Prasad .V Potluri Siddhartha Institute of Technology

Internal Quality Assurance Cell

CIRCULAR

Date:20-6-2018

No: PVPSIT/50/IQAC/4/2018

To

Heads of the Department,

P.V.P. Siddhartha Institute of Technology.

Kanuru.

Sub: IQAC Assessment Activities – Reg.

Dear Heads of the Department

With an objective to maintain the quality standards in the Institute, the Internal Quality Assurance Cell initiates the attached resolutions from the wide discussions in the meeting held on 6-6-2018. The Heads of the departments require to maintain the quality standards in the respective departments.

(Dr.K.Sivaji Babu)

Chairperson
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PRASAD V. POTLURI
SIDDHARTHA INSTITUTE OF TECHNOLOGY
KANURU, VIJAYAWADA-520 007.

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Members Present:

1) Sri. B. Sreeramulu, Convener, PVPSIT
2) Dr. K. Sivaji Babu, Chairperson, IQAC
3) Dr. P. Adilakshmi, Member Advisory committee
4) Dr. J. Rajendra Prasad,   "
5) Dr. M.S.R. Niranjan Kumar,   "
6) M. Rudrama Devi, Asso. Prof Dept of FED
7) Dr. S. Madhavi, IQAC Co-ordinator
8) M. Srinivasa Rao - ECE Dept
9) Dr. D. Srinivasa Rao - MBA
10) E. Kavitha   - ME Dept
11) Dr. A. Haritha   - IT Dept
12) K. Bhavana   - EEE Dept
13) D. Jaya Krishna   - CE Dept

2018-19 Minutes of the meeting

Date of Conduct   :6-06-2018

Venue   : Board Room

A meeting is conducted in the Board Room at 10.30 AM to discuss about the Quality assurance related issues

Meeting Agenda

To discuss about the following

1. New Committee formation
2. Plan of action by IQAC
3. Obtaining the feedback from various stakeholders
4. Quality improvement strategies
5. Environmental Consciousness and Sustainability/Alternate Energy initiatives
6. Initiatives taken to make the campus eco-friendly
7. Preparation and Adherence to Academic Calendar and Teaching Plan.
8. To maintain Program Specific Labs and Computing Facility within the Department.
9. To maintain Records of Overall Program Specific Improvements
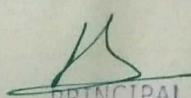10. To review the curriculum

Resolution

1. The new committee is formed and approved
2. The plan of action for the academic year 2018-19 is proposed and opened it for a wide discussion.
   - It is decided to continue the process of providing Plan of action by IQAC for Quality Enhancement in the beginning of the Academic year and to analyze the outcome achieved by the end of the Academic year.
3. It is resolved to continue the regular procedure for obtaining the feedback from various stakeholders. It is decided to collect , document the feedback from various stakeholders and analyze it and utilize for the overall development
4. Quality improvement strategies
   - It is resolved that quality in publications should be increased and the details for improvement in R&D to be taken care by the R&D Committee.
   - It is resolved that UGC , Scopus , SCI indexing publications help the faculty for the quality enhancement.
   - It is resolved that the Incubation and Innovation department is successfully taking care of the innovations and research at the college level
   - It is resolved that seven proposals should be submitted to NSME
   - It is resolved that online certification programs will help the students to improve the programming skills and such certification programmes to be introduced to the students in the II B.Tech so that that knowledge gained by these programme help them a lot in the placements in the Final year .
   - It is resolved that Department of CSE and IT through certification courses.
   - It is resolved that events like CodeVita , Hackathaon help students to learn the concepts in the emerging areas and ultimately increase the number of placements.
   - It is resolved that necessary measures be taken so that the high package offering companies visit the Institution for the campus placements.

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➤ It is resolved that the specific domains for which high packages are expected should be identified by the concerned departments and the training should be offered in the respective areas.

➤ It is resolved that considerable advantage can be expected if training is offered to the students in the II B.Tech itself.

➤ It is decided to adopt Quality improvement strategies for the following:

Curriculum Development
Teaching and Learning
Examination and Evaluation
Research and Development
Library, ICT and Physical Infrastructure / Instrumentation
Human Resource Management
Industry Interaction / Collaboration
Admission of Students
Examination

➤ It is resolved that the role of Alumni in the development of college is active and that the meeting with the Alumni is conducted twice every year.

➤ It is resolved that the Alumni are actively participating in Alumni meets and delivering guest lecturers in the college.

➤ It is resolved that training for improving Communication Skills and motivating the students to participate in Co Curricular activities helps the students to get placed through recruitment drives.

➤ It is resolved that both the Internal and External Audits should be conducted for Quality enhancement.

➤ It is resolved that the novel teaching methodologies like Moodle , Flip Class , Blended Teaching help the students to understand the concept better

5,6. It is resolved that there is a necessity to bring Environmental Consciousness and Sustainability/Alternate Energy initiatives in the college to make the campus eco-friendly .

7. It is resolved that the regular procedure of Preparation and Adherence to Academic Calendar and Teaching Plans be continued.

8. It is resolved that training students in the program specific labs and providing more computing facility within the department improves the knowledge of the students.

➤ It is decided to maintain Program Specific Labs And Computing Facility Within the Department like.

- Academic Labs.
- Major Project Based Labs
- Minor Project Based Labs

9. It is decided to maintain Records of Overall Program Specific Improvements in

- R&D,
- Smart Class Room,
- New Teaching Methodology,
- Wifi,
- New Technology Usage,
- Infrastructure,
- Conducting Short-Term Course, etc

10. It is resolved to review the curriculum

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2018-19 PLAN OF ACTION

Improve the number of placements in the college.
Review of status of Patents filing and progress
Promote Quality of Research and Innovation
To create awareness on Environmental pollution and control
Improve the involvement of Alumni in all the developmental activities of the Institute
To implant strong programming skills
To improve Communication skills and personality development
Effective Teaching with Learning Management Systems (LMS), E-Learning Resources, Moodle Etc
Improve the Programmes/ courses focussed on employability/ entrepreneurship/ skill development
To improve Value-added courses imparting transferable and life skills offered
Review of curriculum for the academic year 2019-20 with the guidelines of AICTE

SNO	Quality improvement strategies/ Quality Initiatives
1	Monitoring Academic Calendar
2	Monitoring Proposed Calendar of Events and Action taken reports on Calendar of Events
3	Collect Summary of Faculty Performance Index (FPI) Reports and Action taken reports
4	Monitor the Attainment of PO's, PSO's and ATR
5	Monitor the Higher studies Information and Action taken reports (ATR)
6	Collect the Budget Allocation, Utilisation and Action taken reports (ATR)
7	Implement Best Practices
8	Monitor the Student Profile and Mentoring System
9	Submission of Annual Quality Assurance Reports- AQAR-NAAC
10	Monitor the Academic Audits (AAA)
11	Maintain NAAC Correspondence and Approvals
12	Collect Feedback Forms and Analysis Formats
13	Participation College Ranking submission