



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

Ref: Pr/Cir/12/19/IQAC-03

Dt: 14-12-2019

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 15-12-2019 at 3.30 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/12/2019

Meeting Agenda:

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

Meeting Schedule: 15-01-2020, 03.30 PM, Board Room

Minutes of 3rd 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:

- To instruct all the teachers to prepare Lesson Plans and Course files for the concerned subjects.
- FDP/Workshop/Webinar/Seminars are to be conducted for faculty at least once in each semester.
- Chairperson discussed on Intellectual property rights (IPR) and importance of patent rights.
- Counseling has to be done for students those who are poor in academics
- In the view of External ISO audit, All department Heads were informed to keep the records complete in all the forms and to be ready for audit patent
- Summarize the result analysis report and follow-up action taken letters.
- To arrange for collection and analysis of the feedback within a stipulated time frame
- The chairperson instructed to prepare academic calendar for the academic year 2020-21 I semester and discussed to prepare the college calendar and department calendars.
- NSS reports for the academic year 2019-20 need to be submitted including audit reports.
- To motivate the students for e-learning NPTEL registration for students and faculty made mandatory.
- Course coordinator has to collect course outcome feedback from students.
- Based on the administrative audit it has been resolved to increase the Wifi speed in the campus.
- Upgrade of softwares, RAM, change of monitors

- 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

- 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.	NSS Report	NSS officer	20-1-2020	List of all NSS actives in the year 2018-19 academic year
2	Department calendar	Course coordinators	20-1-2020	Department events
3	College calendar	Dr.T.Sunil Kumar	20-1-2020	College events
4	NPTEL registration for college	Dr.SK.Mahaboob Basha	20-1-2020	Registered students and faculty list
5	ISO	ISO coordinator	20-1-2020	ISO report
6	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
7	Teaching Learning Methodologies to improve	Course coordinators from each department	24-8-2019	Teaching Methodologies list to be submitted
8	Internet speed, upgrading of RAM, change of monitors	CSE HoD	24-8-2019	Requirements to be submitted.

Members Present:

S.NO	Name of the Staff	Designation	Signature
1	Dr. G. Lakshman	Principal	
2	Dr. J. M. Keshava	HOD & Prof	
3	Dr. T. Sunil Kumar	Professor	
4	Dr. P. Naga Sanyal	Assoc prof	
5	Dr. S. Mahabub Bakha	Professor	
6	N. Gayatri	Assoc Prof, CSE	
7	B. Srinivasa Rao	Assoc prof ECE	
8	Manikanta ch	Asst. Prof, IIT	
9	Dr. Y. Jahnvi	Professor	
10	K. Ragamoulican	Asst. Prof	
11	T. N. V. L. N. I. Kumar	Professor	
12	T. Ravi Kumar	Assoc. Prof	
13	Dr. V. Sireesha	ASSOC PROF	
14	P. Nageshwar Reddy	Assoc Prof	
15	S. Pradhar	Assoc Prof	
16	Dr. P. Chakraborty	Assoc Prof	
17			
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Convenor IQAC

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