



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

Ref: Pr/Cir/10/19/IQAC-02

Dt: 1-10-2019

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 3-10-2019 at 2.30 PM. All the members are requested to attend the meeting without fail.

Proposed Agenda:

- Preparation of NIRF documentation
- Preparation of AISHE documentation
- NAAC IQA uploading.
- Funding Proposals
- NAAC and NBA work progress

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/02/2019

Meeting Agenda:

- Preparation of NIRF documentation
- Preparation of AISHE documentation
- NAAC IIQA uploading.
- NAAC and NBA work progress
- Funding Proposals
- To place any other item with the permission of the chair

Meeting Schedule: 03/10/2019, 02.30 PM - 04.00 PM, Board Room

Minutes of 2nd 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:

- All the departments should submit the consolidated documents which are required for NIRF uploading and similarly submit for AISHE.
- All the criterion in-charges are insisted to submit the progress of work
- Activities of cells and committees action plans
- NAAC work progress was discussed.
- The four departments CSE, ECE, ME, EEE work progress of NBA was discussed
- Students external presentation should be strengthened in various activities like Paper presentations, quiz, debates.
- Principal instructed to analyze and take the feedback on curriculum from the stake holders. The stakeholders include students, faculty members, parents, alumni, industrialists.
- Chairperson instructed R&D coordinator to initiate funding proposals and seminars.
- Increase the number of MOU's to achieve academic excellence
- 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
- 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

- Collect semester wise various Department activities
- HoDs are suggested to make ready the files for academic and administrative audits.

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	14-10-19	Committees action plans
2	NIRF uploading	Dr.Mahaboob Basha	15-11-19	Data consolidation from all the departments
3	AISHE uploading	Ms.Swaroopa	30-10-19	Data consolidation from all the departments
4	Funding proposals and seminars	Dr.Mahaboob Basha	30-10-19	At least two from each department
5	Exit feed back	IQAC members	30-10-19	Department wise
6	NMEICT	NMEICT in charge	30-10-19	CSE department
7	Facility feedback	IQAC members	30-10-19	IQAC members
8	MOU's to be submitted	Dr.Chakrapani	14-10-19	5 MOU's department wise
9	Curriculum feedback report	Mr.Sridhar	14-10-19	Need to submit the report department wise
10	Faculty Participation Report	IQAC coordinator	14-10-19	Need to submit the report department wise
11	Industrial Visits		14-10-19	Need to submit the report department wise
12	Result Analysis	Mr.Sridhar	14-10-19	Need to submit the report department wise
13	Activities from Department	IQAC coordinator	14-10-19	Need to submit the report department wise
14	Audit reports of all the department	IQAC coordinator	14-10-19	Observations and plan of action

Members Present:

S.No	Name of the Faculty	Designation	Signature
1	Dr. G. Lakshmi	Principal	[Signature]
2	Dr. P. M. Krishna	HOD & Principal	[Signature]
3	Dr. T. Sunil Kumar	Professor	[Signature]
4	Dr. Y. Jahnavi	Professor	[Signature]
5	Dr. P. Naga Sanyal	Assoc Prof	[Signature]
6	Dr. S. Mahabub Begum	Professor	[Signature]
7	V. Gayatri	Assoc-Prof, CSE	[Signature]
8	B. Srinivasa Rao	Assoc-Prof, ECE	[Signature]
9	Janilalan ch	Asst. Prof, IT	[Signature]
10	K. Ragamunika	Asst. Prof, CSE	[Signature]
11	T. N. V. L. N. Kumar	Professor	[Signature]
12	T. Ravi Kumar	Assoc. Prof	[Signature]
13	A. Jaffar Sadiq Ali	Professor	[Signature]
14	Dr. V. Sireesha	Assoc Prof	[Signature]
15	P. Naghma Reddy	Assoc-Prof	[Signature]
16	S. Sridhar	Assoc Prof	[Signature]
17	P. Chakravarthy	Assoc Prof	[Signature]
18			

[Signature]
Convener, IQAC

Copy to:

[Signature] [Signature]
HOD - ECE / CSE / EEE / MECH / CIVIL / S&H / R&D / E&E / CAC / ICC / Principal-i/c
Secretary for information