



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

(AUTONOMOUS)

Accredited by NAAC with 'A' Grade, Accredited by NBA (B.Tech., -ECE, EEE & Mech. 2024-2027

(Approved by AICTE & and UGC, New Delhi & Affiliated to JNTUA, Anantapur.)

3rd Mile, Nellore - Bombay Highway, Gangavaram (V), Kovur (M), S.P.S.R. Nellore Dt, Andhra Pradesh - India. 524 137

website: gist.edu.in / e-mail: geethanjali@gist.edu.in



Internal Quality Assurance Cell (IQAC)

Ref: Dir/Cir/02/24/IQAC-02

Date: 03.11.2025

IQAC Meeting Circular-02

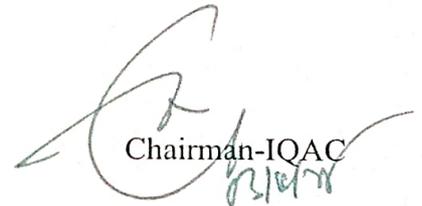
All the Deans, HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting on 07-11-2025 at 10.00 AM in the board room. All the members are requested to attend the meeting without fail.

Proposed Agenda:

1. Review of minutes of previous meeting.
2. Review on activities conducted by all programs
3. Discussion on action taken reports of Student feedback on faculty (T&L).
4. Discussion on Academic calendars of departments.
5. Discussion on College level activities – Annual day, Sports day, International conference, Convocation day.
6. Approvals of feedbacks- curriculum feedback, examination feedback, facilities feedback, Exit feedback, PO/PSO feedback, Course end survey, SSS feedback.
7. To place any other item with the permission of the chair


03/11/25

IQAC Coordinator


Chairman-IQAC

Copy to:

Circulate among IQAC members
Deans, HoD/HoD i/c-CE/EEE/ME/ECE/CSE/AIML/CSD/CSC/S&H/
R&D/IICC/COE/CAC
Principal-i/c
Secretary for information



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Internal Quality Assurance Cell (IQAC)

Ref No- IQAC/02/2025

Minutes of the Meeting

Meeting Agenda:

1. Review of minutes of previous meeting.
2. Review on activities conducted by all programs
3. Discussion on action taken reports of Student feedback on faculty (T&L).
4. Discussion on Academic calendars of departments.
5. Discussion on College level activities – Annual day, Sports day, International conference, Convocation day.
6. Approvals of feedbacks- curriculum feedback, examination feedback, facilities feedback, Exit feedback, PO/PSO feedback, Course end survey, SSS feedback.
7. To place any other item with the permission of the chair

Meeting Date and time: 07-11-2025 at 10.00 AM

Venue: Board Room

Minutes of 2nd meeting of the IQAC for the academic year 2025-26, under the chairmanship of Dr.G.Subba Rao, Director of Geethanjali Institute of Science and Technology, Nellore. Member Secretary has welcomed all the esteemed members and thanked them for their kind presence.

The following points have been discussed:

1. Confirmation of the Minutes of the IQAC meeting held on 13-08-2025. After a brief discussion, Members approved the Minutes of the IQAC meeting held on 13-08-2025.
2. Review on activities conducted by all programs
 - ME department organized a one-week workshop on “Advanced CATIA Training Workshop” for Third and Fourth Year Students.
 - ECE Department Conducts one Week Workshop on “Embedded Systems and Industrial IoT” for Second Year Students
 - S&H department conducted a “Diagnostic Test on Communication Skills” was held on 12th August 2025 at the New Seminar Hall as part of the Induction Programme for the I B. Tech Batch 2025.
 - S&H department conducted a motivational session on “Universal Human Values & Ethics” on 14th August 2025 to I B.Tech students.
 - IIC organized “AVISHKANDHIRA 2025” was held at Amaravathi and live telecasted at Geethanjali Institute of Science and Technology, SPSR Nellore on 20/08/2025
 - S&H department organized a Motivational Programme on “Achieving Your Goals” on 21st August 2025 for first-year B.Tech students.
 - S&H department Conducted the Akhanda Bharath Programme on 24th August 2025



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as part of the Induction Programme for the I.B. Tech Batch 2025,

- The Entrepreneurship Development and Incubation Cell (EDIC) of GIST organized an Entrepreneurship Readiness Programme in collaboration with AIC-SKU, resulting in the participation of 24 students in the Ignite 9.0 Programme.
- 10 nos of II Year ECE students and a staff coordinator attended National Space Day 2025 at Satish Dhawan Space Centre, celebrating India's space achievements from Aryabhata to Chandrayaan-3 and inspiring interest in space research and careers.
- Entrepreneurship Development and Incubation Cell organized one workshop on "Idea Generation & Validation" on 10th October 2025 to eight teams (24 students) from the Ignite 9.0 program.
- The Skill development and innovation cell organized a one day workshop on "New edge Technologies: Advanced applications and architecture in Generative AI" in association with ITX intellex learning hub to IV B.Tech CSE, AIML, AIDS students on 9th October 2025.
- ECE department organized a Guest lecture on "**Trends in Advanced VLSI design-Career opportunities**" to IV Year ECE on 17th October 2025.
- ECE department organized a Guest lecture on "Electronics with AI" to III Year ECE on 6th October 2025.
- CSE & CSE(DS) department organized a awareness program on "**Higher education opportunities abroad**" to IV year CSE on 9th October 2025.
- CSE department organized a awareness program on "**Global education opportunities**" to CSE students on 14th October 2025.
- CSE department organized a awareness program on "**Exploring future pathways**" to CSE students on 11th October 2025.
- CSE department organized a alumni interaction on "**Career roadmap for future Engineer**" to CSE students on 27th October 2025.
- CSE department organized a orientation program on "**New beginning: orientation for future engineers**" to B.tech.I year CSE students on 25th October 2025.
- CSE(CS) conducted awareness on "Data science (AI,DL) application" to all CSE(CS) students on 10th October 2025.
- CSE(DS) conducted awareness on "cyber apps" to all CSE(CS) students on 4th October 2025.
- The Department of Mechanical Engineering organized an industrial visit to the "APSRTC Zonal Workshop" for III-year Mechanical Engineering students on 13th October 2025.

3. Discussion on action taken reports of Student feedback on faculty (T&L).

- The committee reviewed the consolidated student feedback reports on faculty performance in teaching and learning.
- The Action Taken Reports (ATR) prepared by the respective departments were presented, highlighting measures implemented to address student suggestions.
- The IQAC noted improvements in subsequent feedback cycles and



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recommended sustained monitoring to ensure consistency in teaching quality.

- It was resolved that ATRs will be documented systematically and reviewed periodically for accreditation and quality assurance purposes.

4. Discussion on Academic calendars of departments.

- The committee reviewed the academic calendars submitted by various departments for the upcoming semester/year.
- It was noted that all departments have aligned their calendars with the institutional academic schedule, ensuring uniformity in commencement of classes, examinations, and co-curricular activities.
- IQAC emphasized the importance of integrating quality enhancement activities (FDPs, guest lectures, skill development sessions) into departmental calendars.
- The committee recommended periodic monitoring of adherence to the academic calendar and documentation of deviations, if any, for continuous improvement.

5. Discussion on College level activities – Annual day, Sports day, International conference, Convocation day.

- The committee discussed the planning and organization of major college-level activities scheduled for the academic year.
- **Annual Day:** Departments were advised to prepare cultural programs, student achievements reports, and ensure active student participation.
- **Sports Day:** The Physical Education department presented the proposed schedule of events. IQAC emphasized inclusivity and participation across all programs, with proper arrangements for safety and logistics.
- **International Conference:** The organizing committee shared the theme and tentative dates. IQAC recommended wider publicity, collaboration with reputed institutions, and publication of conference proceedings to enhance academic visibility.
- **Convocation Day:** The committee discussed arrangements for smooth conduct, including guest invitations, award distribution, and documentation of graduate outcomes.
- IQAC stressed the importance of timely communication, adequate resource allocation, and systematic documentation of these activities for accreditation and quality assurance purposes.
- It was resolved that detailed action plans for each activity will be prepared and monitored by respective committees, with periodic updates to IQAC.

6. Approvals of feedbacks- curriculum feedback, examination feedback, facilities feedback, Exit feedback, PO/PSO feedback, Course end survey, SSS feedback.



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- The committee reviewed the consolidated feedback reports collected from students, alumni, and stakeholders across multiple domains.
- **Curriculum Feedback:** Departments presented student suggestions regarding curriculum relevance, industry alignment, and skill-based components. IQAC approved the feedback and recommended forwarding actionable points to the Board of Studies.
- **Examination Feedback:** Observations on examination schedules, evaluation transparency, and question paper quality were discussed. IQAC approved the feedback and advised the Examination Cell to incorporate improvements.
- **Facilities Feedback:** Student inputs on infrastructure, library, laboratories, ICT facilities, and hostel amenities were reviewed. IQAC approved the feedback and directed the administration to prioritize feasible enhancements.
- **Exit Feedback:** Final-year students' reflections on overall academic experience, placement support, and institutional services were approved for documentation and follow-up.
- **PO/PSO Feedback:** Feedback on attainment of Program Outcomes (POs) and Program Specific Outcomes (PSOs) was reviewed and approved, with IQAC recommending continuous monitoring through outcome-based education practices.
- **Course End Survey:** Departmental reports on course delivery effectiveness and attainment of learning outcomes were approved.
- **Student Satisfaction Survey (SSS):** The committee reviewed the SSS analysis and approved it for submission to NAAC, noting areas of strength and improvement.

7. To place any other item with the permission of the chair

- Plan for organizing a FDP on OBE or ICT technique

Meeting ended with concluding remarks by the Principal.

IQAC coordinator recorded the minutes.

Convener, IQAC



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ATTENDANCE FORM

The 2nd meeting of the IQAC was held on 07-11-2025 at 10.00 AM in the college campus for the academic year 2025-26. The following Members were present in the meeting:

| S.No. | Name of the Member | Designation | Signature |
|-------|---|--|-----------|
| 1. | Prof.G.Subba Rao | Director | |
| 2. | Dr.K.Sravan Kumar | Professor & Vice Principal | |
| 3. | Mr. P. Suresh Kumar | Administrative Officer | |
| 4. | Ms.P.Bhanusri | Assistant Professor, Dept. of CE | |
| 5. | Mr.K. Venkata Ravindra | Assistant Professor, Dept. of EEE | |
| 6. | Mr.P.Amos | Assistant Professor, Dept. of ME | |
| 7. | Mr.A Hemantha Kumar | Assistant Professor, Dept. of ECE | |
| 8. | Ms.I.Shalini | Assistant Professor, Dept. of CSE | |
| 9. | Ms.B.Poojitha | Assistant Professor, Dept of AI&ML | |
| 10. | Mr.S.Hari Krishna | Lecturer, Dept of CS&DS | |
| 11. | Mr.K.Venkateswarlu | Assistant Professor, Dept of AI & DS | |
| 12. | Ms. Y. Supriya | Assistant Professor, Dept. of S&H | |
| 13. | Ms. A. Lahari | Assistant Professor, Dept. of S&H | |
| 14. | Sri N.Sudhakar Reddy | Secretary, Ushodaya Educational Society, Nellore | |
| 15. | Sri. P. Srinivasulu Reddy | Joint Secretary, Ushodaya Educational Society, Nellore | ABSENT |
| 16. | S Harshavardhan 232U1A05G4 | III Year CSE Student | |
| 17. | D.V.Anilkumar 32U1A0429 | III Year ECE Student | |
| 18. | Mr.S. Kalyan | Alumni- Dept. of ME | |
| 19. | Mr.KKS Narasimhakarthish | Alumni- Dept. of CSE | |
| 20. | Mr.Kondraju Amar Mobile number: 9962104689 | Senior consultant, LTI Mindtree, Poonamallee Road, Chennai. | |
| 21. | Mr.P.Sriharsha Mobile number: 9440160368 | Memory layout Design Engineer, Semiconductor Industry, Bengaluru. | |
| 22. | Mr.AVS Phani kumar Mobile number: 9247222111 | Senior Lecturer, Department of Mathematics, KCJC College, Nellore. | |
| 23. | Dr.R.Rajani | Professor, Department of CSE | |
| 24. | Mr. V. Ramu | Assoc. Prof., Department of ME | |



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Internal Quality Assurance Cell (IQAC)

Ref: Dir/Cir/01/25/IQAC-01

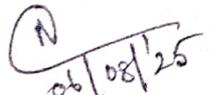
Date: 06.08.2025

IQAC Meeting Circular-01

All the Deans, HOD's and IQAC members are hereby informed that the IQAC proposes to conduct a meeting on 13-08-2025 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. Review on Action taken reports of Academic year 2024-25.
3. Plan of Internal Academic Administrative Audit for the Academic year 2024-25.
4. Approval of Year planner.
5. Extension of NAAC Accreditation validity.
6. Approvals of feedbacks - Student feedback on faculty (Teaching & Learning) & Course End survey,
7. To place any other item with the permission of the chair.


06/08/25
IQAC Coordinator


Chairman-IQAC

Copy to:

Circulate among IQAC members
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R&D/IICC/COE/CAC
Principal-i/c
Secretary for information



Internal Quality Assurance Cell (IQAC)

Ref No- IQAC/01/2025

Minutes of the First IQAC Meeting

Meeting Agenda:

1. Review of minutes of previous meeting
2. Review on Action taken reports of Academic year 2024-25.
3. Plan of Internal Academic Administrative Audit for the Academic year 2024-25.
4. Approval of Year planner.
5. Discussion on Extension of NAAC Accreditation validity .
6. Approvals of feedbacks- Student feedback on faculty(Teaching & Learning), mats & Course End survey.
7. To place any other item with the permission of the chair.

Meeting Date and time: 13-08-2025 at 10.00 AM

Venue: Board Room

Minutes of 1st meeting of the IQAC for the academic year 2025-26, under the chairmanship of Prof.G.Subba Rao, Director 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:

Agenda:

1. Review of Minutes of Previous Meeting
 - The minutes of the previous IQAC meeting were reviewed and confirmed unanimously.
 - No corrections or amendments were suggested.
2. Review on Action Taken Reports (ATR) of Academic Year 2024–25
 - The ATRs submitted by various departments were presented.
 - The committee appreciated the timely execution of most planned activities.
 - A few pending items were noted for follow-up, especially regarding faculty development programs and student mentoring documentation.
3. **Plan of Internal Academic Administrative Audit for AY 2024–25**
 - a. The committee proposed conducting the internal audit in the following dates: 8-11-2025 to 18-11-2025
 - b. Audit teams were tentatively constituted, and departments were advised to prepare documentation accordingly.
4. **Approval of Year Planner**
 - The Year Planner for AY 2025–26 was presented and discussed.
 - After minor modifications (including the addition of a mid-semester review), the planner was approved.



5. Discussion on Extension of NAAC Accreditation Validity

The committee deliberated on the upcoming expiry of NAAC accreditation. It was resolved to initiate the process for extension by new guidelines as per NAAC.

6. Approvals of IQAC Audits, Feedback Formats & Calendar:

- The proposed IQAC audits, feedback formats, and the academic calendar were presented and approved by the members.

Student Feedback Mechanism:

- It was resolved that **student feedback on faculty performance will be collected twice each semester:**
 - **Before Mid-1:** Online feedback through google form portal.
 - **Before Mid-2:** online feedback through google forms.
- IQAC emphasized timely analysis and communication of feedback to faculty.
- Responsibility assigned to the Feedback Committee for consolidation and reporting.
- Course-End Survey: Members discussed the importance of course-end surveys to capture student perceptions on course.
- It was decided that consolidated reports will be presented in the subsequent IQAC meeting.

The meeting concluded with a vote of thanks to the chair and all members for their active participation and valuable contributions. IQAC coordinator recorded the minutes.

Resolutions Passed

- ATRs accepted with follow-up on pending items.
- Internal Audit plan approved.
- Year Planner approved with modifications.
- Feedback formats and mechanisms approved.
- NAAC extension process initiated.


13/09/25

Convener, IQAC



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| S.No. | Name of the Member | Designation | Signature |
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| 1. | Prof.G.Subba Rao | Director | |
| 2. | Dr.K.Sravan Kumar | Professor & Vice Principal | |
| 3. | Mr. P. Suresh Kumar | Administrative Officer | |
| 4. | Ms.P.Bhanusri | Assistant Professor, Dept. of CE | |
| 5. | Mr.K. Venkata Ravindra | Assistant Professor, Dept. of EEE | |
| 6. | Mr.P.Amos | Assistant Professor, Dept. of ME | |
| 7. | Mr.A Hemantha Kumar | Assistant Professor, Dept. of ECE | |
| 8. | Ms.I.Shalini | Assistant Professor, Dept. of CSE | |
| 9. | Ms.B.Poojitha | Assistant Professor, Dept of AI&ML | |
| 10. | Mr.S.Hari Krishna | Lecturer, Dept of CS&DS | |
| 11. | Mr.K.Venkateswarlu | Assistant Professor, Dept of AI & DS | |
| 12. | Ms. Y. Supriya | Assistant Professor, Dept. of S&H | |
| 13. | Ms. A. Lahari | Assistant Professor, Dept. of S&H | |
| 14. | Sri N.Sudhakar Reddy | Secretary, Ushodaya Educational Society, Nellore | |
| 15. | Sri. P. Srinivasulu Reddy | Joint Secretary, Ushodaya Educational Society, Nellore | ABSENT |
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| 17. | D.V.Anilkumar 32U1A0429 | III Year ECE Student | |
| 18. | Mr.S. Kalyan | Alumni- Dept. of ME | |
| 19. | Mr.KKS Narasimhakarthish | Alumni- Dept. of CSE | |
| 20. | Mr.Kondraju Amar Mobile number: 9962104689 | Senior consultant, LTI Mindtree, Poonamallee Road, Chennai, | |
| 21. | Mr.P.Sriharsha Mobile number: 9440160368 | Memory layout Design Engineer, Semiconductor Industry, Bengaluru | |
| 22. | Mr.AVS Phani kumar Mobile number: 9247222111 | Senior Lecturer, Department of Mathematics, KCJC College, Nellore, | |
| 23. | Dr.R.Rajani | Professor, Department of CSE | |
| 24. | Mr. V. Ramu | Assoc. Prof., Department of ME | |