



**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)**  
**(Sponsored by VASAVI ACADEMY OF EDUCATION)**  
**(Affiliated to Osmania University & Approved by A.I.C.T.E.)**  
**9-5-81, Ibrahimbagh, HYDERABAD – 500 031 (TS)**  
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**Minutes of 10<sup>th</sup> Meeting of IQAC held on 27.06.2018 at 1130 hrs at Conference Hall:**

Present:

S.No.	Name of the Member	Designation
1	Dr. S.V. Ramana, Principal	: Chairman
2	Sri P. Balaji, CEO, VCE	: Member
3	Dr.B.Sridhar , HOD-Civil	: Ex-Officio Member
4	Dr.T. Adi Lakshmi, HOD-CSE	: Ex-Officio Member
5	Dr. E. Sreenivasa Rao, Professor, Dept. of ECE	: Ex-Officio Member
6	Dr.M. Chakravarthy, HOD-E.E.E	: Ex-Officio Member
7	Dr. A. Srinivas, I/C HOD-MECH	: Ex-Officio Member
8	Dr. M. Omprakasham I/C HOD-Maths	: Ex-Officio Member
9	Dr. P. Venugopal I/C HOD-Chemistry	: Ex-Officio Member
10	Dr.P.Hemagiri Rao, HOD-CA	: Ex-Officio Member
11	Mr. K. Ravi, Head, Innovations, InfoTech Enterprises (VCE Alumnus)	: Member
12	Dr.Nagaratna Hegde, Prof. CSE	: Member
13	Ms. S. Aruna, Assoc. Prof., Dept. of IT	: Member
14	Ms. Ch. V.S.S. Sailaja, Assoc. Prof., Dept. of EEE	: Member
15	Dr. P.V. Gopala Krishna, Assoc. Prof., Dept. of Mech. Engg.	: Member
16	Dr. G. Ramadevudu, Asst. Prof., Dept. of Physics	: Member
17	Mr. G. Goverdhan Rao, Administrative Officer	: Member
18	Sri Chintha Srikar, 3/4 B.E. UG Student (ECE-A)	: Student member
19	Mr. K. Manish Reddy, 3/4 B.E. UG Student (Civil Engg.)	: Student member
20	Ms. Arzoo, 3/4 B.E. UG Student (EEE)	: Student member
21	Ms. D. Yamini, 3/4 B.E. UG Student (I.T)	: Student member
22	Dr. A.S. Sai Prasad, HoD-Physics and Director-Admissions & Exams	: Coordinator

**The following members could not attend the meeting**

S.No.	Name of the Member	Designation
1	Dr.K.Rama Mohan Rao, HOD-I.T	: Ex-Officio Member
2	Dr.Jacqueline Amaral, HOD-H&SS	: Ex-Officio Member
3	Sri M. Bhasker, Assoc. Prof., Dept. of Civil Engg.	: Member
4	Ms. V. Sireesha, Asst. Prof., Dept. of CSE	: Member
5	Dr. Anjaneya Varaprasad, Head, Six Sigma, TCS	: Member
6	Sri M. Ramgopal, Asst. Vice-President, Birla Soft	: Member
7	Ms. Kasturi Shravya, 3/4 B.E. UG Student (CSE-A)	: Student member
8	Mr. Pasumarty Pradyumna, 3/4 UG Student (Mech.-B	: Student member
9	Sri Duggu Ajay Kumar - PG Student (EEE)	: Student member

Prof. S.V. Ramana, the Principal and the Chairperson of the IQAC extended warm welcome to all the members. The following agenda items were circulated to members earlier were taken up for consideration:

**1. To confirm the minutes of 9<sup>th</sup> IQAC meeting held on 17.3.2018**

The minutes of the 9<sup>th</sup> meeting held on 17.3.2018 were circulated to the members. The minutes



2. **Review on the course outcomes to incorporate three important parameters viz, action, condition and performance**

The purpose of learning outcomes is to communicate the course content strategically and effectively to students. The learning outcomes are the statements that describe what students should know and be able to do as a result of taking a course. The course objectives are to be drafted in keeping the following three parameters:

**Action:** thing students must do to demonstrate what they have learned

**Conditions:** under which the **action** is demonstrated

**Performance:** Standard to which the action must comply to consider the outcome have been achieved.

The following resolutions were made:

- HoDs of Department concerned shall advise the faculty members to follow above parameters while framing course outcomes for the curriculum designed for the students admitted in the A.Y. 2018-19 onwards.
- to revise the course outcomes based on the above three parameters.
- That the minimum number of outcomes for every course irrespective of OE, PE, PC, MC, HS, BS or ES of any credit shall be four (4) and maximum be six (6).
- That the course coordinator, domain coordinator are to be nominated by the HoD. The course coordinator (if two or more faculty members are handling the same course then, one faculty member shall be the course coordinator for that course) shall collect the marks and calculate CO attainment and further mapping with Pos.
- At the Department level a critical review shall be conducted once in a month to fill the gap between the attainments and arrange guest lectures, industrial visits, assignments etc.

3. **Status on compilation of semester end performance of the students for course attainment calculations.**

Prof.A.S. Saiprasad, Co-ordinator, IQAC informed to the members that every faculty member is calculating the Course Attainment levels for the course/courses offered by him or her. The faculty members were trained on the calculation of attainment levels by organizing several training programs. The attainment levels are being calculated based on the marks obtained by each student in a subject with 30% or 40% weightage to internal exams and 70% or 60% weightage to semester end examinations. While calculating course attainment levels for semester end examinations, the average marks obtained by the student was taken into consideration.

The following resolution were made:

- The course outcomes (CO) attainments shall be recalculated considering question-wise marks obtained by the student in each course as the answer scripts are available after assement in the college. The CO attainment levels for the academic years 2016-17 onwards shall be calculated based on question wise marks obtained in SEE.
  - In the CO attainment calculation, 80% weightage shall be given to direct assessment and 20% weightage to indirect assessment.
  - In direct assessment a weightage of 70% (or 60%) shall be given to SEE and 30% (or 40%) weightage to CIE.
  - Automation software for calculation of CO attainment be made ready by the end of July 2018.
  - The attainment levels are used subsequently to improve the quality of the teaching and to set the fresh attainment levels in the ensuing academic year.
  - The faculty members shall hand over the analysis of achieved attainment levels to the other faculty members who will be taking the same course in next academic year as a feedback to close the loop.
4. **Review on the status on auditing the standard of question papers for internal and end semester exams of 2017-2018**

The both internal and Semester End Examinations question papers are being audited to know the standards by either internal or external experts. The internal examinations question papers are sent for evaluation of standards in a prescribed format to a faculty member other than the paper setter. The report is sent to Head of the department concerned for circulation among the faculty members to improve the quality of question paper as per the suggestions of the reviewer.



The following resolution were taken made:

- The end semester examination question papers shall be sent to external experts for auditing on the quality standards of the question paper.
- The question paper should be framed according to Bloom's taxonomy using correct action verbs. The question paper should containing various levels of learning like Remember, Understand, apply, Analyze, evaluate and Create.
- Maintain and update panel of best question paper setters from the reputed institution.
- Plan of giving rating to internal faculty members who setting questions.
- Check for repetition of questions in the SEE and avoid such repetitions .
- The audit reports of previous examination question papers shall be taken as a base line for next academic year.
- The HoD shall review the audit reports of question papers and with 10 days the reports are to be distributed among the faculty members for any corrective measures.
- In the moderation process of questions papers following mechanism are to be implemented:
  - ✓ Four (4) question papers need to be obtained for the same course from outside experts from two different institutions.
  - ✓ Do not open the seal of all the question papers obtained from outside experts.
  - ✓ Open the seal of one question paper for moderation which should not exceed 20%. If moderation is more than 20%, than that question shall be discarded and next question is to be opened.
  - ✓ The moderation process shall start only three (03) days before the examination
  - ✓ No moderation shall be permitted in the question paper, if it is set by internal faculty member. It should be clearly informed to the internal faculty member who is designated as paper setter.

**5. Finalization of modalities to enhance the quality of internal and end semester question papers.**

For enhance the quality of the question papers and thereby learning outcomes of the students, it is proposed to conduct workshop on "setting of Quality Question papers" by experts. Guidelines on setting of quality question papers are drafted and will be circulated to the faculty members shortly.

- Encourage the faculty members who are setting standard question papers
- Discussed that in all parts of the question papers i.e Part-A, Part-B and Part-C (in CEE) all the levels of Blooms taxonomy is distributed proportionately. However, members suggested to review that in the next meeting.

**6. Finalization of preparation of Annual Quality Assurance Report(AQAR) for the year 2017-2018**

Once the college is accredited by NAAC, Annual Quality Assurance Report(AQAR), shall be prepared and hosted on the college website. **The Principal informed that** finalization process of AQAR for the year 2017-18 is in progress as IQAC is already constituted and it is functional. The AQAR is prepared based on various parameters like Curricular Aspects, Teaching-Learning and Evaluation, Research-Consultancy and Extension, Student Support etc. The draft AQAR will be placed before the members in the next meeting.

**7. Review on the Status of Ranking in NIRF-2018 and discuss for the steps to be taken towards the accomplishments to improve NIRF -19 ranking.**

The college was placed in the rank bracket of 151-200 for the year 2017-18 by the National Institutional Ranking Framework (NIRF). The institution is working for better rank in the coming year. To achieve better rank the college should score good marks in Research and Development activity including obtaining sponsored research projects and improved journal publications.

The following resolution were made:

- The faculty members are advised to publish research papers in referred journals having Scopus/SCI/ Indexing.
- Faculty possessing Ph.D Qualification shall submit research proposals to various funding agencies to initiate application / fundamental research culture in the Department /Institute.
- The Departments shall also develop short term and long term strategic goals
- One coordinator shall be nominated by each department to monitor the activities like incubation, innovation, patent filing etc.

- Faculty members shall pursue Ph.D.
- To enhance the public perception, take interviews, videos of Alumni, guests and experts and upload in the college website/ alumni web portal.

**8. Review on preparations for submission of NAAC application**

The college is planning to submit SSR to NAAC for accreditation in this academic year 2018-19. It is resolved to submit the initial report (IIAQ) and SSR within a month.

**9. Review on the preparation for submission of Tier –I NBA application.**

The all six B.E programs and three PG programs offered by the college were accredited by NBA under tier-II. Now it is planning to apply for accreditation under Tier-I of NBA during the year 2019-20.

It is suggested to develop a software to properly maintain and fetch required data such as faculty members details, qualifications, research publications, seminar, conference participation, ongoing and completed research project details, consultancy activities both at Department level and College level.

It is also suggested to maintain research projects repository of B.E and M.E projects done the by students.

The meeting ended with vote of thanks proposed by the Coordinator, IQAC.

11. It is proposed to conduct a FACULTY DEVELOPMENT PROGRAMME (FDP) ON Real Time Embedded Systems and IoT, Its Applications (RESIoT) in association with NIT, Warangal. Under quality initiative, IQAC committee has approved.



**Prof. A.S. Sai Prasad**  
Coordinator, IQAC



**Dr. S.V. Ramana**  
Chairman, IQAC

To

All the members of IQAC, HoDs and Heads of the functional Units, VCE

Copy submitted to (i) The CEO (ii) The Secretary

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