



VIGNAN'S LARA

INSTITUTE OF TECHNOLOGY & SCIENCE

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada

INTERNAL QUALITY ASSURANCE CELL

VLITS/IQAC/2018/2

Date: 15/08/2018

CIRCULAR

The following IQAC members are requested to conduct Internal Academic Audit for second semester of academic year 2017-18 as per the given schedule and submit the report to the Chairperson of IQAC. Further all IQAC members are informed to attend IQAC meeting scheduled on 30.08.2018, 2 PM at Principal chamber. All the Heads of the Departments are directed to make the necessary arrangements.

S. No	Date of Audit	Name of the Department	Name of the Member	Designation
1	20-08-2018	CSE	Dr. P Bhaskara Rao	HoD-MECH
			Mr. Janardhan Rao Alapati	Coordinator-IT
2	21-08-2018	ECE	Mr. K.Srinivasa Rao	HoD-MCA
			Mr. P V Ramana	Coordinator -BS&H
3	22-08-2018	EEE	Mr. Sayana Veera Venkata Konda Babu	HoD-CIVIL
			Ms. U.Usha Rani	Coordinator-CSE
4	23-08-2018	IT	Mr. M. Venkata Sudarsan	HoD-EEE
			Mr. Vijaya Vardhan Karcharla	Coordinator-ECE
5	24-08-2018	MECH	Dr. A.Naresh	HoD-CSE
			Mr. Sajja Siva	Coordinator -CIVIL
6	25-08-2018	CIVIL	Mr.M.Suman	HoD-ECE
			Mr Ratna kanth N	Coordinator -MCA
7	27-08-2018	MCA	Mr. Mopidevi Hanumantha rao	Coordinator-EEE
			Dr. G. Nageswara Rao	Coordinator- MECH
8	28-08-2018	S&H	Dr. S.Venkata Satya.Santhi	HoD-IT
			Dr. M.Ravi Kumar	HoD-BS&H


Dr. P Bhaskara Rao
Dean, IQAC


Dr. K. Phaneendra Kumar
M.Tech;Ph.D.,


Dr. K Phaneendra Kumar
Chairperson, IQAC & Principal
Dr. K. Phaneendra Kumar
M.Tech;Ph.D.,

Copy to:

All HoDs and IQAC members

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Vignans' Lara Institute of Technology & Science
VADLAMUDI-522 213, Guntur, A.P., India

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INTERNAL QUALITY ASSURANCE CELL

VLITS/IQAC/MOM/2018/2

Date: 30.08.2018

MINUTES OF IQAC MEETING

The 2nd IQAC meeting for Academic Session 2017-18 was held on 30th August 2018, 2 PM at Principal chamber. The IQAC members of the institution attended the meeting.

Agenda:

1. Analyses of Academic audit report
2. PET and BEC exams
3. Action taken on the resolutions of first IQAC meeting

Members Present:

S.No.	Name of the Member	Designation	Position
1	Dr. K Phaneendra Kumar	Principal	Chairperson
2	Dr. A.Naresh	HoD-CSE	Member
3	Dr. Venkata Satya Santhi S	HoD-IT	Member
4	Mr. Suman Muttineni	HoD-ECE	Member
5	Mr.M Venkata Sudarsan	HoD-EEE	Member
6	Mr. Sayana Veera Venkata Konda Babu	HoD-CIVIL	Member
7	Dr. M Ravi Kumar	HoD-BS&H	Member
8	Mr. Srinivasa Rao Katta	HoD-MCA	Member
9	Mr Y Ratna Babu	Incharge, Examination Section	Member
10	Ms.G.Lalitha	Dean-T&P	Member
11	Ms U. Usha Rani	Associate Professor-CSE	Member
12	Mr. Janardhan Alapati	Associate Professor-IT	Member
13	Mr. Vijaya Vardhan Kancharla	Associate Professor -ECE	Member
14	Mr.Mopidevi Hanumantharao	Associate Professor -EEE	Member
15	Dr. G Nageswara Rao	Professor-MECH	Member
16	Mr. Sajja Siva	Assistant Professor-CIVIL	Member
17	Mr. P V Ramana	Associate Professor-BS&H	Member
18	Mr. Ratna Kanth Nelapati	Assistant Professor-MCA	Member
19	Mr. P Kotaiah	Librarian	Member
20	Mr. R. Sambaiah	Finance Officer	Member

S.No.	Name of the Member	Designation	Position
21	Mr. K. Chandra sekhar	Physical Director	Member
22	Mr. V. Ramamohan Rao	Management representative	Member
23	Mr. P Dileep Kumar CEO-INDO-NACOP	Industry representative	Member
24	Mr. K.Sai Dileep Reddy	Student	Member
25	Ms.A.Harika	Student Alumni	Member
26	Dr. P Bhaskara Rao	HoD-MECH	Dean, IQAC

The Chairperson Dr. K Phaneendra Kumar welcomed the members for the meeting followed by a review presentation made by Dr. P Bhaskara Rao, Dean of IQAC. The following points were discussed in the meeting:

Agenda 1: Analyses of Academic Audit report

Resolution 1:

1. The committee resolved to adhere to the suggestions given by the academic audit committee held during 20-08-2018 to 28-08-2018.
2. Committee Advised to use more ICT facilities.
3. Committee suggested to solve previous year end exam question papers in regular class.

Agenda 2: PET and BEC exams

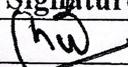
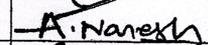
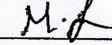
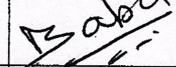
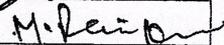
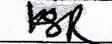
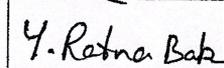
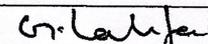
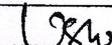
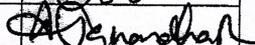
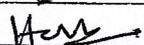
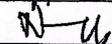
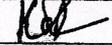
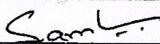
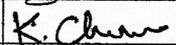
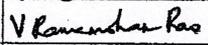
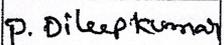
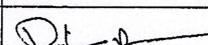
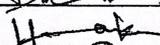
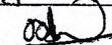
Resolution 2:

1. The committee advised to involve more students in Preliminary English Test (PET) and Business English Certificate (BEC) exams.

Agenda 3: Action taken on the resolutions of 1st IQAC meeting

1. Organized NSS activities like tree plantation, Blood donation camps on 27 July 2018.
2. Conducted slow learner class to the students those who got less marks in Mid Exams.

The meeting came to an end at 5 pm with thanking note from Chairperson of IQAC.

S.No.	Name of the Member	Designation	Signature
1	Dr. K Phaneendra Kumar	Principal	
2	Dr. A.Naresh	HoD-CSE	
3	Dr. Venkata Satya Santhi S	HoD-IT	
4	Mr. Suman Muttineni	HoD-ECE	
5	Mr.M Venkata Sudarsan	HoD-EEE	
6	Mr. Sayana Veera Venkata Konda Babu	HoD-CIVIL	
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9	Mr Y Ratna Babu	Incharge, Examination Section	
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24	Mr. K.Sai Dileep Reddy	Student	
25	Ms.A.Harika	Student Alumni	
26	Dr. P Bhaskara Rao	HoD-MECH	


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2. IQAC members