

Date: 12-08-2020. 3

## Agenda of Meeting:-

I. Conventional Departments (Civil, EEE, Mech, ECE, CSE, H&S & MBA)

- 1) Consider request of addition & deletion of IQAC members.
- 2) Review of different activities in the academic year 2019-20.
- 3) Planning for academic year 2020-2021.
- 4) Departmental alumni meeting.
- 5) MOU'S
- 6) Department academic goals.
- 7) Mechanism for elective & difficult subject.
- 8) Identification of slow learners & fast learners
- 9) Lab manuals & course files
- 10) PBA.
- 11) Departmentwise two major projects in emerging technologies.
- 12) Formation technical clubs.
- 13) IQAC audits (Pre, Mid & Post)
- 14) Review of vision, mission & PEO's & forming the different committees. (PAC, PRC, DDC, FC & PAB) for the dept. of civil, Mech, & EEE
- 15) Monitoring of online classes.
- 16) Courseta courses & virtual 8-week orientation prog.
- 17) Identification of smart India Hackthon problem statements.
- 18) Review of different activities organized under professional bodies



## II) Non-conventional Dept.

( Accreditation, CEED, IIC, Placements, RED women. cell, SWD)

### Accreditation:

1. Preparation for MBA & MAAC.
2. Review of documentation for Academic year 2019-2020.
3. Documentation for Academic year 2020-2021

### CEED:

1. Continuous interaction with the Dept. for effecting teaching & learning.
2. Rubrics for PBA, Mini, Major projects.
3. Monitoring of innovative teaching through reflection statement & group sharing discussion.

### SWD :

1. Organization of activities in different clubs & making them functional.
2. Involvement of student council in institutional level activities.
3. Encouraging the student in sports



- Track 1. - Industry - Academia connect.
- Track 2 - Product Innovation.
- Track 3 - Start Your Own Business (SYOB) / Entrepreneurship
- Track 4 - Women Empowerment (Girl Power).

R & D :-

- 1.) Publication of research articles in reputed journals.
- 2.) Submission of research proposals for different funding agencies.
- 3.) Organizing the different activities related to research.

Training & Placement:

- 1.) A survey for 3<sup>rd</sup> & 4<sup>th</sup> year students about their future plans.
- 2.) Workshop for writing resume for all the students
- 3.) Collection of resume in one standard format for 3<sup>rd</sup> & 4<sup>th</sup> year students.
- 4.) Schedule for campus visit for upcoming semester.
- 5.) finalization of industry-relevant courses & CRT training for the 3<sup>rd</sup> year students.
- 6.) Mock interviews & other preparation for 4<sup>th</sup> year students.



Examination branch:-

- 1.) Confirmation of students' readmission
- 2.) Attendance.
- 3.) Submission of updated time table.

Functioning of Different Institutional level committees.

Any other points with permission of chairman.



## Minutes of meeting:

### 1) Conventional Dept:

① New composition has formed for IQAC for Academic year 2020-2021.

### 2) Department alumni meetings:

→ Dept has to conduct the virtual alumni meeting & discuss regarding their contribution & involvement in the department.

→ T&P department can work with alumni coordinators

→ Reconstitution should be carried out by the 15th September.

→

### 3) MOUs:-

It is observed that most of the MOUs are not functional.

Department has to make it functional & conduct the activity under that and also try to renew & make new MOUs.

### 4) Department academic goals:

Department has to focus on result. Define the academic goals in terms of result. Heads are requested to submit the individual academic goals of the faculty.

### 5) Mechanism for elective & difficult subject:

Complete the process of elective subject selection & identify difficult subject in the department. Elective subject selection should be based on the choice. Dept. has to submit the difficult subject list & action plan to CEED.

### 6) Identification of slow learners & fast learners:



Try to finish the process in 2 weeks & continuously evaluate them with the help of different metrics. Encourage the advance learners to participate in hackthons, technical fest, paper present outside the college.

⑦ Lab manuals & Course file:

→ Lab manuals & course file has to be shared with student.

All the faculty need to upload their lab manuals & coursefile into the canvas.

8) Project-based assignment:

→ Department has to focus on this (PBA)

→ Instead form the proper guideline for evaluation.

→ Create a subtopic for PBA.

→ Evaluation guideline will be provide from CEED

→ PRC is responsible for reviewing the project

→ IBRC ~~pro~~ should review according to CEED guidelines

→ Student can extend their PBA towards the major project.

→ IAAC has to audit PBA in department according to guidelines provided by CEED.

→ We can provide one room where all the best project will be displayed.

9) Department wise two major project in emerging technologies:-

Department has to come up with new idea for the major project. In this department can work collaboratively with other department.

Involve students also in this.



## 1) Formation technical club:

Blockchain & AI/ML club - CSE

IOT club. - ECE

E-yantira / vehicle. - EEE

Robotics & 3D printing - Mech.

Need to identify club. - Civil.

→ The above club has to be formed for respective department.

→ Department has to create the whatsapp group for all the club.

→ In every club minimum 25 members should be there.

- Civil dept has to identify one technical club related to the core domain.

## 1) IQAC audits :-

IQAC will have three audits in each semester i.e pre, mid & Post. These three audits conducted based on related files at different instance of time during the semester.

## 12) Review of vision, mission & PEOs & forming the different committees:

→ Department has to review vision & mission

→ Form the different committees in department & function accordingly.

→ Share the vision, mission to all stakeholders.

→ Head of Mech, EEE, & civil requested to review their vision, mission & PEO's accordingly.

## 13) Monitoring online class:

→ Faculty has to monitor online classes.

maintain attendance for the same.

The HOD has to check the classes

whether it is running properly or not.



14) Coursera courses.

- Encourage faculty students to do at least one course.
- Class teacher & mentors have to take follow-up.
- As we have technical club, so, ask students to complete the coursera courses related to that club.

15) SIH (Smart India Hackthon.):

- Department has to encourage student to participate in SIH.
- Identify the problem statement for the same.
- Heads are requested to share the SIH problem statement with the faculty & students for PBA, mini project.

16) Review of different activities organized under professional bodies:

- As department have professional bodies, review has to be conducted for different activities organized under that.
- Also, conduct new activities under that.

17) Heads are requested to encourage the faculty member to take a lead role in their respective professional body.



## n) Non-conventional depts:

### • Accreditation:

→ In the Review has to be conduct for the documention of (2019-2020).

→ SuDepartement has to submit the checklist & document to accreditation departement for academic year 2019-2020.

→ Hard copy of all the certificate should be file into departement.

→ As soon as any activities conducted in the dept the report should be prepared as per SOP & submit to the accreditation departement.

### • CEED:

→ Rubrics need to be create for PBA, mini, major project.

→ CEED members are requested to continuously monitor the classes conducted through canvas.

→ Imnovative teaching activities such as think pair share, Jan need to be monitor. by the CEED members during SEM I & II.

### • SWD:

→ For Mrs. Udayshree mam is going to take a charge of SWD coordinator for academic year 2020-2021 onwards.

→ New student council member is going to be formed. member.

→ Student ↑ should not have more than 2 back log. ↑

→ Whatsup group need to be formed for all the track.

→ Different activities need to be conducted. in various clubs such as singing, dancing etc.



## Training & Placement:-

- Try to conduct the survey for 3<sup>rd</sup> & 4<sup>th</sup> year students about their future plans.
- Identify advanced learners.
- Survey should be completed by the end of this month.
- Schedule for campus visit for upcoming semester.
- Try to plan mock interviews for 4<sup>th</sup> year students.
- workshop need to be organized to prepare the resume in standard format for 3<sup>rd</sup> & 4<sup>th</sup> year students.

## Examination branch:-

- Attendance percentage is 55%. if any student having below this will not be allowed.
- CEED will conduct the review in the department for what are the activities conducted for formative assessment.
- Dept has to conduct formative assessment so that there will be the improvement in exam performance.



Sr. No.	Faculty Name	Position	Sign
1)	Dr. Rohit K.	Director	[Signature]
2)	Dr. P.S. Johajirdar	Principal	[Signature]
3)	M.N. Narasimh	<del>I/O</del> ECE	[Signature]
4)	Dr. H.S. Wankhede	HOD - CSE	[Signature]
5)	Dr. T.V.V. Bramlana	OIE	[Signature]
6)	P. Ganayuktha	HOD - EEE	[Signature]
7)	Malekh. Reddy	HOD - mech	[Signature]
8)	Mr. Asif	TPO	[Signature]
9)	K. Syed	Acad. CEE	[Signature]
10)	P. Usha	I/C-HOD - ECE	[Signature]
11)	Manoj Kumar IC	HOD - CE	[Signature]
12)	K. Udaya Sri	HOD - SWD	[Signature]
13)	K. Uma Shankar	Head - Accreditation	[Signature]
14)	Ch. Chandra	Admin	[Signature]
15)	Ashwini Gulhane	Member - CSE	[Signature]
16)	M. Sugunakar	Attended through online	[Signature]
17)	K. Kalpana	Mech - Coordinator	[Signature]
18)	Mr. A. Saida	Member - ECE	[Signature]
19)	Ms. G. Rashmitha	Attended through online	[Signature]
20)	Ms. Nikitha		

Action taken Report:-

- \* Department Alumni Meetings conducted, MoU's Renewed
- To Improve Results - faculty conducting student centric Methods, study hours etc based on slow & fast learners
- \* PBA, Mini & Major Projects effective Rubrics created.
- \* Different clubs formed & doing activities
- \* EEE, Mech, civil depts changed vision, Mission Statements
- \* 2019-20 documents are submitted to Accreditation cell
- \* DSA created student whatsapp Groups
- \* ... Assessment



Subject: Meeting with all the HOD's and IQAC coordinators and Members of IQAC on 12/09/2020 at 11:00 am in board room.

Agenda of Meeting:-

- 1) Review of last Meeting
- 2) Certification Programmes through Microsoft and Tech Mahindra.
- 3) Courses Related to Entrepreneurship
- 4) Monthly Seminar Series
- 5) Establishment of CEP
- 6) Catereria
- 7) Pre Audit Results (Reports)
- 8) Feedback - 01

Any point with the permission of the chairman.

Meeting discussions:-




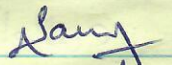
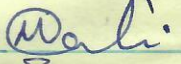





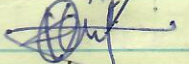



- 1) Review is conducted and discussed the last Minute of Meeting regarding PBA, Coursera courses Training and Placement, Projects, Academic Goal, Slow learners and fast learners etc.
- 2) IQAC is initiated and All the Heads of the departments and IQAC coordinators are decided for the certification courses by the students in Association with Microsoft and Tech Mahindra.
- 3) For Effective functioning of Entrepreneurship cell and for better creation of Paths in their career, All the students are motivated to do Entrepreneurship courses through Wadhvani foundation.



- 4) Review conducted on Monthly Seminar Series on different tracks which is conducted by the Student Affairs Department.
- 5) Due to covid-19 pandemic situation online classes are conducting in the institution. But most of the students are facing internet issues by that time to avoid this inconvenient, lectures should be recorded by the faculty members by using Light board Technology through center for Educational Technology.
- 6) Based on the requirement of cafeteria, a new cafeteria is proposed in front of MBA block.
- 7) For this current Academic year 2020-21, Audit Process is changed to transactional to Quality Audit Process. Regarding this IQAC is Planned Pre, Mid, Post semester Audits. In this view IQAC is conducted to Pre Audit for the departments. and Audit Reports is Prepared by IQAC coordinators and shared to All the Heads of the Departments. and also asked the HOD's to write the action taken comments for the same. After receiving the Report comments IQAC coordinators Prepared a Consolidated Reports for the departments and also shared the same in the meeting.
- 8) Every Academic year IQAC is Planned feedback -01 during the Mid exam time. for this current Academic year feedback -01 is



form, and feedback analysis is prepared and shared to all the faculty members and also action taken comments are mentioned for the same analysis. feedback - 1 is completed with this reports.

<u>SNb</u>	<u>Name of the faculty</u>	<u>Designation</u>	<u>Signature</u>
1)	Dr. R. S. Jahagirdhar	Principal	
2)	Dr. Rohit Kandakatta	Director	
3)	M. N. Narasimh	Head - IQAC	
4)	P. Sanyuktha	HOD EEE	
5)	Maheshw. Reddy	HOD Mech	
6)	A. Saida	ECE	
7)	K. Kalpana	Mech-coordinator	
8)	Srinivasan. Manidala	EEE-coordinator	
9)	G. Narasimulu	HSS-coordinator	
10)	K. Uma Shankar	Head - Accreditation cell	
11)	Vijaya Bhaskar Reddy	H/O Head - BLC	
12)	Dr. T. V. V. Ravi Kumar	Exam Branch H/O	
13)	B. Ravi Kiran Reddy	(Admin) office Superintendent	
14)	Ch. Chandana	Admin - HR office	



## Action taken Report :-

- 1) All the departments identified certification and value added courses and also associated with Tech Mahindra & Microsoft (Going to be take Association)
- 2) Through center for Educational Technology, all the faculty members are Recording their lectures.
- 3) Canteen is under construction.



Date: 01-03-2021

Subject: Meeting with all the HOD's and IQAC coordinators and members of IQAC on 01-03-2021 at 2:30 PM in the board room.

- Agenda of Meeting:
- i) Review of last meeting
  - ii) Review of attendance
  - iii) Review of syllabus completion
  - iii) Subject distributions for next semester
  - iv) Requirement of staff and equipment for next semester
  - v) preparation of time table by incorporating soft, technical skills, DSA activities and any other activity.
  - vi) Review of various activities conducted and report submissions for the same.
  - vii) Review of IQAC Mid semester audits.
  - viii) Students Feedbacks-II
  - ix) Mock NBA Peer team visit
  - x) Common coordinators for Accreditation and IQAC.
- Any point with the permission of the chairman.

Meeting Discussion:-

- i) Review is conducted and discussed the last minutes of meeting pre audit reports, cafeteria and feedback about faculties.
- (i) From all the Department HOD's discussed about attendance of present semester with principal and director and semester mid's completed and finalized attendance also.
- (ii) For syllabus completion and revision classes will conduct upto march 6th 2021. Semester exams will be start from 08-03-2021
- (iii) Subject distributions for next semester, all the HOD's principal and director discussed about doctorates one subject will take and they will be focus on research and funding projects. For serial faculties 2 subjects and those who have less than two



years experience they have to attend serious faculty classes and they should focus departmental works also and for students next semester onwards meritorious attendance have to maintain 65% strictly. This semester all the students are promoting due to pandemic situation.

(vi) Requirement of staff and equipment for next semester: All the HOD's are preparing time table and inform to principal about how much requirement is in the department. For practical equipments also discussed with all the departmental HOD's.

v) Preparation of time table:

In the time table in a week total 42 hours, in that 30 hours for academics and remaining 12 hours for CRT, Department of Student Affairs, co-curricular activities development, In that 12 hours, for extra curricular activities 2 hours. Reasoning and aptitude classes will run for second, third and fourth years. Time table for 5 days in a week and also discussed focus on workshops and guest lecture also.

vi) In the academics seminars, workshops and guest lectures. Industrial visits have to conduct for coming semester. Discussed about previous academic year conducted activities for workshops and guest lectures, Certification programmes. For this activities after the completion of semester will check for all the semester departments with checklist.

vii) Discussed for IQAC mid semester audit and actions taken from HOD. For Accreditation department, after completion of the semester prepare consolidate checklist with documents and submit to the accreditation from all the departments. Students feedbacks also discussed with HOD's for syllabus completion. Suggested from director create recording videos and recordings of some



Offline classes. creation of spread sheet.

- VIII) Students feedback-II links shared with all the departments. within 2-3 days will be finished for students feedback.
- IX) Mock NBA peer team visit tentative 18 or 19th march 2021. particular date not yet decided.
- X) common coordinators for Accreditation and IQAC
- From civil department — Ratna Chary
- EEE Department — Srinivas
- Mech Department — Kalpana
- ECE Department — vijaybhatker
- CSE Department — Dr. H. S. Wankhede
- H&S — G. Narasimulu
- MBA Department — Dr. Rupaveni

S.NO	Name of the faculty	Designation	signature
i)	Dr. R. S. Jhalagisudar	Principal	
ii)	Dr. Rohit kandakatta	Director	
iii)	M. N. Narasimulu	Head IQAC	
iv)	Dr. A. Rupaveni	MBA Associate Professor	
v)	Vijaya Bhatker Reddy	ECE Assistant professor	
vi)	Dr. H. S. Wankhede	CSE Associate Prof & HOD	
vii)	maresh. Reddy	mech Associate prof & HOD	
viii)	P. Samyuktha	EEE HOD & Associate Prof	
ix)	Thandapani K	Civil HOD & Assistant Prof	
x)	K. Uma Shankar	H&S HOD & Assoc. Profess.	
xi)	G. Narasimulu	H&S, Asst professor, IQAC coordinator	



### Action taken Report:-

- 1) Attendance and feedback reports are verified after issuing the feedback reports in the Departments.
- 2) As per the Meeting discussions Revisional classes are conducted in all the departments and syllabus is completed for all the departments.
- 3) Subjects are allotted as per the meeting discussions for Professor one subject and two subjects are allotted to faculty those who are having less than two years experience.
- 4) Time tables are Prepared. according to the time tables 30 hours are allocated to Academic and 12 hours are allocated to other activities like DSA, CRT, Extra and co-curricular Activities.
- 5) All the coordinators Prepared check list for the different activities conducted by the department and submitted in Accredited.
- 6) feedback is taken and Action taken Reports are Prepared by the heads of the Departments.



Subject:- Meeting with all HOD's & Accreditation & IQAC Coordinators and PAC Members on 30/3/2021 at 3:00 PM in board room.

Agenda:-

- 1) updation of file system templates (IQAC)
- 2) Department & Institutional wise files

- Any other point with the permission of the Chair

Meeting discussions:-

- Meeting started with Greetings. IQAC is Prepared file system templates based on the NAAC & NBA Metrics in the Academic year 20 - 20
- After couple of NAAC visits IQAC is changed the Quality Audit Process based on the existing file system templates.
- Now Based on the suggestions given by Gokaraju and Rangaraju NBA team during the Mock NBA visit, IQAC chairman & coordinators taken decision to change the existing file system templates to as per NBA Accreditation. Total existing files 47 along with additional Information files changed to 50 Programme files and 17 Institutional wise files. All the departments should maintain total 50 files uniform IQAC Quality Audit is based on these changed file system.

→ IQAC chairman and coordinator requested and asked the all the head of the departments and Accreditation coordinator



- files in the Department.

Department level files - 50 (Programme Related)

Institutional level files - 17 (Administration Related)

⇒ Department level includes vision, Mission Statements, Technical Seminars, Workshops, Guest Lectures, MOU's, Question Papers, Minis, Major Projects, Project Based assignments, Teaching Learning Methods, Result analysis, Laboratories, Leave-OD Informations, Student monitoring activities etc.

⇒ Institutional level files includes Budget allocation, Infrastructure, Training and Placements, CRP Mentoring, feedback and analysis & Action taken Reports, Set of Question Papers, assignments, Exit Survey, List of Faculty along with Qualifications, Teaching first year courses, Students self learning Results of first year students, Alumni Information and Interaction etc.

⇒ IQAC - Chairman, Asked the All Head of the Departments to collect & submit the New and Renewal "MOU" documents by Thursday evening.

⇒ Institution is maintaining 40% of threshold from 2013 onwards for the attainment level. Based on the suggestions received by NBA Mock accreditation team, and after lot of Brainstorming regarding attainment levels with Director, Chairman - IQAC, Coordinator - IQAC and accreditation coordinators, Head of the departments it is decided to keep the threshold limit for the Academic Years 2020-24 is 55%



Files in the Department.

Department level files - 50 (Programme Related)

Institutional level files - 17 (Administration Related)

⇒ Department level includes vision, Mission Statements, Technical Seminars, Workshops, Guest lectures, MoU's, Question papers, Mini, Major projects, Project Based assignments, Teaching learning methods, Result analysis, laboratories, Leave-OD Informations, Student monitoring activities etc.

⇒ Institutional level files includes Budget allocation, Infrastructure, Training and Placements, CRP Mentoring, feedback and analysis & Action taken Reports, Set of Question papers, assignments, Exit Survey, List of faculty along with qualifications teaching first year courses, Students self learning Results of first year students, Alumni Information and Interaction etc.

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Threshold Limit, 2019-23 Academic Years Limit is 50%, 2018-22 Academic Years with 50% of Marks, 2017-21 Academic Years with 45% of Limit 2016-20 Academic Years with 40% of marks.

<u>SNO:</u>	<u>Name of the faculty</u>	<u>Designation</u>	<u>Signature</u>
1	Dr. R. S. Jahagirdar	IQAC-Chairman	
2	M. N. Narasimh	IQAC-coordinator	
3	K. Uma Shankar	Accreditation	
4	K. Odaya Sri	Assistant Professor	
5	Dr. D. S. Purn	Professor	
6	P. Samyuktha	Associate Prof.	
7	R. Indrajit Yadav	Assistant professor	
8	Dr. A. Rupaveni	Assoc. Professor	
9	Khanjuddin Syed	Assoc. Prof & Head-CEED	
10	Thandavelan K.	Assistant Professor	
11	Vijaya Shaker Reddy	IQAC <sup>KMC</sup> Coordinator - ECE	
12	Dr. HARE KRISHNA BOMMALA	MBA-I (Associate Professor) CSE	
13	Dr. Sukanya Mehta	Assoc Prof - HOD - MBA	
14	D. Sindhu	IQAC coordinator - ECE	
15	K. R. K. Ravi	IQAC coordinator - CSE	
16	K. Kalpana	Mech dept - IQAC coordinator	
17	Dr T.V.V. Pavan Kere	Exam I/c - ECE	
18	F. Khaleel Basha	A.O.	



## Action taken Reports:-

- 1) All the departments changed their department file system templates according to NAAC, NBA Metrics.
- 2) All the departments are maintaining 50 Programme files
- 3) Heads submitted their New MOU documents to Accreditation cell.
- 4) Departments are following the modified Attainment levels.