



SREE VAHINI INSTITUTE OF SCIENCE AND TECHNOLOGY

(Approved by AICTE & Govt. of A.P., Affiliated to JNTU Kakinada)

Accredited by NAAC with "A" Grade, An ISO 9001:2015 Certified Institution

Sri Vahini Nagar, NH-30 . **TIRUVURU**, PIN: 521 235. Krishna Dist. A.P. India.

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visit us : www.sreevahini.edu.in



Ref No: SVIST/IQAC/2021-22/CIR – 01

Date: 02 – 07 – 2021

CIRCULAR

This notice serves to inform you of the upcoming meeting which will be held at mini seminar hall on 03-07-2021 at 2.00 PM. All requested meeting participant must be present on time for the meeting to discuss the following agenda points:

Agenda:

1. To review and confirm the previous minutes of meeting
2. To discuss the Overall progress of the academic, co-curricular, extracurricular.
3. To discuss on class rooms, labs, staff rooms, hostel, canteen, transportation etc.
4. To discuss about commencement of Academic session for the AY 2021-22
5. Update of Mentor & Mentee system.
6. To discuss the Quality initiatives by IQAC for the AY 2021-22

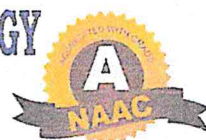

Principal



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Ref No: SVIST/IQAC/2021-22/MOM-01

Date: 06-07-2021

Minutes of Meeting

The IQAC meeting was held on 03-07-2021 at 2.00 PM in mini seminar hall in the presence of following members

Sl. No.	Name of the Member & Designation	Position in IQAC	Signature
1.	Dr. R. Nagendra Babu Professor of Mechanical Engg & Principal	Chair Person	
2.	Dr. J. Ganesh Prasad Reddy Professor of EEE & Dean of Academics	Coordinator	
3.	Sri P. Nageswara Rao Correspondent	Member (Management)	
4.	Sri. M. Kishore Babu	Member (Administrative officer)	
5	Sri B. Raja Sekhar Executive Director, Krishna Engineering Works , Vijayawada	Member (Industrialist)	
6	Dr. S. Pitchi Reddy Professor of Mechanical Engineering LBRCE, Mylavaram	Member (Academician)	
7	Dr. E. Srinivasa Reddy, Professor of CSE, ANU	Member (Academic Advisor)	
5.	Prof. M. Hari Krishna HOD of ECE & Vice Principal	Member (Teacher)	
6.	Prof. K. V. Panduranga Rao HOD of CSE	Member (Teacher)	
7.	Sri. Y. Som Babu HOD of Civil Engineering	Member (Teacher)	
8.	Sri. K. Kiran Kumar HOD of EEE	Member (Teacher)	
9.	Dr. S. Kiran Kumar HOD of Mech Engineering	Member (Teacher)	
10.	Dr. M. Papa Rao HOD of MBA	Member (Teacher)	
11.	Sri. V. J. Moses HOD of BS & H	Member (Teacher)	

12.	Sri. P. Venkata Rao	Member (Parent)	P. Sushres
13.	Vatturi Susmitha Roy (12MG1A0211)	Member (Alumni)	V. Susmitha Roy
14.	N. Vinod (Roll No. 18MG1A0236)	Member (Student)	Vino

Resolutions:

1. The previous minutes of meeting were unanimously approved
2. During the meeting it was reviewed by the committee members about the initiatives taken by the college to handle the pandemic situation, like social distancing, provision of sanitizers, availability of masks, preparedness of post lockdown period of students and faculty, also giving moral and financial support for the faculty affected by corona.
3. IQAC Coordinator. Dr. J. Ganesh Prasad Reddy welcomed all the members and briefed about the actions planned and status of the activities during AY 2021-22. He also presented the overall progress of various activities carried out at the institution level for the AY.
4. The Chairman and IQAC chairperson briefed about various ongoing activities in the campus and motivated and guided all members of IQAC for initiating and maintaining the quality culture in the campus.
6. Hon. Correspondent P. Nageswara Rao complimented the IQAC team efforts in presenting the progress and efforts put in to monitor the key quality indicators. He also appreciated the training and placement team and the entire faculty for achieving excellent placements even during pandemic situation.
7. It was decided to strengthen mentor & mentee system in all departments to monitor students holistic performance.
8. The chair person has instructed all the HODs to take classes as per timetable and ensure proper conduction of classes to the students and their attendance monitoring system.
9. During the meeting, chairperson and coordinator requested all the HODs to ensure that the files are up to the mark to undergo for the NAAC-AQAR and ISO audit. The meeting ended with vote of thanks proposed by Dr. J. Ganesh Prasad Reddy, IQAC coordinator.

The minutes are issued with the approval of the chairperson



IQAC IN-CHARGE

FREE VAHINI IQAC IN-CHARGE & TECHNOLOGY
TIRUVURU-521 235, KRISHNA, AP.



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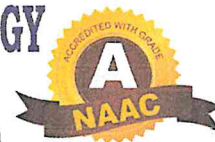
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Ref No: SVIST/IQAC/2021-22/CIR – 02

Date: 27-12-2021

CIRCULAR

This circular is intended to remind all IQAC members to the upcoming meeting, which will resume on **29-12-2021 at 3.00 PM** in the **mini seminar hall**. The requested meeting participants must all show up on time.

Agenda:

1. To review and confirm the previous minutes of meeting
2. To discuss about Methodologies to improve stakeholders' involvement (Alumni, Employers, Industry, parents and others) for the overall development of the institute.
3. To discuss about strengthening teaching learning and academic processes
4. To discuss about participation for NBA or Autonomous preparation
5. about college website up gradation.
6. Any other issue with the permission of chair person

All members of IQAC are requested to attend the meeting.


Principal



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Ref No: SVIST/IQAC/2021-22/MOM – 02

Date: 31-12-2021

Minutes of Meeting

The IQAC meeting was held on 29-12-2021 at 3.00 PM in mini seminar hall in the presence of following members

Sl. No.	Name of the Member & Designation	Position in IQAC	Signature
1.	Dr. R. Nagendra Babu Professor of Mechanical Engg & Principal	Chair Person	
2.	Dr. J. Ganesh Prasad Reddy Professor of EEE & Dean of Academics	Coordinator	
3.	Sri P. Nageswara Rao Correspondent	Member (Management)	
4.	Sri. M. Kishore Babu	Member (Administrative officer)	
5.	Sri B. Raja Sekhar Executive Director, Krishna Engineering Works , Vijayawada	Member (Industrialist)	
6.	Dr. S. Pitchi Reddy Professor of Mechanical Engineering LBRCE, Mylavaram	Member (Academician)	
7.	Dr. E. Srinivasa Reddy, Professor of CSE, ANU	Member (Academic Advisor)	
5.	Prof. M. Hari Krishna HOD of ECE & Vice Principal	Member (Teacher)	
6.	Prof. K. V. Panduranga Rao HOD of CSE	Member (Teacher)	
7.	Sri. Y. Som Babu HOD of Civil Engineering	Member (Teacher)	
8.	Sri. K. Kiran Kumar HOD of EEE	Member (Teacher)	
9.	Dr. S. Kiran Kumar HOD of Mech Engineering	Member (Teacher)	
10.	Dr. M. Papa Rao HOD of MBA	Member (Teacher)	
11.	Sri. V. J. Moses HOD of BS & H	Member (Teacher)	
12.	Sri. P. Venkata Rao	Member (Parent)	

13.	Vatturi Susmitha Roy (12MG1A0211)	Member (Alumni)	V. Susmitha Roy
14.	N. Vinod (Roll No. 18MG1A0236)	Member (Student)	Vinod

Resolutions:

1. The previous minutes of the meeting were unanimously approved and filed.

2. Stakeholders involvement plays very important role in quality improvement. To improve interaction with stakeholders, it was decided to share soft copy of departmental and institute level newsletters and magazine with alumni, parents and employers including all the external stakeholders.

Every department has to create database such as email id of parents, alumni and employers. Academic collaborations also help to interact with academicians and administrators from education field.

Few suggestions discussed to improve stakeholder's involvements are invitation to senior faculty from outside engineering institutes as guest for various activities, academic collaborations, visit to industry by faculty, more number of parent meets, alumni and industry meets, organization of Alumni programs.

3. Outcome based education philosophy is followed in the institute and more awareness sessions on OBE can be conducted for students and newly joined faculty. More focus should be given on students' project, internships, seminars etc. for improving communication, report preparation and exposure to real life. For every subject minimum four innovative teaching methods should be implemented out of the list of activities prescribed by institute level academic development and monitoring committee.

For providing more focus on project based learning (PBL) final year projects may be linked with industry internships in association with industry. Each department shall conduct project exhibition / competition at the end of second term.


4. Members were briefed by the chairman about the planning to go for NBA Accreditation for all the courses or getting Autonomous status. It was highlighted that the documentation of all the activities at department and institute level is of prime importance and more focus should be on effective documentation, both in soft and hard formats.

During the meeting the chair person and the coordinator reviewed criteria wise progression in their work and suggestions were given by chairperson for modifications in their work. The chair person said that the NAAC-AQAR everyone should work focusively.

5. During the meeting the chair person instructed all the HODs to provide the necessary data to HOD of CSE for update the college website timely.

6. It was decide to organize the student's induction program for the freshers about vision, mission and code of conduct etc.

The meeting ended with vote of thanks proposed by IQAC coordinator. The minutes are issued with the approval of the chairperson


IQAC IN-CHARGE
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Ref No: SVIST/IQAC/2021-22/CIR-03

Date: 03-02-2022

CIRCULAR

This circular is intended to remind all IQAC members for the upcoming meeting, which will resume on **05-02-2022 at 3.00 PM** in the **principal's chamber**. The requested meeting participants must all show up on time.

Agenda:

1. To review and confirm the previous minutes of meeting.
2. Commencement of Even semester class work.
3. To review the course files, students attendance and their condonation etc.,
4. To review about both internal and external examinations for B. Tech students
5. Any other issue with the permission of chair person.

All members of IQAC are requested to attend the meeting.


Principal



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Ref. No: SVIST/IQAC/2021-22/MOM – 03

Date: 07-02-2022

Minutes of meeting

The IQAC meeting was held on 05-02-2022 at 3.00 PM in principal's chamber in the presence of following members

Sl. No.	Name of the Member & Designation	Position in IQAC	Signature
1.	Dr. R. Nagendra Babu Professor of Mechanical Engg & Principal	Chair Person	
2.	Dr. J. Ganesh Prasad Reddy Professor of EEE & Dean of Academics	Coordinator	
3.	Sri P. Nageswara Rao Correspondent	Member (Management)	
4.	Sri. M. Kishore Babu	Member (Administrative officer)	
5.	Sri B. Raja Sekhar Executive Director, Krishna Engineering Works , Vijayawada	Member (Industrialist)	
6.	Dr. S. Pitchi Reddy Professor of Mechanical Engineering LBRCE, Mylavaram	Member (Academician)	
7.	Dr. E. Srinivasa Reddy, Professor of CSE, ANU	Member (Academic Advisor)	
5.	Prof. M. Hari Krishna HOD of ECE & Vice Principal	Member (Teacher)	
6.	Prof. K. V. Panduranga Rao HOD of CSE	Member (Teacher)	
7.	Sri. Y. Som Babu HOD of Civil Engineering	Member (Teacher)	
8.	Sri. K. Kiran Kumar HOD of EEE	Member (Teacher)	
9.	Dr. S. Kiran Kumar HOD of Mech Engineering	Member (Teacher)	
10.	Dr. M. Papa Rao HOD of MBA	Member (Teacher)	
11.	Sri. V. J. Moses HOD of BS & H	Member (Teacher)	
12.	Sri. P. Venkata Rao	Member (Parent)	

13.	Vatturi Susmitha Roy (12MG1A0211)	Member (Alumni)	<i>V. Susmitha Roy</i>
14.	N. Vinod (Roll No. 18MG1A0236)	Member (Student)	<i>Vinod</i>

The following points were discussed in the meeting:

Sl. No.	Points of Discussion	Action Plan	Responsibility
1.	Review of odd semester activities	Odd semester activities are reviewed and planning for even semester activities are suggested	Dean, All HoD's and Faculty coordinators
2.	Commencement of Even semester classes	1. Academic schedule for UG are discussed. 2. Subject allotment and course file preparations are briefed.	All Departments
3.	Plan of activities for Even semester	Plan to organize various activities for the benefit of faculty and students	All HODs & faculty coordinators
4.	Training & Placement activities	Planning to implement Skill development courses and discussed	Training and Placement Cell co-ordinator.
5.	Quality of Student Projects	Students are encouraged to do projects in nearby industries	All HoD's and Project co-ordinators
6.	NAAC-AQAR for the AY: 2021-22	Preparing the required documents for the submission of AQAR in the AY: 2021-22	IQAC and Criteria Heads
7.	Students Activities and Participation	1. After Covid-19 situations, now the students are encouraged to participate in various curriculum and co-curriculum activities in this AY: 2021-22.	Dean, HoD's & all faculty coordinators.

Resolutions:

1. The previous minutes of the meeting were unanimously approved and filed.
2. IQAC coordinator has prepared nearly 31 committees and their respective coordinator for each committee for proper execution of work.
3. The chair person has reviewed the course files, student's attendance and condonation of individual department separately. The chairperson advised all the HODs to communicate the performance of the students with their parents for their overall development.
4. College examination in charge requested the chairperson to provide some infrastructure for smooth conduction of exams.

The meeting ended with vote of thanks proposed by IQAC coordinator.

The minutes are issued with the approval of the chairperson

[Signature]
 IQAC In charge
IQAC IN-CHARGE
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Ref No: SVIST/IQAC/2021-22/CIR – 04

Date: 04-04-2022

CIRCULAR

This circular is intended to remind all IQAC members for the upcoming meeting, which will resume on **05-04-2022 at 3.00 PM** in the **principal's chamber**. The requested meeting participants must all show up on time.

Agenda:

1. To review and confirm the previous minutes of meeting.
2. Evaluation of Even semester class work etc.
3. To review the course files, students attendance and their condonation etc.
4. To review about odd semester results both internal and external examinations for B. Tech students.
5. Any other issue with the permission of chair person.

All members of IQAC are requested to attend the meeting.


Principal 4/4/22



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Ref. No: SVIST/IQAC/2021-22/MOM – 04

Date: 07-04-2022

Minutes of meeting

The IQAC meeting was held on 05-04-2022 at 3.00 PM in principal's chamber in the presence of following members

Sl. No.	Name of the Member & Designation	Position in IQAC	Signature
1.	Dr. R. Nagendra Babu Professor of Mechanical Engg & Principal	Chair Person	
2.	Dr. J. Ganesh Prasad Reddy Professor of EEE & Dean of Academics	Coordinator	
3.	Sri P. Nageswara Rao Correspondent	Member (Management)	
4.	Sri. M. Kishore Babu	Member (Administrative officer)	
5.	Sri B. Raja Sekhar Executive Director, Krishna Engineering Works , Vijayawada	Member (Industrialist)	
6.	Dr. S. Pitchi Reddy Professor of Mechanical Engineering LBRCE, Mylavaram	Member (Academician)	
7.	Dr. E. Srinivasa Reddy, Professor of CSE, ANU	Member (Academic Advisor)	
5.	Prof. M. Hari Krishna HOD of ECE & Vice Principal	Member (Teacher)	
6.	Prof. K. V. Panduranga Rao HOD of CSE	Member (Teacher)	
7.	Sri. Y. Som Babu HOD of Civil Engineering	Member (Teacher)	
8.	Sri. K. Kiran Kumar HOD of EEE	Member (Teacher)	
9.	Dr. S. Kiran Kumar HOD of Mech Engineering	Member (Teacher)	
10.	Dr. M. Papa Rao HOD of MBA	Member (Teacher)	
11.	Sri. V. J. Moses HOD of BS & H	Member (Teacher)	
12.	Sri. P. Venkata Rao	Member (Parent)	

13.	Vatturi Susmitha Roy (12MG1A0211)	Member (Alumni)	<i>V. Susmitha Roy</i>
14.	N. Vinod (Roll No. 18MG1A0236)	Member (Student)	<i>Vinod</i>

The following points were discussed in the meeting:

Sl. No.	Points of Discussion	Action Plan	Responsibility
1.	Review of even semester activities	Even semester activities are reviewed and problems are resolved after discussion.	Dean, All HoD's and Faculty coordinators
2.	FDPs, Webinars and workshops	Department faculty members and students have to attend various online courses such as FDP's, webinars and workshops in reputed colleges.	Dean, All HoD's and teaching faculty.
3.	Paper Publications	All the faculty members are informed to publish their research papers in SCI/SCIE/WOS etc.	All the faculty members
4.	Training & Placement activities	Progress of students got trained towards campus selection.	Training and Placement Cell coordinator.
5.	Quality of Student Projects	Students projects review.	All HoD's.
6.	Participation in NIRF ranking	Preparing the necessary documents for Indian Rankings 2021 (NIRF)	Dean, All HOD's and faculty coordinators.
7.	College Website updating	Strategic plan & college website updating to be followed	CSE HOD

Resolutions:

1. The previous minutes of the meeting were unanimously approved and filed.
 2. The chair person has reviewed the work progress of even semester such as course files, student's attendance and mentor-mentee system of individual department separately. The chairperson advised all the HODs to communicate the performance of the students with their parents for their overall development.
 3. The chair person has reviewed the work progress of Training & Placement activities and appreciated the faculty for their efforts for quantity of students getting jobs for the AY: 2021-22.
 4. The meeting ended with vote of thanks proposed by IQAC coordinator.
- The minutes are issued with the approval of the chairperson

[Signature]
IQAC IN-CHARGE
 IQAC In-charge
 VEE VAHINI INSTITUTE OF SCIENCE & TECHNOLOGY
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