



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

Ref: Pr/Cir/12/18/IQAC-03

Dt: 13-12-2018

Circular-03

All the HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting in the board room on **15-12-2018 at 02.30 PM**. All the members are requested to attend the meeting without fail.

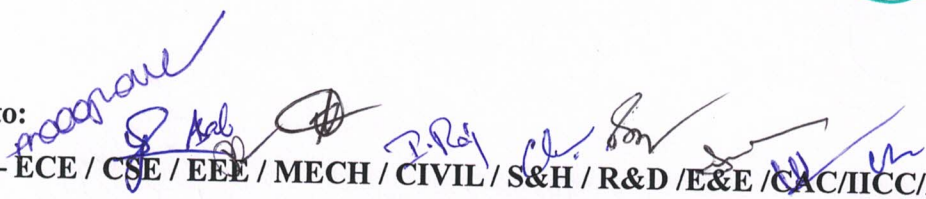
Proposed Agenda:

1. Academic internal audit report analysis
2. National Assessment and Accreditation Council (NAAC) Accreditation
3. Confirming activities progress.
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/03/2018

Meeting Agenda:

1. Academic internal audit report analysis
2. National Assessment and Accreditation Council (NAAC) Accreditation progress
3. National Board of Accreditation (NBA) progress
4. Confirming activities progress.
5. To place any other item with the permission of the chair

Meeting Schedule: 15-12-2018, 02.30 PM - 04.00 PM, Board Room

Minutes of 3rd meeting of the IQAC for the academic year 2018-19, under the chairman ship of Dr.G.Subba Rao, Principal of Geethanjali Institute of Science and Technology, Nellore.

The minutes of the previous meetings were reviewed in terms of implementation and the following points have been discussed:

- To instruct all the teachers to prepare Lesson Plans and Course files for the concerned subjects.
- Academic internal audit report analysis was discussed and advised HoD's to initiate more number of workshops, value added courses.
- The committee was agreed to organize 10th annual day celebrations, GIST tech fest, sports meet, alumni meet.
- The members suggested that there should be incremental improvements in all aspects like student & faculty development programs, quality initiatives, placement & recruitment initiatives, teaching learning process, student performance in academic end examinations etc.
- Summarize the result analysis report and follow-up action taken letters.
- Authorize the HoDs to arrange for collection and analysis of the feedback within a stipulated time frame
- Course coordinator has to collect course outcome feedback from students
- Plan for a variety of instructional strategies.
- Internship for the students to be made mandatory for all the students for exposure towards industry.
- Increase the career development programmes so that it helps in achieving their goals.
- The following points were raised in the discussion by the members:
 - Measures to improve the academic results.

- To improve participation in extracurricular, co-curricular and extension activities
- Quality initiatives for assessment of course learning outcomes.

To help the Departments in monitoring following activities

- The Students counseling
- Tutorial classes
- Lecture notes
- Subject wise syllabus coverage
- Question banks

The chair of the meeting expressed her gratitude to all the members for their active participation and suggestions, and instructed the coordinator of the IQAC to initiate steps to implement the decisions of the meeting. The IQAC Coordinator is advised to present a comprehensive report in the next meeting.

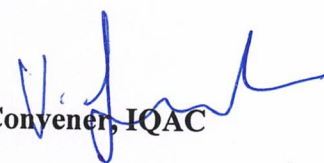
At the end of the minutes, the committee members resolved that the action taken and the meeting concluded with vote of thanks.

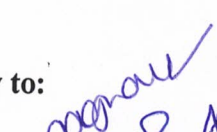
Resolutions:

Agenda Point	Resolutions	Responsible person	Target date	Remarks
1.	Review of National Assessment and Accreditation Council (NAAC) Accreditation	IQAC coordinator	31-1-2019	Report of work criteria wise.
2	Review of National Board of Accreditation (NBA)	Mr.Raghava Reddy	31-1-2019	Report of work criteria wise.
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	Internal Audits semester wise on various activities	IQAC coordinator	31-1-2019	Need to submit the schedule and report department wise
5	Teaching Learning Methodologies to improve	Course coordinators from each department	31-1-2019	Teaching Methodologies list to be submitted
6	Internships to students	IIC member from each department	31-1-2019	Plan to various companies
7	Career development programmes	IIC HoD	31-1-2019	Schedule of events for each department

Members Present:

S.No	Name of the Staff	Designation	Signature
1	Dr. G. Subbarao	Principal	
2	Dr. Ch. Raju	Assoc. Prof.	
3	P. Raghavendra Reddy	Assoc. Prof.	
4	Dr. T. Sunil Kumar	Professor	
5	M.S.R. Rajeswari	Asst. Prof.	
6	Dr. K. Mahaboob Balle	Professor	
7	Dr. N. Sudheer	Assoc. Prof., CSE	
8	N. Vahathi	Asst. Prof. S&H	
9	V. Srinivasulu	Assoc. Prof. ECE	
10	G. Asvija Begum	Assoc. Prof. S&H	
11	Dr. Y. Tahnavi	Professor	
12	K. Radhika	Assoc. Prof. ECE	
13	T. N. V. L. N. Kuman	Professor	
14	T. Raju Kumar	Assoc. Prof.	
15	A. Jaffer Saadig Ali	Professor	
16	Dr. V. Sireesha	Assoc. Prof.	
17	S. Sridhar	Assoc. Prof.	
18	Dr. P. Chakraborty	Assoc. Prof.	
19			


 Convener, IQAC

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