



Vidya Jyothi Institute of Technology

An Autonomous Institution

(Accredited by NAAC, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)

Aziz Nagar Gate, C.B. Post, Hyderabad-500 075

Ref: VJIT/IQAC 5/2016-17

09/09/2016

Attention: IQAC members

The 5th meeting of the Internal Quality Assurances Cell (IQAC) is scheduled at 2.00 pm on 09th September 2016 at the Institute premises.

Venue: Director's Chamber

IQAC members are requested to steer the meeting for the listed agenda.

Agenda

ITEM	Agenda Point
Item No 1	Minutes of fourth meeting held on 24/11/2015.
Item No 2	Review of NAAC peer team visit
Item No 3	Quality development programs
Item No 4	Motivation for research publications
Item No 5	Career planning orientation program for students
Item No 6	NBA reaccreditation apply for 5 programs (CSE, ECE, EEE, Mech. & IT)
Item No 7	NBA pre qualifier submission
Item No 8	NBA awareness program
Item No 9	Identify department NBA coordinators and Criterion wise in charges and students
Item No 10	Submission of NBA SAR
Item No 11	PO target level of the departments
Item No 12	PSO target level of the departments
Item No 13	Regular audit mechanism
Item No 14	Periodic monitoring of feedback from stakeholders for continuous improvement
Item No 15	Motivation for ICT and Teaching and Learning Process
Item No 16	Training and Placement program for the students



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Item No 17	Enhance Teaching and Learning Practices
Item No 18	Upgrading of lab infrastructure
Item No 19	Establishing NI Labview – Training center
Item No 20	Improvement for student's success rate
Item No 21	Planning for a new construction of building (D & E block)
Item No 22	Open electives for 3 rd year UG program
Item No 23	IT policy covering Wi-Fi, cyber security, etc.,
Item No 24	Procedures for maintaining and utilizing physical, academic and support facilities
Item No 25	Anything with permission of chair.

With kind regards,

(Dr. P. Venugopal Reddy)
Chairman, IQAC

Copy to: Circulation among IQAC members



Agenda of FIFTH IQAC meeting:

With reference to Point No 1: Minutes of fourth meeting held on 24/11/2015 was approved

With reference to Point No 2: Review of NAAC peer team visit

NAAC peer team visited on 10th – 12th March 2016 and the Institute is accredited. Comments of the NAAC peer team is discussed for the improvement of the institute. The comments are also circulated to the IQAC members. With this, it is planned to go for a NBA accreditation.

With reference to Point No 3: Quality development programs

Efforts have been made to train faculty

1. Two days workshop on Project Based learning
2. Faculty trained by IUCEE IGIP and Microsoft India, IUCEE-IGIP Engineering Educators certification program
3. Faculty trained in 'Use of ICT in Education for Online and Blended Learning' conducted by IIT Bombay during the period May 2nd 2016 to July 10 2016
4. Faculty trained on NI Labview CLAD Certifications
5. Implementation of Project based learning and active learning strategies in the teaching process.

With reference to Point No 4: Motivation for research publications

To motivate the staff and students research culture the actions taken are

1. Research & Development centre is created to encourage faculty and students to take up research activities.
2. Continuous augmentation of laboratories with state of art equipment.
3. Financial assistance to faculty for presenting technical papers in national/international conferences/seminars.
4. Deputation of faculty to participate in workshops/seminars and conferences.
5. Cash incentives for research publications in referred journals.
6. To document the evidence of papers published.

With reference to Point No 5: Career planning orientation program for students

Conducted guest Lecture on "Career Planning and Placements" by Mr. Arnesh, CA Technologies.

With reference to Point No 6: NBA reaccreditation

It is decided to apply for NBA reaccreditation for **5 departments** namely, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering, and Information Technology.

With reference to Point No 7: NBA pre qualifier submission

For NBA pre qualifier is planned to submit on 26 – 10 – 2016.



With reference to Point No 8: NBA awareness program

OBE Awareness created through booklets on Vision/Mission/PO's/PEO'S and PSO'S and course outcomes. Faculty representative in each department are approved to attend the awareness workshop on "OBE and Accreditation", conducted by Osmania University, Hyderabad on 18th Dec. 2016.

With reference to Point No 9: Identify department NBA coordinators and Criterion wise in charges and students.

Department NBA coordinators, criterion coordinators and volunteer students are approved by the IQAC. The list is attached in the Annexure – I.

With reference to Point No 10: Submission of NBA SAR

It is decided to upload the NBA SAR on 27 – 05 – 2017 for the academic years 2015-16, 2014-15, and 2013-2014.

With reference to Point No 11: PO target level of the departments

Based on the attainment of PO level in the academic year 2015 – 2016, the target levels for the academic year 2016 – 2017 is approved. List enclosed with the minutes.

With reference to Point No 12: PSO target level of the departments

Based on the attainment of PSO level in the academic year 2015 – 2016, the target levels for the academic year 2016 – 2017 is approved. List enclosed with the minutes.

With reference to Point No 13: Regular audit mechanism

Department Advisory Board (DAB) and Program Assessment Committee (PAC) meetings are conducted regularly and feed back is collected from stake holders to audit the improvements of the departments.

With reference to Point No 14: Periodic monitoring

Feedback from stakeholders is collected for continuous improvement monitoring. Feedback from students is collected for the facilities provided. For each course the faculty feedback is taken twice in a semester and necessary measures and action is taken based on the feedback.

With reference to Point No 15: Motivation for ICT and Teaching and Learning Process

Departments are encouraged for using ICT to provide better knowledge to the students. Encourage departments to use ICT enabled class rooms. Student centric learning has been strengthened by ICT. Every year few faculty members from each department are encouraged to attend AICTE approved FDP for ICT. Use of ICT in education for online and blended learning conducted by IIT Bombay from 02 – May – 2016 to 10 – July – 2016. Faculties are approved to attend workshop on 'Creating an Institutional Culture of Teaching and Learning' on 16th



December 2016 by Prof. Clif Kussmaul, Professor of Computer Science, Muhlenberg College, USA.

With reference to Point No 16: Training and Placement program for the students

Discussion was done to provide free personality development, entrepreneurship, ethics, communications skill, computing skills, and placement specific programs for students. Free and subsidized add on skill programs as per industries requirements. Guest Lecture on career planning and placements is arranged by alumni students.

With reference to Point No 17: Enhance Teaching and Learning Practices

Teaching learning Practices are streamlined for the improvement of academic performance and holistic development of students. Institute has necessary infrastructure for quality teaching learning practices. Emphasis is laid more on practical aspects of the subjects. Seminars, projects, group discussions are organized at regular intervals to enhance the learning experience of students and hence bring about holistic development of students. Experts are also invited from leading academic organizations and from industry to guide the students in related fields.

With reference to Point No 18: Upgrading of lab infrastructure

On timely basis up-gradation of lab infrastructures are carried out to meet the state-of-the-art facilities across the departments.

With reference to Point No 19: Establishing NI Labview – Training center

NI labview academy center of excellence and embedded system lab-ARM university program has been established. 30 faculty members have been trained. Different modules are introduced for students of 3rd and 4th year B.Tech students.

With reference to Point No 20: Improvement for student's success rate

Practices such as question banks, learning resources, regular assignments, and remedial classes are implemented to improve academic pass percentage. Mentors are allotted to monitor the academic performance and their grievance.

With reference to Point No 21: Planning for a new construction of building (D & E block)

In order to improve the available facilities and to cater the needs of the students intake. It has been decided to construct a separate building D block for ECE, CSE and IT, and E block for Mechanical workshop. Going to be operational for the next academic year 2018-19.

With reference to Point No 22: Open elective for 3rd year UG program

Open elective from inter-disciplinary area in each UG program is approved. List is attached with the minutes.

With reference to Point No 23: IT policy covering Wi-Fi, cyber security, etc.,



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IT policy covering Wi-Fi, cyber security, etc., and allocated budget for updating its IT facilities for the institute is framed and approved by the IQAC committee members

With reference to Point No 24: Procedures for maintaining and utilizing physical, academic and support facilities.

Procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc for the institute is framed and approved by the IQAC committee members

With reference to Point No 25: Anything with permission of chair.

Mock academic audit is to be conducted by involving external assessors.

End of the Minutes

Dr. P. Venugopal Reddy	Dr. A. Padmaja	Dr. C.N. Ravi	Dr. B. Vijaykumar

Dr. K. Harikrishna	Prof. G. Sreeram Reddy	Dr. S. Siva Prasad	Ms. G. Srilatha

Dr. Siddhartha Ghosh	Dr. Archanaa Dongre	Prof. M. Rajendra Prasad

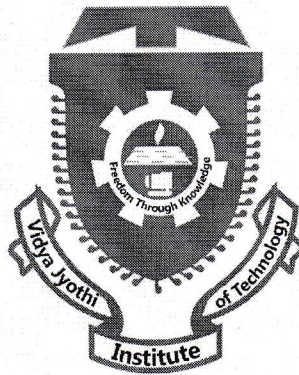
Mr. R. Venkata Chalam	Prof. K.S Rao	Dr. M.V. Krishna Murthy

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Internal Quality Assurance Cell (IQAC) Minutes

9th IQAC Meeting held on 9th January 2021



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Members of the 9th IQAC Present on 9th January 2021

9th IQAC Meeting held at 11:30 AM

S. No	Name	Position	Signature
1	Dr. E. Saibaba Reddy	Chairman	
2	Dr. A. Padmaja	Co-Chairperson	
3	Dr. P. Rajeshwar Reddy	Member from Management	
4	Ms. S. Neelima	Member from Management	
5	Dr. P. Venugopal Reddy	Member	
6	Dr. V V Satyanarayana	Coordinator IQAC	
7	Dr. G. Sreeram Reddy	Member from Teacher	
8	Dr. B. Vijaya Kumar	Member from Teacher	
9	Dr. A. Srujana	Member from Teacher	
10	Dr. Siddhartha Ghosh	Member from Teacher	
11	Dr. K. Vasanth	Member from Teacher	
12	Dr. Pallavi Badry	Member from Teacher	
13	Prof. B. Srinivasulu	Member from Teacher	
14	Prof. M. Raiendraprasad	Member from Teacher	
15	Dr. P. Chakradhar	Member from Teacher	
16	Dr. Ravi Mathey	Member from Teacher	
17	Dr. C.N. Ravi	Member from Teacher	
18	Mr. R. Venkata Chalam	Member	
19	Ms. G. Srilatha	Member	
20	Mr. Shubhajit Jagadev	Member from Industry	
21	Mr. P. Nirdosh Reddy	Member from Parent	
22	Dr. P. Radha Krishna	Member from Parent	
23	Mr. Suresh Kuppu	Member from local Society	
24	Mr. E. Satish Reddy	Member from Alumni	
25	Mr. Raghav Srusti	Member from Alumni	
26	Mr. Anurag Patlolla	Member from Alumni	
27	Mr. D. Sai Varun Reddy	Member from Alumni	
28	Ms. K. Neha	Member from Student	
29	Mr. J. Venkateshwara Rao	Member from Student	



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Agenda for the 9th IQAC Meeting held on 9th January 2021

ITEM	Agenda Point
Item No 1	Introduction of IQAC members / Briefing by Director
Item No 2	Presentation by IQAC coordinator / Action taken report of 8 th IQAC Meeting
Item No 3	Readiness of Institute & each department for NAAC renewal/SSR Readiness
Item No 4	IIQA Submission date / SSR Submission
Item No 5	Reaccreditation of NBA for the departments CSE / ECE / EEE / Mech. / IT and Compliance reports
Item No 6	Renewal of Autonomous
Item No 7	Civil department readiness for NBA visit
Item No 8	Participation in NIRF and ARIIA ranking 2021
Item No 9	Establishment of Institute Innovation Council
Item No 10	Academic audit, Green audit, Environment audit and Energy audit
Item No 11	Approval of all Policies (Academic Maintenance, Research, IT Infrastructure, Grievance Redressal, Green Campus and Code of Ethics Policy)
Item No 12	Additional Infrastructural facilities
Item No 13	Approval of National Innovation and Start-up Policy (NISP)
Item No 14	Suggestions / Discussions by members for quality improvement
Item No 15	Any other points with the permission of chair



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Minutes of the 9th IQAC Meeting held on 9th January 2021

With reference to item No 1: Director has introduced all the members of the committee for acquaintance with each other with a view to understand the composition of the committee and for subsequent easy interaction. He gave a brief account of VJIT which includes faculty, students, departments, infrastructure and research activities.

With reference to item No 2: Actions taken on minutes of the Eighth meeting held on 01-06-2019.

The IQAC coordinator presented the 8th IQAC meeting actions taken are discussed and the members have noted with satisfaction.

ATR report enclosed. **Annexure - I**

Dr. V. V. Satyanarayana, IQAC coordinator, detailed about the activities performed in the AY: 2019-20, in different facets including academic, placements and research activities.

Dr P. Venugopal Reddy, Dean Exams articulated on the examination system being followed for all the programs offered in the campus. He stated that for the final year B. Tech students of 2019-20 batch, due to the pandemic Covid-19, Online examinations have been conducted through AMCAT platform and he further informed that the results have been declared in time for the benefit of the students. He also emphasized on the successful conduction of the examinations for the 1st/2nd/3rd B. Tech and MBA students by ensuring all kinds safety measures specified for Covid-19 through offline mode.

With reference to item No 3: Principal informed about the readiness of Institute & each department for NAAC renewal/SSR Readiness

It has been informed three rounds of review have been done with respect to all the criterions SSR preparation. The members have been apprised of the departmental readiness and subsequent institute readiness for the second cycle of NAAC accreditation. It has been decided to keep all the Criterions data and attachments by month end of January 2021.

With reference to item No 4: IIQA Submission date / SSR Submission

Principal deliberated on the submission of IIQA and the finalization of the dates.

It has been resolved to submit the IIQA for the second cycle of NAAC accreditation by the first week of February 2021 and to keep SSR ready for the submission by the end of February 2021.



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With reference to item No 5: Re-accreditation of NBA for the Departments CSE / ECE / EEE / Mech. / IT and Compliance reports

Principal informed the members, the status of the Compliance reports of all the five departments. She further informed the members that, the first review of the Compliance report has been prepared and can/shall be submitted as soon as the letter is received from the NBA.

With reference to item No 6: Renewal of Autonomous

Principal primed the members concerning, renewal of the Autonomous status which is due for the renewal from March 2021. It has been resolved to finish the work with the support of the assigned coordinators by the end of April 2021. All the Departments have been instructed to supplement the information required in this regard.

With reference to item No 7: Civil Department readiness for NBA Visit

Principal updated the members in regard to the SAR submission by the Civil Department for NBA Accreditation. It has been resolved to contact the authorities concerned to fix up the NBA Expert Team Visit dates. Further included reviews on the readiness to be organized in the college with the help of other departments.

With reference to item No 8: Participation in NIRF and ARIIA Ranking 2021

Principal briefed on to the members in regard to the participation of the college for NIRF and ARIIA rankings and discussed on the sections where the marks have been reduced to figure out in the ranking.

NIRF Ranking: The major indicators identified to score a rank below 200 band

- Student Outcomes Improvement
- Placements Quality Improvement
- Research Publications Improvement in Indexed Journals
- Perception

ARIIA Ranking: Principal geared up the members that the following parameters mentioned should be improved in a phased manner to figure out in the ranking

- Program Conducted by Institute Related to IPR, Entrepreneurship / Start-ups & Innovation
- I&E Programs Organized within the Campus
- I&E Achievement of Students & Faculties in terms of Awards/Recognitions
- Short time & Elective/Core Credit in Innovation/IPR/Entrepreneurship
- IPR Cell / Patent Facilitation Unit / Technology Transfer Centre



- No of Innovations
- No of Startups with CIN
- No of Faculty as Founder & Co-Founder with DIN

It has been decided that all the Departments have to focus on the above parameters to acquire the Ranking.

With reference to item No 9: Establishment of MHRD's Institute Innovation Council

Principal updated the members about the **Institute Innovation Council** that was established on 30th November 2020. The Institute Innovation Council has been established to encourage, inspire and nurture young students by supporting them to work with novel/trending ideas while they are in formative years.

The Prime focus areas of the cell has been explained to the members

- To create a vibrant local innovation ecosystem
- Start-up supporting Mechanism
- To get ready for Atal Ranking of Institutions on Innovation Achievements Framework (ARIIA)
- Smart India Hackathon (SIH)
- National Innovation and Start-up Policy for Students and Faculty
- Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas

With reference to item No 10: Academic audit, Green audit, Environment audit and Energy audit

Director conveyed that various audits have been planned to be conducted for the academic year 2019-20.

- The academic audit formats have been designed to conduct the audits internally first during the 3rd week of Jan 2021 followed by external academic audits that would be conducted in the month of Feb 2021 with external committees.
- It has been communicated by the Director that an Internal Energy Audit has been conducted by the Internal Energy Audit Committee. Further it was shared to members that the External Energy Audit for Energy has been conducted on 28th December 2021 by Sri Gayatri Energy Services.
- Green Audit/Environmental Audit: Constituted members for the committee and the Audit will be done in the month of Feb 2021.



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With reference to item No 11: Approval of all Policies

Director informed members that various policy documents have been revised and requested members to approve the following policies.

- Academic Maintenance Policy
- Research Policy
- IT Infrastructure Policy
- Grievance Redressal Policy
- Green Campus Policy
- Code of Ethics Policy

Report Enclosed. Annexure - II

With reference to item No 12: Additional Infrastructural facilities

- Director briefed on the infrastructural facilities that has been created to cater the needs of the departments.
- It has been elaborated on the renovation of facilities that have been initiated in the Academic year 2019-20 like Examination Branch/Placement Department shifting to the A-Block and included report on Establishing the New Canteen

With reference to item No 13: Approval of National Innovation and Start-up Policy (NISP)

The National Innovation and Start-up Policy intend to guide HEIs to promote student driven innovations & start-ups and to engage the students and faculty in innovation and start up activities in campus. To promote NISP a committee has been constituted which comprise internal and external members to carry out the activities of NISP

NISP Committee: Annexure – III

With reference to item No 14: Suggestions/Discussions by members for quality improvement

Mr. Sai Varun Reddy, Tech lead, ZEMOSOLABS, Alumni member of IQAC



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1. Usage of service by cloud infrastructure providers
2. Contribution to open-source software. Google projects, GITHUB API Project, Javascript and UI libraries.
3. At least one project by students needs to be done in a semester
4. An open house every month or every two weeks
5. Learning new skills as per the industry trends

Detailed report enclosed in Annexure - IV

- **Prof. Radha Krishna, NITW** emphasized the problem solving methodologies/techniques to be implemented at a higher pace as it would augment improvement in the academic, technical and intellectual skills of the students. He appreciated the efforts of the students and faculty who have worked on Coursera, NPTEL Certifications, Publications of papers in SCI journals.
- **Ms. Neha, Student member** expressed her suggestion to pay attention in implementing smart based learning to students and inculcate the habit of Presentations by all the students from 1st year onwards. She expressed happiness over keeping the ICT gadgets in all the classrooms.
- **Mr. J. Venkateshwara Rao, student member** emphasized the role of the Software Engineers in actual practice and it should be taught to the students along with the psychometric practice sessions which are being carried out in the training and placement cell. This will enhance the abilities of the students as a software engineers in actual practice exorbitantly.
- Showing right career path to their dream job from 1st year so that they will take 4 years of study as serious
- Encouraging students to participate in student chapters (Clubs) programs like Google DSC, Code chef student chapter, Microsoft Student Ambassador etc.
- Encouraging Open source contributions
- Allocating some time for sports in college time.

With reference to item No 15: Any other points with the permission of chair

Dr E. Saibaba Reddy, Director thanked all the members of the IQAC for their presence and valuable suggestions given and promised to take the things forward for further improvement of Quality Standards of the Institute.


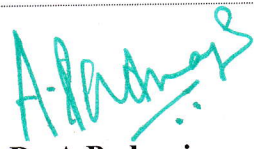
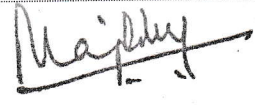






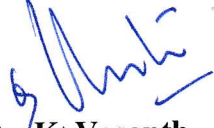



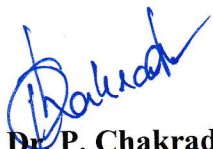

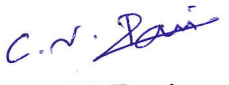
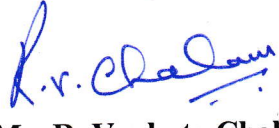









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Annexure - I

Action taken on 8th meeting held on 01-06-2019 of the Internal Quality Assurances Cell (IQAC) are listed below

- Department criterion wise in-charges are started data collection and documentation pertaining to the Criteria for the NAAC SSR
- 280 Number of research papers in referred journals are published in the academic year
- Mentoring of students are reviewed by department heads and ICT usage for teaching is increased
- Teaching performance of the faculty members are monitored and corrective actions are taken by taking feedback from the students
- FDP attended by faculty members have increased.
- During covid pandemic time coursera certification facility provided for faculty members and students. This facility is utilized by faculty members and students for completing online courses in the latest trends and technologies. All faculty & students availed this facility.
- Faculty members and students have completed NPTEL 108 certifications
- Placement cell conducted training programs for the students to improve technical skills
- College IIC cell signed MoU with reputed institute and industries
- Technical activities in emerging technologies are conducted by student chapters
- Mechanical, ECE and EEE Departments have received funding from AICTE AQIS
- SAR is submitted by civil engineering department for NBA accreditation
- EDC cell conducted awareness programs and lectures by eminent persons



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Annexure - II

ACADEMIC MAINTENANCE POLICY

The Institution has a structured system for maintaining and utilizing the facilities available. Facility Management Team maintains the physical and academic support facilities. The various responsibilities of the team are housekeeping activities, maintenance of Garden, pest control, entire campus snag work etc. VJIT deployed four location supervisors across the campus. Each location supervisor reports to the maintenance manager regarding his observations on electrical, plumbing, and housekeeping related issues/complaints. A logbook is maintained for the same. The college provides transportation facilities for its faculty and students. A transport committee is constituted to address and rectify any transport related issues. The security of the institute is taken care by in house security guards with the help of an external private agency in two shifts round the clock.

Classroom and Sports facility Maintenance

Class Rooms:

- Use of non-dust chalks.
- Daily sweeping of class rooms.
- Wet cloth cleaning of benches
- Black board cleaning
- Supervisors shall personally supervise the work and lock the class rooms after he is satisfied with the work. Log books are maintained by the estate manager, supervisor for the daily works performed by sweepers /scavengers.

The sports facilities of VJIT are maintained by physical education department. The department has to submit year wise budget. A stock register and an issue register are maintained to ensure proper handling of the sports items. Stock verification of the sports items is conducted at the beginning of each academic year. Regular maintenance of the play area is conducted under the supervision of Physical Education Director and Faculty Sports Coordinator. The physical education department gives the training to students and makes them to participate in state, zonal and university level competitions. The department precisely maintains separate timing for gents and ladies Gym for fitness. All the indoor and outdoor facilities are available to staff and students after college hours.

Before commencement of academic year, the requirement of the classrooms and laboratories will be identified by the Campus Facilities and Maintenance Committee, and action will be taken according to the needs. At the beginning of each semester the readiness of the classrooms and labs are checked by the facility management team. Regular inspection, maintenance of the furniture's and classroom equipments is done on a regular basis.

IT Maintenance

IT Maintenance team is functioning in the campus for resolving the issues like hard ware trouble shooting, software installation, Maintaining Biometric devices and network related issues are monitored and maintained. The complaints are posted through E-mail are addressed and resolved immediately.



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Library maintenance

There is regular stock verification process carried out by the library. A file is maintained which contains the stock verification reports carried at the end of academic year. Physical verification of the library stock is the process by which the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library. Stock verification provides opportunities to weed out long unused, very old editions of the books from the library. It also leads to the cleaning and dusting of books and thus preventing their deterioration. All the torn and old books which could not be used for circulation has been kept separately. There is a Library Committee which helps in guiding the library for effective services. The library committee meets at regular intervals for selection of books and other Library material. They also suggest ways and means to improve the services. The files relevant to Library and Library services are well maintained and labeled for easy access to any of the Library staff. All the new books and journals are kept in the new arrival racks for a period of two weeks or till the arrival of next lot of new books or journals. Because of the strict vigilance from library staff and the security personal, the percentage of loss from the library is negligible.

Laboratory Maintenance

All the laboratories are spacious and well-lit. Do's and Don'ts / safety precautions are displayed in each laboratory. Every equipment in the lab is bar-coded and records of the same are maintained. All necessary software like Microsoft office, browser, lab software, antivirus software are installed and maintained. IT maintenance team, of VJIT maintains the computers. Periodical maintenance is carried out in all laboratories. In house servicing of the lab instruments are done every six months. Major repairs are outsourced by following the procedure of the institute. Consumables will be purchased at the beginning of academic year. Instruments are calibrated wherever required. All electrical wirings and grounding are done as per the norms. First aid box, fire extinguisher and hand gloves, welding goggles and earthing mats are provided wherever necessary. The institution has required medical staff and facility. Hence any sort of medical emergency can be immediately addressed.

- Laboratories of all the departments are well equipped and are maintained regularly to avoid any hindrance to the academic schedules. The in-house maintenance and repairs are addressed by the respective department Lab Assistants/ computer operators who are qualified and trained.
- Preventive maintenance is followed.
- Lab Attenders will clean the Lab equipment everyday under supervision of lab assistant.
- Periodical checkups and calibration of equipment in all laboratories is well maintained.
- Stock verification is being conducted in all laboratories every year

Building Maintenance:

- Matters concerning maintenance of buildings and infrastructural facilities, the HODs or the concerned in-charge will make a requisition to the Principal which will be forwarded to the Estate Manager. The Estate Manager after physical examination will submit detailed proposal to the project officer.
- The project officer discusses the same with the Secretary and Correspondent obtains approval and attends to the work within the least possible time



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- Further the project officer submits quotations along with estimates for maintenance works which is expected to incur expenditure more than Rs.10,000/-.He will submit estimates along with quotations.
- Regarding furniture, a requisition shall be made to the Principal by the HODs/in-charges which will be forwarded to Administrative Officer (A.O).
- A.O. will discuss this with Secretary and Correspondent and take necessary purchases of the furniture
- The Supervisor looks after the maintenance of rest rooms, approach roads and neatness of the entire premises.

Hygiene:

- The maintenance committee is headed by the Principal and convened by the Administrative Officer (AO) who in turn monitors the work of the Supervisor at the next level.
- The Supervisor is accountable to the Principal as coordinator Who organizes the workforce among various duties VIZ.,
 - Individual floor - Wise responsibilities
 - Maintaining duties and work timings
 - Leaves
 - Periodic checks to ensure the effective functioning of the infrastructure
- Adequate housekeeping staff are employed to meticulously maintain cleanliness of infrastructure to provide a congenial learning environment.
- Dustbins are placed on every floor.
- The Green Cover of the campus is well maintained by the gardener.

Toilet Hygiene:

- Scavengers will clean each toilet four times a day, which should be checked by supervisor concerned.
- Care is taken in providing exhaust fans, daily cleaning with phenol, detergents and naphthalene balls.
- The Campus maintenance is monitored through surveillance Cameras. Every department maintains Stock register for the available items
- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees.



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POLICY FOR PROMOTION OF RESEARCH

VJIT encourages innovations and research which contribute immensely to the development of key areas of Engineering and Management. The main aim of Research & Development Centre at the Institution is to promote Research & Innovation among the faculty & students that can meet the societal needs. Dr.P.Venugopal Reddy, Dean Examinations is head of the R&D, The R&D Centre of the college works in three distinct aspects viz., pursuing academic and sponsored research, bringing innovation from engineering, and maintaining standards in R & D. To promote research and innovation, centers of excellence and innovative labs have been established. The best research practices and ideas are shared amongst departments. R&D Center involves in identifying thrust areas on research, developing projects that aid in publications in National/International Journals and Conferences. The centre helps in developing co-operative and complimentary research among various departments to explore advanced technologies. The Centre holds periodical review meetings on the progress of research being carried out by staff and students. The Center also renders help to pursue funded projects once it is sanctioned. The Centre also guides in writing projects and filing patents.

Treading this path, the Institution evinced interest in research amongst the students from the first year of their study. Necessary environment and facilities were created. Centralized labs/design centers and titled propel labs were established. These labs are broad- based and not confined to a single area/discipline. Student groups (multidisciplinary) work on various engineering projects in these labs, from conceptualizing to designing the prototype. The labs are open for students of all disciplines. Each lab is headed by a faculty and supported by competent technical staff who volunteer and act as mentors for the students to guide students in innovative projects. Students' creative thinking is favoured by faculty mentoring, which results in systematic development in processes and products. These research labs help the students build prototypes which enable them to participate in competitions both in India & Abroad.

The aims and objectives of VJIT Research & Development Centre is enumerated hereunder:

- Encourage faculty and students to take up research
- Monitor activities of centers of excellence / innovative labs / incubation centers
- Collaboration with foreign universities for Research activities
- Facilitate management grants / incentives for promoting research
- Assist in patenting

The institution has introduced number of Initiatives towards promoting research activities in the institution.

- Financial assistance to faculty for presenting technical papers in national, international conferences / seminars
- Paper publication in National/International journals with an Impact factor as first and second author is given Rs 1000/and Rs 500/ respectively as one time incentive
- Paper publications in International Conferences of Prime Institutions -100% TA, 100% Registration Fees, on Duty and Cash Reward
- For paper presentation in a national conference the institute will sponsor by paying the registration fee along with duty leave
- Deputation of faculty to participate in workshop, seminar and conferences
- Centers of excellence/Innovative labs/Incubation centers



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IT policy

IT policy outlines the responsible use of the Information Technology infrastructure at the college and all the users of IT infrastructure (Computers and the Network) of the college are subject to this policy.

IT Service Management

The IT service management is done by a team headed by System and Network Administrators. This team manages the institute IT infrastructure and deploys the e-resources campus-wide. All the systems on the campus are connected through LAN with high-speed internet to serve the computing needs of users to facilitate teaching, learning, research, and administration. All e-resources and services can be accessed through Internet and FTP (File Transfer Protocol) at any point of time by all the stakeholders.

Information Security: Unauthorized use of individual/institutional information is not permitted.

Network Security Network resources and computing resources are not used for any personal purpose. Faculty members and students exercise their responsibility and ethical behavior in the utilization of software and IT resources. All the users abide by the rules and regulations stipulated in IT policy of the institute. All the purchased products and equipment with invoice are recorded in a standard stock register from time to time.

Risk Management: The risk management of IT assets is associated with use of ownership, operation, involvement, influence and adoption of IT within the institute.

A separate Computer Maintenance team with two service engineers is available to attend to any problems relating to network and internet services. Efforts are being made to reduce the down time.

Internet Bandwidth : 100 + 100 Mbps (2lines)

Accessibility of Wi – fi : Good

Reliability of Wi – Fi : Good (90%)

Availability of Supporting Staff : Good

The IT facilities available in the college can be summarized as follows,

LAN Facility

There are 50 data network switches (Giga byte), CCTV cameras, Intercoms and firewall for content filtering for 950 users simultaneously. 100 Mbps of internet connectivity is shared across the campus, where as 100 Mbps is shared for the students

Server configurations in Data Centre

There are 8 servers with Xeon E-5 version-3.0, 32 GB RAM, 2 TB hard drive, Storage server-2TB*5=10 TB

Back up device-4TB for critical server back up



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Systems available

904 desktops are provided to all the department labs with configurations of core i3 3Generation 4GB, 500 GB hard disk with LAN connectivity. 50 desktops with configurations of core i3 4GB, 500GB and dual core 250 GB, 2GB hard disk are available to carry out academic and administrative work.

Software:

Windows 10, 8 and 7 . Microsoft office standard editions for departments are also available. We also use open source operating systems such as Fedora, Ubuntu and Cent OS. All windows systems are protected with Quick Heal Total Security anti-virus

Printers:

50 Laser jet printers, 6 Xerox work centers and 5 scanners are provided across the campus for academic and administrative purposes.

Wi-Fi:

25 Extendable Wi-Fi access points are placed in various places like Library, corridors, and Labs. Wi-Fi access is provided to all the students which is monitored and controlled by fire wall. All access points are routed to a Wi-Fi controller in the Data Centre where configuration and updates are maintained in a centralized fashion.



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Grievances Redressal Policy

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Composition and Tenure of the Committee

- The committee shall comprise of a Chairperson, Convener and three other senior teaching faculty members.
- Principal of the college shall be the chairperson.
- Members of the committee shall be nominated by the chairperson for tenure of two years.
- Out of Four (including convener), one member shall be female and other from SC/ST/OBC category.
- A representative from among the students of the college to be nominated by the chairperson as special invitee.

Scope of the grievances

Grievances may be related to any of the following matters:

- Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.
- Financial Matter – Issues related to charging of fees, scholarships and payments
- Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization
- Harassment and Ragging by colleague students or teachers etc.

Grievance receiving mechanisms

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

- Report submission in person by approaching the chairman of the Committee
- Online at the website <https://grievance.vjit.ac.in/>

Grievance redressal mechanism

- After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.
- The meeting shall be scheduled within Five days of receipt of the application.
- All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.



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- The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting.
- The minutes shall be circulated to all the members of the Grievance Committee for their signatures.
- The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

Appeal

- The applicant shall have the right to file an appeal to the Chairman within 15 days from the date of the written communication of recommendations of the committee.
- The applicant shall send written communication to the college conveying his desire to file an appeal to the Chairman. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Chairman shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college.

Organization wide awareness

Awareness among stakeholders is created by

- Organizing awareness programs
- Displaying the grievance registration mechanism on
 - Web site
 - Digital sign boards
 - Posters in prominent places of the campus



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Annexure - III

Internal Committee Members of NISP-VJIT

S. No.	Name of Staff	Designation	Assigned Roles
1	Dr. A. Padmaja	Principal	Head of Institute
2	Dr. E. Sai baba Reddy	Director	Chair Person
3	Dr. Chakradhar	Professor & HOD	Member
4	Dr. K.V.R. Satya Kumar	Professor	Convener&NISP Coordinator
5	Dr. Vasanth Kishore	Professor & HOD	IIC Convenor-VJIT
6	Dr C. N. Ravi	Professor	Member
7	Dr L. Madan Ananda Kumar	Professor	Member
8	Dr Sudarshan	Professor	Member
9	Dr M.NagaBhushana Rao	Professor	Member
10	Mr. Praveen Kumar	Associate Professor	Member
11	Mrs. P. Suneela Bharathi	Associate Professor	Member
12	Mrs A.K. Srujana	Assistant Professor	Member

External Committee Members of NISP

S. No.	Name of Staff	Organization	Assigned Roles
1	Mr.DSreenu	Canara Bank	Bank/Investor
2	Mr.EmmanuelGosula	EPAM Software Engineering & Product Development	Expert from nearby Industry
3	Dr.ShantaThoutam	Government of Telangana	Expert from nearby Industry/Industry association/ Ecosystem
4	Dr.M.Anil Ramesh	Siva Sivani Institute of	Start up/ Alumni
5	Dr. Nandita Sethi	The Entrepreneur Zone	Start up/ Alumni
6	Mr.SriCharanLakkara	stuMagz	Start up/-Alumni
7	Dr.Prakriti	IPexcel	Patent expert



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Annexure - IV

Suggestions given by Mr Sai Varun Reddy Daram, *Tech lead, Zemosolabs, Alumni member of IQAC*

1. Participation, usage of service by cloud infrastructure providers; hands-on experience in cloud infrastructure services, AMAZON web services, Google cloud, to name a few.
 - Applications use and run on cloud vendors.
 - There different parts to each vendor, like networking, security, machinery, scaling etc, investing time during college helps students.
 2. Contribution to open-source software. Google projects, GITHUB API Project, Java script UI libraries, to name a few.
 3. Have students develop at least one project a semester. Increasing the amount of time one spends on practice improves the odds of mastering the task.
 4. Start engaging with companies early on as early as the second year the second semester for possible internship opportunities.
 5. Encourage creating full-stack applications by a single student, all the UI, server, backend, deploy (on the cloud), testing together.
 6. Have an open house every month or every two weeks, to discuss possible ideas and implementations.
 7. Learning new skills:
 - Containerization of applications
 - Docker
 - Kubernetes
 - New languages
 - RUST
 - Go lang
 - Dart.
 - Mobile app development
 - Flutter
 - React native
 - Data science
 - Apache spark
 - DBT
- Use cases and applications around the internet of things.