



VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY  
AUTONOMOUS

(Sponsored by SARASWATHI VIDYA PEETAM)  
Approved by AICTE, New Delhi & Affiliated to JNTU R, Rajamahendravaram Accredited by NAAC  
No. NNA 51117, Vijayawada Rural, N.T.R.D., A.P. India  
Email: principal@vikasinstitution.com.org, Website: <http://vikasinstitution.com.org>

### Minutes of the Meetings

<b>Meeting Name:</b>	Attendance committee meeting - 1		
<b>Date of Meeting:</b>	20/03/2026	<b>Time:</b>	3.45pm
<b>Meeting Purpose:</b>	Attendance Review	<b>Meeting Leader:</b>	Principal, VCTN
		<b>Prepared By:</b>	M.Amareswari

#### 1. Attendance at Meeting

Name	Designation	Signature
Dr.Ch.V.S.Parameswara Rao	Principal	
Mrs.M.Amareswari,Sr.Asst.Prof.,S&H	Convener	
Mr.M.V.Anjaneyulu,HOD,Mech	Member	
Mr.B.L.Naik HOD,EEE	Member	
Mr. Praveen Pawar HOD,Civil	Member	
Mrs.P.Tejaswi HOD,M.B.A	Member	
Mr.S.Murahari Asst. prof, ECE	Member	
Mrs.M.Ramya Krishna Asst. prof, CSE Allied branches	Member	
Ms.R.Kumari Asst. prof, CSE	Member	
Ms.N.Mikhilya Asst. prof, AGE	Member	
Ms.V.Sandhya Asst. prof., S&H	Member	

#### 2. Action Taken of Previous Meeting

--NA--

### 3. Meeting Notes, Decisions, Issues

- 1) Attendance should be monitored once in 15 days as per the dates given by IQAC.
- 2) Those students with less than 50% attendance, intimation should be sent to parents.
- 3) Students with 50% to 65% attendance would be counselled and warned.
- 4) Students with 65% to 75% attendance, counselling to be given.

### 4. Action Items

Actions	Assigned to	Due Date
Attendance submission of March month	Department attendance co-ordinators	06/04/26

*M. Amari*  
**Convener**

*ChusR*  
**Principal**



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Email: principal@vikasinstitutionsnunna.org, Website: https://vikasinstitutionsnunna.org

## Minutes of the Meetings of Transportation committee

<b>Meeting Name:</b>	Transportation Committee Meeting (1)		
<b>Date of Meeting:</b>	20 March 2026	<b>Time:</b>	3:10 PM - 3:40 PM
<b>Meeting Purpose:</b>	Discussion about transportation facilities and related issues	<b>Meeting Leader:</b>	Principal
		<b>Prepared By:</b>	P.Mohan

### 1. Attendance at Meeting

Name	Designation	Signature
Mr. Ashwin Kumar	Transport Incharge	
Mr.P. Mohan	Transport coordinator	
Mr. M. Raghavulu	Bus Incharge	
Mr. S.Murahari	Bus Incharge	
Ms. Sd.Vijaya	Bus Incharge	
P. Santy Mariya	Student	
Sayyed Saniya Parveen	Student	
Shaik Ismail	Student	
P. Sridhar	Student	
K.Jaipal Reddy	Bus driver	
K Srinivasa rao	Bus driver	
Md.Rehmatullah	Bus driver	

## 2. Action Taken of Previous Meeting

NA

## 3. Meeting Notes, Decisions, Issues

- 1) Reviewed **bus route coverage** to ensure all student areas are properly served.
- 2) It was decided that **all buses must reach the college by 9:05 AM** without delay.
- 3) Strict instruction given that **buses should not wait for latecomers**, applicable to both students and faculty.
- 4) Discussed the **overall condition of buses** and emphasized regular maintenance.
- 5) Students were instructed to **clear all pending transport fee dues** without delay.
- 6) Bus passes must be checked carefully **by the incharges on a regular basis**.
- 7) Decision taken to **assign student coordinators in each bus** to provide updates and maintain discipline.

## 4. Action Items

Actions	Assigned to	Due Date
Adjust timings for buses stop-wise for all buses	Bus Incharges	25-03-2026
Assign student bus coordinators for all buses and create whatsapp groups for all bus routes	Bus Coordinator	25-03-2026

DR. M. V. Anjaneyulu  
Convener

*Ch. S. P.*  
Principal



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## Minutes of the Meetings of Research and Development

<b>Meeting Name:</b>	Research and Development Cell		
<b>Date of Meeting:</b>	20/03/26	<b>Time:</b>	2:30 PM
<b>Meeting Purpose:</b>	R&D Activities for Coming Months	<b>Meeting Leader:</b>	Dr. J. Pavanu Sai
		<b>Prepared By:</b>	Dr. J. Pavanu Sai

### 1. Attendance at Meeting

Name	Designation	Signature
Dr. Ch. V. S. Parameswara Rao	Principal	
Dr. J. Pavanu Sai	Convener	
Dr. K. Vijay Kumar	Co-Convener	
Dr. R. Vanita Rani	Co-Convener	
Dr. P. N. S. Srinivas	Member	
<sup>V.N.K.</sup> Dr. N. Suresh Kumar	Member	
Dr. Sevugarajan	Member	
Dr. M. V. Anjaneyulu	Member	
Mr. Praveen Pawar	Member	
Mr. Aswin	Member	
Mr Sujit	Member	
Dr. Somasundaram	Member	
Dr. Sandhya Rani	Member	
Dr. T. Prasanna Kumar	Member	
Dr. Shaheen	Member	
Mrs. Prameela	Member	

### 2. Action Taken of Previous Meeting

Not Applicable



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**3. Meeting Notes, Decisions, Issues**

**1) Research & Publications:**

- It is decided that all B.Tech projects should be converted into research papers and submitted for publication.
- M.Tech students must publish at least one research paper before the completion of their program.
- Each faculty member is expected to publish a minimum of one research paper per year in reputed journals/conferences.

**2) Funded Projects**

- Faculty members are encouraged to apply for at least one funded project during each academic year.
- Innovative and impactful project ideas should be developed and submitted to funding agencies.

**3) FDPs & Workshops**

- Departments should apply offline ATAL Faculty Development Programs (FDPs) with renowned resource persons in the respective domains.

**4) Patents & Innovation**

- The management encourages faculty members to file patents for their innovative work and research outcomes.

**5) In-House Funding & Research Initiatives**

- All Ph.D. qualified faculty members are advised to initiate in-house funded research projects, contributing to the Centre of Excellence and institutional development.

**6) R&D Workshop Planning**

- It is collectively decided to organize a workshop on Research & Development (R&D) within the next 1-2 months.
- The workshop will focus on "AI Tools and Techniques for Efficient and Accelerated Research".

**7) Collaboration with Universities**

- The institution will explore and establish more MoUs with reputed universities to strengthen research collaboration, joint projects, and academic exchange.

**8) Conclusion:**

- All members agreed to actively contribute towards enhancing research output, innovation, and collaboration to improve the institution's academic and research excellence.



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4. Action Items	Assigned to	Due Date
1. B.Tech & M.Tech Publications	<b>Project Guides &amp; HoDs :</b> ✓ Identify quality B.Tech projects → convert to papers. ✓ Ensure each M.Tech student submits at least one paper before final viva. ✓ Create a list of target journals/conferences. <b>All Faculty Members</b>	Ongoing (Per semester)
2. Faculty Publications	✓ Prepare individual research plans. ✓ Form research groups within departments. ✓ Monthly review of publication progress. <b>All Faculty + R&amp;D Cell</b>	Minimum 1 paper/year per faculty
3. Funded Projects	✓ Identify funding agencies (AICTE, DST, SERB, etc.). ✓ Conduct proposal writing sessions. ✓ Submit proposals with innovative ideas. <b>HoDs &amp; FDP Coordinators</b>	At least 1 proposal per faculty/year
4. FDPs & Workshops	✓ Identify reputed resource persons. ✓ Prepare FDP/workshop calendar. ✓ Ensure quality participation and documentation. <b>Interested Faculty + IPR Cell</b>	Minimum 1 per department/semester
5. Patents Filing	✓ Identify patentable ideas. ✓ Conduct awareness sessions on IPR. ✓ File at least 1-2 patents per department/year. <b>PhD Faculty Members</b>	Continuous process
6. In-House Funded Projects	✓ Submit proposals for Centre of Excellence. ✓ Develop prototypes/products. ✓ Maintain proper documentation and outcomes. <b>R&amp;D Cell + Organizing Team</b>	Within current academic year
7. R&D Workshop (Tools for Fast Research)	✓ Finalize topic and tools (AI tools, research databases, etc.). ✓ Invite expert speakers. ✓ Prepare schedule and logistics. <b>Management + R&amp;D Cell</b>	Within 1-2 months
8. MoUs & Research Collaboration	✓ Identify reputed universities/organizations. ✓ Initiate MoU discussions. ✓ Plan joint research activities and exchanges. <b>Principal / R&amp;D Committee</b>	Next 1-6 months
9. Monitoring & Review	✓ Track progress of all action items. ✓ Review outcomes and challenges. ✓ Provide necessary support and guidance.	Monthly/Quarterly

  
**Convener**

  
**Principal**



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## Minutes of the Meetings of Training & Placement

Meeting Name:	Training and Placement		
Date of Meeting:	23-03-2026	Time:	2 pm – 4 pm
Meeting Purpose:	Training and Placement strategy for 2027	Meeting Leader:	Mr. Ganesh Molleti
		Prepared By:	Mrs. Catherine

### 1. Attendance at Meeting

Name	Designation	Signature
Mrs. Tejaswi	HOD ,MBA	P. Tejaswi
Mr Rajasekhar	Associate. Prof(ECE)	Ac
Mr. Ravi kiran	Associate. Prof(CSE)	Ravi kiran
Mr. Prabhakar	Associate. Prof(EEE)	KPR
Mrs. Tejaswi	Associate. Prof(AI ML)	V. Tejaswi
Mr.Pandu	Associate. Prof (Mech)	Pandu
Mr. Venu Ratnakumari	Associate. Prof (Civil)	Venu Ratnakumari
Mrs. Catherine Jetty	Associate. Prof (PDP)	Cathy
Ms. Naveena	PDP	S. Naveena
Ms. Agnes	PDP	
Mr. Naresh	PDP	A. Naresh
Mr. Ganesh M	T & P, Industry Connect.	Ganesh M
Dr. Sevuga Rajan	PDP & Academic Dean.	Dr. Sevuga Rajan

### 2. Action Taken of Previous Meeting

- 1. This is the first initiative for the 2027 batch

### 3. Meeting Notes, Decisions, Issues

#### Key Presentation Highlights

- PPT presented by Mr. Ganesh Molleti

Focus on:

1. Current industry expectations
2. Shift from \*ranking-based hiring (NAAC, NBA, NIRF)\* to \*skill-based hiring\*
3. Importance of:
  - Skill development
  - Training programs
  - Hackathons
  - Practical exposure

#### Industry Insights

- Companies prioritize:
  1. Skills over academic rankings
  2. Practical knowledge over theoretical knowledge
  3. Increasing demand for:
  4. Industry-ready students
  5. Hands-on experience

#### 2027 Batch Details

1. Total Students: 306
2. Departments:
3. CSE, AI & ML, DS
4. ECE, EEE



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5. Mechanical, Civil, Agriculture
6. Target:
7. 100% placements for all students

**Student Grouping Strategy**

1. Total Faculty Coordinators: 10
2. Students divided into:
3. 10 groups (~30-35 students each)
4. Each faculty acts as:
5. SPOC (Single Point of Contact)

**SPOC Responsibilities**

**Monitor:**

1. Training participation
2. Placement drive attendance
3. Ensure:
4. Students follow preparation plans
5. Communicate:
6. Job opportunities
7. Preparation materials
8. Handle:
9. Non-participating or irregular students
10. Direct interaction with parents when required

**Parent Communication Strategy**

Create separate parent WhatsApp groups

1. Share:
2. Placement updates
3. Training details
4. Ensure:

5. Transparency
6. Accountability
7. Use:
8. Voice messages in Telugu for better understanding

#### **Pre-Placement Preparation**

- Minimum 7–8 days preparation before any drive
- SPOCs to share:
  1. Job details
  2. Preparation strategy
  3. Guidelines

#### **Google Form Implementation**

1. Create a comprehensive Google Form
2. Collect:

#### **Responsibilities for Google Form**

1. Tejaswi Madam (AIML)
2. Pandu Sir

#### **Deadline**

1. 31st March 2026
2. Mandatory for all 306 students
3. Ensure:
  4. No student is missed
  5. Strict follow-up and completion

#### **Post-Form Action Plan**

1. Data validation
2. Group finalization (30–35 students per SPOC)
3. SPOC assignment
4. Planning:
  5. Training programs
  6. Placement activities

#### **Key Expectations**

1. Equal focus on all students
2. Strong monitoring system
3. Effective communication (Students + Parents)
4. Emphasis on:



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5. Skill development
6. Placement readiness

**Conclusion**

- Structured placement strategy established
- Focus on:
  1. Discipline
  2. Communication
  3. Skill enhancement
  4. Accountability

Aim:

Achieve maximum placement success for 2027 batch  
Submitted for Approval of Management

**4. Action Items**

Actions	Assigned to	Due Date
1. A Google Form is created to collect all the latest data from all the students of all the branches.	Mrs. Tejaswi Mr. Pandu	31 <sup>st</sup> March 2026

Convener

  
Principal

(Dr. Ch.V.S. Parameswara Rao)  
**PRINCIPAL**  
VIKAS COLLEGE OF ENGG. & TECH.  
NUNNA-521 212  
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