Minutes of the IQAC Meeting
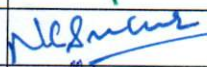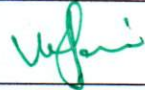
Date & Time: 01/12/2018 & 1.30 P.M

Venue: IQAC Hall

Agenda:

- ➢ Updating the contents of Course File
- ➢ Using of ICT Tools for Teaching
- ➢ IV B.Tech projects
- ➢ Technical Events to be conducted
- ➢ Faculty Publications
- ➢ Swayam Subscription
- ➢ NBA work progress
- ➢ Any other matters b.f by the members

Members Present:

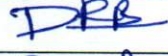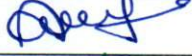| S.No	Name	Dept	Designation (Dept / IQAC)	Signture
1	Dr.P.Mallesham	Principal	Chairperson	
2	Dr. CH.G.V.N Prasad	CSE	HOD / Convenor IQAC	
3	Dr.N.C.Sendhilkumar	ECE	Coordinator -IQAC	
4	Prof. K.Ashok Babu	ECE	Senior Member	
5	Dr. A.Rama Krishna Rao	H & S	HOD / Member	
6	Dr. C.Veeramani	EEE	HOD / Member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

| 10 | Dr.P.B.Subramanian | CE | CE / Member | *signature* |

The chairperson welcomed all the members to the meeting and briefed about the agenda in detail and let the floor open to discussions wherein the following points were discussed along with the action to be taken

1. It has been decided to verify the Lesson Plan and Course file Contents of the faculty on or before 08.12.2018. In this regard HODs are advised to make senior faculty member of the department to verify the same according to the contents discussed and to submit the report by on 12.12.2018

2. The Chairperson expressed his view about the Final Year Projects to be done by the students.All the Heads were informed to make the students to do their project in campus or in reputed government organisations / R&D Agencies like ISRO, DRDO, HAL, BHEL etc

3. HODs informed that they are in process of forming Project Batches under the guidance of faculty and Project Coordinators.

4. Also it has been decided to make the students to present their project as a technical paper in conferences / Journals.

5. The Coordinator asked all the department heads to plan conduct atleast one workshop for faculty and Students, Conference and Technical Symposium. HODs were asked to submit the tentaive dates for these events on or before 10.01.2019.

6. It has been advised to encourage all the faculties to presnt atleat one publications in reputed Journals / Conferences before the end of this semester and also to participate in workshops and FDPs

7. It has been decided to give additional classes for students having more back logs based on the result analysis of the previous exam results.

8. HODs explained their status on formation of committees to carry the work for preparation of NBA formats.

9. HOD also shared that an one Industrial visit can be palnned as to get practical exposure for III and II year students

10. It was reminded once again to subsribe at Institute level for various online resource materials

11. The Chairperson informed all the HODs to make their faculty & students to maintain punctuality and discipline inside and outside the class rooms

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

Prepared by:

COORDINATOR - IQAC
Dr. N.C.Sendhil kumar