



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

Unit of USHODAYA EDUCATIONAL SOCIETY

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapur)

An ISO 9001:2015 certified Institution: Recognized under Sec. 2(f) of UGC Act, 1956

INTUA College Code: 2U 3rd Mile, Bombay Highway, Gangavaram (V), Kovur(M), SPSR Nellore (Dt), Andhra Pradesh, India- 524137



Ref: Pr/Cir/08/18/IQAC-01

Dt: 16-08-2018

Circular-01

All the HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting in the board room on 17-08-2018 at 02.00 PM. All the members are requested to attend the meeting without fail.

Proposed Agenda:

1. Academic Issues
2. Introduction of IQAC members by Chairperson
3. Action plan by IQAC
4. To place any other item with the permission of the chair


Chairperson-IQAC

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Secretary for information



**GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY::NELLORE
INTERNAL QUALITY ASSURANCE CELL**

Minutes of the Meeting

Ref No- IQAC/01/2018

Meeting Agenda:

1. Introduction of IQAC members by Chairperson
2. Academic Issues
3. Action plan by IQAC
4. To place any other item with the permission of the chair

Meeting Schedule: 21/07/2018, 02.15 PM - 04.00 PM, Board Room

Minutes of 1st meeting of the IQAC for the academic year 2018-19, under the chairman ship of Dr. G. Subba Rao, Principal of Geethanjali Science and Technology, Nellore.

The following issues have been discussed:

- Chairperson of IQAC conveyed his warm welcome to the newly formed committee members. Further he addressed the need for establishment of IQAC and explained significant objectives, basic purposes, functions to the members of IQAC.
- Since Quality enhancement is a continuous process, the chairperson addressed that IQAC should become a part of institution for quality enhancement.
- In order to bring awareness on IQAC, quality initiatives should be planned.
- The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards
- Periodical Academic audit should be done by IQAC team members and report should be submitted once in a semester.
- Chairperson elaborated his speech to conduct more number of workshops, certificate programs, arrange more number of industrial visits.
- The previous teaching-learning processes were discussed and the chair agreed for enhancing the use of ICT.
- Resolved to complete the process of collection of student feedback for the ongoing semester prior to the commencement of the end semester.
- Resolved to authorize the HoDs to arrange for collection and analysis of the feedback within a stipulated time frame.
- Resolved to encourage the students to plan for field trips/study trips in their respective fields.
- Resolved that all the members of faculty should submit the question banks to the Controller of Examinations.
- To motivate the students for e-learning and to create interest for NPTEL online courses and other certifications.

- Course coordinator has to collect course outcome feedback from students and analysis is to be done.
- Heartfulness yoga and meditation classes for students and faculty members need to be started for providing stress free and peace of mind.
- To increase the number of Doctorates it tends to improve the quality education.
- The faculty members to register for PhD programmes.

The following guidelines were discussed for conducting the academic audit:

- Meeting Records with HOD's
- Certificate courses
- Value added courses
- Bridge courses
- Tutorial classes, remedial classes
- Students counseling
- Industrial visits
- Academic Calendar
- FDP/Seminars/Lectures organized, convened and attended
- Teaching innovative method
- Resources added during the academic year
- Publications
- Student association activities.
- Professional society activities
- Students external participation

The meeting ended with a formal vote thanks by IQAC coordinator.

Resolutions:

Agenda Point	Resolutions	Responsible person	Target date	Remarks
1.	Internal Audits semester wise on various activities	IQAC coordinator	Schedule by 20-8-18	Need to submit the schedule and report department wise
2	IQAC initiatives should be submitted	IQAC coordinator	20-08-18	Year wise report
3	Feedback Analysis of students and course outcomes	Course coordinators from each department	Feedback before Mid and co's before end of the semester	Need to submit the report department wise
4	Teaching Learning Methodologies to improve	Course coordinators from each department	20-08-18	Teaching Methodologies list to be submitted
5	Heartfulness yoga meditation classes	NSS convener	20-08-18	Schedule of programme

Members Present:

S.NO	Name of the Staff	Designation	Signature
1	Dr. G. Indira	Principal	
2	Dr. Ch. Kalpana	Assoc. Prof.	
3	P. Rajeswari	Asst prof	
4	P. Deekshita Reddy	ANOC - ANOT	
5	Dr. K. Mahabub Basha	Professor	
6	U. Srinivasulu	Assoc. Prof., ECE	
7	Dr. N. Sudheer	Assoc prof, CSE	
8	N. Vasanthi	Asst. Prof., S&H	
9	G. Aswija Begum	Assoc professor, S&H	
10	Dr. T. Sunil Kumar	Professor	
11	Dr. Y. Jahnani	Professor	
12	K. Radhika	Assoc Prof, ECE	
13	T. N. V. L. N. Kumar	Professor	
14	T. Ravikumar	Assoc Prof	
15	A. Jabbar Saheb Ali	Professor	
16	Dr. V. Sireesha	ASSOC prof	
17	S. Sridhar	Assoc prof	

Convener, IQAC

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