

PROCEEDINGS OF THE REGISTRAR

F. No.: VFSTR/REG/A7/30/2025-26/06

Dt: 13.05.2025

Sub: VFSTR - Administrative Instructions for Academic Audit and Mock NBA visit - Orders - Issued.

Read: Letter dated 13.05.2025 of Dr. M. Rama Krishna, Dean- IQAC.

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ADMINISTRATIVE INSTRUCTIONS FOR ACADEMIC AUDIT AND MOCK NBA VISIT AT VFSTR

ORDER

The following staff members are requested to make the necessary arrangements for the smooth conduct of the Academic Audit and Mock NBA visit at VFSTR, from 15.05.2025 to 19.05.2025.

S. No.	Particulars	Support requested from
01.	Scheduled preparation for academic audit and mock NBA visit	Dean IQAC
02.	Power Point Presentation to NBA mock team	HoD (Mandatory)
03.	Protocol Team- Single point of contact	Dr. K. Pramod, Assoc. Dean, IQAC
04.	Car booking arrangements	FOA (Mr. T. Venkatesh)
	Internal Transportation	
	Guest house arrangements	
05.	Name board arrangements at 5 th floor board room	Office of IQAC
06.	Tea and snacks arrangements during exit meeting	Mr. Lokaditya, Sr. Assist.
	Lunch at guest house, snacks at guest house (based on the experts stay)	
	Arrangements of snacks & tea in board room as per schedule	
	Department snacks arrangements	
07.	Provision of mike	Technician, Dept. of ECE
08.	Provision of Photography and Video coverage.	Head, Media
09.	Depute one Hardware Person	Technician from office of TD
10.	Website Updating (Post meeting)	Content Manager/Head, Media
11.	AC facility where ever required	Electrical Maintenance, I/C
12.	16 Shawls and 16 Mementos	Mr. D. Gopi, Sr. Assist. RO
13.	Institutional specific files	Registrar Office, Dean- SA, Dean- T&P, Finance Office, Dean- IPM, Dean- TD, M. Siva Jagadeesh Kumar (Asst. Dean, AAA), Psychologist, AR4, Dr. Ch. Siva Koteswara rao (NCC), All HoD's, Dean-SASH, Library and Director- IES.
14.	Program Specific Files	HoD's NBA Co-coordinators Criteria Coordinators

All the above assigned duties are to be carried out in consultation with **Dean- IQAC.**

K.N. Reddy 13/5/25
ASSISTANT REGISTRAR

To: Dean- IQAC, Individual concern

Copy to: PA to Vice-Chancellor, Assistant Registrars, Master File

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