. Mr. Ch. Ramasuri A.N | Attendance Coordinator |
| 5. Mrs. Guru Laxmi | Feedback coordinator |
| 6. Mr. P. Mohan Ganesh | Examination Coordinator |
| 7. Mr. Y. Laxman Rao. | R& D Coordinator |
| 8. Mr. B. Ajay Kumar | Project Coordinator |
| 9. Mr.G.Netaji | Student Mentoring Coordinator |
| 10. Mr.B.CH.V.Ramana | System Cell Incharge |
| 11. Mr.S.Sagar | T&P Coordinator |
| 12. Mrs. S. Kalyani | IQAC Department Coordinator |
| 13. Mrs. P. Vanitha Sri | Student activities Coordinator |




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Copy to:

- 1 Principal Office
2. Dr.B.Prakash Head of the Department
3. Mrs. S. Kalyani Program Coordinator.
4. Mr. Ch. Ramasuri A.N Attendance Coordinator
5. Mrs. Guru Laxmi Feedback coordinator
6. Mr. P. Mohan Ganesh Examination Coordinator
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8. Mr. B. Ajay Kumar Project Coordinator
9. Mr.G.Netaji Student Mentoring Coordinator
10. Mr.B.CH.V.Ramana System Cell Incharge
11. Mr.S.Sagar T&P Coordinator
12. Mrs. B.Siva Lakshmi IQAC Department Coordinator
13. Mrs. B.Sudha Madhuri Student activities Coordinator




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2021-22/01

Dt : 18.08.2021

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 17th August 2021, Tuesday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Dr.B.Prakash	Head of the Department	Chairperson
2.	Mrs. S. Kalyani	Program Coordinator.	Member
3.	Mr. Ch. Ramasuri A.N	Attendance Coordinator	Member
4.	Mrs. Guru Laxmi	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. Laxman Rao.	R& D Coordinator	Member
7.	Mr. B. Ajay Kumar	Project Coordinator	Member
8.	Mr.G.Netaji	Student Mentoring Coordinator	Member
9.	Mr.B.CH.V.Ramana	System Cell Incharge	Member
10.	Mr.S.Sagar	T&P Coordinator	
11.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about PAQIC meeting held on 17.08.2021 resolutions.

Sl. No.	Resolutions	Actions taken
1	Proposed to conduct two or three workshops on latest technology to the students during December 2020 and January 2021.	Conducted Deep Learning and AI workshop for third year and final year students and Women Entrepreneurship-IT as Enabler-Digital India workshop for third and final years students.



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Then discussions went on current agenda points.

Discussions:

1. **Allocation of Workload for academic year 2021-22 Semester I**
 - Review is done on the course options collected from the faculty for workload allocation.
2. **Time Table for academic year 2021-22 Semester I**
 - PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. **Department Academic Calendar for the academic year 2021-22 Semester**
 - Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
4. **Proposal of Add-on Courses to be introduced.**
 - PAQIC discussed the schedule of Add-on courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students.
 - Faculty suggested courses like Essentials for Competitive Programming, 3D-Animations and Scripting Languages for Web Development.
5. **Result analysis of students in previous semester external exams:**
 - Mr. B. Prakash shared external semester exam pass percentage that II-II got 85.19% , III-II got 87.04%, IV-II got 96.08% of last semester
 - Mr. B. Prakash congratulated all the faculty members for excellent achievement in external exam results.
 - The students with backlogs are identified in each year.
6. **Analysis of CO, PO, PSOs attainments:**
 - CO, PO, PSOs attainments for all the courses in previous semester are verified and discussions went on to improve attainment levels.
 - In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct workshops.
7. **Quality improvement in student projects:**
 - Dr.B. Prakash congratulated all the faculty members for successfully completing the student academic projects with publications.
 - IoT projects related to real time applications are reviewed and recommended to improve.



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8. Updating of laboratory manuals:

- Mr. B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus for ensuing semester

9. Nptel Course Registrations :

- HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technologies.

10. Organize Online workshop for students:

- Dr.B. Prakash proposed to conduct React JS workshop for second, third and final year students.

Resolutions:

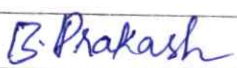


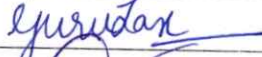


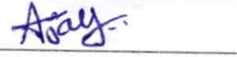

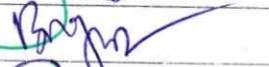
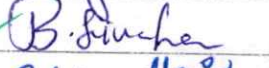

1. It is agreed by all committee members to come up with working models as final year projects.
2. It is suggested by committee members to organize online work shop for all the students.

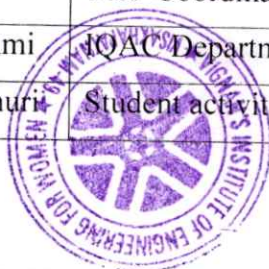
It is decided to conduct the next meeting tentatively in the first week of November 2021, for further discussion.


PAQIC Coordinator


HoD

LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr.B.Prakash	Head of the Department	
2.	Mrs. S. Kalyani	Program Coordinator.	
3.	Mr. Ch. Ramasuri A.N	Attendance Coordinator	
4.	Mrs. Guru Laxmi	Feedback coordinator	
5.	Mr. P. Mohan Ganesh	Examination Coordinator	
6.	Mr. Y. Laxman Rao.	R& D Coordinator	
7.	Mr. B. Ajay Kumar	Project Coordinator	
8.	Mr.G.Netaji	Student Mentoring Coordinator	
9.	Mr.B.CH.V.Ramana	System Cell Incharge	
10.	Mr.S.Sagar	T&P Coordinator	
11.	Mrs. B.Siva Lakshmi	IOA Department Coordinator	
12.	Mrs. B.Sudha Mahuri	Student activities Coordinator	



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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2021-22/03

Date : 07.02.2022

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 9th February 2022, Wednesday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Allocation of Workload for academic year 2021-22 Semester I
2. Timetable for academic year 2021-22 Semester I
3. Department Academic Calendar for the academic year 2021-22 Semester I
4. Proposal of Add-on Courses to be introduced.
5. Analysis of CO, PO, PSOs attainments.
6. Quality improvements in student projects.
7. Updating the laboratory manuals.
8. Organize online workshop for students. Gb
9. Other relevant points

B. S. Madhri
PAQIC Coordinator

S. Prakash
HoD

Copy to:

- | | | |
|-----|---------------------|--------------------------------|
| 1 | Dr.B.Prakash | Head of the Department |
| 2. | Mrs. S. Kalyani | Program Coordinator. |
| 3. | Mr.G.Netaji | Attendance Coordinator |
| 4. | Mr. P. Mohan Ganesh | Examination Coordinator |
| 5. | Mr. Y. LaxmanRao. | R& D Coordinator |
| 6. | Mr. B. Ajay Kumar | Project Coordinator |
| 7. | Mr.B.CH.V.Ramana | System Cell Incharge |
| 8. | Mr.S.Sagar | T&P Coordinator |
| 9. | Mrs.B.Siva Lakshmi | IQAC Department Coordinator |
| 10. | Mrs.B.Sudha Madhru | Student activities Coordinator |



S. Prakash
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Copy to:

1. Principal Office
2. Dr. B. Prakash Head of the Department
3. Dr. K. VenkataRao Program Coordinator.
4. Mr. M. SomasundaraRao Attendance Coordinator
5. Mrs. Guru Laxmi Feedback coordinator
6. Mr.P. Mohan Ganesh Examination Coordinator
7. Mr. Y. LaxmanRao. R& D Coordinator
8. Mr. B. Ajay Kumar Project Coordinator
9. Mr. G. Netaji Student Mentoring Coordinator
10. Mr. K. Leela Prasad System Cell Incharge
11. Mr. CH. Ramasuri A N T&P Coordinator
12. Mrs. S. Kalyani IQAC Department Coordinator
13. Mrs. P. Vanitha Sri Student activities Coordinator
14. File



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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2021-22/03

Dt : 10.02.2022

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 9th February 2022, Wednesday at 10:00 am in HoD's Chamber.

The following members were present.


Sl.No	Name	Designation	Category
1.	Dr.B.Prakash	Head of the Department	Chairperson
2.	Mrs. S. Kalyani	Project Coordinator.	Member
3.	Mr.G.Netaji	Attendance Coordinator	Member
4	Mr. P. Mohan Ganesh	Examination Coordinator	Member
5	Mr. Y. LaxmanRao.	R& D Coordinator	Member
6	Mr. B. Ajay Kumar	Project Coordinator	Member
7	Mr.B.CH.V.Ramana	System Cell Incharge	Member
8	Mr.S.Sagar	T&P Coordinator	Member
9	Mrs.B.Siva Lakshmi	IQAC Department Coordinator	Member
10	Mrs.B.Sudha Madhru	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about PAQIC meeting held on 09.02.2022 resolutions.

Sl. No.	Resolutions	Actions taken
1	Proposed to conduct two or three workshops on latest technology to the students during December 2019 and January 2020.	<ul style="list-style-type: none">Conducted workshop on Reac JS.Conducted workshop on Python Programming .

Discussions:




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1. Analysis of CO, PO, PSOs attainments:

- CO, PO, PSOs attainments for all the courses in previous semester are verified and discussions went on to improve attainment levels.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars.
- Suggested faculty to implement teaching methodologies to improve CO attainments

2. Result analysis of students in midterm 1 internal exams:

- Verified the midterm 1 examination marks and identified some slow learners.
- Mr. B. Prakash proposed to conduct extra classes to slow learners and backlog students in order to improve pass percentage.

3. Updating of laboratory manuals:

- Mr. B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus for ensuing semester

4. Organize workshop for students:

- Dr.B. Prakash proposed to conduct Game development workshop for final year and Python Programming workshop for third year students.

5. Quality improvement in student projects:

- Dr.B. Prakash congratulated all the faculty members for successfully completing the student academic projects with publications.
- IoT projects related to real time applications are reviewed and recommended to improve.
- Recommended faculty to give suggestions regarding usage of new tools like anaconda, PyCharm and Cloud Computing tools.

6. Allocation of Workload for academic year 2021-22 Semester II

- Review is done on the course options collected from the faculty for workload allocation of II semester.

7. Timetable for academic year 2021-22 Semester II

- PAQIC suggested the time table coordinator to prepare a timetable for the II semester.

8. Department Academic Calendar for the academic year 2021-22 II Semester

- Department academic calendar for the second semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

Resolutions:



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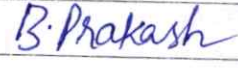

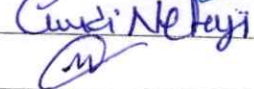
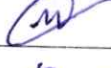
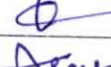
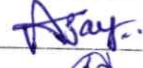

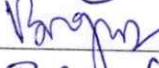
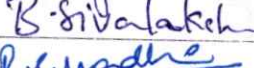

1. It is agreed by all committee members to come up with working models as final year projects.
2. It is suggested by committee members that every faculty should go for Scopus and SCI publications.

It is decided to conduct the next meeting tentatively in the first week of May 2022, for further discussion.



PAQIC Coordinator


HoD

LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr.B.Prakash	Head of the Department	
2.	Mrs. S. Kalyani	Project Coordinator	
3.	Mr. Mr.G.Netaji	Attendance Coordinator	
4.	Mr. P. Mohan Ganesh	Examination Coordinator	
5.	Mr. Y. Laxman Rao.	R& D Coordinator	
6.	Mr. B. Ajay Kumar	Project Coordinator	
7.	Mr.B.CH.V.Ramana	System Cell Incharge	
8.	Mr.S.Sagar	T&P Coordinator	
9.	Mrs. B Siva Lakshmi	IQAC Department Coordinator	
10.	Mrs. B Sudha Madhuri	Student activities Coordinator	




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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2021-22/Cir/1

Date: 20.09.2021

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2021-22 semester I.

Venue: HoD Chamber, Department of MBA. Date & Time: 23.09.2021 & 10:00AM

The following PAC members were invited.

S.No	Name	Role
1.	Dr. M.Pardha Saradhi	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. S. Ramesh	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Work load allocation for the academic year 2021-22 sem-I.
2. Time table preparation for 2021-22 sem-I.
3. Review of the previous meeting along with an action taken report.
4. Student feedback on faculty
5. Identification of Slow learners
6. Student Mentoring system.
7. Syllabus completion status
8. Lecture plans verification for academic year 2020-21 Semester II.
9. Workshops, guest lectures, seminars etc.
10. Remedial classes
11. Any other points

S. Ramesh
Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file



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Dr.S.R	Mrs.T.S	Dr.G.VRKR	Mrs.M.SY	Mrs.M.SJ
<i>S. Ram</i>	<i>bra</i>	<i>Dr</i>	<i>PT</i>	<i>Soujanya</i>
Mrs.M.SR	Mrs.A.VL	Principal Office		IQAC
<i>Ji</i>	<i>A Venkata Rao</i>	<i>Dr</i>		<i>A</i>



3/10/20

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**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN***Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada*

Kapu Jaggaraju Peta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2021-22/Cir/2

Date: 23.09.2021

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2021-22/Cir/1, date: 20.09.2021, the following are the members attended Program Assessment & Quality Improvement Committee (PAQIC) meeting.

S.No	Name	Role	Signature
1.	Dr. M.Pardha Saradhi	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr. S. Ramesh	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	

Dr. M. Pardha Saradhi, Head of the Department addressed the gathering with a welcome note and agenda of the meeting and congratulated all the faculty and students for giving excellent results II MBA I Semester end examinations. [AY 2021-22]

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1.	To conduct add on courses to students	Add on courses conducted to the students
3.	To organize webinar	Webinar on Labs

- Lecture plans were verified by the Module coordinator and suggested to implement teaching methodologies effectively.
- PAQIC suggested all the mentors should follow the mentoring schedule timings and identify students with less attendance and take the respective measures to regularize them and also identify any special cases and counsel them for effective improvement.



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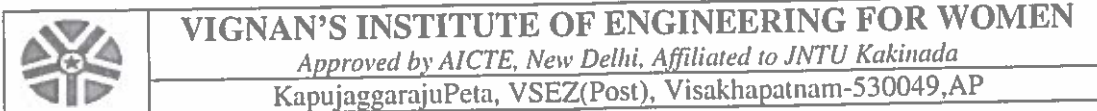
4. PAQIC advised all the faculty to complete the syllabus in time for Mid 1 examinations.
5. PAQIC suggested all the faculty members to motivate their student batches to publish papers in any UGC reputed journals.
6. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
7. PAQIC suggested faculty to focus more on outcome-based education with various teaching learning methodologies to improve program attainments.
8. As per the PAQIC advised all the faculty to complete the syllabus in time for Mid 1 examinations.

S. Ramu
Head of the Department



S. Ramu

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2021-22/Cir/7

Date: 07.02.2022

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2021-22 semester II.

Venue: HoD Chamber, Department of MBA. Date & Time: 09.02.2022 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. S. Ramesh	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. M.Pardha Saradhi	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:


1. Result analysis of students in external exams.
2. Evaluating the implementation of active learning, collaborative learning and project based learning in the classrooms
3. Identification of Slow learners
4. Collection and Analysis of course feed backs on exit survey Syllabus completion status.
5. Work load allocation for 2021-22 sem-II.
6. Workshops, guest lectures, seminars etc.
7. Time table preparation for the academic year 2021-22 sem-II.
8. Remedial classes
9. Any other points


Head of the Department

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3. PAQIC Members
4. To file




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Dr.M.PS	Mrs.T.S	Dr.G.VRKR	Mrs.M.SY	Mrs.M.SJ
<i>MP</i>	<i>ts</i>	<i>GR</i>	<i>MSY</i>	<i>Sowjanya</i>
Mrs.M.SR	Mrs.A.VL	Principal Office		IQAC
<i>ji</i>	<i>A.Vallatalai</i>	<i>B</i>		<i>b</i>

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2021-22/Cir/8

Date: 09.02.2022

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2021-22/Cir/7, date: 07.02.2022, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting.

S.No	Name	Role	Signature
1.	Dr. S. Ramesh	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr. M.Pardha Saradhi	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	

Dr. S. Ramesh, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified [AY 2021-22]

1 Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Suggested faculty to improve teaching methodologies to improve CO attainments	Suggested faculty to improve teaching methodologies to improve CO attainments
2	Collection and Analysis of course feed backs on graduate exit survey	HoD informed to prepare feedback forms on exit survey and submit report to IQAC after the semester end



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2. Lecture plans were verified by the Module coordinator and suggested to implement teaching methodologies effectively.
3. PAQIC suggested all the mentors should follow the mentoring schedule timings and identify students with less attendance and take the respective measures to regularize them and also identify any special cases and counsel them for effective improvement.
4. Proposed to conduct extra classes to slow learners and remedial classes in order to improve pass percentage.
5. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
6. PAQIC suggested faculty to focus more on outcome-based education with various teaching learning methodologies to improve program attainments.
7. Discussions on the learning activities conducted in the last semester by the faculty are carried.
8. As per PAQIC suggestions, how this feedback reports provides both students and faculty the performance of each student and their learning process.
9. As per the suggestions of PAQIC, preparation of timetable based on number of Workload should be distributed equally among the faculty.
10. PAQIC advised the Workshops, guest lectures, seminars structural analysis.

S. Ram
Head of the Department

S. Ram
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Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

NO: VIEW/FY-DEPT-CIR/2021-22/01

DATE: 08/11/2021

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend the department meeting scheduled on
09/11/2021 in ECS LAB at 4PM


AGENDA:

1. Commencement of I B Tech. - Admissions
2. Discussion of Academic Calendar
3. Workload allocation
4. Allocation of Add-on Courses
5. Orientation Classes-Motivation classes by senior faculty members
6. Bridge Course (fore noon) before or after the start of the regular classwork/ admissions.
7. Proposed Action for improvement of PO Attainments : 2020-21 to be implemented during this Academic Year 2021-22
8. Regular Time Table for Academic Year-2021 – 2022
9. Classroom Instructions-Syllabus Completion-Unit-I, II & III (1/2)
10. Allotment of Coordinators
11. Allocation of Classrooms
12. Anti-Ragging Measures
13. Code of Conduct
14. Inaugural Function

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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/SM/MOM/2021-22/01

DATE: 09/11/2021

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

MINUTES OF THE MEETING

AGENDA:

1. Commencement of I B Tech. - Admissions
2. Discussion of Academic Calendar
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13. Code of Conduct
14. Inaugural Function

FOLLOWING RESOLUTIONS ARE MADE AT THE MEETING

1. Commencement of I B.Tech Admissions

- Admission process for the academic year 2021-2022 for I B.Tech -I Semester is planned to begin from 10/11/2021
 - a. For the smooth completion of the admission process a help desk is arranged & allocated with department wise coordinators from the department of BS&H.
 - i) CSE-Desk- 1. Dr.V.R.S.S.Srikanth / Mr. k.suryanarayana
2. Dr. Chandra Sekhar Beera/ Mr. S.Giribabu
 - ii) ECE-Desk- 1. Dr.D.Nirmala Devi
2. Dr.Shouri Dominic
 - iii) EEE-Desk- 1. Mrs.M.Venumadhuri
 - iv) IT-Desk- 1.Mr.K.Murali
2. Dr.E.Gouthami
 - v) Mech-Desk- 1. K.Lavanya




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evaluation schedule, observation days, co-curricular activities, tentative examination schedule, etc.

- To ensure the objective of incorporating inquisitiveness and scientific temper among the students through diverse activities.
- It was resolved to approve the Academic Calendar prepared.

2. Workload Allocation

Workload is allocated for the following courses in Semester I for the Academic Year 2021-22.

- English
- Mathematics – I
- Mathematics - II
- PPSC
- Applied Physics
- Applied Chemistry
- Engineering Drawing

3. Allocation of Add-On Courses

It is decided to allocate Add-on courses for EEE and ECE students for the Academic Year 2021-22.

4. Orientation Classes-Motivation Classes By Senior Faculty Members

- The main purpose of conducting a good orientation session in the college is to bridge the gap between the professors and the students, ensuring a smooth communication among them. It is designed in a manner that it can answer all the queries of the students. before they are asked.
- Faculty for Orientation classes allocated are HOD's from the core departments and senior faculty members.

HOD's from various Departments:

Dr.K.Chaitanya	BS&H- Department
Dr.K.Vijaya Kumar	CSE-Department
Dr. Ch.Ramesh Babu	ECE-Department
Dr.K.Durga Shyam Prasad	EEE-Department
Dr.B.Prakash	IT- Department
Mr.V. Anadababu	ME-Department

Senior Faculty from Core Departments:

Mrs.N.Sowjanya	CSE-Department
Dr. K.V.Ramana Rao	ECE- Department
Mrs.K.Therissa	EEE- Department
Mr.P.Mohan Ganesh	IT - Department
Mrs.B.swathi	ME-Department

BS&H Faculty:

Dr. T. Radha Krishna Murthy
Dr. K.P.Shashini
Dr. Chandra Sekhar Beera
Mr. Ch.SK.Chaitanya
Dr. Shouri Dominic



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Mr.B.Nagabhushan rao
Dr. RSS.Srikanth Vemuri
Mr. K.V.V.Ganeswara Rao

5. Bridge Course before or after the Start of the Regular Classwork / Admissions.

A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in Graduation. The syllabus for the course is framed in such a way that they get basic knowledge on the subjects whom they would be learning through graduation.

The following faculty members are assigned to take classes of Bridge Courses

Dr. T. Radha Krishna Murthy
Dr. K.P.Suhashini
Dr. Chandra Sekhar Beera
Dr. Shouri Dominic
Dr. Ch.SK.Chaitanya

6. Proposed Action for Improvement of PO Attainments : 2020-21 To Be Implemented during this Academic Year 2021-22

- For improvement of PO attainments, Faculty members and course coordinators are instructed to implement the following mentioned actions by including them in their respective Course Delivery Plans and carry out the activities accordingly.
- Hence, it is decided to implement certain actions such as conducting foundation courses, bridge courses, orientation programs, tutorial classes, group activities in the respective courses where low attainment is registered with respect to the target.
- Detailed proposed action sheet is enclosed here under.

7. Regular Time Table for Academic Year 2021-22

Dr.V.R.S.S.Srikanth is entrusted to prepare & communicate Regular Time Table for the Academic Year 2021-22

8. Classroom Instructions-Syllabus Completion-Unit-I, II & III (1/2)

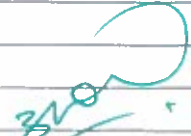
- Faculty members are requested to complete the Syllabus -Unit -I, II & III (1/2)
- It is proposed to complete two Assignments by the end of this month.

9. Allotment of Coordinators

The following faculty members are assigned as coordinators for each section.

Class Coordinator	Section Allotted
1. Mr.A.P.Phaneendra Kumar	EEE
2. Dr. K.P.Suhashini	ECE-A
3. Dr. V.R.S.S.Srikanth	ECE-B
4. Dr. D.Nirmala Devi	ECE-C
5. Mr. S.Giribabu	CSE-A
6. Dr.K.V.Prasad	CSE-B




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7. Dr. Chandra Sekhar Beera	CSE-C
8. Mr. B.Nagabhushan Rao	IT

10. Allocation of Classrooms

BRANCH SECTION &	ROOM NO
EEE	A42
ECE-A	A45
ECE-B	A46
ECE-C	A47
CSE-A	B47
CSE-B	B46
CSE-C	B44
IT	B43

11. Anti Ragging Measures

Mr. K. Suryanaraya Rao is assigned as overall anti-ragging committee in charge.

The following faculty have been assigned as members of anti-ragging squads for vigilance

S.NO	Name	Designation	Location
1.	Dr. Chandra Sekhar Beera	Assoc.Prof, BS&H	Canteen
2.	Ms. Bharati	Lab.Asst, BS&H	Canteen
3.	Mr.P.V.S Satyanarayana	Lab.Asst, BS&H	Library
4.	Mrs. P. Prasanna Kumari	Asst.Prof, Mech	Library
5.	Mr.K.V.V.Ganeswara Rao	Asst.Prof, BS&H	Fourth Floor
6.	Mr.S. Giri Babu	Asst.Prof, BS&H	Fourth Floor
7.	Mr.P.Ashok Kumar	Asst.Prof, ECE	Third Floor
8.	Mr. A.P.Phanedra Kumar	Asst.Prof, BS&H	Third Floor
9.	Mr. B.Ch.V. Ramana Mr.P.Mohan Ganesh	Asst.Prof,IT Asst.Prof,IT	Second Floor
10.	Ms.K. Lavanya	Asst.Prof, BS&H	Second Floor
11.	Mr. A. Maheswara Rao	Asst.Prof,CSE	First Floor
12.	Mr. K. Murali	Asst.Prof, BS&H	First Floor
13.	Mrs. B. Santhi	P.D. BS&H	Open Ground
14.	Mr.N. Ramana Babu	P.D. BS&H	Open Ground

1. Bus No: 4018 Route: Pendurthi

06/12/2021 TO 31/12/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr. Chandra Sekhar Beera	Assoc. Prof, BS&H
2.	Dr. K. Venkata Prasad	Assoc. Prof, BS&H

2. Bus No : 0287 Route: Gopalapatnam

06/12/2021 TO 31/12/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr. T. Radha Krishna Murthy	Professor, BS&H

3. Bus No : 9613 Route: Hanumanthawaka

06/12/2021 TO 31/12/2021



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SL.NO:	Name of the Faculty	Designation & Branch
1.	(Mrs.E.Gowthami	Asst Prof, BS&H
2.	Mrs.T. Sushma	Asst Prof,EEE

4. Bus No : 4019 Route: Jagadamba Route 06/12/2021 TO 31/12/2021

SL.NO:	Name of the Faculty	Designation & Branch
3.	Mrs. M. Venu Madhuri	Asst Prof, BS&H
4.	Mrs. B. Sailaja	Asst Prof,CSE

5. Bus No : 4015 Route : Kancharapalem 06/12/2021 TO 31/12/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Mr. K. Suryanarayana Rao	Asst Prof, BS&H
2.	Mrs.B. Manjula	Asst Prof, ECE

6. Bus No : 3994/4905 Route: Anakapalli 06/12/2021 TO 31/12/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Ms. K. Lavanya	Asst.Prof, BS&H
2.	Mr.K.V.V.Ganeshwara Rao	Asst.Prof, BS&H

12. Code of Conduct

It is instructed to the entire women faculty to create awareness among newly admitted students & to educate them on the code of conduct to be followed in the campus.

13. Inaugural Function

Keeping in view the smooth functioning of the inaugural function the following committees have been formed and assigned with different tasks to be accomplished.

Dr.K.Chaitanya (HOD) & Dr.T.Radha Krishnamurthy acted as overall coordinators.

Program Committee Members : Mr.B.Durga Prasad, Mrs.M.Venu Madhuri

Pooja Committee : Dr.K.P.Suhashini

Banners Responsibility : Dr. RSS.Srikanth Vemuri

Invitation Committee : Dr.D.Nirmala Devi

Registration & Student Kits : Dr.E.Gouthami, Ms.K.Lavanya

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VIEW/FY/DEPT/CIR/2021-22/03

DATE: 21/03/2022

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR


All the staff members are requested to attend a department meeting scheduled on 22/03/2022
in ELCS LAB at 3pm

Venue: ELCS LAB

AGENDA:

1. Academic Calendar Preparation
2. Workload Allocation
3. Commencement of Second semester classwork
4. Faculty allocation from other departments
5. Allocation of Class Coordinators
6. Allocation of Add-on Courses
7. Allocation of Classrooms
8. Preparation of time table
9. Preparation of mid exams
10. Syllabus Completion-Mid-I
11. Preparation of three Assignments for Mid-I
12. Slow learners identification
13. Conduct of remedial classes
14. Discussion on Recreation tour.

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www.vignanview.org

VIEW/FY/SM/MOM/2021/22/03

DATE:22/03/2022

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Venue: ELCS Lab

AGENDA:

- 1) Academic Calendar Preparation
- 2) Workload Allocation
- 3) Commencement of Second semester classwork
- 4) Faculty allocation from other departments
- 5) Allocation of Class Coordinators
- 6) Allocation of Add-on Courses
- 7) Allocation of Classrooms
- 8) Preparation of time table
- 9) Preparation of mid exams
- 10) Syllabus Completion-Mid-I
- 11) Preparation of three Assignments for Mid-I
- 12) Slow learners identification
- 13) Conduct of remedial classes
- 14) Discussion on Recreation tour.

The following are the resolutions taken during the meeting

1. Academic Calendar Preparation:

It is decided to inculcate an academic calendar for the Academic Year 2021-22 by incorporating the inputs from the university and college level academic calendar.

2. Workload Allocation:

Workload is allocated for the following courses in Semester II for the Academic Year 2021-21.


CSE

Mathematics – II
Applied Chemistry
Computer Organization
Python Programming
Data Structures

ECE

Mathematics –II




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Applied Physics
 Object Oriented Programming through Java
 Network Analysis
 Basic Electrical Engineering
 EEE
 Mathematics-III
 Applied Physics
 Data Structures Through C
 Electrical Circuit Analysis -I
 Basic Civil and Mechanical Engineering
 IT
 Mathematics – II
 Applied Chemistry
 Computer Organization
 Python Programming
 Data Structures

3. Commencement of Second semester classwork

It is decided to conduct I-B.Tech, II Semester Classwork from 11/4/2022 for the Academic Year 2021-2022 as per the university calendar.

- College timings: 9am to 5pm
- Morning session-9am to 12:30pm
- Lunch break-12:30pm to 1:30pm
- Afternoon session -1:30pm to 5pm
- Break-3:10pm to 3.20pm

4. Faculty allocation from other departments

- Ms. Ch. Usha
- Mrs. K. Guru Lakshmi
- Mr. B. Ch. Venkata Ramana
- Ms. Y. Deepika
- Ms. G. Mrudula
- Dr. V. Anand Babu
- Mr. Ch. Suresh
- Mrs. Prasanna Kumari

5. Allocation of Class Coordinators: For the smooth conduct of classes and proper functioning of every aspect concerned to the section, every section is allotted with a coordinator.

Class coordinators are assigned to each section.

CSE-A	Mr .S.Giri Babu
CSE-B	Dr .V.R.S.S.Srikanth
CSE-C	Dr .D.Nirmala Devi
ECE-A	Dr .K.Venkata Prasad
ECE-B	Dr .E.Gouthami
ECE-C	Mr .K.V.V.Ganeshwar Rao
EEE	Dr.B.Chandrashekar


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Object Oriented Programming through Java

Network Analysis

Basic Electrical Engineering

EEE

Mathematics-III

Applied Physics

Data Structures Through C

Electrical Circuit Analysis -I

Basic Civil and Mechanical Engineering

IT

Mathematics – II

Applied Chemistry

Computer Organization

Python Programming

Data Structures

3. Commencement of Second semester classwork

It is decided to conduct I-B.Tech, II Semester Classwork from 11/4/2022 for the Academic Year 2021-2022 as per the university calendar.

- College timings: 9am to 5pm
- Morning session-9am to 12:30pm
- Lunch break-12:30pm to 1:30pm
- Afternoon session -1:30pm to 5pm
- Break-3:10pm to 3.20pm

4. Faculty allocation from other departments


- Ms. Ch. Usha
- Mrs. K. Guru Lakshmi
- Mr. B. Ch. Venkata Ramana
- Ms. Y. Deepika
- Ms. G. Mrudula
- Dr. V. Anand Babu
- Mr. Ch. Suresh
- Mrs. Prasanna Kumari

5. Allocation of Class Coordinators: For the smooth conduct of classes and proper functioning of every aspect concerned to the section, every section is allotted with a coordinator.

Class coordinators are assigned to each section.

CSE-A	Mr .S.Giri Babu
CSE-B	Dr . V.R.S.S.Srikanth
CSE-C	Dr .D.Nirmala Devi
ECE-A	Dr . K.Venkata Prasad
ECE-B	Dr .E.Gouthami
ECE-C	Mr .K.V.V.Ganeshwar Rao
EEE	Dr. B.Chandrashekar




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6. Allocation of Add-on Courses

It is decided to allocate Add-on Courses to CSE and IT students for Academic Year 2021-22.

7. Allocation of Classrooms

Following rooms are allocated to all the sections.

BRANCH & SECTION	ROOM NO
EEE	A42
ECE-A	A45
ECE-B	A46
ECE-C	A47
CSE-A	B47
CSE-B	B46
CSE-C	B44
IT	B43

8. Preparation of timetable

Dr.V.R.S.S.Srikanth is assigned the task of preparing and communicating time table for I-II semester

9. Preparation of Mid exams.

- Students should be alerted for preparation of Mid exams
- Revision schedule is proposed to be designed
- Ensure the students where they are lagging in subjects
- Student mentors are to be assigned for clarification of doubts
- Specific subjects need to be given special attention

10. Syllabus Completion-Mid-1:

The faculty members are instructed to complete the syllabus one week before the commencement of mid exams to follow up with revision schedule.

11. Preparation of three Assignments for Mid-I


- The faculty members are instructed to conduct three assignments for Mid -I exams.
- Each Assignment needs to be conducted once in a week followed by the remaining two.

12. Slow learners identification:

Every faculty member is suggested to observe and identify slow learners from every section and are asked to continuously monitor their progress. The following members are requested to take responsibility for slow learners.

Dr. B. Chandrasekhar
Dr. K. Venkata Prasad
Dr. K. P. Suhasini
Dr. V. R. S. S. Srikanth
Dr.D.Nirmala Devi
Dr.B.Samatha




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Mr.M.Krishna Kishore
Dr. T. Radhakrishna Murthy
Mr. B. Nagabhushana Rao
Mr.K.V.V.Ganeshwar Rao
Mrs.M.Venu Madhuri
Mr.B.Durga Prasad
Mr.S.K.Chaitanya.Ch
Mr.S.Giri Babu
Dr. Shouri Dominic
Dr.K.Jyothsna
Mr.K.Murali
Dr.E.Gouthami
Mr. K. Suryanarayana
Ms. K. Lavanya

13. Conduct of remedial classes

- Faculty members are instructed to conduct study hours regularly
- Remedial classes should be conducted to slow learners
- Revision classes should be conducted to quick learners

14. Discussion on Recreation tour:

It is decided to take students on a recreational trip. Therefore all the faculty members are instructed to carry out necessary actions for the smooth conduct.

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HOD
DEPT OF BS&H



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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No:VIEW/EEE/PAQIC/ Cir /2020-21/01

Date:27.07.2020

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 30th July 2020 at 10:00 A.M. virtually.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Safety Measures post COVID-19
3. Preparation of Departmental Academic Calendar
4. Time tables for academic year 2020-21 Semester-1
5. Analysis and assessment report of Course Attainments of Odd Semester.
6. Report on Mid Examination Question Papers and Scheme of Evaluation.
7. Verification of Stock Registers and Laboratory Manuals.
8. Scheduling of Add-On courses
9. Workload allocation of academic year 2020-21 Semester-1


HOD-EEE

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2020-21/01

Date:31.07.2020

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 30th July2020 at 10.00AM virtually. The following members are present.

S.No.	Member Name	Designation	Role
1	Dr. K. Durga Syam Prasad	Associate Professor	Head of the Department, Program Coordinator
2	Dr. R.S. Ravi Shankar	Assistant Professor	IQAC Department Coordinator
3	Ms. B. M. Pushpa Latha	Assistant Professor	Attendance Coordinator
4	Mr. V. Avinash	Assistant Professor	Feedback coordinator
5	Mr. K. Chiranjeevi	Assistant Professor	Examination Coordinator
6	Dr. Akanksha Mishra	Professor	R& D Coordinator
7	Mr. M. Suresh	Assistant Professor	Faculty activities Coordinator
8	Mr. A. Chandraiah	Assistant Professor	Project Coordinator
9	Ms.S.Kezia	Assistant Professor	Student Mentoring Coordinator
10	Mr. K. Vamsi	Assistant Professor	System Cell In-charge
11	Mr. G. Ravi Kumar	Assistant Professor	Training Coordinator
12	Mr. P.V. Sarath	Assistant Professor	Placement Coordinator
13	Mr. B. Naidu	Assistant Professor	Student activities Coordinator

HoD welcomed the members and briefed the agenda of the meeting.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Extra guidance for weak students	Slow Learners, Advanced Learners have been identified and Remedial classes were conducted. Provisions are made in weekly time table by adding extra hours for slow learners and poor performers in all the subjects.
2.	Schedule of Campus Placements should be finalized by the placement officer.	Display of Placement Drive Schedule, Company Profile, Job Criteria and charts related to career options on the notice board.



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2. Mr.K.DurgaSyam Prasad, Hod, EEE, VIEW, proposed post- COVID 19 rehabilitation plan for VIEW which was prepared under the guidance of all the HoDs ,VIEW with the main goal to prioritize health and safety of the students,faculty and requested for the suggestions for the same.
3. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
4. Mr.K.Vamsi added that the thermal scanners should be placed to build confidence among the students during the examinations and will take care to bring awareness and maintaining a discipline in the campus.
5. Mr.P.V.Sarath appreciated the efforts being taken by the college.
6. It was decided to share the plan with the IQAC Members and Management for their review and possible suggestions.
7. PAQIC suggested the time table coordinator to prepare a timetables for the current semester
8. Pedal operated hand sanitizer dispenser unit should be developed.
9. Academic calendar should be prepared and revised by the time table coordinator and Department IQAC Coordinator and circulated to the faculty to update in their Course Files once the college reopens.
10. The Program Coordinator should ensure that the feedbacks from all the stakeholders are effectively scrutinized and implemented after the lockdown.
11. Overall Quality Assurance regarding the feedback should be maintained by the IQAC.
12. MrsAkanksha Mishra informed that the required data is ready and will be submitted once the institute is reopened.
13. Mr.K.Chiranjeevi suggested to provide online books and research papers which will explore more possibilities to the students.
14. PAQIC Suggested that to implement Add-on courses on emerging technologies for better empowerment for final year students and to implement the add-on course add-on courses on basic on Electrical and Electronics home laboratory, PLC and EV- vehicle design to strengthen the fundamental concepts for 2nd year and 4th year students.
15. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
16. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.



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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Signature
1	Dr. K. Durga Syam Prasad	Associate Professor	
2	Dr. R.S. Ravi Shankar	Assistant Professor	
3	Ms. B. M. Pushpa Latha	Assistant Professor	
4	Mr. V. Avinash	Assistant Professor	
5	Mr. K. Chiranjeevi	Assistant Professor	
6	Dr. Akanksha Mishra	Professor	
7	Mr. M. Suresh	Assistant Professor	
8	Mr. A. Chandraiah	Assistant Professor	
9	Ms.S.Kezia	Assistant Professor	
10	Mr. K. Vamsi	Assistant Professor	
11	Mr. G. Ravi Kumar	Assistant Professor	
12	Mr. P.V. Sarath	Assistant Professor	
13	Mr. B. Naidu	Assistant Professor	

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2020-21/02

Date: 10.03.2021

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 15th March 2021 at 10:00 A.M., in the HOD's Chamber.

Agenda:


1. Review on the previous meeting along with action taken report.
2. Preparation of Departmental Academic Calendar
3. Time tables for academic year 2020-21 Semester-2
4. Workload allocation of academic year 2020-21 Semester-2
5. Academic Activities through Online Modes.
6. Progress of NBA Work
7. Assessment and evaluation reports on COs, POs and PSOs.
8. Result Analysis and Measures for improvement of slow learners and backlog students.
9. Analysis and assessment report of Course Attainments of Odd Semester.
10. Internships
11. Scheduling of Add-On courses


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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2020-21/02

Date: 16.03.2021

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 15th March 2021 at 10.00AM in the HoD's Chamber. The following members are present

S.No.	Member Name	Designation	Role
1	Dr. K. Durga Syam Prasad	Associate Professor	Head of the Department, Program Coordinator
2	Dr. R.S. Ravi Shankar	Assistant Professor	IQAC Department Coordinator
3	Ms. B. M. Pushpa Latha	Assistant Professor	Attendance Coordinator
4	Mr. V. Avinash	Assistant Professor	Feedback coordinator
5	Mr. K. Chiranjeevi	Assistant Professor	Examination Coordinator
6	Dr. Akanksha Mishra	Professor	R& D Coordinator
7	Mr. M. Suresh	Assistant Professor	Faculty activities Coordinator
8	Mr. A. Chandraiah	Assistant Professor	Project Coordinator
9	Ms.S.Kezia	Assistant Professor	Student Mentoring Coordinator
10	Mr. K. Vamsi	Assistant Professor	System Cell In-charge
11	Mr. G. Ravi Kumar	Assistant Professor	Training Coordinator
12	Mr. P.V. Sarath	Assistant Professor	Placement Coordinator
13	Mr. B. Naidu	Assistant Professor	Student activities Coordinator

HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the evaluation reports.



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The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Safety Measures	<ul style="list-style-type: none">To ensure the safety from Covid 19 spread, the security guards have been deployed at all the entrance gates and manual hand sanitizers are installed at all the departments.Classrooms, Laboratories and common places have been by cleaning staff every day.
2.	Student Activities	The Department consistently focused on exploring opportunities for the student placements, internships, training for competitive exams and skill development activities.














- Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.
- Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
- The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
- A formal structured mechanism for incorporating feedback on R16 Regulation from stakeholders should be followed.
- The Attainment Calculations for the Odd and Even Semester can be updated in the corresponding Course Files. A series of one-on-one sessions with faculty members from respective criterions were carried out by the HoD.
- Dr.K.DurgaSyam Prasad, HoD, suggested that a mock NBA Accreditation of all the Criterions will held in the coming days.
- Mr.V.Avinash, reminded to follow the guidelines of NBA strictly and documentation should be done according to the guidelines only.
- Mr.K.Vamsi, briefed the progress on conducting academic activities through online mode for the even semester AY 2020-21 and the mechanisms implemented for the ensuring effectiveness of online academic activities.
- Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
- PAQIC suggested the time table coordinator to prepare a timetable for the current semester
- Mr. V. Avinash, assistant professor discussed the need of internships to the students to explore the students towards real time applications
- PAQIC Suggested that to implement Add-on courses on emerging technologies for better empowerment for final year students and to implement the add-on course like Basic of switched mode power conversion, Arduino programming to strengthen the fundamental concepts for 3rd year students.
- Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.



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LIST OF COMMITTEE MEMBERS

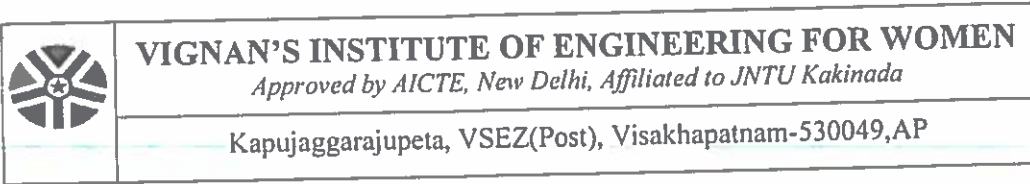
S.No.	Member Name	Designation	Signature
1	Dr. K. Durga Syam Prasad	Associate Professor	
2	Dr. R.S. Ravi Shankar	Assistant Professor	
3	Ms. B. M. Pushpa Latha	Assistant Professor	
4	Mr. V. Avinash	Assistant Professor	
5	Mr. K. Chiranjeevi	Assistant Professor	
6	Dr. Akanksha Mishra	Professor	
7	Mr. M. Suresh	Assistant Professor	
8	Mr. A. Chandraiah	Assistant Professor	
9	Ms.S.Kezia	Assistant Professor	
10	Mr. K. Vamsi	Assistant Professor	
11	Mr. G. Ravi Kumar	Assistant Professor	
12	Mr. P.V. Sarath	Assistant Professor	
13	Mr. B. Naidu	Assistant Professor	

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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAIQC/2020-21/Cir/1

Date:28.07.2020

CIRCULAR

Program Assessment Quality Improvement committee(PAIQC) meeting is proposed to conduct for the Academic year 20-21 Semester I.

Date & Time: 31.07.2020& 10:00AM

Venue: HoD Chamber, Department of ME.

The following PAIQC members were invited.

S.No	Name	Role
1.	Mr V AnandaBabu	Head of the Department
2.	Mr.Ch.Suresh	Project coordinator & Overall lab coordinator
3.	Mrs.G.Anusha	R & D Coordinator
4.	Mr.Ch.Suresh	Feedback coordinator
5.	Mr.N.Ramesh	Department IQAC Coordinator
6.	Mrs.B.Swathi	Student mentoring coordinator
7.	Mrs.P.PrasannaKumari	Attendance coordinator
8.	Mr.R.Adithya	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mr M EswarTeja	Student activities Coordinator

Agenda:

1. Department academic calendar for 2020-21 Semester I.
 2. Target values of POs & PSOs.
 3. Department Budget utilization for previous year and proposal for current year.
 4. Training and placements activities.
 5. Course files verification of 2019-20 Semester II.
 6. Class timetables for academic year 2020-21 Semester I.
 7. Curriculum gap identification.
- CO-PO-PSO attainment & measures of continuous improvement.




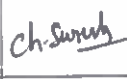

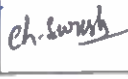
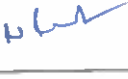


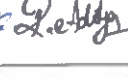


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9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.for 2019-20 academic year.
10. Lab maintenance record, stock register verification.
11. Department IQAC review report of 2019-20 Semester II.
12. Student Mentoring system.
13. Remedial class schedule for 2020-21 Semester I.
14. Content Beyond syllabus.
15. Workload Allocation for academic year 2020-21 Semester I.
16. Addon Course Schedule.
17. 2019-20 Semester II results.
18. Any other points.



Head of the Department


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2. IQAC
3. PAIQC Members
4. To file

Mr.V.A	Mr.Ch.S	Mrs.G.A	Mr.Ch.S	Mr.N.R	Mrs.B.S	Mrs.P.P.K	Mr.R.A
							
Mr.D.K	Mr M E						
							




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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAIQC/2020-21/Minutes/02

01.08.2020

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAIQC/2020-21/Cir/1, date:28.07.2020, the following members attended the Program Assessment Quality Improvement committee(PAIQC) meeting on 31.07.2020

S.No	Name	Role	Signature
1.	Mr V AnandaBabu	Head of the Department	
2.	Mr.Ch.Suresh	Project coordinator & Overall lab coordinator	
3.	Mrs.G.Anusha	R & D Coordinator	
4.	Mr.Ch.Suresh	Feedback coordinator	
5.	Mr.N.Ramesh	Department IQAC Coordinator	
6.	Mrs.B.Swathi	Student mentoring coordinator	
7.	Mrs.P.PrasannaKumari	Attendance coordinator	
8.	Mr.R.Adithya	Exam cell coordinator	
9.	Mr.D.Kesava	T&P Coordinator	
10.	Mr M EswarTeja	Student activities Coordinator	


Mr V AnandaBabu Head of the Department addressed the PAIQC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the DAC suggestions for the 2019 admitted batch the target value of Program Outcomes (POs) is fixed as,

	PO1-PO5	PO6-PO12	PSO1-PSO2
Target level	2.6	2.4	2.6
Maximum Value	3	3	3

3. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
4. PAIQC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.





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5. HoD appreciated all the faculty members for excellent placements of 2016 admitted batch students.
6. PAQIC suggested the Work load and timetable coordinator to prepare the workload and timetable for the current semester.
7. As per R16 Regulation, R19 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
8. HoD Proposed to collect feedback forms on graduate exit surveys.
9. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2019-20 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
10. PAIQC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2019-20

Paper Publications	FDPs	Workshops
19	81	8

11. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
12. PAIQC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
13. PAIQC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
14. PAIQC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
15. Review on the course options collected from the faculty for workload allocation.
16. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.





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17. PAIQC discussed the schedule of Addon courses, proposed to be conduct in Semester-I for II B.Tesh & in semester-II for IV B.Tech and III B.Tech students. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
18. As per DAC suggestions it is proposed to conduct Addon course for II B. Tech students in 2nd Week of Feb 2021
19. PAIQC discussed various APSSDC skill development courses to be conducted to the students.
20. Proposed to conduct Seminar on Use of Arduino kit in 4th Week of Nov 2020
21. PAIQC discussed and Proposed to conduct Workshop on Advances in Materials for Engineering Applications in 2nd Week of Nov 2020
22. PAIQC discussed and Proposed to conduct Guest Lecture on Machine Learning in 2nd Week of Dec 2020.
23. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.



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Head of the Department

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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2020-21/Cir/5

Date:03.03.2021

CIRCULAR

Program Assessment Quality Improvement committee (PAQIC) meeting is proposed to conduct for the Academic year 2020-21 Semester II.

Date & Time: 08.03.21 & 10:00AM

Venue: HoD Chamber, Department of ME.

The following PAQIC members were invited.

S.No	Name	Role
1.	Mr V AnandaBabu	Head of the Department
2.	Mr.Ch.Suresh	Project coordinator & Overall lab coordinator
3.	Mrs.G.Anusha	R & D Coordinator
4.	Mr.Ch.Suresh	Feedback coordinator
5.	Mr.N.Ramesh	Department IQAC Coordinator
6.	Mrs.B.Swathi	Student mentoring coordinator
7.	Mrs.P.PrasannaKumari	Attendance coordinator
8.	Mr.R.Adithya	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mr M EswarTeja	Student activities Coordinator

Agenda:

1. Department academic calendar for 2020-21 Semester II.
2. Training and placements activities.
3. Course files verification of 2020-21 Semester I.
4. Class timetables for academic year 2020-21 Semester II.
5. CO-PO-PSO attainment & measures of continuous improvement.
6. Lab maintenance record, stock register verification.




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7. Department IQAC review report of 2020-21 Semester I.
8. Student mentoring system.
9. Budget proposal for the current semester.
10. Remedial class schedule for 2020-21 Semester II.
11. Content Beyond syllabus.
12. Workload Allocation for academic year 2020-21 Semester II.
13. Addon Course Schedule.
14. 2020-21 Semester I results.
15. Any other points.

V. Ananda Behr
Head of the Department


Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mr.V.A	Mr.Ch.S	Mrs.G.A	Mr.Ch.S	Mr.N.R	Mrs.B.S	Mrs.P.P.K	Mr.R.A
<i>V.A</i>	<i>Ch. Suresh</i>	<i>G.A</i>	<i>Ch. Suresh</i>	<i>N.R</i>	<i>B.S</i>	<i>P.P.K</i>	<i>R.A</i>
Mr.D.K	Mr M E						
<i>D.K</i>	<i>M.E</i>						



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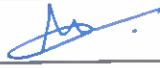







DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2020-21/Minutes/06

09.03.2021

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2020-21/Cir/5, date:03.03.2021, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 08.03.2021


S.No	Name	Role	Signature
1.	Mr V AnandaBabu	Head of the Department	
2.	Mr.Ch.Suresh	Project coordinator & Overall lab coordinator	
3.	Mrs.G.Anusha	R & D Coordinator	
4.	Mr.Ch.Suresh	Feedback coordinator	
5.	Mr.N.Ramesh	Department IQAC Coordinator	
6.	Mrs.B.Swathi	Student mentoring coordinator	
7.	Mrs.P.PrasannaKumari	Attendance coordinator	
8.	Mr.R.Adithya	Exam cell coordinator	
9.	Mr.D.Kesava	T&P Coordinator	
10.	Mr M EswarTeja	Student activities Coordinator	

Mr.V. AnandaBabu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.




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3. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current semester.
4. Proposed to conduct Seminar on Opportunities and Impact of Covid 19 in 2nd Week of April 2021
5. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
6. Proposed to Conduct Workshop on Python Programming in 2nd Week of June 2021
7. Proposed to conduct Addon course for III B. Tech students in 1st Week of Aug 2021
8. Proposed to conduct Addon course for IV B. Tech students in 2nd Week of Sep 2021
9. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2020-21 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
10. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
11. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
12. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
13. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
14. Review on the course options collected from the faculty for workload allocation.
15. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
16. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.

V. Ananda Behr
Head of the Department



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2020-21/01

CIRCULAR

Date: 24-07-2020

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 27th July 2020 at 10:00 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2020-21 Semester I.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Training and placements activities.
- Course file verification of 2020-21 Semester I.
- Class timetables for academic year 2020-21 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc.
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2020-21 Semester I.
- Workload Allocation for academic year 2020-21 Semester I.
- Addon Course Schedule.


HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr G.Swami Naidu

Mrs. S. Malathi

Mrs. B. Manjula

Mr. D.Tilak Raju

Head of the Department

Project coordinator


Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2020-21/01

Date: 28-07-2020

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on 27th July 2020 at 10.00AM in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting

Chairperson presented the action taken report of the earlier meeting.

Sl. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2020-21 Semester I.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Training and placements activities.
- Course file verification of 2020-21 Semester I.
- Class timetables for academic year 2020-21 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc.
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2020-21 Semester I.
- Workload Allocation for academic year 2020-21 Semester I.
- Addon Course Schedule. ✓




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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students.
- HoD congratulated all the faculty members for successfully making the students complete their academic projects.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried.
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for III B.Tech students .
- Workload Allocation for academic year 2020-21 Semester I.
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like Embedded System Tools, Arduino Programming, Embedded system tools and IOT Applications.

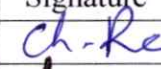

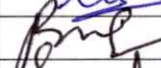
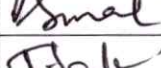
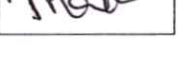



Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.
- Recommended to conduct experiments beyond syllabus in the respective labs to improve practical knowledge of the students

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2020-21/02

CIRCULAR

Date: 08-03-2021

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 12th Mar 2021 at 10:30 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2020-21 Semester II.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Training and placements activities.
- Class timetables for academic year 2020-21 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2020-21 Semester II.
- Workload Allocation for academic year 2020-21 Semester II.
- Addon Course Schedule.


HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr G.Swami Naidu

Mrs. S. Malathi

Mrs. B. Manjula

Mr. D.Tilak Raju

Head of the Department

Project coordinator


Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2020-21/02

Date: 13-03-2021

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **12th Mar 2021 at 10.30 AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting

Chairperson presented the action taken report of the earlier meeting.

Sl. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2020-21 Semester II.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Training and placements activities.
- Class timetables for academic year 2020-21 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2020-21 Semester II.
- Workload Allocation for academic year 2020-21 Semester II.
- Addon Course Schedule for the students

Minutes of Meeting:

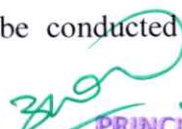
- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.



3/20/21
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- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- **Class Time table preparation for the current semester.**
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD recommended encouraging students towards internship programs. Guest lecturers from industry experts is recommended by HoD
- HoD congratulated all the faculty members for successfully making the students complete their academic projects. Hardware projects related to real time applications is reviewed and is recommended to improve.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out. HoD asked the lab technicians to collect quotations from vendors for the establishment of new Lab, the Lab in-charges are requested to see that Lab manuals are ready for this new lab. The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried. Suggestions to improve and increase the number of such activities are given by HoD and senior faculty
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-II for II, IV B.Tech students .
- **Workload Allocation for academic year 2020-21 Semester II.**
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.




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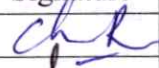

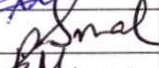
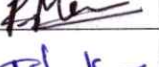
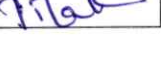

- Faculty suggested courses like Problem Solving Skills using C++, Tinkers CAD for Embedded System Design, MRI Image Processing.

Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE).
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.

Venue : HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	



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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC /2020-21/Cir/I

Date: 25.07.2020

CIRCULAR

Program Assessment & Quality Improvement committee (PAQIC) meeting is proposed to conduct for the Academic year 2020-21 Semester I.

Date & Time: 28.07.2020 & 10:00AM

Venue: HoD Chamber, Department of CSE.


The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Dr.T.Madhusudhana Rao	R& D Coordinator
3.	Dr. G. Neelima	Program Coordinator (PG)
4.	Mrs. G. Sandhya	Feedback coordinator
5.	Mrs.D.Kiranmai	Department IQAC Coordinator
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator
7.	Ms.B.Haritha Lashmi	Attendance coordinator
8.	Mr. A. Maheswara Rao	Exam cell coordinator
9.	Mr.R.Ravi	T&P Coordinator
10.	Mrs. N.Sowjanya Kumari	Project coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr.D.Rajendra Dev	System Cell In-charge

Agenda:

1. Department academic calendar for 2020-21 Semester I.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course file verification of 2019-20 Semester II.
6. Class timetables for academic year 2020-21 Semester I.
7. Curriculum gap identification.
8. CO-PO-PSO attainment & measures of continuous improvement




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9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.for 2019-20 academic year.
10. Lab maintenance record verification, software, hardware and AMC requirement.
11. Workload Allocation for academic year 2020-21 Semester I.
12. Addon Course Schedule.
13. Department IQAC review report of 2019-20 Semester II.
14. Student Mentoring system.
15. Remedial class schedule for 2020-21 Semester I.
16. Content Beyond syllabus.
17. 2019-20 Semester II results.
18. Any other points.


 Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Dr.TMR	Dr.GN	Mrs.GS	Mrs.DK	Mrs.SKM	Mr.RR	Ms.BHL	Mr.AMR
							
Ms.YVS	Mr.DRD	Mrs.NSK	Principal Office		IQAC		
							



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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC /2020-21/Minutes/02

29.07.2020

MINUTES OF THE MEETING

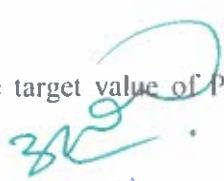
With reference to No: VIEW/CSE/PAQIC /2020-21/Cir/1, date:25.07.2020, the following members attended the Program Assessment & Quality Improvement committee (PAQIC) meeting on 28.07.2020.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Dr.T.Madhusudhana Rao	R& D Coordinator	
3.	Dr. G. Neelima	Program Coordinator (PG)	
4.	Mrs. G. Sandhya	Feedback coordinator	
5.	Mrs.D.Kiranmai	Department IQAC Coordinator	
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator	
7.	Ms.B.Haritha Laskhmi	Attendance coordinator	
8.	Mr. A. Maheswara Rao	Exam cell coordinator	
9.	Mr.R.Ravi	T&P Coordinator	
10.	Mrs. N.Sowjanya Kumari	Project coordinator	
11.	Ms.Y.Vineela Sravya	Student activities Coordinator	
12.	Mr.D.Rajendra Dev	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. It is suggested to prepare Department academic calendar in line with Institute Academic calendar drafted from University academic calendar when released by incorporating proposed schedule of Addon courses, workshops, seminars etc.
2. As per the DAC suggestions for the 2019 admitted batch the target value of Program Outcomes (POs) is fixed as




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- PO6-PO12-target level is 65-70% (2.30) of maximum value is 3.
 - PSO1-PSO2- target level is 80-85% (2.50) of maximum value is 3.
3. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
 4. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.
 5. HoD appreciated all the faculty members for excellent placements to the admitted batch 2016-20 out of 189 students 149 students got placed with highest package of 19LPA and with average package of 3.50 LPA.
 6. PAQIC discussed CRT and CST training for IV B. Tech students of 2017 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
 7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
 8. As per R16 Regulation, R19 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
 9. HoD Proposed to collect feedback forms on graduate exit survey.
 10. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2019-20 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
 11. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2019-20

Paper Publications	FDPs	Workshops	Seminars
40	88	26	9

12. PAQIC discussed the software required in the lab for the current semester, verified and instructed to update the stock registers and submit the updated register on or before 02.11.2020, AMCs, system requirements etc.
13. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
14. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counseling the irregular students, motivation of students suffering from emotional and health issues in this pandemic etc.



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15. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
16. HoD congratulated all the faculty and students for giving excellent results IV B. Tech II Semester end examinations.
17. As per the DAC suggestions HoD advised all the faculty members to include content beyond the syllabus which is in line to JNTUK syllabus.
18. Review on the course options collected from the faculty for workload allocation.
19. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
20. PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students based upon the choice of the students.
21. Faculty suggested courses like Hands-On Programming with R, Introduction to Internet of Things (IoT) & Android UI Design course.
22. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
23. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Computer Science Engineering.



Head of the Department

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Kapujaggaraju Peta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC /2020-21/Cir/11

Date: 18.02.2021

CIRCULAR

Program Assessment & Quality Improvement committee (PAQIC) meeting is proposed to conduct for the academic year 2020-21 semester II.

Date & Time: **22.02.2021 & 10:00AM**Venue: **HoD Chamber, Department of CSE.**

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Dr. T. Madhusudhana Rao	R& D Coordinator
3.	Dr. G. Neelima	Program Coordinator (PG)
4.	Mrs. G. Sandhya	Feedback coordinator
5.	Mrs.D.Kiranmai	Department IQAC Coordinator
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator
7.	Ms.B.Haritha Laskhmi	Attendance coordinator
8.	Mr. A. Maheswararao	Exam cell coordinator
9.	Mr.R. Ravi	T&P Coordinator
10.	Mrs. N.Sowjanya Kumari	Project coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr.D.Rajendra Dev	System Cell In-charge

Agenda:

1. Preparation of Department academic calendar for 2020-21 Semester II.
2. Course file verification of 2020-21 Semester I.
3. Class timetables for academic year 2020-21 Semester II.
4. Curriculum gap identification and delivery process.
5. CO-PO-PSO attainment process & measures of continuous improvement.
6. Lab maintenance record verification, software, hardware and AMC requirement.
7. Training and placements activities
















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9. Student Mentoring system.
10. Module coordinator meeting report.
11. Workload Allocation for academic year 2020-21 Semester II.
12. Addon Course Schedule.
13. Remedial classes schedule for 2020-21 Semester II.
14. End Result analysis of 2020-21 Semester I
15. Any other points.



 Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Dr.TMR	Dr.GN	Mrs.GS	Mrs.DK	Mrs.SKM	Mr.RR	Ms.BHL	Mr.AMR
							
Ms.YVS	Mr.DRD	Mrs.NSK	Principal Office		IQAC		
							




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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC /2020-21/Minutes/12

23.02.2021

MINUTES OF THE MEETING

With reference to No: VIEW/CSE/PAQIC/2020-21/Cir/11, date: 18.02.2021, the following are the members attended the Program Assessment & Quality Improvement committee (PAQIC) meeting on 22.02.2021.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Dr. T. Madhusudhana Rao	R& D Coordinator	
3.	Dr. G. Neelima	Program Coordinator (PG)	
4.	Mrs. G. Sandhya	Feedback coordinator	
5.	Mrs.D.Kiranmai	Department IQAC Coordinator	
6.	Mrs.Sheik Rahimunnisa	Student mentoring coordinator	
7.	Ms.B.Haritha Laskhmi	Attendance coordinator	
8.	Mr. A. Maheswararao	Exam cell coordinator	
9.	Mr.R. Ravi	T&P Coordinator	
10.	Mrs. N.Sowjanya Kumari	Project coordinator	
11.	Ms.Y.Vineela Sravya	Student activities Coordinator	
12.	Mr.D.Rajendra Dev	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.


1. As per the IQAC, all the Course Coordinators are informed to update the course file.
2. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. As per R16 Regulation, R19 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry.
4. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments



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- remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
5. PAQIC discussed the status of the licensed software available in the labs and recommended the quotations for updating for the current semester, verified stock registers, AMCs, system requirements etc.
 6. PAQIC discussed CRT and CST training for IV B. Tech students of 2017 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
 7. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, of verifying the knowledge levels and Bloom's taxonomy of previous semester [2020-21 SEM-I]
 8. PAQIC suggested all the faculty members to conduct remedial classes for the students who are having active backlogs >2 and also advised all the Mentors to be in contact with their students and parents regularly and motivate students who are irregular to college and who are suffering from emotional and health issues etc.
 9. Faculty suggested courses like Advanced Graph Theory, Computer Vision Techniques & Pattern Recognition and its Applications for III B.Tech & Neural Networks, Reinforcement Learning & Introduction to soft Computing for IV B.Tech students.
 10. Mentors/Class Coordinators discussed the importance of Course website to II-year students and guidelines are provided for examination preparation.
 11. Review on the course options collected from the faculty for workload allocation.
 12. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
 13. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
 14. HoD congratulated all the faculty and students for giving excellent results IV B. Tech I Semester end examinations. [AY 2020-21]
 15. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
 16. HoD advised all the class coordinators and mentors to motivate students towards NPTEL, Coursera, UdeMy certification on latest technology in Computer Science Engineering.




Head of the Department
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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2020-21/01

Date : 22.07.2020

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 25th July 2020, Saturday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Allocation of Workload for academic year 2020-21 Semester I
2. Timetable for academic year 2020-21 Semester I
3. Department Academic Calendar for the academic year 2020-21 Semester I
4. Proposal of Add-on Courses to be introduced.
5. Analysis of CO, PO, PSOs attainments.
6. Quality improvements in student projects.
7. Updating the laboratory manuals.
8. Organize onlineworkshop for students.
9. Other relevant points

PAQIC Coordinator

HoD

Copy to:

1. Principal Office
2. Dr.B.Prakash Head of the Department
3. Mrs. S. Kalyani Program Coordinator.
4. Mr. Ch. Ramasuri A.N Attendance Coordinator
5. Mrs. Guru Laxmi Feedback coordinator
6. Mr. P. Mohan Ganesh Examination Coordinator
7. Mr. Y. LaxmanRao. R& D Coordinator
8. Mr. B. Ajay Kumar Project Coordinator
9. Mr.G.Netaji Student Mentoring Coordinator
10. Mr.B.CH.V.Ramana System Cell Incharge
11. Mr.S.Sagar T&P Coordinator
12. Mrs. S. Kalyani IQAC Department Coordinator
13. Mrs. P. Vanitha Sri Student activities Coordinator
14. File



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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2020-21/01

Dt : 27.07.2020

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 25th July 2020, Saturday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Dr.B.Prakash	Head of the Department	Chairperson
2.	Mrs. S. Kalyani	Program Coordinator.	Member
3.	Mr. Ch. Ramasuri A.N	Attendance Coordinator	Member
4.	Mrs. Guru Laxmi	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr. B. Ajay Kumar	Project Coordinator	Member
8.	Mr.G.Netaji	Student Mentoring Coordinator	Member
9.	Mr.B.CH.V.Ramana	System Cell Incharge	Member
10	Mr.S.Sagar	T&P Coordinator	
11.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about PAQIC meeting held on 25th July 2020 resolutions.

Sl. No.	Resolutions	Actions taken
1	Proposed to conduct two or three workshops on latest technology to the students during December 2020 and January 2021.	Conducted Deep Learning and AI workshop for third year and final year students and Women Entrepreneurship-IT as Enabler-Digital India workshop for third and final years students.

Thendiscussions went on current agenda points



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Then discussions went on current agenda points.

Discussions:

1. **Allocation of Workload for academic year 2020-21 Semester I**
 - Review is done on the course options collected from the faculty for workload allocation.
2. **Time Table for academic year 2020-21 Semester I** ✓
 - PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. **Department Academic Calendar for the academic year 2020-21 Semester** ✓
 - Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
4. **Proposal of Add-on Courses to be introduced.** ✓
 - PAQIC discussed the schedule of Add-on courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students.
 - Faculty suggested courses like Introduction To Data Science, Mean Stack Web Development and Devopps on AWS.
5. **Result analysis of students in previous semester external exams:**
 - Mr. B. Prakash shared external semester exam pass percentage that II-II got 72.41% , III-II got 90.57%, IV-II got 94.44% of last semester
 - Mr. B. Prakash congratulated all the faculty members for excellent achievement in external exam results.
 - The students with backlogs are identified in each year.
6. **Analysis of CO, PO, PSOs attainments:**
 - CO, PO, PSOs attainments for all the courses in previous semester are verified and discussions went on to improve attainment levels.
 - In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct workshops.
7. **Quality improvement in student projects:**
 - Dr.B. Prakash congratulated all the faculty members for successfully completing the student academic projects with publications.
 - IoT projects related to real time applications are reviewed and recommended to improve.
8. **Updating of laboratory manuals:**



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- Mr. B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus for ensuing semester
9. **Organize Online workshop for students:**
- Dr.B. Prakash proposed to conduct React JS workshop for second, third and final year students.

Resolutions:













1. It is agreed by all committee members to come up with working models as final year projects.
2. It is suggested by committee members to organize online work shop for all the students.
3. It is unanimously accepted by all members not to organize college level technical fest because of pandemic situation (COVID-19).

It is decided to conduct the next meeting tentatively in the first week of December 2020, for further discussion.


PAQIC Coordinator


HoD

LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr.B.Prakash	Head of the Department	
2.	Mrs. S. Kalyani	Program Coordinator.	
3.	Mr. Ch. Ramasuri A.N	Attendance Coordinator	
4.	Mrs. Guru Laxmi	Feedback coordinator	
5.	Mr. P. Mohan Ganesh	Examination Coordinator	
6.	Mr. Y. Laxman Rao.	R& D Coordinator	
7.	Mr. B. Ajay Kumar	Project Coordinator	
8.	Mr.G.Netaji	Student Mentoring Coordinator	
9.	Mr.B.CH.V.Ramana	System Cell Incharge	
10.	Mr.S.Sagar	T&P Coordinator	
11.	Mrs. S. Kalyani	IQAC Department Coordinator	
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	



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DEPARTMENT OF INFORMATION TECHNOLOGY

No: **VIEW/IT/PAQIC/Cir/2020-21/03**

Date : 04.03.2021

CIRCULAR

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 9th March 2021, Tuesday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Result analysis of students in previous semester external exams.
2. Analysis of CO, PO, PSOs attainments.
3. Verification of quality of midterm 1 examination question paper.
4. Verification of quality of midterm 1 examination answers sheets evaluation.
5. Result analysis of students in midterm 1 internal exams
6. Updating of laboratory manuals.
7. Organize workshop for students.
8. Quality improvement in student projects.
9. Allocation of Workload for academic year 2020-21 Semester II
10. Timetable for academic year 2020-21 Semester II
11. Department Academic Calendar for the academic year 2020-21 Semester II

PAQIC Coordinator

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Copy to:

- 1 Principal Office
2. Dr. B. Prakash Head of the Department
3. Dr. K. VenkataRao Program Coordinator.
4. Mr. M. SomasundaraRao Attendance Coordinator
5. Mrs.KGuruLaxmi, Feedback coordinator
6. Mr. P. Mohan Ganesh Examination Coordinator
7. Mr. Y. LaxmanRao. R& D Coordinator
8. Mr B. Ajay Kumar Project Coordinator
9. Mr G. Netaji Student Mentoring Coordinator
10. Mr. CH. Ramasuri A. N System Cell In-charge and T&P Coordinator
1. Mrs. S. Kalyani IQAC Department Coordinator
12. Mrs. P. Vanitha Sri Student activities Coordinator




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2020-21/03

Dt:10.03.2021

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 9th March 2021, Tuesday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Dr. B. Prakash	Head of the Department	Chairperson
2.	Dr. K. VenkataRao	Program Coordinator.	Member
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Mrs.KGuruLaxmi,	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr B. Ajay Kumar	Project Coordinator	Member
8.	Mr G. Netaji	Student Mentoring Coordinator	Member
9.	Mr. CH. Ramasuri A. N	System Cell In-charge and T&P Coordinator	Member
10.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
11.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr.B.Prakash welcomed the members and briefed about PAQIC meeting held on 9th March 2021 resolutions.

Sl. No.	Resolutions	Actions taken
1	Suggested to organize more workshops to students.	<ul style="list-style-type: none">Conducted Deep Learning and AI Guest lecture for final year and third year students.Women Entrepreneurship-IT as Enable Digital India workshop for third year and final year students.

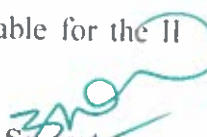


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Discussions:

1. **Result analysis of students in previous semester external exams:**
 - Mr. B. Prakash shared external semester exam pass percentage that II-II got 85.19% . III-II got 87.04%, IV-II got 96.08% of last semester
 - Mr. B. Prakash congratulated all the faculty members for excellent achievement in external exam results.
 - The students with backlogs are identified in each year.
2. **Analysis of CO, PO, PSOs attainments:**
 - CO, PO, PSOs attainments for all the courses in previous semester are verified and discussions went on to improve attainment levels.
 - In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct workshops.
3. **Quality improvement in student projects:**
 - Dr.B. Prakash congratulated all the faculty members for successfully completing the student academic projects with publications.
 - IoT projects related to real time applications are reviewed and recommended to improve.
 - Recommended faculty to give suggestions regarding usage of new tools like anaconda, PyCharm and Cloud Computing tools.
4. **Updating of laboratory manuals:**
 - Mr. B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus for ensuing semester
5. **Organize Online workshop for students:**
 - Dr.B. Prakash proposed to conduct React JS workshop for second, third and final year students.
6. **Allocation of Workload for academic year 2020-21 Semester II** ✓
 - Review is done on the course options collected from the faculty for workload allocation of II semester.
7. **Timetable for academic year 2020-21 Semester II** ✓
 - PAQIC suggested the time table coordinator to prepare a timetable for the II semester.
8. **Department Academic Calendar for the academic year 2020-21 II Semester**
 - Department academic calendar for the second semester is prepared in line with the JNTUK academic calendar with proposed dates for ce




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Resolutions:













1. It is agreed by all committee members to come up with working models as final year projects.
2. It is suggested by committee members to organize online work shop for all the students.

It is decided to conduct the next meeting tentatively in the first week of May 2021. for further discussion.


PAQIC Coordinator


HoD

LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr.B.Prakash	Head of the Department	
2.	Mrs. S. Kalyani	Program Coordinator.	
3.	Mr. Ch. Ramasuri A.N	Attendance Coordinator	
4.	Mrs. Guru Laxmi	Feedback coordinator	
5.	Mr. P. Mohan Ganesh	Examination Coordinator	
6.	Mr. Y. Laxman Rao.	R& D Coordinator	
7.	Mr. B. Ajay Kumar	Project Coordinator	
8.	Mr.G.Netaji	Student Mentoring Coordinator	
9.	Mr.B.CH.V.Ramana	System Cell Incharge	
10.	Mr.S.Sagar	T&P Coordinator	
11.	Mrs. S. Kalyani	IQAC Department Coordinator	
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	



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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAC/2020-21/Cir/1

Date: 20.07.2020

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2020-21 semester I.

Venue: HoD Chamber, Department of MBA. Date & Time: 23.07.2020 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. M.Pardha Saradhi	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. S. Ramesh	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:


1. Collection and analysis of Course feed backs on course end survey.
2. Time table preparation for the academic year 2020-21 sem-I.
3. Evaluating the implementation of active learning, collaborative learning and project based learning in the classrooms.
4. Analysis of CO attainment, PO and PSO attainments.
5. Workshops, guest lectures, seminars etc.
6. Workload allocation of academic year 2020-21 Sem-I.
7. Remedial classes for slow learners.
8. Online courses to students.
9. Any other points

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file


Head of the Department




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Dr.SR	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
S. Ram	<i>TS</i>	<i>RK</i>	<i>MSY</i>	<i>K</i>
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
<i>MSR</i>	<i>A Venkatalax</i>	<i>Sowjanya</i>	<i>KSK</i>	<i>KSK</i>



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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAC/2020-21/Cir/2

Date: 23.10.2020

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAC/2020-21/Cir/1, date: 20.10.2020, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting held on 23.10.2020.

S.No	Name	Role	Signature
1.	Dr. M.Pardha Saradhi	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr. S. Ramesh	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	

Dr. M. Pardha Saradhi, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1.Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Collection and Analysis of course feed backs on graduate exit survey	HoD informed to prepare feedback forms on exit survey and submit report to IQAC after the semester end.
2	Proposed to prepare department academic calendar.	Prepared and submitted department academic calendar.



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2. It is suggested that the faculty Counselors should identify the slow learners after every mid exam and external exams.
3. Registration, Participation details and feedbacks received from all participants for various courses presented.
4. Suggested to enhance self-learning capability of students by evaluating their performance.
5. Lecture plans were verified by the Module coordinator and suggested to implement teaching methodologies effectively.
6. PAQIC suggested all the mentors should follow the mentoring schedule timings and identify students with less attendance and take the respective measures to regularize them and also identify any special cases and counsel them for effective improvement.
7. Proposed to conduct extra classes to slow learners and remedial classes in order to improve pass percentage.
8. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
9. PAQIC suggested faculty to focus more on outcome-based education with various teaching learning methodologies to improve program attainments.
10. As noted, in some of the courses the question paper has not covered the entire three units .So it is suggested to give a question from every unit as per the suggestions from IQAC.
11. Suggested to encourage students to do online course relevant to their subjects.
12. Time table to study entire day and will help you to be productive and manage time for your studies.

S. Ram
Head of the Department



S. Ram
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VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

KapujaggarajuPeta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2020-21/Cir/7

Date: 21.11.2021

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2020-21 Semester II.

Venue: HoD Chamber, Department of MBA. Date & Time: 25.11.2021 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. M.Pardha Saradhi	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. S. Ramesh	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Collection and analysis of Course feed backs on course end survey.
2. Evaluating the implementation of active learning, collaborative learning and project based learning in the classrooms.
3. Verification of stock registers and equipment condition.
4. Workload allocation and Time table preparation of academic year 2020-21 Sem-II.
5. Discussion was made to take the benefit of courses by faculty members and to motivate students for the same.
6. Student participation in Industrial visits.
7. Regulatory safety measures.
8. Any other points

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

S. Ram
Head of the Department



3/20
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Dr.SR	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
<i>S. Raw</i>	<i>TS</i>	<i>Dr. GVRKR</i>	<i>MSY</i>	<i>A</i>
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
<i>MSR</i>	<i>AVL</i>	<i>MSJ</i>	<i>KSK</i>	<i>Principal Office</i>



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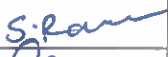

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAC/2020-21/Cir/8

Date: 25.11.2021

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2020-21/Cir/7, date: 20.11.2021, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting.

S.No	Name	Role	Signature
1.	Dr. M.Pardha Saradhi	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr. G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
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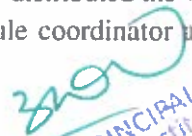
Dr. M. Pardha Saradhi, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified [AY 2020-21].

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Extra guidance for weak students	Slow Learners, Advanced Learners have been identified and Remedial classes were conducted. Provisions are made in weekly time table by adding extra hours for slow learners and poor performers in all the subjects.
2	Proposed to prepare department academic calendar.	Prepared and submitted department academic calendar.

- Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
- Lecture plans were verified by the Module coordinator and suggested to implement teaching methodologies effectively.




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5. Regulatory safety measures have been issued. Foot operated sanitization at various points in the campus. The authorities ensure no entry without mask and regular sanitization of entire campus
6. Proposed to conduct extra classes to slow learners and remedial classes in order to improve pass percentage.
7. Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.
8. PAQIC advised the faculty members how to design addon course syllabus and how to evaluate students performance after completion of that course.
9. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
10. PAQIC suggested faculty to focus more on outcome-based education with various teaching learning methodologies to improve program attainments.
11. Discussed the students' participation in Industrial Visit/In plant Training, Quiz/Project Competition, Workshop and Webinars.

S. Ramu
Head of the Department



[Handwritten Signature]
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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

NO: VIEW/FY-DEPT-CIR/2020-21/01

DATE: 15/12/2020

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend a departmental meeting scheduled on 16/12/2020 at ELCS LAB at 10AM

AGENDA:


1. Discussion of Academic Calendar
2. Commencement of I B Tech. - Admissions
3. Allocation of Workload
4. Allocation of Add-on Courses
5. Orientation Classes-Motivation classes by senior faculty members
6. Orientation classes for 1st B Tech students
7. Bridge Course (fore noon) before or after the start of the regular class work/ admissions.
8. Proposed Action for improvement of PO Attainments : 2019-20 to be implemented during this Academic Year 2020-21
9. Regular Time Table for Academic Year-2020-21
10. Covid control measures
11. Classroom Instructions-Syllabus Completion-Unit-I, II &III(1/2)
12. Allotment of Coordinators
13. Allocation of Classrooms
14. Anti-Ragging Measures
15. Code of Conduct
16. Inaugural Function

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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/SM/MOM/2020-21/01

DATE: 16/12/2020

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

MINUTES OF THE MEETING

AGENDA:

1. Discussion of Academic Calendar
2. Commencement of I B Tech. - Admissions
3. Allocation of Workload
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16. Inaugural Function




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THE FOLLOWING ARE THE RESOLUTIONS TAKEN AT THE MEETING

1. **DISCUSSION OF ACADEMIC CALENDAR** ✓

- The sole purpose of incorporating academic calendar is to improve the teaching-learning qualities, to finish the assigned task within deadlines and instill among teachers and students about the importance of professional standard.
- The calendar represents academic and other activities.
- It was resolved to approve the Academic Calendar prepared.

2. **COMMENCEMENT OF I B TECH ADMISSIONS**

Admission process for the academic year 2020-2021 for I-B.Tech -I Semester is scheduled to begin from 08/01/2021

- a. Student reporting and registrations start from 08/01/2021
- b. Each help desk is allocated with department wise coordinators from the department of BS&H.
 - i) CSE-Desk- 1. Dr..K.P.Suhasini/ Mr. K.Suryanarayana
2. Dr. Chandra Sekhar Beera/ Mr. S.Giribabu
 - ii) ECE-Desk- 1 Mr.S.K.Chaitanya / Dr.D.Nirmala Devi
2. Dr.Shouri Dominic / Mr.K.V.V.Ganeshwara rao
 - iii) EEE-Desk- 1. K.Lavanya
 - iv) IT-Desk- 1.Dr.V.R.S.S.Srikanth
2. Mr.A.P.Phanindra kumar
 - v) Mech-Desk-I.Mrs.M.Venu Madhuri

3. **ALLOCATION OF WORKLOAD** ✓

Workload is allocated to the following courses for the Academic Year 2020-21, Semester I:

- English
- Mathematics – I
- Mathematics - II
- Applied Physics
- PPSC
- Applied Chemistry
- Engineering Physics
- Engineering Drawing
- Environmental Studies

4. **ALLOCATION OF ADD-ON COURSES** ✓

It is decided to allocate Add-on courses for CSE and IT students for the Academic Year 2020-21.

5. **ORIENTATION CLASSES-MOTIVATION CLASSES BY SENIOR FACULTY MEMBERS**

- Orientation programmes serve as a foundation for college success. It sets a lasting impression for new students and their families. The main purpose of a good orientation session in a college is to bridge the gap between the professors and the students, ensuring a smooth communication between the two. It is designed in a manner that it can answer all the queries of the students, before they are asked.




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- Faculty for Orientation classes allocated are vice principal and from the core departments HoD's and Senior faculty members.

Vice Principal Dr.P.Sudhakar

HOD'S from various Department:

- Dr.K.Chaitanya. BS&H- Department
- Dr.K.Vijaya Kumar. CSE-Department
- Dr. Ch.Ramesh Babu- ECE-Department
- Dr.K.Durga Shyam Prasad -EEE-Department
- Dr.B.Prakash - IT- Department
- Mr.V. Anadababu - ME-Department

Senior faculty from Core Departments:

- Dr.P.Vijaya Bharathi-CSE-Department
- Dr. K.V.Ramana Rao-ECE- Department
- Mrs.K.Therissa -EEE- Department
- Mr.P.Mohan Ganesh-IT- Department
- Dr. Nagendrababu - ME-Department

BS&H Faculty:

- Dr. T. Radha Krishna Murthy-CSE-A
- Dr. K.P.Suhashini- CSE-B
- Dr. Chandra Sekhar Beera- ECE-A
- Mr. Ch.SK.Chaitanya- ECE-B
- Dr. Shouri Dominic- EEE
- Mr.B.Nagabhushan rao -EEE-B
- Dr. RSS.Srikanth Vemuri- IT
- Mr. K.V.V.Ganeswara Rao-ME

6. ORIENTATION CLASSES FOR 1st B TECH STUDENTS

To educate the new entrants about the environment of the institution and connect them with the people in it. The Student Orientation Program engages with the new students as soon as they come into the institution; regular classes start only after that. At the start of the orientation, the incumbents learn about the institutional policies, processes, practices, culture and values.

- It is also suggested to organize motivational sessions
- Organizing motivational sessions by eminent personalities are to be identified and invited for the session. Responsibility handed over to Mr. Ch.SK.Chaitanya.


7. BRIDGE COURSE BEFORE OR AFTER THE START OF THE REGULAR CLASS WORK/ ADMISSIONS.

The bridge course aims to act as a buffer for the new entrants with an objective to provide adequate time for the transition to hard core B.Tech courses. This provides them a breather, to prepare themselves before the onset of courses for first year B.Tech programme. During this interaction period with the faculty and their classmates the students would be equipped with the knowledge and the confidence needed to take on bigger challenges henceforth.

The following faculty members are assigned to take classes of Bridge courses

- Dr. T. Radha Krishna Murthy CSE-A&B




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b. Dr. K.P.Suhashini	ECE-A&B
c. Dr. Chandra Sekhar Beera	EEE-A&B
d. Dr. Shouri Dominic	IT
e. Dr. Ch.SK.Chaitanya	ME

8. PROPOSED ACTION FOR IMPROVEMENT OF PO ATTAINMENTS: 2019-20 TO BE IMPLEMENTED DURING THIS ACADEMIC YEAR 2020-21

- Faculty members and course coordinators are instructed to implement the following mentioned actions by including them in their respective Course Delivery Plans and carry out the activities accordingly.
- Hence, it is decided to implement certain actions such as conducting foundation courses, bridge courses, orientation programs, tutorial classes, group activities in the respective courses where low attainment is registered with respect to the target.
- Detailed Proposed Action sheet is enclosed hereunder.

9. REGULAR TIME TABLE FOR ACADEMIC YEAR 2020-21

- Dr.V.R.S.S.Srikanth is entrusted to prepare & communicate Regular Time Table for the Academic Year 2020-21

10 COVID CONTROL MEASURES

- Precautions are taken both inside and outside the classroom to prevent the spread of Covid-19
- Students were asked to be instructed, to follow the below mentioned precautions
- Mask wearing
- Physical distancing in the campus
- Practicing health and hand hygiene
- Cleaning and disinfecting
- Avoid mass gatherings

11. CLASSROOM INSTRUCTIONS-SYLLABUS COMPLETION-UNIT-I, II & III (1/2)

- Faculty members are requested to complete the Syllabus -Unit –I, II & III (1/2)
- It is proposed to complete two Assignments by the end of this month.

12. ALLOTMENT OF COORDINATORS

The following faculty members are assigned as coordinators for each section.

1. Class Coordinator	Section Allotted
1. Mr.B.Nagabhushan Rao	EEE-A
2. Mrs. M. Venumadhuri	EEE-B
3. Mr. K.V.V. Ganeshwara Rao	MECH
4. Dr. K.P.Suhashini	ECE-A
5. Dr. V.R.S.S.Srikanth	ECE-B
6. Dr. D.Nirmaladevi	ECE-C
7. Dr. Shouri Dominic	CSE-A
8. Mr. S.Giribabu	CSE-B
9. Dr. Chandra Sekhar Beera	CSE-C
10. Mr. Ch.Sk.Chaitanya	IT



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2. Hostel Coordinator and Ward in charge
Ms.M.Bharathi
3. Attendance Coordinator:
Dr.V.R.S.S.Srikanth
4. Cdp Coordinator:
Ms. K.Lavanya
5. Rest Room & Grievances:
Ms. K.Lavanya

13. ALLOCATION OF CLASSROOMS

BRANCH & SECTION	ROOM NO
EEE-A	C34
EEE-B	C35
MECH	B33
ECE-A	A31
ECE-B	A32
ECE-C	A33
CSE-A	A35
CSE-B	A36
CSE-C	A37
IT	B34

14. ANTI- RAGGING MEASURES

Mr. K. Suryanaraya Rao is assigned as overall anti-ragging committee in charge.

The following are assigned as members of anti-ragging squads for vigilance

S.NO	Name	Designation	Location
1.	Dr. Chandra Sekhar Beera	Assoc.Prof, BS&H	Canteen
2.	Ms. Bharati	Lab.Asst,BS&H	Canteen
3.	Dr.D. Nirmala Devi	Assoc.Prof, BS&H	Library
4.	Mr.K.V.V.Ganeswara Rao	Asst.Prof, BS&H	Third Floor
5.	Mr. S.Giri Babu	Asst.Prof, BS&H	Third Floor
6.	Dr.R.S.S.Srikanth Vemuri	Assoc.Prof, BS&H	Second Floor
7.	Mrs.M. Venu Madhuri	Asst.Prof, BS&H	First Floor
8.	Ms.K. Lavanya	Asst.Prof, BS&H	First Floor
9.	Mr. K. Murali	Asst.Prof, BS&H	Ground Floor
10.	Ms. N.Hema V. Lakshmi	P.D. BS&H	Open Ground

1. Bus No: 4018 Route: Pendurthi (2nd shift) From -- 06/01/2021 TO 31/01/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr. Chandra Sekhar Beera	Assoc. Prof, BS&H
2.	Dr. K. Venkata Prasad	Assoc. Prof, BS&H



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2. Bus No : 0287 Route: Gopalapatnam (2nd shift) From --- 06/01/2021 TO 31/01/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr. T. Radha Krishna Murthy	Professor, BS&H

3. Bus No : 0287 Route: Gopalapatnam (2nd shift) From --- 06/01/2021 TO 31/01/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr. T. Radha Krishna Murthy	Professor, BS&H

3. Bus No : 4019 Route: Jagadamba Route (2nd shift) From --- 06/01/2021 TO 31/01/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Mrs. M. Venu Madhuri	Asst Prof, BS&H

4. Bus No : 4015 Route : Kancharapalem (2nd shift) From 06/01/2021 TO 31/01/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Mr. K. Suryanarayana Rao	Asst Prof, BS&H

5. Bus No : 3994/4905 Route: Anakapalli (2nd shift) From 06/01/2021 TO 31/01/2021

SL.NO:	Name of the Faculty	Designation & Branch
1.	Ms. K. Lavanya	Asst.Prof, BS&H

15. CODE OF CONDUCT

HOD instructed all the faculty members to educate all the newly joined students on the code of conduct to be followed in the campus.

16. INAUGURAL FUNCTION

The flowing faculty members are requested to take the entire responsibilities of the programme.

1. Dr.K.Chaitanya (HOD) & Dr.T.Radha Krishna Murthy acted as overall coordinators.
2. Program Committee Members
 - Mr. Ch. SK.Chaitanya
 - Mr. B. Nagabhusan Rao
3. Pooja Committee : Dr.K.P.Suhashini
4. Banners Responsibility : Dr. RSS.Srikanth Vemuri
5. Invitation Committee : Dr.D.Nirmala Devi
6. Food Committee : Dr.Shouri Dominic
7. Registration & Student Kits : Mrs.M.Venu Madhuri

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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

NO: VIEW/FY-DEPT-CIR/2020-21/03

DATE : 19/04/2021

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend a departmental meeting scheduled on : 20/04/2021

at ELCS LAB at 11AM

AGENDA:

1. Discussion of Academic Calendar
2. Allocation of Workload
3. Allocation of Add-on Courses
4. Commencement of Second semester classwork
5. Preparation of time table
6. Faculty allocation from other departments
7. Allocation of Class Coordinators
8. Allocation of Classrooms
9. Syllabus Completion-Mid-I
10. Preparation of Assignments for Mid-I
11. Preparation of mid exams
12. Slow learners identification
13. Conduct of remedial classes
14. Introduction of Oxford achievers Program
15. Discussion on NBA work.

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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/SM/MOM/2020-21/03

DATE 20/04/2021

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Date: 20/04/2021

AGENDA:

1. Discussion of Academic Calendar
2. Allocation of Workload
3. Allocation of Add-on Courses
4. Commencement of Second semester classwork
5. Preparation of time table
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10. Preparation of Assignments for Mid-I
11. Preparation of mid exams
12. Slow learners identification
13. Conduct of remedial classes
14. Introduction of Oxford achievers Program
15. Discussion on NBA work.

THE FOLLOWING ARE THE RESOLUTIONS TAKEN AT THE MEETING

1. Discussion of Academic Calendar:


It is decided to prepare an academic calendar for the academic year 2020-21 by including inputs from the university and college level academic calendar.

2. Workload Allocation:

Workload is allocated to the following courses for the Academic Year 2020-21, Semester II:

- Mathematics - II
- Mathematics - III
- Applied Chemistry
- Computer Organisation
- Python Programming
- Data Structures Through C
- Applied Physics
- Object Oriented Programming Through Java
- Basic Electrical Engineering
- Network Analysis




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- Engineering Mechanics
- Basic Electrical And Electronics Engineering
- Thermodynamics

3. Allocation of Add-on Courses

It is decided to allocate Add-on courses for EEE and ECE students for the Academic Year 2020-21.

4. Commencement of Second semester class work

It is decided to begin the I-B.Tech, II Semester regular Class work for the Academic Year 2020-2021 from 24/05/2021

College timings: Forenoon session-9am to 12pm

Lunch break-12pm to 1pm

Afternoon session -1pm to 3pm

Short Break-3pm to 3.10pm

Afternoon after break-3.10 to 5pm

5. Preparation of timetable

- It was instructed to prepare a fixed time table to create awareness among the faculty members of their day-to-day activities
- To ensure that the faculty members create a lesson plan to effectively deliver the lecture
- The responsibility preparation of time table was entrusted to
Dr. RSS.Srikanth Vemuri

6. Faculty allocation from other departments

As a part of introduction of core subjects to every branch, it was decided to conduct classes by core faculty from various departments. The following faculty members were assigned to accomplish this task.

1. Mr. Ch.Sekhar	CSE A
2. Mr. M.Srinivasarao	CSE B
3. Mrs.Ch.Usha	CSE C
4. Mr. B. Naga Srinivasa Rao	ECE
5. Ms. P. Gowri Swetha	ECE
6. Ms.B.Sirisha	EEE
7. Mrs. G. Mrudula	EEE
8. Ms. Y. Deepika	EEE
9. Mrs. K. Guru Lakshmi	IT
10. Mr. B. Ch. Venkata Ramana	IT
11. Dr. V. Anand Babu	MECH
12. Mr. Ch. Suresh	MECH
13. Mrs. P. Prasanna Kumari	MECH

7. Allocation of Class Coordinators

Class coordinators are appointed for each section to monitor the conduct of the classes and academic concerns of the respected sections. It is as follows



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1. Mr.B.Nagabhushan Rao	EEE-A
2. Mrs. M. Venumadhuri	EEE-B
3. Mr. K.V.V. Ganeshwara Rao	MECH
4. Dr. K.P.Suhashini	ECE-A
5. Dr.V.R.S.S.Srikanth	ECE-B
6. Dr. D.Nirmaladevi	ECE-C
7. Dr. Shouri Dominic	CSE-A
8. Mr. S.Giribabu	CSE-B
9. Dr. Chandra Sekhar Beera	CSE-C
10. Mr. Ch.Sk.Chaitanya	IT

8. Allocation of classrooms

Following rooms are allocated to all sections.

CSE-A	A-34
CSE-B	A-35
CSE-C	B-36
ECE-A	A-31
ECE-B	A-32
ECE-C	C-33
EEE	A-38
IT	B-35
ME	C-34

9. Syllabus Completion - Mid-1

All the faculty members are requested to complete the syllabus before the commencement of mid examinations.

10. Preparation of Assignments for Mid-I

HOD instructed every faculty member to give three assignments before the schedule of Mid -1 exam.

11. Preparation of mid exams

- Students should be notified for preparation of Mid exams two weeks prior to the commencement of mid
- Student mentors to be assigned to clear the doubts
- Also it is suggested to have special attention on specified subjects

12. Slow learners identification

Respective class coordinators are directed to identify slow learners and pay utmost attention in increasing their results.

13. Conduct of remedial classes

It is proposed to conduct remedial classes on a regular basis.

- To Provide reinforcement of learning especially for those areas which are forgotten by the students or which were learned in a faulty manner earlier.
- Faculty members are instructed to conduct remedial classes effectively.

14. Introduction of Oxford achievers Programs

- It is decided to launch the Oxford achievers program to strengthen students' language skills and subject knowledge in the area of communicative English.



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- As a part of this program it is decided to provide practice space for Students in ECS Lab under the guidance of allocated faculty members.

15. Discussion on NBA work

- All the Faculty members were instructed to get ready with the final documents as per their respective criteria

1. COPY TO FILE
2. COPY TO IQAC



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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2019-20/01

Date: 18.05.2019

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 22th May 2019 at 10:00 A.M., in the HOD's Chamber.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Workload allocation of academic year 2019-20 Semester1.
3. Time tables for academic year2019-20 Semester-1
4. Preparation of Departmental Academic Calendar
5. Assessment and evaluation reports on COs, POs and PSOs.
6. Result Analysis and Measures for improvement of slow learners and backlog students.
7. Analysis and assessment report of Course Attainments of Even Semester.
8. Department Progress
9. Report on Mid Examination Question Papers and Scheme of Evaluation.
10. Review of 2015 batch placement activities.
11. Verification of Stock Registers and Laboratory Manuals.
12. Student Progression / Performance
13. Add-on Course Schedule.
14. Any other points.

Venue: HoD's Chamber

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1. PAQIC Members
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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2019-20/01

Date: 23.05.2019

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 22th May 2019 at 10.00AM in the HoD's Chamber. The following members are present.

S. No.	Member Name	Designation	PAQIC
1.	Mr. K.DurgaSyam Prasad	HOD	Chairperson
2.	Mrs.Akanksha Mishra	Asst. Professor	Program Coordinator
3.	Mr. K. Kushal Kumar	Asst. Professor	Dept. IQAC Coordinator
4.	Mr.K.Vamsi	Asst. Professor	Project Coordinator
5.	Mr. V. Avinash	Asst. Professor	Student Mentoring Coordinator
6.	Mr.A.Chandraiah	Asst. Professor	Exam Cell Coordinator
7.	Mr.P.V.Sarath	Asst. Professor	Attendance Coordinator

The meeting started with an address by Mr..K.Durga Syam Prasad, HoD extending a warm welcome to the members and a sincere gratitude was expressed towards all the members present for the meeting.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.


S.No	Particulars /Recommendations	Action Taken
1.	Schedule of Campus Placements should be finalized by the placement officer.	Display of Placement Drive Schedule ,Company Profile, Job Criteria and charts related to career options on the notice board
2.	Department Activities	<ul style="list-style-type: none">• Guest Lectures was organized by the department naming "recent trend on power systems "• Workshop on "robotics".



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2. Academic calendar prepared and should be revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
3. Regarding placements, the HoD was happy to inform that 67 Students secured placements in reputed companies like HCL, CONVERGYS, and CAPGEMINI etc. and he also discussed about the training activities for the batch 2019-2020.
4. The outcome of the FDP participation can be shared with other faculty members in the department.
5. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
6. The knowledge gained from the online courses completed by the faculty members should be disseminated to the students.
7. Mr.K.Vamsi, Asst Prof suggested that the students should be exposed to diversity of jobs available in the field. The students can be exposed to different experiments for solving similar problems in the laboratories.
8. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
9. HoD suggested that the placement officer should finalize the schedule for the upcoming training programme for the final year students. Provisions in the time table should be made by the Time Table Coordinator.
10. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
11. Effective student counseling should be done by revising the existing mentoring system.
12. Inspection and verification of the stock registers and Laboratory manuals should be done in the presence of the Lab In charge for the upcoming academic year.
13. Course Coordinators were suggested to improve the attainment levels of COs and POs.
14. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
15. The Program Coordinator was happy to announce that 11 Program Outcomes attained the target set by the Institution for the batch 2015 -2019.
16. The members enquired about the status of the NBA-SAR and informed the NBA Coordinator to present the updated document of the NBA-SAR in the next meeting.
17. PAQIC discussed the schedule of Addon courses, proposed to be conducted for III B.Tech& II B.Tech students. Faculty suggested Add-on courses like Electrical Auto CAD, Basic on Electronics home, Modeling of SMPC laboratory, Basics on Arduino Programming
18. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.




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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Signature
1.	Mr.K. Durga Syam Prasad	Asst Prof	
2.	Dr. R.S. Ravi Shankar	Asst Prof	
3.	Ms. B. M. PushpaLatha	Asst Prof	
4.	Mr.V.Avinash	Asst Prof	
5.	Mr.KChiranjeevi	Asst Prof	
6.	Dr.Akanksha Mishra& Mr. B. Naidu	Prof Asst Prof	
7.	Mr.K.Srinivasa Rao	Asst Prof	
8.	Mr. A. Chandraiah	Asst Prof	
9.	Mr. K. Vamsi	Asst Prof	
10.	Mr.G.Ravi Kumar& Mr.P.V.Sarath	Asst Prof	
11.	Ms. PayalPramanik	Asst Prof	

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2019-20/02

Date: 26.10.2019

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 30th Oct 2019 at 10:00 A.M., in the HOD's Chamber.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Preparing Departmental Academic Calendar
3. Workload allocation of academic year 2019-20 Semester-II.
4. Time tables for academic year 2019-20 Semester-II
5. Assessment and evaluation reports on COs, POs and PSOs.
6. Result Analysis and Measures for improvement of slow learners and backlog students.
7. Analysis and assessment report of Course Attainments of Odd Semester.
8. Report on Mid Examination Question Papers and Scheme of Evaluation.
9. Registration for Alumni Association
10. Plan of Action for National Youth Festival
11. Faculty Contributions
12. Add-on Course Schedule.
13. Any other points.


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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2019-20/02

Date: 31.10.2019

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 30th October 2019 at 10.00AM in the HoD's Chamber. The following members are present

S. No.	Member Name	Designation	PAQIC
1.	Mr. K. Durga Syam Prasad	HOD	Chairperson
2.	Mrs. Akanksha Mishra	Assoc. Professor	Program Coordinator
3.	Mr. K. Kushal Kumar	Asst. Professor	Dept IQAC Coordinator
4.	Mr. K.Vamsi	Asst. Professor	Project Coordinator
5.	Mr. V. Avinash	Asst. Professor	Student Mentoring Coordinator
6.	Mr.A.Chandriah	Asst. Professor	Exam Cell Coordinator
7.	Mr.P.V. Sarath	Asst. Professor	Attendance Coordinator
8.	Mr.V.Avinash	Asst Professor	NBA Coordinator

HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the evaluation reports.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Campus Training and Placements	• Schedule has been planned and provisions were made in the time table for the training
2.	Verification of Lab Manuals and Stock Registers	Proper inspection is done and records were maintained

2. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files
3. Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.



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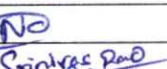
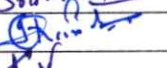
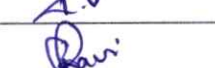






4. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
5. A formal structured mechanism for incorporating feedback on R16 Regulation from stakeholders should be followed.
6. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
7. The CO Calculations for the Odd and Even Semester can be updated in the corresponding Course Files.
8. HoD discussed about the Accreditation process under Tier II and planned to submit the Pre-Qualifier followed by NBA –SAR by August 2020
9. The Department NBA Coordinator briefed the NBA-SAR (Criteria 1 to Criteria 8) to the members.
10. Mrs. Akansha Mishra, Assoc Prof suggested to indicate the frequency of the meetings in the respective table in Criteria 7.
11. Mr.K.Vamsi, Asst Prof suggested to maintain the data related to Placement, Higher Studies and Entrepreneurship evidences.
12. Mr.K.Kusal Kumar, Assoc Prof informed that Educational Verification and Allotment Orders should be maintained according to the Batch wise.
13. PAQIC, VIEW advised the importance of internships Build Professional Credibility, A unique study experience, and explore the students towards core subjects.
14. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
15. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
16. PAQIC discussed the schedule of Addon courses, proposed to be conducted for IV B.Tech students.
17. Faculty suggested Add-on courses like, Industrial based PLC PROGRAMING, Advanced simulation tool for power electronics, electromagnetics and power systems




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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Signature
1.	Dr.K. Durga Syam Prasad	Assoc Prof	
2.	Dr. R.S. Ravi Shankar	Asst Prof	
3.	Ms. B. M. PushpaLatha	Asst Prof	
4.	Mr.V.Avinash	Asst Prof	
5.	Mr.KChiranjeevi	Asst Prof	
6.	Dr.Akanksha Mishra	Prof	
7.	Mr. B. Naidu	Asst Prof	
8.	Mr.K.Srinivasa Rao	Asst Prof	
9.	Mr. A. Chandraiah	Asst Prof	
10.	Mr. K. Vamsi	Asst Prof	
11.	Mr.G.Ravi Kumar	Asst Prof	
12.	Mr.P.V.Sarath	Asst Prof	
13.	Ms. Payal Pramanik	Asst Prof	

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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2019-20/Cir/1

Date:13.05.2019

CIRCULAR

Program Assessment Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2019-20 Semester I.

Date & Time: 17.05.2019& 10:00AM

Venue: HoD Chamber, Department of ME.


The following PAQIC members were invited.

Sl.No	Name	Designation	Category
1	Mr.M.Nagendra Babu	Head of the Department	Chairperson
2	Mr.L.VenkataSuryam	Project Coordinator and overall lab incharge	Member
3	Mrs.P.Prasanna Kumari	Attendance Coordinator	Member
4	Mr.A.Venkata Pradeep	Feedback coordinator	Member
5	Mr.Satya Prasad	Examination Coordinator	Member
6	Mrs.K.Vahini	R& D Coordinator	Member
7	Mrs.B.Swathi	Student Mentoring Coordinator	Member
8	Mr.D.Kesava	T&P Coordinator	Member
9	Mr.N.Sudhakar Babu	IQAC Department Coordinator	Member
10	Mrs.P.Kiranmayi	Student activities Coordinator	Member

Agenda:

1. Department academic calendar for 2019-20Semester I.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course files verification of 2018-19 Semester II.
6. Class timetables for academic year 2019-20 Semester I.
7. Curriculum gap identification.
8. CO-PO-PSO attainment & measures of continuous improvement.
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.for 2018-19 academic year.




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11. Department IQAC review report of 2018-19 Semester II.
12. Student Mentoring system.
13. Remedial class schedule for 2019-20 Semester I.
14. Content Beyond syllabus.
15. Workload Allocation for academic year 2019-20 Semester I.
16. Add on Course Schedule.
17. 2018-19 Semester II results.
18. Any other points.

Head of the Department


Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mr.MNB	Mr.LVS	Mr.AVP	Mr.SP	Mrs.KV	Mrs.BS	Mr.DK	Mr.NSB
Mrs.PK							



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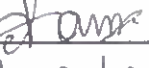


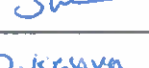


DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2019-20/Minutes/02

18.05.2019

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2019-20/Cir/1, date:13.05.2019, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 17.05.2019.

Sl.No	Name	Role	Signature
1	Mr.M.Nagendra Babu	Head of the Department	
2	Mr.L.VenkataSuryam	Project Coordinator and overall lab incharge	
3	Mrs.P.Prasanna Kumari	Attendance Coordinator	
4	Mr.A.Venkata Pradeep	Feedback coordinator	A.v. pradeep.
5	Mr.Satya Prasad	Examination Coordinator	
6	Mrs.K.Vahini	R& D Coordinator	
7	Mrs.B.Swathi	Student Mentoring Coordinator	
8	Mr.D.Kesava	T&P Coordinator	D.kesava.
9	Mr.N.Sudhakar Babu	IQAC Department Coordinator	
10	Mrs.P.Kiranmayi	Student activities Coordinator	


Mr.M.Nagendra Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the DAC suggestions for the 2018 admitted batch the target value of Program Outcomes (POs) is fixed as,

	PO1-PO5	PO6-PO12	PSO1-PSO2
Target level	2.55	2.35	2.55
Maximum Value	3	3	3

As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.




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4. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.
5. HoD appreciated all the faculty members for excellent placements of 2015 admitted batch students.
6. PAQIC discussed CRT Training for IV /III B.Tech students from 4th Week of July 2019.
7. PAQIC suggested the Work load and timetable coordinator to prepare the workload and timetable for the current semester.
8. Proposed to conduct Seminar on Proposed to conduct Seminar on Welding Defects & Imperfections in 4th week of July 2019.
9. Proposed to conduct Guest Lecture on Advancements in Automobile Engineering in 1st week of July 2019.
10. Proposes to conduct Workshop on workshop on Mechanical Component Drafting by AutoCAD in 3rd Week of June 2019
11. Proposed to conduct Addon courses for IV B.Tech Students in 2nd Week of Sep 2019.
12. As per R13 Regulation, R16 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
13. HoD Proposed to collect feedback forms on graduate exit surveys.
14. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2018-19 Semester II is verified and discussed measures like remedial classes. extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
15. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2018-19.

Paper Publications	FDPs	Workshops
7	9	1

16. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
17. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
18. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.




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19. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
20. Review on the course options collected from the faculty for workload allocation.
21. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
22. PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for IV B.Tech students, in semester-II for II & III B.Tech students.
23. Proposed to conduct Addon course for IV B. Tech students in 2nd Week of Sept 2019
24. Proposed to conduct workshop on Mechanical Component Drafting by AutoCAD in 3rd week of June 2019.
25. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
26. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
27. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.



Head of the Department



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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2019-20/Cir/5

Date:29.10.2019

CIRCULAR

Program Assessment Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2019-20 Semester II.

Date & Time: 01.11.2019& 10:00AM

Venue: HoD Chamber, Department of ME.


The following PAQIC members were invited.

Sl.No	Name	Role
1	Mr.M.Nagendra Babu	Head of the Department
2	Mr.L.VenkataSuryam	Project Coordinator and overall lab incharge
3	Mrs.P.Prasanna Kumari	Attendance Coordinator
4	Mr.A.Venkata Pradeep	Feedback coordinator
5	Mr.Satya Prasad	Examination Coordinator
6	Mrs.K.Vahini	R& D Coordinator
7	Mrs.B.Swathi	Student Mentoring Coordinator
8	Mr.D.Kesava	T&P Coordinator
9	Mr.N.Sudhakar Babu	IQAC Department Coordinator
10	Mrs.P.Kiranmayi	Student activities Coordinator

Agenda:

1. Department academic calendar for 2019-20Semester II.
2. Training and placements activities.
3. Course files verification of 2019-20 Semester I.
4. Class timetables for academic year 2019-20 Semester II.
5. CO-PO-PSO attainment & measures of continuous improvement.
6. Lab maintenance record, stock register verification.
7. Department IQAC review report of 2019-20 Semester I.
8. Student Mentoring system.
9. Remedial class schedule for 2019-20 Semester II.
10. Budget Proposal for the current semester
11. Content Beyond syllabus.




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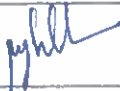










12. Workload Allocation for academic year 2019-20 Semester II.
13. Add on Course Schedule.
14. Any other points.



Head of the Department


Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mr.MNB	Mr.LVS	Mr.AVP	Mr.SP	Mrs.KV	Mrs.BS	Mr.DK	Mr.NSB
							
Mrs.PK							
							




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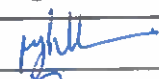

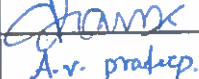
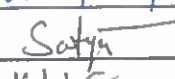

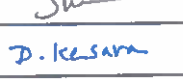
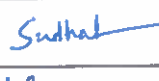



DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2019-20/Minutes/06

02.11.2019


MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2019-20/Cir/5, date: 29.10.2019, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 01.11.2019.

Sl.No	Name	Role	Signature
1	Mr.M.Nagendra Babu	Head of the Department	
2	Mr.L.VenkataSuryam	Project Coordinator and overall lab incharge	
3	Mrs.P.Prasanna Kumari	Attendance Coordinator	
4	Mr.A.Venkata Pradeep	Feedback coordinator	
5	Mr.Satya Prasad	Examination Coordinator	
6	Mrs.K.Vahini	R& D Coordinator	
7	Mrs.B.Swathi	Student Mentoring Coordinator	
8	Mr.D.Kesava	T&P Coordinator	
9	Mr.N.Sudhakar Babu	IQAC Department Coordinator	
10	Mrs.P.Kiranmayi	Student activities Coordinator	

Mr.M.Nagendra Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
3. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
4. Proposed to conduct Seminar on Modern Machine tools on 3rd Week of Dec 2019.
5. Proposed to conduct Addon Course for II ME Students on 4th Week of Jan 2020.
6. Proposed to conduct Guest Lecture on Vibration Analysis on 1st Week of Feb 2020.


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7. Proposed to conduct Workshop on Product Design and Drafting by CATIA Offline on 3rd Week of Feb 2020
8. As per R13 Regulation, R16 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
9. HoD Proposed to collect feedback forms on graduate exit surveys.
10. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2019-20 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
11. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
12. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
13. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
14. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
15. Review on the course options collected from the faculty for workload allocation.
16. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
17. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
18. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
19. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.



Head of the Department




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2019-20/01

CIRCULAR

Date: 17-05-2019

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 21st May 2019 at 10:00 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2019-20 Semester I.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Department Budget utilization for previous year and proposal for current year.
- Training and placements activities.
- Course file verification of 2019-20 Semester I.
- Class timetables for academic year 2019-20 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2019-20 Semester I.
- Workload Allocation for academic year 2019-20 Semester I.
- Addon Course Schedule.


HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr P.G.Krishna

Mrs. S. Malathi

Mrs. B. Manjula

Mr. N.V.Chaitanya

Head of the Department

Project coordinator

Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator





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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2019-20/01

Date: 22-05-2019

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **21st May 2019 at 10.00AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

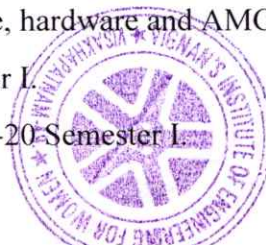
Review on action taken in previous meeting

Chairperson presented the action taken report of the earlier meeting.

Sl. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2019-20 Semester I.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Department Budget utilization for previous year and proposal for current year.
- Training and placements activities.
- Course file verification of 2019-20 Semester I.
- Class timetables for academic year 2019-20 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2019-20 Semester I.
- Workload Allocation for academic year 2019-20 Semester I.
- Addon Course Schedule.



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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students.
- HoD congratulated all the faculty members for successfully making the students complete their academic projects.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried.
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for III B.Tech students .
- Workload Allocation for academic year 2019-2020 Semester I
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.




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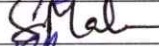

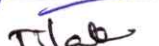
- Faculty suggested courses like Design for Embedded and IoT, Problem solving skills using C++, Arduino Programming.

Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Suggested to improve learning activities
- Proposed to conduct activities to fulfill the gaps recommended by the stake holder's survey.
- Recommended to visit Industries.
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.
- Recommended to conduct experiments beyond syllabus in the respective labs to improve practical knowledge of the students

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2019-20/02

CIRCULAR

Date: 25-10-2019

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 29th Oct 2019 at 10:30 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2019-20 Semester II.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Training and placements activities.
- Course file verification of 2019-20 Semester II.
- Class timetables for academic year 2019-20 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2019-20 Semester II.
- Workload Allocation for academic year 2019-20 Semester II.
- Addon Course Schedule.


HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr P.G.Krishna

Mrs. S. Malathi

Mrs. B. Manjula

Mr. N.V.Chaitanya

Head of the Department

Project coordinator


Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator




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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2019-20/02

Date: 30-10-2019

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **29th Oct 2019 at 10.30 AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting

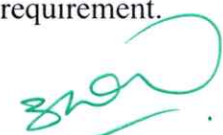
Chairperson presented the action taken report of the earlier meeting.

SI. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2019-20 Semester II.
- Result analysis of students in external exams
- Quality improvement in student publications.
- Training and placements activities.
- Course file verification of 2019-20 Semester II.
- Class timetables for academic year 2019-20 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2019-20 Semester II.
- Workload Allocation for academic year 2019-20 Semester II.
- Addon Course Schedule for the students.

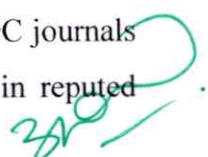



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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students. HoD addressed the recommendations from the feedback collected from alumni. Suggestions towards inculcating research based knowledge through core concepts addressed by alumni are discussed.
- Industrial visits are recommended for student – industry interaction. Also discussions regarding students towards improving the coding skills and the required interpersonal skills through industry experts. HoD suggested the T&P coordinators to prepare the list of training programs to be conducted by software trainers from various institutes in this current semester. Also discussed the skill development courses to be conducted to the students through APSSDC. HoD recommended encouraging students towards internship programs. Guest lecturers from industry experts is recommended by HoD
- HoD congratulated all the faculty members for successfully making the students complete their academic projects. Hardware projects related to real time applications is reviewed and is recommended to improve. Recommended faculty to give suggestions regarding new software requirements to increase the number of modern tool usage based projects. Product based and application based projects done by the students were appreciated and the faculty handling such project batches were also appreciated.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.




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- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out. HoD asked the lab technicians to collect quotations from vendors for the establishment of new Lab, the Lab in-charges are requested to see that Lab manuals are ready for this new lab. Also lab-in charges are informed to verify the updated stock registers and maintain the details regarding the equipment gone through servicing. Lab techniques are informed to check the working conditions of the equipment for smooth functioning of labs in the next semester.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried.
- **Class time table preparation for the current semester.**
- **Workload Allocation for academic year 2019-20 Semester II.**
- Based upon the add-on courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like Problem Solving Skills using C, PCB Design & fabrication, Advanced Optical Communications

Recommendations/Suggestions/Proposals

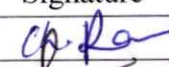

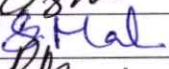
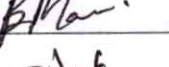
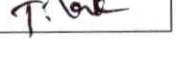

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Suggested to improve learning activities
- Proposed to conduct activities to fulfill the gaps recommended by the stake holder's survey.
- Recommended to visit Industries.
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.




 PRINCIPAL
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 K.J. Peta, VSEZ (P.O.),
 Visakhapatnam-49

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	



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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2019-20/Cir/1

Date: 16.05.2019

CIRCULAR

Program Assessment & Quality Improvement committee(PAQIC) meeting is proposed to conduct for the academic year 2019-20 semester I.

Date & Time: 20.05.2019 & 10:00AM

Venue: HoD Chamber, Department of CSE.

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Dr.T.Madhusudhana Rao	Feedback coordinator
3.	Mr.S.Ram Prasad Reddy	R& D Coordinator
4.	Mrs. P. Vijaya Bharati	Program Coordinator
5.	Mrs. R. Pravallika	Department IQAC Coordinator
6.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator
7.	Mrs. G. Pavani Latha	Attendance coordinator
8.	Mr.I.Raju	Exam cell coordinator
9.	Mr.R.Ravi	T&P Coordinator
10.	Mrs. M. Mamatha Laxmi	Project coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr.D.Rajendra Dev	System Cell In-charge

Agenda:

1. Department academic calendar for 2019-20 Semester I.
2. Target values of POs & PSOs
3. Course file verification of 2018-19 Semester II.
4. Class timetables for academic year 2019-20 Semester I.
5. Curriculum gap identification.
6. CO-PO-PSO attainment & measures of continuous improvement
7. Workload Allocation for academic year 2019-20 Semester I.
8. Addon Course Schedule.
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.
10. Lab maintenance record verification, software, hardware and AMC requirement.
11. Training and placements activities.
12. Department IQAC review report of 2018-19 Semester II.
13. Student Mentoring system.
14. Remedial class schedule for 2019-20 Semester I.
15. 2018-19 Semester II results.
16. Any other points.
















Head of the Department


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3. PAQIC Members
4. To file

Mrs.PVB	Mrs.RP	Mrs.NSK	Mrs.GPL	Mr.IR	Mr.RR	Dr.TMR	Mr.SRP
							
Ms.YVS	Mr.DRD	Mrs.MML	Principal Office		IQAC		
							




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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/19-20/Minutes/02

21.05.2019

MINUTES OF THE MEETING

With reference to No: VIEW/CSE/PAQIC/2019-20/Cir/1, date:16.05.2019, the following members attended the Program Assessment & Quality Improvement committee(PAQIC) meeting on 20.05.2019.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Dr.T.Madhusudhana Rao	Feedback coordinator	
3.	Mr.S.Ram Prasad Reddy	R& D Coordinator	
4.	Mrs. P. Vijaya Bharati	Program Coordinator	
5.	Mrs. R. Pravallika	Department IQAC Coordinator	
6.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator	
7.	Mrs. G. Pavani Latha	Attendance coordinator	
8.	Mr.I.Raju	Exam cell coordinator	
9.	Mr.R.Ravi	T&P Coordinator	
10.	Mrs. M. Mamatha Laxmi	Project coordinator	
11.	Ms.Y.Vineela Sravya	Student activities Coordinator	
12.	Mr.D.Rajendra Dev	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. It is suggested to prepare Department academic calendar in line with Institute Academic calendar drafted from University academic calendar when released by incorporating proposed schedule of Addon courses, workshops, seminars etc.
2. For the 2018 admitted batch the target value of Program Outcomes (POs) is fixed as
 - PO1-PO5-target level is 80-85% (2.50) of maximum value is 3.
 - PO6-PO12-target level is 65-70% (2.10) of maximum value is 3.
 - PSO1-PSO2- target level is 80-85% (2.50) of maximum value is 3.
3. As per the IOAC. all the Course Coordinators are informed to update the course file.



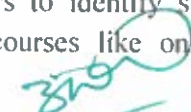
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4. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
5. As per R16 Regulation, the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry.
6. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2018-19 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
7. PAQIC appreciated the Faculty for research papers publications and attending various FDPs, Seminars, workshops etc.

Paper Publications	FDPs	Workshops	Seminars	Guest Lectures
4	20	-	1	-

8. PAQIC discussed the software required in the lab for the current semester, verified stock registers, AMCs, system requirements etc.
9. PAQIC discussed CRT and CST training for IV B. Tech students of 2016 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
10. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
11. PAQIC discussed about implementation of mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
12. PAQIC discussed the schedule of Addon courses, proposed to conduct in Semester-I for III B.Tech students, in semester-II for II & IV B.Tech students based upon the choice of the students..
13. Faculty suggested courses like Mobile Application Development, Essentials of IoT and Applications and Parallel Computing.
14. Review on the course options collected from the faculty for workload allocation.
15. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
16. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.





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17. HoD congratulated all the faculty and students for giving excellent results IV B. Tech II Semester end examinations.
18. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
19. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on latest technology in Computer Science Engineering.




Head of the Department


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Kapujaggaraju Peta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2019-20/Cir/11

Date: 24.10.2019

CIRCULAR

Program Assessment & Quality Improvement committee(PAQIC) meeting is proposed to conduct for the academic year 2019-20 semester II.

Date & Time: 28.10.2019 & 10:00AM

Venue: HoD Chamber, Department of CSE.


The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Dr.T.Madhusudhana Rao	Feedback coordinator
4.	Mr.S.Ram Prasad Reddy	R& D Coordinator
5.	Mrs. P. Vijaya Bharati	Program Coordinator
6.	Mrs. R. Pravallika	Department IQAC Coordinator
7.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator
8.	Mrs. G. Pavani Latha	Attendance coordinator
9.	Mr.I.Raju	Exam cell coordinator
10.	Mr.R.Ravi	T&P Coordinator
11.	Mrs. M. Mamatha Laxmi	Project coordinator
12.	Ms.Y.Vineela Sravya	Student activities Coordinator
13.	Mr.D.Rajendra Dev	System Cell In-charge

Agenda:











1. Preparation of Department academic calendar for 2019-20 Semester II.
2. Course file verification of 2019-20 Semester I.
3. Class timetables for academic year 2019-20 Semester II.
4. Workload Allocation for academic year 2019-20 Semester II.
5. Addon Course Schedule.
6. Curriculum gap identification and delivery process.
7. CO-PO-PSO attainment process & measures of continuous improvement.
8. Faculty Research publications and participation in FDPs, seminars, workshops, etc.
9. Lab maintenance record verification, software, hardware and AMC requirement.
10. Training and placements activities.
11. Department IQAC review report of 2019-20 Semester I.
12. Student Mentoring system.
13. Module coordinator meeting report.
14. Remedial classes schedule for 2019-20 Semester II.
15. End Result analysis of 2019-20 Semester I
16. Any other points.





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Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mrs.PVB	Mrs.RP	Mrs.NSK	Mrs.GPL	Mr.IR	Mr.RR	Dr.TMR	Mr.SRP
							
Ms.YVS	Mr.DRD						
							




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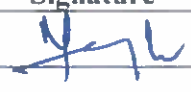



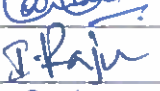



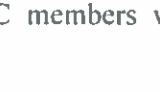
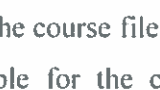

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/19-20/Minutes/12

29.10.2019

MINUTES OF THE MEETING

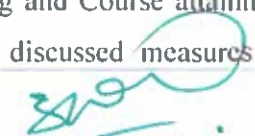
With reference to No: VIEW/CSE/PAQIC/2019-20/Cir/11, date: 24.10.2019, the following are the members attended the Program Assessment & Quality Improvement committee(PAQIC) meeting on 28.10.2019.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Dr.T.Madhusudhana Rao	Feedback coordinator	
4.	Mr.S.Ram Prasad Reddy	R& D Coordinator	
5.	Mrs. P. Vijaya Bharati	Program Coordinator	
6.	Mrs. R. Pravallika	Department IQAC Coordinator	
7.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator	
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10.	Mr.R.Ravi	T&P Coordinator	
11.	Mrs. M. Mamatha Laxmi	Project coordinator	
12.	Ms.Y.Vineela Sravya	Student activities Coordinator	
13.	Mr.D.Rajendra Dev	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. As per the IQAC, all the Course Coordinators are informed to update the course file.
2. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. As per R16 Regulation, the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry.
4. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2019-20 Semester I is verified and discussed measures like




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remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.

5. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc.

Paper Publications	FDPs	Workshops	Seminars	Guest Lectures
28	32	15	4	-

6. PAQIC discussed the status of the licensed software available in the labs and recommended to give the quotations for updating for current semester, verified stock registers, AMCs, system requirements etc.
7. PAQIC discussed CRT and CST training for IV B. Tech students of 2016 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
8. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, of verifying the knowledge levels and Bloom's taxonomy of previous semester [2019-20 SEM-I]
9. PAQIC suggested all the faculty members to conduct remedial classes for the students who are having active backlogs >2 and also advised all the Mentors to be in contact with their students and parents regularly and motivate students who are irregular to college and who are suffering from emotional and health issues etc.
10. Mentors/Class Coordinators discussed the importance of Course website to II-year students and guidelines are provided for examination preparation.
11. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
12. HoD congratulated all the faculty and students for giving excellent results IV B. Tech I Semester end examinations. [AY 2019-20]
13. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
14. Faculty suggested courses like The Joy of Programming using Advanced Python, LAMP(Linux,Apache,MySQL,PHP) & Become a Web Developer from Scratch for II B.Tech & Quantum Computing, Block Chain and it's Applications & Computer Vision and Deep Learning for IV B.Tech.

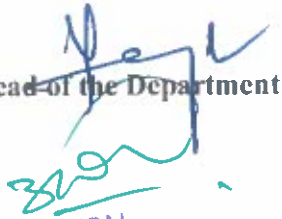


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15. HoD advised all the class coordinators and mentors to motivate students towards NPTEL, Coursera, Udemey certification on latest technology in Computer Science Engineering.
16. Review on the course options collected from the faculty for workload allocation.
17. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.



Head of the Department


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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2019-20/01

Date : 14.05.2019

CIRCULAR

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 18th May 2019, Saturday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Allocation of Workload for academic year 2019-20 Semester I
2. Time Table for academic year 2019-20 Semester I
3. Department Academic Calendar for the academic year 2019-20 Semester I
4. Proposal of Add-on Courses to be introduced.
5. Verification of quality of midterm I examination question paper.
6. Verification of quality of midterm I examination answers sheets evaluation.
7. Organize workshop for students.
8. Verification of lab manuals according to the university syllabus.
9. Laboratory stock and maintenance registers verification.



PAQIC Coordinator


HoD

Copy to:

- | | | |
|-----|-----------------------|---------------------------------------|
| 1 | Principal Office | |
| 2. | Dr. B. Prakash | Head of the Department |
| 3. | Dr. K. VenkataRao | Program Coordinator. |
| 4. | Mr. M. SomasundaraRao | Attendance Coordinator |
| 5. | Mrs.KGuruLaxmi, | Feedback coordinator |
| 6. | Mr. P. Mohan Ganesh | Examination Coordinator |
| 7. | Mr. Y. LaxmanRao. | R& D Coordinator |
| 8. | Mr B. Ajay Kumar | Project Coordinator |
| 9. | Mr G. Netaji | Student Mentoring Coordinator |
| 10. | Mr. CH. Ramasuri A. N | System Cell In-charge and Coordinator |
| 11. | Mrs. S. Kalyani | IQAC Department Coordinator |
| 12. | Mrs. P. Vanitha Sri | Student activities Coordinator |





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- 1 Principal Office
2. Dr. B. Prakash Head of the Department
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4. Mr. M. SomasundaraRao Attendance Coordinator
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9. Mr G. Netaji Student Mentoring Coordinator
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11. Mrs. S. Kalyani IQAC Department Coordinator
12. Mrs. P. Vanitha Sri Student activities Coordinator




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2019-20/01

Date : 20.05.2019

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 18th May 2019, Saturday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Dr. B. Prakash	Head of the Department	Chair person
2.	Dr. K. VenkataRao	Program Coordinator.	Member
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Mrs.KGuruLaxmi,	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr B. Ajay Kumar	Project Coordinator	Member
8.	Mr G. Netaji	Student Mentoring Coordinator	Member
9.	Mr. CH. Ramasuri A. N	System Cell In-charge and T&P Coordinator	Member
10.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
11.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about last PAQIC meeting held on 18th May 2019 resolutions. Then discussion went on current agenda points.

Sl. No.	Resolutions	Actions taken
1	Suggested by Dr. B. Prakash that Blooms taxonomy in question papers and evaluation of script as per scheme to be followed strictly.	As per instructions given by Dr. B. Prakash, All the faculty members followed Bloom's taxonomy Knowledge level while preparing question paper
2.	Recommended to organize workshop and seminar for students.	Organized "IOT certification" STP program in association with APSSDC and Coursera from 08-05-2018 to 14-05-2018




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Discussions:

1. **Allocation of Workload for academic year 2019-20 Semester I**
 - Review is done on the course options collected from the faculty for workload allocation.
2. **Time Table for academic year 2019-20 Semester I**
 - PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. **Department Academic Calendar for the academic year 2019-20 Semester I**
 - Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
4. **Proposal of Add-on Courses to be introduced.**
 - PAQIC discussed the schedule of Add-on courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students.
 - Faculty suggested courses like Hands-On Programming with R, WordPress Website Development and Introduction to Cyber Security.
5. **Verification of quality of midterm 1 examination question paper:**
 - Verified all question papers of midterm 1 examination in relevance to Bloom's taxonomy knowledge level.
 - It is observed that every faculty members has followed Blooms taxonomy. Dr. B. Prakash appreciated every faculty as they followed proper Blooms Taxonomy in midterm question paper preparation.
6. **Verification of quality of midterm 1 examination answers sheets evaluation:**
 - Department IQAC coordinator verified all the answer scripts with respect to the scheme of evaluation.
 - Mrs. S. Kalyani verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
7. **Organize workshop for students:**
 - Dr.B. Prakash proposed to conduct IoT based workshop and APSSDC MSTP program for students.
8. **Verification of lab manuals according to the university syllabus:**
 - Dr.B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus.




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- The status of the licensed software available in the labs is discussed and recommended to give the necessary quotations for updating.

9. Laboratory stock and maintenance registers verification:

- Dr.B. Prakash has verified the stock registers and maintenance registers
- Asked the lab-in charges to verify the minimum lab requirements such as manuals, systems and login books for smooth functioning of lab experiments.

Resolutions:


1. It is decided by all members to organize workshops for third year and final year students.

It is decided to conduct the next meeting tentatively in the 2nd week of August 2019. for further discussion.


PAQIC Coordinator


HoD





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LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr. B. Prakash	Head of the Department	<u>B. Prakash</u>
2.	Dr. K. VenkataRao	Program Coordinator.	<u>VenkataRao</u>
3.	Mr. M. SomasundaraRao	Attendance Coordinator	<u>Dr. SomasundaraRao</u>
4.	Mrs.KGuruLaxmi,	Feedback coordinator	<u>GuruLaxmi</u>
5.	Mr. P. Mohan Ganesh	Examination Coordinator	<u>P. Mohan Ganesh</u>
6.	Mr. Y. LaxmanRao.	R& D Coordinator	<u>Y. LaxmanRao</u>
7.	Mr B. Ajay Kumar	Project Coordinator	<u>Ajay</u>
8.	Mr G. Netaji	Student Mentoring Coordinator	<u>Netaji</u>
9.	Mr. CH. Ramasuri A. N	System Cell In-charge and T&P Coordinator	<u>Ramasuri</u>
10.	Mrs. S. Kalyani	IQAC Department Coordinator	<u>S. Kalyani</u>
11.	Mrs. P. Vanitha Sri	Student activities Coordinator	<u>P. Vanitha Sri</u>




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2019-20/03

Date : 28.10.2019

CIRCULAR

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 31st October 2019, Thursday at 10:00 AM. All members are requested to attend the meeting without fail.


Agenda:

1. Review on the quality of mid examination question paper and answer script evaluation for the previous semester.
2. Updating of the manuals and lab software's.
3. Analysis of CO attainments.
4. Verification of quality of midterm 2 examination question paper and answer script evaluation:
5. Organize workshop for students.
6. Allocation of Workload for academic year 2019-20 Semester II
7. Timetable for academic year 2019-20 Semester II
8. Department Academic Calendar for the academic year 2019-20 Semester II


PAQIC Coordinator


HoD




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Copy to:

- 1 Principal Office
- 2 Dr. B. Prakash Head of the Department
- 3 Dr. K. VenkataRao Program Coordinator.
- 4 Mr. M. SomasundaraRao Attendance Coordinator
- 5 Mrs.KGuruLaxmi, Feedback coordinator
- 6 Mr. P. Mohan Ganesh Examination Coordinator
- 7 Mr. Y. LaxmanRao. R& D Coordinator
- 8 Mr B. Ajay Kumar Project Coordinator
- 9 Mr G. Netaji Student Mentoring Coordinator
- 10 Mr. CH. Ramasuri A. N System Cell In-charge and T&P Coordinator
- 11 Mrs. S. Kalyani IQAC Department Coordinator
- 12 Mrs. P. Vanitha Sri Student activities Coordinator




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2019-20/03

Dt : 01.11.2019

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 31st October 2019, Thursday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Dr. B. Prakash	Head of the Department	Chairperson
2.	Dr. K. VenkataRao	Program Coordinator.	Member
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Mrs.KGuruLaxmi,	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr B. Ajay Kumar	Project Coordinator	Member
8.	Mr G. Netaji	Student Mentoring Coordinator	Member
9.	Mr. CH. Ramasuri A. N	System Cell In-charge and T&P Coordinator	Member
10.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
11.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about PAQIC meeting held on 31st October 2019, resolutions.

Sl. No.	Resolutions	Actions taken
1	Suggested by Dr.B. Prakash that Blooms taxonomy in question papers and evaluation of script as per scheme to be followed strictly.	As per instructions given by Dr.B. Prakash, All the faculty members followed Bloom's taxonomy Knowledge level while preparing question paper



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	to be followed strictly.	
2	Decided by all members to organize workshops for second, third year and final year students.	Conducted MSTP (IV Year) and Problem Solving Skills Using C (II Year) workshops for students.

Then discussions went on current agenda points.

Discussions:

1. Review on the quality of mid examination question paper and answer script evaluation for the previous semester:

- Mrs. S. Kalyani verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- Upon verifying the answer scripts with respect to the scheme of evaluation. It is proposed to elaborate the scheme of evaluation that includes figures and mathematical expressions.

2. Updating of the manuals and lab software's:

- Dr.B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus.
- The status of the licensed software available in the labs is discussed and recommended to give the necessary quotations for updating.

3. Analysis of CO attainments:

- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Suggested faculty to improve teaching methodologies to improve CO attainments

4. Verification of quality of midterm 2 examination question paper and answer script evaluation:

- Question papers for all the midterm 2 examination are verified in relevance to Bloom's taxonomy knowledge level.
- Dr.B. Prakash the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.



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5. Organize workshop for students:

- Dr.B. Prakash proposed to conduct Deep Learning workshop for final year students and Women Entrepreneurship workshop for third year students.

6. Allocation of Workload for academic year 2019-20 Semester II

- Review is done on the course options collected from the faculty for workload allocation.

7. Time Table for academic year 2019-20 Semester II

- PAQIC suggested the time table coordinator to prepare a timetable for the current semester.

8. Department Academic Calendar for the academic year 2019-20 Semester II

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

Resolutions:








1. Committee proposed to conduct two or three workshops on latest technology to students during December 2019 and January 2020.

It is decided to conduct the next meeting tentatively in the first week of March 2020. for further discussion.


PAQIC Coordinator


HoD

LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr. B. Prakash	Head of the Department	
2.	Dr. K. VenkataRao	Program Coordinator.	
3.	Mr. M. SomasundaraRao	Attendance Coordinator	
4.	Mrs.KGuruLaxmi,	Feedback coordinator	
5.	Mr. P. Mohan Ganesh	Examination Coordinator	
6.	Mr. Y. LaxmanRao.	R& D Coordinator	
7.	Mr B. Ajay Kumar	Project Coordinator	
8.	Mr G. Netaji	Student Mentoring Coordinator	



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- 9. Mr. CH. Ramasuri A. N System Cell In-charge
and
T&P Coordinator
- 10. Mrs. S. Kalyani IQAC Department Coordinator
- 11. Mrs. P. Vanitha Sri Student activities Coordinator

Ramasuri

S. Kalyani

P. Vanitha Sri



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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2019-20/Cir/1

Date: 30.05.2019

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2019-20 semester I.

Venue: HoD Chamber, Department of MBA. Date & Time: 03.06.2019 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. M.Pardha Saradhi	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. S. Ramesh	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Result Analysis of slow learners and backlog students.
2. Analysis and assessment report of Course Attainments of Odd Semester.
3. Scheduling of Add-On courses
4. Workload allocation and Time table preparation.
5. Analysis and assessment report of Course Attainments of Odd Semester.
6. Report on Mid Examination Question Papers and Scheme of Evaluation.
7. Registration for Alumni Association
8. Any other points

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

S. Ramesh
Head of the Department




S. Ramesh
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Dr. SR	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
<i>S. Rau</i>	<i>TS</i>	<i>PK</i>	<i>MSY</i>	<i>IQAC</i>
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
<i>MSR</i>	<i>A. Venkatalaxi</i>	<i>MSJ</i>	<i>KSK</i>	<i>Principal Office</i>



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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2019-20/Cir/2

Date: 03.06.2019

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2019-20/Cir/1, date: 30.05.2019, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting held on 03.06.2018.


S.No	Name	Role	Signature
1.	Dr. M.Pardha Saradhi	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr. S.Ramesh	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	

Dr. M.Pardha Saradhi, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Seminars	Seminar on Importance of HR Roles
2.	Potential improvement in results.	HoD and Faculty members were already discussed with students about the improvement of results.





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2. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
3. Effective student counseling should be done by revising the existing mentoring system.
4. Lecture plans were verified by the Module coordinator and suggested to implement teaching methodologies effectively.
5. Course Coordinators were suggested to improve the attainment levels of COs and POs.
6. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
7. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
8. The outcome of the FDP participation can be shared with other faculty members in the department.
9. The knowledge gained from the online courses completed by the faculty members should be disseminated to the students

S. Ramu
Head of the Department



S. Ramu
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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2019-20/Cir/7

Date: 25.10.2019

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2019-20 semester II.

Venue: **HoD Chamber, Department of MBA.** Date & Time: **20.10.2019 & 10:00AM**

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. M.Pardha Saradhi	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. S.Ramesh	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Faculty and Student Enrichment /Contributions.
2. Analysis and assessment report of Course Attainments of Odd Semester.
3. Scheduling of Add-On courses.
4. Workload allocation and Time table preparation.
5. Analysis and assessment report of Course Attainments of Odd Semester.
6. Report on Mid Examination Question Papers and Scheme of Evaluation.
7. Registration for Alumni Association.
8. Any other points











S. Ramesh
Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file



S. Ramesh
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Dr.MPS	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
				
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
				





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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2019-20/Cir/8

Date: 25.10.2019

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2019-20/Cir/7, date: 20.10.2019, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting held on 25.10.2019.

S.No	Name	Role	Signature
1.	Dr. M.Pardha Saradhi	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr.S. Ramesh	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	

Dr. M.Pardha Saradhi, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Seminars	Seminar on Importance of HR Roles
2.	Collection and Analysis of course feedback on exit survey	HoD informed to prepare feedback forms on exit survey and submit report to IQAC after the semester end
3.	Proposed to prepare department academic	Prepared and submitted department academic calendar.



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2. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
3. Effective student counseling should be done by revising the existing mentoring system.
4. Course Coordinators were suggested to improve the attainment levels of COs and POs.
5. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
6. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
7. The outcome of the FDP participation can be shared with other faculty members in the department.
8. The knowledge gained from the online courses completed by the faculty members should be disseminated to the students.

S. Ram
Head of the Department



S. Ram
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Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

NO: VIEW/FY-DEPT-CIR/2019-20/01

DATE: 29/07/2019

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend a departmental meeting scheduled on 30/07/2019
at ELCS LAB at 4pm

AGENDA:


1. Commencement of I B Tech. - Admissions
2. Discussion of Academic Calendar
3. Allocation of Workload
4. Allocation of Add-on Courses
5. Proposed Action for improvement of PO Attainments : 2018-19 to be implemented during this Academic Year 2019-20
6. Orientation Classes-Motivation classes by senior faculty members
7. Orientation classes for 1st B Tech students
8. Bridge Course (fore noon) before or after the start of the regular class work/ admissions.
9. Regular Time Table for Academic year-2019– 2020
10. Classroom instructions-Syllabus Completion-Unit-I, II & III
11. Allotment of coordinators
12. Allocation of Classrooms
13. Anti-Ragging Measures
14. Code of conduct
15. Inaugural Function
16. Discussion on Fresher's Party.
17. Any other discussion points with the permission of the Chair.

1. COPY TO FILE
2. COPY TO IQAC




HOD

DEPT OF BS&H


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Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/SM/MOM/2019-20/01

DATE: 08/08/2019

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Venue: ELCS LAB

AGENDA:

1. Commencement of I B Tech. - Admissions
2. Discussion of Academic Calendar
3. Allocation of Workload
4. Allocation of Add-on Courses
5. Proposed Action for improvement of PO Attainments : 2018-19 to be implemented during this Academic Year 2019-20
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7. Orientation classes for 1st B Tech students
8. Bridge Course (fore noon) before or after the start of the regular class work/ admissions.
9. Regular Time Table for Academic year-2019– 2020
10. Classroom instructions-Syllabus Completion-Unit-I, II & III
11. Allotment of coordinators
12. Allocation of Class rooms
13. Anti-Ragging Measures
14. Code of conduct
15. Inaugural function
16. Discussion on Fresher's Party.
17. Any other discussion points with the permission of the Chair.

Respected HOD welcomed and briefed the Staff members about the agenda. The Agenda of the meeting was discussed as under:



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1. Commencement of I B Tech Admissions:

Admission process for the academic year 2019-20 for I-B.Tech-I Semester I is scheduled to begin from 12/08/2019

- a. Student reporting and registrations start from 12/8/2019
- b. Each help desk is allocated with department wise coordinators from the department of BS & H.
 - i) CSE - Desk 1
 1. Dr. R.S.S. Srikanth Vemuri
 2. Dr. Chandra Sekhar Beera
 - ii) ECE - Desk 2
 1. Dr.K.P.Suhasini
 2. Dr. Shouri Dominic
 - iii) EEE - Desk 3
 1. Mr.K.V.V.Ganeswara Rao
 2. Mr.S.Giribabu
 - iv) IT - Desk 4
 - 1.Mr.K.Ramesh
 2. Mr.K.Suryanarayana Rao
 - v) ME - Desk 5
 - 1.Ms.K.Lavanya

2. Discussion of Academic Calendar

Our Academic Calendar represents planning of College, schedule for the whole semester to make aware the teachers and students about important dates-driven information. The calendar represents academic and other activities.

The sole purpose of incorporating academic calendar is to improve the teaching-learning qualities, to finish the assigned task within deadlines and instill among teachers and students about the importance of professional standard.


It was resolved to approve the Academic Calendar prepared.

3. Allocation of Workload

Workload is allocated to the following courses for the Academic Year 2019-20 Semester I:

- English
- Mathematics -I
- Mathematics – II
- Applied Physics
- Applied Chemistry
- Fundamentals of Computer Science
- Programming For Problem Solving through C
- Engineering Drawing




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- Environmental Studies
- Constitution of India

4. Allocation of Add-on Courses

It is decided to allocate Add-on courses for EEE, CSE and Mechanical students for the Academic Year 2019-20.

5. Proposed Action for improvement of PO Attainments: 2018-19 to be implemented during this Academic Year 2019-20

Course coordinators are requested to implement the following mentioned actions by including them in their respective Course Delivery Plans and carry out the activities accordingly. Hence, it is decided to implement certain actions such as demonstrations with NPTEL videos, conducting foundation courses, bridge courses, orientation programs, tutorial classes, group activities in the respective courses where low attainment is registered with respect to the target as enclosed in ANNEXURE 1

6. Orientation Classes-Motivation classes by senior faculty members:

The three basic goals of conducting orientation classes are:

- Introducing students to their college life.
- Incorporating them in the university curriculum

Orientation programmes serve as a foundation for college success. It sets a lasting impression for new students and their families. The main purpose of a good orientation session in a college is to bridge the gap between the professors and the students, ensuring a smooth communication between the two. It is designed in a manner that it can answer all the queries of the students, before they are asked.

- Faculty for Orientation classes allocated from the core departments are HOD's and senior faculty members.

HOD's from various Department:

- | | |
|---------------------------|------------------|
| • Dr.K.Chaitanya | BS&H- Department |
| • Dr.K.Vijaya Kumar | CSE -Department |
| • Dr. Ch.Ramesh Babu | ECE-Department |
| • Dr.K.Durga Shyam Prasad | EEE-Department |
| • Dr.B.Prakash | IT- Department |
| • Dr.M. Nagendrababu | ME-Department |

Senior faculty from Core Departments:

- | | |
|------------------------|-----------------|
| • Dr.P.Vijaya Bharathi | CSE-Department |
| • Dr. K.V.Ramana Rao | ECE- Department |
| • Dr. Akanksha Mishra | EEE- Department |
| • Mr.P.Mohan Ganesh | IT- Department |
| • Mr. Anadababu | ME-Department |

Bs&H Faculty:



3/10/19
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- Dr. T. Radha Krishna Murthy CSE-A-Section
- Dr. K.P.Suhashini CSE-B-Section
- Dr. Chandra Sekhar Beera ECE-A-Section
- Dr. Ch.Sk.Chaitanya ECE-B-Section
- Dr. Shouri Dominic EEE-A-Section
- Dr. K.Jyothsna EEE-B- Section
- Dr. Rss.Srikanth Vemuri IT-Section
- Mr. K.V.V.Ganeswara Rao ME-Section

7. Orientation classes for 1st B Tech students:

It is a well-planned event to educate the new entrants about the environment of the institution, and connect them with the people in it. The Student Orientation Program engages with the new students as soon as they come into the institution; regular classes start only after that. At the start of the orientation, the incumbents learn about the institutional policies, processes, practices, culture and values.

- Orientation classes were held at Seminar Hall
- It is also suggested to organize motivational sessions
- Organizing motivational sessions by eminent personalities are to be identified and invited for the session.
- Responsibility handed over to Mr.Ch.SK.Chaitanya.

8. Bridge Course (fore noon) before or after the start of the regular classwork / admissions:

- A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in engineering. The syllabus for the course is framed in such a way that they get basic knowledge on the subjects which they would be learning through engineering.
- Give students the confidence and skills to successfully transition to college and a new curriculum.

The following faculty members are allocated to take classes for the following sections

- Dr. T. Radha Krishna Murthy CSE-A&B-Section
- Dr. K.P.Suhashini ECE-A&B-Section
- Dr. Chandra Sekhar Beera EEE-A&B-Section
- Dr. Shouri Dominic IT Section
- Dr. K. Jyothsna ME-Section

9. Regular Time Table for Academic year 2019-20:

To coordinate Regular Time Table for Academic year 2019-20

Dr.RSS.Srikanth Vemuri is appointed as a timetable Coordinator.

- The time table was approved and communicated to faculty members.



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10. Classroom instructions-Syllabus Completion-Unit-I, II & III (1/2 OF UNIT III)

Respected HOD instructed every faculty member to look after the regularity of every individual student and also to monitor the progress of each student in every subject. Faculty are instructed to motivate each student to be competitive and sportive in nature.

1. Faculty members are requested to complete the Syllabus -Unit –I, II & III
2. Two Assignments to be completed by the end of this month.

11. Allotment of coordinators:

The following faculty members were instructed to be in-charge of the sections allotted for the academic year 2019-20 until further notice.

Class Coordinators:

Mr. B. Nagabhushan Rao is an overall coordinator of all branches.

Mr.S.Giri Babu	CSE-A
Dr. R S S. Srikanth	CSE-B
Dr.Ch.Madhavi	CSE-C
Mr.B. Nagabhushana Rao	ECE-A
Dr. Shouri Dominic	ECE-B
Mr. K.V.V. Ganeshwara Rao	ECE-C
Dr.K.Jyothsna	EEE
Mrs.T.S.Priyadarshini	IT
Dr. Chandra Sekhar Beera	ME

Hostel Coordinator and Ward in charge: Mrs.Hema Venkata Lakshmi

Attendance Coordinator: Dr. Chandra Sekhar Beera

CDP Coordinator: Mr.K.Ramesh

Rest Room & Grievances: Mrs. K.Lavanya

12. Allocation of Classrooms

Following rooms are allocated to all sections.

CSE-A	A-34
CSE-B	A-35
CSE-C	B-36
ECE-A	A-31
ECE-B	A-32
ECE-C	C-33
EEE	A-38
IT	B-35
ME	C-34



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13. Anti Ragging Measures

Respected HOD explained in detail the zero tolerance of ragging. He informed the faculty members about the anti-ragging committee established at the institution and asked faculty to kindly be available whenever the student needs their help.

Mr.K.Suryanarayana Rao is assigned as overall anti-ragging committee in charge. The following are assigned as members of Anti-Ragging squads for vigilance from

S.NO	Name	Designation	Address
1.	Dr.Chandra Sekhar Beera	Assoc.Prof, BS&H	Canteen
2.	Ms.M.Bharati	Lab. Asst, BS&H	Canteen
3.	Ms. K. Lavanya	Asst.Prof, BS&H	Library
4.	Dr. G. Muni Sarala	Assoc.Prof, BS&H	Third Floor
5.	Mr.S. GiriBabu	Asst.Prof, BS&H	Third Floor
6.	Mrs. M. Pavani	Asst.Prof, BS&H	Second Floor
7.	Ms. K. Madhavi	Assoc.Prof, BS&H	First Floor
8.	Mr. K. Ramesh	Asst.Prof, BS&H	Ground Floor
9.	Ms. N. HemaVenkata Lakshmi	P.D, BS&H	Open Ground
10.	Ms. S. LalithaKumari	P.D, BS&H	Open Ground

1. Bus No: 4018 Route: Pendurthi (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr.K.Jyothsna	Assoc.Prof, BS&H


2. Bus No :0287 Route: Gopalapatnam (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr. T. Radha Krishna Murthy	Professor, BS&H
2.	Mrs.G.Sivalakshmi	DEO, BS&H

3. Bus No :6635 Route: B.C ROAD (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Mrs.NishalHaldar	Asst.Prof, BS&H




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4. Bus No :3996 Route: NTPC (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
2.	Dr.G.MunniSarala	Assoc. Prof, BS&H

5. Bus No :4019 Route: Jagadamba Route (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr.Chandra Sekhar Beera	Assoc.Prof, BS&H
2.	Dr.K.P.Suhasini	Assoc. Prof, BS&H

6. Bus No :4905 Route: Anakapalli (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Mr. K.V.V. GaneswaRao	Asst.Prof, BS&H
2.	Ms. K. Lavanya	Asst.Prof, BS&H

7. Bus No : 3995 Route: R.K.Hospital (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Ms. T.S. PriyaDarshini	AsstProf, BS&H

8. Bus No : 4015 Route : Kancharapalem (2nd shift)

SL.NO:	Name of the Faculty	Designation & Branch
1.	Dr.K.Madhavi	Assoc.Prof, BS&H

14. Code of conduct:

HOD instructed all the faculty members to educate all the newly joined students on the code of conduct to be followed in the list as enshrined in the college manual.

15. Inaugural function

it is proposed to organize an inaugural function in order to invite the students to become a part of the college

Mr. B. NagabushanRao acted as coordinator.

Program Committee members: Mr.SK.Chaitanya Ch

Mr.K.Ramesh

Pooja Committee:

Dr.K.P.Suhashini

Banner Responsibility:

Dr.RSS.Srikanth Vemuri

Registration & Student Kits:

Mrs.G.Varalakshmi



(Handwritten Signature)
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16. Discussion on Fresher's Party.

This is planned to see that seniors and juniors finally bond and unite to celebrate as members of college

All the faculty members are requested to be part of the preparations.

It is proposed to organize Fresher's Day on 20th September, 2019.

Mr.Nagabushan Rao will be in charge of the event.

SK. Chaitanya assisted by Mr.K.Ramesh & Mr.NB.Rao

shall coordinate the formal event.

- All the other faculty members are requested to assist in duties-Catering, Cultural and Transport.
- All the members are instructed to strictly monitor the movement of students from the beginning to the end for the smooth conduct of the event.

17. Any other discussion points with the permission of the Chair.

As there were no other points discussed to be transacted, the meeting concluded with a vote of thanks.

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Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530 049, Andhra Pradesh, India

Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

NO: VIEW/FY-DEPT-CIR/2019-20/03

DATE: 20/01/2020

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend a departmental meeting scheduled on 21/01/2020 at ELCS LAB at 11AM

AGENDA:


1. Commencement of Second semester classwork
2. Discussion of Academic Calendar
3. Workload allocation
4. Allocation of Add-on Courses
5. Preparation of time table
6. Faculty allocation from other departments
7. Allocation of Class Coordinators
8. Allocation of class rooms
9. Syllabus Completion-Mid-1
10. Preparation of Assignments for Mid-I
11. Preparation of mid exams
12. Slow learners identification
13. Conduct of remedial classes
14. Introduction of Oxford achievers Program
15. Discussion on NBA work.

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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/SM/MOM/2019-20/03

DATE: 21/01/2020

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Date: 21/01/2020

AGENDA:

1. Commencement of Second semester classwork
2. Discussion of Academic Calendar
3. Workload allocation
4. Allocation of Add-on Courses
5. Preparation of time table
6. Faculty allocation from other departments
7. Allocation of Class Coordinators
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9. Syllabus Completion-Mid-1
10. Preparation of Assignments for Mid-I
11. Preparation of mid exams
12. Slow learners identification
13. Conduct of remedial classes
14. Introduction of Oxford achievers Program
15. Discussion on NBA work.

The following are the resolutions taken at the meeting :

1. Commencement of Second semester classwork

It is decided to begin the I-B.Tech-II Semester regular Class work for the Academic Year 2019-2020 from 10/02/2020

College timings: Morning session-9am to 12pm


Lunch break-12pm to 1pm

Afternoon session -1pm to 3pm

Break-3pm to 3.10pm

Afternoon after break-3.10 to 5pm




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3. Workload allocation

Workload is allocated for the following courses in Semester II for the Academic Year 2019-20.

- English -II
- Mathematics -II
- Mathematics -III
- Applied Physics
- Engineering Chemistry
- Digital Logic Design
- Programming For Problem Solving Using C
- Constitution of India
- Basic Electrical Engineering
- Network Analysis
- Electrical Circuit Analysis - I
- Fundamentals Of Computer Science
- Engineering Mechanics
- Basic Electrical And Electronics Engineering
- Computer Aided Engineering Drawing

4. Allocation of Add-on Courses

It is decided to allocate Add-on courses for CSE and IT students for the Academic Year 2019-20.

5. Preparation of timetable

- It was instructed to prepare a fixed time table to create awareness among the faculty members of their day-to-day activities
- This is directed to ensure that the faculty members create a lesson plan to effectively deliver the lecture and also to allow faculty to complete their syllabus on time and provide enough time for revisions.
- The responsibility of looking into the preparation of time table was entrusted to
 - i. Dr.RSS.Srikanth Vemuri
 - ii. Dr.B. Chandrasekhar

6. Faculty allocation from other departments

As there would be introduction of core subjects to every branch, it was decided to conduct classes by core faculty from various departments. The following faculty members were assigned to accomplish this task.

1. Mr. Ch.Sekhar	CSE C
2. Mr. M.Srinivasarao	CSE A
3. Mr. G.Vinay Reddy	CSE B
4. Mr. A.Khan	CSE-Section
5. Ms. B.Sirisha	EEE-Section
6. Mr. K.Srinivas	EEE-Section
7. Mr. A.Srinu	EEE-Section
8. Ms. N. Dhana Lakshmi Bhavani	ECE-Section



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9. Ms. G. Vijaya Teja Swaroopa	ECE-Section
10. Mr. V. Anand Babu	ME-Section
11. Dr. L.V. Suryam	ME-Section
12. Mrs. K .Vahini	ME-Section
13. Mr. A.V. Pradeep	ME-Section
14. Mr. Ch. Suresh	ME-Section
15. Mrs. P. Prasanna Kumari	ME-Section

7. Allocation of Class Coordinators

The following class coordinators are appointed for each section to monitor the conduct of the classes and academic concerns of the respected sections.

1.CSE-A Section	Mr.S.Giri Babu
2.CSE-B Section	Dr. T.Radha Krishna Murthy
3.CSE-C Section	Dr. Shouri Dominic
4.ECE-A Section	Mr. B. Nagabhushana Rao
5.ECE-B Section	Mr. K V V Ganeshwara Rao
6.ECE-C Section	Dr.G. Muni Sarala
7.EEE Section	Dr. K. Jyothsna
8.IT Section	Mr. S. K. Chaitanya Ch
9.ME Section	Dr. K.P. Suhasini

8. Allocation of classrooms

Following rooms are allocated to all sections.

CSE-A	A-34
CSE-B	A-35
CSE-C	B-36
ECE-A	A-31
ECE-B	A-32
ECE-C	C-33
EEE	A-38
IT	B-35
ME	C- 34


9. Syllabus Completion-Mid-1

All the faculty members are requested to complete the syllabus before the commencement of mid examinations.

10. Preparation of Assignments for Mid-I

HOD instructed every faculty member to give three assignments before the schedule of Mid -I exams.




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11. Preparation of mid exams

- Students should be alerted for preparation of Mid exams two weeks prior to the commencement of mid
- Student mentors to be assigned to clear the doubts
- Also It is suggested to take special attention on specified subjects

12. Slow learners identification

The following members are requested to take responsibility for slow learners.

1. Mr.B.Nagabhushan Rao
2. Ch.Sk.Chaitanya
3. Mr. M.P.V.V.Bhaskar Rao
4. Dr.B. Chandrasekhar
5. Dr. K.G.B. Santosh Kumari
6. Dr. K.Jyothsna
7. Mr. K.V.V.Ganeswara Rao
8. Dr. K.P.Suhashini
9. Dr. Shouri Dominic

13. Conduct of remedial classes

- To Provide reinforcement of learning especially for those areas which are forgotten by the students or which were learned in a faulty manner earlier, it is proposed to conduct remedial classes on a regular basis.
- Faculty members are instructed to conduct remedial classes effectively.

14. Introduction of Oxford achievers Programs

- With the aim of building students' language skills and subject knowledge along with a customised self-paced learning path, it is decided to launch the oxford achievers program.
- Students need to improve their communication skills by practicing in ECS Lab under the guidance of allocated faculty members.

15. Discussion on NBA work

- All the Faculty members were instructed to accomplish the tasks assigned related to NBA as per the discussion in the meeting

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2018-19/01

Date: 21.05.2018

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 23th May 2018 at 10:00 A.M., in the HOD's Chamber.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Preparation of Departmental Academic Calendar
3. Workload allocation of academic year 2018-19 Semester1.
4. Time tables for academic year2018-19 Semester-1
5. Assessment and evaluation reports on COs, POs and PSOs.
6. Result Analysis and Measures for improvement of slow learners and backlog students.
7. Analysis and assessment report of Course Attainments of Even Semester.
8. Department Progress
9. Report on Mid Examination Question Papers and Scheme of Evaluation.
10. Review of 2018 batch placement activities.
11. Verification of Stock Registers and Laboratory Manuals.
12. Student Progression / Performance
13. Add-on Course Schedule.

Venue:HoD's Chamber


HoD-EEE

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2018-19/01

Date: 24.05.2018

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 23rd May 2018 at 10.00AM in the HoD's Chamber. The following members are present.

S. No.	Member Name	Designation	PAQIC
1.	Mr. K.DurgaSyam Prasad	HOD	Chairperson
2.	Mrs.Akanksha Mishra	Asst. Professor	Program Coordinator
3.	Mr. K. Kushal Kumar	Asst. Professor	Dept. IQAC Coordinator
4.	Mr.K.Vamsi	Asst. Professor	Project Coordinator
5.	Mr. V. Avinash	Asst. Professor	Student Mentoring Coordinator
6.	Mr.A.Chandraiah	Asst. Professor	Exam Cell Coordinator
7.	Mr.P.V.Sarath	Asst. Professor	Attendance Coordinator

The meeting started with an address by Mr..K.Durga Syam Prasad, HoD extending a warm welcome to the members and a sincere gratitude was expressed towards all the members present for the meeting.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Schedule of Campus Placements should be finalized by the placement officer.	Display of Placement Drive Schedule ,Company Profile, Job Criteria and charts related to career options on the notice board
2.	Department Activities	<ul style="list-style-type: none">• 2-Guest Lectures were organized by the department naming "Introduction to MATLAB and Applications and"Introduction to Smart Grid and sustainable Applications."• Workshop on "Stem Robots for Industrial education and Industrial robots for manufacturing automation "was held on 22nd February 2018.



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2. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
3. Regarding placements, the HoD was happy to inform that 67 students secured placements in reputed companies like HCL, CONVERGYS, and CAPGEMINI etc. and he also discussed about the training activities for the batch 2018-2019.
4. The outcome of the FDP participation can be shared with other faculty members in the department.
5. The knowledge gained from the online courses completed by the faculty members should be disseminated to the students.
6. Mr.K.Vamsi, Asst Prof suggested that the students should be exposed to diversity of jobs available in the field. The students can be exposed to different experiments for solving similar problems in the laboratories.
7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
8. HoD suggested that the placement officer should finalize the schedule for the upcoming training programme for the final year students.
9. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator. Provisions in the time table should be made by the Time Table Coordinator.
10. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
11. Effective student counseling should be done by revising the existing mentoring system.
12. Inspection and verification of the stock registers and Laboratory manuals should be done in the presence of the Lab In charge for the upcoming academic year.
13. Course Coordinators were suggested to improve the attainment levels of COs and POs.
14. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
15. The Program Coordinator was happy to announce that 11 Program Outcomes attained the target set by the Institution for the batch 2015 -2019.
16. The members enquired about the status of the NBA-SAR and informed the NBA Coordinator to present the updated document of the NBA-SAR in the next meeting.
17. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
18. PAQIC discussed the schedule of Addon courses, proposed to be conducted for III B.Tech & IV B.Tech students. Faculty suggested courses like PYTHON programming, Basic of switched mode power conversion, IoT Using Arduino, EV Technology
19. Mr. K. Kushal Kumar, Assistant professor, IQAC, VIEW advised the importance of internships Build Professional Credibility, A unique study experience, and explore the students towards core subjects.


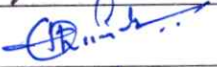







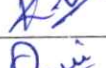



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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Signature
1	Mr. K. Durga Syam Prasad	Assistant Professor	
2	Mr. A. Chandraiah	Assistant Professor	
3	Mr. A. Venkatesh	Assistant Professor	
4	Mr. V. Avinash	Assistant Professor	
5	Mr. K. Chiranjeevi	Assistant Professor	
6	Dr. P. Kishore Kumar	Associate Professor	
7	Dr. K. Kusal Kumar	Assistant Professor	
8	Dr. K. Kusal Kumar	Assistant Professor	
9	Ms. B. M. Pushpa Latha	Assistant Professor	
10	Mr. K. Vamsi	Assistant Professor	
11	Mr. G. Ravi Kumar	Assistant Professor	
12	Mr. P.V. Sarath	Assistant Professor	
13	Mr. R. S. Ravi Shankar	Assistant Professor	

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2018-19/02

Date: 26.10.2018

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 31st October 2018 at 10:00 A.M., in the HOD's Chamber.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Preparation of Departmental Academic Calendar
3. Time tables for academic year 2018-19 Semester-2
4. Assessment and evaluation reports on COs, POs and PSOs.
5. Result Analysis and Measures for improvement of slow learners and backlog students.
6. Analysis and assessment report of Course Attainments of Odd Semester.
7. Report on Mid Examination Question Papers and Scheme of Evaluation.
8. Registration for Alumni Association
9. Workload allocation of academic year 2018-19 Semester-2.
10. Addon Course Schedule.
11. Any other points.


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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2018-19/02

Date: 01.11.2018

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 31st October 2018 at 10.00AM in the HoD's Chamber. The following members are present

S. No.	Member Name	Designation	PAQIC
1.	Mr. K. Durga Syam Prasad	HOD	Chairperson
2.	Mrs. Akanksha Mishra	Assoc. Professor	Program Coordinator
3.	Mr. K. Kushal Kumar	Asst. Professor	Dept IQAC Coordinator
4.	Mr. K.Vamsi	Asst. Professor	Project Coordinator
5.	Mr. V. Avinash	Asst. Professor	Student Mentoring Coordinator
6.	Mr.A.Chandriah	Asst. Professor	Exam Cell Coordinator
7.	Mr.P.V. Sarath	Asst. Professor	Attendance Coordinator

HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the evaluation reports.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Campus Training and Placements	Schedule has been planned and provisions were made in the time table for the training
2.	Verification of Lab Manuals and Stock Registers	Proper inspection is done and records were maintained.

2. Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.
3. The Department Alumni Coordinator should form an Alumni network for benefits to both the Department and the Institution so that the skills of the Alumni students can be shared with current students through talks.



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4. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
5. HoD suggested that the registration for the Alumni Association should be done.
6. Mr.K.Kusal Kumar suggested to plan the steps to be taken for improvement in academic results and prepare the list for on-campus placement and off-campus placement.
7. The revised Counseling list has been prepared and communicated with the faculty members.
8. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
9. A formal structured mechanism for incorporating feedback on R13 Regulation from stakeholders should be followed.
10. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
11. The CO Calculations for the Odd and Even Semester can be updated in the corresponding Course Files.
12. PAQIC Committee suggested the implementation on add-on courses on emerging technology forempowering students towards company requirements for second year students and to improve their interpersonal skills for first year students. Faculty suggested courses like, Arduino interfacing to different electrical devices, internet of thing (IOT) using Raspberry Pi.
13. Mr. K. Kushal Kumar, Assistant professor suggested the student internship programs to recommend MOU's and encourage the students to do internships during semester break.
14. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
15. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.


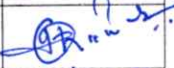
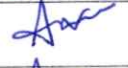












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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Role	Signature
1	Mr. K. Durga Syam Prasad	Assistant Professor	Head of the Department, Program Coordinator	
2	Mr. A. Chandraiah	Assistant Professor	IQAC Department Coordinator	
3	Mr. A. Venkatesh	Assistant Professor	Attendance Coordinator	
4	Mr. A. Venkatesh	Assistant Professor	Feedback coordinator	
5	Mr. K. Chiranjeevi	Assistant Professor	Examination Coordinator	
6	Dr. P. Kishore Kumar	Associate Professor	R& D Coordinator	
7	Dr. K. Kusal Kumar	Assistant Professor	Faculty activities Coordinator	
8	Dr. K. Kusal Kumar	Assistant Professor	Project Coordinator	
9	Ms. B. M. Pushpa Latha	Assistant Professor	Student Mentoring Coordinator	
10	Mr. K. Vamsi	Assistant Professor	System Cell In-charge	
11	Mr. G. Ravi Kumar	Assistant Professor	Training Coordinator	
12	Mr. P. V. Sarath	Assistant Professor	Placement Coordinator	
13	Mr. R. S. Ravi Shankar	Assistant Professor	Student activities Coordinator	

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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2018-19/Cir/1

Date: 23.05.2018

CIRCULAR

Program Assessment Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2018-19 Semester I.

Date & Time: 25.05.2018 & 10:00AM

Venue: HoD Chamber, Department of ME.

The following PAQIC members were invited.

S.No	Name	Role
1.	Mr.V. Ananda Babu	Head of the Department
2.	Mr.L.Venkata Suryam	Project coordinator & Overall lab coordinator
3.	Mrs.K.Vahini	R & D Coordinator
4.	Mr.A.Venkata Pradeep	Feedback coordinator
5.	Mrs.N.Sudhakar Babu	Department IQAC Coordinator
6.	Mrs.B.Swathi	Student mentoring coordinator
7.	Mrs.P.Prasanna Kumari	Attendance coordinator
8.	Mr.S.V.Satya Prasad	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mrs.P.Kiranmayi	Student activities Coordinator

Agenda:

1. Department academic calendar for 2018-19 Semester I.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course files verification of 2017-18 Semester II.
6. Class timetables for academic year 2018-19 Semester I.
7. Curriculum gap identification.

CO-PO-PSO attainment & measures of continuous improvement.

9. Faculty Research publications and participation in FDPs, seminars, workshops, etc for 2017-18 academic year.



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10. Lab maintenance record, stock register verification.
11. Department IQAC review report of 2017-18 Semester II.
12. Student Mentoring system.
13. Remedial class schedule for 2018-19 Semester I.
14. Content Beyond syllabus.
15. Workload Allocation for academic year 2018-19 Semester I.
16. Addon Course Schedule.
17. 2017-18 Semester II results.
18. Any other points.

J. Ananda Bah
Head of the Department

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4. To file

Mr.V.AB	Mr.L.VS	Mrs.K.V	Mr.A.VP	Mr.N.SB	Mrs.B.S	Mrs.P.P.K	Mr.S.V.SP
<i>VAB</i>	<i>LVS</i>	<i>K.V</i>	<i>A.VP</i>	<i>N.SB</i>	<i>B.S</i>	<i>P.P.K</i>	<i>S.V.SP</i>
Mr.D.K	Mrs.P.K						
<i>D.K</i>	<i>P.K</i>						



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**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN***Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada*

Kapujaggarajupeta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2018-19/Minutes/02

26.05.2018

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2018-19/Cir/1, date: 23.05.2018, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 25.05.2018.

S.No	Name	Role	Signature
1.	Mr.V. Ananda Babu	Head of the Department	
2.	Mr.L.Venkata Suryam	Project coordinator & Overall lab coordinator	
3.	Mrs.K.Vahini	R & D Coordinator	
4.	Mr.A.Venkata Pradeep	Feedback coordinator	A.v. pradeep.
5.	Mrs.N.Sudhakar Babu	Department IQAC Coordinator	
6.	Mrs.B.Swathi	Student mentoring coordinator	
7.	Mrs.P.Prasanna Kumari	Attendance coordinator	
8.	Mr.S.V.Satya Prasad	Exam cell coordinator	
9.	Mr.D.Kesava	T&P Coordinator	D. Kesava.
10.	Mrs.P.Kiranmayi	Student activities Coordinator	

Mr.V. Ananda Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the DAC suggestions for the 2017 admitted batch the target value of Program Outcomes (POs) is fixed as,

	PO1-PO5	PO6-PO12	PSO1-PSO2
Target level	2.5	2.3	2.5
Maximum Value	3	3	3



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3. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
4. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.
5. HoD appreciated all the faculty members for excellent placements of 2014 admitted batch students.
6. PAQIC discussed CRT Training for IV /III B.Tech students from 4th Week of July 2018.
7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
8. As per R13, R16 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
9. HoD Proposed to collect feedback forms on graduate exit surveys.
10. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2017-18 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
11. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2017-18

Paper Publications	FDPs	Workshops
9	12	1

12. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
13. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
14. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
15. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
16. Review on the course options collected from the faculty for workload allocation.



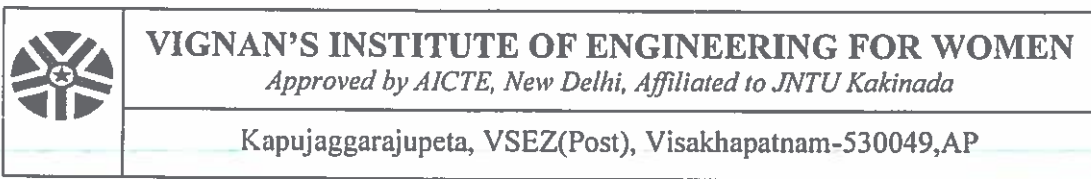
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17. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
18. PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for II & III B.Tech students, in semester-II for IV B.Tech students.
19. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
20. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
21. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.

V. Ananda Babu
Head of the Department



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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2018-19/Cir/5

Date:23.10.2018

CIRCULAR

Program Assessment Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2018-19 Semester II.

Date & Time: 27.10.2018& 10:00AM

Venue: HoD Chamber, Department of ME.

The following PAQIC members were invited.

S.No	Name	Role
1.	Mr.V. Ananda Babu	Head of the Department
2.	Mr.L.VenkataSuryam	Project coordinator & Overall lab coordinator
3.	Mrs.K.Vahini	R & D Coordinator
4.	Mr.A.Venkata Pradeep	Feedback coordinator
5.	Mr.N.Sudhakar Babu	Department IQAC Coordinator
6.	Mrs.B.Swathi	Student mentoring coordinator
7.	Mrs.P.Prasanna Kumari	Attendance coordinator
8.	Mr.S.V.Satya Prasad	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mrs.P.Kiranmayi	Student activities Coordinator

Agenda:

1. Department academic calendar for 2018-19Semester II.
2. Training and placements activities.
3. Course files verification of 2018-19 Semester I.
4. Class timetables for academic year 2018-19 Semester II.
5. CO-PO-PSO attainment & measures of continuous improvement.
6. Lab maintenance record, stock register verification.
7. Department IQAC review report of 2018-19 Semester I.
8. Student Mentoring system.
9. Budget proposal for the current semester.



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11. Content Beyond syllabus.
12. Workload Allocation for academic year 2018-19 Semester II.
13. Addon Course Schedule.
14. 2017-18 Semester II results.
15. Any other points.


 Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mr.V.AB	Mr.L.VS	Mrs.K.V	Mr.A.VP	Mr.N.SB	Mrs.B.S	Mrs.P.P.K	Mr.S.V.SP
							
Mr.D.K	Mrs.P.K						
							




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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2018-19/Minutes/06

29.10.2018

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2018-19/Cir/5, date: 23.10..2018, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 27.10.2018.

S.No	Name	Role	Signature
1.	Mr.V. Ananda Babu	Head of the Department	
2.	Mr.L.VenkataSuryam	Project coordinator & Overall lab coordinator	
3.	Mrs.K.Vahini	R & D Coordinator	
4.	Mr.A.Venkata Pradeep	Feedback coordinator	A-v- pradeep.
5.	Mrs.N.Sudhakar Babu	Department IQAC Coordinator	Sudhak
6.	Mrs.B.Swathi	Student mentoring coordinator	Sw
7.	Mrs.P.Prasanna Kumari	Attendance coordinator	
8.	Mr.S.V.Satya Prasad	Exam cell coordinator	Satya
9.	Mr.D.Kesava	T&P Coordinator	D. Kesava.
10.	Mrs.P.Kiranmayi	Student activities Coordinator	

Mr.V. Ananda Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
3. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current semester.

PAQIC discussed CRT Training for IV /III B.Tech students from 4th Week of July 2018.



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5. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
6. Proposed to conduct Seminar on Development of ultrafine grain structured materials on 1st Week of Jan 2019.
7. Proposed to conduct Guest Lecture on Heat Transfer in Two Phase Flow IN 2nd Week of Jan 2019.
8. Proposes to conduct Workshop on Finite Element Analysis Approach For Industrial Applications Using Analysis in 1st Week of Feb 2019.
9. Proposed to conduct Addon courses for IV B.Tech Students in 2nd Week of Feb 2019.
10. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2018-19 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
11. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
12. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
13. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
14. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
15. Review on the course options collected from the faculty for workload allocation.
16. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
17. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.

V. Anand Babu
Head of the Department



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2018-19/01

CIRCULAR

Date: 19-05-2018

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 22nd May 2018 at 10:30 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2018-19 Semester I.
- Result analysis of students in external exams
- Training and placements activities.
- Department Budget utilization for previous year and proposal for current year.
- Quality improvement in student publications
- Course file verification of 2018-19 Semester I.
- Class timetables for academic year 2018-19 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2018-19 Semester I.
- Workload Allocation for academic year 2018-19 Semester I.
- Addon Course Schedule.

HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr P.G.Krishna

Mrs. S. Malathi

Mrs. B. Manjula

Mr. N.V.Chaitanya

Head of the Department

Project coordinator

Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2018-19/01

Date: 23-05-2018

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **22nd May 2018 at 10.30AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting

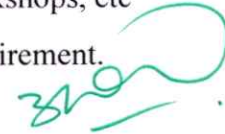
Chairperson presented the action taken report of the earlier meeting.

SI. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2018-19 Semester I.
- Result analysis of students in external exams
- Training and placements activities.
- Department Budget utilization for previous year and proposal for current year.
- Quality improvement in student publications
- Course file verification of 2018-19 Semester I.
- Class timetables for academic year 2018-19 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2018-19 Semester I.
- Workload Allocation for academic year 2018-19 Semester I.
- Addon Course Schedule for the students.





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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students.
- HoD congratulated all the faculty members for successfully making the students complete their academic projects.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried.
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for III B.Tech students .
- Workload Allocation for academic year 2018-19 Semester I.
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.




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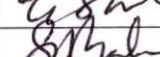
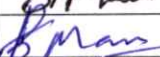


- Faculty suggested courses like IoT Using Aurdino, ARM926 processor and its applications, Embedded system design.

Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.
- Recommended to conduct experiments beyond syllabus in the respective labs to improve practical knowledge of the students

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	


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HEAD OF THE DEPARTMENT
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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2018-19/02

CIRCULAR

Date: 27-10-2018

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 30th Oct 2018 at 10:30 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2018-19 Semester II.
- Result analysis of students in external exams
- Training and placements activities.
- Course file verification of 2018-19 Semester II.
- Class timetables for academic year 2018-19 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2018-19 Semester II.
- Workload Allocation for academic year 2018-19 Semester II.
- Addon Course Schedule

HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr P.G.Krishna

Mrs. S. Malathi

Mrs. B. Manjula

Mr. N.V.Chaitanya

Head of the Department

Project coordinator

Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2018-19/02

Date: 31-10-2018

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **30th Oct 2018 at 10.30 AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting


Chairperson presented the action taken report of the earlier meeting.

Sl. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2018-19 Semester II.
- Result analysis of students in external exams
- Training and placements activities.
- Course file verification of 2018-19 Semester II.
- Class timetables for academic year 2018-19 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2018-19 Semester II.
- Workload Allocation for academic year 2018-19 Semester II.
- Addon Course Schedule for the students.

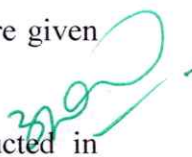



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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD recommended encouraging students towards internship programs. Guest lecturers from industry experts is recommended by HoD
- HoD congratulated all the faculty members for successfully making the students complete their academic projects. Hardware projects related to real time applications is reviewed and is recommended to improve.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out. HoD asked the lab technicians to collect quotations from vendors for the establishment of new Lab, the Lab in-charges are requested to see that Lab manuals are ready for this new lab. The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried. Suggestions to improve and increase the number of such activities are given by HoD and senior faculty
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-II for II, IV B.Tech students.
- Workload Allocation for academic year 2018-19 Semester I




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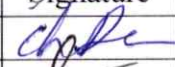
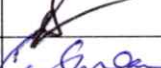
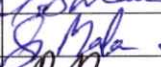

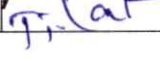

- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like PCB Design & testing, IoT application development, IC Technology.

Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE).
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.

Venue : HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	


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Kapujaggaraju Peta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2018-19/Cir/1

Date: 18.05.2018

CIRCULAR

Program Assessment & Quality Improvement committee(PAQIC) meeting is proposed to conduct for the academic year 2018-19 semester I.

Date & Time: 21.05.2018 & 10:00AM

Venue: HoD Chamber, Department of CSE.

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Mrs. P. Vijaya Bharati	Program Coordinator
3.	Mrs. G. Pavani Latha	Attendance coordinator
4.	Ms.G.Sandhya	Feedback coordinator
5.	Mr.I.Raju	Exam cell coordinator
6.	Mr.S.Ram Prasad Reddy	R& D Coordinator
7.	Mrs. M. Mamatha Laxmi	Project coordinator
8.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator
9.	Mr.D.Rajendra Dev	System Cell In-charge
10.	Mr.R.Ravi	T&P Coordinator
11.	Mrs. R. Pravallika	Department IQAC Coordinator
12.	Ms.Y.Vineela Sravya	Student activities Coordinator

Agenda:

1. Department academic calendar for 2018-19 Semester I.
2. Target values of POs & PSOs
3. Course file verification of 2017-18 Semester II.
4. Workload Allocation for academic year 2018-19 Semester I.
5. Class timetables for academic year 2018-19 Semester I.
6. Addon Course Schedule.
7. Curriculum gap identification.
8. CO-PO-PSO attainment & measures of continuous improvement
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.
10. Lab maintenance record verification, software, hardware and AMC requirement.
11. Training and placements activities.
12. Department IQAC review report of 2017-18 Semester II.
13. Student Mentoring system.
14. Remedial class schedule for 2018-19 Semester I.
15. 2017-18 Semester II results.
16. Any other points.







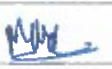






Head of the Department

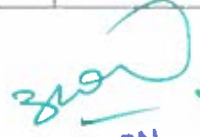
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Visakhapatnam-49

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mrs.PVB	Mrs.RP	Mrs.NSK	Mrs.GPL	Mr.IR	Mr.RR	Mrs.MML	Mr.SRP
							
Ms.YVS	Mr.DRD	Ms.GS					
							




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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2018-19/Minutes/2

22.05.2018

MINUTES OF THE MEETING

With reference to No: VIEW/CSE/PAQIC/2018-19/Cir/1, date: 18.05.2018, the following are the members who attended the Program Assessment & Quality Improvement committee(PAQIC) meeting on 21.05.2018.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Mrs. P. Vijaya Bharati	Program Coordinator	
4.	Mrs. G. Pavani Latha	Attendance coordinator	
5.	Ms.G.Sandhya	Feedback coordinator	
6.	Mr.I.Raju	Exam cell coordinator	
7.	Mr.S.Ram Prasad Reddy	R& D Coordinator	
8.	Mrs. M. Mamatha Laxmi	Project coordinator	
9.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator	
10.	Mr.D.Rajendra Dev	System Cell In-charge	
11.	Mr.R.Ravi	T&P Coordinator	
12.	Mrs. R. Pravallika	Department IQAC Coordinator	
13.	Ms.Y.Vineela Sravya	Student activities Coordinator	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. It is suggested to prepare Department Academic Calendar in line with Institute Academic Calendar drafted from University Academic Calendar when released by incorporating proposed schedule of Addon courses, workshops, seminars etc.
2. For the 2017 admitted batch the target value of Program Outcomes (POs) is fixed as
→ PO1-PO5-target level is 75-80% (2.25) of maximum value is 3.
→ PO6-PO12-target level is 60-65% (2.05) of maximum value is 3.
→ PSO1-PSO2- target level is 75-80% (2.25) of maximum value is 3.
3. As per the directions of IQAC, all the Course Coordinators are informed to update the course file.
4. PAQIC suggested the time table coordinator to prepare a timetable for the current



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5. As per R16 Regulation, the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry.
6. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2017-18 Semester II is verified and discussed measures like remedial classes, extra practical classes, Assignment questions and implementing teaching methodologies to increase the target attainment levels for continuous improvement.
7. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc.

Paper Publications	FDPs	Workshops	Seminars	Guest Lectures
3	8	1	1	-

8. PAQIC discussed the software required in the lab for the current semester, verified stock registers, AMCs, system requirements etc.
9. HoD congratulated all the faculty members and students for excellent placements for the academic year 2017-18[2014 admitted batch], 90.7% of students are placed, out of 183 students 165 students got placed with an average Package of 4.50 LPA and highest Package of 12 LPA.
10. PAQIC discussed CRT and CST training for IV B. Tech students of 2015 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
11. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
12. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counseling the irregular students, motivation of students suffering from emotional and health issues etc.
13. PAQIC discussed the measures required to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
14. HoD congratulated all the faculty and students for giving excellent results IV B. Tech II Semester end examinations.
15. PAQIC discussed the schedule of Addon courses, proposed to conduct in Semester-I for III B.Tech students, in semester-II for II & IV B.Tech students based upon the choice of the students.




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16. Faculty suggested courses like Advanced Databases, Problem Solving and Programming in Python & AWS Technical Essentials.
17. HoD suggested all faculty members to practice Outcome based education through various Teaching learning methodologies in classrooms.
18. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
19. PAQIC appreciated the students who have attended internship programs, and advised faculty members to encourage students towards hackathons, hash codes, coding competitions etc.
20. Review on the course options collected from the faculty for workload allocation.
21. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.



Head of the Department


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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERINGNo: **VIEW/CSE/PAQIC/2018-19/Cir/II**Date: **26.10.2018****CIRCULAR**

Program Assessment & Quality Improvement committee(PAQIC) meeting is proposed to conduct for the academic year 2018-19 semester II.

Date & Time: **29.10.2018 & 10:00AM**Venue: **HoD Chamber, Department of CSE.**


The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Mrs. P. Vijaya Bharati	Program Coordinator
4.	Mrs. G. Pavani Latha	Attendance coordinator
5.	Ms.G.Sandhya	Feedback coordinator
6.	Mr.I.Raju	Exam cell coordinator
7.	Mr.S.Ram Prasad Reddy	R& D Coordinator
8.	Mrs. M. Mamatha Laxmi	Project coordinator
9.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator
10.	Mr.D.Rajendra Dev	System Cell In-charge
11.	Mr.R.Ravi	T&P Coordinator
12.	Mrs. R. Pravallika	Department IQAC Coordinator
13.	Ms.Y.Vineela Sravya	Student activities Coordinator

Agenda:












1. Preparation of Department academic calendar for 2018-19 Semester II.
2. Course file verification of 2018-19 Semester I.
3. **Workload allocation for academic year 2018-19 Semester II.**
4. **Class timetables for academic year 2018-19 Semester II.**
5. Curriculum gap identification and delivery process.
6. **Addon Course Schedule.**
7. CO-PO-PSO attainment process & measures of continuous improvement.
8. Faculty Research publications and participation in FDPs, seminars, workshops, etc.
9. Lab maintenance record verification, software, hardware and AMC requirement.
10. Training and placements activities.
11. Department IQAC review report of 2018-19 Semester I.
12. Student Mentoring system.
13. Module coordinator meeting report.
14. Remedial classes schedule for 2018-19 Semester II.
15. End Result analysis of 2018-19 Semester I
16. Any other points.




Head of the Department
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3. PAQIC Members
4. To file

Mrs.PVB	Mrs.RP	Mrs.NSK	Mrs.GPL	Mr.IR	Mr.RR	Mrs.MML	Mr.SRP
							
Ms.YVS	Mr.DRD	Ms.GS					
							



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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2018-19/Minutes/12

30.10.2018

MINUTES OF THE MEETING

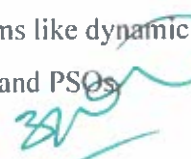
With reference to No: VIEW/CSE/PAQIC/2018-19/Cir/11, date: 26.10.2018, the following are the members attended the Program Assessment & Quality Improvement committee(PAQIC) meeting on 29.10.2018 .

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Mrs. P. Vijaya Bharati	Program Coordinator	
4.	Mrs. G. Pavani Latha	Attendance coordinator	
5.	Ms.G.Sandhya	Feedback coordinator	
6.	Mr.I.Raju	Exam cell coordinator	
7.	Mr.S.Ram Prasad Reddy	R& D Coordinator	
8.	Mrs. M. Mamatha Laxmi	Project coordinator	
9.	Mrs. N.Sowjanya Kumari	Student mentoring coordinator	
10.	Mr.D.Rajendra Dev	System Cell In-charge	
11.	Mr.R.Ravi	T&P Coordinator	
12.	Mrs. R. Pravallika	Department IQAC Coordinator	
13.	Ms.Y.Vineela Sravya	Student activities Coordinator	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. As per the IQAC, all the Course Coordinators are informed to update the course file.
2. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. As per R13 & R16 Regulation, the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry for continuous improvement.
4. PAQIC discussed various methods to implement in class rooms like dynamic class rooms, stump your partner ,group discussion to attain the target POs and PSOs



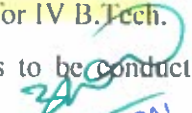

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5. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2018-19 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
6. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc.

Paper Publications	FDPs	Workshops	Seminars	Guest Lectures
6	15	2	1	-

7. PAQIC discussed the status of the licensed software available in the labs and recommended to give the quotations for updating for current semester, verified stock registers, AMCs, system requirements etc.
8. PAQIC discussed CRT and CST training for IV B. Tech students of 2015 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
9. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, of verifying the knowledge levels and Bloom's taxonomy of previous semester [2018-19 SEM-I]
10. PAQIC suggested all the faculty members to conduct remedial classes for the students who are having active backlogs >2 and also advised all the Mentors to be in contact with their students and parents regularly and motivate students who are irregular to college and who are suffering from emotional and health issues etc.
11. Mentors/Class Coordinators discussed the importance of Course website to II-year students and guidelines are provided for examination preparation.
12. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
13. HoD congratulated all the faculty and students for giving excellent results IV B. Tech I Semester end examinations. [AY 2018-19]
14. Faculty suggested Addon courses like Hardware Security, Linux Programming & Scripting & R Programming Fundamentals for II B.Tech & Deep Learning. Image Processing & Applications and Machine Learning Applications for IV B.Tech.
15. PAQIC discussed various APSSDC skill development courses to be conducted to the students.





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16. PAQIC suggested all the mentors to interaction with students and their parents regarding the student progress which improves their quality of learning, regular, slow the sensitive issues.
17. Review on the course options collected from the faculty for workload allocation.
18. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.



Head of the Department


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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2018-19/01

Date : 22.05.2018

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 24th May 2018, Wednesday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Allocation of Workload for academic year 2018-19 Semester I
2. Time Table for academic year 2018-19 Semester I
3. Department Academic Calendar for the academic year 2018-19 Semester I
4. Proposal of Add-on Courses to be introduced.
5. Verification of quality of midterm I examination question paper.
6. Verification of quality of midterm I examination answers sheets evaluation.
7. Organize workshop for students.
8. Verification of lab manuals according to the university syllabus.
9. Laboratory stock and maintenance registers verification.

PAQIC Coordinator

HoD



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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2018-19/01

Date : 25.05.2018

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 24th May 2018, Wednesday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Mr.J.Hari	Head of the Department	Chair person
2.	Dr. K. VenkataRao	Program Coordinator.	Senior Faculty
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Mr. J. Hari	Feedback coordinator	Member
5.	Mr.P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr. B. Ajay Kumar	Project Coordinator	Member
8.	Mr. G. Netaji	Student Mentoring Coordinator	Member
9.	Mr. K. Leela Prasad	System Cell Incharge	Member
10.	Mr. CH. Ramasuri A N	T&P Coordinator	Member
11.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about last PAQIC meeting held on 24th May 2018 resolutions.

Sl. No.	Resolutions	Actions taken
1	Teaching learning process should be implemented effectively.	As per suggestions given by Mr. B. Prakash, all the faculty implemented teaching methodologies like flipped class room, Think Pair Share, STAD etc.
2	Suggested by Dr. B. Prakash that Blooms	As per suggestions given by Dr. B. Prakash, all the faculty members



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2	Suggested by Dr. B. Prakash that Blooms taxonomy in question papers and evaluation of script as per scheme to be followed strictly.	As per instructions given by Dr. B. Prakash. All the faculty members followed Bloom's taxonomy Knowledge level while preparing question paper
3.	Recommended to organize workshop and seminar for students.	Organized "IOT certification" STP program in association with APSSDC and Coursera

Then discussion went on current agenda points.

Discussions:

1. Allocation of Workload for academic year 2018-19 Semester I

- Review is done on the course options collected from the faculty for workload allocation.

2. Time Table for academic year 2018-19 Semester I

- PAQIC suggested the time table coordinator to prepare a timetable for the current semester.

3. Department Academic Calendar for the academic year 2018-19 Semester

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

4. Proposal of Add-on Courses to be introduced

- PAQIC discussed the schedule of Add-on courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students.
- Faculty suggested courses like Website Development using Angular. Game Development & Game Designing and Ethical Hacking and Cyber Security.

5. Verification of quality of midterm I examination question paper:

- Verified all question papers of midterm I examination in relevance to Bloom's taxonomy knowledge level.
- It is observed that every faculty members has followed Blooms taxonomy. Dr. B. Prakash appreciated every faculty's who followed proper Blooms Taxonomy in midterm question paper preparation.



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- It is observed that every faculty members has followed Blooms taxonomy. Dr. B. Prakash appreciated every faculty as they followed proper Blooms Taxonomy in midterm question paper preparation.
- 6. Verification of quality of midterm 1 examination answers sheets evaluation:**
- Department IQAC coordinator verified all the answer scripts with respect to the scheme of evaluation.
 - Mrs. S. Kalyani verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- 7. Organize workshop for students:**
- Dr.B. Prakash proposed to conduct Android workshop for students.
- 8. Verification of lab manuals according to the university syllabus:**
- Dr.B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus.
 - The status of the licensed software available in the labs is discussed and recommended to give the necessary quotations for updating.
- 9. Laboratory stock and maintenance registers verification:**
- Dr.B. Prakash has verified the stock registers and maintenance registers
 - Asked the lab-in charges to verify the minimum lab requirements such as manuals, systems and login books for smooth functioning of lab experiments.


Resolutions:

1. It is suggested by Dr.B. Prakash that Blooms taxonomy in question papers and evaluation of script as per scheme to be followed strictly.
2. It is decided by all members to organize workshops for third year and final year students.

It is decided to conduct the next meeting tentatively in the first week of August 2018. for further discussion.


IQAC Coordinator





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LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Mr.J.Hari	Head of the Department	J.Hari
2.	Dr. K. VenkataRao	Program Coordinator.	VenkataRao
3.	Mr. M. SomasundaraRao	Attendance Coordinator	MSR
4.	Mr. J. Hari	Feedback coordinator	J.Hari
5.	Mr.P. Mohan Ganesh	Examination Coordinator	P.M.G.
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Y.LaxmanRao
7.	Mr. B. Ajay Kumar	Project Coordinator	AjayKumar
8.	Mr. G. Netaji	Student Mentoring Coordinator	Netaji
9.	Mr. K. Leela Prasad	System Cell Incharge	LeelaPrasad
10.	Mr. CH. Ramasuri A N	T&P Coordinator	CH.Ramasuri A N
11.	Mrs. S. Kalyani	IQAC Department Coordinator	S.Kalyani
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	P.Vanitha




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2018-19/03

Date : 22.10.2018

CIRCULAR

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 26th October 2018, Friday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Result analysis of students in previous semester external exams.
2. Analysis of CO, PO, PSOs attainments.
3. Verification of quality of midterm 1 examination question paper.
4. Verification of quality of midterm 1 examination answers sheets evaluation.
5. Result analysis of students in midterm 1 internal exams
6. Updating of laboratory manuals.
7. Organize workshop for students.
8. Quality improvement in student projects.
9. Allocation of Workload for academic year 2018-19 Semester II
10. Timetable for academic year 2018-19 Semester II
11. Department Academic Calendar for the academic year 2018-19 Semester II

PAQIC Coordinator

HoD




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Copy to:

- 1 Principal Office
2. Dr. B. Prakash Head of the Department
3. Dr. K. VenkataRao Program Coordinator.
4. Mr. M. SomasundaraRao Attendance Coordinator
5. Mr. J. Hari Feedback coordinator
6. Mr.P. Mohan Ganesh Examination Coordinator
7. Mr. Y. LaxmanRao. R& D Coordinator
8. Mr. B. Ajay Kumar Project Coordinator
9. Mr. G. Netaji Student Mentoring Coordinator
10. Mr. K. Leela Prasad System Cell Incharge
11. Mr. CH. Ramasuri A N T&P Coordinator
12. Mrs. S. Kalyani IQAC Department Coordinator
13. Mrs. P. Vanitha Sri Student activities Coordinator
14. File




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2018-19/03

Dt : 27.10.2018

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 26th October 2018, Friday at 10:00 A.M in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Dr. B. Prakash	Head of the Department	Chairperson
2.	Dr. K. VenkataRao	Program Coordinator.	Member
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Mr. J. Hari	Feedback coordinator	Member
5.	Mr.P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr. B. Ajay Kumar	Project Coordinator	Member
8.	Mr. G. Netaji	Student Mentoring Coordinator	Member
9.	Mr. K. Leela Prasad	System Cell Incharge	Member
10.	Mr. CH. Ramasuri A N	T&P Coordinator	Member
11.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. B. Prakash welcomed the members and briefed about PAQIC meeting held on 26th October 2018 resolutions.

Sl. No.	Resolutions	Actions taken
1	Proposed to conduct two or three workshops on latest technology to students during December 2019 and January 2020.	<ul style="list-style-type: none">Conducted Gamification with AR and VR-Build Box for II year students.Game development and Game design workshop for third year students.



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Discussions:

1. **Result analysis of students in previous semester external exams:**
 - Mr. B. Prakash shared external semester exam pass percentage that II-I got 81.48% , III-I got 74.00%, IV-I got 91.49% of last semester
 - Mr. B. Prakash congratulated all the faculty members for excellent achievement in external exam results.
 - The students with backlogs are identified in each year.
2. **Analysis of CO, PO, PSOs attainments:**
 - CO, PO, PSOs attainments for all the courses in previous semester are verified and discussions went on to improve attainment levels.
 - In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars.
 - Suggested faculty to implement teaching methodologies to improve CO attainments
3. **Verification of quality of midterm 1 examination question paper:**
 - Verified midterm 1 question papers of all the courses in relevance to Bloom's taxonomy knowledge level.
 - Mr. B. Prakash suggested faculty to follow the guidelines given by IQAC.
4. **Verification of quality of midterm 1 examination answers sheets evaluation:**
 - Upon verifying the answer scripts with respect to the scheme of evaluation. It is proposed to elaborate the scheme of evaluation that includes figures, syntax and outputs for programming subjects.
5. **Result analysis of students in midterm 1 internal exams:**
 - Verified the midterm 1 examination marks and identified some slow learners.
 - Mr. B. Prakash proposed to conduct extra classes to slow learners and backlog students in order to improve pass percentage.
6. **Updating of laboratory manuals:**
 - Mr. B. Prakash instructed Lab in-charges to verify Lab manuals as per university syllabus for ensuing semester
7. **Organize workshop for students:**
 - Dr.B. Prakash proposed to conduct Game development workshop for final year and Python Programming workshop for third year students.




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8. Quality improvement in student projects:

- Dr.B. Prakash congratulated all the faculty members for successfully completing the student academic projects with publications.
- IoT projects related to real time applications are reviewed and recommended to improve.
- Recommended faculty to give suggestions regarding usage of new tools like anaconda, PyCharm and Cloud Computing tools.

9. Allocation of Workload for academic year 2018-19 Semester II

- Review is done on the course options collected from the faculty for workload allocation of II semester.

10. Timetable for academic year 2018-19 Semester II

- PAQIC suggested the time table coordinator to prepare a timetable for the II semester.

11. Department Academic Calendar for the academic year 2018-19 II Semester

- Department academic calendar for the second semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

Resolutions:

1. It is agreed by all committee members to come up with working models as final year projects.
2. It is suggested by committee members that every faculty should go for Scopus and SCI publications.

It is decided to conduct the next meeting tentatively in the first week of Feb 2019, for further discussion.


PAQIC Coordinator


HoD




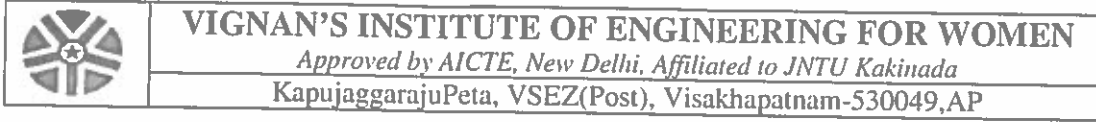

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LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Dr. B. Prakash	Head of the Department	<i>B. Prakash</i>
2.	Dr. K. VenkataRao	Program Coordinator.	<i>Venkatarao</i>
3.	Mr. M. SomasundaraRao	Attendance Coordinator	<i>S</i>
4.	Mr. J. Hari	Feedback coordinator	<i>J. Hari</i>
5.	Mr.P. Mohan Ganesh	Examination Coordinator	<i>M</i>
6.	Mr. Y. LaxmanRao.	R& D Coordinator	<i>Y</i>
7.	Mr. B. Ajay Kumar	Project Coordinator	<i>Ajay.</i>
8.	Mr. G. Netaji	Student Mentoring Coordinator	<i>Netaji</i>
9.	Mr. K. Leela Prasad	System Cell Incharge	<i>K</i>
10.	Mr. CH. Ramasuri A N	T&P Coordinator	<i>Ramasuri</i>
11.	Mrs. S. Kalyani	IQAC Department Coordinator	<i>S.K.</i>
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	<i>P. Vanitha Sri</i>




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KapujaggarajuPeta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2018-19/Cir/1

Date: 14.06.2018

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2018-19 semester I.

Venue: HoD Chamber, Department of MBA. Date & Time: 18.06.2018 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. S. Ramesh	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. M.Pardha Saradhi	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Analysis and assessment report of Course Attainments of Even Semester.
2. Department Progress and Add on Course Schedule.
3. Work load allocation for the academic year 2018-19 sem-I.
4. Time table preparation and lecture plans verification..
5. Report on Mid Examination Question Papers and Scheme of Evaluation.
6. Review of 2017 batch placement activities.
7. Student Progression / Performance
8. Report on Mid Examination Question Papers and Scheme of Evaluation.
9. Registration for Alumni Association.
10. Any other points .











Copy to:


1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

S. Ramesh
Head of the Department




S. Ramesh
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Dr.MPS	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
				
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
				


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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2018-19/Cir/2

Date: 18.06.2018

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2018-19/Cir/1, date: 14.11.2018, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting held on 18.06.2018

S.No	Name	Role	Signature
1.	Dr. S. Ramesh	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr. M.Pardha Saradhi	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	


Dr. S. Ramesh, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Extra guidance for weak students	Slow Learners, Advanced Learners have been identified and Remedial classes were conducted. Provisions are made in weekly time table by adding extra hours for slow learners and poor performers in all the subjects.

2. Academic calendar should be revised by the Department IQAC Coordinator and




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3. Effective student counseling should be done by revising the existing mentoring system.
4. Course Coordinators were suggested to improve the attainment levels of COs and POs.
5. PAQIC advised course coordinators to concentrate on slow learners in remedial classes and make them clear their active backlogs.
6. The outcome of the FDP participation can be shared with other faculty members in the department.
7. It was decided to share the plan with the IQAC Members and Management for their review and possible suggestions.
8. Overall Quality Assurance regarding the feedback should be maintained by the IQAC.



S. Ramesh
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S. Ramesh
Head of the Department



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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2018-19/Cir/7

Date: 15.11.2018

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2018-19 semester II.

Venue: HoD Chamber, Department of MBA. Date & Time: 19.11.2018 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. S. Ramesh	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. M.Pardha Saradhi	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Verification of Stock Registers and Laboratory Manuals.
2. Status of Project batches.
3. Workload allocation of academic year 2018-19 Semester II.
4. Lecture plans verification.
5. Time table preparation.
6. Add on Course Schedule.
7. Report on Mid Examination Question Papers and Scheme of Evaluation.
8. Registration for Alumni Association.
9. Any other points

S. Ramesh
Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

S. Ramesh
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Dr.SR	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
S.Ram	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
<i>[Signature]</i>	A Venkata Rao	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2018-19/Cir/8

Date: 19.11.2018

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2018-19/Cir/7, date: 15.11.2018, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting.


S.No	Name	Role	Signature
1.	Dr. S. Ramesh	Head of the Department	
2.	Mrs. T. Suguna	Feedback coordinator	
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	
4.	Mrs.M. Sowjanya	Student mentoring coordinator	
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	
6.	Mr. K. Santosh Kumar	Exam cell coordinator	
7.	Mrs.M. Satyavathi	T&P Coordinator	
8.	Dr. M.Pardha Saradhi	Project coordinator	
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	

Dr. S. Ramesh, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Schedule of Campus Placements should be finalized by the placement officer.	Display of Placement Drive Schedule, Company Profile, Job Criteria and charts related to career options on the notice board.




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2. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
3. Academic calendar should be revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files once the college reopens.
4. Effective student counseling should be done by revising the existing mentoring system.
5. The outcome of the FDP participation can be shared with other faculty members in the department.
6. It was decided to share the plan with the IQAC Members and Management for their review and possible suggestions.
7. Suggested to provide online books and research papers which will explore more possibilities to the students.
8. The knowledge gained from the online courses completed by the faculty members should be disseminated to the students.
9. Through this course students learned how to think about data in a broad context and what goes on in an industrial research project.


Head of the Department


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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

VIEW/FY/SM/MOM/2018-19/01

DATE: 28/05/2018

MINUTES OF DEPARTMENT MEETING.

The HOD extended a warm welcome to the faculty members. Further, HOD appreciated all the faculty members for their continuous support throughout the previous year and for their excellence in bringing out best results, and then the agenda was taken up for discussion.

AGENDA:

1. Proposed Action for improvement of PO Attainments : 2017-18 to be implemented during this Academic Year 2018-19
2. Commencement of I B Tech Admissions
3. Discussion of Academic Calendar
4. Workload Allocation
5. Allocation of Add-on Courses
6. Inaugural Function
7. Orientation Classes-Motivation classes by HOD's of other departments & senior faculty members
8. Orientation classes for 1st B Tech students
9. Bridge Course (10am to 12.30pm) before or after the start of the regular class work/ admissions.
10. Regular Time Table for Academic year-2018 – 2019
11. Classroom instructions-Syllabus Completion-Unit-I, II & III
12. Allotment of class coordinators
13. Allocation of Classrooms
14. Code of conduct
15. Anti-Ragging Measures
16. Discussion on Fresher's Party




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The followings are the resolutions taken at the meeting

1. Proposed Action for improvement of PO Attainments : 2017-18 to be implemented during this Academic Year 2018-19

Faculty members and course coordinators are instructed to implement the below mentioned actions by including the actions in their respective Course Delivery Plans and carry out the activities. It is proposed to implement certain actions such as conducting foundation courses, bridge courses, orientation programs, tutorial classes, group activities in the respective courses where low attainment is registered with respect to the target. Proposed Action sheet is enclosed in ANNEXURE I

2. Commencement of I- B Tech admissions:

- The admission process for the academic year 2018-2019 commences with EAMCET reporting and registrations from 30/05/2018
- Department wise coordinators are assigned in various help desks
- Below mentioned are the allotted faculty from the department of BS&H:
 - i) CSE-Desk-
 1. Dr. R.S.S. Srikanth Vemuri
 2. Dr. I.S.V. Manjula
 - ii) ECE-Desk-
 1. Dr. G.Muni Sarala
 2. Dr. Shouri Dominic
 - iii) EEE-Desk-
 1. Mrs. P. Varalakshmi
 2. S.Giribabu
 - iv) IT-Desk-
 - 1.Mrs.K.G.B.Santhosh Kumari
 2. K.Suryanarayana Rao
 - v) ME-Desk-
 - Mrs. Nisha Haldar

3. Discussion of Academic Calendar

It is decided to inculcate an academic calendar for the Academic Year 2018-19 by incorporating the inputs from the university and college level academic calendar.

4. Workload allocation

Workload is allocated for the following courses in Semester I for the Academic Year 2018-19.

- English - I
- Mathematics -I
- Mathematics -II
- Applied Physics
- Applied Chemistry
- C Programming
- Engineering Mechanics
- Engineering Drawing
- Environmental Science

5. Allocation of Add-on Courses

It is decided to allocate Add-on Courses to IT and CSE for Academic Year 2018-19.



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6. Inaugural function:

- As a part of an ongoing tradition of the college, it is proposed to organize an inaugural function in order to invite the students to become a part of the college
- The objective is to help the student community to assimilate the recent developments in the emerging fields and to improve the leadership qualities.

The following faculty members are requested to take the entire responsibility of the programme.

1. Mr. B. Nagabhushan Rao acted as overall coordinator.
2. Program Committee members
Mr. SK.Chaitanya Ch
Mr. K.Ramesh
3. Pooja Committee: Dr. K.P.Suhashini
4. Flexes Responsibility: Dr. RSS.Srikanth Vemuri
5. Registration & Student Kits: Mrs. K.G.B. Santosh Kumari
Mrs.K.Theressa
Mrs.P.Prasanna

7. Orientation Classes-Motivation classes by HOD's of other departments & senior faculty members

- The purpose of organizing orientation classes is to ensure that the budding engineers are secure and to motivate them to emerge as successful citizens in the society.
- Faculty for Orientation classes allocated from the core departments are HOD's and senior faculty members.

HOD'S from other Departments:

- Dr.K.Chaitanya BS&H- Department
- Dr.K.Vijaya Kumar CSE-Department
- Dr. J. Sudhakar ECE-Department
- Dr.K.Durga Shyam Prasad EEE-Department
- Dr.B.Prasadh IT- Department
- Dr.M. Nagendrababu ME-Department

Senior Faculty From Core Departments:

- Mrs.P.Vijaya Bharathi CSE-Department
- Mrs.Sandhya ECE- Department
- Mr.Avinash EEE- Department
- Mr.P.Mohan Ganesh IT- Department
- Mrs.Vahini ME-Department

Senior Faculty From Bs&H Faculty:

- Dr. T. Radha Krishna Murthy CSE-A-Section
- Dr. K.P.Suhasini CSE-B-Section



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- Dr. Chandra Sekhar Beera ECE-A-Section
- Dr. Ch.SK.Chaitanya ECE-B-Section
- Dr. Shouri Dominic EEE-A-Section
- Dr. K. Jyothsna EEE-B- Section
- Dr. RSS.Srikanth Vemuri IT-Section
- Mr. K.V.V.Ganeswara Rao ME-Section

8. Orientation Classes for I B-TECH students:

1. Organizing motivational sessions by eminent personalities are to be identified and invited for the session. Responsibility handed over to Mr.Ch.SK.Chaitanya.

2. Following members are the speakers identified for Motivational sessions

- Satish Valiveti (Corporate Trainer)
- S. Ravikanth Reddy (Soft Skills Trainer)
- Jabez Oliver (Communication Skills Training)

9. Bridge Course (10am to 12.30pm) before or after the start of the regular class work/ admissions.

- The objective of the Bridge course is to delineate what is expected of students in B.Tech level classes and to provide adequate foundation in the core applied science subjects and English limited to moderate level so that students do not face any difficulty when the classes commence.
- This is the course which enhances the student's ability by involving in the classes.

Faculty assigned for the Bridge Course from BS&H department:

The following faculty members are allocated to take classes of Bridge courses

- Dr. T. Radha Krishna Murthy CSE-A&B
- B. Dr. V.R.S.S. Srikanth ECE-A&B
- C. Dr. Chandra Sekhar Beera EEE-A&B
- D. Dr. Shouri Dominic IT
- E. Dr. K. Jyothsna ME

10.Regular Time Table: Time table for the Academic year-2018 -2019

Dr.RSS.Srikanth Vemuri is allocated as a timetable Coordinator.

11.Classroom instructions: Respected HOD instructed every faculty member to look after the regularity of every individual student and also to monitor the progress of each student in every subject. Faculty are instructed to motivate each student to be competitive and sportive in nature.

1. Faculty members are requested to complete the Syllabus -Unit -I, II&III
2. Two Assignments to be completed by the end of this month.

12. Allotment of Class Coordinators:

Each section is allotted with a coordinator to ensure the smooth functioning in every regard.



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The following faculty members are assigned as coordinators for each section.

1. Class Coordinators:

Mr.B. Nagabushan Rao acted as overall coordinator of all branches.

- CSE-A - Dr. I.V.S. Manjula
- CSE-B - Mrs. K.G.B. Santosh Kumari
- CSE-C - Dr. G. Muni Sarala
- ECE-A - Mr. M.P.V.V. Bhaskar Rao
- ECE-B - Mr. B. Nagabhushana Rao
- ECE-C - Dr. Shouri Dominic
- EEE-A - K.S.N.V.L. Lavanya Kumari
- EEE-B - Dr.V.R.S.S. Srikanth
- IT - Mrs. Nisha Haldar
- ME - Dr. Ch. Madhavi

2. Hostel Coordinator and Ward in charge Mrs.HemaVenkata Lakshmi

3. Attendance Coordinator: Dr. Chandra Sekhar Beera

4. CDP Coordinator: Mr.K.Ramesh

5. Rest Room & Grievances: Mrs.K.Lavanya

13. Allocation of Classrooms:

Following rooms are allocated to all sections.

- CSE-A A-34
- CSE-B A-35
- CSE-C B-36
- ECE-A A-31
- ECE-B A-32
- ECE-C C-33
- EEE-A A-38
- EEE-B B-34
- IT C-34
- ME B-35

14. Code of conduct: HOD instructed to educate the students on code of conduct.

The Student Code of Conduct is formulated to foster and protect the core mission and values of the **Vignan's Institute of Engineering for Women** to nurture the scholarly and civic development of the students in an academic environment that is safe and secure, and to protect the individuals, properties and the systems and procedures that support the activities of the Institute.

The faculty coordinators:

Dr.K.P. Suhasini

Ms.K.Lavanya

Dr.K.Jyothsna




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15. Anti Ragging Measures:

- A committee has been appointed to keep a continuous watch and Vigil over ragging so as to prevent its occurrence and recurrence.
- Mr. K. Suryanaraya Rao is assigned as overall anti-ragging committee in charge.

The following are assigned as members of Anti-Ragging squads for vigilance

S.NO	Name	Designation	Address
1	Mr.K. Suryanarayana Rao	Asst.Prof, BS&H	Coordinator
3	Dr.Chandra Sekhar Beera	Asst.Prof. BS&H	Canteen
4	Mrs.G.Vara Lakshmi	Asst.Prof BS&H	Library
6	Dr. K.P. Suhasini	Assoc.Prof, BS&H	Third Floor
7	Mr. S. GiriBabu	Asst.Prof, BS&H	Third Floor
9	Ms. L. Lavanya	Asst.Prof BS&H	Second Floor
12	Ms. N. HemaVenkata Lakshmi	P.D	Open Ground
13	Ms. P. Uma	P.D	Open Ground

1. Bus No: 7093 Route: Pendurthi (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Dr.K.Venkata Prasad	Asso.Prof.BS&H

2. Bus No:9613 Route: Gopalapatnam (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
2	Dr. T. Radha Krishna Murthy	Prof, BS&H

3. Bus No: 6636 Route: Hanumanthawaka (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Dr. K.P Suhasini	Assoc.Prof.BS&H

4. Bus No :9614 Route: Jagadamba Route (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Dr.Chandra Sekhar Beera	Asso.Prof. BS&H




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5. Bus No :4905 Route: Anapalli (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Ms. K. Lavanya	Asst.Prof.BS&H
2	Mr. K.V.V. Ganeswa Rao	Asst.Prof,BS&H

6. Bus No : 3995 Route: R.K.Hospital (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Ms. T.S. Priya Darshini	Asst.Prof,BS&H

16. Discussion on Fresher's Party:

The proposal of Fresher's Party is given importance in the meeting which is to welcome new students in a friendly atmosphere and to encourage their creative impulses to boost their confidence. This is planned to see that seniors and juniors finally bond and unite to celebrate being part of the college.

All the faculty members are requested to look into the arrangements

1. It is proposed to organize Fresher's Day on 10 August, 2018.
2. Mr. Nagabushan Rao will be in charge of the event.
3. Mr.S.K.Chaitanya assisted by other faculty members shall coordinate the formal event.

- Security Committee Dr.K.P.Suhasini
 Dr.K.Jyothsna
 Mrs.T.S.Priya Darshini
- Transport Committee Dr.B.Chandrasekhar
 Mr.K.V.V.Gnaneshwar Rao
- Food Committee Ms.K.Lavanya
 Mrs.G. Varalakshmi
- Invitation Committee Dr.T.Radhakrishna Murthi
- Purchase Committee Dr.V.R.S.S.Srikanth

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Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530 049, Andhra Pradesh, India
Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

VIEW/FY/DEPT/CIR/2018-19/03

DATE: 10/10/2018

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend a departmental meeting scheduled on 11/10/2018
at 3PM at ELCS LAB

Venue: ELCS LAB

AGENDA:

1. Academic Calendar Preparation
2. Workload Allocation
3. Commencement of Second semester class work
4. Introduction of Oxford achievers Program
5. Faculty allocation from other departments
6. Allocation of Class Coordinators
7. Allocation of Add-on Courses
8. Allocation of classrooms
9. Preparation of time table
10. Mentor –mentee system
11. Preparation of mid exams
12. Syllabus Completion-Mid-1
13. Preparation of three Assignments for Mid-I
14. Slow learners identification
15. Conduct of remedial classes
16. Discussion on NBA work.
17. Discussion on Recreation tour.


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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/FY/SM/MOM/2019/20/03

DATE: 11/10/2018

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Venue: ELCS LAB

AGENDA:

1. Academic Calendar Preparation
2. Workload Allocation
3. Commencement of Second semester class work
4. Introduction of Oxford achievers Program
5. Faculty allocation from other departments
6. Allocation of Class Coordinators
7. Allocation of Add-on Courses
8. Allocation of class rooms
9. Preparation of time table
10. Mentor-mentee system
11. Preparation of mid exams
12. Syllabus Completion-Mid-1
13. Preparation of three Assignments for Mid-1
14. Slow learners identification
15. Conduct of remedial classes
16. Discussion on NBA work
17. Discussion on Recreation tour

The followings are the resolves taken at the meeting

1. Academic Calendar Preparation

It is decided to inculcate an academic calendar for the Academic Year 2018-19 by incorporating the inputs from the university and college level academic calendar.

2. Workload Allocation

Workload is allocated for the following courses in Semester II for the Academic Year 2018-19.

- English - II
- Mathematics - II




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- Applied Physics
- Electrical Circuit Analysis - I
- Engineering Drawing
- Object Oriented Programme Through C++
- Engineering Mechanics
- Data Structures
- Electrical & Mechanical Technology
- Basic Electrical & Electronics Engineering
- Environmental Science

3. Commencement of Second semester class work- It is decided to conduct Ist B.Tech. II Semester Class work from 19/11/2018 for the Academic Year 2018-2019 as per university calendar.

College timings: 9 am to 5 pm

Division of hours

Morning session-9 am to 12:30 pm

Lunch break-12:30 pm to 1:30 pm

Afternoon session -1:30 pm to 5 pm

Break-3:10 pm to 3.20 pm


4. Introduction of Oxford achievers Program:

Objective of this program is to strengthen the students in the field of effective communication. Students need to update their communication skills by practicing in ECS Lab under the guidance of allocated faculty members.

5. Faculty allocation from other departments: The below mentioned faculty members are allocated to handle core subjects. The introduction of core concepts begins from this semester.

- | | |
|----------|------------------------|
| 1. CSE A | - Mr. M. Srinivasa Rao |
| 2. CSE B | - Mr. G.Vinay Reddy |
| 3. CSE C | - Mr. Ch. Shekar |
| 4. ECE A | - Mr.P. S.V. Kishore |
| 5. ECE B | - Mrs.G. Mani |
| 6. ECE C | - Mr.D. Kesava |
| 7. EEE A | - Mrs. B. Sireesha |
| 8. EEE B | - Mr. A. V. Pradeep |
| 9. IT | - Mr. K. Leela Prasad |
| 10. ME | - Mr.V. Anand Babu |




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6. **Allocation of Class Coordinators:** For the smooth functioning of the classes and to avoid unnecessary disturbances each section is given authority to the below mentioned faculty members

Class coordinators:

1. CSE-A	-Mrs. A. Ramya
2. CSE-B	-Mr. S. Giri Babu
3. CSE-C	-Mrs. S.Rasagna
4. ECE-A	-Ms.T.S.Priya Darshini
5. ECE-B	-Mr. K.V.V.Ganeshwar Rao
6. ECE-C	-Dr. J.V.S.Kalyani
7. EEE-A	-Dr. K.Jyothsna
8. EEE-B	-Mr. K. Ramesh
9. IT	-Ms. K.Lavanya
10. ME	-Mrs.G.Varalakshmi

7. **Allocation of Add-on Courses**

Iris decided to allocate Add-on Courses to ECE for Academic Year 2018-19.

8. **Allocation of class rooms**

Following rooms are allocated to all sections.

CSE-A	A-34
CSE-B	A-35
CSE-C	B-36
ECE-A	A-31
ECE-B	A-32
ECE-C	C-33
EEE-A	A-38
EEE-B	B-34
IT	C-34
ME	B- 35


9. **Preparation of time table :** The below mentioned faculties are made in charge to look into the concerns of time table

- Dr.RSS.Srikanth Vemuri
- Dr.B. Chandra Sekhar

10. **Mentor-mentee system:** The respective class coordinators are instructed to monitor the progress of students.

11. **Syllabus Completion-Mid-1:** The faculty members are hereby instructed to complete the syllabus before the commencement of mid exams (3units)




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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No:VIEW/EEE/PAQIC/ Cir /2017-18/01

Date: 22.05.2017

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 24th May 2017 at 10:00 A.M., in the HOD's Chamber.

Agenda:

1. Review on the previous meeting along with action taken report.
2. Preparing Departmental Academic Calendar
3. Assessment and evaluation reports on COs, POs and PSOs.
4. Result Analysis and Measures for improvement of slow learners and backlog students.
5. Analysis and assessment report of Course Attainments of Odd Semester.
6. Report on Mid Examination Question Papers and Scheme of Evaluation.
7. Review of 2013 batch placement activities.
8. Verification of Stock Registers and Laboratory Manuals.
9. Report on Stakeholders feedback on R13 Regulation.
10. Status of Project batches.
11. Workload allocation of academic year 2017-18 Semester I.
12. Add-on Course Schedule.
13. Time tables for academic year 2017-18 Semester-I
14. Any other points.


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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2017-18/01

Date:25.05.2017

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 24th May 2017 at 10.00AM in the HoDs' Chamber. The following members are present.

S. No.	Member Name	Designation	PAQIC
1.	Mr. K.DurgaSyam Prasad	HOD	Member
2.	Mrs.Akanksha Mishra	Asst. Professor	Program Coordinator
3.	Mr. K. Kushal Kumar	Asst. Professor	Dept IQAC Coordinator
4.	Mr.K.Vamsi	Asst. Professor	Project Coordinator
5.	Mr. V. Avinash	Asst. Professor	Student Mentoring Coordinator
6.	Mr.A.Chandraiah	Asst. Professor	Exam Cell Coordinator
7.	Mr.P.V.Sarath	Asst. Professor	Attendance Coordinator

HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the members reports.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Awareness regarding Cyber Crimes	Awareness Program on Cyber Crime by Mr.M.Avatharam, CI , Visakhapatnam
2.	Extra guidance for weak students	Slow Learners, Advanced Learners have been identified and Remedial classes were conducted. Provisions are made in weekly time table by adding extra hours for slow learners and poor performers in all the subjects.
3.	Schedule of Campus Placements should be finalized by the placement officer.	Display of Placement Drive Schedule, Company Profile, Job Criteria and charts related to career options on the notice board.



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2. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
3. The Program Coordinator should ensure that the feedbacks from all the stakeholders are effectively scrutinized and implemented.
4. Overall Quality Assurance regarding the feedback should be maintained by the IQAC.
5. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
6. The suggestions received through feedback are promptly communicated to the members. The Program Coordinator advised the members to fill the gap identified by using different methods of Teaching Methodologies.
7. Department should estimate the need of industry and provide additional inputs for improving employability by increasing the number of industrial visits to the students.
8. The members appreciated the final year results which was above 95%.
9. Regarding placements, HoD has given the placement details in various companies in the academic year 2017-2018.
10. HoD suggested that the placement officer should finalize the schedule for the upcoming training programme for the final year students. Provisions in the time table should be made by the Time Table Coordinator.
11. The institution is an affiliated college and it has to follow the syllabus formulated by the University so Mrs. Akanksha Mishra suggested that the department should actively participate in the syllabus restructuring process by using Teaching Methodologies and organizing the guest lectures, seminars to fill the curriculum gap.
12. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
13. Effective student counseling should be done by revising the existing mentoring system.
14. Mr.V.Avinash, Asst Prof suggested to organize activities which will develop the skills of the students .
15. Inspection and verification of the stock registers and Laboratory manuals should be done in the presence of the Lab In charge for the upcoming academic year.
16. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
17. PAQIC discussed the schedule of Addon courses, proposed to be conducted for IV B.Tech students. Faculty suggested courses like, high efficiency resources for electricity generation



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LIST OF COMMITTEE MEMBERS

S. No.	Member Name	PAQIC	Signature
1.	Mr. K. Durga Syam Prasad	Chairperson	
2.	Mrs. Akanksha Mishra	Program Coordinator	
3.	Mr. K. Kushal Kumar	Dept. IQAC Coordinator	
4.	Mr.K.Vamsi	Project Coordinator	
5.	Mr. V. Avinash	Student Mentoring Coordinator	
6.	Mr.A.Chandraiah	Exam Cell Coordinator	
7.	Mr.P.V.Sarath	Attendance Coordinator	

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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ Cir /2017-18/02

Date: 28.10.2017

CIRCULAR

Members of the Program Assessment and Quality Improvement Committee are requested to attend meeting on 1st November 2017 at 10:00 A.M., in the HOD's Chamber.

Agenda:


1. Review on the previous meeting along with action taken report.
2. Assessment and evaluation reports on COs, POs and PSOs.
3. Result Analysis and Measures for improvement of slow learners and backlog students.
4. Analysis and assessment report of Course Attainments of Odd Semester.
5. Report on Mid Examination Question Papers and Scheme of Evaluation.
6. Registration for Alumni Association
7. Plan of Action for National Youth Festival
8. Faculty and Student Enrichment /Contributions
9. Workload allocation of academic year 2017-18 Semester-II.
10. Addon Course Schedule.
11. Time tables for academic year 2017-18 Semester-II
12. Preparation of Departmental Academic Calendar


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DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

No: VIEW/EEE/PAQIC/ MoM/2017-18/02

Date: 02.11.2017

MINUTES OF PAQIC MEETING

The PAQIC meeting is held on 1st November 2017 at 10.00AM in the HoD's Chamber. The following members are present

S. No.	Member Name	Designation	PAQIC
1.	Mr. K.DurgaSyam Prasad	HOD	Chairperson
2.	Mrs. Akanksha Mishra	Assoc. Professor	Program Coordinator
3.	Mr. K. Kushal Kumar	Asst. Professor	Dept IQAC Coordinator
4.	Mr. K.Vamsi	Asst. Professor	Project Coordinator
5.	Mr. V. Avinash	Asst. Professor	Student Mentoring Coordinator
6.	Mr.A.Chandriah	Asst. Professor	Exam Cell Coordinator
7.	Mr.P.V. Sarath	Asst. Professor	Attendance Coordinator

HoD welcomed the members and briefed the agenda of the meeting .The members were requested to read the evaluation reports.

The following points were discussed and suggested in the meeting.

1. Action taken report based on previous meeting.

S.No	Particulars /Recommendations	Action Taken
1.	Student Contributions	<ul style="list-style-type: none">Ms .B .Kusumanjali, M.Tech published a paper titled "Power Enhancement Adopting Active Power Filter Using Sliding Mode Control under Grid Distortions." in IJRDT.
2.	Campus Training and Placements	<ul style="list-style-type: none">Schedule has been planned and provisions were made in the time table for the training



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3

Verification of Lab Manuals and Stock Registers

Proper inspection is done and records were maintained








2. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files. Academic Calendar, Course Delivery Plan should be strictly followed by the faculty members.
3. The Department Alumni Coordinator should form an Alumni network for benefits to both the Department and the Institution so that the skills of the Alumni students can be shared with current students through talks.
4. HoD suggested that the registration for the Alumni Association should be done.
5. Mr.K.Kusal Kumar suggested to plan the steps to be taken for improvement in academic results and prepare the list for on-campus placement and off-campus placement.
6. Regarding Youth Festival, HoD discussed that the Pre-Registration of the teams should be done positively by 7th January 2018 and there shall be strict compliance of rules by the faculty members for the smooth functioning of the Event.
7. PAQIC suggested the time table coordinator to prepare a timetable for the current semester
8. The revised Counseling list has been prepared and communicated with the faculty members.
9. The Course Coordinators were advised to strictly follow the Blooms Taxonomy.
10. A formal structured mechanism for incorporating feedback on R13 Regulation from stakeholders should be followed.
11. The CO Calculations for the Odd and Even Semester can be updated in the corresponding Course Files.
12. The members insisted to check the attainment of PO5 to PO12. The measures taken by the faculty members to attain the values of PO5 to PO12 must be noted properly.
13. HoD suggested to conduct technical activities for the students on various technologies like IoT, PLC etc.
14. Mr. V. Avinash, Assistant professor discussed the need of internships to the students to explore the students towards real time applications
15. PAQIC Suggested that to implement Add-on courses on emerging technologies for better empowerment for final year students and to implement the add-on course to strengthen the fundamental concepts for 2nd year and 3rd year students.
16. PAQIC members suggested Add-on courses like design and fabrication of PCB, internet of things using Arduino, basics on Electrical home laboratory, internet of things using Raspberry Pi.
17. Academic calendar prepared and revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files.
18. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
19. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.



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LIST OF COMMITTEE MEMBERS

S.No.	Member Name	Designation	Signature
1.	Mr. K. Durga Syam Prasad	HOD	
2.	Mrs. Akanksha Mishra	Assoc. Professor	
3.	Mr. K. Kushal Kumar	Asst. Professor	
4.	Mr. K. Vamsi	Asst. Professor	
5.	Mr. V. Avinash	Asst. Professor	
6.	Mr. A. Chandriah	Asst. Professor	
7.	Mr. P. V. Sarath	Asst. Professor	

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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2017-18/Cir/1

Date:18.05.2017

CIRCULAR

Program Assessment Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2017-18 Semester I.

Date & Time: 20.05.2017 & 10:00AM

Venue: HoD Chamber, Department of ME.


The following PAQIC members were invited.

S.No	Name	Role
1.	Mr.V. Ananda Babu	Head of the Department
2.	Mr.L.Venkata Suryam	Project coordinator & Overall lab coordinator
3.	Mrs.K.Vahini	R & D Coordinator
4.	Mr.A.Venkata Pradeep	Feedback coordinator
5.	Mr.N.Sudhakar Babu	Department IQAC Coordinator
6.	Ms.Ch.Lakshmi Anusha	Student mentoring coordinator
7.	Mr.U.Ramya Sri	Attendance coordinator
8.	Mr.S.V.Satya Prasad	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mrs.P.Kiranmayi	Student activities Coordinator

Agenda:

1. Department academic calendar for 2017-18 Semester I.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course files verification of 2016-17 Semester II.
6. Class timetables for academic year 2017-18 Semester I.
7. Curriculum gap identification.
8. CO-PO-PSO attainment & measures of continuous improvement.
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.for 2016-17 academic year.




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10. Lab maintenance record, stock register verification.
11. Department IQAC review report of 2016-17 Semester II.
12. Student Mentoring system.
13. Remedial class schedule for 2017-18 Semester I.
14. Content Beyond syllabus.
15. Workload Allocation for academic year 2017-18 Semester I.
16. Addon Course Schedule.
17. Student end examination results.
18. Any other points.

V. Ananda Babu
Head of the Department

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3. PAQIC Members
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Mr.V.AB	Mr.L.VS	Mrs.K.V	Mr.A.VP	Mr.N.SB	Mrs.Ch.LA	Ms.U.R	Mr.S.V.SP
<i>V.AB</i>	<i>L.VS</i>	<i>K.V</i>	<i>A.VP</i>	<i>N.SB</i>	<i>Ch.LA</i>	<i>U.R</i>	<i>S.V.SP</i>
Mr.D.K	Mrs.P.K						
<i>D.K</i>	<i>P.K</i>						



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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2017-18/Minutes/02

22.05.2017

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2017-18/Cir/1, date: 18.05.2017, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 20.05.2017.

S.No	Name	Role	Signature
1.	Mr.V. Ananda Babu	Head of the Department	
2.	Mr.L.VenkataSuryam	Project coordinator & Overall lab coordinator	
3.	Mrs.K.Vahini	R & D Coordinator	
4.	Mr.A.Venkata Pradeep	Feedback coordinator	A.V. pradeep.
5.	Mr.N.Sudhakar Babu	Department IQAC Coordinator	
6.	Ms.Ch.Lakshmi Anusha	Student mentoring coordinator	
7.	Mr.U.Ramya Sri	Attendance coordinator	
8.	Mr.S.V.Satya Prasad	Exam cell coordinator	
9.	Mr.D.Kesava	T&P Coordinator	D.Kesava.
10.	Mrs.P.Kiranmayi	Student activities Coordinator	

Mr.V. Ananda Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the DAC suggestions for the 2016 admitted batch the target value of Program Outcomes (POs) is fixed as,

	PO1-PO5	PO6-PO12	PSO1-PSO2
Target level	2.45	2.25	2.45
Maximum Value	3	3	3



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3. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
4. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.
5. HoD appreciated all the faculty members for excellent placements of 2013 admitted batch students.
6. PAQIC discussed CRT Training for IV /III B.Tech students from 2nd Week of Aug 2017.
7. PAQIC suggested the Work load and timetable coordinator to prepare the workload and timetable for the current semester.
8. As per R13 Regulation, R16 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
9. Proposed to conduct Guest lecture on Electrical vehicle in Proposed to conduct Guest lecture on Electrical vehicle.
10. As per the DAC suggestions Proposed to conduct Addon course for II B. Tech students in 3rd Week of July 2017.
11. Proposed to conduct Workshop on Finite Element Analysis in 4th Week of July 2017.
12. Proposed to conduct Seminar on Finite Nano Technology in 4th Week of July 2017.
13. HoD Proposed to collect feedback forms on graduate exit surveys.
14. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2016-17 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
15. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc. in 2016-17

Paper Publications	FDPs	Workshops
2	2	6

16. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
17. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.



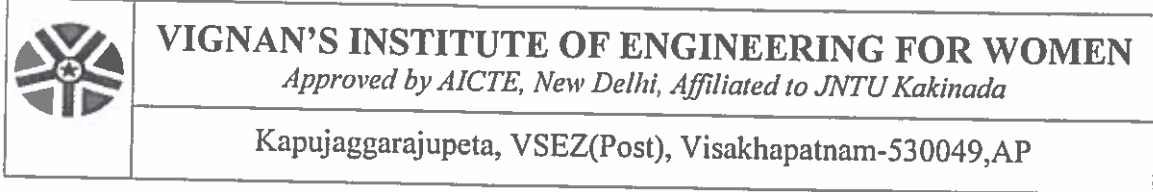
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18. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
19. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
20. Review on the course options collected from the faculty for workload allocation.
21. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
22. PAQIC discussed the schedule of Addon courses, Proposed to conduct Addon course for IV B. Tech students in 1st Week of Aug 2017.
23. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
24. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
25. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.

V. Ananda Balu
Head of the Department



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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2017-18/Cir/5

Date: 31.10.2017

CIRCULAR

Program Assessment Quality Improvement committee(PAQIC) meeting is proposed to conduct for the Academic year 2017-18 Semester II.

Date & Time: 03.11.2017 & 10:00AM

Venue: HoD Chamber, Department of ME.

The following PAQIC members were invited.

S.No	Name	Role
1.	Mr.V. Ananda Babu	Head of the Department
2.	Mr.L.VenkataSuryam	Project coordinator & Overall lab coordinator
3.	Mrs.K.Vahini	R & D Coordinator
4.	Mr.A.Venkata Pradeep	Feedback coordinator
5.	Mr.N.Sudhakar Babu	Department IQAC Coordinator
6.	Ms.Ch.Lakshmi Anusha	Student mentoring coordinator
7.	Mr.U.Ramya Sri	Attendance coordinator
8.	Mr.S.V.Satya Prasad	Exam cell coordinator
9.	Mr.D.Kesava	T&P Coordinator
10.	Mrs.P.Kiranmayi	Student activities Coordinator

Agenda:

1. Department academic calendar for 2017-18 Semester II.
2. Target values of POs & PSOs.
3. Department Budget utilization for previous year and proposal for current year.
4. Training and placements activities.
5. Course files verification of 2017-18 Semester I.
6. Class timetables for academic year 2017-18 Semester II.
7. Curriculum gap identification.
8. CO-PO-PSO attainment & measures of continuous improvement.
9. Lab maintenance record, stock register verification.



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11. Student Mentoring system.
12. Remedial class schedule for 2017-18 Semester II.
13. Content Beyond syllabus.
14. Workload Allocation for academic year 2017-18 Semester II.
15. Addon Course Schedule.
16. Student end examination results.
17. Any other points.

V Ananda Bala
Head of the Department

Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mr.V.AB	Mr.L.VS	Mrs.K.V	Mr.A.VP	Mr.N.SB	Mrs.Ch.LA	Ms.U.R	Mr.S.V.SP
<i>V.AB</i>	<i>L.VS</i>	<i>K.V</i>	<i>A.VP</i>	<i>N.SB</i>	<i>Ch.LA</i>	<i>U.R</i>	<i>S.V.SP</i>
Mr.D.K	Mrs.P.K						
<i>D.K</i>	<i>P.K</i>						



3/10/18
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DEPARTMENT OF MECHANICAL ENGINEERING

No: VIEW/ME/PAQIC/2017-18/Minutes/06

04.11.2017

MINUTES OF THE MEETING

With reference to No: VIEW/ME/PAQIC/2017-18/Cir/5, date:31.10.2017, the following members attended the Program Assessment Quality Improvement committee(PAQIC) meeting on 03.11.2017.

S.No	Name	Role	Signature
1.	Mr.V. Ananda Babu	Head of the Department	
2.	Mr.L.VenkataSuryam	Project coordinator & Overall lab coordinator	
3.	Mrs.K.Vahini	R & D Coordinator	
4.	Mr.A.Venkata Pradeep	Feedback coordinator	A.v. pradeep.
5.	Mr.N.Sudhakar Babu	Department IQAC Coordinator	Sudhak
6.	Ms.Ch.Lakshmi Anusha	Student mentoring coordinator	Anu
7.	Mr.U.Ramya Sri	Attendance coordinator	Ramya
8.	Mr.S.V.Satya Prasad	Exam cell coordinator	Satya
9.	Mr.D.Kesava	T&P Coordinator	D. Kesava.
10.	Mrs.P.Kiranmayi	Student activities Coordinator	Kiran

Mr.V. Ananda Babu, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
2. As per the IQAC suggestions, all the Course Coordinators are informed to update the course file.
3. PAQIC discussed and verified budget utilization of previous semesters and advised to finalize budget proposal for the current year.

4. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.



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5. As per R13 Regulation, R16 Regulation the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & Internship programs from industry.
6. Proposed to conduct workshop on Enterprenership in 4th week of Dec 2017
7. HoD Proposed to collect feedback forms on graduate exit surveys.
8. Based on the Module coordinator report, CO-PO-PSO mapping and Course attainments for the academic year 2016-17 Semester II is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
9. Overall lab incharge discussed the material and tools requirement in the labs for the current semester, verified and instructed to update the stock registers.
10. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.
11. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
12. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
13. Review on the course options collected from the faculty for workload allocation.
14. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.
15. As per the DAC suggestions PAQIC discussed the schedule of Addon courses, Proposed to conduct Addon course for III B. Tech students in 3rd Week of Feb 2018
16. As per the DAC suggestions HoD advised all the faculty members to include content beyond syllabus which is in line to JNTUK syllabus.
17. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
18. HoD advised all the class coordinators and mentors to motivate students towards NPTEL certification on the latest technology in Mechanical Engineering.



V. Anandya Bah
 Head of the Department

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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2017-18/01

CIRCULAR

Date: 20-05-2017

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 23rd May 2017 at 10:30 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2017-18 Semester I.
- Result analysis of students in external exams
- Training and placements activities.
- Course file verification of 2017-18 Semester I.
- Class timetables for academic year 2017-18 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2017-18 Semester I.
- Workload Allocation for academic year 2017-18 Semester I.
- Addon Course Schedule

HoD-ECE

Copy To

Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr P.G.Krishna

Mrs. S. Malathi

Mrs. B. Manjula

Mr. N.V.Chaitanya

Head of the Department

Project coordinator

Department IQAC.Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2017-18/01

Date: 24-05-2017

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on 23rd May 2017 at 10.30AM in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

Review on action taken in previous meeting


Chairperson presented the action taken report of the earlier meeting.

SI. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2017-18 Semester I.
- Result analysis of students in external exams
- Training and placements activities.
- Course file verification of 2017-18 Semester I.
- Class timetables for academic year 2017-18 Semester I.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2017-18 Semester I.
- Workload Allocation for academic year 2017-18 Semester I.
- Addon Course Schedule for the students.




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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD reviewed the alumni meet held recently for the last three years relieved students.
- HoD congratulated all the faculty members for successfully making the students complete their academic projects.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out.
- The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried.
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-I for III B.Tech students.
- Workload Allocation for academic year 2017-18 Semester I.
- Based upon the addon courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like Embedded System Fundamentals, Employment skills, IoT Using MSP430 processor.









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Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Proposed to conduct extra classes to slow learners and backlog classes in order to improve pass percentage.
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE)
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.
- Recommended to conduct experiments beyond syllabus in the respective labs to improve practical knowledge of the students

Venue: HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	


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Electronics & Communication Engineering
VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN
KapuJeggarajupeta, Visakhapatnam-49

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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/Cir/2017-18/02

CIRCULAR

Date: 27-10-2017

Members of the Program Assessment & Quality Improvement Committee (PAQIC) are requested to attend meeting on 31st Oct 2017 at 10:00 AM, in the HoD's chamber.

Agenda:

- Department academic calendar for 2017-18 Semester II.
- Result analysis of students in external exams
- Training and placements activities.
- Course file verification of 2017-18 Semester II.
- Class timetables for academic year 2017-18 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2017-18 Semester II.
- Workload Allocation for academic year 2017-18 Semester II.
- Addon Course Schedule for the students

HoD-ECE

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Principal Office

Mr.Ch. Ramesh babu

Mrs. T. SandhyaKumari

Mr P.G.Krishna

Mrs. S. Malathi

Mrs. B. Manjula

Mr. N.V.Chaitanya

Head of the Department

Project coordinator

Department IQAC Coordinator

Student mentoring coordinator

Attendance coordinator

Exam cell coordinator



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DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: VIEW/ECE/PAQIC/MoM/2017-18/02

Date: 02-11-2017

MINUTES OF PAQIC MEETING

The Program assessment and quality improvement committee (PAQIC) meeting was held on **31st Oct 2017** at **10.00 AM** in HoD's Chamber. The following members were present.

Sl.No	Name	Designation	Category
1	Mr.Ch. Ramesh babu	Head of the Department	Chairperson
2	Mrs. T. Sandhya Kumari	Project coordinator	Member
3	Mr G.Swami Naidu	Department IQAC Coordinator	Senior Faculty
4	Mrs. S. Malathi	Student mentoring coordinator	Member
5	Mrs. B. Manjula	Attendance coordinator	Member
6	Mr. D.Tilak Raju	Exam cell coordinator	Member

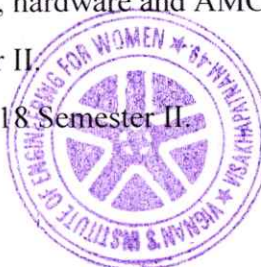
Review on action taken in previous meeting

Chairperson presented the action taken report of the earlier meeting.

SI. No.	Agenda points	Actions taken
1	Analysis of CO attainment, PO and PSO attainments	CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.

Agenda:

- Department academic calendar for 2017-18 Semester II.
- Result analysis of students in external exams
- Training and placements activities.
- Course file verification of 2017-18 Semester II.
- Class timetables for academic year 2017-18 Semester II.
- CO-PO-PSO attainment & measures of continuous improvement
- Faculty Research publications and participation in FDPs, seminars, workshops, etc
- Lab maintenance record verification, software, hardware and AMC requirement.
- Remedial class schedule for 2017-18 Semester II.
- Workload Allocation for academic year 2017-18 Semester II.
- Addon Course Schedule for the students




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Minutes of Meeting:

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.
- Question papers for all the courses in previous semester for mid-2 exams in relevance to Bloom's taxonomy level prepared by the faculty is discussed. Suggested faculty to not to repeat deviations as per the suggestions from IQAC
- Verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.
- CO, PO, PSOs attainments for all the courses is verified and discussions to improve attainment levels are carried.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars to create OBE awareness.
- Learning activities conducted by the faculty in the previous semesters is analyzed and is appreciated by the HoD.
- HoD recommended encouraging students towards internship programs. Guest lecturers from industry experts is recommended by HoD
- HoD congratulated all the faculty members for successfully making the students complete their academic projects. Hardware projects related to real time applications is reviewed and is recommended to improve.
- HoD reviewed the student publications that were carried out in several UGC journals and recommended the faculty to make the students publish their work in reputed journals.
- Asked the lab technicians to verify the minimum lab requirements such as manuals, equipment and login books for smooth functioning of lab experiments for the ensuing semester.
- Discussions regarding the new labs introduced in the current regulations for next semester are carried out. HoD asked the lab technicians to collect quotations from vendors for the establishment of new Lab, the Lab in-charges are requested to see that Lab manuals are ready for this new lab. The status of the licensed software available in the labs is discussed and recommended to give the quotations for updating.
- Discussions on the learning activities conducted in the last semester by the faculty are carried. Suggestions to improve and increase the number of such activities are given by HoD and senior faculty
- PAQIC discussed the schedule of Addon courses, proposed to be conducted in Semester-II for II, IV B.Tech students.
- Workload Allocation for academic year 2017-18 Semester-II



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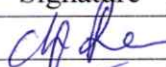




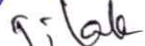
- Based upon the add-on courses options to be collected from the students, the courses will be scheduled effectively.
- Faculty suggested courses like Communication Engineering Fundamentals, Basics of Python, Data structures and algorithms using java

Recommendations/Suggestions/Proposals

- Recommended to strictly maintain Bloom's taxonomy level while preparing question paper
- Suggested to maintain transparency in evaluation of answer scripts
- Suggested faculty to improve teaching methodologies to improve CO attainments
- Proposed to arrange internal talks regarding Outcome based education (OBE).
- Recommended for CCC, Talento, FACE
- IOT based and Embedded Systems related projects
- Suggested few UGC journals with high impact ratio.
- Suggested to maintain lab manuals according to University regulations.

Venue : HoD's Cabin

Name and signatures of attendees:

Sl. No	Name	Designation	Signature
1	Mr.Ch. Ramesh babu	Head of the Department	
2	Mrs. T. Sandhya Kumari	Project coordinator	
3	Mr G.Swami Naidu	Department IQAC Coordinator	
4	Mrs. S. Malathi	Student mentoring coordinator	
5	Mrs. B. Manjula	Attendance coordinator	
6	Mr. D.Tilak Raju	Exam cell coordinator	



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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC /2017-18/Cir/1

Date: 19.05.2017

CIRCULAR

Program Assessment & Quality Improvement committee (PAQIC) meeting is proposed to conduct for the academic year 2017-18 semester I.

Date & Time: **22.05.2017 & 10:00AM**

Venue: **HoD Chamber, Department of CSE.**

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Mrs. P. Vijaya Bharati	Program Coordinator
3.	Mrs. R. Pravallika	Department IQAC Coordinator
4.	Mr.B.A.Ganesh	Student mentoring coordinator
5.	Mr. A.N.Suresh	Attendance coordinator
6.	Mr.L.Bhupathi Rao	Exam cell coordinator
7.	Mr. V.Umashankar	T&P Coordinator
8.	Mrs. D.Kamalkumari	Project coordinator
9.	Mrs.T.Padmavathi	Feedback coordinator
10.	Mr.S.Ram Prasad Reddy	R& D Coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr. P.Praveenkumar	System Cell In-charge

Agenda:

1. Department academic calendar for 2017-18 Semester I.
2. Target values of POs & PSOs
3. Course file verification of 2016-17 Semester II.
4. **Workload allocation for academic year 2017-18 Semester I.**
5. **Class timetables for academic year 2017-18 Semester I.**
6. Curriculum gap identification.
7. CO-PO-PSO attainment & measures of continuous improvement
8. **Addon Course Schedule.**
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.
10. Lab maintenance record verification, software, hardware and AMC requirement.
11. Training and placements activities.
12. Department IQAC review report of 2016-17 Semester II.
13. Student Mentoring system.
14. Remedial class schedule for 2017-18 Semester I.
15. 2016-17 Semester II results.
16. Industry visit.
17. Any other points.













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1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mrs.PVB	Mrs.RP	Mrs.BAG	Mrs.ANS	Mr.LBR	Mr.VUSR	Mrs.DKK	Ms TP
		BAG		LBR			
Ms.YVS	Mr.PPK	Principal Office	IQAC				
							




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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC /17-18/Minutes/02

23.05.2017

MINUTES OF THE MEETING

With reference to No: VIEW/CSE/PAQIC /2017-18/Cir/1, date: 19.05.2017, the following members attended the Program Assessment & Quality Improvement committee (PAQIC) meeting on 22.05.2017.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Mrs. P. Vijaya Bharati	Program Coordinator	
3.	Mrs. R. Pravallika	Department IQAC Coordinator	
4.	Mr.B.A.Ganesh	Student mentoring coordinator	
5.	Mr. A.N.Suresh	Attendance coordinator	
6.	Mr.L.Bhupathi Rao	Exam cell coordinator	
7.	Mr. V.Umashankar	T&P Coordinator	
8.	Mrs. D.Kamalkumari	Project coordinator	
9.	Mrs.T.Padmavathi	Feedback coordinator	
10.	Mr.S.Ram Prasad Reddy	R& D Coordinator	
11.	Ms.Y.Vineela Sravya	Student activities Coordinator	
12.	Mr. P.Praveenkumar	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. It is suggested to prepare Department academic calendar in line with Institute Academic calendar drafted from University academic calendar when released by incorporating proposed schedule of Addon courses, workshops, seminars etc.
2. As per the suggestions of DAC members the target levels for POs and PSOs for the 2016 admitted batch were fixed based on quality of Admission, Academic Performance (I-I results) and Continuous Improvement, and the final target values are:



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S. No	POs & PSOs	Target value
1.	PO1-PO5	70-75% (2.45) of maximum value is 3.
2.	PO6-PO12	65-70% (2.25) of maximum value is 3.
3.	PSO1-PSO2	70-75% (2.45) of maximum value is 3.

3. As per the directions of IQAC, all the Course Coordinators are informed to update the course file.
4. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
5. As per R13,R16 Regulation, the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, guest lectures, classes with Adjunct faculty & internship programs from industry.
6. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2016-17 Semester II is verified and discussed measures like remedial classes, extra practical classes, Assignment questions and implementing teaching methodologies to increase the target attainment levels for continuous improvement.
7. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc.

Paper Publications	FDPs	Workshops	Seminars	Guest Lectures
3	8	1	1	-

8. PAQIC discussed the software required in the lab for the current semester, verified stock registers, AMCs, system requirements etc.
9. HoD congratulated all the faculty and students for giving excellent results for the academic year 2016-17, 87% of students are placed, out of 170 students 142 students got placed with an average Package of 4.50 LPA.
10. PAQIC discussed CRT and CST training for IV B. Tech students of 2014 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
11. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, verifying the knowledge levels and Bloom's taxonomy of previous semester.




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12. PAQIC discussed implementation of the mentoring system by identifying the students with backlogs, providing remedial classes, counselling the irregular students, motivation of students suffering from emotional and health issues etc.
13. PAQIC discussed the measures required to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow learners for remedial classes and bright students for advanced courses like online certification.
14. HoD congratulated all the faculty and students for giving excellent results IV B. Tech II Semester end examinations.
15. HoD proposed Industry visit for III B.Tech students for "Symbiosis" vizag campus in the month of august.
16. PAQIC discussed the schedule of Addon courses, proposed to conduct in Semester-I for III B.Tech students, in semester-II for II & IV B.Tech students based upon the choice of the students.
17. Faculty suggested courses like Introduction to python programming, AI for Everyone & Introduction to Internet of Things.
18. HoD suggested all faculty members to practice Outcome based education through various Teaching learning methodologies in classrooms.
19. PAQIC suggested, students should improve coding skills and interpersonal skills by participating in various inter and intra institutions competition.
20. Review on the course options collected from the faculty for workload allocation.
21. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.



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Head of the Department

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Kapujaggaraju Peta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/2017-18/Cir/11

Date: 26.10.2017

CIRCULAR

Program Assessment & Quality Improvement committee (PAQIC) meeting is proposed to conduct for the academic year 2017-18 semester II.

Date & Time: 30.10.2017 & 10:00AM

Venue: HoD Chamber, Department of CSE.

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. K. Vijaya Kumar	Head of the Department
2.	Mrs. P. Vijaya Bharati	Program Coordinator
3.	Mrs. R. Pravallika	Department IQAC Coordinator
4.	Mr.B.A.Ganesh	Student mentoring coordinator
5.	Mr. A.N.Suresh	Attendance coordinator
6.	Mr.L.Bhupathi Rao	Exam cell coordinator
7.	Mr. V.Umashankar	T&P Coordinator
8.	Mrs. D.Kamalkumari	Project coordinator
9.	Mrs.T.Padmavathi	Feedback coordinator
10.	Mr.S.Ram Prasad Reddy	R& D Coordinator
11.	Ms.Y.Vineela Sravya	Student activities Coordinator
12.	Mr. P.Praveenkumar	System Cell In-charge

Agenda:














1. Preparation of Department academic calendar for 2017-18 Semester II.
2. Course file verification of 2017-18 Semester I.
3. Class timetables for academic year 2017-18 Semester II.
4. Workload allocation for academic year 2017-18 Semester II.
5. Addon Course Schedule.
6. Curriculum gap identification and delivery process.
7. CO-PO-PSO attainment process & measures of continuous improvement.
8. FDP on "Deep Learning using python"
9. Faculty Research publications and participation in FDPs, seminars, workshops, etc.
10. Lab maintenance record verification, software, hardware and AMC requirement.
11. Training and placements activities.
12. Department IQAC review report of 2017-18 Semester I.
13. Workshops, seminars, Guest lectures
14. Student Mentoring system.
15. Module coordinator meeting report.
16. Remedial classes schedule for 2017-18 Semester II.
17. End Result analysis of 2017-18 Semester I
18. Any other points.




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Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

Mrs.PVB	Mrs.RP	Mrs.BAG	Mrs.ANS	Mr.LBR	Mr.VUSR	Mrs.DKK	Mr.SRP
							
Ms TP	Ms.YVS	Mr.PPK	Principal Office		IQAC		
							




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Kapujaggaraju Peta, VSEZ(Post), Visakhapatnam-530049, AP

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

No: VIEW/CSE/PAQIC/17-18/Minutes/12

01.11.2017

MINUTES OF THE MEETING

With reference to No: VIEW/CSE/PAQIC/2017-18/Cir/11, date: 26.10.2017, the following are the members attended the Program Assessment & Quality Improvement committee(PAQIC) meeting on 30.10.2017.

S.No	Name	Role	Signature
1.	Dr. K. Vijaya Kumar	Head of the Department	
2.	Mrs. P. Vijaya Bharati	Program Coordinator	
4.	Mrs. R. Pravallika	Department IQAC Coordinator	
5.	Mr.B.A.Ganesh	Student mentoring coordinator	
6.	Mr. A.N.Suresh	Attendance coordinator	
7.	Mr.L.Bhupathi Rao	Exam cell coordinator	
8.	Mr. V.Umashankar	T&P Coordinator	
9.	Mrs. D.Kamalkumari	Project coordinator	
10.	Mrs.T.Padmavathi	Feedback coordinator	
11.	Mr.S.Ram Prasad Reddy	R& D Coordinator	
12.	Ms.Y.Vineela Sravya	Student activities Coordinator	
13.	Mr. P.Praveenkumar	System Cell In-charge	

Dr. K. Vijaya Kumar, Head of the Department addressed the PAQIC members with a welcome note and agenda of the meeting.

1. As per the IQAC, all the Course Coordinators are informed to update the course file.
2. PAQIC suggested the time table coordinator to prepare a timetable for the current semester.
3. As per R16 & R13 Regulation, the curriculum gaps are identified to attain the target POs and PSOs and proposed to conduct workshops, seminars, assignment questions, guest lectures, classes with Adjunct faculty & internship programs from industry for continuous improvement.
4. PAQIC discussed various methods to implement in class rooms like dynamic class rooms, stump your partner. group discussion to attain the target POs and PSOs.



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5. Based on the Module coordinator report CO-PO-PSO mapping and Course attainments for the academic year 2017-18 Semester I is verified and discussed measures like remedial classes, extra practical classes, implementing teaching methodologies to increase the target attainment levels for continuous improvement.
6. PAQIC discussed about the ongoing FDP on “Deep Learning using python” by Smart-bridge Edu Services in association with VIEW CSE department from 13-11-2017 to 19-11-2017 and advised faculty coordinators to collect feedback day to day from all the participants.
7. PAQIC appreciated the faculty for research papers publications and attending various FDPs, Seminars, workshops etc.

Paper Publications	FDPs	Workshops
3	6	2

8. PAQIC discussed the status of the licensed software available in the labs and recommended to give the quotations for updating for current semester, verified stock registers, AMCs, system requirements etc.
9. PAQIC discussed CRT and CST training for IV B. Tech students of 2014 admitted batch and PAQIC suggested students should attend Coding competitions and develop interpersonal skills for upcoming campus drives.
10. PAQIC discussed the review report submitted by Department IQAC coordinator on Assignment Questions, MID I & MID II question papers and scheme of evaluation, of verifying the knowledge levels and Bloom’s taxonomy of previous semester [2017-18 SEM-I]
11. A workshop is proposed on “Cyber security” by Intern Shala’s student partner from 28-11-2017 & 29-11-2017 for III B. Tech student’s semester-II.
12. A workshop is proposed on “AP Cloud Mean stack and Cloud developer” by CSEA from 27-11-2017 to 29-11-2017 for III & IV B. Tech students’ semester-II.
13. A workshop is proposed on “Data science” by CSEA from 01-12-2017 to 03-12-2017 for III & IV B. Tech students’ semester-II.
14. PAQIC suggested all the faculty members to conduct remedial classes for the students who are having active backlogs >2 and also advised all the Mentors to be in contact with their students and parents regularly and motivate students who are irregular to college and who are suffering from emotional and health issues etc.
15. Mentors/Class Coordinators discussed the importance of Course website to II-year students and guidelines are provided for examination preparation.
16. PAQIC discussed the respective measures to reduce the backlogs of students by conducting remedial classes & suggested all the class coordinators to identify slow




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learners for remedial classes and bright students for advanced courses like online certification.

17. Faculty suggested add-on courses like IT Essentials, Advances in Python Programming & Data Structures and Algorithm using Python for II B.Tech and Python Programming Essentials, Grid Computing and Big Data Analytics for IV B.Tech.
18. HoD congratulated all the faculty and students for giving excellent results IV B. Tech I Semester end examinations academic year 2017-18.
19. PAQIC discussed various APSSDC skill development courses to be conducted to the students.
20. PAQIC suggested all the mentors to interaction with students and their parents regarding the student progress which improves their quality of learning, regular, slow the sensitive issues.
21. Review on the course options collected from the faculty for workload allocation.
22. Based upon the options given, specialization, Faculty experience and previous feedback, the HoD in support with senior Faculty distributed the workload.



Head of the Department


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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2017-18/01

Date : 17.05.2017

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 19th May 2017, Friday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Verification of quality of midterm 1 examination question paper.
2. Verification of quality of midterm 1 examination answers sheets evaluation.
3. Organize workshop for students.
4. Verification of lab manuals according to the university syllabus.
5. Laboratory stock and maintenance registers verification.
6. Allocation of Workload for academic year 2017-18 Semester I
7. Time Table for academic year 2017-18 Semester I
8. Department Academic Calendar for the academic year 2017-18 Semester I
9. Proposal of Add-on Courses to be introduced.

PAQIC Coordinator

HoD




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- 1 Principal Office
2. Mr. HariJyouthla Head of the Department
3. Dr. K. VenkataRao Program Coordinator.
4. Mr. M. SomasundaraRao Attendance Coordinator
5. Dr. Sharmili Feedback coordinator
6. Mr. P. Mohan Ganesh Examination Coordinator
7. Mr. Y. LaxmanRao. R& D Coordinator
8. Mr. B. Ajay Kumar Project Coordinator
9. Mr. RVS Ratna Kumar Student Mentoring Coordinator
10. Mr. G. RaviKumar System Cell Incharge
11. Mr. Ch. Ramasuri A.N T&P Coordinator
12. Mrs. S. Kalyani IQAC Department Coordinator
13. Mrs. P. Vanitha Sri Student activities Coordinator
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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2017-18/01

Date : 20.05.2017

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 19th May 2017, Friday at 10:00 AM in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Mr. HariJyothula	Head of the Department	Chairperson
2.	Dr. K. VenkataRao	Program Coordinator.	Member
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Dr. Sharmili	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr. B. Ajay Kumar	Project Coordinator	Member
8.	Mr. RVS Ratna Kumar	Student Mentoring Coordinator	Member
9.	Mr. G. RaviKumar	System Cell Incharge	Member
10.	Mr. Ch. Ramasuri A.N	T&P Coordinator	Member
11.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr. Hari Jyothula welcomed the members and briefed about last PAQIC meeting held on 19th May 2017 resolutions.

Sl. No.	Resolutions	Actions taken
1	Teaching learning process should be implemented effectively.	As per suggestions given by Mr. Hari Jyothula, all the faculty implemented teaching methodologies like flipped class room, Think Pair Share, STAD etc.
2	Suggested by Mr. Hari	As per instructions given by Mr. Hari Jyothula, all the faculty



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2	Suggested by Mr. Hari Jyothula that Blooms taxonomy in question papers and evaluation of script as per scheme to be followed strictly.	As per instructions given by Mr. Hari Jyothula. All the faculty members followed Bloom's taxonomy Knowledge level while preparing question paper
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Then discussion went on current agenda points.

Discussions:

1. Verification of quality of midterm 1 examination question paper:

- Verified all question papers of midterm 1 examination in relevance to Bloom's taxonomy knowledge level.
- It is observed that every faculty members has followed Blooms taxonomy. Mr. Hari Jyothula appreciated every faculty as they followed proper Blooms Taxonomy in midterm question paper preparation.

2. Verification of quality of midterm 1 examination answers sheets evaluation:

- Department IQAC coordinator verified all the answer scripts with respect to the scheme of evaluation.
- Mrs. S. Kalyani verified the transparency in evaluation of answer scripts as per the scheme prepared by the faculty.

3. Organize workshop for students:

- Mr. Hari Jyothula proposed to conduct IoT based workshop and APSSDC MSTP program for students.

4. Verification of lab manuals according to the university syllabus:

- Mr. Hari Jyothula instructed Lab in-charges to verify Lab manuals as per university syllabus.
- The status of the licensed software available in the labs is discussed and recommended to give the necessary quotations for updating.

5. Laboratory stock and maintenance registers verification:

- Mr. Hari Jyothula has verified the stock registers and maintenance registers
- Asked the lab-in charges to verify the minimum requirements such as manuals, systems and login books for smooth functioning of lab experiments.



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6. Allocation of Workload for academic year 2017-18 Semester I

- Review is done on the course options collected from the faculty for workload allocation.

7. Time Table for academic year 2017-18 Semester I

- PAQIC suggested the time table coordinator to prepare a timetable for the current semester.

8. Department Academic Calendar for the academic year 2017-18 Semester

- Department academic calendar for the current semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

9. Proposal of Add-on Courses to be introduced.

- PAQIC discussed the schedule of Add-on courses, proposed to be conducted in Semester-I for II B.Tech students, in semester-II for III & IV B.Tech students.
- Faculty suggested courses like Introduction to Internet of Things (IoT), Programming Essentials on Python, and Fundamentals of Cloud Computing.

Resolutions:

1. It is suggested by Mr. Hari Jyothula that Blooms taxonomy in question papers and evaluation of script as per scheme to be followed strictly.
2. It is decided by all members to organize workshops for third year and final year students.

It is decided to conduct the next meeting tentatively in the 3rd week of August 2017, for further discussion.


PAQIC Coordinator


HoD





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LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Mr. Hari Jyouthla	Head of the Department	Z. Hari
2.	Dr. K. VenkataRao	Program Coordinator.	VenkataRao
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Sul
4.	Dr. Sharmili	Feedback coordinator	N.Sharmili
5.	Mr. P. Mohan Ganesh	Examination Coordinator	(M)
6.	Mr. Y. LaxmanRao.	R& D Coordinator	(L)
7.	Mr. B. Ajay Kumar	Project Coordinator	Ajay
8.	Mr. RVS Ratna Kumar	Student Mentoring Coordinator	Ratna
9.	Mr. G. Ravi Kumar	System Cell Incharge	Ravi
10.	Mr. Ch. Ramasuri A.N	T&P Coordinator	Rame
11.	Mrs. S. Kalyani	IQAC Department Coordinator	S.Kalyani
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	P.Vanitha Sri




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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/Cir/2017-18/03

Date : 30.10.2017

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to be held in HOD chamber on 02nd November 2017, Thursday at 10:00 AM. All members are requested to attend the meeting without fail.

Agenda:

1. Result analysis of students in previous semester external exams.
2. Analysis of CO, PO, PSOs attainments.
3. Verification of quality of midterm 2 examination question paper.
4. Verification of quality of midterm 2 examination answers sheets evaluation.
5. Result analysis of students in midterm internal exams.
6. Updating of laboratory manuals.
7. Organizing workshop for students.
8. Quality improvement in student projects.
9. Allocation of Workload for academic year 2017-18 Semester I
10. Time Table for academic year 2017-18 Semester I
11. Department Academic Calendar for the academic year 2017-18 Semester I
12. Proposal of Add-on Courses to be introduced.

PAQIC Coordinator

HoD


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Copy to:

- 1 Principal Office
2. Mr. HariJyouthla Head of the Department
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4. Mr. M. SomasundaraRao Attendance Coordinator
5. Dr.Sharmili Feedback coordinator
6. Mr. P. Mohan Ganesh Examination Coordinator
7. Mr. Y. LaxmanRao. R& D Coordinator
8. Mr. B. Ajay Kumar Project Coordinator
9. Mr. RVS Ratna Kumar Student Mentoring Coordinator
10. Mr. G. RaviKumar System Cell Incharge
11. Mr. Ch. Ramasuri A.N T&P Coordinator
12. Mrs. S. Kalyani IQAC Department Coordinator
13. Mrs. P. Vanitha Sri Student activities Coordinator
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DEPARTMENT OF INFORMATION TECHNOLOGY

No: VIEW/IT/PAQIC/MoM/2017-18/03

Dt : 03.11.2017

MINUTES OF PAQIC MEETING

The Program Assessment & Quality Improvement Committee (PAQIC) meeting is held on 2nd November 2017, Thursday at 10:00 am in HoD's Chamber.

The following members were present.

Sl.No	Name	Designation	Category
1.	Mr. HariJyouthla	Head of the Department	Chairperson
2.	Dr. K. VenkataRao	Program Coordinator.	Member
3.	Mr. M. SomasundaraRao	Attendance Coordinator	Member
4.	Dr.Sharmili	Feedback coordinator	Member
5.	Mr. P. Mohan Ganesh	Examination Coordinator	Member
6.	Mr. Y. LaxmanRao.	R& D Coordinator	Member
7.	Mr. B. Ajay Kumar	Project Coordinator	Member
8.	Mr. RVS Ratna Kumar	Student Mentoring Coordinator	Member
9.	Mr. G. RaviKumar	System Cell Incharge	Member
10.	Mr. Ch. Ramasuri A.N	T&P Coordinator	Member
11.	Mrs. S. Kalyani	IQAC Department Coordinator	Member
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	Member

Mr.Hari Jyothula welcomed the members and briefed about PAQIC meeting held on 02nd November 2017 resolutions.

Sl. No.	Resolutions	Actions taken
1	Proposed to conduct two or three seminars to students during November 2017 and January 2018.	<ul style="list-style-type: none">Conducted three day workshop on Google android Developed phase 2 for II years.Organized guest lecture on Effective time management for final years.



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		<ul style="list-style-type: none"> Organized guest lecture on Women health and hygiene for third and final year students.
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Then discussions went on current agenda points.

Discussions:

1. Result analysis of students in previous semester external exams:

- Mr. Hari Jyothula shared external semester exam pass percentage that II-I got 80.39% , III-I got 77.55%, IV-I got 93.33% of last semester
- Mr. Hari Jyothula congratulated all the faculty members for excellent achievement in external exam results.
- The students with backlogs are identified in each year.

2. Analysis of CO, PO, PSOs attainments:

- CO, PO, PSOs attainments for all the courses in previous semester are verified and discussions went on to improve attainment levels.
- In addition to academic performance, suggestions to improve PO & PSO attainments is discussed and proposed to conduct guest lectures and seminars.
- Suggested faculty to implement teaching methodologies to improve CO attainments

3. Verification of quality of midterm examination question paper:

- Verified midterm question papers of all the courses in relevance to Bloom's taxonomy knowledge level.
- Mr. Hari Jyothula suggested faculty to follow the guidelines given by IQAC.

4. Verification of quality of midterm examination answers sheets evaluation:

- Upon verifying the answer scripts with respect to the scheme of evaluation. It is proposed to elaborate the scheme of evaluation that includes figures, syntax and outputs for programming subjects.

5. Result analysis of students in midterm internal exams:

- Verified the midterm examination marks and identified some slow learners.
- Mr. Hari Jyothula proposed to conduct extra classes to slow learners and backlog students in order to improve pass percentage.

6. Updating of laboratory manuals:

- Mr. Hari Jyothula instructed Lab in-charge to update Lab manuals according to university syllabus for ensuring smooth conduct of labs in the semester.



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7. Organize workshop for students:

- Mr. Hari Jyothula proposed to conduct seminar on OOPs concepts for second year and personality development for second and third year students.

8. Quality improvement in student projects:

- Mr. Hari Jyothula congratulated all the faculty members for successfully completing the student academic projects with publications.
- IoT projects related to real time applications are reviewed and recommended to improve.
- Recommended faculty to give suggestions regarding usage of new tools like anaconda, PyCharm and Cloud Computing tools.

9. Allocation of Workload for academic year 2017-18 Semester II

- Review is done on the course options collected from the faculty for workload allocation of II semester.

10. Timetable for academic year 2017-18 Semester II

- PAQIC suggested the time table coordinator to prepare a timetable for the II semester.

11. Department Academic Calendar for the academic year 2017-18 second Semester

- Department academic calendar for the second semester is prepared in line with the JNTUK academic calendar with proposed dates for events.

Resolutions:

1. It is agreed by all committee members to come up with working models as final year projects.
2. It is suggested by committee members that every faculty should go for Scopus and SCI publications.

It is decided to conduct the next meeting tentatively in the last week of March 2018. for further discussion.


PAQIC Coordinator


3. Hari
HoD



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LIST OF COMMITTEE MEMBERS

Sl.No	Name	Designation	Signature
1.	Mr. Hari Jyouthla	Head of the Department	<i>S. Hari</i>
2.	Dr. K. VenkataRao	Program Coordinator.	<i>Venkata Rao</i>
3.	Mr. M. SomasundaraRao	Attendance Coordinator	<i>M. Somasundara Rao</i>
4.	Dr. Sharmili	Feedback coordinator	<i>N. Sharmili</i>
5.	Mr. P. Mohan Ganesh	Examination Coordinator	<i>P. Mohan Ganesh</i>
6.	Mr. Y. LaxmanRao.	R& D Coordinator	<i>Y. Laxman Rao</i>
7.	Mr. B. Ajay Kumar	Project Coordinator	<i>Ajay Kumar</i>
8.	Mr. RVS Ratna Kumar	Student Mentoring Coordinator	<i>Ratna Kumar</i>
9.	Mr. G. Ravi Kumar	System Cell Incharge	<i>Ravi Kumar</i>
10.	Mr. Ch. Ramasuri A.N	T&P Coordinator	<i>Ch. Ramasuri A.N</i>
11.	Mrs. S. Kalyani	IQAC Department Coordinator	<i>S. Kalyani</i>
12.	Mrs. P. Vanitha Sri	Student activities Coordinator	<i>P. Vanitha Sri</i>



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K.J. Peta, VSEZ (P.O.);
Visakhapatnam-49

**VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN***Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada*

KapurjaggarajuPeta, VSEZ(Post), Visakhapatnam-530049,AP

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2017-18/Cir/1

Date: 01.06.2017

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2017-18 semester I.

Venue: HoD Chamber, Department of MBA. Date & Time: 05.06.2017 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. S. Ramesh	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. M.Pardha Saradhi	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Status of Project batches.
2. Workload allocation of academic year 2017-18 sem-I.
3. Time table preparation.
4. Lecture plans verification.
5. Review of 2016 batch placement activities.
6. Add on Course Schedule.
7. Report on Mid Examination Question Papers and Scheme of Evaluation.
8. Registration for Alumni Association.
9. Any other points











Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

S. Ramu
Head of the Department



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Dr.MPS	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
				
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
				





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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2017-18/Cir/2

Date: 06.06.2017

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2017-18/Cir/1, date: 01.06.2017, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting.

S.No	Name	Role	Signature
1.	Dr. S. Ramesh	Head of the Department	<i>S. Ramesh</i>
2.	Mrs. T. Suguna	Feedback coordinator	<i>T. Suguna</i>
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	<i>R. Krishna Rao</i>
4.	Mrs.M. Sowjanya	Student mentoring coordinator	<i>Sowjanya</i>
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	<i>A. Venkata Laxmi</i>
6.	Mr. K. Santosh Kumar	Exam cell coordinator	<i>K. Santosh Kumar</i>
7.	Mrs.M. Satyavathi	T&P Coordinator	<i>M. Satyavathi</i>
8.	Dr. M.Pardha Saradhi	Project coordinator	<i>M. Pardha Saradhi</i>
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	<i>M. Sirisha Rani</i>

Dr. S. Ramesh, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Department Association	WAILS event 2K17 were planning to conduct.
2	Collection and Analysis of course feed backs on graduate exit survey	HoD informed to prepare feedback forms on exit survey and submit report to IQAC after the semester end



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2. Academic calendar should be revised by the Department IQAC Coordinator and circulated to the faculty to update in their Course Files once the college reopens.
3. Extra guidance will be provided to the slow learners and backlog students. Provisions should be made in the time table by the coordinator with the help of all coordinator.
4. It was decided to share the plan with the IQAC Members and Management for their review and possible suggestions.
5. IQAC members advised the students to choose the right final year project topic which holds paramount importance.
6. Suggested to provide online books and research papers which will explore more possibilities to the students.
7. Course Coordinators were suggested to improve the attainment levels of COs and POs.
8. The Course coordinators were advised to strictly follow the Blooms Taxonomy.
9. IQAC members guided the faculty members about workload allocation models.
10. HoD advised the faculty members to track the time tables and it will be useful for further works. By learning the new techniques and it's increases your chances of better study management.

S. Paul
Head of the Department



S. Paul
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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2017-18/Cir/7

Date: 27.10.2017

CIRCULAR

Program Assessment & Quality Improvement Committee (PAQIC) meeting is proposed to conduct for the academic year 2017-18 semester II.

Venue: HoD Chamber, Department of MBA. Date & Time: 30.10.2017 & 10:00AM

The following PAQIC members were invited.

S.No	Name	Role
1.	Dr. S. Ramesh	Head of the Department
2.	Mrs. T. Suguna	Feedback coordinator
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator
4.	Mrs.M. Sowjanya	Student mentoring coordinator
5.	Mrs. A. Venkata Laxmi	Attendance coordinator
6.	Mr. K. Santosh Kumar	Exam cell coordinator
7.	Mrs.M. Satyavathi	T&P Coordinator
8.	Dr. M.Pardha Saradhi	Project coordinator
9.	Mrs. M. Sirisha Rani	Student activities Coordinator

Agenda:

1. Verification of Stock Registers and Laboratory Manuals.
2. Workload allocation of academic year 2017-18 Semester II.
3. Add on Course Schedule.
4. Time table preparation.
5. Lecture plan verification.
6. Laboratory manuals inspection.
7. Report on Mid Examination Question Papers and Scheme of Evaluation.
8. Registration for Alumni Association.
9. Review of 2016 batch placement activities.
10. Time table preparation.
11. Any other points











Copy to:

1. Principal Office
2. IQAC
3. PAQIC Members
4. To file

S. Ramesh
Head of the Department



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Dr.MPS	Mrs. TS	Dr. GVRKR	Mrs. MSY	IQAC
				
Mrs. MSR	Mrs. AVL	Mrs. MSJ	Mr. KSK	Principal Office
				





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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

No: VIEW/MBA/PAQIC/2017-18/Cir/8

Date: 30.10.2017

MINUTES OF THE MEETING

With reference to No: VIEW/MBA/PAQIC/2017-18/Cir/7, date: 27.10.2017, the following are the members attended the Program Assessment & Quality Improvement Committee (PAQIC) meeting held on 30.10.2017

S.No	Name	Role	Signature
1.	Dr. S. Ramesh	Head of the Department	<i>S. Ramesh</i>
2.	Mrs. T. Suguna	Feedback coordinator	<i>S. Suguna</i>
3.	Mr.G.V. Rama Krishna Rao	Department IQAC Coordinator	<i>R. Krishna Rao</i>
4.	Mrs.M. Sowjanya	Student mentoring coordinator	<i>Sowjanya</i>
5.	Mrs. A. Venkata Laxmi	Attendance coordinator	<i>A. Venkata Laxmi</i>
6.	Mr. K. Santosh Kumar	Exam cell coordinator	<i>K. Santosh Kumar</i>
7.	Mrs.M. Satyavathi	T&P Coordinator	<i>M. Satyavathi</i>
8.	Dr. M.Pardha Saradhi	Project coordinator	<i>M. Pardha Saradhi</i>
9.	Mrs. M. Sirisha Rani	Student activities Coordinator	<i>M. Sirisha Rani</i>

Dr. S. Ramesh, Head of the Department congratulated all the faculty members for excellent achievement in external exam results. The performance of the students based on percentages attained is discussed. Students with backlogs are identified.

1. Action taken report based on previous PAQIC meeting.

S.No	Particulars /Recommendations	Action Taken
1	Advised to conduct seminar.	Conducted seminar on Women Health Care.
2	Extra guidance for weak students	Slow Learners, Advanced Learners have been identified and Remedial classes were conducted.


2. PAQIC Suggested that to implement Add-on courses on emerging technologies for better empowerment for final year students and to implement the add-on course to strengthen the fundamental concepts for 2nd year students.



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3. Based upon the option given, Specialization, Faculty experience and previous feedback, the Hod in support with Faculty distributed the work load.
4. T&P Cell is dedicated towards achieving 100% On-Campus placements by making students industry ready. To ensure 360-degree development in student's.
5. Effective student counseling should be done by revising the existing mentoring system.
6. Inspection and verification of the stock registers and Laboratory manuals should be done in the presence of the Lab In charge for the upcoming academic year.
7. Extra guidance should be provided for the slow learners and backlog students. Provisions should be made in the weekly time table by the time table Coordinator with the help of Class Coordinator.
8. Mid exams question papers preparation by using Blooms Taxonomy.
9. IQAC guidance towards workload preparation among faculty members.
10. It was decided to share the plan with the IQAC Members and Management for their review and possible suggestions.
11. Participation details of virtual alumni meeting for various batch students and suggestions given by alumni were presented.
12. Suggested to provide online books and research papers which will explore more possibilities to the students.




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Head of the Department



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Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/FY/DEPT/CIR/2017/18/01

DATE: 05/06/2017

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend the department meeting scheduled on 06/06/2017
at 4PM at ELCS LAB

Venue: ELCS LAB

Meeting to be presided by: Mr.V.Srinivasa Rao


AGENDA

1. Commencement of Admissions for I B.TECH
2. Academic Calendar preparation
3. Workload Allocation
4. Bridge Course (10am to 12.30pm) before or after the start of the regular class work/ admissions.
5. Proposed Action for improvement of PO Attainments : 2016-17 to be implemented during this Academic Year 2017-18
6. Allocation of Add-on Courses
7. Orientation Classes-Motivation classes by senior faculty members
8. Orientation classes for 1st B Tech students
9. Regular Time Table for Academic year 2017-18
10. Allotment of class coordinators
11. Allocation of Classrooms
12. Classroom instructions-Syllabus Completion-Unit-I, II & III
13. Anti-Ragging Measures
14. Inaugural Function
15. Discussion on Fresher's Party.

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Phone: 9133300357, 8886066339:: Fax : 0891-2010485

Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/SM/MOM/2017-18/01

DATE: 06/06/2017

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Venue: ELCS LAB

AGENDA:

1. Commencement of Admissions for I B.TECH
2. Academic Calendar preparation
3. Workload Allocation
4. Bridge Course (10am to 12.30pm) before or after the start of the regular class work/ admissions.
5. Proposed Action for improvement of PO Attainments : 2016-17 to be implemented during this Academic Year 2017-18
6. Allocation of Add-on Courses
7. Orientation Classes-Motivation classes by senior faculty members
8. Orientation classes for 1st B Tech students
9. Regular Time Table for Academic year-2017– 2018
10. Allotment of class coordinators
11. Allocation of Classrooms
12. Classroom instructions-Syllabus Completion-Unit-I, II & III
13. Anti-Ragging Measures
14. Inaugural Function
15. Discussion on Fresher's Party.

The followings are the resolutions taken at the meeting

1. Commencement of I- B Tech admissions:

- The process of admissions for the academic year 2017-2018 begins with EAMCET reporting and registrations.
- Department-wise coordinators are assigned to various help desks.
- Allotted faculty from the department of BS&H are as follows:

- i) CSE-Desk- 1. Mr.S.Vasudeva Rao
2. Mrs.B.V.M. Urmila




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		2. Dr. Shouri Dominic
iii)	EEE-Desk-	1. Mr.Ch.Raj Kumar
		2. S.Bala Krishna
iv)	IT-Desk-	1.Ms.Sunitha Kumari Naik
		2. Dr. K.Venkata Prasad
v)	ME-Desk-	1. Ms. T.S. Priya Darshini

2. **Academic Calendar Preparation :**

It is decided to prepare an academic calendar for the academic year 2017-18 by including inputs from the university and college level academic calendar.

3. **Workload Allocation:**

Workload is allocated to the following courses for the Academic Year 2017-18, Semester I:

- English - I
- Mathematics -I
- Mathematics -II
- Applied Physics
- Applied Chemistry
- Computer Programming
- Engineering Mechanics
- Engineering Drawing
- Environmental Studies


4. **Bridge Course (10am to 12.30pm) before or after the start of the regular class work/ admissions:**

- This is the course which enhances the student's ability by involving them in the classes, activities, and group discussions.
- The main objective of conducting this program is

- To give a sufficient establishment in the fundamental B.Tech subjects with the goal that students don't confront any trouble when the college classes start.
- This course gives a superior progress stage to set themselves up before the beginning obviously for the primary semester.
- Interactive and dynamic learning students will be outfitted with information and certainty before the main year course.
- The following faculty members are allocated to take classes of Bridge courses

Mrs.K.G.B. Santosh Kumari	CSE-A&B
Dr. V.R.S.S. Srikanth	ECE-A&B
Dr. Chandra Sekhar Beera	EEE-A&B
Dr.Shouri Dominic	IT
Dr. R. Surya narayanarao	ME




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5. Proposed Action for improvement of PO Attainments: 2016-17 to be implemented during this Academic Year 2017-18

It is proposed to implement certain actions such as conducting foundation courses, bridge courses, orientation programs, tutorial classes, group activities, conduction of extra lab sessions, newspaper reading activities in the respective courses where low attainment is registered with respect to the target. Faculty members and course coordinators are instructed to implement the above mentioned action by including the actions in their respective Course Delivery Plans and carry out the activities. Detailed Proposed Action sheet is enclosed hereunder in ANNEXURE 1

6. Allocation of Add-on Courses

It is decided to allocate Add-on courses for Mechanical and IT students for the Academic Year 2017-18.

7. Orientation Classes-Motivation classes by senior faculty members

Faculty for Orientation classes allocated from the core departments are HOD's and senior faculty members.

The main motto of organizing orientation classes is to ensure that the budding engineers are secure and to motivate them to emerge as successful citizens in the society.

HOD's from various Department:

- Mr.V. Srinivasa Rao BS&H- Department
- Dr.K.Vijaya Kumar CSE-Department
- Dr. J.Sudhakar ECE-Department
- Dr.K.Durga Shyam Prasad EEE-Department
- Dr.B.Prakash IT- Department
- Dr.M. Nagendrababu ME-Department

Senior Faculty from Core Departments:

- Mrs.P.Vijaya Bharathi CSE-Department
- Mrs.Sandhya ECE- Department
- Mr.Avinash EEE- Department
- Mr.P.Mohan Ganesh IT- Department
- Mrs.Vahini ME-Department

BS&H Faculty:

- Mrs K.G.B. Santosh Kumari CSE-A
- Dr. K.P.Suhasini CSE-B
- Dr. Chandra Sekhar Beera ECE-A
- Mr. Ch.Sk.Chaitanya ECE-B
- Dr. Shouri Dominic EEE-A
- Dr. K. Jyothsna EEE-B
- Dr. Rss.Srikanth Vemuri IT
- Mr. K.V.V.Ganeswara Rao ME




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8. Orientation classes for 1st B Tech students

Orientation Classes for students are decided to be organised at Seminar Hall

1. Mr.S.K. Chaitanya is given the responsibility of Organizing motivational sessions by inviting outside trainers and speakers.

2. Eminent personalities from Think Big Global training company were made a part of this program.

9. Regular Time Table for Academic Year-2017 – 2018

Dr.B.Chandrasekhar is assigned as time table Coordinator for smooth functioning of classes to avoid clashes between faculty while handling classes. It is decided to allocate a faculty exclusively to design time table semester wise.

10. Allotment of Class Coordinators: To look after every aspect regarding a particular section, each section is handed over to a faculty coordinator.

The following faculty members are assigned as coordinators for each section.

1. Class Coordinators:

Mr. B. Nagabhushan Rao is an overall coordinator of all branches.

- CSE-A -Mr. M.Krishna Kishore
- CSE-B - Ms. Sunitha Kumari Naik
- CSE-C -Mrs. K.G.B. Santosh Kumari
- ECE-A -Mr.S. Vasu Deva Rao
- ECE-B - Mrs.G.Varalakshmi
- ECE-C - Mrs.B.V.M.Urmila
- EEE-A - K.Ramesh
- EEE-B - Mr.S.Bala Krishna
- IT - Dr.R.Suryanarayana Rao
- ME - Dr.V.R.S.S. Srikanth

2. Hostel Coordinator and Ward in charge

Mrs.HemaVenkata Lakshmi

3. Attendance Coordinator:

Dr. Chandra SekharBehera

4. CDP Coordinator:

Mr. S. Balakrishna

5. Rest Room & Grievances:


Mrs.K.Lavanya

11. Allocation of Classrooms:

Following rooms are allocated to all sections.

CSE-A	A-35
CSE-B	A-34
CSE-C	B-34
ECE-A	A-32
ECE-B	A-31
ECE-C	C-33




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EEE-A	A-38
EEE-B	B-36
IT	C-34
ME	B-35

12. Classroom instructions-Syllabus Completion-Unit-I, II & III

1. Faculty members are requested to complete the Syllabus -Unit -I, II&III before mid-exams.
2. Two Assignments to be completed by the end of September.

13. Anti-Ragging Measures

Mr.K.Suryanarayana Rao is assigned as overall anti-ragging committee in charge. The following are assigned as members of Anti-Ragging squads for vigilance from

S.NO	Name	Designation	Address
1.	Dr.ChandraSekhar Beera	Assoc.Prof. BS&H	Canteen
2.	Dr. K. Venkata Prasad	Assoc.Prof, BS&H	Canteen
3.	Mrs. G. Vara Lakshmi	Asst.Prof, BS&H	Library
4.	Mr. G. VenkataRao	Asst.Prof. BS&H	Third Floor
5.	Mr.S. GiriBabu	Asst.Prof. BS&H	Third Floor
6.	Ms. K. Lavanya	Asst.Prof, BS&H	Second Floor
7.	Mr. k. Satyamnaidu	Asst.Prof, BS&H	First Floor
8.	Mr. K. Ramesh	Asst.Prof. BS&H	Ground Floor
9.	Ms. N. HemaVenkata Lakshmi	P.D, BS&H	Open Ground
10.	Ms. S. LalithaKumari	P.D, BS&H	Open Ground


1. Bus No: 7093 Route: Pendurthi(2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Dr.K.Venkata Prasad	Assoc.Prof, BS&H

2. Bus No :6636 Route: Hanumanthawaka (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Dr. K.P Suhasini	Assoc.Prof, BS&H
2	Dr.ChandraSekharBehera	Assoc.Prof. BS&H




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3. Bus No :9614 Route: Jagadamba Route (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
2	Mrs. G. Srikanya	Asst.Prof, BS&H

4. Bus No :4905 Route: Anakapalli (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Ms. K. Lavanya	Asst.Prof,BS&H

5. Bus No : 3995 Route: R.K.Hospital (2nd shift)

SL.NO:	Name of the Faculty/Student	Designation & Branch
1	Mr. K. Satyam Naidu	Asst.Prof, BS&H

14. Inaugural Function:

The following faculty members are requested to take the responsibility of the programme.

1. Mr. B. NagabhushanRao acted as overall coordinator.
2. Program Committee members
 - Mr.SK.ChaitanyaCh
 - Mr.K.Ramesh
3. Pooja Committee: Dr.K.P.Suhashini
4. Flexes Responsibility: Dr. S Vasu deva rao
5. Registration & Student Kits: Mrs.B.V.M. Urmila


15. Discussion on Fresher's Party:

All the faculty members are requested to look after the arrangements

- 1.It is proposed to organize Fresher's Day on 10 August, 2017.
- 2.Mr.Nagabhushana will be in charge of the event.
- 3.SK. Chaitanya assisted by Mr.K.Ramesh shall coordinate the formal event.
- 4.All the other faculty members are requested to assist duties-Catering, Cultural and Transport.
- 5.All the members are instructed to strictly monitor the movement of students from the beginning to the end for the smooth conduct of the event.

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HOD
DEPT OF BS&H

VIEW/FY/DEPT/CIR/2017-18/03

DATE: 27/11/2017

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

CIRCULAR

All the staff members are requested to attend a departmental meeting scheduled on 28/11/2017
at ELCS LAB at 3pm

Venue: ELCS LAB

AGENDA:


1. Academic Calendar Preparation
2. Workload Allocation
3. Commencement of Second semester classwork
4. Faculty allocation from other departments
5. Allocation of Class Coordinators
6. Allocation of Add-on Courses
7. Allocation of Classrooms
8. Preparation of time table
9. Preparation of mid exams
10. Syllabus Completion-Mid-I
11. Preparation of three Assignments for Mid-I
12. Slow learners identification
13. Conduct of remedial classes
14. Discussion on Recreation tour.

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HOD

DEPT OF BS&H



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Email: viewvizag@yahoo.com, viewprincipal@gmail.com website: www.vignanview.org

No: VIEW/FY/SM/MOM/2017/ 18/03

DATE: 28/11/2017

DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Minutes of the Meeting

Venue: ELCS Lab

AGENDA:

1. Academic Calendar Preparation
2. Workload Allocation
3. Commencement of Second semester classwork
4. Faculty allocation from other departments
5. Allocation of Class Coordinators
6. Allocation of Add-on Courses
7. Allocation of Classrooms
8. Preparation of time table
9. Preparation of mid exams
10. Syllabus Completion-Mid-I
11. Preparation of three Assignments for Mid-I
12. Slow learners identification
13. Conduct of remedial classes
14. Discussion on Recreation tour.

The following are the resolutions taken at the meeting on 10th December, 2019.

1. Academic Calendar Preparation:


It is decided to inculcate an academic calendar for the Academic Year 2017-18 by incorporating the inputs from the university and college level academic calendar.

2. Workload Allocation:

Workload is allocated to the following courses in Semester II for the Academic Year 2017-18.

- English - II
- Mathematics - II
- Mathematics - III
- Applied Physics
- Applied Chemistry




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- Data Structures
- Electrical & Mechanical Technology
- Electrical Circuit Analysis - I
- Basic Electrical & Electronics Engineering
- Engineering Drawing
- Environmental Science

3. Commencement of Second semester classwork- It is decided to conduct I-B.Tech-II Semester Class work from 18/12/2017 for the Academic Year 2018-2019 as per the university calendar.

- College timings: 9am to 5pm
- Division of hours
 - Morning session-9am to 12:30pm
 - Lunch break-12:30pm to 1:30pm
 - Afternoon session -1:30pm to 5pm
 - Break-3:10pm to 3.20pm

4. Faculty allocation from other departments

1. CSE A - Mr.G.Vinaykumar
2. CSE B - Dr.G.V. Satyanarayana
3. CSE C - Mr.A.V.Pradeep
4. ECE A - Mr.G.Mani
5. ECE B - Mrs.P.Kiranmai
6. ECE C - Mr.Y.Kesavarao
7. EEE A - Mr.CH.Shekar
8. EEE B - Mr.K. Leelaprasad
9. IT - Mr.S.V.Satyaprasad
10. MECH - Mr.A.Dhanunjay Kumar

5. Allocation of Class Coordinators: For the smooth conduct of classes and proper functioning of every aspect concerned to the section, every section is allotted with a coordinator.

Class coordinators are assigned to each section.

1. CSE-A -Dr.I.S.V.Manjula
2. CSE-B -Mr.K.Satyam Naidu
3. CSE-C -Ms.K.Lavanya
4. ECE-A -Dr.K.P.Suhasini
5. ECE-B -Dr.T.Radha Krishna murthy
6. ECE-C - Dr.G.V.Satyanarayana
7. EEE-A -Dr.R.HanumanthaRao
8. EEE-B -Mrs.S.Rasagna
9. IT -Ms.T.Priyadarshini
10. MECH -Mr.CH.Rajkumar



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6. Allocation of Add-on Courses

It is decided to allocate Add-on Courses to ECE and CSE for Academic Year 2017-18.

7. Allocation of classrooms

Following rooms are allocated to all the sections.

CSE-A	A-35
CSE-B	A-34
CSE-C	B-34
ECE-A	A-32
ECE-B	A-31
ECE-C	C-33
EEE-A	A-38
EEE-B	B-36
IT	C-34
ME	B-35

8. Preparation of time table

Dr.R.Hanumantha Rao is given the responsibility to prepare time tables

9. Preparation of Mid exams.

- Students are alerted for preparation of Mid exams
- Ensure the students where they are lagging in subjects
- Student mentors are assigned to clear the doubts
- Taking special care on specified subjects\

10. Syllabus Completion-Mid-1:

The faculty members are instructed to complete the syllabus one week before the commencement of mid exams


11. Preparation of three Assignments for Mid-I

- The faculty members are instructed to conduct three assignments for Mid -1 exams.
- Each Assignment needs to be conducted once in a week followed by the remaining two.

12. Slow learners identification: Every faculty member is suggested to observe and identify slow learners from every section and are asked to continuously monitor their progress. The following members are requested to take responsibility for slow learners.

- Mr.B.NagabhushanRao
- CH.SK.Chaitanya
- Mr.S.Balakrishna
- Dr.B. ChandraSekhar
- Dr. K.G.B. SantoshKumari




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