



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

**Ref: Pr/Cir/06/19/IQAC-01**

**Dt: 12-6-2019**

**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 14-06-2019 at 3.30 PM. All the members are requested to attend the meeting without fail.

**Proposed Agenda:**

1. IQAC quality initiatives
2. Academic calendar
3. Department calendar and college calendar
4. Website updations
5. National Assessment and Accreditation Council (NAAC) Accreditation
6. To place any other item with the permission of the chair

**Convener, IQAC**

**Chairperson-IQAC**

**Copy to:**

**HOD - ECE / CSE / EEE / MECH / CIVIL / S&H / R&D / E&E / CAC / ICC / Principal-i/c**

**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. IQAC quality initiatives
2. Academic calendar
3. Department calendar and college calendar
4. Website updations
5. National Assessment and Accreditation Council (NAAC) Accreditation progress of work.
6. To place any other item with the permission of the chair

**Meeting Schedule:** 14/06/2019, 03.30 PM, Board Room

Minutes of 1<sup>st</sup> meeting of the IQAC for the academic year 2019-20, 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:

- The chairperson has announced academic calendar for the academic year 2019-20 I semester and discussed to prepare the college calendar and department calendars.
- More IQAC initiatives for improving quality of education are suggested.
- Placement activities need to be improved and submit the report for the academic year 2018-19.
- Course coordinator has to collect course outcome feedback from students
- NPTEL registration for students and faculty made mandatory.
- NSS reports for the academic year 2018-19 need to be submitted including audit reports.
- To arrange for collection and analysis of the feedback within a stipulated time frame,
- It has been decided to implement codetrantra platform for conducting assessments, quiz, and conduction of c and Data Structures curriculum lab programs.
- Committee resolved to implement more innovative teaching methodologies
- Involve maximum number of students in student association activities to showcase their talents.
- Increase ICT enabled class rooms in the campus for the benefit of students.
- NPTEL certification registrations for the students to make mandatory for the students and staff members. Apply for the centre for our college.
- Apply for funding projects, seminars, workshops.

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.	Committee conveners need to submit the report	Committee conveners	19-8-2019	List of all the activities from each committee
2	Teaching Learning Methodologies to improve	Course coordinators from each department	19-8-2019	Teaching Methodologies list to be submitted
3	IQAC initiatives	IQAC coordinator	19-8-2019	Initiatives list
4	Placements Report	Placement Officer	20-8-2019	List of all placements in the year 2018-19 academic year
5	NSS Report	NSS officer	20-8-2019	List of all NSS actives in the year 2018-19 academic year
6	Department calendar	Course coordinators	20-8-2019	Department events
7	College calendar	Dr.T.Sunil Kumar	20-8-2019	College events
8	NPTTEL registration for college	Dr.SK.Mahaboob Basha	24-8-2019	Registered students and faculty list
9	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
10	Codetantra Platform	Placement officer	24-8-2019	Assessments, C curriculum labs
11	ICT enabled classrooms	Dr.Mathan Kumar	24-8-2019	Budget proposal for classes
12	Funding proposals from each department	Dr.SK.Mahaboob Basha	24-8-2019	Proposals for grants



Members Present:

S.NO	Name of the Faculty	Designation	Signature
1	Dr. G. Lakshmi	Prof	[Signature]
2	Dr. P. M. Keshave	HOD & Prof	[Signature]
3	Dr. T. Sunil Kumar	HOD & Asst. ME	[Signature]
4	Dr. P. Naga Saranya	Assoc prof	[Signature]
5	Dr. K. Mahabub Basha	Professor	[Signature]
6	V. Gayatri	Assoc. prof, CSE	[Signature]
7	Mani Kiran ch	Asst Prof, ME	[Signature]
8	B. Srinivasa Rao	Assoc. Prof, ECE	[Signature]
9	Dr. Y. Jahnani	Professor	[Signature]
10	K. Ragamounika	Asst. Prof, ECE	[Signature]
11	Dr. V. Sireesha	ASSOC PROF	[Signature]
12	T. Ravi Kumar	Assoc. Prof	[Signature]
13	P. Naghana Reddy	Assoc - prof	[Signature]
14	T. N. V. L. N. Kumar	Professor	[Signature]
15	S. Sridhar	Assoc prof	[Signature]
16	P. Chakraborty	Assoc. Prof	[Signature]

Convenor, IQAC

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Secretary for information