

## Minutes of the IQAC Meeting



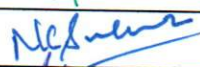


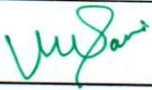


**Date & Time:** 10/06/2017 & 2.30 P.M

**Venue:** IQAC Hall

**Agenda:**

- Course File Updation
- Question Bank Updation
- Updating using of ICT Tools for Teaching
- Assignments to Assess the students understanding of the Course
- Mid Exam QP review
- Upgrading Lab Facilities
- Augummentation of Rain water Harvesting Systems
- Result Analysis of 2016-17 Even Semester
- Discussion of Feedback forms
- NAAC work progress
- Any other matters b.f by the members subject to permission from the chairperson

**Members Present:**

S.No	Name	Dept	Designation (Dept / IQAC)	Signature
1	Dr.P.Mallesham	Principal	Chairperson	
2	Dr. CH.G.V.N Prasad	CSE	HOD / Convenor IQAC	
3	Dr.N.C.Sendhilkumar	ECE	Coordinator -IQAC	
4	Prof K.Ashok Babu	ECE	HOD / Member	
5	Dr. A.Rama Krishna Rao	H & S	HOD / Member	
6	Dr. C.Veeramani	EEE	HOD / Member	
7	Mr.Srinivas.A	MECH	HOD / Member	
8	Mr.Rajendrababu	CIVIL	HOD / Member	

9	Mr. Dr.K.Sharma	IT	HOD / Member	<i>Sawny</i>
10	Dr.P.B.Subramanian	CE	CE / Member	<i>Subramanian</i>

The chairperson welcomed all the members to the meeting and briefed about the agenda in detail. The Following points were discussed to improve the performance of the students and Faculty during the I semester of the AY 2017-18 along with the action to be taken

1. The Academic Session for year 2017-18 is scheduled to commence from 15.06.2017.
2. It has been decided to update the Content of the Course file for the coming semester and it must verified by designated course file coordinator and the same should be signed by the IQAC Coordinator on or before 10.06.17.
3. Since there is revision in the regulations during the year 2016-17, it has been decided to revise and update the Question Banks available with CE office for the conduct of Mid Examinations on or before 30.06.2017
4. During the previous meeting, it has been advised to use more ICT tools for teaching and found that it has provide very good improvement in covering the syllabus on time and providing additional information to the students.
5. In continuation to the usage of ICT, all the heads were instructed to instruct the faculty members to use the tools more frequently and also to provide more content beyond syllabus topics
6. In order to assess the students understanding of the Subjects, it was planned to design atleast one Assignment portion to cover topics that will be an application / analytical part / recent achievements of the subject concerned.
7. It has been planned to give the above mentioned particular Assignments after covering atleast 70% of the syllabus.
8. It has been decided to conduct full day training programme continuously for minimum 8 to 10 days instead of conducting half a day sessions has planned during previous semesters

9. It has been decided to verify, randomly the standards of MID Exam Question Papers from the CE office after getting consent from the CE and Dean. In this regard HODs were asked to list two experienced faculties apart from the IQAC Member to carry over the task.
10. Eighth semester End Examinations results were discussed and it showed better performance when compared to the other semester results of the same batch of students.
11. It has been decided to collect all departments feedback form from all the stakeholders
12. It was suggested to undertake extra efforts to implement more pits for Rain Water Harvesting inside the campus
13. HODs explained their status on completion of work for preparation of NAAC.
14. It has been planned to conduct Seminar and workshop in relevance to quality aspects for this academic year.

The meeting concluded with note of thanks to all the participants by the Convenor.

Prepared by:



**COORDINATOR - IQAC**

**Dr. N.C. Sendhil kumar**

