



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

Ref: Pr/Cir/04/19/IQAC-04

Dt: 4-4-2019

Circular-04

All the HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting in the board room on 6-04-2019 at 10.00 AM. All the members are requested to attend the meeting without fail.




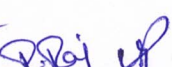


Proposed Agenda:

- Academic internal audit report analysis
- NAAC & NBA Accreditation Progress
- Confirming activities progress.
- Feedback analysis on curriculum taken from various stakeholders
- 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/04/2019

Meeting Agenda:

- Best Practices
- NAAC & NBA Accreditation Progress
- Documentation process for NIRF
- Feedback analysis on curriculum taken from various stakeholders
- To place any other item with the permission of the chair

Meeting Schedule: 6/04/2019, 10.00 AM - 11.00 AM, Board Room

Minutes of 4th 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:

- Best practices of college were discussed and informed all the departments to maintain the practices for further improvement of the institution
- Chairperson discussed on Intellectual property rights (IPR) and importance of patent rights.
- MOU's to be increased to achieve academic excellence
- Principal instructed 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.
- Faculty participation report of various activities to be submitted department wise
- To plan and arrange at least one Industrial visit per semester Industrial and make it mandatory to all the students.
- To plan for new value added courses
- The convener requested all the HoDs of all the departments to make ready the following files for verification.
 - Course files
 - Lab files
 - Project files
 - Department events

- Teaching methodologies
- Personal files
- Faculty contributions, etc.
- 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. The Summarized the result analysis report and follow-up action taken letters of:
 - Letter of appreciation
 - Letter of suggestion
 - Letter to improvement in performance

- The chairperson instructed IQAC members to collect various Department activities

Suggestions received from feedback analysis on curriculum

- The theory and the corresponding practical course can be held in the same semester.
- Advanced courses like Building and planning can be included in civil branch
- Advanced courses like Machine Learning in power system applications can be added as CBCC.
- In Laboratories, Open source Software like SCILAB can be made mandatory for performing simulation experiments of ECE & EEE branch as it is quite easy and free of cost and requires very less memory compared to other standard software.
- Exergy related concepts may be included in Thermodynamics of ME branch.
- Automation Methods and Simulation processes for Robots can be included in Automation and Robotics subject of ME branch.
- More security related concepts can be included in computer networks syllabus of CSE branch
- Advanced tools like Selenium, manual testing, and automated testing concepts can be included.

The suggestions received on curriculum taken from various stake holders are forwarded to Governing body for further action.

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.	NAAC and NBA accreditation progress	IQAC coordinator	10-4-2019	Presentation on NAAC process
2	Best Practices	Dr.Sunil Kumar	9-4-2019	List the best practices in the college
3	NPTEL	IQAC coordinator	10-4-2019	Department wise List of NPTEL certificate

4	MOU's to be submitted	Dr.Chakrapani	10-4-2019	5 MOU's department wise
5	Result Analysis	Mr.Sridhar	10-4-2019	Need to submit the report department wise
6	Faculty Participation Report	IQAC coordinator	10-4-2019	Need to submit the report department wise
7	Value added report	Professional society member from each department	10-4-2019	Need to submit the report department wise
8	Curriculum feedback report	Mr.Sridhar	10-4-2019	Need to submit the report department wise
9	Industrial Visits	IIC Member from each department	10-4-2019	Need to submit the report department wise
10	Activities from Department	IQAC coordinator	10-4-2019	Need to submit the report department wise
11	Academic and administrative audit reports to department HoD's	IQAC coordinator	10-4-2019	Observations and plan of action department wise.

Members Present:

S.NO	Name of the Staff	Designation	Signature
1	Dr. G. Subbarao	Professor	[Signature]
2	Dr. P.M. Kishore	HOD & Prof	[Signature]
3	Dr. T. Sunil Kumar	Asst. Professor ME	[Signature]
4	P. Pragnava Reddy	Assoc. prof	[Signature]
5	Ms. D. Rajeswari	Asst. prof	[Signature]
6	Dr. S. Mahesh Babu	Professor	[Signature]
7	A. Vahathi	Asst. Prof. S&H	[Signature]
8	Dr. N. Sudheer	Assoc. prof, CSE	[Signature]
9	V. Srinivasulu	Assoc. Prof, ECE	[Signature]
10	G. ASVIA Begum	ASSOC. prof, S&H	[Signature]
11	Dr. Y. Jahnabi	Professor	[Signature]
12	K. Radhika	Assoc. Prof ECE	[Signature]
13	T. N. V. L. N. Kumari	Professor	[Signature]
14	T. Raj Kumar	ASSOC - Prof	[Signature]
15	A. Jaffar Saadiq Ali	Professor	[Signature]
16	Dr. V. Sireesha	ASSOC prof	[Signature]
17	S. Sridhar	Assoc prof	[Signature]
18	Pr. P. Chakraborty	Assoc prof	[Signature]

[Signature]
Convener, IQAC

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