

VASAVI COLLEGE OF ENGINEERING
(Autonomous)

IBRAHIMBAGH, HYDERABAD – 500 031

20th June 2020

Minutes of the 17th Meeting of IQAC held at 11.00 a.m. on 20th June 2020
conducted online

Members Present:

S.No.	Name of the Member		Designation
1	Dr. S.V. Ramana, Principal	:	Chairman
2	Sri P. Balaji, CEO, VCE	:	Member
3	Dr. Anjaneya Varaprasad, Head, Six Sigma, TCS	:	External-Member
4	Mr. K. Ravi, Head, Innovations, InfoTech Enterprises (VCE Alumnus)	:	External-Member
5	Dr. B. Sridhar, HOD-Civil	:	Ex-Officio Member
6	Dr.T.Adilakshmi, HOD-CSE	:	Ex-Officio Member
7	Dr. E. Sreenivasa Rao, Professor, Dept. of ECE		Ex-Officio Member
8	Dr.M. Chakravarthy, HOD-E.E.E	:	Ex-Officio Member
9	Dr.T. Rama Mohan Rao, HOD-MECH	:	Ex-Officio Member
10	Dr. K. Rama Mohan Rao, HOD-I.T	:	Ex-Officio Member
11	Dr. Jacqueline Amaral, HOD-H&SS	:	Ex-Officio Member
12	Dr. P. Venugopal, HOD-Chemistry	:	Ex-Officio Member
13	Dr.P.Hemagiri Rao, HOD-CA	:	Ex-Officio Member
14	Dr.G.V.Ramana Murthy, Director(A&A)	:	Ex-Officio Member
15	Dr.Venkata Krishna, NAAC – Coordinator	:	Ex-Officio Member
16	Ms. Ch. V.S.S. Sailaja, Assoc. Prof., Dept. of EEE		Member
17	Sri M. Bhasker, Assoc. Prof., Dept. of Civil Engg.	:	Member
18	Dr. A. Srinivas, Prof., Dept. of MECH	:	Member
19	Ms. S. Aruna, Assoc. Prof., Dept. of IT	:	Member
20	Ms. V. Sireesha, Asst. Prof., Dept. of CSE	:	Member
21	Dr. P.V. Gopala Krishna, Assoc. Prof., Dept. of Mech. Engg.	:	Member
22	Dr. G. Ramadevudu, Asst. Prof., Dept. of Physics	:	Member
23	Mr.S.R.E Sai Harsha, 1602-17-734-034, BE V Sem-EEE	:	Student member
24	Mr.M.Siddharth Ram, 1602-16-735-102, BE VII Sem (ECE-B)	:	Student member
25	Ms.V.Sreemayee, 1602-16-735-043, BE VII Sem – ECE(Sec.A)	:	Student member
26	Mr.Ishrath, 1602-16-736-071, BE VII sem-Mech (Sec.B)	:	Student member
27	Mr.Nishant Jajoo, 1602-16-736-089, BE VII sem-Mech(Sec.B)	:	Student member
28	Mr.V.Sri Teja, 1602-16-733-050, BE VII Sem-	:	Student member

	CSE(Sec.A)		
29	Ms.AVL harshitha, 1602-16-733-077, BEVIISem(CSE-B)	:	Student member
30	Mr.K.Santosh Kumar, 1602-18-742-014, M.Tech-III Sem- CSE	:	Student member
31	Mr.MD Ibrahim Dawood, 1602-18-745-003, ME III Sem- Mech.	:	Student member
32	Mr.Ch.Gnaneswar Venkat Sai, 1602-18-766-003, ME III Sem-EEE	:	Student member
33	Ms.G.Sumedha, 1602-17-736-054, BE V Sem-Mech(Sec.A)	:	Student member
34	Mr.V.Bhanu Prakash, 1602-16-732-008, BE IV sem-Civil	:	Student member
35	Mr.V Akhil, 1602-16-737-004, BE IV Sem-I.T(Sec-A)	:	Student member
36	Ms.V.Sarika, 1602-16-737-102, BE 4/4 – IT(Sec.B)	:	Student member
37	Mr.N.Saiteja, 1602-16-734-040, BE 4/4 – EEE	:	Student member
38	Ms.M.Dhanalakshmi, 1602-16-734-013, BE 4/4 – EEE	:	Student member
39	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.T. Sudhakar Rao, HOD-Maths	: Ex-Officio Member
2	Dr. K. Veera Swamy, Prof. Dept. of ECE	: Member
3	Ms.Vaishnavi Nookala, 1602-17-733-056, BE-VSem- CSE	: Student member
4	Ms.K.Neharika Reddy, 1602-16-732-061, BE-VIISem-civil	: Student member

Prof. S. V. Ramana, Principal and Chairman IQAC welcomed the members to the 17th IQAC meeting conducted online on 20th June 2020 at 11:00 a.m. The following agenda points were taken for consideration:

1. Confirmation of the minutes of the 16th IQAC meeting held on 09.04.2020

The minutes of 16th meeting of IQAC were circulated among the members and were read & confirmed.

2. Action Taken Report

The Action Taken report on the resolutions of 16th meeting of IQAC was reported to the members by the Coordinator, IQAC, Prof. A.S. Sai Prasad

S.No	Name of the item	Action taken
1	Conduct of online classes and monitoring of attendance	Faculty members conducted online classes using various online platforms to both B.E and M.E/M.Tech students as per the timetable drafted. Attendance of the students had been recorded online and monitored closely by the faculty members. The average attendance is more than 85%.
2	Technical problems and other issues faced by the students and staff in conducting Online Classes	<p>A detailed survey has been conducted by all the faculty coordinators of the respective classes to know the technical and other issues with respect to the online classes. Many of the concerns of the students were on internet connectivity, availability of electronic gadgets. The college has addressed them appropriately by guiding students.</p> <p>The respective Heads of Departments have taken feedback from the faculty members on the problems faced by them and accordingly the identified issues were addressed.</p>

3. To review and discuss on technical and infrastructure facilities towards conduct of Online Classes

The Principal informed the members that due to the COVID-19 pandemic lockdown, AICTE and the UGC have announced to conduct online classes and engage the students to keep them on the track of learning process so that they did not lose the academic year. The Principal explained the steps taken by the college for effecting teaching learning process during the pandemic COVID-19.

The Principal further informed that the extensive survey was conducted by the faculty class coordinators on the issues faced by the students in attending the online classes revealed the following technical problems:

- Students residing in remote villages and in J&K, were not able to get good mobile network connectivity.
- Some students faced bandwidth problems.

The infrastructure problems reported by some of the students are:

- Not having smart phones

- Lack of laptops or desktops

To resolve the above issues the college has taken the following steps for the benefit of the students based on the survey report:

- **Donation of Laptops:** In continuation of its Equity Action Plan (EAP) to provide equal opportunities to all students, the College took the initiative to bridge the Digital Divide and to make online teaching-Learning effective for students who did not have appropriate devices. The college encouraged its Alumni to donate laptops to the concerned students who could not afford to buy them. The College has also contributed its effort by donating **20 laptops** to deserving students besides the **89 laptops** donated by the Alumni.
- **Thus a total of nearly 110** laptops have been distributed to the students and enabled them to be part of online learning.
- Students are advised to subscribe for good and economic data package for their smart phones/laptops/desktops and keep themselves at locations where the internet connectivity is good. The faculty members recorded their online lectures and posted in **Google Classroom or YouTube for asynchronous learning** in the event of poor or non availability of internet during the online class.
- To avoid the bandwidth problem and also the consumption of more data, the students are asked to switch off their video when not required and faculty members to use low data consumption online platform such as Microsoft Teams etc.

The members of IQAC appreciated the measures taken by the college viz. distributing laptops freely to the poor and needy students

4. **To ensure the effective conduct of CIE and SEE on online mode for B.E, M.E/M.Tech programs.**

The Principal proposed the following steps to be taken by the college towards the conduct CIE and SEE on online mode. He also informed that the college has also drafted Standard Operating Procedures (SOP) towards of the conduct examinations on offline mode once the Government issues approval.

It was resolved that :

- The remaining CIE components such as quizzes, assignments, internal examinations of even semester B.E and M.E/M.Tech for the Academic Year 2019-20 to be conducted on online mode using Google Forms. The standards and quality of the online question papers are to be maintained on par with that of offline examinations. No choice is allowed even in the online mode of examinations and shall contain three parts with increasing critical thinking levels.
- The CIE examination will be conducted online in a time bound pattern in which the students have to open the question paper at the given schedule and should submit just on or before the cut off time of announced duration of the exams.
- Project Viva-Voce for both B.E VIII semester and M.E/M.Tech IV semester students is scheduled to be conducted on online involving external examiners.
- SEE examinations B.E VIII semester to be conducted in offline proctored mode. Those students who are unable to attend online exams are allowed to attend in offline mode once the Government issues guidelines and approval.
- In case of offline examinations measures viz maintaining social distance, only 25% students to be allotted to appear for an examination per day per session are proposed. Strict measures to be implemented like wearing masks, sanitization and allotment of seating for only 15 students per classroom.
- During online examinations, students are to be continuously monitored by the faculty members through video support and are asked to upload their answer scripts immediately. The duration of the exam is 2 hours and additional time of one hour will be provided to download the question paper and upload the answer script.
- Two sets of question papers to be prepared for each subject.

5. To discuss on conduct of laboratory sessions on online mode using various virtual Labs platforms.

Since the students are not attending offline classes and as it was not possible to conduct lab classes in the physical mode. The Principal proposed to conduct laboratory sessions using various virtual lab platforms.

There are several online resources to conduct lab sessions on virtual mode for the students. However, MHRD under the National Mission on Education through ICT established virtual labs (<https://www.vlab.co.in>) partnering with IITs, IIITs and other institutions of excellence to provide remote-access to Labs in various disciplines of Science and Engineering. These Virtual Labs would cater to students at the undergraduate & post graduate level as well as to research scholars.

It is resolved to conduct the lab classes using various Virtual Labs platforms to the students at the undergraduate level and post graduate level for all programs. It is also decided to avail and use the VCE lab facilities through remote access in case of CSE and IT branches.

6. To review the feedback on the effectiveness of various digital platforms in the conduct of online classes & assessment.

The principal informed the members that while taking online classes the faculty members used platforms like Zoom, WebEx, Google Meet etc. The college organized several demonstration sessions by the platform providers like Microsoft Teams, Code Tantra etc. The faculty members felt that Microsoft Teams is better as it provides security, ease of use and several other features like White board, Polls, Online assignment submission, Proctored exams, Learning Management System (LMS) etc. In addition, college is already using Microsoft institutional email ID and Microsoft 360 office suite.

Principal further informed that, after careful and exhaustive deliberations with the faculty members and Heads of the Departments, college is planning to purchase Microsoft Teams online teaching platform licenses

The Members of IQAC endorsed to purchase Microsoft Teams to conduct online classes.

IQAC coordinator Prof. A.S. Sai Prasad proposed vote of thanks to the members for joining the online meeting



Principal