



Sri Indu College of Engineering & Technology :: Sheriguda (V), R.R.Dist
UGC Autonomous Institution

Ref: SICET / PRL / IQAC / 30 / 2023-24

Minutes of the IQAC Meeting

Date & Time: 01/07/2023 & 2.30 P.M

Venue: IQAC Hall

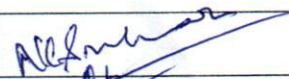
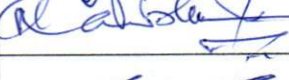
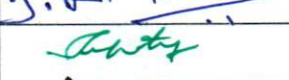
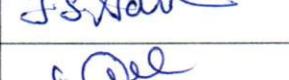
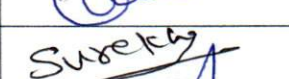
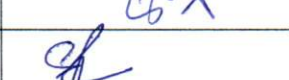
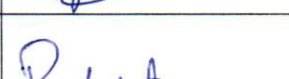
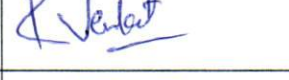
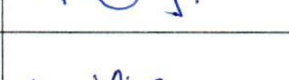
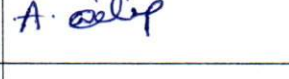
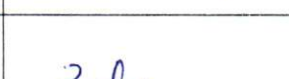
Agenda:

- Discussion on previous meeting Minutes
- Commencement of Academic year 2023-2024.
- End Exam for II and III Years
- Course File Updation
- Question Bank Updation
- Assignments to Assess the students understanding of the Course
- Conduct of National level Technical Symposium and Conference
- Result Processing
- Training programs, Internships and IV
- Mid Question Verification
- Upgrading Lab Facilities
- Improvement of Library Facilities
- Additional Infrastructure Requirements
- Research Initiatives
- Faculty Enrichment Programs
- Slow and Fast Learner Identification
- Internal Audits
- Budget
- NAAC Work Status
- 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.R Venkat Rao	Secretary	Management Member	

Date: 01/07/23

3	Dr.N.C.Sendhilkumar	HOD,ECE	Coordinator	
4	Prof K.Ashok Babu	Prof / ECE	Member	
5	Prof A.Rama Krishna Rao	DAE	Member	
6	Dr K S SadasivaRao	Dean	Member	
7	Dr S R Mugunthan	R&D Coordinator	Member	
8	Dr P Balasubramaniam	Controller of Examinations	Member	
9	Dr T Charan Singh	HOD CSE	Member	
10	Dr K Sampath	HOD IOT	Member	
11	Dr Adalene Johnsane	HOD AI&DS	Member	
12	Ms.UmaMaheswari	HOD AIML	Member	
13	Ms B Surekha	HOD IT	Member	
14	Mr.Rakesh	HOD EEE	Member	
15	Mr.D Rajendra Babu	HOD , CIVIL	Member	
16	Mr.M Srinivasrao	HOD,MECH	Member	
17	Ms N Sailaja	HOD H&S	Member	
18	Ms.SandhyaRani	AP ECE	Member	
19	Mr. R.Venkateswar	Director, Campus Placements & Corporate Relations	Member	
20	Mr.M Narasimma	PED	Member	
21	Mr P Dayakar Reddy	Librarian	Member	
22	Mr A Dilip Kumar	ECE	Student member	
23	Mr.NikhilKumar	CSE	Student member	
24	Ms Thrisha	AI&DS	Student member	
25	Dr. J. Madhavan	Professor, Bhoji Reddy College, Hyderabad	Member from other institution	

date: 01/7/23

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 2022-23 along with the action to be taken

1. The coordinator asked about the implementation of points discussed in the previous meeting and also analysis of mid Exam performance.
2. The coordinator informed as per the Academic Calender released by the CE office , the classes will be commenced . Also informed all HODs to take necessary steps to make the classes as scheduled.
3. As per the suggestion by the members present, 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 31.07.2023.
4. Since there is revision in the regulations during the year 2020-2021 and 2022-23, it has been decided to revise and update the Question Banks available with CE office for the conduct of Mid Examinations for the subjects which was not completed earlier. The pending list of subjects will be shared by CE to the concerned HODs.
5. Members felt that faculty must be advised to use more ICT tools for teaching. Usage of ICT will enable students to involve more and also it as provide very good improvement in covering the syllabus on time and providing additional information to the students.
6. 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
7. In order to assess the students understanding of the Subjects, it was planned to design Assignment by forming batch of 4 to 5 students and giving assignment for each batch separately. This will help students in a better way as they will get more assignment topics from other batches.
8. It has been planned to give the above mentioned particular Assignments after covering atleast 70% of the syllabus.
9. All the departments are asked conduct Technical symposium and conference by getting sponsorship and funds from various funding agencies as early as possible.
10. CE has been asked to process the result as early as possible.
11. CRT should be conducted as early as possible which will help the students to get trained for the placements in a better way
12. 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.
13. It has been informed to submit the requirements in Labs, Library and any other additional Infrastructure requirements which will be taken care by AO for necessary arrangements.

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14. Research activities should be taken up very seriously. Faculty publications should be improved. Incentives and appreciation will be given to faculty who contribute in research activities. The details will be shared.
15. Faculty should involve in quality publications in journals and also publication of Patents.
16. It has been informed that minimum of 2 papers should be published by each faculty.
17. Department Heads are informed to inform faculty to apply for getting funds to conduct FDPs and other research activities.
18. Students should be motivated to publish papers and also to participate in taking various NPTEL/MOOC Courses.
19. Various Faculty Enhancement activities to be conducted department wise and college wise. HODs should plan the activities and the same to be informed.
20. Based on the students performance in the previous exams and forthcoming Mid Exam, slow and fast learners should be identified. After identification suitable activities should be conducted to improve the performance further.
21. The Schedule for Internal Audit will be released and the same to be strictly adhered.
22. Internships and Industrial Visits should be arranged as soon as possible and students should be encouraged to participate without fail.

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


COORDINATOR - IQAC

