

## Minutes of the IQAC Meeting


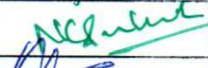




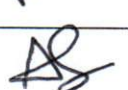

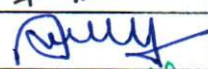
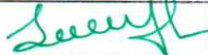
**Date & Time:** 12/06/2019 & 1.30 P.M

**Venue:** IQAC Hall

**Agenda:**

- Updating of Time table
- Updating the contents of Course File
- Using of ICT Tools for Teaching
- Technical Events to be conducted
- Faculty Publications
- Swayam Subscription
- NBA work progress
- Discussion of Feedback forms
- Any other matters b.f by the members

**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	
8	Mr.Srinivas.A	MECH	Member	
9	Mr.Rajendrababu	CIVIL	HOD / Member	
10	Dr.P.Appala Naidu	IT	HOD / Member	
11	Dr.P.B.Subramanian	CE	CE / Member	

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 17.06.2019. 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 20.06.2019
2. 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 tentative dates for these events on or before 01.07.2019.
3. It has been advised to encourage all the faculties to present atleast one publications in reputed Journals / Conferences before the end of this semester and also to participate in workshops and FDPs
4. HODs explained their status on formation of committees to carry the work for preparation of NBA formats.
5. It was reminded once again to subscribe at Institute level for various online resource materials
6. It has been decided to collect all department feedback form from all the stakeholders.
7. 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**

