



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

Ref: SICET/PRC/IQAC/28/2022-23

Minutes of the IQAC Meeting

Date & Time: 31/01/2023 & 2.30 P.M

Venue: IQAC Hall

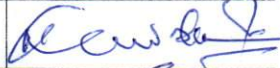

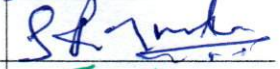



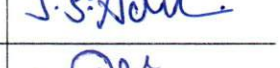
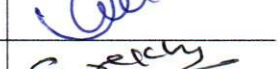




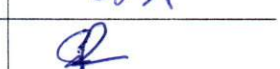
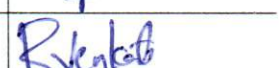




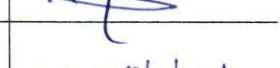
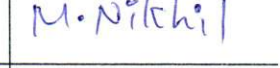
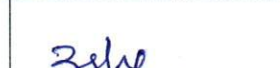
Agenda:

- Status of points discussed in meeting dated 09-01-2023
- Commencement of II Sem Classes for II III and IV Year
- Hand Outs and Course File
- Final Year Project
- Report submission for FFC by JNTUH and AICTE EOA
- Bio Metric Attendance for Students
- Internships and Industrial Visits
- Conduct of Technotsav
- Conduct of Culturals and Annual Day
- Conduct of Project Expo
- Feed back form Collection and Analysis
- CRT Program for III Year Students
- NAAC work progress
- 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	Sri R VenkatRao	Chairman	Management Member	
3	Shri.AnupChakravarthy .R	Secretary		
4	Dr.N.C.Sendhilkumar	HOD,ECE	Coordinator	
5	Prof K.Ashok Babu	Prof / ECE	Member	

date: 31/01/2023

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

The chairperson welcomed all the members to the meeting and briefed about the agenda in detail. The Agenda points were discussed in detail and the minutes of the discussion is as follows:

1. Action Takenreport of previous meeting is discussed and pending works to be completed without any delay

Date: 31/01/2023

2. The Academic Session for II and III year are to be commenced during I week of February and IV year classes are in progress.
3. The coordinator informed all the Heads to ensure that classes are being conducted regularly without any deviations.
4. Handouts should be prepared and shared well in advance after getting verified by the concerned Heads and also to be verified by the senior professors of the department and the information to be submitted to this office.
5. It has been decided to update the Content of the Course file for the coming semester and it must be verified by designated course file coordinator and the same should be signed by the IQAC Coordinator on or before 05-02-2023
6. Final year Project work should be carried by constituting Project Review Committee which and as per the guidelines issued in the regulations. Students should be informed to carry the project with utmost sincerity and submit necessary reports and presentations as per the schedule fixed by the department.
7. The coordinator informed that necessary steps must be taken well in advance to submit the online application for FFC by JNTUH and AICTE for EOA as the circular may be released anytime. This is to avoid last minute problems.
8. The coordinator informed all the concerned that JNTUH has issued circular to implement Biometric Attendance for students and it has been decided to implement this immediately by getting necessary equipments without delay.
9. Students must be encouraged to do Internships and Industrial Visits to be arranged minimum 2 during the semester.
10. Tecnotsav, a trademark Sri Indu College national level Technical Event has been planned to be conducted during the First or Second week of March. Exact date will be decided at the earliest and will be communicated to everyone concerned.
11. College Annual Day and Cultural events will be conducted during month of May.
12. Members opinion out to plan for Project Expo for all students which will lead to showcase the learning of the students and their technical talents.
13. It has been discussed to collect Feedback form at the mid and end of the semester from the students and Analysis should be submitted
14. It has been discussed to conduct CRT program for III Year which will make them to face Placements more easily.

Date: 21/01/23

15. It has been decided to submit the Cycle II Application for NAAC by August 2023.

16. All HODs are informed to discuss Analysis of students performance in MID Examinations within 5 days from the date of Completion of Examinations

The meeting concluded with vote of thanks by the Chairperson

NCS

COORDINATOR - IQAC

