

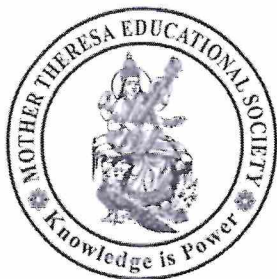
VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)
Approved by AICTE, New Delhi, PCI, New Delhi & Affiliated to JNTUK, Kakinada
ISO 9001 : 2015 Certified
Nunna – 521 212, Vijayawada Rural, NTR District, A.P. India.

6.5.1

Supporting Documents: Related to IQAC initiatives

Prasanna
PRINCIPAL/INCHARGE
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Vikas Group of Institutions has constituted the Internal Quality Assurance Cell (IQAC) on 10th October, 2022 for continuous improvement of the quality of the institute in all aspects.

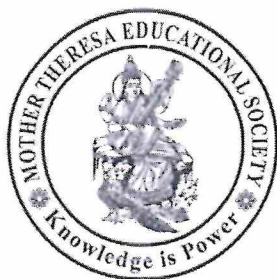
The IQAC committee includes all the stakeholders of the Institute, i.e., the Students, Alumni, all Departments and Section Heads including the Library, Sports, Examinations, members of the Management and Administration, and members of local community and industry experts.

The IQAC reviews the teaching-learning process, and Evaluation process, co-curricular and extra-curricular activities, its structures and methodology of operations. It has devised a method for the evaluation of the Course and Program Outcomes. It has developed a system to conduct regular audits to ensure that the college is meeting its quality standards.

Teaching-learning process: The IQAC monitors the teaching-learning process from the beginning of the semester and reviews the following items

1. Course allocation
2. Department Semester plan
3. Time tables
4. lesson plans of the courses
5. Syllabus completion reports for every fifteen days
6. Student attendance
7. Result analysis of both the internal exams and external exams
8. Course file prepared by the concerned teacher
9. Internal examination papers
10. Remedial classes for slow learners
11. The Courses are allocated basing on the choice of the faculty and their experience.
12. The faculty submits the Lesson Plans with details of the usage of PPT, Black Board or any other teaching methodologies.
13. The faculty identifies the extra topics required in that particular course and offers the students as an Add on course. The faculty prepares a schedule for these add on courses and completes them in that particular semester.


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14. The coverage of syllabus is reviewed by the Head of the Department / IQAC coordinator at frequent intervals.
15. Coverage of the Syllabus and the attendance of the Class registers are reviewed and signed by the HOD / Principal every month.
16. Results analysis of both the internal and external examinations is reviewed in the department after completion of the Mid Examinations and after the announcement of the Semester End Examination Results.
17. A list of items are identified by the department and all these are maintained by the respective faculty for the courses and are maintained as the Course files

Structures and methodologies of operations: The IQAC reviews the structures and methodologies of operations by reviewing policies and procedures.

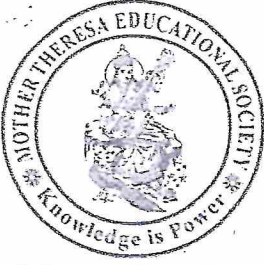
IQAC reviews the mechanisms and procedures for Ensuring the completion of academic duties in a timely, effective, and progressive manner.

1. Internal examination system
2. Encouraging the faculty to do FDPs ,research and innovations
3. Student development programs
4. Feed backs collection, analysis and action reports
5. Result analysis and follow-up actions
6. Policies related the quality improvement.

Learning outcomes: The IQAC reviews the learning outcomes by reviewing results and co-po analysis and indirect assessment by conducting surveys, and interviewing employers of recent graduates.

IQAC periodically conducts academic and administrative audits, collect student teacher feed backs, various feed backs on curriculum from students, parents, alumni and employers.

Principal
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Minutes of Meeting – IQAC

AY: 2022-23

10/10/22

Date of Meeting	10/10/22	Time	10.30 AM
Venue	Principal's Chamber		
Reference	Circular dated 6/10/22		

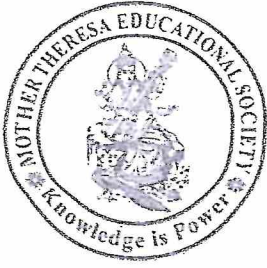
The Meeting of IQAC of Vikas Group of Institutions is held on 10/10/22 with the following agenda

1. The importance of IQAC and the NAAC accreditation process is discussed.
2. Review of Academic Calendars and class work
3. Requirement of faculty and lab equipment required for the next semester
4. Review of results.
5. Review of Course files
6. Any other points.

The Chairman – IQAC welcomed all the members to the meeting and discussed the points of the agenda.

The meeting of IQAC was commenced with the welcome note band started the meeting based on the points of agenda for discussion and the resolutions made are presented here.

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Minutes and Resolutions:

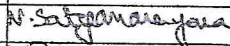
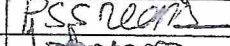









1. The Chairman reviewed the points of Agenda of the previous meeting.
2. The Chairman explained the process of NAAC Accreditation and identified the NAAC Criterion in-charges
3. The Chairman reviewed the 1st Semester Academic Calendars issued by JNTUK and prepared by the Departments.
4. The Chairman reviewed the results of the previous Semester and discussed the improvement of the results.
5. The Chairman reviewed the Lesson Plans of the Course files and Teaching Methodologies.
6. The Chairman insisted on getting the Academic and Administrative Audits regularly.

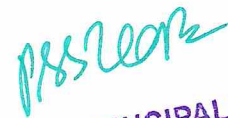
Action Taken Report

1. All the Heads of Departments need to submit curricular, co-curricular and extra-curricular activities done up to 31st May 2023.
2. All the Heads of the Departments had submitted the faculty and lab equipment requirement in April 2023.
3. Extra classes are conducted for slow learners for the improvement of the results.

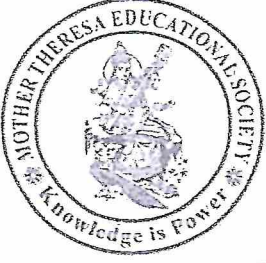

IQAC Coordinator


Principal
(IQAC Chairman)

S. No	Name of the Member	Department	Signature
1.	Sri. N. Satyanarayana Reddy	Management	
2.	Dr. P.S.Srinivas	IQAC Chairman	
3.	Dr. L. Mohana Krishna	IQAC Coordinator	
4.	Sri. B. Suresh	CSE	
5.	Sri. V. Sekhar	ECE	
6.	Sri. M. Chiranjeevi	EEE	
7.	Sri. K. Gurumurthy	Mechanical	
8.	Smt. N. Manasa	Pharma	
9.	Sri. A. Adinarayana	Admin Officer	
10.	Mr. A. Srihari	Student	
11.	Sri. S. Ravi Kumar	CMD Trilogic Software Solutions	



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Minutes of Meeting – IQAC

AY: 2023-24

26/07/23

Date of Meeting	26/07/23	Time	10.30 AM
Venue	Principal's Chamber		
Reference	Circular dated 24/07/23		

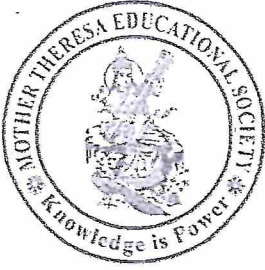
The Meeting of IQAC of Vikas Group of Institutions is held on 26/07/23 with the following agenda

1. The review of Agenda points of the previous meeting.
2. Obtaining NAAC Accreditation.
3. Review of Academic Calendars and class work
4. Review of results.
5. Review of Course files
6. Academic and Administrative Audit
7. Any other points.

The Chairman – IQAC welcomed all the members to the meeting and discussed the points of the agenda.

The meeting of IQAC was commenced with the welcome note and started the meeting based on the points of agenda for discussion and the resolutions made are presented here.

P/S 2023
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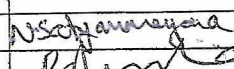
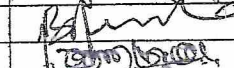


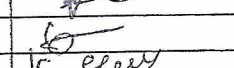
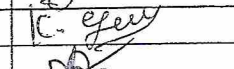




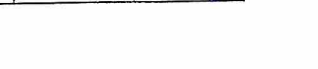
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Minutes and Resolutions:

1. The Chairman highlighted the importance the NAAC accreditation process and establishment of the IQAC in the college.
2. The Chairman has Reviewed of Academic Calendars prepared by the departments and discussed various curricular, co-curricular and extra-curricular activities.
3. Discussed the requirement of the faculty and any lab equipment for the forthcoming Semester.
4. The Chairman reviewed the results of UG and PG of the 2021-22 second semester.
5. The Chairman discussed the updation of the Course files by each faculty.


IQAC Coordinator


Principal
(IQAC Chairman)

S. No	Name of the Member	Department	Signature
1.	Sri. N. Satyanarayana Reddy	Management	
2.	Dr. B. Rama Mohana Rao	IQAC Chairman	
3.	Dr. L. Mohana Krishna	IQAC Coordinator	
4.	Sri. B. Suresh	CSE	
5.	Sri. V. Sekhar	ECE	
6.	Sri. M. Chiranjeevi	EEE	
7.	Sri. K. Gurumurthy	Mechanical	
8.	Smt. N. Manasa	Pharma	
9.	Sri. A. Adinarayana	Admin Officer	
10.	Miss. A. Divya Bhavani	Student	
11.	Sri. S. Ravi Kumar	CMD Trilogic Software Solutions	


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