



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

Ref: Pr/Cir/10/18/IQAC-02

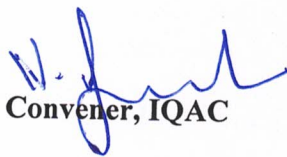
Dt: 29-10-2018

Circular-02

All the HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting in the board room on 01-11-2018 at 02.30 PM. All the members are requested to attend the meeting without fail.

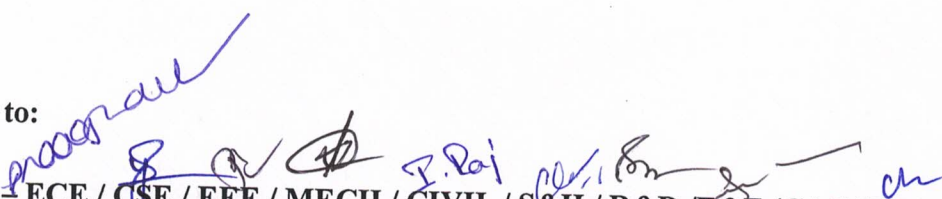
Proposed Agenda:

1. MOU's with industries
2. To take the feedback from stake holders
3. To review previous semester results
4. To place any other item with the permission of the chair

  
Convener, IQAC

  
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/02/2018**

**Meeting Agenda:**

1. MOU's with industries
2. To take the feedback from stake holders
3. To review previous semester results
4. Academic and administrative audits on various parameters.
5. To place any other item with the permission of the chair

**Meeting Schedule:** 1/11/2018, 02.30 PM - 04.00 PM, Board Room

Minutes of 2<sup>nd</sup> 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:

- The chairperson advised the HoD's to identify the companies which are relevant for signing MOU's. The students can do projects, internships with the MOU signed companies.
- The committee was agreed to take the feedback on curriculum from the stake holders in the prescribed format. The stakeholders include students, faculty members, parents, alumni, industrialists. Moreover, analysis of feedback should be done.
- Exam section were provided the results to the committee, it was found that overall pass percentage was good. The HoD's are advised to identify failures and conduct remedial classes. Summarized the result analysis report and follow-up action taken letters of:
  - Letter of appreciation
  - Letter of suggestion
  - Letter to improvement in performance
- To plan for new value added courses based on the gap identified in the curriculum feedback from various stakeholders to meet the industry requirements.
- To make participation/ presentation of research papers mandatory in university/ state/ National / International conferences/ workshops/seminar.
- The chairperson instructed IQAC members to collect various Department activities
- To plan and arrange at least one Industrial visit per semester Industrial and make it mandatory to all the students.
- Initiation of solar power to reduce the environmental impact of the institution and making them greener and more eco-friendly. solar panels also generate a great deal of power.

- Chairperson has advised all the HoD's to make the following files ready for verification by IQAC team. The team is also insisted to give the report on the audit
  - Course files
  - Lab files
  - Teaching methodologies summaries and proofs
- Faculty participation report of various activities to be submitted department wise.

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

**Resolutions:**

Agenda Point	Resolutions	Responsible person	Target date	Remarks
1.	MOU's to be submitted	Dr.Chakrapani	5-11-18	5 MOU's department wise
2	Result Analysis	Mr.Sridhar	8-11-18	Need to submit the report department wise
3	Faculty Participation Report	IQAC coordinator	5-11-18	Need to submit the report department wise
4	Value added report from course coordinator	Course coordinator	5-11-18	Need to submit the report department wise
5	Curriculum feedback report	Mr.Sridhar	5-11-18	Need to submit the report department wise
6	Industrial visits	Department members	5-11-18	Need to submit the report department wise
7	Activities from Department	IQAC coordinator	5-11-18	Need to submit the report department wise
8	Solar power	Mr.D.Murali	8-11-18	Solar panel quotations

Members Present:

S.NO	Name of the Staff	Designation	Signature
1	Dr. G. Subbarao	Professor	[Signature]
2	P. Paghava	Assoc Prof	[Signature]
3	Dr. T. Sunil Kumar	Professor	[Signature]
4	Dr. Y. Jahnavi	Professor	[Signature]
5	MS P. Rajeswari	Asst prof	[Signature]
6	Dr. K. Mahaboub Balhe	Assoc Prof	[Signature]
7	G. Asvika Begum	Assoc Prof, S&H	[Signature]
8	Dr. N. Sudhakar	Assoc Prof, CSE	[Signature]
9	N. Vasanthi	Asst Prof, S&H	[Signature]
10	V. Srinivasulu	Assoc Prof, ICF	[Signature]
11	K. Radhika	Assoc Prof, ECE	[Signature]
12	T. N. V. L. N. Kumar	Professor	[Signature]
13	T. Ravi Kumar	Assoc Prof	[Signature]
14	A. Jaffer Saad Ali	Professor	[Signature]
15	Dr. V. Sireesha	Assoc Prof	[Signature]
16	S. Sridhar	Assoc Prof	[Signature]
17	Dr. P. Chaitanya	Assoc Prof	[Signature]

[Signature]  
Convener, IQAC

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