



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY
NELLORE
Internal Quality Assurance Cell (IQAC)



Ref: Pr/Cir/01/21/IQAC-01

Date: 06.09.2021

Circular-01

All the HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting on 16-09-2021 at 10.00 AM in the board room. All the members are requested to attend the meeting without fail.

Proposed Agenda:

1. Review of minutes of previous meeting
2. IQAC quality initiatives
3. Website updations
4. Updation of all the workshops, FDP for the AY 20-21
5. Plan of action on Peer Team Report of Institutional NAAC Accreditation
6. Approvals of IQAC audits, feedbacks formats & Calendar
7. To place any other item with the permission of the chair

V. Ramesh
6/9/21
IQAC Coordinator

[Signature]
Chairperson-IQAC

Copy to:

Pragathi
06/09/21
Circulate among IQAC members
HoD/HoD i/c-BCE/CSE/EEE/MECH/CIVIL/S&H/R&D/E&E/ICC/
Principal-i/c
Secretary for information



**GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY
NELLORE**



Internal Quality Assurance Cell (IQAC)

Ref No- IQAC/01/2021

Minutes of the Meeting

Meeting Agenda:

1. Review of minutes of previous meeting
2. IQAC quality initiatives
3. Website updations
4. Updation of all the workshops, FDP for the AY 20-21
5. Plan of action on Peer Team Report of Institutional NAAC Accreditation
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Meeting Date and time: 16-09-2021 at 10.00 AM

Venue: Board Room

Minutes of 1st meeting of the IQAC for the academic year 2021-22, under the chairmanship 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:

1. Confirmation of the Minutes of the IQAC meeting held on 04-09-2021. After a brief discussion, Members approved the Minutes of the IQAC meeting held on 04-09-2021.
2. IQAC members unanimously decided to initiate more quality initiative activities as part of IQAC during the current semester.
3. IQAC chairperson informed to all Department HoD's and committee conveners to update their committee files for the academic year 2020-21 in the GIST website.
4. IQAC chairperson informed to all Department HoD's to update academic achievements for the academic year 2020-21.
5. IQAC discussed on the suggestions given by peer team for Institutional NAAC Accreditation and suggested a plan of action during next five years.
6. Members approved all IQAC audits, feedback formats & Calendar for the academic year 2021-22.
7. Heads of the departments shall be requested to submit a copy of department activity calendar for the academic year to IQAC office.

Meeting ended with concluding remarks by the Principal.
IQAC coordinator recorded the minutes.

Ramu
16/9/2021
Convener, IQAC

ATTENDANCE FORM

The 1st meeting of the IQAC of Geethanjali Institute of Science and Technology, 3rd Mile – Bombay Highway, Gangavaram Village, Kovur Mandal, Nellore District, Andhra Pradesh – 524137 was held on 16-09-2021 at 10.00 AM in the college campus for the academic year 2021-22. Dr.G. Subba Rao, Principal, presided over the meeting. The following Members were present in the meeting:

Name of the Faculty	Designation	Signature
Dr.G. Subba Rao	Principal	
Mr. P. Umasai Krishna	HoD-CE	
Dr.V Sireesha	HoD-CSE	
Mr.P. Raghava Reddy	HoD-ECE	
Dr.T. Ravi Kumar	HoD-EEE	
Dr.Ch.Sreenivasa Rao	HoD-ME	
Dr.P. Mohana Kishore	HoD- S&H	
Ms.V.Gayatri	IQAC-Department Coordinator -CSE	
Dr.D.Swaroopa	IQAC-Department Coordinator -S&H	
Mr. A.Hari Krishna	IQAC-Department Coordinator -ECE	
Mr.K. Venkata Ravindra	IQAC-Department Coordinator -EEE	
Ms.P. Bhanusri	IQAC-Department Coordinator -CE	P. Bhanu Sri
Mr.V.Naresh Babu	IQAC-Department Coordinator -ME	
Mr.K.Venkateswarlu	IQAC-Department Coordinator -AIML	
Dr. Sk. Mahaboob Basha	Convener- R&D	
Dr.P.Chakrapani	Convener- IICC	P. Chakrapani
Dr. K. Radhika	Convener-CAC	K. Radhika
Mr. V.Ramu	Convener-IQAC	V.Ramu

V.Ramu
Convener, IQAC