

## Minutes of the IQAC Meeting



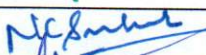






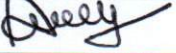
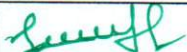
**Date & Time:** 16/06/2018 & 2.30 P.M

**Venue:** IQAC Hall

### **Agenda:**

- Time Table Modification
- UGC – NSQF – Application
- Course File Verification
- Assignments to Assess the students understanding of the Course
- Mid Exam QP verification
- Faculty Research Publications
- 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	Senior Member	
5	Dr. A.Rama Krishna Rao	H & S	HOD / Member	
6	Dr. C.Veeramani	EEE	HOD / Member	
7	Dr.K.Vinoth Babu	MECH	HOD/Member	
7	Mr.Srinivas.A	MECH	Member	
8	Mr.Rajendrababu	CIVIL	HOD / Member	
9	P.Appala Naidu	IT	HOD / Member	
10	Dr.P.B.Subramanian	CE	CE / Member	

10	Dr.P.B.Subramanian	CE	CE / Member	<i>Joey</i>
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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 2018-19 along with the action to be taken


1. The Academic Session for year 2017-18 is scheduled to commence from 25.06.2018.
2. Based on the Feedback and observations, it has been planned to convert the existing 6 hour daily class timetable into 7 hour of min 50mins
3. It has been planned to allocate Library Hour, Sports Hour , Counselling Hour in the time table itself.
4. The Cell expects further improvement in thje perfomance of students and this will maximize the utilisation of Available Resources.
5. It has been decided to apply for B.Voc Course for under National Skill Qualification Framework Scheme.
6. After detailed discussion about various topics available, it has been planned to apply courses in the follwing areas : 1. Mobile Communication 2. Software Development 3.Information Technology 4.Farm Equipment and Machinery
7. As per the guidelines of the university and AICTE, it has been suggested to BOS to include Student Centric modifications in the forthcoming Regulations and course syllabus for the Academic Year 2018-19
8. 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 05.07.18.
9. Also it has been decided to revise and update the Question Banks available with CE office for the conduct of Mid Examinations on or before 10.07.2018



10. 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
  11. It has been decided to collect all departments feedback form from all the stakeholders
  12. 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.
  13. It has been planned to give the above mentioned particular Assignments after covering atleast 70% of the syllabus.
  14. 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
  15. 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 experianced faculties apart from the IQAC Member to carry over the task.
  16. As discussed in the previous meeting to improve the Faculty Contributions, it is reinstated to make Faculty involvement in contributing more towards reseach publications. Also it has been proposed to provide incentives for publications with approval from the concerned authorities.
  17. The Coordinator also explained that the schedule for NAAC visit will be at the earliest and informed all the concerned Coordinators to finish the pending works if any.
  18. Also it has been planned to have a mock visit during the first week of August.
- The meeting concluded with note of thanks to all the participants by the Convenor.

Prepared by:



  
**COORDINATOR - IQAC**  
**Dr. N.C. Sendhil kumar**