



**Minutes of the IQAC Meeting**

**Date & Time:** 05/09/2020 & 2.30 P.M


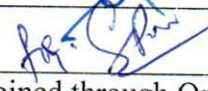
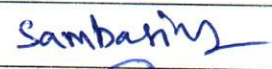


**Venue:** IQAC Hall

**Agenda:**

- Covid Precaution Measures – Awareness Program
- Progress in Conduct of physical class / online class
- Conduct of IV II End Exams
- Preparation of Handout/Course File
- Preparation/strengthen of various cell activity
- Faculty contribution in workshops and publication
- Establishment/renovation of labs for new courses
- Any other matters b.f by the members subject to permission from the chairperson

**Members Present:**

S. No.	Name of the Governing Body Member	Designation in the Institute	Designation in IQAC	Signature
1	Dr G Suresh	Principal	Chairperson	
2	Shri.AnupChakravarthy .R	Secretary	Management Member	Joined through Online
3	Dr.N.C.Sendhilkumar	HOD,ECE	Coordinator	
4	Prof K.Ashok Babu	Prof / ECE	Member	
5	Dr. A.Rama Krishna Rao	HOD (H & S)	Member	
6	Mr.D Rajendra Babu	HOD , CIVIL	Member	
7	Mr.Srinivas Rao . M	HOD,MECH	Member	
8	Dr P Balasubramaniam	CE	Member	
9	Ms.D.Sandhyarani	AP / ECE	Member	Joined through Online
10	Dr N Sadhasivam	Prof / IT	Member	

11	Mr.Rakesh	AP / EEE	Member	
12	Mr.Ranjith	Ap / Maths	Member	
13	Ms C Divya	AP / CSE	Member	Joined through Online
14	Mr.R.Sambasivarao	P E D	Member	
15	Mr.L.Satyanarayana	Administrative Officer	Member	
16	Mr. R. Venkateswar	Director Campus Placements & Corporate Relations	Member	
17	Mr.DharmaRao	Infosys (SSE)	Alumni Member	Joined through Online
18	Dr. J. Madhavan	Principal, Bhoji Reddy College, Hyderabad	Member from other institution	Joined through Online
19	R. Srinivas Rao	Student Father	Parent	Joined through Online

The chairperson welcomed all the members to the meeting and briefed about the agenda in detail. The Chairperson also informed all the members about the Precaution measures adopted in the college to prevent from covid19. He also informed that all the guidelines issued by the government and university are to be strictly followed in the conduct of Classes and End Exams.

1. The Chairperson informed all the members about the reconstituion of IQAC as per the guideliness of NAAC once in two years.
2. The Chairperson explained the role and importance of IQAC in the improvement of Quality in all aspects.
3. As per the guidliness issued by the Government and University, it has been decided to continue the online classess.
4. HODs should ensure that all the students are attending the classes reugarly.
5. It has been decided to give support and counselling to the rural students, required if any by them for attending the classes.
6. Timetables can be prepared based upon the situation but ith should not be less than 4 classes per day and should be updated to all the concerned. This is decided keeping in view of feedback received from the students about the availabiltiy data and network issues.
7. CE informed that the university as planned to conduct offline exams to the affiliated institutes for the IV II Students starting from third week of September. He also explained that the university is extending support to the autonomous institutes also in conducting

the offline exams by accomodating students in the nearest affiliated college of their hometown. This was placed before discussion.

8. After detailed discussion by all the members, it has been decided to utilise the support of university for accomodating the students in the nearby college of their native town. In this regard it has been decided to get choices from the students about the examination centre that can be forwarded to university for further processing.
9. Question Papers to these exams will be password protected and shared to the concerned chief superintendent / Principal half an hour before the commencement of Exams.
10. The chairperson reiterated the preparation of Handouts and should be shared to the students without any delay. HODs were asked to submit a detailed report on this within 10 Days of time.
11. Due to Pandemic, various Cell activities which were planned earlier can not be conducted as scheduled. It has been decided to conduct / convert these events to online mode. Suitable platform can be chosen for this and cell coordinators can inform all the concerned after obtaining necessary permissions.
12. The chairperson informed all the members and specifically to HODs that due to the ongoing pandemic and lockdown lots of online courses which need to be paid for are now available for Free and insisted all the faculty to utilise this opportunity and complete atleast 3 courses.
13. It has been advised to motivate Faculty to participate in online FDPs and workshops which will make them get diverted from the pressure of pandemic.
14. The chairperson also insisted that necessary supports will be given to all the faculty for their safe livelihood during these difficult times and the secretary of Institution assured this and said the management will be always taking care of their faculty, employees and students.
15. 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.
16. Requirement for the labs for new courses and renovation of labs were discussed and it has been decided to proceed further once the situation resumes to normal.
17. Members appreciated and thanked the management for providing groceries and other necessary items as a contribution to the needy public during these tough times and also insisted to continue the same by following all safety measures.
18. All the members who joined through online approved all the decisions made in the meeting.

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

Prepared by:



*N.C. Sendhil Kumar*  
6/9/2020  
**Dr. N.C. Sendhil Kumar**  
COORDINATOR