



Internal Quality Assurance Cell (IQAC)

About IQAC:

Internal Quality Assurance Cell (IQAC) was established at PBR VITS on 19th August, 2015. Since quality enhancement is a continuous process, the IQAC is a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. The IQAC will make a significant and meaningful contribution through channelizing the efforts and measures of an institution towards academic excellence.

Objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Benefits:

IQAC will facilitate / contribute to

- Ensure clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organised methodology of documentation and internal communication

Quality Policy:

PBR Visvodaya Institute of Technology and Science is committed to achieve the stakeholder's satisfaction (Students/Parents) by providing quality education in different streams of Engineering and Management. It is also committed to inculcate leadership qualities among the students with sound academic growth by consistent use of modern teaching process with relevant teaching aids. Our goal is to exceed Parents/Students expectations by implementation of Quality Management System. PBRVITS shall strive for continual improvement in meeting statutory and regulatory requirement timely.

Composition of the IQAC:

IQAC is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

S.No.	Composition criteria specified by NAAC	Name of the member	Designation
1	Chairperson: Head of the Institution	Dr. B. Konda Reddy	Principal
2	Teachers	Dr D Srujan Chandra Reddy	Professor & HOD-CSE
		Dr A Maheswara Reddy	Professor & HOD-ECE
		Dr S Prakash	Professor & HOD-ME
		Dr A Venkaiah	Professor & HOD-MBA
		Mr.A.Bhakthavachala	Assoc. Prof. & HOD-EEE
		Mr. R.Ranjith Kumar	Asst. Professor - ECE
		Mr. B.Murali Krishna	Asst. Professor - CSE
		Mrs. G. Neelima	Asst. Professor - H&S
3	Management Representative	Mrs. D. Reshma	Management Representative
4	Administrative Officers	Mr. K. Chandrasekhar	Administrative officer
		Mr.K.Rama Krishna	Administrative officer
5	One nominee each from local society, Students and Alumni	Dr.M.V.Bhaskar Reddy	External member (Professor, JBDC, Kavali)
		Mr. P. Sai Karthika	Student, II B.Tech. ECE
		Mr. S. Penchal Reddy	Alumni (EEE-2008 batch)
6	One nominee each from Employers /Industrialists/ Stakeholders	Mr I Sasmit Reddy	CEO,iDirect Technologies, Hyderabad
		Mr. P. Malakonda Reddy	Parent, F/O P.Madhuri, III B.Tech. CSE
7	Coordinator of the IQAC	Mr. A. Suman Kumar Reddy	Associate Professor - ECE

Plan of Action:

- To conduct the regular meetings (Twice in a Semester)
- Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the Institute
- To develop a monitoring system for quality assurance of the policies
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to NAAC / UGC



PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE

(Affiliated to J.N.T.U., Anantapur & Approved by AICTE, New Delhi, Accredited by NAAC 'A')

KAVALI - 524 201, S.P.S.R. Nellore Dist., A.P., India. ☎ 08626 - 243930



Late Dr. Doudi Ramachandra Reddy
Founder, Visvodaya

Ref: PBRVITS/OFFICE ORDER/2019

01-07-2019

OFFICE ORDER

The following members are appointed as committee members for Internal Quality Assurance Cell (IQAC).

S.No.	Composition criteria specified by NAAC	Name of the member	Designation
1	Chairperson: Head of the Institution	Dr. B. Konda Reddy	Principal
2	Teachers	Dr D Srujan Chandra Reddy	Professor & HOD-CSE
		Dr A Maheswara Reddy	Professor & HOD-ECE
		Dr S Prakash	Professor & HOD-ME
		Dr A Venkaiah	Professor & HOD-MBA
		Mr.A.Bhakthavachala	Assoc. Prof. & HOD-EEE
		Mr. R.Ranjith Kumar	Asst. Professor - ECE
		Mr. B.Murali Krishna	Asst. Professor - CSE
3	Management Representative	Mrs. G. Neelima	Asst. Professor - H&S
		Mrs. D. Reshma	Management Representative
4	Administrative Officers	Mr. K. Chandrasekhar	Administrative officer
		Mr.K.Rama Krishna	Administrative officer
5	One nominee each from local society, Students and Alumni	Dr.M.V.Bhaskar Reddy	External member (Professor, JBDC, Kavali)
		Mr. P. Sai Karthika	Student, II B.Tech. ECE
		Mr. S. Penchal Reddy	Alumni (EEE-2008 batch)
6	One nominee each from Employers /Industrialists/ Stakeholders	Mr I Sasmit Reddy	CEO,iDirect Technologies, Hyderabad
		Mr. P. Malakonda Reddy	Parent, F/O P.Madhuri, III B.Tech. CSE
7	Coordinator of the IQAC	Mr. A. Suman Kumar Reddy	Associate Professor - ECE

B.I.C. Reddy

PRINCIPAL
Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE, KAVALI

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 10-08-2020

AGENDA

1. Review of the previous IQAC meeting held on 07-03-2020
2. Review and assessment of all academic and other activities during the last academic year (2019-20)
3. Planning for the next academic year (2020-21) for online classes
4. Discussion on AQAR for the academic year 2019-20, which is to be submitted to NAAC
5. Annual performance appraisal of faculty and staff members

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Review and assessment of all activities during the last academic year (2019-20)

Based on the compliance report received from the HODs of various departments, the academic and other activities during the last academic year were assessed and reviewed.

Item 3: Planning for the next academic year 2020-21

The discussions on planning for the next academic year 2020-21 were done for the better quality of education. As per the University instructions, it was decided to conduct the online classes as per the schedule given by JNTUA.

Item 4: Discussion on AQAR for the academic year 2019-20

The new format for AQAR was discussed. It was decided to send the information for all Departments to prepare the annual report in the specified format. The last date for the submission of AQAR is 31-12-2020.

Item 5: Annual performance appraisal of faculty and staff members

The importance and procedure of filling of Annual performance appraisal of faculty and staff members was reported.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.

Coordinator, IQAC

CO-ORDINATOR, IQAC
PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dt., Andhra Pradesh.

Chairman, IQAC

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

Members attended for IQAC meeting on 10-08-2020

S.No.	Name of the member	Designation	Signature
1	Dr. B. Konda Reddy	Principal, Chairperson	B.K.R Reddy
2	Dr D Srujan Chandra Reddy	Professor & HOD-CSE	D.S.R Reddy
3	Dr A Maheswara Reddy	Professor & HOD-ECE	A.M.R Reddy
4	Dr S Prakash	Professor & HOD-ME	S.P. Reddy
5	Dr A Venkaiah	Professor & HOD-MBA	A.V. Reddy
6	Mr.A.Bhakthavachala	Assoc. Prof. & HOD-EEE	B.B. Reddy
7	Mr. R.Ranjith Kumar	Asst. Professor - ECE	R.R. Reddy
8	Mr. B.Murali Krishna	Asst. Professor - CSE	B.M. Reddy
9	Mrs. G. Neelima	Asst. Professor - H&S	G.N. Reddy
10	Mrs. D. Reshma	Management Representative	D.R. Reddy
11	Mr. K. Chandrasekhar	Administrative officer	K.C. Reddy
12	Mr.K.Rama Krishna	Administrative officer	K.R. Reddy
13	Dr.M.V.Bhaskar Reddy	External member	M.V.B. Reddy
14	Mr. P. Sai Karthika	Student, II B.Tech. ECE	P.SaiKarthika Reddy
15	Mr. S. Penchal Reddy	Alumni	S.P. Reddy
16	Mr I Sasmith Reddy	CEO,iDirect Technologies, Hyderabad	I.S. Reddy
17	Mr. P. Malakonda Reddy	Parent, F/O P.Madhuri, III B.Tech. CSE	P.M. Reddy
18	Mr.A.Suman Kumar Reddy	IQAC coordinator	A.S. Reddy

Asreedy
 CO-ORDINATOR IQAC
 PARVATHAREDDY BABUL REDDY
 VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
 KAVALI-524201, SPSR Nellore Dt., Andhra Pradesh.

*B.K.R
Reddy*
 Chairman, IQAC

Principal
 PARVATHAREDDY BABUL REDDY
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PBR VISVODAYA INSTITUTE OF TECHNOLOGY AND SCIENCE, KAVALI

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Internal Quality Assurance Cell
Action Report**

The following list describes the actions taken based on the meeting held on 10/08/2020

Sno	Proposed Activities	Actions Taken
1	Compliance Report of Academic and co-curricular activities of 2019-20	Completed and submitted
2	Status of NBA work	Self Assessment Report is being prepared by the respective Departments
3	Status of NAAC work	Annual report of 2019-20
4	Graduate Exit survey	Not conducted due to Covid-20 and planned to conduct during the Final year examinations.



A Suman Kumar Reddy

IQAC Co-ordinator

CO-ORDINATOR, IQAC

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VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 07-03-2020

AGENDA

1. Review of the previous IQAC meeting held on 07-12-2019
2. Discussions on Academic activities
3. Status of NBA work
4. Student satisfactory survey questionnaire
5. Conduction of Graduate exit survey
6. Schedule of Academic Administrative Audit

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Academic and Cocurricular Activities

The compliance report on various Academic and Cocurricular activities conducted by various departments was presented. It was found that the percentage of students participated in technical events is increased from last academic year.

Item 3: Status of NBA work

The NBA files are updated by the respective departments and status is presented. The filing work for the academic years 2016-17, 2017-18 and 2018-19 and 2019-20 (I semester) has been completed successfully. It was decided to conduct inter department audit for NBA work at the end of the 2019-20 academic year.

Item 4: Students satisfactory survey questionnaires

The questionnaires for Students satisfactory survey was discussed and finalized. It was decided to take the Students satisfactory survey from all students of PBR VITS at the end of the academic year 2019-20.

Item 5: Conduction of Graduate exit survey

It was decided to take the Graduate exit survey from the final year B.Tech. students at the end of the academic year 2019-20. The analysis of survey reports is to be prepared and presented for the next meeting.

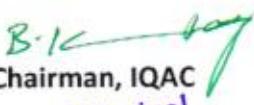
Item 6: Schedule of Academic Administrative Audit

It was decided to invite an external expert member for conducting the Academic Administrative Audit with the help of internal committee members. The AAA committee consists of an external expert, the Principal, and one of the senior faculty members. The committee will visit each department in the III week of May, 2020 to verify the files as per checklist and submit the report by the end of May, 2020.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


Coordinator, IQAC

CO-ORDINATOR, IQAC
PARVATHAREDDY BABUL REDDY
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Chairman, IQAC

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
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Members attended for IQAC meeting on 07-03-2020

S.No.	Name of the member	Designation	Signature
1	Dr. B. Konda Reddy	Principal, Chairperson	B. Konda Reddy
2	Dr D Srujan Chandra Reddy	Professor & HOD-CSE	D. Srujan Reddy
3	Dr A Maheswara Reddy	Professor & HOD-ECE	A. Maheswara Reddy
4	Dr S Prakash	Professor & HOD-ME	S. Prakash
5	Dr A Venkaiah	Professor & HOD-MBA	A. Venkaiah
6	Mr.A.Bhakthavachala	Assoc. Prof. & HOD-EEE	R. Bhakthavachala
7	Mr. R.Ranjith Kumar	Asst. Professor - ECE	R. Ranjith Kumar
8	Mr. B.Murali Krishna	Asst. Professor - CSE	M. B. Murali Krishna
9	Mrs. G. Neelima	Asst. Professor - H&S	G. Neelima
10	Mrs. D. Reshma	Management Representative	D. Reshma
11	Mr. K. Chandrasekhar	Administrative officer	K. Chandrasekhar
12	Mr.K.Rama Krishna	Administrative officer	Rama Krishna
13	Dr.M.V.Bhaskar Reddy	External member	M. V. Bhaskar Reddy
14	Mr. P. Sai Karthika	Student, II B.Tech. ECE	P. Sai Karthika
15	Mr. S. Penchal Reddy	Alumni	S. Penchal Reddy
16	Mr I Sasmith Reddy	CEO,iDirect Technologies, Hyderabad	I. Sasmit Reddy
17	Mr. P. Malakonda Reddy	Parent, F/O P.Madhuri, III B.Tech. CSE	P. Malakonda Reddy
18	Mr.A.Suman Kumar Reddy	IQAC coordinator	A. Suman Kumar Reddy

Aswathy
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 KARMA-524201 Nellore Dist., Andhra Pradesh.

B. Konda Reddy
 Chairman, IQAC

Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Internal Quality Assurance Cell
Action Report**

The following list describes the actions taken based on the meeting held on 7/03/2020

S.No	Proposed Activities	Actions Taken
1	Motivation of students to participate in co-curricular activities	HODs have taken initiation to motivate the students to participate in Cocurricular activities. Class in-charges and Mentors have encouraged the students.
2	Status of NBA work	I semester data is analyzed and documented
3	Status of NAAC work	In progress
4	Alumni Meet	Information sent to Alumni


IQAC Co-ordinator
CO-ORDINATOR, IQAC
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 07-12-2019

AGENDA

1. Review of the previous IQAC meeting held on 07-09-2019
2. Discussions on I semester co-curricular events report
3. Status of NBA work
4. Students feedback on theory and laboratory practices
5. Course end survey
6. Planning for Parents meet
7. Planning for Alumni meet

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on I semester co-curricular events report

The compliance report on various co-curricular activities conducted by various departments was presented. It is encouraged to participate in such type of events, which will improve the communication skills of the students.

Item 3: Status of NBA work

The status of NBA work is reviewed. The CO attainment in MID examinations for the I semester courses was presented. It was proposed to prepare the questionnaires for Student satisfactory survey which will be taken at the end of academic year.

Item 4: Students feedback on Theory and Labs

The discussions were held on the feedback received from students on theory subjects and laboratory practices. The action points based on the feedback analysis was presented.

Item 5: Course end survey

The course end survey reports were analyzed and presented. The consolidated survey report in each department is presented. The action points based on this survey reports were discussed.

Item 6: Parents meet

It was decided to arrange the parents meet during the Semester break, to discuss about the performance of their wards and take the suggestions from parents to improve the quality of education. It was proposed to conduct the parents meet in the III Saturday of December.

Item 7: Alumni meet

It was decided to arrange the Alumni meet in the month of January, 2020. It provides a platform to interact the final year students with Alumni to get useful information for their career development. The alumni meet is helpful to get the suggestions from Alumni to improve the quality of education.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.



Coordinator, IQAC

CO-ORDINATOR, IQAC
PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dt., Andhra Pradesh.



Chairman, IQAC

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

Members attended for IQAC meeting on 07-12-2019

S.No.	Name of the member	Designation	Signature
1	Dr. B. Konda Reddy	Principal, Chairperson	B.K.Reddy
2	Dr D Srujan Chandra Reddy	Professor & HOD-CSE	D.Srujan
3	Dr A Maheswara Reddy	Professor & HOD-ECE	A.Maheswara
4	Dr S Prakash	Professor & HOD-ME	S.Prakash
5	Dr A Venkaiah	Professor & HOD-MBA	A.Venkaiah
6	Mr.A.Bhakthavachala	Assoc. Prof. & HOD-EEE	R.Bhakthavachala
7	Mr. R.Ranjith Kumar	Asst. Professor - ECE	R.Ranjith Kumar
8	Mr. B.Murali Krishna	Asst. Professor - CSE	B.Murali Krishna
9	Mrs. G. Neelima	Asst. Professor - H&S	G.Neelima
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11	Mr. K. Chandrasekhar	Administrative officer	K.C.Chandrasekhar
12	Mr.K.Rama Krishna	Administrative officer	R.K.Rama Krishna
13	Dr.M.V.Bhaskar Reddy	External member	M.V.Bhaskar Reddy
14	Mr. P. Sai Karthika	Student, II B.Tech. ECE	P.Sai Karthika
15	Mr. S. Penchal Reddy	Alumni	S.Penchal Reddy
16	Mr I Sasmith Reddy	CEO,iDirect Technologies, Hyderabad	I.Sasmith Reddy
17	Mr. P. Malakonda Reddy	Parent, F/O P.Madhuri, III B.Tech. CSE	P.Malakonda Reddy
18	Mr.A.Suman Kumar Reddy	IQAC coordinator	A.Suman Kumar Reddy

A.Suman
 CO-ORDINATOR, IQAC
 Coordinator, IQAC
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 KARNAKATA-524201, SPSR Nellore Dist., Andhra Pradesh.

B.K.Reddy
 Chairman, IQAC
 Principal
 PARVATHAREDDY BABUL REDDY
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Internal Quality Assurance Cell
Action Report**

The following list describes the actions taken based on the meeting held on 7/12/2019

S.No	Proposed Activities	Actions Taken
1	Conducting placement training programs from II Year onwards for UG students	Placement Department has announced a schedule for II year students training classes
2	Motivation of students to participate in co-curricular activities	The students who win prizes in events are refunded with Travelling and registration charges incurred to them
3	Status of NBA work	The NBA documentation is in progress
4	Status of NAAC work	In Progress

A. Sreeya
Co-ordinator, IQAC
CO-ORDINATOR, IQAC
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 07-09-2019

AGENDA

1. Review of the previous IQAC meeting held on 07-06-2019
2. Discussions on Results analysis of 2018-19 academic year
3. Conducting of placement training programs from II Year onwards for UG students
4. Motivation of students to participate in co-curricular activities
5. Status of NBA work
6. Discussion, modification and finalization of AQAR 2018-19
7. Internal departmental Audit
8. Status of Remedial Classes

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Results analysis of 2018-19 academic year

The I year, II Year and III Year results analysis were presented. The I semester and II semester results of 2018-19 academic year have analyzed and presented. Some discussions were held to improve the results.

Item 3: Conducting placement training programs from II Year onwards for UG students

It was decided to placement training programs from II Years onwards for UG students to improve the analytical, programming and soft skills of students. It was decided to implement the same as per the schedule and submit the compliance report to the Principal.

Item 4: Motivation of students to participate in co-curricular activities

It was decided to encourage and motivate the students by the faculty to participate in workshops, technical symposiums, seminars, conference and other competitions to exhibit their talents and improving their skills.

Item 5: Status of NBA work

The status of NBA work is reviewed. The PO attainment of 2019 outgoing batch was presented. It was decided to complete the NBA work by March 2020 and proceed for filling the NBA application (SAR – Self Assessment Report).

Item 6: Discussion, modification and finalization of AQAR 2018-19

The Annual Quality Assurance Report, prepared by IQAC was discussed and finalized. It was decided to submit the report to NAAC by the end of October, 2019.

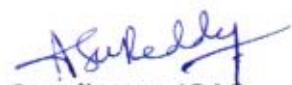
Item 7: Internal Department Audits

In order to assess the preparedness of each department in terms of documentation of the various activities and information needed to be furnished for NAAC purpose, an internal department audit was carried out within the departments. The committee has checked the data being generated at the department level for the entire seven criterions. The feedback was provided to each faculty-in-charge of the various criterions and also shared with the IQAC team.

Item 8: Status of Remedial Classes

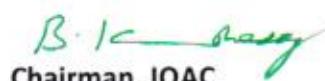
The IQAC coordinator has also stressed upon necessity of conduction of Remedial classes for the students from disadvantaged sections. He further added that separate attendance should be maintained for it.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.



Coordinator, IQAC

CO-ORDINATOR, IQAC
PARVATHAREDDY BABUL REDDY
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KAVALI-524201, SPSR Nellore Dt., Andhra Pradesh.



Chairman, IQAC

Principal

PARVATHAREDDY BABUL REDDY
VISVODAYA INSTITUTE OF TECHNOLOGY & SCIENCE
KAVALI-524201, SPSR Nellore Dist. Andhra Pradesh.

Members attended for IQAC meeting on 07-09-2019

S.No.	Name of the member	Designation	Signature
1	Dr. B. Konda Reddy	Principal, Chairperson	B. K. Reddy
2	Dr D Srujan Chandra Reddy	Professor & HOD-CSE	D. Srujan Chandra Reddy
3	Dr A Maheswara Reddy	Professor & HOD-ECE	A. Maheswara Reddy
4	Dr S Prakash	Professor & HOD-ME	S. Prakash
5	Dr A Venkaiah	Professor & HOD-MBA	A. Venkaiah
6	Mr.A.Bhakthavachala	Assoc. Prof. & HOD-EEE	A. Bhakthavachala
7	Mr. R.Ranjith Kumar	Asst. Professor - ECE	R. Ranjith Kumar
8	Mr. B.Murali Krishna	Asst. Professor - CSE	B. Murali Krishna
9	Mrs. G. Neelima	Asst. Professor - H&S	G. Neelima
10	Mrs. D. Reshma	Management Representative	D. Reshma
11	Mr. K. Chandrasekhar	Administrative officer	K. Chandrasekhar
12	Mr.K.Rama Krishna	Administrative officer	K. Rama Krishna
13	Dr.M.V.Bhaskar Reddy	External member	M.V. Bhaskar Reddy
14	Mr. P. Sai Karthika	Student, II B.Tech. ECE	P. Sai Karthika
15	Mr. S. Penchal Reddy	Alumni	S. Penchal Reddy
16	Mr I Sasmith Reddy	CEO,iDirect Technologies, Hyderabad	I. Sasmita Reddy
17	Mr. P. Malakonda Reddy	Parent, F/O P.Madhuri, III B.Tech. CSE	P. Malakonda Reddy
18	Mr.A.Suman Kumar Reddy	IQAC coordinator	A. Suman Kumar Reddy


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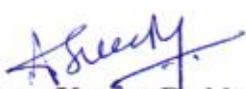
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Internal Quality Assurance Cell
Action Report**

The following list describes the actions taken based on the meeting held on 7/09/2019

Sno	Proposed Activities	Actions Taken
1	Course files	Staff members have submitted the course files with video lectures
2	Motivating students	Students were continuously motivated to attend many online courses other than regular class work
3	Status of NBA work	The NBA documentation is in progress
4	Status of NAAC work	In Progress
5	Status of Remedial Classes	Remedial class are being conducted regularly
6	AQAR 2018-19	Finalized for submission


A Suman Kumar Reddy

Coordinator, IQAC

CO-ORDINATOR, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 07-06-2019

AGENDA

1. Review of the previous IQAC meeting held on 04-03-2019
2. Discussions on final year(2019 outgoing batch students) results
3. Review and assessment of all academic and other activities during the last academic year (2018-19)
4. New initiatives and planning for the next academic year (2019-20)
5. Discussion on AQAR for the academic year 2018-19, which is to be submitted to NAAC
6. Annual performance appraisal of faculty and staff members

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on final year results (2019 outgoing batch)

The final year results were discussed and analyzed.

Item 3: Review and assessment of all activities during the last academic year (2018-19)

Based on the compliance report received from the HODs of various departments, the academic and other activities during the last academic year (2018-19) were assessed and reviewed.

Item 4: New initiatives and planning for the next academic year (2019-20)

The discussions on new initiatives and planning for the next academic year (2019-20) were done for the better quality of education.

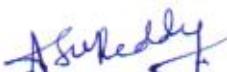
Item 5: Discussion on AQAR for the academic year 2018-19

The new format for AQAR was discussed. It was decided to send the information for all Departments to prepare the annual report in the specified format. The last date for the submission of AQAR is 31-12-2019.

Item 6: Annual performance appraisal of faculty and staff members

The importance and procedure of filling of Annual performance appraisal of faculty and staff members was reported.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 04-03-2019

AGENDA

1. Review of the previous IQAC meeting held on 08-12-2018
2. Discussions on Academic activities
3. Status of NBA work
4. Student satisfactory survey questionnaire
5. Conduction of Graduate exit survey
6. Schedule of Academic Administrative Audit

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Academic and Cocurricular Activities

The compliance report on various Academic and Cocurricular activities conducted by various departments was presented. It was found that the percentage of students participated in technical events is increased from 2017-18 to 2018-19.

Item 3: Status of NBA work

The NBA files are updated by the respective departments and status is presented. The filing work for the academic years 2016-17, 2017-18 and 2018-19 (I semester) filing work was completed successfully. It was decided to conduct inter department audit for NBA work at the end of the 2018-19 academic year.

Item 4: Students satisfactory survey questionnaires

The questionnaires for Students satisfactory survey was discussed and finalized. It was decided to take the Students satisfactory survey from all students of PBR VITS at the end of the academic year 2018-19.

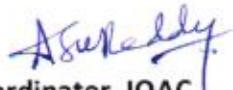
Item 5: Conduction of Graduate exit survey

It was decided to take the Graduate exit survey from the final year B.Tech. students at the end of the academic year 2018-19. The analysis of survey reports is to be prepared.

Item 6: Schedule of Academic Administrative Audit

It was decided to invite an external expert member for conducting the Academic Administrative Audit with the help of internal committee members. The AAA committee consists of an external expert, the Principal, and one of the senior faculty members. The committee will visit each department in the III week of May, 2019 to verify the files as per checklist and submit the report by the end of May, 2019.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 08-12-2018

AGENDA

1. Review of the previous IQAC meeting held on 01-09-2018
2. Discussions on I semester co-curricular events report
3. Status of NBA work
4. Students feedback on theory and laboratory practices
5. Course end survey
6. Planning for Parents meet
7. Planning for Alumni meet

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on I semester co-curricular events report

The compliance report on various co-curricular activities conducted by various departments was presented. It is encouraged to participate in such type of events, which will improve the communication skills of the students.

Item 3: Status of NBA work

The status of NBA work is reviewed. The CO attainment in MID examinations for the I semester courses was presented. It was proposed to prepare the questionnaires for Student satisfactory survey which will be taken at the end of academic year.

Item 4: Students feedback on Theory and Labs

The discussions were held on the feedback received from students on theory subjects and laboratory practices. The action points based on the feedback analysis was presented.

Item 5: Course end survey

The course end survey reports were analyzed and presented. The consolidated survey report in each department is presented. The action points based on this survey reports were discussed.

Item 6: Parents meet

It was decided to arrange the parents meet during the Semester break, to discuss about the performance of their wards and take the suggestions from parents to improve the quality of education. It was proposed to conduct the parents meet in the III Saturday of December.

Item 7: Alumni meet

It was decided to arrange the Alumni meet in the month of February, 2019. It provides a platform to interact the final year students with Alumni to get useful information for their career development. The alumni meet is helpful to get the suggestions from Alumni to improve the quality of education.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 01-09-2018

AGENDA

1. Review of the previous IQAC meeting held on 02-06-2018
2. Discussions on Results analysis of 2017-18 academic year
3. Conducting of placement training programs from II Year onwards for UG students
4. Motivation of students to participate in co-curricular activities
5. Status of NBA work
6. Discussion, modification and finalization of AQAR 2017-18
7. Internal departmental Audit
8. Status of Remedial Classes

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Results analysis of 2017-18 academic year

The I year, II Year and III Year results analysis were presented. The I semester and II semester results of 2017-18 academic year have analyzed and presented. Some discussions were held to improve the results.

Item 3: Conducting placement training programs from II Year onwards for UG students

It was decided to placement training programs from II Years onwards for UG students to improve the analytical, programming and soft skills of students. It was decided to implement the same as per the schedule and submit the compliance report to the Principal.

Item 4: Motivation of students to participate in co-curricular activities

It was decided to encourage and motivate the students by the faculty to participate in workshops, technical symposiums, seminars, conference and other competitions to exhibit their talents and improving their skills.

Item 5: Status of NBA work

The status of NBA work is reviewed. The PO attainment of 2018 outgoing batch was presented. It was decided to complete the NBA work by March 2019 and proceed for filling the NBA application (SAR – Self Assessment Report).

Item 6: Discussion, modification and finalization of AQAR 2017-18

The Annual Quality Assurance Report, prepared by IQAC was discussed and finalized. It was decided to submit the report to NAAC by the end of September, 2018.

Item 7: Internal Department Audits

In order to assess the preparedness of each department in terms of documentation of the various activities and information needed to be furnished for NAAC purpose, an internal department audit was carried out within the departments. The committee has checked the data being generated at the department level for the entire seven criterions. The feedback was provided to each faculty-in-charge of the various criterions and also shared with the IQAC team.

Item 8: Status of Remedial Classes

The IQAC coordinator has also stressed upon necessity of conduction of Remedial classes for the students from disadvantaged sections. He further added that separate attendance should be maintained for it.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 02-06-2018

AGENDA

1. Review of the previous IQAC meeting held on 03-03-2018
2. Discussions on final year results and Placements (2018 outgoing batch students)
3. Review of all academic and other activities during the last academic year (2017-18)
4. New initiatives and planning for the next academic year 2018-19
5. Discussion on AQAR for the academic year 2017-18, which is to be submitted to NAAC
6. Annual performance appraisal of faculty and staff members

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on final year results and Placements (2018 outgoing batch)

The final year results and placements were discussed and analyzed.

Item 3: Review and assessment of all activities during the last academic year 2017-18

Based on the compliance report received from the HODs of various departments, the academic and other activities during the last academic year 2017-18 were assessed and reviewed.

Item 4: New initiatives and planning for the next academic year 2018-19

The discussions on new initiatives and planning for the next academic year 2018-19 were done for the better quality of education.

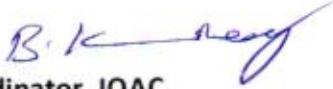
Item 5: Discussion on AQAR for the academic year 2017-18

It was decided to send the information for all Departments to prepare the annual report in the specified format. The last date for the submission of AQAR is 30-06-2018.

Item 6: Annual performance appraisal of faculty and staff members

The importance and procedure of filling of Annual performance appraisal of faculty and staff members was reported.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 03-03-2018

AGENDA

1. Review of the previous IQAC meeting held on 02-12-2017
2. Discussions on Academic activities
3. Status of NBA work
4. Conduction of Graduate exit survey
5. Schedule of Academic Administrative Audit

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Academic and Cocurricular Activities

The compliance report on various Academic and Cocurricular activities conducted by various departments was presented. It is suggested to motivate the students to participate in technical events.

Item 3: Status of NBA work

The NBA files are updated by the respective departments and status is presented. The documentation work for the academic year 2016-17 and I Semester of 2017-18 work was completed successfully. It was decided to conduct inter department audit for NBA work at the end of the 2017-18 academic year.

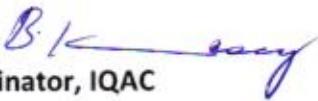
Item 4: Conduction of Graduate exit survey

It was decided to take the Graduate exit survey from the final year B.Tech. students at the end of the academic year 2018-19. The questionnaires for Graduate exit survey are discussed and finalized.

Item 6: Schedule of Academic Administrative Audit

It was decided to invite an external expert member for conducting the Academic Administrative Audit with the help of internal committee members. The AAA committee consists of an external expert, the Principal, and one of the senior faculty members. The committee will visit each department in the last week of May, 2018 to verify the files as per checklist and submit the report by the end of May, 2018.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


Coordinator, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 02-12-2017

AGENDA

1. Review of the previous IQAC meeting held on 16-09-2017
2. Discussions on I semester co-curricular events report
3. Status of NBA work
4. Students feedback on theory and laboratory practices
5. Course end survey
6. Planning for Parents meet
7. Planning for Alumni meet

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on I semester co-curricular events report

The compliance report on various co-curricular activities conducted by various departments was presented. It is encouraged to participate in such type of events, which will improve the communication skills of the students.

Item 3: Status of NBA work

The status of NBA work is reviewed. The CO attainment in MID examinations for the I semester courses was presented.

Item 4: Students feedback on Theory and Labs

The discussions were held on the feedback received from students on theory subjects and laboratory practices. The action points based on the feedback analysis was presented.

Item 5: Course end survey

The course end survey reports were analyzed and presented. The consolidated survey report in each department is presented. The action points based on this survey reports were discussed.

Item 6: Parents meet

It was deiced to arrange the parents meet during the Semester break, to discuss about the performance of their wards and to take the suggestions from parents to improve the quality of education. It was proposed to conduct the parents meet in the III Saturday of December.

Item 7: Alumni meet

It was deiced to arrange the Alumni meet in the month of February, 2018. It provides a platform to interact the final year students with Alumni to get useful information for their career development. The alumni meet is helpful to get the suggestions from Alumni to improve the quality of education.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.



Coordinator, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 16-09-2017

AGENDA

1. Review of the previous IQAC meeting held on 03-06-2017
2. Results analysis and Placements of previous academic year 2016-17
3. Conducting of placement training programs for III and IV year students
4. Status of NBA work
5. Identification of Curricular gaps and actions proposed

MINUTES OF THE MEETING

Item 1: Review of the previous meeting held on 03-06-2017

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Results analysis of 2016-17 academic year

The results analysis and placements of 2016-17 academic year were analyzed and presented. Some discussions were held to improve the results.

Item 3: Conducting placement training programs for III and IV year students

It was decided to placement training programs from II Years onwards for UG students to improve the analytical, programming and soft skills of students.

Item 5: Status of NBA work

The status of NBA work is reviewed. The CO attainment of 2016-17 academic year was presented. It was decided to complete the CO attainment for the 2014, 2015 and 2016 admitted batches from I Semester to till date by the end of December, 2017.

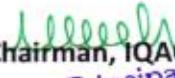
Item 6: Identification of Curricular gaps and actions proposed

The Identified gaps in the Curriculum and proposed actions received from the HODs were presented by the IQAC coordinators. The events like Guest lectures, student workshops, bridge courses, Topics beyond the syllabus, etc for were suggested by the HODs. The schedule for conducting these events is submitted by the HODs.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


Coordinator, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 03-06-2017

AGENDA

1. Review of the previous IQAC meeting held on 04-03-2017
2. Discussions on final year results (2017 outgoing batch students)
3. Review of all academic and other activities during the last academic year 2016-17
4. New initiatives and planning for the next academic year 2017-18
5. Discussion on AQAR for the academic year 2016-17

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was presented by him.

Item 2: Discussions on final year results (2017 outgoing batch)

The final year results and placements were discussed and analyzed.

Item 3: Review of all activities during the last academic year 2016-17

Based on the compliance report received from the HODs of various departments, the academic and other activities during the last academic year 2016-17 were assessed and reviewed.

Item 4: New initiatives and planning for the next academic year 2017-18

The discussions on new initiatives and planning for the next academic year 2017-18 were done for the better quality of education. The process for applying NBA was discussed.

Item 5: Discussion on AQAR for the academic year 2016-17

It was decided to send the information for all Departments to prepare the annual report of the academic year 2016-17 in the specified format. The last date for the submission of data is 30-06-2017.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.

B. K. Shetty
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 04-03-2017

AGENDA

1. Review of the previous IQAC meeting held on 17-12-2016
2. Discussions on Academic and Co-curricular Activities
3. Status of NBA work
4. Schedule of Academic Administrative Audit

Item 1: Review of the previous meeting held on 17-12-2016

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was presented by him.

Item 2: Discussions on Academic and Cocurricular Activities

The compliance report on various Academic and Cocurricular activities conducted by various departments was presented. It was found that the percentage of students participated in technical events is increased from 2017-18 to 2018-19.

Item 3: Status of NBA work

The schedule for preparing the files for NBA was discussed and finalized. It was decided to complete the NBA documentation work for the academic year 2016-17 by the end of May, 2017.

Item 4: Schedule of Academic Administrative Audit

It was decided to conduct the Academic Administrative Audit (AAA) in the last week of May, 2017. The AAA committee consists of an external expert, the Principal, and one of the senior faculty members. The committee has to verify the files as per checklist and submit the report by the end of May, 2017.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.

Coordinator, IQAC

CO-ORDINATOR, IQAC
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Chairman, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 17-12-2016

AGENDA

1. Review of the previous IQAC meeting held on 03-09-2016
2. Discussions on I semester co-curricular events report
3. Students feedback on theory and laboratory practices
4. Planning for Parents meet
5. Planning for Alumni meet

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on I semester co-curricular events report

The compliance report on various co-curricular activities conducted by various departments was presented. It is encouraged to participate in such type of events, which will improve the communication skills of the students.

Item 3: Students feedback on Theory and Labs

The discussions were held on the feedback received from students on theory subjects and laboratory practices. The action points based on the feedback analysis was presented.

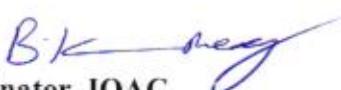
Item 4: Parents meet

It was decided to arrange the parents meet during the Semester break, to discuss about the performance of their wards and take the suggestions from parents to improve the quality of education. It was proposed to conduct the parents meet in the last week of December, 2016.

Item 5: Alumni meet

It was decided to arrange the Alumni meet in the month of February, 2017. It provides a platform to interact the final year students with Alumni to get useful information for their career development. The alumni meet is helpful to get the suggestions from Alumni to improve the quality of education.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 03-09-2016

AGENDA

1. Review of the previous IQAC meeting held on 04-06-2016
2. Results analysis of 2015-16 academic year
3. Conduction of soft skills classes for final year students
4. Review on Implementation of OBE system
5. Discussion, modification and finalization of AQAR 2015-16
6. Internal departmental Audit

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Results analysis of 2015-16 academic year

The results analysis of I semester and II semester of 2015-16 academic year were analyzed and presented. Some discussions were held to improve the results.

Item 3: Conduction of soft skills classes for final year students

It was decided to conduct the soft skills classes for final year students to improve the communication skills of the students. It was decided to implement the same as per the schedule and submit the compliance report to the Principal.

Item 4: Review on Implementation of OBE system

The steps taken by the Departments for implementing the OBE system were presented. The process for defining the Vision and Mission of the Departments, in line with Vision and Mission of the Institution was started. The discussions on Course outcomes, Program outcomes and Program Specific outcomes were done.

Item 5: Discussions, modification and finalization of AQAR 2015-16

The Annual Quality Assurance Report(AQAR) for the academic year 2015-16, prepared by IQAC was discussed and finalized. It was decided to submit the report to NAAC in the last week of September, 2016.

Item 6: Internal Department Audits

In order to assess the preparedness of the each department in terms of documentation of the various activities and information needed to be furnished for NAAC purpose, an internal department audit is to be carried out within the departments at the end of every Semester. The committee will check the documentation work at the department level. It was decided to conduct the Internal Department audit in the last week of December 2016.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 04-06-2016

AGENDA

1. Review of the previous IQAC meeting held on 05-03-2016
2. Discussions on final year (2016 outgoing batch students) results and placements
3. Review of all academic and other activities during the last academic year 2015-16
4. New initiatives and planning for the next academic year 2016-17
5. Discussion on AQAR for the academic year 2015-16 which is to be submitted to NAAC
6. Annual performance appraisal of faculty and staff members

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on final year results and placements (2016 outgoing batch)

The final year results and placements of all the Departments were discussed and analyzed.

Item 3: Review and assessment of all activities during the last academic year 2015-16

Based on the compliance report received from the HODs of various departments, the academic and other activities during the last academic year 2015-16 were assessed and reviewed.

Item 4: New initiatives and planning for the next academic year 2016-17

The discussions on new initiatives and planning for the next academic year 2016-17 were done for the better quality of education. The Calendar of events for 2016-17 was discussed.

Item 5: Discussion on AQAR for the academic year 2015-16

The format for AQAR was discussed. It was decided to send the information for all Departments to prepare the annual report in the specified format.

Item 6: Annual performance appraisal of faculty and staff members

The importance and procedure of filling of Annual performance appraisal of faculty and staff members was reported.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 05-03-2016

AGENDA

1. Review of the previous IQAC meeting held on 05-12-2015
2. Discussions on Academic activities
3. Preparation of Academic Calendar
4. Students feedback
5. Need of MOUs with different industries
6. Initiation for NBA
7. Schedule of Academic Administrative Audit

Minutes of the Meeting

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The action taken report was also presented by the IQAC Coordinator. The agenda for the meeting was also presented by him.

Item 2: Discussions on Academic and Cocurricular Activities

The compliance report on various Academic and Cocurricular activities conducted by various Departments was presented. It is advised to take the necessary steps to increase the percentage of students participated in technical events.

Item 3: Preparation of Academic Calendar

It is suggested to prepare the academic calendar, which includes the important events, curricular, co-curricular, extra-curricular and extension activities. It was also decided that each Head of the Department would plan departmental calendar related to classes accordingly

Item 4: Students feedback

It is advised to collect the feedback of the students on teaching-learning process, curriculum, and facilities available. This will help us to identify the lags and for taking the remedial actions to improve the quality of education. The questionnaires for Students feedback were discussed and finalized. It was decided to take the feedback from all students of PBR VITS at the end of the academic year 2015-16.

Item 5 : Need for MOUs with different industries

It is suggested to have MOUs with different industries to organize various events like industrial visits, guest lectures, and training programmes by industry experts.

Item 6 : Initiation for NBA

The initiation for applying NBA was done. Some discussions on Outcome Based Education (OBE) system were done and suggested to implement the OBE system form the next academic year onwards. In this regard, it is advised to prepare the Course outcomes and Programme outcomes for all the Programmes.

Item 7: Schedule of Academic Administrative Audit

It was decided to invite an external expert member for conducting the Academic Administrative Audit with the help of internal committee members. The AAA committee consists of an external expert, the Principal, and one of the senior faculty members. The committee will visit each department in the III week of May, 2016 to verify the files as per checklist and submit the report by the end of May, 2016.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 05-12-2015

AGENDA

1. Review of the previous IQAC meeting held on 19-08-2015
2. Results analysis of Previous academic year
3. Discussions on I semester co-curricular events report
4. Calendar of events for the II semester
5. Students feedback on theory and laboratory practices
6. Alumni meet

MINUTES OF THE MEETING

Item 1: Review of the previous meeting

IQAC coordinator apprised the team of the activities taken up under IQAC since its last meeting. The minutes of the previous meeting were read, confirmed and recorded. The agenda for the meeting was also presented by him.

Item 2: Results analysis of previous academic year

The results analysis of previous academic years 2014-15 were presented. The I semester and II semester results of 2017-18 academic year have analyzed and presented. Some discussions were held to improve the results.

Item 3: Discussions on I semester co-curricular events report

The compliance reports on various co-curricular activities conducted by various departments during the I Semester of 2015-16 were presented. It is encouraged to participate in such type of events, which will improve the communication skills of the students.

Item 4: Calendar of events for the II semester

The calendar of events planned for the II semester were reviewed and suggested to add some extracurricular and extension activities.

Item 5: Students feedback on Theory and Labs

The discussions were held on the feedback received from students on theory subjects and laboratory practices. The action points based on the feedback analysis was presented.

Item 6: Alumni meet

It was decided to arrange the Alumni meet in the month of February, 2016. It provides a platform to interact the final year students with Alumni to get useful information for their career development. The alumni meet is helpful to get the suggestions from Alumni to improve the quality of education.

There being no other point to discuss, the meeting was concluded with vote of thanks by the IQAC coordinator.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC meeting held on 19-08-2015

AGENDA

1. Establishment of IQAC cell
2. Composition of IQAC
3. Functions of IQAC
4. Frequency of IQAC meetings

MINUTES OF THE MEETING

Item 1: Establishment of IQAC cell

Dr. N. Seshaiah, Principal, PBR VITS has welcomed all the IQAC members and announced that the Internal Quality Assurance Cell (IQAC) was established to make a significant and meaningful contribution through channelizing the efforts and measures of an institution towards academic excellence. He said that the quality enhancement is a continuous process and the IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. He has introduced the IQAC members.

Item 2: Composition of IQAC

Dr. N. Seshaiah, Principal has introduced all the IQAC members. He said that the IQAC is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. He has announced the name of the IAQC coordinator, Dr. B. Kondaiah, Professor of Mechanical Engineering.

Item 3: Functions of IQAC

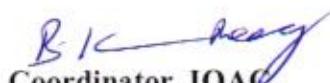
Dr. B. Kondiah, IQAC coordinator has presented the functions of IQAC. The main points are

- To conduct the regular meetings
- Developing a monitoring system for quality assurance of the policies
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes / activities leading to quality improvement;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR)

Item 4: Frequency of IQAC meetings

Dr. B. Kondiah, IQAC coordinator informed that the IQAC meeting will be conducted at regular intervals (Twice in a Semester) for review based planning of academic policies for the sustainable growth of the Institute. He said that the meetings. He informed that the next meeting will be in the month of December 2015 to review the Results analysis of previous academic years, Calendar of events of current academic year and feedback analysis.

Finally, the Principal thanked all the Participants and meeting was with vote of thanks by the IQAC coordinator.



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