



# PVKK INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to JNTUA, Anantapuramu.  
(Established under Sri Balaji Educational Society, Anantapuramu)

## IQAC Committee Constitution Circular

**Date: 17-07-2018**

The Chairperson constituted the IQAC committee and a meeting is convened as mentioned below. I take pleasure in inviting all IQAC members to attend the meeting in the Principal's chamber at 3:00 PM on 18-07-2018. The agenda for the meeting is given below.

**Agenda:**

1. Constitution of IQAC committee members
2. Welcome note
3. Objectives & Functions of IQAC
4. Action Plan for the Academic year
5. NBA/NAAC
6. Other items

  
Principal

**Copy to:**

The Chairperson  
Principal File  
IQAC Members  
File/Circular/IQAC

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## Minutes of Internal Quality Assurance Cell (IQAC) Meeting No: 01/PVKKIT/IQAC/Date: 18-07-2018

### Agenda:

1. Constitution of IQAC committee members
2. Welcome note
3. Objectives & Functions of IQAC
4. Action Plan for the Academic year
5. NBA/NAAC
6. Other items

### Constitution of IQAC committee

The minutes of Constitution of committee meeting held on 18-07-2018 at 3:30PM were approved by IQAC members. At the outset, Chairperson welcomed the members of IQAC. The above agenda items were deliberated upon, and the following resolutions were passed.

S. No	Item	Action Taken
1	IQAC committee Welcome note	Honorable chairperson Dr. B. Ramesh Babu and the committee members are heartily welcomed to the new IQAC committee
2	Objectives & Functions of IQAC	<ol style="list-style-type: none"><li>1. Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.</li><li>2. Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</li><li>3. Conducting internal Academic as well as Administrative Audits.</li><li>4. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</li><li>5. Dissemination of information on various quality parameters of Higher Education.</li><li>6. Organization of inter and intra institutional</li></ol>

  
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		<p>workshops, seminars on quality related themes.</p> <p>7. Documentation of the various Programs/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.</p> <p>8. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</p>
3	Action Plan for the Academic year	<ul style="list-style-type: none"><li>➤ Syllabus completion</li><li>➤ Proper conduction of lab experiments</li><li>➤ Student attendance monitoring</li><li>➤ Encouraging the students to participate extra-curricular and co-curricular activities and Research projects</li><li>➤ Helping the students in realizing their strengths</li></ul>
4	NBA/NAAC	The IQAC, has been given the responsibility of coordinating the NBA/NAAC accreditation work in collaboration with the HODs of the various departments

## 6. Any other items:

- An awareness program is to be organized to all the Faculty Members
- R&D activities are to be improved in the campus
- It is resolved to organize at least one FDP at the end of the semester, two or three workshops, seminars and Guest Lecture to all students during the semester in coming days.

(Mr. K. Ramesh Rao)  
Coordinator, IQAC

(Dr. Bandi Ramesh Babu)  
Principal & Chairperson, IQAC

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The following committee is constituted for governing the activities of "Internal Quality Assurance Cell (IQAC)":

## IQAC Members

S. No.	Name	Designation	Signature
<b>Chairperson</b>			
1.	Dr. Bandi Ramesh Babu	Principal	
<b>Member from Management</b>			
2.	Mr. K. Sreekanth Reddy	Management Representative	
<b>Coordinator – IQAC</b>			
3.	Mr. K. Ramesh Rao	Associate Professor, CSE Dept.	
<b>Nominees from Local Society, Students &amp; Alumni</b>			
4.	Dr. C. Manmatheswara Reddy	Principal, Sri Balaji PG College	
5.	Mr. D. Vannur Vali	Alumni Student	
6.	Mr. P. Nawazish Kareem	Student Representative	
<b>Nominees from Employer/ Industrialists/ Stakeholders</b>			
7.	Mr. K. Narayana Reddy	Parent Representative	
8.	Mr. D. Nagaraju	Industrialist	
9.	Mr. Y. Chandra Sekhar Reddy	Estate Officer	
<b>Teacher Representatives (Members)</b>			
10.	Ms. K. Bhargavi	HOD, CSE Dept.	
11.	Mr. V. Venkateswar Reddy	HOD, ECE Dept.	
12.	Mr. D. Mahesh	HOD, EEE Dept.	
13.	Mr. G. Rajesh	HOD, CIVIL Dept.	
14.	Mr. L. Balasubramanyam	HOD, MECH. Dept.	
15.	Dr. K. Chenna Kesavulu	HOD, H & S Dept.	
16.	Mr. I.V. Ranjith Kumar	HOD, MBA Dept.	
<b>Senior Administrative Officers</b>			
17.	Dr. Y. Santhosh Kumar Reddy	Dean of Academics	
18.	Mr. K. Manohar Reddy	AO	
19.	Mr. G. Viswanath	In-charge of Examinations	
20.	Dr. C. Bhanu Kiran	Placement Officer	
21.	Dr. A. Chandra Babu	R & D Convener	



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## IQAC Meeting Circular

A.Y.2018-2019

**Date: 19-12-2018**

All the members of Internal Quality Assurance Cell (IQAC) are informed to attend the meeting in the Principal's chamber at 3:00 PM on 24-12-2018. The agenda for the meeting is given below.

### **Agenda:**

1. Review on minutes of 1<sup>st</sup> IQAC meeting
2. Action taken report on the decision of the previous meeting
3. FDPs, Workshops, Seminars and Guest Lectures organized
4. Review of Placement statistics of the last year
5. Other items

Principal

### **Copy to:**

The Chairperson

Principal File

IQAC Members

File/circular/IQAC

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## Minutes of Internal Quality Assurance Cell (IQAC)

Meeting No: 02/PVKKIT/IQAC/Date: 24-12-2018

A.Y.2018-2019

### Agenda:

1. Review on minutes of 1<sup>st</sup> IQAC meeting
2. Action taken report on the decision of the previous meeting
3. FDPs, Workshops, Seminars and Guest Lectures organized
4. Review of Placement statistics of the previous year
5. Other items

Meeting of the members of IQAC was convened on 24-12-2018. at 3:30PM.

At the outset, Chairperson welcomed the members of IQAC. The above agenda items were deliberated upon, and the following resolutions were passed.

### Item 1: Review on minutes of 1<sup>st</sup> IQAC meeting

The minutes of meeting held on 24-12-2018 were approved by IQAC members

### Item 2: Action taken report on the decision of the previous meeting

No comments are received from the members, the minutes are presumed to be approved.

S. No	Item	Action Taken
1	FDPs, Workshops, Seminars and Guest Lectures	<ol style="list-style-type: none"><li>1. Dept. of Mechanical Engineering organized a workshop on "A 5-Day Exploration on Sustainability and Ethics in Mechanical Engineering" from 20-08-2018 to 24-08-2018.</li><li>2. Dept. of ECE organized Five-day Workshop on Modern Research Trends in Communication, Signal Processing and VLSI/MEMS from 20-08-2018 to 24-08-2018.</li><li>3. Dept. of EEE conducted a Workshop on "Green Energy System" from 17-09-2018 to 21-09-2018.</li><li>4. Dept. of EEE conducted a Skill Development Program on "Artificial Intelligence in Electrical Engineering" from 24-09-2018 to 28-09-2018.</li><li>5. Dept. of Civil Engineering organized Five-day Workshop on composite Materials from 24-09-2018 to 28-09-2018.</li><li>6. Dept. of EEE conducted a Workshop on "Recent Advancements in Power Electronics and Power Converters for Distributed Generation" from 08-10-2018 to 12-10-2018.</li></ol>

  
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		<ol style="list-style-type: none"><li>7. Dept. of ECE organized Five-day Workshop on "Recent Trends and Future Applications in Electronics and Communication Technologies" from 22-10-2018 to 26-10-2018.</li><li>8. IPR cell conducted a One Day Workshop on "Introduction to IPR, Patentability Criteria" on 18-09-2018.</li><li>9. Dept. of Mechanical Engineering organized a 5 Days' workshop on "3D Printing Exploration on Additive Manufacturing Bootcamp" from 17-12-2018 to 21-12-2018.</li><li>10. Dept. of H&amp;S conducted a FDP on "Information &amp; Communication Tools (ICT)" from 18-12-2018 to 19-12-2018.</li><li>11. Dept. of MBA organized a Guest Lecture on "Effective Communication and Negotiation Skills or Business Professionals" on 10-07-2018.</li><li>12. Dept. of MBA organized a seminar on "Innovative HR Practices for Employee Engagement and Retention" on 08-08-2018.</li><li>13. Dept. of MBA organized a FDP on "The Art &amp; Science of Writing Research paper" from 12-11-2018 to 16-11-2018.</li></ol>
2	NAAC Awareness program	Internal Quality Assurance Cell (IQAC) has organized one day awareness program on NAAC Accreditation on 26-09-2018. The resource person was Sri. M. Basha Mohiddin, Professor, Dept. of Civil Engineering, G Pulla Reddy Engineering College, Kurnool.
4	Feedback Formats	It is resolved to prepare Feedback formats for the AY 2018-2019
5	Audit Formats	It is resolved to prepare academic audit formats for the AY 2018-2019

### Item 3: FDPs, Workshops, Seminars and Guest Lectures organized

It is resolved to organize at least one FDP at the end of the semester, two or three workshops, seminars and Guest Lecture to all students during the semester in coming days.

### Item 4: Review of Placement statistics of the previous year

TPO has presented the Placement Statistics of the previous years. All the members suggested activities to be taken up to improve Placements in the Campus. All members approved the action plan of the TPO.

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## Item 5: Other items

- An awareness program is to be organized to all the Faculty Members
- R&D activities are to be improved in the campus

(Mr. K. Ramesh Rao)  
Coordinator, IQAC

(Dr. Bandi Ramesh Babu)  
Principal & Chairperson, IQAC

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## IOAC Members

A.Y.2018-2019

S. No.	Name	Designation	Signature
<b>Chairperson</b>			
1.	Dr. Bandi Ramesh Babu	Principal	
<b>Member from Management</b>			
2.	Mr. K. Sreekanth Reddy	Management Representative	
<b>Coordinator – IQAC</b>			
3.	Mr. K. Ramesh Rao	Associate Professor, CSE Dept.	
<b>Nominees from Local Society, Students &amp; Alumni</b>			
4.	Dr. C. Manmatheswara Reddy	Principal, Sri Balaji PG College	
5.	Mr. D. Vannur Vali	Alumni Student	
6.	Mr. P. Nawazish Kareem	Student Representative	
<b>Nominees from Employer/ Industrialists/ Stakeholders</b>			
7.	Mr. K. Narayana Reddy	Parent Representative	
8.	Mr. D. Nagaraju	Industrialist	
9.	Mr. Y. Chandra Sekhar Reddy	Estate Officer	
<b>Teacher Representatives (Members)</b>			
10.	Ms. K. Bhargavi	HOD, CSE Dept.	
11.	Mr. V. Venkateswar Reddy	HOD, ECE Dept.	
12.	Mr. D. Mahesh	HOD, EEE Dept.	
13.	Mr. G. Rajesh	HOD, CIVIL Dept.	
14.	Mr. L. Balasubramanyam	HOD, MECH. Dept.	
15.	Dr. K. Chenna Kesavulu	HOD, H & S Dept.	
16.	Mr. I.V. Ranjith Kumar	HOD, MBA Dept.	
<b>Senior Administrative Officers</b>			
17.	Dr. Y. Santhosh Kumar Reddy	Dean of Academics	
18.	Mr. K. Manohar Reddy	AO	
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## IQAC Meeting Circular

A.Y.2018-2019

**Date: 07-06-2019**

All the members of Internal Quality Assurance Cell (IQAC) are informed to attend the meeting in the Principal's chamber at 3:00 PM on 14-06-2019. The agenda for the meeting is given below.

### **Agenda:**

1. Review on minutes of 2<sup>nd</sup>IQAC meeting
2. Action taken report on the decision of the previous meeting
3. FDPs, Workshops, Seminars and Guest Lectures organized
4. Review on NAAC/NBA work
5. Student Chapter Activities
6. R&D Activities
7. T&P Activities
8. Other items

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Principal File  
IQAC Members  
File/circular/IQAC

  
Principal  
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## Minutes of Internal Quality Assurance Cell (IQAC)

Meeting No: 03/PVKKIT/IQAC/Date: 14-06-2019

A.Y.2018-2019

### Agenda:

1. Review on minutes of 2nd IQAC meeting
2. Action taken report on the resolutions of the previous meeting
3. FDPs, Workshops, Seminars and Guest Lectures organized
4. Review on NAAC/NBA work
5. Student Chapter Activities
6. R&D Activities
7. T&P Activities
8. Other items

Meeting of the members of IQAC was convened on 14-06-2019. at 3:30PM. At the outset, Chairperson welcomed the members of IQAC. The above agenda items were deliberated upon, and the following resolutions were passed.

### Item 1: Review on minutes of 2nd IQAC meeting

The minutes of meeting held on 14-06-2019 were approved by IQAC members

### Item 2: Action taken report on the resolutions of the previous meeting

No comments are received from the members, the minutes are presumed to be approved.

S. No	Item	Action Taken
1	FDPs, Workshops, Seminars and Guest Lectures	<ol style="list-style-type: none"><li>1. Dept. of ECE conducted a Five-day Workshop on MATLAB based Teaching-Learning in Mathematics, Science &amp; Engineering from 07-01-2019 to 11-01-2019.</li><li>2. Dept. of Civil Engineering organized Skill Development Program on Nano Materials &amp; Concrete Technology 11-02-2019 to 15-02-2019. The resource persons were Sri P. Bhanu Prakash, Senior Engineer, Jacobs Pvt Ltd, New Delhi.</li><li>3. Dept. of ECE conducted a Guest lecture on "Analog communication systems" on 19-02-2019.</li><li>4. Dept. of Mechanical Engineering organized FDP on "Finite Element Analysis and Simulation" from 04-03-2019 to 08-03-2019.</li><li>5. Dept. of EEE organized Workshop on Recent Trends in Electrical Engineering from 08-04-2019</li></ol>

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		<p>to 12-04-2019.</p> <ol style="list-style-type: none"><li>6. Dept. of EEE organized Guest Lecture on "Electrical Machines" on 25-03-2019.</li><li>7. Dept. of EEE organized Guest lecture on Wind Power Stations on 30-04-2019.</li><li>8. Dept. of EEE organized one day workshop on "Python and its applications to Electrical Engineering" on 06-05-2019.</li><li>9. Dept. of Mechanical Engineering conducted a "Mechatronics and IoT Integration Workshop" from 02-02-2019 to 06-02-2019.</li><li>10. Dept. of Mechanical Engineering conducted a "A 5-Day Workshop on Maintenance Strategies and Reliability Engineering" form 13-05-2019 to 17-05-2019.</li><li>11. Dept. of Mechanical Engineering conducted a Guest lecture on "Finite Elements Methods" on 02-04-2019.</li><li>12. Dept. of H&amp;S organized FDP on "Outcome based Education" from 26-02-2019 to 27-02-2019.</li></ol>
2	Review on NAAC/NBA work	Reviewed the progress of NBA preparations work and IQAC members expressed satisfaction on the progress made so far.
3	Academic Audit	Academic Audit has been conducted in May 2019.
4	R&D Activities	<ul style="list-style-type: none"><li>➤ R&amp;D cell organized FDP on "How to Write &amp; Publish Research Papers" from 19-01-2019 to 24-01-2019.</li><li>➤ Received the Grant Rs. 13.33 lakhs from SANPRINTS Pvt.Ltd. to conduct online exams for the academic year 2018-2019.</li></ul>
5	T&P Activities / Career guidance	A Campus Recruitment Training program by Alchemists was conducted for IV-B.Tech students in March, and 51 students successfully completed the program.

### Item 3: FDPs, Workshops, Seminars and Guest Lectures organized

All the members appreciated the efforts of all Department HODs and Student Support System (SSS) for organizing FDPs, Workshops, Seminars and Guest Lectures and the same will be taken forward in coming days with advancements.

### Item 4: NAAC Awareness Program

NAAC coordinator has organized an Awareness Program on and briefed the highlights of NAAC like Objectives, Functions, Preparedness and Process along with its benefits.

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## Item 5: Student Chapter Activities

All the departments have established respective Student Chapters and organized good number of events to encourage participative and project-based learning among the students.

## Item 6: R&D Activities

All the members appreciated the R&D cell initiatives and suggested activities for further improvement by organizing more programs for Faculty and Students.

## Item 7: Career Guidance Activities

All the members appreciated the Career Guidance cell initiatives and suggested activities for further improvement by organizing more programs for Faculty and Students.

## Item 8: Other items

- Academic & Administrative Audit is to be conducted and the report is to be submitted to IQAC for further actions
- Feedback reports are to be submitted to IQAC for further actions

(Mr. K. Ramesh Rao)  
Coordinator, IQAC

(Dr. Bandi Ramesh Babu)  
Principal & Chairperson, IQAC

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## IQAC Members

A.Y.2018-2019

S. No.	Name	Designation	Signature
<b>Chairperson</b>			
1.	Dr. Bandi Ramesh Babu	Principal	
<b>Member from Management</b>			
2.	Mr. K. Sreekanth Reddy	Management Representative	
<b>Coordinator – IQAC</b>			
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