



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC & NBA, Approved by AICTE New Delhi & Permanently Affiliated to JNTUH)
Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 61st College Academic Committee meeting held on 16th November, 2021 at 11.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesu	In-charge -HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL

Vidya Jyothi Institute of Technology
Himeyatnagar (VIII), C.B. Post,
Hyderabad-75.



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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 60th College Academic Committee meeting held on 8th November, 2021 at 2.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesu	In-charge -HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal

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College Academic Committee

The following members were present in the 59th College Academic Committee meeting held on 8th October, 2021 at 2.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesu	In-charge -HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Srikant Reddy.

Librarian

Secretary

Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himeyannagar (Vill), C.B. Post,
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College Academic Committee

Agenda for the Meeting on 8th October, 2021

1. Data to 100 Pins from the departments in the format suggested before 12th October 2021
2. Time tables / Mentor List/ Section and Year Incharges of II , III and IV years by 13th October 2021.
3. Open Elective Allotment
4. To discuss on E Box training for Core departments
5. To discuss on Design thinking workshop.
6. I year :
 - a) Timetables
 - b) Handbook
 - c) Course structure and Syllabus
 - d) Syllabus of Bridge Courses
 - e) Mentors List, Year and Section Incharges
 - f) Data of I Year students through Google Forms.
7. Academic Calendar
8. Question paper pattern (Sem End Exam) as per 70+30
9. Attendance details of B.Tech, 2nd, 3rd and 4th year students
10. M.Tech Viva Status
11. M.Tech and MBA results status
12. Analysis of Budget departments wise
13. Status of faculty position in departments
14. Readiness for NBA and NAAC
15. Dues of Library Books.
16. Any other points with the permission of Chair.

A. Lakshmi
Principal
PRINCIPAL

Vidya Jyothi Institute of Technology
Himayatnagar (VIII), C.B. Post,
Hyderabad-75.

[Signature]
DIRECTOR



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Minutes of the College Academic Committee Meeting Held on 8th October, 2021

1. Data to 100 Pins from the departments in the format suggested before - **12th October 2021**
2. Time tables / Mentor List/ Section and Year Incharges of II , III and IV years by - **13th October 2021.**
3. Open Elective Allotment 3rd year OE by - **9th October, 2021 ,11:00 A.M.**
4. To discuss on E Box training for Core departments
5. To discuss on Design thinking workshop - **A presentation to be made by HoDs in next week.**
6. I year :
 - a) Timetables
 - b) Handbook
 - c) Course structure and Syllabus
 - d) Syllabus of Bridge Courses
 - e) Mentors List, Year and Section Incharges
 - f) Data of I Year students through Google Forms.
7. Academic Calendar – **1st year yet to start**
8. Question paper pattern (Sem End Exam) as per 70+30 – **(20 Mid + 10 Quiz/Project)**
9. Attendance details of B.Tech, 2nd, 3rd and 4th year students – **Discussed and asked to improve.**
10. M.Tech Viva Status - Examiners Names to given by Examination Branch by - **11th October, 2021**
11. M.Tech and MBA results status will be delivered by - **12th October, 2021**
12. Analysis of Budget departments wise – **Asked the HoDs to study and submit by 9th October, 2021.**
13. Status of faculty position in departments – **Discussed.**
14. Readiness for NBA and NAAC - **Discussed.**
15. Dues of Library Books – **Decided to deduct to the amount of to respective staff members.**
16. M.Tech List 2019 to go to University by – **12th October, 2021**
17. Academic Regulations revision to be included R-21
18. Grace Marks Circular correction to be **made by DEAN, Examination Branch.**
19. JEE qualified students list, handed over to Heads of the Departments by Director


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College Academic Committee

The following members were present in the 58th College Academic Committee meeting held on 6th September, 2021 at 11.30 A.M. in the Director's Chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. D. Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himeyatnagar (Vill), C.B. Post,
Hyderabad-75.

Ramesh Behn
ikha koushal
Satyanarayan
John Alexander

P.D
ATPO
prof
Library

Rajesh
Shr



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College Academic Committee

Agenda for the Meeting on today (6th September, 2021) at 11:30 A.M.

1. To discuss about Autonomy PPT presentation presented by Principal.
2. Syllabus copies to be distributed to Heads of the Departments for Corrections.
3. Prepare Programme for PPT presentation by Heads of the Departments
4. Any other points with the permission of Chair.

DIRECTOR

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College Academic Committee

The following members were present in the 57th College Academic Committee meeting held on 26th August, 2021 at 4.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
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College Academic Committee

Agenda for the Meeting on today (26th August, 2021) at 4:00 P.M.

1. To discuss about opening of college for students in offline mode from 1st September, 2021.
2. To discuss about Agenda for college Academic Council Meeting.
3. Points to discuss on the observation made during the Mock Visit for Autonomy.
4. To analyze examination results.
5. Any other points with the permission of Chair.

A. K. Sanyal
Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
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[Signature]
DIRECTOR



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College Academic Committee

The following members were present in the 56th College Academic Committee meeting held on 21st August, 2021 at 11.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
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J. Ramesh Babu
Saibaba Reddy
Shikha Kanwal

phy. Director
Librarian
Corporate Relations Manager

Rajesh
Srinivasulu
Sh



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College Academic Committee

Agenda for the Meeting on today (21st August, 2021) at 11:30 A.M.


1. To discuss about that Mock Visit for UGC Autonomy.
2. To Finalize the Academic Calendars for M.Tech. & MBA..
3. Any other points with the permission of Chair.


DIRECTOR


Principal
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Departmental Presentation for Autonomy

1. List of Courses Being offered with Sanctioned and admitted intake for the past 5 years including year of Establishment of the Department and the course.
2. List of Faculty members with Qualifications (present only)
3. Number of Publications for the Last 5 Years (with back up of list a copies of Publications)
4. List of Laboratories
5. List of Major Equipment
6. Teaching Learning and Evaluation Process.
7. Achievements of Faculty members
8. Students achievements Placements and Higher studies record of Students
9. Good Practices of the department
10. What is the advantage of Autonomy at Department level.


Principal
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Date: 21.08.2021

Schedule of Mock Inspection for Autonomy by the Director

S. No.	Department	Date
1	Civil Engineering	24 th August 2021
2	Mechanical Engineering	
3	ECE	
4	Library	
5	Placement & Training Office	
6	EEE	25 th August 2021
7	CSE	
8	IT	
9	AI	
10	Examination Branch	
11	MBA	26 th August 2021
12	H&S	
13	Sports Department	
14	Health Centre	

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College Academic Committee

The following members were present in the 55th College Academic Committee meeting held on 18th August, 2021 at 12.00 Noon in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
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College Academic Committee

Agenda for the Meeting on today (18th August, 2021) at 12:00 Noon

1. To discuss Autonomy files (All HoDs are requested to bring the related Autonomy files).
2. To Finalize the Academic Calendars.
3. To regularize the Library Procedure.
4. Any other points with the permission of Chair.


DIRECTOR


Principal
PRINCIPAL
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College Academic Committee

The following members were present in the 54th College Academic Committee meeting held on 13th August, 2021 at 2.00 to 2:30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL

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College Academic Committee

Agenda for the Meeting on today (13th August, 2021) at 2:00 to 2:30 P.M.

1. Approval of Review of Academic Calendar.
2. Internal Audit on Lab for FFC Inspection.
3. UGC Autonomy Preparations.
4. Any other points with the permission of Chair.


DIRECTOR


Principal
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College Academic Committee

The following members were present in the 53rd College Academic Committee meeting held on 10th August, 2021 at 12.00 Noon in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
	Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL
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Zaher shahed

ACOE



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College Academic Committee

The following members were present in the **52nd College Academic Committee** meeting held on **6th August, 2021 at 12.00 Noon** in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

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College Academic Committee

The following members were present in the 51st College Academic Committee meeting held on 31st July, 2021 at 12.00 Noon in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

18

MD. Zaher Ahmed

Asst - Controller of Exams

Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.



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

College Academic Committee

Agenda for the Meeting on today (6th August, 2021) at 12:00 Noon.

1. Finalization of syllabus
2. Examination Status (Conducting and Result Processing)
3. Any other points with the permission of Chair


DIRECTOR


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (VIII), C.B. Post,
Hyderabad-75.



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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 50th College Academic Committee meeting held on 19th July, 2021 at 11.00 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himeyannagar (VIII), C.B. Post,
Hyderabad-75.

Dr. G. Sreeram Reddy, Library

Dr. J. Ramesh Babu

Dr. A. Obulach

P.D

NAI

Rahmy

Rahmy

A



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College Academic Committee

Agenda for the Meeting on 19th July, 2021

1. **Review the Examinations Status:** i) Examinations Completed, ii) Examinations to be conducted with dates, iii) Results Processing for the Completed Exams: Valuation, Scrutiny, Results Processing, the Probable date of announcing results.
2. **Status of B.Tech. Final Year** Projects, Seminars, Comprehensive Viva, and Seminar, papers.
3. **Supplementary Examinations of final year B.Tech students:** The Possible dates of Publication of Results.
4. Status of One time chance.
5. Review of Course structure and Syllabus of all B.Tech. Courses.
6. Are there any points on Course structure and syllabus at Department level?
7. Are there any changes in PG Syllabus?
8. Examination Branch to Prepare the Course codes for all the courses (finalized).
9. To review the Comments of academic coordinator on Course structure and Syllabus.
10. **Placement Drives for 2018-22 batch:** Virtusa/Capgemini and TCS Ninja
For this it is proposed to conduct special Training for the students from 25th July to 8th August (6 Hours daily).
11. IIIT Virtual Laboratory courses to be taken by all the students of 2nd and 3rd year students.
12. **Library:** National Digital Library of India (NDLI): Use the facility by Registering on line. Link will be provided by Librarian.(both faculty and students)
13. Status of Syllabus Coverage in the format sent through mail
14. Attendance Details of students.
15. External Academic audit report to be filled for 2018-19 & 2019-20 academic years/Internal academic audit for the academic year 2018-19.(For NAAC Peer Visit Purpose).
16. Director Proposed to Visit all the departments and other Units of the college on daily basis from 2PM to 4PM. The visit is Proposed between 26th July to 14th August 2021.
17. Any other points with the permission of Chair.


Principal

PRINCIPAL

Vidya Jyothi Institute of Technology
Himeyatnagar (Vill), C.B. Post,
Hyderabad-75.


DIRECTOR

Agenda Points for the CAC meeting scheduled on 19th July 2021

1. Review the Examinations Status: i) Examinations Completed, ii) Examinations to be conducted with dates, iii) Results Processing for the Completed Exams: Valuation, Scrutiny, Results Processing, the Probable date for the publication of Results.
2. Status of B.Tech. Final Year Projects, Seminars, Comprehensive Viva, etc papers, supplementary examination results. The Possible date of Publication of Final Year Results.
3. Status of One time chance examination.
4. Review of Course structure and Syllabi of all B.Tech. Courses.
5. Are there any points on Course structure and syllabi at Department level?
6. Are there any changes proposed in the Syllabus of PG courses?
7. Examination Branch to Prepare the Subject codes for the subjects (finalized)
8. To review the Comments of academic coordinator on Course structure and Syllabi.
9. Placement Drive (written Test) (for students CSE, IT, ECE and EEE) of Virtusa and Capgemini on 10th & 11th and 13th & 14th August. For this it is proposed to conduct special Training/drive for the students from 25th July to 8th August (6Hrs daily). Hence it is appealed that the class work may be accelerated and increase class hours so that they meet the training dates. (% of students eligible and would go for training, is there anything we could do for other students?).
10. IIIT Virtual Laboratory courses to be taken by all students of B.Tech. 2nd and 3rd year. I understand that, the Principal has provided the online link to all HoDs asking them to make use of the facility.
11. Library: National Digital Library of India (NDLI): Use the facility by Registering online. Link will be provided by Librarian.
12. Status of Syllabus Coverage
13. Attendance Details of students
14. Academic audit report to be finalized. (Ac. Years 2018-19 and 2019-20)
15. Preparedness of the Departments for NAAC and UGC Autonomy documentation for NBA application.
16. Director Proposed to Visit all departments on daily basis from 26th July to 14th August.



Principal
PRINCIPAL
 Vidya Jyothi Institute of Technology
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 Hyderabad-75.

Table of Director's Visit to Visit all departments from 2PM to 4PM.

Proposed Dates of Visit are:

Sl. No	Department be visited	Date of Visit
1	Civil Engineering	26 th July
2	EEE	27 th July
3	AI	28 th July
4	Training and Placement	29 th July
3	Mechanical Engineering	30 th July
4	ECE	31 st July
5	CSE	3 rd August
6	IT	4 th August
8	MBA	5 th August
9	Mathematics	6 th August
10	Physics	7 th August
11	Chemistry	9 th August
12	English	10 th August
13	Library	11 th August
14	Examination Branch	12 th August
16	College Office	13 th August
17	Physical Education Department	14 th August


A. Lakshmi
Principal
PRINCIPAL

Vidya Jyothi Institute of Technology
Himeyatnagar (Vill), C.B. Post.
Hyderabad-75.

Proposed aspects to study during the visit

Points to Study during the visit to Departments

- 1) Meeting with the faculty
- 2) Study of Lecture plan
- 3) Mentoring Records/reports
- 4) Visits to Laboratories(List of Experiments, Important Equipment, performance of equipment, Student Records, Stock registers, future plan, Problems in laboratories)
- 5) Mode of Procurement of Equipment.
- 6) Study of Mid Term Examination Papers, Results internal marks, typical assignments is any. The Semester Examination Papers)
- 7) Research Publications, application for research projects, In house research use of Computers or Laboratories.
- 8) Factors affecting the performance of Students.
- 9) Best B.Tech. And M.Tech. Projects for last 3 Years(Process of Selection of Best thesis)
- 10) Departmental initiatives for the Placement of Students.
- 11) Preparedness of Department for NAAC and AUG Autonomy visits and NBA application.
- 12) Books Recommended to the library. Is the library equipped with good Books? If not Prepare the list of Books you wish to have in the Library.
- 13) list of Journals available in the Library related to your Department.
- 14) Frequency of faculty visiting library.
- 15) What are the Plans to improve the Department?


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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 49th College Academic Committee meeting held on 5th July, 2021 at 03.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
	ia	Academic Coordinator	
	tachalam	Sr. A.O.	

Principal
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College Academic Committee

Agenda for the Meeting on 5th July, 2021

1. Revised syllabus of R-20 Regulations (Need to be sent to Director/Principal/Academic Coordinator)
2. BoS dates finalization
3. Academic regulations 2016 : Regarding 2 courses dropping (Open Elective)
4. List of text books required
5. NAAC
6. Any other points with the permission of Chair


PRINCIPAL


DIRECTOR


Principal
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College Academic Committee

The following members were present in the 48th College Academic Committee meeting held on 1st July, 2021 at 10.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himeyatnagar (VIII), C.B. Post,
Hyderabad-75.

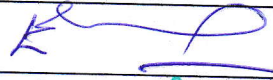
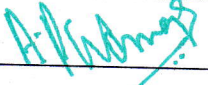
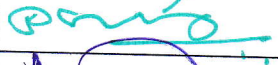
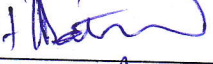
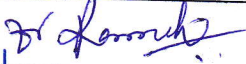

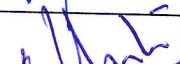
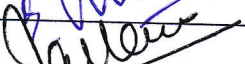

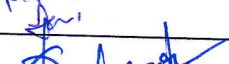
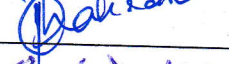
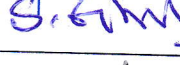
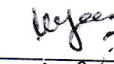

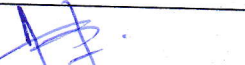
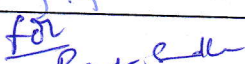
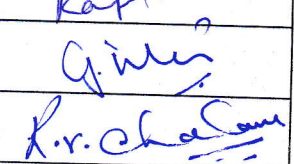
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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 47th College Academic Committee meeting held on 29th June, 2021 at 10.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	


Principal
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College Academic Committee

The following members were present in the 46th College Academic Committee meeting held on 23rd June, 2021 at 3.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

Principal
PRINCIPAL

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College Academic Committee

Agenda for the Meeting on 23rd June, 2021 3:00 P.M.

1. First B.Tech :
 - Commencement of off line classes for I year – 6th July onwards (I year Semester End Examinations)
 - Laboratory Schedule
 - Discussion with CSE, IT, EEE, CIVIL and Mechanical HoD's regarding PPS lab, BEE lab and EWS lab
 - Engineering Graphics and Modeling Exam (CIVIL, MECH, EEE and ECE branches only)
 - I year faculty requirement
 - Question paper pattern for I B.Tech (Mid and Semester End Exams)
2. Time tables for Off line classes ➡ 4+2 and 3+3
3. Fortnight Attendance
4. Academic Calendar- rescheduling
5. 4th B.Tech students : Project Review dates finalization
6. Feedback on Faculty
7. NBA Tier 1 Application Submission/Faculty Requirement
8. Regarding NAAC :Files/Documents need to be ready as per the list of documents sent through mail to Criterion Heads
9. Autonomous Visit : Documentation and Examination Branch documents
10. List of students from CSE & IT for E-Box tool for 2nd Year B.Tech Students
11. Placements Training/Fees payment for 3rd Year and 2nd Year B.Tech Students/Dates of training to be finalized
12. Virtusa Placements Training : Drive Confirmed to August 2021 for the 2022 batch students
13. Any other points with the permission of Chair


PRINCIPAL


Principal
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DIRECTOR



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College Academic Committee

Minutes of the Meeting held on 23rd June, 2021

1. First B.Tech :
 - Commencement of offline classes for I year – 6th July onwards ; It has been decided to conduct revision classes for first semester from 28th June to 3rd July 2021. And first semester, End semester Examinations are scheduled from 6th to 14th July 2021
 - Laboratory Schedule : Members have decided to conduct laboratory sessions from 16th to 23rd July 2021
2. Time tables for Off line classes ➡ 4+2 and 3+3 : Time tables for 2nd/3rd and 4th B.Tech will be morning 4 classes and after lunch 2 classes. For first year students 3+3 pattern.
3. Academic Calendar- rescheduling : Director informed Dean Exams to prepare and circulate the revised academic schedule.
4. 4th B.Tech students : It has been decided to conduct project review from 6th July 2021.
5. Feedback on Faculty : It has been decided to take the feedback on faculty in July 1st week 2021.
6. NBA Tier 1 Application Submission/Faculty Requirement : It has been decided to initiate the recruitment process for the departments CSE/IT/ECE/EEE and Civil departments during the period 24th to 26th June 2021.
7. Regarding NAAC :Files/Documents need to be ready as per the list of documents sent through mail to Criterion Heads. All Criteria documents need to be initiated.
8. Autonomous Visit : Examination Branch documents need to be kept for visit.
9. Director and Members of CAC appreciated the Placements team for the efforts taken in getting students placed in various companies.


PRINCIPAL


Principal

PRINCIPAL

Vidya Jyothi Institute of Technology
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DIRECTOR



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College Academic Committee

The following members were present in the 45th College Academic Committee meeting held on 17th June, 2021 at 10.00 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

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College Academic Committee

Agenda for the Meeting on 17th June, 2021 - 10: 00 A.M.

1. 2nd, 3rd and 4th B.Tech Year syllabus ratification under R20 regulations
2. Board of Studies meetings for the academic year 2021-22
3. Supplementary Examinations Schedule for 1st/2nd and 3rd B.Tech-2nd semester
4. 1st Mid Term Examinations % of students attended, Experiences and any Problems faced
5. E-Box tool for 2nd Year B.Tech Students
6. NBA Prequalifier Submission under TIER 1 for CSE/IT/ECE/EEE and Mechanical engineering departments
7. Regarding NAAC
 - SSS Mails follow up/Mentors role in the follow up and filling of SSS
 - DVV Clarifications
 - Website up gradation
 - All 35 qualitative metrics documentation for Peer Team Visit
8. Autonomous documentation
9. Any other points with the permission of Chair


PRINCIPAL


Principal
PRINCIPAL
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DIRECTOR



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College Academic Committee

Minutes of Meeting held on 17th June 2021

1. **B.Tech 2nd, 3rd and 4th Year** revised syllabus R-20 should be ready by 30th June, 2021.
2. Tentatively Board of Studies meetings for the R-20 Regulations will be conducted in 1st week of July after reviewing the syllabus.
3. **B.Tech 1st/2nd/3rd year - 2nd Semester** Supplementary Examinations are scheduled from 6th July 2021 to 12th July 2021.
4. **1st B.Tech -1st Semester: 2nd Mid Examinations** will be commencing from 6th July 2021 along with the End Semester Examinations.
5. **3rd Mid Examination for 1st B.Tech** students will be conducted after Laboratory sessions.
6. **B.Tech 2nd, 3rd and 4th Year 1st semester** 3rd Mid Examinations will be conducted in online mode after 23rd June 2021.
7. **1st Mid Term Examinations-2nd Semester** papers from the Examination Branch need to be sent to the department Coordinators. Co-ordinator will in turn distribute to the concerned course valuers in consultation with the head of the department.
8. List of students from **2nd/3rd Year B.Tech** need to be given by CSE/IT departments for E-box training.
9. NBA accreditation requirement of Doctorates will be reviewed department wise for recruitment. And the pre qualifier needs to be submitted by July 2nd Week.
10. All qualitative metrics documents of NAAC need to be ready in 10 days time. We will be reviewing it on 27th June 2021.
11. Autonomous documentation of files from examination branch side/Curriculum side needs to be ready.
12. Department wise vaccinated list needs to be submitted. It has been instructed that all the faculty in the department need to get vaccinated.


PRINCIPAL


DIRECTOR


Principal
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Vidya Jyothi Institute of Technology
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Vidya Jyothi Institute of Technology

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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 44th College Academic Committee meeting held on 12th June, 2021 at 02.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

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College Academic Committee

The following members were present in the 43rd College Academic Committee meeting held on 9th June, 2021 at 10.00 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath <i>MS. Goutadevi s.s</i>	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O	

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College Academic Committee

CAC Minutes of Meeting held on 9th June 2021

1. Examination branch will share the question paper to the concerned head of the department and HoD will share it to the respective invigilators.
2. It has been decided to conduct one presentation to all the faculty members on 10th June 2021 at 2 PM.
3. Demo test on Mid Examinations is planned to conduct on 11th June 2021
4. Dean Examination informed all heads of departments to share the panel of examiners for the end semester examinations.
5. Dean Examinations also informed that first year 2nd Mid Term Examination and End semester examinations of First semester would be conducted from 6th July 2021.
6. Dean Exams informed the department wise in charges for conducting online midterm examinations are as follows
 - Civil &EEE- Mr Rajeev (EEE)
 - Mech, ECE& MBA- Mr Ravi Kishore (ECE)
 - CSE,IT&AI- Mr Zaheer(CSE)
 - First Year- Dr Ravinder Reddy & Ashwin
7. Question paper will be shared to the students through screen share in google meet.
8. Regarding Open Elective question papers sharing to the students
9. As lock down has been extended up to 5 PM, It has been decided that all non teaching and 50% of teaching staff that from 10th June 2021 onwards the college will be functional and the above said need to attend the duties. The college timings are from 9:30 am to 3:30 pm.
10. The college buses will run as per the timings. The Transport Incharge Mr. D.Srinivas will be sharing the bus timings.


PRINCIPAL


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College Academic Committee

The following members were present in the 42nd College Academic Committee meeting held on 7th June, 2021 at 10.00 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath (Mrs. Geetadevi - S.T.)	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O	

Principal
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College Academic Committee

College Academic Committee meeting held on 7th June, 2021 at 10.00 A.M. in the Director's chamber.

Minutes:

1. List of Invigilators to be provided by the HoDs – 08.06.2021.
2. Question Papers to be prepared by – 09.06.2021.
3. List of Examiners / Paper setter to be submitted by HoDs to Exam Branch– 10.06.2021 .
4. Demo Mid Exams – 11.06.2021.

DIRECTOR

Principal
PRINCIPAL

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CAC Minutes of Meeting held on 7th June 2021

1. Instructions to Invigilators and students have been circulated to all the CAC Members.
2. A template to fill the details of students/Invigilators/Meeting ID and reference ID has been circulated to all the CAC Members.
3. It has been decided anonymously that 2nd Mid term examinations would be conducted in google meet. Students has to login with their hall ticket number only.
4. By 9th June 2021 two sets of question paper has to be sent to Examination Branch.
5. Each invigilator will have 10 students to monitor. And each invigilator will get two duties per day.
6. A mock test has been planned to conduct on 11th June 2021.
7. All departments need to submit invigilators list by 10th June 2021
8. Three departments has shortage of faculty for invigilation. Respective departments expressed that to conduct online examinations, that they would be requiring invigilators additionally. It has been decided to give the required number from Mech and CSE Departments.
 - H&S – 52
 - IT – 3
 - AI – 5
9. End Semester Examination panel should be sent to Examination branch on or before 11th June 2021
10. Poor question paper setters and evaluators names need to be eliminated from examination panel list
11. Invigilators has to collect scanned answers script from the students and they need to upload in the specified Google drive given by examination branch
12. For duplicate ID card student has to send the request email and HoD will forward the email to admin office. Admin office will issue duplicate ID card.
13. Discussion has also been made on the mail id's of students and it has been decided to create vjit.ac.in mail id's for future examinations.
14. All Criterion heads of NAAC should see that in website the required information for NAAC is present.
15. Faculty list in website need to be checked.


PRINCIPAL


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Hyderabad-75.


DIRECTOR


Instructions to Invigilators:

You are informed to make note of the following points while collecting the responses from students and uploading into Google drive:

1. Ensure you have received the file in PDF format (single document).
2. Document contains all the answers written by student.
3. Make sure the Document is in readable format so that subject faculty can evaluate the answers properly.
4. Document name should be complete hall ticket number Subject Name (Ex.19H61A0501_PPS-II).
5. Ensure you have uploaded documents of all the students who have appeared for the exam.
6. Kindly don't upload the zip files into drive, upload individual PDF documents into appropriate folders*.
7. Don't delete any files from the folders*

Instructions to students:


1. Mid examination will be conducted by using Google meet as online platform.
2. Google meet link will be shared to the concerned students by the respective invigilator.
3. You are advised to login 10 minutes before the scheduled time of exam.
4. Audio & video should be kept ON after login and follow the instructions given by the invigilator.
5. Answers should be written on plain A4 sheet which should be shown to the concerned invigilator before the commencement of exam.
6. Write name, Hall ticket number, name of the subject in all sheets, otherwise your answer sheet will be treated as invalid.
7. After completion of writing answers, you have to mention the number of pages written, time, unique code (given by invigilator) in the last page and put your signature. Start scanning the entire document after shown to the concerned invigilator.
8. Scanned document should be in pdf format named as complete hall ticket number subject name (Ex. 19H61A0501_IPR) should be sent to the concerned invigilator's mail through your official mail which is used for login into Google meet.
9. You are allowed to leave the Google meet after the confirmation of received scanned answer sheet by the concerned invigilator. If the document is not clearly scanned, you will be informed to resend the document.
10. Make sure that the surroundings are clean, should not have any disturbance for writing the examination and no printing material is around.
11. It is preferable to write the exam using laptops. If not, can make use of mobile phone. It is advised to ensure that required band width, charging of laptops etc.,
12. If any kind of malpractice is identified, necessary action will be taken.


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Instructions to the Students for Online Examination

All the students are hereby informed that, they should have college ID card to write the online examination. If any student is not having the college ID card, they should obtain from college at the earliest.

- Mid Exam platform: Google Meet
- Google meet link will be shared to all the students
- Login to google meet id before 10 minutes of start of exam. Audio and Video should be **ON** from the moment you are in the google meet.
- Online mid exam should be written in plain A4 paper, plain paper should be shown to invigilator before start of exam.
- Write your Name, Hall ticket number, date and Name of the exam in all answer sheets, otherwise your answer sheet will be invalid.
- At the end of the examination the student must write the **UNIQUE CODE** given by the invigilator, end time, signature on the sheet and again display to the invigilator.
- In answer sheet, directly write answers only by mentioning question numbers.
- Make sure that there is no material related to your subject around your surroundings while writing your online mid exam, if found your exam will be invalid.
- Question Paper will be shared by the invigilator on his screen at the beginning of the exam.
- If the student is **STRUCK** at any point of the examination, with permission of invigilator he may join the exam once again.
- If the student is unable to start/continue the examination due to connectivity issues, report to exam branch/ coordinators at the earliest.


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Name of the Department :						
S.No.	H.T.No.	Name of the student	Contact Number of student	Invigilator Name(s) of Invigilator(s), Contact Number	Meeting ID	Reference ID 2A1 (Year, Section, Meeting number)*
1						
2						
3						
4						
5						
6						
7						
8						


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*Useful for quick
 entry by
 observer/faculty
 in case of any
 urgency



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College Academic Committee

The following members were present in the 41st College Academic Committee meeting held on 4th June, 2021 at 10.00 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath (Mrs. Geetadevi's.5)	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O	

Principal

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Vidya Jyothi Institute of Technology
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College Academic Committee

The following members were present in the 40th College Academic Committee meeting held on 31st May, 2021 at 9.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath (Mr. Geetadevi. S.J)	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O	

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Autonomous Annual Report – 2019-20 Review

The following members were present in the **Autonomous Annual Report – 2019-20 Review** meeting held on 7th April, 2021 at 12.00 Noon in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

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Hyderabad-75.

APRIL 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		March - 30 Awareness on TIER-1 NBA 11:00 A.M.	March - 31 NBA - TIER-1 Action Plan CSE 11:00 A.M. to 12: NOON ECE 12:00 NOON to 1: 00 P.M.	1 NBA - TIER-1 Action Plan MECH ENGG. 11:00 A.M. to 12: NOON EEE 12:00 NOON to 1: 00 P.M.	2 ---	3 NBA - TIER-1 Action Plan IT 11:00 A.M. to 12: NOON Autonomous 2 nd Review 2019-20 2:30 P.M.
4	5 ---	6 NAAC Review CRITERION - 3 11:00 A.M. Autonomous 2 nd Review 2018-19 2:30 P.M.	7 NAAC Review CRITERION - 5 11:00 A.M. Autonomous 2 nd Review 2017-18 2:30 P.M.	8 NAAC Review CRITERION - 7 11:00 A.M. Autonomous 2 nd Review 2016-17 2:30 P.M.	9 ---	10 ---
11	12 NAAC Review CRITERION - 1 11:00 A.M. Autonomous 2 nd Review 2015-16 2:30 P.M.	13 ---	14 ---	15 NAAC Review CRITERION - 4 11:00 A.M. CRITERION - 6 2:30 P.M.	16 CRITERION - 2 11:00 A.M.	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

A. Prabha
PRINCIPAL



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NBA TIER – 1 Awareness Seminar

The following members were present in the 1st NAB TIER – 1 Awareness Seminar held on 30th March, 2021 at 12.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. G. Sreeram Reddy	HoD, Mech.	
4	Dr. B. Vijayakumar	HoD, CSE	
5	Dr. A. Srujana	HoD, EEE	
6	Dr. K. Vasanth	HoD, ECE	
7	Dr. Pallavi Badry	HoD, CIV	
8	Mr. B. Srinivasulu	HoD, IT	
9	Mr. M. Rajendra Prasad	HoD, H&S	
10	Dr. Siddhartha Ghosh	HoD, AI & TPO	
11	Ms. G. Srilatha	Academic Coordinator	
12	Mr. R. Venkatachalam	Sr. A.O	
13	Dr. M.N.Rao	NBA Coordinator	
14	Dr. V.V.Satyanarayana	NBA Coordinator	
15	Dr. D. Aruna Kumari	NBA Coordinator	
16	Dr. B. G. Reddy	NBA Coordinator	
	Dr. Ganeshan	NBA Coordinator	
	Dr. Laxmi Nrayana	NBA Coordinator	

Principal
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College Academic Committee

The following members were present in the 39th College Academic Committee meeting held on 27th March, 2021 at 12.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	on leave

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College Academic Committee

The following members were present in the 38th College Academic Committee meeting held on 24th March, 2021 at 11.00 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

Principal
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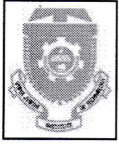
College Academic Committee

The following members were present in the 37th College Academic Committee meeting held on 23rd March, 2021 at 12.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	I. Srilatha	Academic Coordinator	
	Venkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Hyderabad-75.



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College Academic Committee

Agenda for the Meeting on 23rd March 2021 12:30 PM

1. First Year B.Tech

- Syllabus Completion of First Year B.Tech Courses
- Last Fortnight attendance
- Lab External Schedule
- Panel of Examiners for Laboratory sessions

2. Fast Track Curriculum Students List

3. Internships for 4th B.Tech 2020-21 batch

4. Time Tables for the 2nd Semester :2nd/3rd and 4th B.Tech along with work loads

5. 4th B.Tech Projects allocation and Groups

6. Certifications done by faculty & students for the academic year 2020-21 First Semester and plan for the 2nd semester

7. FDP'S/Conferences plan for the second semester

8. NAAC Criterion wise readiness for uploading

9. CSE/ECE/MECH/IT & EEE : Needs to work on towards TIER-1 Parameters/Identifying the lacking areas and action plan for TIER-1

10. Status of Autonomous renewal application

11. Placements plan for the 1st/2nd and 3rd B.Tech students


12. Placements drives plan for the next 3 months

13. Review on the profiles received through advertisement

14. Any other points with the permission of Chairman


Principal


Director


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College Academic Committee

The following members were present in the 36th College Academic Committee meeting held on 9th February, 2021 at 11.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

Principal
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College Academic Committee

Agenda for the Meeting on 9th February 2021 - 11: 30 A.M.

1. To Prepare the time table for one time chance for Mid / End Semester exams.

2. Status of NAAC documentation completeness.

3. NAAC Departments evaluative report for 5 years.

4. MOU's updated list as per the format given.

5. Syllabus covered in text books / Reference books .

6. Offline Attendance Status (2nd / 3rd / 4th B.Tech)
7. The Civil Engineering HOd is having department NBA expert team visit in the month of March, Hence, this criterion has been allocated to Dr. Siddhartha Ghosh

3. NAAC Departments evaluative report for 5 years:

- EEE, ECE and MBA departments submitted. Other departments HoDs said it will be submitted in 2 days time.

4. MOU's updated list as per the format given:

- AI/ ECE/ Civil Engineering departments submitted. Other departments said it will be submitted in 2 days time.

5. Syllabus covered in text books / Reference books:

- The Director said that in all the courses number of prescribed text books and reference books are given more in the syllabus books.
- Every course should have a maximum of 2 number of text books. Books need to be selected standard books and also each chapter syllabus needs to be present in book suggested.

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- Director instructed all HoDs of departments that all the faculty members needs to prepare table consisting of chapter name and where it is reflecting in the prescribed text book with page number in the book.

6. Offline Attendance Status (2nd / 3rd / 4th B.Tech):

- All HoDs of departments have been informed to submit the offline attendance to the Academic Coordinator.

7. Syllabus completion:

8. Analysis of 1st / 2nd / 3rd B.Tech 2019 – 20 end term examination results :

- Discussion has been made in the 1st/2nd /3rd B.Tech 2019-20 EE results.

9. Status of Lab masters

- All HoDs of departments informed that Lab Masters are ready except CSE-DS Lab Master will be ready by 11th February 2021.

10. Lab External Schedule

- All departments HoDs informed that the schedule is ready. Director informed all HoDs to submit to Principal through mail.

11. 3rd Fortnight attendance I B.Tech

- H&S HoD said, it will be submitted by 10th February 2021 to Examination Branch.

12. 1st B.Tech first midterm examination marks sheets

- H&S HoD informed that it will be submitted by 10th Feb 2021 to the examination branch.

13. Redistribution of LCD's

- Discussion about LCD's available in is done. Director said only 75% LCDs are sufficient in the departments. And also said some of the LCD's can be kept as mobile. Director instructed that few LCD's can be transferred to AI and MBA departments.

ents

Vipro Drive status :Placement & Training Officer Dr.Siddhartha Ghosh said that

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127 students have taken the test and we are waiting for the results.

- Training plan for 3rd B.Tech students :Director asked to Dr. Siddartha Ghosh to submit the training plan.
- E-box for 1st B.Tech: Dr.Siddartha Ghosh informed that a Google form has been circulated to students and around 800 students are willing to pay the registration fee of course.

- Core Branches (Civil/Mech) = Rs. 826/- per student
- EEE/ECE/CSE/IT = Rs. 1534/- per student

15. Any other points for discussion

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DIRECTOR

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College Academic Committee

The following members were present in the 35th College Academic Committee meeting held on 19th January, 2021 at 3.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

Principal
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College Academic Committee

Agenda for the Meeting on 19th January, 2021 - 3: 00 P.M.

1. 2nd / 3rd / 4th B.Tech Syllabus Coverage
2. Fortnight Attendance - 1st Year B.Tech
3. Fortnight Attendance - 2nd / 3rd / 4th B.Tech
4. Internal Academic Audit Clarifications / Dates of Audit 25th and 26th January 2021
5. External Academic Audit
6. 2nd / 3rd / 4th B.Tech Laboratories scheduling of second span / submission of schedule by 1st February 2021
 - (Lab Session from 7th to 12th February 2021)
7. 1st B.Tech Laboratory schedule submission by 21st January 2021
8. Offline classes scheduling / Time Table
9. Any Other Points with the Permission of Chair.


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Principal

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DIRECTOR



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College Academic Committee

The following members were present in the 34th College Academic Committee meeting held on 11th January, 2021 at 12.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

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College Academic Committee

Agenda for the Meeting on 11th January, 2021 - 12: 30 P.M.

1. Readiness for Offline Classes – 18th January 2021.
2. Preparation of Time Table / Preparedness for classes and laboratories.
3. First year B.Tech 2nd fortnight attendance.
4. 2nd, 3rd and 4th year B.Tech fortnight attendance as per the circular dated 9th January 2021.
5. Dates finalization for Academic Audit.
6. 1st, 2nd and 3rd B.Tech Examination results.
7. M.Tech and MBA attendance.
8. NAAC Criterion wise readiness with attachments.
9. IIQA Submission – February 1st week 2021.
10. NBA compliance reports.
11. NBA Civil Engineering department readiness.
12. Placements : Wipro drive status.
13. Any Other Points with the Permission of Chair.


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College Academic Committee

The following members were present in the 33rd College Academic Committee meeting held on 5th January, 2021 at 2.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

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College Academic Committee

Agenda for the Meeting on 5th January, 2021 - 2: 30 P.M.

1. Workload of First Year B.Tech faculty members.
2. Results of 1st, 2nd and 3rd B.Tech End Term Examinations/Mid Term Examinations
3. NAAC Criterion wise attachments - Readiness
4. NAAC Awareness Workshop Review
5. NAAC Criterion wise qualitative documents submission
6. Wipro Drive Training and its status
7. Any Other Points with the Permission of Chair.


PRINCIPAL


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College Academic Committee

The following members were present in the 32nd College Academic Committee meeting held on 31st December, 2020 at 12.00 Noon in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

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College Academic Committee

Agenda for the Meeting on 31st December, 2020 12: 00 Noon

1. Academic Audit scheduled 7th to 9th Jan 2021/Audit teams information/No. of Copies of Audit formats.
2. NAAC Awareness workshop on 2nd and 3rd Jan 2021.
3. Status of collecting proofs Criterion wise.
4. Schedule of NAAC Awareness workshop.
5. All qualitative parameters of the NAAC Submission.
6. Wipro Action Plan.
7. Any Other Points with the Permission of Chair.


PRINCIPAL


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DIRECTOR

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The following members have been constituted for *Academic Audit 2019-20* and the Audit is scheduled during the period *7th January 2021 to January 2021*.

Please ensure that academic audit for the academic year 2 semesters needs to be completed by 11th Jan 2021.

ACADEMIC AUDIT COMMITTEE MEMBERS

NO	DEPARTMENT TO BE AUDITED	Chairman	MEMBER-1	MEMBER-2
1	CSE	Dr. K. Vasanth (ECE)	Dr. Sudharsan N (Civil)	Mr. P. Nageswara Rao (EEE)
2	IT	Dr. Siddhartha Ghosh (AI)	Dr. D. B G Reddy (EEE)	Ms. E. Kavitha (ECE)
3	ECE	Dr Pallavi Badry (Civil)	Dr L Madan Ananda Kumar (Mech.)	Dr. C. N. Ravi (EEE)
4	EEE	Prof. B. Srinivasulu (IT)	Dr. M. Vadivel (ECE)	Dr Phanindra Bogu (Mech.)
5	Mech.	Dr. A. Srujana (EEE)	Dr. P. Ganesan (ECE)	Ms. G. Indira Priyadarshini (IT)
6	Civil	Dr G Sreeram Reddy (Mech.)	Dr. D. Aruna Kumari (CSE)	Ms. B. Sailaja (CSE)
7	H&S	Dr. B. Vijayakumar (CSE)	Y. Praveen Kumar (CSE)	Mr J Jagadesh Kumar (Mech.)
			Mr. KSRK Sarma (CSE)	Mr. B .EswarBabu (IT)
8	MBA	Prof. Rajendra Prasad M (H&S)	Ms. V. Vijayalakshmi (EEE)	

A. K. Srinivasulu
Principal
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R

DIRECTOR

January 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 NAAC Awareness
3 NAAC Awareness	4	5	6	7 Academic Audit	8 Academic Audit	9 IQAC External Meeting / Academic Audit
10	11	12	13	14	15	16
17	18 Review 3 NAAC Criterion 1	19 Review 3 NAAC Criterion 2	20 Review 3 NAAC Criterion 3	21 Review 3 NAAC Criterion 4	22 Review 3 NAAC Criterion 5	23 Review 3 NAAC Criterion 6
24	25 Review 3 NAAC Criterion 7	26 Extended Profile/institute format	27 IIQA	28	29	30
31						

A. K. Mayy
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- ❖ NAAC Review includes with Proofs / Attachments.
- ❖ Placements Training : 4th January 2021 to 12th January 2021



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College Academic Committee

The following members were present in the 31st College Academic Committee meeting held on 28th December, 2020 at 03.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	G. Srilatha	Academic Coordinator	
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College Academic Committee

Agenda for the Meeting on 28th December, 2020 11:00 A.M.

1. Review on laboratory sessions conducted 2nd and 4th B.Tech
2. Laboratory schedule for 3rd year B.Tech
3. Feedback on faculty and its analysis
4. Academic audit form suggestions/Teams for academic audit
5. 4th B.Tech Online Classes/No. of Classes
6. Status on MBA/M.Tech academic activities
7. Academic Calendars Discussion
8. Status on NAAC SSR & NBA compliance
9. Awareness workshop on NAAC 2nd January 2021
10. Placements : Online training for 3rd B.Tech/ Online training tool for first year B.Tech Students
11. Laboratory sessions for First Year B.Tech students
12. Any Other Points with the Permission of Chair


PRINCIPAL



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DIRECTOR

Minutes of the Meeting

1. **Laboratory sessions conducted 2nd and 4th B.Tech:** Director enquired about the status of laboratory sessions conducted for 2nd and 4th B.Tech. All HoD's informed laboratory sessions are completed as per the planned schedule. Except HoD of Mech informed that it will be over by 31st December 2020.
2. **Laboratory schedule for 3rd year B.Tech :** All HoD's informed that the lab sessions for 3rd Year B.Tech have been scheduled from 28th December and it will be over by 31st December 2020.
3. **Feedback on faculty and its analysis :** Director informed that the feedback report has come and it will be discussed individually with each department.
4. **Academic audit form suggestions/Teams for academic audit :** Director asked about academic audit form and any suggestions on the form. As it has not been seen by HoD's, 2 days time has been given to look into the form and give suggestions. He also informed team's has been formed for audit and it will be circulated to heads of departments. He was also informed to keep the data ready as per the format and also to fill the audit format. The dates of audit as given in the earlier meeting 4th Jan 2021 to 8th January 2021.
5. **4th B.Tech Online Classes/No. of Classes :** As per the revised academic calendar, Director insisted to complete the syllabus and also to take 4 classes per day.
6. **Status on MBA/M.Tech academic activities:** As per the academic calendar the classes need to start from 4th Jan 2021. MBA head of the department said that at present the students are undergoing Internship in companies. From 4th Jan 2020 onwards students will attend classes half day and remaining half day students will go for internships.
7. **Academic Calendars Discussion:** Dean of Exams discussed about academic calendars and Director informed to prepare the Academic calendar for MBA/M.Tech 2020-21 academic year.
8. **Status on NAAC SSR & NBA compliance :**
 - Director asked about the status of NAAC SSR .He also asked about online inputs given by Dr Nazeer, Bapatla Engg College. Principal informed that all Criterions interaction was over except for Criterion 5 which is scheduled today 28th December 2020 at 1 PM.
 - NBA Compliance : CSE/IT departments have submitted and other heads of Departments EEE/ECE and Mech will submit in two days.


Principal


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Director

9. **Awareness workshop on NAAC 2nd January 2021:** An awareness workshop on NAAC is scheduled on 2nd Jan 2021 and if required the session would be continued on 3rd Jan 2021.

10. Placements : Online training for 3rd B.Tech/ Online training tool for first year B.Tech Students

- As third years placements training is planned for 70 hrs and 48 hrs of training has been completed offline mode. It has been decided to complete the remaining 20 hrs training through online mode starting from 28th December 2020.
- Neelima mam, Joint Secretary expressed that in the TCS drive , no. of students placed are very less no. This is a very serious issue and we need to act on this immediately. He asked the heads of departments of CSE & IT for the action plan.
- An online tool has to be identified where students can practice starting from first year B.Tech itself.


11. **Laboratory sessions for First Year B.Tech students:** A discussion was made on the to conduct laboratory sessions in all the laboratory courses. It has been decided to conduct lab sessions from 18th Jan 2021.

12. Other points discussed

- Ms Neelima, Joint Secretary said to conduct all PG Courses M.Tech/MBA classes offline mode.
- She also asked to submit the M.Tech and MBA student's project details by giving the Internal/External Supervisor names and Project details.
- She also asked to submit the research papers published by all doctorates no. of research papers published. (Before joining and after joining VJIT).

Principal

Director


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College Academic Committee

The following members were present in the 30th College Academic Committee meeting held on 15th December, 2020 at 10.00 A.M. in the Director's chamber.

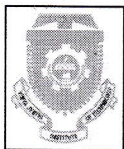
S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	G. Srilatha	Academic Coordinator	
	R. Venkatachalam	Sr. A.O	

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




College Academic Committee


Agenda for the Meeting on 15th December, 2020 - 10:00 A.M.

1. Discussion on Laboratory Schedule submitted (2nd and 4th B.Tech.,)

S. No.	Dept.	Date Duration	
		B.Tech., 2 nd Year	B.Tech., 4 th Year
1	CIVIL	16 th to 22 nd December 2020	16 th to 22 nd December 2020
2	EEE	16 th to 22 nd December 2020	16 th to 22 nd December 2020
3	MECH	16 th to 31 st December 2020	16 th Dec-2020 to 2 nd Jan-2021
4	ECE	16 th to 24 th December 2020	16 th to 24 th December 2020
5	CSE	16 th to 24 th December 2020	16 th to 24 th December 2020
6	IT	16 th to 24 th December 2020	16 th to 24 th December 2020

2. Laboratory Schedule for Lateral Entry Students(CSE/IT)
3. Research Publication Indexing and other related issues (Dr.Vasanth - Webinar Seminar).
4. Academic Audit of departments (January 4th to January 8th, 2021).
5. IQAC External Meeting - 9th January 2021.
6. Finance Committee Meeting – Necessary requirements to be ready.
7. Faculty Feedback Status / Number of Students given.
8. Finalization of Academic Calendar.
9. Strategic Plan :- 2015-16 to 2019-20 to be drafted by departments.
10. Any other points with the permission of Chair.


PRINCIPAL


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post.
Hyderabad-75.


DIRECTOR



Vidya Jyothi Institute of Technology

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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 29th College Academic Committee meeting held on 9th December, 2020 at 03.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	Srilatha	Academic Coordinator	
	enkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Hyderabad-75.



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College Academic Committee

The following members were present in the 28th College Academic Committee meeting held on 2nd December, 2020 at 11.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	ilatha	Academic Coordinator	
	katachalam	Sr. A.O	

Principal
PRINCIPAL

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College Academic Committee

Agenda for the Meeting on 2nd December, 2020 - 11:30 A.M.

1. Faculty Feedback and its Report.
2. Attendance Status - B.Tech., 2nd / 3rd / 4th and MBA
3. Preparation for 1st Mid Examination (B.Tech., 2nd / 3rd / 4th) online test on 3rd, 4th and 5th December 2020.
4. Status on AICTE AQIS Schemes
5. Research Center, application ECE/EEE/MBA Departments
6. Placements / Internships
 - Placement Training Schedule
 - Identification of Internship Companies
7. Autonomous application
8. NAAC Administration related / other linked parameters discussion
9. Any Other Points with the Permission of Chair


PRINCIPAL


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
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Hyderabad-75.


DIRECTOR

Vidya Jyothi Institute of Technology

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December 2020

Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5
	Heads Meeting 11:30 A.M. ----- Webinar on Intellectual Property Rights with emphasis on Patents. 2:30 P.M. to 3:30 P.M.	Placements / Internships Placements/IIC Coordinators 11:30 A.M.		
7	8	9	10	11
NBA CSE Compliance Report 11:30 A.M.	NBA EEE Compliance Report 11:30 A.M.	NAAC Second Review Criterion - 1 11:30 A.M.	NAAC Second Review Criterion - 2 11:30 A.M.	NAAC Second Review Criterion - 3 11:30 A.M.
14	15	16	17	18
NBA IT Compliance Report 11:30 A.M.	NBA ECE Compliance Report 11:30 A.M. & NBA MECH Compliance Report 2:30 P.M.	NAAC Second Review Criterion - 4 11:30 A.M.	NAAC Second Review Criterion - 5 11:30 A.M.	NAAC Second Review Criterion - 6 11:30 A.M.
21	22	23	24	25
NBA CIVIL Department Review 11:30 A.M.				
28	29	30	31	
27				
20				26
13				19
6				12



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College Academic Committee

The following members were present in the 27th College Academic Committee meeting held on 24th November, 2020 at 2.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	G. Srilatha	Academic Coordinator	
	V. Venkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Hyderabad-75.



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College Academic Committee

Agenda for the Meeting on 24th November, 2020, 2:30 P.M.

1. Feedback on Faculty
2. Online Teaching Classes :
 - In Campus : 50% / At Home: 50%
 - Batch : 1 – Monday / Wednesday / Friday
 - Batch : 2 – Tuesday / Thursday / Saturday
3. First Year faculty addressing date finalization
4. First Mid Term Examination dates / Time Tables for Circulation
5. NAAC First Review - Centrally linked parameters meetings 11:00 A.M. – 28th November, 2020
6. Placements
 - Placements Registration – 2020 batch / Training Schedule
 - Multiplier Drive attendance (24th November 2020)
 - Cocubes Orientation (23rd November 2020) attendance
 - Students future drives attendance
7. Any Other Points with the Permission of Chair


PRINCIPAL


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.


DIRECTOR

Minutes of Meeting

1. Feedback on Faculty

Director said that it has been observed that very less percentage of students have given feedback on faculty. Another three days extension has been given to submit the feedback. All heads of departments are informed to circulate the message to students and complete the feedback by 26th November 2020.

2. First Year faculty addressing date finalization

First year faculty addressing by Director has been finalized to 1st December 2020

3. First Mid Term Examination dates / Time Tables for Circulation

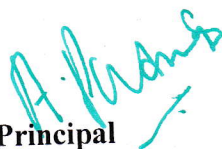
Mid Term Examination time table schedule i.e, from 7.12.2020 to 14.12.2020 is circulated to all heads of departments by Dean Examinations.


4. NAAC First Review - Centrally linked parameters meetings

It has been decided to have a separate meeting for all the centrally linked parameters from administration side on 28th November, 2020. Director requested heads to prepare 2 slides on the criterion requirements.

5. Placements

- Director requested Dr Siddhartha Ghosh, Placements head to prepare the training schedule.
- As the attendance on campus drive was low, the Director instructed for the coming drives all registered students should attend the drive.
- It has been observed that student's attendance in Co Cubes orientation was also low around 60 students. As we have paid the amount for 200 students assessments through co Cubes platform. Henceforth for all the assessments all students must take the assessment tests. And the schedule of assessments will be circulated soon by the placement team.


Principal


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Hyderabad-75.


Director



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College Academic Committee

The following members were present in the 26th College Academic Committee
12th November, 2020 at 11.30 A.M. in the Director's chamber.

A. Padmaja
Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	<i>E. Saibaba Reddy</i>
2	Dr. A. Padmaja	Principal	<i>A. Padmaja</i>
3	Dr. P. Venugopal Reddy	Dean	<i>P. Venugopal Reddy</i>
4	Dr. G. Sreeram Reddy	HoD, Mech.	<i>G. Sreeram Reddy</i>
5	Dr. B. Vijayakumar	HoD, CSE	<i>B. Vijayakumar</i>
6	Dr. A. Srujana	HoD, EEE	<i>A. Srujana</i>
7	Dr. K. Vasanth	HoD, ECE	<i>K. Vasanth</i>
8	Dr. Pallavi Badry	HoD, CIV	<i>Pallavi Badry</i>
9	Mr. B. Srinivasulu	HoD, IT	<i>B. Srinivasulu</i>
10	Mr. M. Rajendra Prasad	HoD, H&S	<i>M. Rajendra Prasad</i>
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	<i>S. Ghosh</i>
12	Dr. Ravi Mathey	CoE	<i>R. Mathey</i>
13	Ms. G. Srilatha	Academic Coordinator	<i>G. Srilatha</i>
14	Mr. R. Venkatachalam	Sr. A.O	<i>R. Venkatachalam</i>



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College Academic Committee

Agenda for the Meeting on 12th November 2020, 11:30 A.M.

1. Syllabus Coverage (B.Tech., II, III & IV Year).
2. Status of Lateral Entry Students.
3. All department BoS files 2020 needs to hand over to Director Chamber.
4. First Year Induction program / Academic Calendar.
5. First year list of Mentors and First year B.Tech Time Tables
6. Examination Schedules 1st Mid for the Academic Year 2020-21 and Supplementary Exams
7. Placements registration and placement for the Batch 2022
8. Any Other Points with the Permission of Chair

Principal

Principal

PRINCIPAL

Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.

Director

Minutes of Meeting

1. Syllabus coverage. (B.Tech., II, III & IV Year)

As the syllabus coverage is not completed as per the required, it has been decided to conduct online classes during the supplementary examination period also 16th November 2020 to 29th November 2020.

2. Status of Lateral Entry Students

Discussion was also made on the syllabus completion for lateral entry students. Director instructed Heads to complete the syllabus and also to conduct sample tests for the students.

3. All departments BOS files 2020 needs to hand over to the Director Chamber

The Director informed members to submit all department's 2020 BOS files to the Principal.

4. First-Year Induction Program / Academic Calendar

Regarding first year orientation program, it has been decided to conduct in two days 20th & 21st November 2020. Departments are divided as CSE & CSE-DS and AI & IT on 20th November and ECE & EEE and Civil & Mech on 21st November. Director informed that the schedule will be sent. Director instructed H&S HoD to share the induction program schedule with expert details.

5. B.Tech. First-year's list of Mentors and Time Tables

Director instructed to H&S HoD to submit the timetables and mentor list and also to display on the notice board and also the submit the Time Tables to academic coordinator.

6. Examination Schedules 1st Mid for the Academic Year 2020-21 and Supplementary Exams


The dates for supplementary and mid exams has been finalized in consultation with heads of departments.


I,II,III and IVth B.Tech Supplementary Examinations : 16.11.2020 to 29.11.2020

II,III and IVth B.Tech 2021 Batch first Mid Term Examinations : 7.12.2020 to 14.12.2020

7. Placement registration and placement for the Batch 2022.

Discussion was made on placement registration for the batch 2020.


Principal


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Hyderabad-75.


Director



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College Academic Committee

NAAC Review

The following members were present in the 25th College Academic Committee meeting held on 10th November, 2020 at 02.30 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Ms. G. Srilatha	Academic Coordinator	
14	Mr. R. Venkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Himeyannagar (Vill), C.B. Post,
Hyderabad-75.



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College Academic Committee

The following members were present in the 24th College Academic Committee meeting held on 31st October, 2020 at 02.00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

Principal
PRINCIPAL

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College Academic Committee

Agenda for the Meeting on 31st October 2020 02:00 P.M.

1. Discussion on all departments Laboratory Exams Schedule I, II & III year B.Tech., II Semester.
2. Department wise Number of batches / Number of days of Exams schedule.
3. Date of addressing Lateral Entry students to be finalized.
4. Status on R&D Research Center JNTUH application of ECE & EEE departments.
5. Status on DST/AICTE Projects submitted by departments.
6. Discussion on Fee Collection of students.
7. Final year Mid/End term Examinations – Committee Report.
8. Any Other Points with the Permission of Chair


PRINCIPAL



Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himeyatnagar (Vill), C.B. Post,
Hyderabad-75.


DIRECTOR

Minutes of Meeting

1. Discussion on all departments Laboratory Exams Schedule I, II & III year B.Tech., II Semester. Director initiated discussion on Lab exams, to conduct exams maintaining the Covid 19 precautionary measures. Many felt that in 3 slots 9am to 12 pm, 11am to 2 pm and 1 to 4 pm. Director informed that the timings can be adjusted as per the department convenience but he insisted that it has to be 3 hrs examination.
2. Director requested all heads to submit the details of no. of batches and no. of days of examination with time table as per the discussion made.
3. Lateral Entry students addressing for Civil Engg has been decided on 2nd and 3rd November 2020.
4. Research Centers applications JNTUH :It has been decided to apply for the research centers in the departments ECE & EEE.
5. DST/AICTE Schemes status :Director requested all departments to apply for the research proposals/AQIS schemes.
6. Discussion on Fee Collection of students :Elaborate discussion has been made on Fees collection, Neelima mam suggested that it has to be done from the administration side. And also insisted not to be done from the departments side.
7. Final year Mid/End term Examinations – Committee Report. : Director asked Dean examinations to submit the report on final year Mid/End semester examinations.


Principal


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (VIII), C.B. Post.
Hyderabad-75.


Director



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College Academic Committee

The following members were present in the 23rd College Academic Committee meeting held on 13th October, 2020 at 11.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

Principal
PRINCIPAL
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College Academic Committee

Agenda for the Meeting on 13th October 2020, 11:30 A.M.

1. Strategic plan and its status/implementation of Strategic plan as per plan given
2. NAAC AQAR 2019-20 status and its submission
3. Department wise DST Projects applied and its status
4. AICTE -Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES)/ GRANT FOR ORGANIZING CONFERENCE (GOC)
5. Establishment of IPR Cell and Patents applying by faculty/Students
6. Review on status of NAAC SSR Preparedness of NAAC/Criterion wise status
7. Autonomous renewal document status
8. Fortnight attendance and the analysis report
9. Prerana Scheme and GATE Coaching classes attendance and its status
10. Placements registration for 2018-22 batch of students
11. Any Other Points with the Permission of Chair


Principal


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himeyatnagar (Vill), C.B. Post,
Hyderabad-75.


Director

Minutes of Meeting

1. Strategic plan and its status/implementation of Strategic plan as per plan given

Discussion has been made on Departments Strategic Plan and its implementation as per the goals. Director informed CSE/IT/MBA department heads to submit the revised Strategic plan with clearly mentioning the plan for all the key aspects/Strategic Goals given in the document. **Annexure -1 Enclosed**

2. NAAC AQAR 2019-20 status and its submission

Principal informed that NAAC AQAR 2019-20 is ready in all aspects except for few data. It will be ready in 15 days. It has been decided to submit the NAAC AQAR 2018-19.

3. Department wise DST Projects applied and its status

Director informed all departments to submit Research Proposals to DST and AICTE. As the last date for submission for some of the proposals is 30th October 2020.

4. AICTE -Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES)/ GRANT FOR ORGANIZING CONFERENCE (GOC)

Principal explained about the scheme availability in AICTE to get a grant of Rs 1 lakh towards departmental clubs. Director also requested departments to look into the scheme and apply for grants.

5. Establishment of IPR Cell and Patents applying by faculty/Students

It has been discussed to establish an IPR Cell in the institute. Newly joined in the IT Department, Dr Nagabhushan Rao having expertise in Patents applying and getting grants. Director requested all departments to apply for the patents. Principal gave the status on so for applied patents. **Annexure -2 enclosed**. It has also been stressed to apply for student patents in all departments.

6. Review on status of NAAC SSR Preparedness of NAAC/Criterion wise status


Director informed all heads of departments as the date is nearing and we need to prepare the SSR. The templates have already been circulated to departments.

7. Autonomous renewal document status

Dean Exams said, as he is busy with examination schedule, he cannot look into autonomous documents now and he said he will look into it after the examinations are over.

8. Fortnight attendance and the analysis report

Discussed the fortnight attendance and its analysis report.


Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post.
Hyderabad-75.

9. Prerana Scheme and GATE Coaching classes attendance and its status

Discussion has been made on the GATE classes. Civil and Mech HoD's expressed only 30% of students are attending classes. Whereas the EEE department head informed that students are showing interest and attending the classes.

10. Placements registration for 2018-22 batch of students

Discussion has been made on registration for the batch of 2018-22 needs to be initiated. It has been decided to initiate this only after examinations are over.

Patents applying status

(Applying through Dr M Nagabhushan rao, Professor IT Department)

S.No.	Department	Applying	Name of the Faculty	Status
1.	EEE	2	Dr A Srujana Dr C N Ravi	Applied Applying
2.	IT	1 2 3	Dr M Nagabhushana Rao Dr M Nagabhushana Rao Mr B Srinivasulu Ms Indira Priyadarshini Ms Laxmi Sony	Granted Published Applied Applied Applied
3.	Civil	1	Dr Pallavi Badry	Applying
4.	CSE	2	Dr D Aruna Kumari Mr KSRK Sarma Dr Ramesh Babu	Applied Applied Applying
5.	ECE	1 1	Ms Sredevi Dr S Thulasi Prasad	Published Published
6.	Biochemical	1	Dr A Padmaja	Applied

Patents granted :1

Patents Published :4

Patents applied : 7

Patents application in process :3


Principal
PRINCIPAL

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Principal


Director



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College Academic Committee

The following members were present in the 22nd College Academic Committee meeting held on 2nd September, 2020 at 10.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
	Mathey	CoE	
	Srilatha	Academic Coordinator	
	enkatachalam	Sr. A.O	

Principal
PRINCIPAL

Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.



VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

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

College Academic Committee

Agenda for the Meeting on 2nd September 2020 11:00 A.M.

1. Commencement of Classes for M.Tech/MBA
2. Advanced Supplementary examination dates finalization for B.Tech 2016-20 batch.
3. Third Mid Term Examination for 4th year B.Tech Students (2016-20): Dates Finalization
4. 2nd Mid Term Examinations & End Semester Examinations for the Second Semester of 1st, 2nd and 3rd Year B.Tech Regular / Supplementary Students.
5. M.Tech/MBA 2nd Mid Term Examination (*M.Tech : First year- 2nd Semester & MBA First year 2nd Semester and 2nd year 2nd Semester Regular/Supplementary Students*)
6. Schedule for MBA : Seminar/Project Viva-Voce
7. Finalization of Academic Regulations/Review on Syllabus books
8. Attendance: 2nd Fortnight attendance of all departments/Day wise attendance
9. Perspective plan of departments
10. Faculty profiles for website
11. Feedback on Curriculum by students 2016-20 batch status
12. Feedback analysis of facilities
13. NAAC SSR Preparation Initiation of application procedure/Identification of coordinators
14. Review on status of NAAC SSR Preparedness of NAAC/Criterion wise status
15. Initiation of autonomous renewal process/initiation of application procedure & documentation and Identification of coordinators
16. **Placements**
 - Regarding Capgemini selected students Interviews and plan to convert into maximum offers
 - For Prerana Scheme : GATE Coaching to Mech/Civil/EEE departments, Finalization of list of students for training (Mech :20, Civil:15, EEE:15)/Dates of training
 - Placements registration for 2018-22 batch of students
17. Any Other Points with the Pern


PRINCIPAL


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PRINCIPAL
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Himeyatnagar (Vill), C.B. Post,
Hyderabad-75.


DIRECTOR

Minutes of the College Academic Committee held on 1st September 2020 at 11 A.M.

1. **Commencement of Classes for M.Tech/MBA:** It has been decided to start the classes for M
2. **OBA from 1st September 2020.** M.Tech 3rd Semester Students: As project is there in this semester Director informed to instruct the students about the project details and monitor the project assessment as per the norms.
3. **Advanced Supplementary examination dates finalization for B.Tech 2016-20 batch :** This will be fixed after the final semester results.
4. **Third Mid Term Examination** for 4th year B.Tech Students (2016-20): Dates Finalization: This will be decided after release of 2nd semester results.
5. **2nd Mid Term Examinations & End Semester Examinations** for the Second Semester of 1st, 2nd and 3rd Year B.Tech Regular / Supplementary Students--- 14th September.
6. **M.Tech/MBA 2nd Mid Term Examination** (*M.Tech : First year- 2nd Semester & MBA First year 2nd Semester and 2nd year 2nd Semester Regular/Supplementary Students*): This will be decided as per the instructions from JNTUH norms.
7. **MBA/M.Tech Schedule for MBA :** Seminar/Project Viva-Voce : All heads of the departments are requested to prepare schedule for panel of examiners.
8. **Finalization of Academic Regulations/Review on Syllabus books :** Regarding academic regulations Director informed members that the revised regulations will be applicable from 2020 admitted batch students.
9. **Attendance: 2nd Fortnight attendance of all departments/Day wise attendance:** Department wise/Section wise no of students with less than 65% needs to be done.
10. **Strategic/Perspective plan of departments:** Director appreciated the efforts taken by the departments in attempting the preparation of perspective plan. However a standard template will be circulated to departments to have uniformity in the plan. He appreciated the efforts taken by Dr. Pallavi Badry, Civil HoD & Dr. Srujana, HoD, EEE department in submitting the document earlier compared to other departments.
11. **Faculty profiles for website:** The Director requested all the departments to share the profiles of faculty members. He also informed the profiles will be verified and will be kept in the website.
12. **Feedback on Curriculum by students 2016-20 batch status :** The Director requested all departments to submit the analysis of Curriculum feedback in a weeks time
13. **Feedback analysis of facilities:** This has been responded by 777 students and the analysis needs to be done.
14. **NAAC SSR Preparation Initiation of application procedure/Identification of coordinators** : The Director informed that the process needs to be initiated for preparation of NAAC SSR. All heads are informed that they need to go through the SSR templates and start working on collecting the information. He also informed the criterion wise incharges for SSR Preparation are as listed below. Dr. Srujana, EEE, Head of the department and Dr. Pallavi Badry, Civil, ie department would help Dr. A. Padmaja, Principal in consolidating the data of and SSR Preparation.


Principal
PRINCIPAL

<i>Criterion No.</i>	<i>Incharge</i>
1	Dr. B. Srinivasulu
2	Dr. G. Sreeram Reddy
3	Dr. Vasanth K
4	Dr. Srujana
5	Dr. B. Vijaya Kumar
6	Dr. A. Padmaja
7	Dr. Pallavi Badry /Dr M Rajendra Prasad

15. **Review on status of NAAC SSR Preparedness of NAAC :** The Director informed the Heads of departments to go through the templates sent by mail and start preparing the documents as per the templates and also said the rough draft copy needs to be ready in one month's time i.e., by October 1st 2020.

16. **Initiation of autonomous renewal process/ Application procedure & documentation and Identification of coordinators:** The Director informed that the autonomous work coordinators are Dr. P. Venugopal Reddy, Dean-Exams & Ms. G. Srilatha, Academic Coordinator. A sample copy of Anurag, Kodad has been given to the team.

17. **Placements :**

- Regarding Capgemini selected students Interviews and plan to convert into maximum offers: to get maximum no of offers all the students needs to be given training before the interview dates.
- For Prerana Scheme: GATE Coaching to Mech/Civil/EEE departments, Finalization of list of students for training (Mech :20,Civil:15,EEE:15) Joint Secretary Neelima Madam suggested to GATE coaching to students through internal faculty members. She also advised to verify once the Prerana Scheme norms.
- Placements registration for 2018-22 batch of students: Dr. Siddhartha expressed that the registration for batch 2018-22 needs to be initiated.

18. **Any other points**

- Dean Exams Dr. P. Venugopal Reddy initiated a talk to conduct first mid examinations for the 2020-21 academic Year B.Tech 2nd/3rd/4th B.Tech students. But Joint Secretary Neelima Madam suggested not to conduct 1st mid examinations for 2020-21. Instead she said, first examinations needs to be conducted for the academic year 2019-20 batch students. (2nd Mid Term Examinations & End Semester Examinations for the Second Semester of 1st, 2nd and 3rd Year B.Tech students)

A. Padmaja
PRINCIPAL

A. Padmaja
Principal
PRINCIPAL
Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post.
Hyderabad-75.


DIRECTOR



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Academic Advisory Committee (AAC) Meeting

The following members were present in the 21st College Academic Advisory Committee (AAC) meeting held on 26th August, 2020 at 10.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	 26.08.20
13	Dr. Ravi Mathey	CoE	
	G. Srilatha	Academic Coordinator	
	R. Venkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Academic Advisory Committee (AAC) Meeting

The following members were present in the 20th College Academic Advisory Committee (AAC) meeting held on 13th August, 2020 at 10.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Mr. M. Rajendra Prasad	HoD, H&S	
11	Dr. P. Chakradhar	HoD, MBA	
12	Dr. Siddhartha Ghosh	HoD, AI & TPO	
13	Dr. Ravi Mathey	CoE	
	s. G. Srilatha	Academic Coordinator	
	r. R. Venkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Academic Advisory Committee

Agenda for the Meeting on 13th August 2020 10:30 AM

1. Points to be observed for Mid Term & End Term Examinations
2. Instructions to Invigilators/Students allocation list to Invigilators
3. Revision of Academic Regulations
4. Review on Syllabus books
5. Attendance: Fortnight attendance of all departments 17th July 2020 to 5th August 2020 for 3rd & 4th B.Tech/18th July to 6th August 2020
6. Workload of Faculty
7. Department wise Mentors List/Class Incharges/Students Class Representatives
8. Finalization of Feedback format for faculty
9. Finalization of Feedback format for facilities
10. **Review on TCS CodeVita** :Department wise how many students attempted test (4th B.Tech :309/3rd B.Tech 191/2nd B.Tech 200)
11. **Capgemini** :Capgemini Test date on 28th August :Finalization of list of students for Training 4th B.Tech
12. **Capgemini Drive Plan** :Training by Talentio starts from 10th August to 26th August 2020/ Monotoring & Internal Training
13. **For Prerana Scheme** : GATE Coaching to Mech/Civil/EEE departments : Finalization on quotations received and Dates of training Finalization.
14. **DXC Drive Training plan for Civil/Mech** : Utilization of English Faculty for Soft Skills training
15. Any Other Points with the Permission of Chair


Principal


Principal
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Himeyatnagar (Vill), C.B. Post,
Hyderabad-75.


Director

Minutes of Meeting

After Extensive deliberations with all the members, the following resolutions are made:

1. Points to be observed for Mid Term & End Term Examinations

The points to be observed for Mid Term & End Term Examinations are discussed.

2. Instructions to Invigilators/Students allocation list to Invigilators

Instructions to Invigilators/Students allocation list to Invigilators is circulated to all the invigilators by Dean Exams and a separate meeting was held in the afternoon to brief about the instructions to Invigilators.

3. Revision of Academic Regulations

The points to be added in the revision of academic regulations has been discussed by Director and he also said all the heads of departments to go through the Academic regulations and submit their comments through mail.

4. Review on Syllabus books

All the departments syllabus books should be in a same format, director requested all the heads of departments to share the Course Structure along with syllabus to the mails of Director/Principal & Senior Administrative Officer.

5. Attendance: Fortnight attendance of all departments 17th July 2020 to 5th August 2020 for 3rd & 4th B.Tech/18th July to 6th August 2020.

All the department heads are requested to submit the first fortnight attendance to the attendance@vjit.ac.in 17th July 2020 to 31st July 2020 by next week i.e., 20th August 2020

6. Workload of Faculty

Director instructed all Heads of Departments to share the work load of faculty members to the Director/Principal and Academic Coordinator through mail.

Department wise Mentors List/Class Incharges/Students Class Representatives

The department heads are requested to send their Department wise Mentors /Class Incharges/Students Class Representatives to the mail id of Director & Principal and academic Coordinator.

8. Finalization of Feedback format for facilities

Feedback form on facilities is finalized and it has been decided to take the feedback on facilities from 2016-20 students in the 3rd week of August 2020

9. Review on TCS CodeVita

Department wise how many students attempted test (4th B.Tech :309/3rd B.Tech 191/2nd B.Tech 200). Discussed on the students attempted for TCS Codevita

A. Khanna
Principal
PRINCIPAL

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Hyderabad-75.

10. **Capgemini** :Capgemini Test date on 28th August :Finalization of list of students for Training 4th B.Tech

The list of students department wise was finalized for the training and the list has been circulated to all departments.

CSE – 158,ECE 113 EEE 60 and IT 30 Total 361(eligible students)

All the 361 students will be allowed to sit for the 1st three days of training (10, 11, 12 August). On 10th and 11th there will be 2 tests for all the participating students. Students having attendance for all 3 days (10, 11, 12 August) and good Performance in the first 2 tests - based on this management has decided that top 200 will be shortlisted and training will be given for next 12 days (13 - 25 August).

11. **Capgemini Drive Plan** :Training by Talentio starts from 10th August to 26th August 2020/ Monitoring & Internal Training

Capgemini Drive Plan has been discussed with the eligible departments

CSE/IT/ECE/EEE and Director informed all heads of departments to closely monitor all the students attendance and assessments daily and mentor the students to get good placements number in the drive.

12. **For Prerana Scheme** : GATE Coaching to Mech/Civil/EEE departments :

Finalization on quotations received and Dates of training Finalization.

Review has been done on the quotations received and the cost per student is high and it has been decided to look for few more quotations

13. **DXC Drive Training plan for Civil/Mech : Utilization of English Faculty for Soft Skills training**

As 5 English faculty are free now in H&S department, it has been decided to utilize for placements training. English department head Dr Indira Priyadarshini proposed the training plan for the 15 days. And the students allocation has been to English faculty. 15 students for each faculty have been allocated for DXC drive soft skills training. (Ballari :14/Sujatha :14/Susheeli

:15/Safiullah:15/Srivani:15/Indira:14 Total : 88 students)

Training dates : 10th to 28th August 20

A. Kumar

A. Kumar
Principal
PRINCIPAL
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[Signature]



Vidya Jyothi Institute of Technology

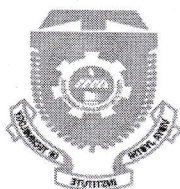
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Academic Advisory Committee (AAC) Meeting

The following members were present in the 19th College Academic Advisory Committee (AAC) meeting held on 4th August, 2020 at 10.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. G. Sreeram Reddy	HoD, Mech.	
4	Dr. B. Vijayakumar	HoD, CSE	
5	Dr. A. Srujana	HoD, EEE	
6	Dr. K. Vasanth	HoD, ECE	
7	Dr. Pallavi Badry	HoD, CIV	
8	Mr. B. Srinivasulu	HoD, IT	
9	Mr. M. Rajendra Prasad	HoD, H&S	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Ravi Mathey	CoE	
13	Ms. G. Srilatha	Academic Coordinator	
14	Mr. R. Venkatachalam	Sr. A.O	



VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

Academic Advisory Committee

Agenda for the Meeting on 4th August 2020 10:30 AM

1. **Signed Copies of all Departments :** 4th Year B.Tech-2nd Semester
Project/Comprehensive Viva Voce/Technical Seminar and Clarity on marks
2. **Regarding Circulation of Dates:** 4th Year B.Tech-2nd Semester Mid
Term/End Term Examinations Dates with Time Table
3. **Question Papers :** 3rd & 4th Set of Question Papers for 4th Year B.Tech 2nd
Mid/ End Term Examinations
4. **Online Examination Instructions:** Review on Online Examination
instructions to students /Invigilators
5. **List of Invigilators:** Department wise (Allocation of Invigilators: For 240
strength: 18no./120 Strength: 9 no.)
6. **Supplementary Examinations** Students list Department wise/Course wise
7. **Conditional Promotion :** Informing Students about Conditional Promotion
8. **Academic Regulations :** On Academic Regulations B.Tech Suggestions
9. **Academic Regulations of PG :** Academic Regulations of M.Tech/MBA
10. **Syllabus book :** Preparation of Syllabus book branch wise including first year
11. **Attendance :** Online Classes 2nd/3rd /4th year B.Tech: Attendance of Students
12. **Capgemini :** Capgemini Test date on 28th August :Finalization of list of
students for Training 4th Year B.Tech
13. **For Prerana Scheme :** GATE Coaching to Mech/Civil/EEE departments :
Finalization on quotations received and Dates of training Finalization
4. **EPAM 2022 B.Tech :** Finalization of list of students/Internal Training

A. Lakshmi
Principal

PRINCIPAL

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Himeyalnagar (VII), C.B. Post,
Hyderabad-75.

[Signature]

Minutes of Meeting

After Extensive deliberations with all the members, the following resolutions are made:

1. **Signed Copies of all Departments :** 4th Year B.Tech-2nd Semester Project/Comprehensive Viva Voce/Technical Seminar and Clarity on marks: The Director verified with CoE about signed Copies of 4th Year B.Tech-2nd Semester Project/Comprehensive Viva Voce/Technical Seminar.
2. **Regarding Circulation of Dates :** 4th Year B.Tech-2nd Semester Mid Term/End Term Examinations Dates with Time Table : Informed CoE to circulate the dates of Examinations (2nd Mid Term Examinations from 17th to 19th August 2020 and End Term Examinations from 24th to 29th August 2020 along with the time table.
3. **Question Papers:** 3rd & 4th Set of Question Papers for 4th Year B.Tech 2nd Mid/End Term Examinations :It has been decided to verify all the papers on 5th August 2020 and to upload to AMCAT on 6th July 2020.
4. **Online Examination Instructions:** Review on Online Examination Instructions to students /Invigilators: Copy of Instructions has been circulated to all the members.
5. **List of Invigilators:** Department wise allocation of Invigilators: For 240 strength: 18no. /120 Strength: 9 no: CoE has submitted the list of invigilators to the Director (79 across all the departments).
6. **Supplementary Examinations** Students List Department wise/Course wise: The list has been prepared by examination branch course wise and was submitted to the Director.
7. **Conditional Promotion:** Informing Students about Conditional Promotion: The Director has instructed CoE to send a message to every student (2nd Year/3rd year and 4th Year B.Tech students) that you are conditionally promoted to the next academic year.
8. **Academic Regulations:** On Academic Regulations B.Tech Suggestions : A discussion was done to prepare the academic regulations including the new amendments.



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9. **Academic Regulations of PG:** Academic Regulations of M.Tech/MBA : The Director asked the Academic Coordinator to submit the academic regulations of M.Tech/MBA.
10. **Syllabus book:** Preparation of Syllabus book branch wise including first year: The Director instructed all HoD's to send the course structure of all 4 years with Syllabi to Director/Principal/ SAO.
11. **Attendance:** Online Classes of 2nd/3rd /4th year B.Tech: Attendance of Students :Attendance progress has been verified, as in the case of MECH/MBA and Civil, a slightly less percent of attendance has been reported. The concerned departments were asked to look into the matter and find out the reasons. It has also said by Dean Exams to track the attendance every fortnight.
12. **Capgemini:** Capgemini Test date on 28th August: Finalization of list of students for Training 4th B.Tech : As per the list given by departments, a total of 310 students are eligible for Capgemini training. It has been decided to start training from Talentio from 10th August to 24th August 2020.It also has been decided that internal training will be given by CSE department from 3rd to 7th August 2020.
13. **For Prerana Scheme:** GATE Coaching to Mech/Civil/EEE departments: Finalization on quotations received and Dates of Training Finalization: Since the quotations have not yet been received from departments the vendors need to be finalized in the next HoD meeting.
14. **EPAM 2022 B.Tech :** Finalization of list of students/Internal Training : Total 263 2020 batch students list has been shared with the EPAM. The demo test is scheduled for 11th August 2020 and the actual test will be on 17th or 18th August 2020
15. **Civil Department Placement Training :** Department has planned a 3 weeks Virtual Internship program from 17th August 2020 to 7th September 2020


Principal


Director


Principal
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Academic Advisory Committee (AAC) Meeting

The following members were present in the 18th College Academic Advisory Committee (AAC) meeting held on 28th July, 2020 at 10.30 A.M.. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Dr. P. Chakradhar	HoD, MBA	
10	Dr. Siddhartha Ghosh	HoD, AI & TPO	
11	Dr. Ravi Mathey	CoE	
12	Mrs. G. Indirapriyadarshini	Associate Professor, IT	
13	Ms. G. Srilatha	Academic Coordinator	
	/enkatachalam	Sr. A.O	

Principal
PRINCIPAL

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Himayatnagar (Vill), C.B. Post,
Hyderabad-75.



VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

Academic Advisory Committee

Agenda for the Meeting on 28th July 2020 10:30 AM

1. 4th Year B.Tech-2nd Semester Project/Comprehensive Viva Voce/Technical Seminar
2. 4th Year B.Tech-2nd Semester Mid Term/End Term Examinations Dates with Time Table
3. Question Papers for 4th Year B.Tech 2nd Mid/ End Term Examinations
4. Online Examination Valuation/Invigilation
5. On Line Examination Instructions to students /Process Document for Evaluation
6. Thorough verification of students mail ids for Examination
7. Problems faced by students during the online Demo test
8. On Academic Regulations JNTU format suggestions
9. Preparation of Syllabus book branch wise including first year
10. Online Classes ^{2nd/3rd/4th} year B.Tech: Attendance of Students
11. TCS CodeVita Training Performance of Students
12. Finalization of list of students for Placement Training 4th B.Tech 1st Semester (2nd Batch)
13. Regarding Placement Training to 4th B.Tech 1st Semester Mech & Civil Engineering Students
14. AICTE Prerana : Higher studies funding Utilization : As AICTE has given permission to conduct online sessions/Finalization of students for GATE Coaching/GRE/TOEFL

A. Lakshmi
Principal

PRINCIPAL

Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.

Minutes of Meeting

After Extensive deliberations with all the members, the following resolutions are made:

1. **4th Year B.Tech-2nd Semester Project/Comprehensive Viva Voce/Technical Seminar** :Director instructed CoE to collect all the departments Project/Comprehensive Viva Voce/Technical Seminar in the format given by Examination Branch.
2. **4th Year B.Tech-2nd Semester Mid Term/End Term Examinations Dates with Time Table** :The tentative dates have been decided for Mid Term as 13th/14th and 16th August 2020, End Term Examinations from 24th to 27th August 2020 and Final Results declaration on September 7th 2020.
3. **Question Papers for 4th Year B.Tech 2nd Mid/ End Term Examinations(Additional 2 sets)** :Decided to take another 2 sets of papers from different paper setters. Heads have identified the paper setters in the meeting. The Director said he is going to address all the faculty identified on Paper setting on 30th July 2020.
4. **Online Examination Valuation/Invigilation:** Discussed the online examination valuation and the problems faced due to it and decided to go for offline valuation. It has also been decided to include online invigilators to monitor the students (live proctoring).
5. **On Line Examination Instructions to students /Process Document for Evaluation:** It has been decided to prepare online examination instructions for both students and invigilators.
6. **Thorough verification of students Email id's for Examination:** Since some students have given wrong mail ids, the departments' heads have instructed Online Exam Coordinators to submit the list of students with correct mail ids.
7. **Problems faced by students during the online Demo test:** Discussed on the problems faced by students during demo test. Most of the problems are web cam and network issues. The HoD's have been instructed that all the students should be ready for the online examinations, as per the system requirements. If students face any problem in appearing for the exam, it has been decided to provide


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systems for students on campus. The students can avail the systems on campus to write the exams.

8. **On Academic Regulations JNTU format suggestions:** Dr Sai Baba Reddy instructed everyone to follow the JNTUH format of regulations.
9. **Preparation of Syllabus books branch wise including first year:** A decision has been taken to give the Syllabus/Course structure of all years in a single book to students along with the academic regulations.
10. **Online Classes for 2nd, 3rd and 4th year B.Tech: Attendance of Students:**
Online classes attendance has been reviewed and it has been observed that the attendance in Mech and Civil departments is low. The Director has asked to pay attention to the those who are being regularly absent and asked HoD's to find out the reasons for not attending.
11. **TCS CodeVita Training Performance of Students :** The performance of students was informed to the Principal. Out of 110 students taking the training, around 70 students are writing tests daily. 36 students are getting zeroes in all the tests and 15 Students are not attempting the tests.
12. **Finalization of list of students for Placement Training 4th Year B.Tech 1st Semester (2nd Batch) :** As per the list given by various departments a total of 228 students are present for the 2nd batch of training. Out of 228 students, only 157 students have paid the placements training fees. It has been decided to give 1 week for the remaining students to pay the training fees. Two assessment tests by Talentio have been planned for this batch on 1st & 2nd August 2020.
13. **Regarding Placement Training to 4th B.Tech 1st Semester Mech & Civil Engineering Students:** These two departments were asked to submit the plan for training students in Core areas.
14. **AICTE Prerana :** Higher studies funding Utilization : As AICTE has given permission to conduct online sessions, finalization of students for GATE Coaching/GRE/TOEFL has to be done
EEE/Civil/Mech were asked to take the quotations for GATE coaching.

A. Padmas

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Principal
PRINCIPAL

Vidya Jyothi Institute of Technology
Himayatnagar (Vill), C.B. Post,
Hyderabad-75.

E.L.



Vidya Jyothi Institute of Technology

(An Autonomous Institution)

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Aziznagar Gate, C.B. Post, Hyderabad-500 075

College Academic Committee

The following members were present in the 16th College Academic Committee meeting held on 13th July, 2020 at 10.00 A.M. to 4:00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. P. Venugopal Reddy	Dean	
3	Dr. A. Padmaja	Principal	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. Pallavi Badry	HoD, CIV	
8	Mr. B. Srinivasulu	HoD, IT	
9	Mr. M. Rajendra Prasad	HoD, H&S	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Ravi Mathey	CoE	
13	Dr. S. Thulasi Prasad	Professor, ECE	
14	Ms. G. Srilatha	Academic Coordinator	
15	Mr. R. Venkatachalam	Sr. A.O	

Principal
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VIDYA JYOTHI INSTITUTE OF TECHNOLOGY

College Academic Committee

Agenda for the Meeting on 13th July 2020 10:30 AM

1. About Mid-2/final term examinations (to be conducted Compulsorily)
2. Promotion of Students to the next year
3. Reviewing the Students Attendance & Promotion
4. Open Electives allocation given to Departments
5. Reduction of Syllabus
6. Online classes Commencement for 2nd, 3rd and 4th B. Tech /Finalization of Tool for teaching
7. Lecture Plan for teaching
8. Final year B. Tech exams dates
9. Reviewing on Final Year B. Tech: Project/Comprehensive Viva Voce/Technical Seminar
10. Course Completion Certificate to Capgemini/TCS selected students
11. Time Tables for 2nd/3rd and 4th Years
12. The number of Computers required department wise for online teaching (no. of faculty requires computers)

Minutes of Meeting

After Extensive deliberations with all the members, the following resolutions are made:

1. It has been decided to conduct 2nd Mid Term and Term Examinations for 4th Year B. Tech students. An online examination tool demo on iAssess by AMCAT was given to all the members. The free access of the iAssess tool will be given to all the heads of departments on 15th July 2020 for 1 week to explore on the suitability of platform.
2. Promotion of students (1st/2nd/3rd B. Tech): All the students who satisfied attendance (except the zero % attendance), Lack of credits and Readmitted also are promoted.
3. As per the attendance details given by CoE, 4 students are with zero% attendance. It has been decided to detain these students.

of Open Electives opted by the students has been submitted by the CoE. Enclosure 1)

decided to keep the syllabus as it is without reducing units.

Principal

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6. It has been decided to commence classes for the academic year 2020-21, 3rd & 4th Year B. Tech from 17th July 2020 and for 2nd B. Tech from 18th July 2020.
7. All the heads of departments are informed that the respective department faculty should be ready with lesson plans.
8. Proposed to have 2nd Mid Examination for 4th Year B. Tech in the last week of July 2020 and the End semester Examination in 1st week of August 2020.
9. Reviewed the status of Project/Comprehensive Viva Voce/Technical Seminar.
10. As the companies are not accepting Course Completion Certificate. So, due to Pandemic Corona-19 Virus, it has been decided to conduct Online Examinations for 4th Year B. Tech students.
11. All the Time Tables with Open electives as per registration should be ready, and the list has to be sent to the Director/Principal/CoE.
12. It has also been decided that the faculty should teach with Desktop or Laptop and not with mobile phone. Those faculty who are not having either of those, facility has been provided and are advised to take it from the respective department's Computer labs.
13. List of 4th Year Open Elective Subjects.

3rd B.Tech Open Elective Courses

S.No.	Open Elective	No. of students opted	Sections
1.	Introduction to Microcontrollers	82	2
2.	Basic Electronics	96	2
3.	Non Conventional Energy Sources	60	1
4.	Fundamentals of Electrical Power Generation and Protection	37	1
5.	Basics of Operating Systems	124	2
6.	Core Java Programming	121	2
7.	Fundamentals of Computer Networks	68	1
8.	Elements of Mechanical Engineering	45	1
9.	Product Engineering	61	1
10.	Elements of Civil Engineering	72	1
11.	Smart City	125	2
12.	Total Quality Management	121	2






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College Academic Committee

The following members were present in the 16th College Academic Committee meeting held on 13th July, 2020 at 10.00 A.M. to 4:00 P.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. P. Venugopal Reddy	Dean	
3	Dr. A. Padmaja	Principal	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. Pallavi Badry	HoD, CIV	
8	Mr. B. Srinivasulu	HoD, IT	
9	Mr. M. Rajendra Prasad	HoD, H&S	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. Siddhartha Ghosh	HoD, AI & TPO	
12	Dr. Ravi Mathey	CoE	
13	Dr. S. Thulasi Prasad	Professor, ECE	
	Srilatha	Academic Coordinator	
	Venkatachalam	Sr. A.O	

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College Academic Committee

The following members were present in the 59th College Academic Committee meeting held on 14th September, 2021 at 11.30 A.M. in the Director's chamber.

S. No.	Name of the Member	Designation	Signature
1	Dr. E. Saibaba Reddy	Director	
2	Dr. A. Padmaja	Principal	
3	Dr. P. Venugopal Reddy	Dean	
4	Dr. G. Sreeram Reddy	HoD, Mech.	
5	Dr. B. Vijayakumar	HoD, CSE	
6	Dr. A. Srujana	HoD, EEE	
7	Dr. K. Vasanth	HoD, ECE	
8	Dr. Pallavi Badry	HoD, CIV	
9	Mr. B. Srinivasulu	HoD, IT	
10	Dr. P. Chakradhar	HoD, MBA	
11	Dr. A. Obulesh	Incharge HoD, AI	
12	Dr. Laxmi Narayan	HoD (H&S) Mathematics	
13	Dr. D. Indira Priyadarshini	HoD (H&S) English	
14	Dr. Anand Pandarinath	HoD (H&S) Physics	
15	Mrs. P. Annapurna	HoD (H&S) Chemistry	
16	Ms. G. Srilatha	Academic Coordinator	
17	Mr. R. Venkatachalam	Sr. A.O.	

A. Padmaja
Principal
PRINCIPAL