

IQAC INTERNAL QUALITY ASSURANCE CELL

Date: 30-12-2024

Minutes of 17th IQAC meeting

Venue: Principal Chamber

Meeting Schedule: 28-12-2024, 03:30PM

Agenda:

1. Welcome address
2. Action taken report on the proposals of 16th IQAC meeting.
3. Issues open for discussion
 - 3.1. Functioning of IQAC calendar
 - 3.2. 2024-25 2nd Semester Academic calendar
 - 3.3. Proposed activities
 - 3.4. IQAC Plan of action to improve quality
 - i. To improve the student participation in Project Expo, Conferences and etc, every faculty must prepare two batches of students.
 - ii. Every doctorate must publish one SCI/Scopus and one UGC care journal per year.
 - iii. Faculty with PG qualification must publish one research articles per year.
4. Reporting about ISO Audit completion
5. Internal Academic & Administrative Audit procedure to all the members.
6. Proposal of AICTE Idea Lab and it related works.
7. Any items with the permission of chair

Members Attended:

S. No.	Name of the member	Designation
1	Dr. V. Raviprasad	Principal
2	Dr. K. Viswaksena Reddy	Dean Accreditation
3	Dr. P. K. V. Lal	Professor Department of CSE
4	Mr. V. Hari Kumar	Professor Department of MBA
5	Mr. D. Sumanth	Asst. Professor Department of CE
6	Mr. I. Jagadeesh	Asst. Professor Department of EEE
7	Mr. K. Chandraiah	Asst. Professor Department of FED
8	Mrs. P. Santhi	Asst. Professor Department of MCA
9	Mr. Y. Vinay Kumar	Secretary
10	Mr. P. Sateesh Kumar	Industrialist/Employer

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		Managing Executive Kalpataru Global Alloys Pvt Ltd Kadivedu, Chillakuru, Tirupati Dist.
11	Mr. Ch. Koteswararao	Parent F/O Ch. Monika (from III EEE), Staff in Bookstall, Gudur.
12	Dr. K. P. Prasad Rao	Professor Department of EEE

The following members not attended:

S. No.	Name of the member	Designation
1	Mr. K. Sekhar	Assoc. Professor Department of MEC
2	Mr. M. V. Sudheer Babu	Professor Department of ECE
3	Mr. P. Yaswanth Sai	IT Professional, CDK Global, Hyderabad [Alumni Representative]
4	Mr. D. Harish Kumar	Person from Industry Assistant Manager, Green Tech
5	Mr. N. Binda Sudarsan	II CSM Student 23F11A3332

Points Discussed:

Agenda 1: Welcome Address

The Chairperson of IQAC welcomed all the members to the 17th IQAC Meeting and expressed gratitude for their continued support towards institutional quality enhancement. The Chair highlighted the importance of continuous monitoring of academic and administrative processes for achieving excellence.

Agenda 2: Action Taken Report on the Proposals of the 16th IQAC Meeting

The IQAC Coordinator presented the Action Taken Report (ATR) of the 16th IQAC Meeting.

The committee reviewed the implementation status of all approved resolutions and expressed satisfaction with the progress achieved. After detailed discussion, the ATR was approved unanimously.

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Agenda 3: Issues Open for Discussion

Agenda 3.1: Functioning of IQAC Calendar

The committee reviewed the functioning and implementation of the IQAC calendar.

It was observed that most of the scheduled quality initiatives, academic audits, faculty development programs, and student-centric activities were being conducted as per plan.

The committee advised all departments to strictly adhere to the IQAC calendar and submit periodic compliance reports.

Agenda 3.2: 2024–25 Second Semester Academic Calendar

The Academic Calendar for the 2024–25 Second Semester was presented and discussed in detail.

The calendar included commencement of classes, internal assessment schedules, co-curricular and extracurricular activities, and end-semester examinations.

After discussion, the academic calendar was approved and recommended for implementation across all departments.

Agenda 3.3: Proposed Activities

The proposed academic, research, extension, and student development activities for the semester were discussed.

Departments were encouraged to organize seminars, workshops, conferences, guest lectures, industrial visits, skill development programs, and outreach activities aligned with institutional goals.

The committee emphasized proper planning, execution, and documentation of all activities.

Agenda 3.4: IQAC Plan of Action to Improve Quality

i. Student Participation in Project Expo, Conferences, and Related Activities

It was resolved that every faculty member must prepare and mentor at least two batches of students for participation in Project Expos, Conferences, Competitions, and related academic events.

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Departments were instructed to encourage student innovation and ensure proper mentoring and documentation.

ii. Research Publications by Doctorate Faculty

The committee resolved that every doctorate faculty member shall publish at least one SCI/Scopus indexed journal paper and one UGC CARE listed journal paper per academic year.

Faculty members were encouraged to pursue collaborative and funded research projects.

iii. Research Publications by PG-Qualified Faculty

Faculty members with postgraduate qualifications were advised to publish at least one research article per year in reputed journals or conferences to enhance research culture.

Agenda 4: Reporting about ISO Audit Completion

The IQAC Coordinator reported the successful completion of the ISO Audit. The committee appreciated the efforts of the ISO team and faculty members for ensuring compliance with quality standards.

Suggestions and observations given by the auditors were noted, and corrective actions were planned.

Agenda 5: Internal Academic & Administrative Audit (AAA) Procedure

The Internal Academic and Administrative Audit (AAA) procedure was explained in detail to all the members.

The committee discussed audit objectives, scope, documentation requirements, and timelines.

Departments were instructed to prepare necessary records and cooperate fully during the audit process.

Agenda 6: Proposal of AICTE IDEA Lab and Related Works

The proposal for establishing an AICTE IDEA Lab was discussed. The committee deliberated on objectives, infrastructure requirements, budget, and student benefits.

It was resolved to initiate necessary documentation and assign a core committee for proposal preparation and implementation.



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Agenda 7: Any Other Items with the Permission of the Chair

With the permission of the Chair, general quality improvement suggestions were discussed.

The committee emphasized strengthening research, innovation, student engagement, and institutional best practices.

The meeting concluded with a vote of thanks to the Chair.

IQAC Chairperson