

**IQAC**  
**Meeting minutes**  
**2014-15**



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

REPORT OF MEETING HELD ON 23.03.2015

AGENDA

**1. Action Taken Report on Minutes of the Meeting held on 06.01.2015**

IQAC Coordinator appraised the activities envisaged under IQAC since its 12<sup>th</sup> Meeting on 06-01-2015 and Chairperson requested the members to approve minutes of its previous meeting.

*Action implemented:* The following are the action taken correspondingly.

- Remedial and Reinforcement classes were conducted by the departments as per suggestions.

**2. Industrial visits (IV)**

Chairperson IQAC member insisted that HODs of the departments shall Monitor the quality of projects undertaken by Final Year B.Tech students. He also suggested departments to conduct reviews effectively.

*Action implemented :* IQAC chairperson requested all HODs to plan for Industrial visits.

**3. Academic Activity Progress**

HODs shall be requested by the coordinator to submit half-yearly Academic audit data to IQAC on or before 06-01-2015 to review progress, conduct of activities as per academic calendar and also to evaluate impact of activities in the departments.

*Action implemented:* All HODs have been submitted half yearly academic audit data to IQAC chairperson.

**4. Examination reforms like lab manuals, session registers, log books**

Chairperson IQAC instructed all the HODs prepare lab manuals and display in the corresponding laboratories of their departments and also maintain lab session and maintenance registers.

*Action implemented:* HODs of all departments were submitted the lab manuals, session registers and log books to IQAC.



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

5. Student Feedback.

Chairperson IQAC, discussed on the Student Feedback in teaching. He presented the Metrics followed currently and requested members of committee to make appropriate suggestions.

Chairperson and IQAC members decided to link student feedback on faculty and student academic performance in the end semester examination results taught by the concerned teachers as primary items in faculty self-appraisal.

Members suggested that feedback on courses shall only be considered, if more than 75% of students have given their feedback for the corresponding course.

*Action implemented:* Principal appraised on the minutes of Action Taken Report of Feedback on faculty for 2014-15 - I Semester in all UG programs. He briefed on the suggestions given to faculty for improvement in pedagogical skills. He suggested that this practice needs to be a regular activity conducted under IQAC.

  
PRINCIPAL

(IQAC-Chairman)



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

**REPORT OF MEETING HELD ON 06.01.2015.**

**AGENDA**

**1. Action Taken Report on Minutes of the Meeting held on 10.09.2014**

IQAC Coordinator appraised on the activities envisaged under IQAC since its 11<sup>th</sup> meeting on 10.09.2014 and Chairperson requested the members to approve minutes of its previous meeting.

*Action implemented:* The following are the action taken correspondingly.

- Placement related training was conducted by faculty members of ASCET to its students by internal experts.
- Institutional strategic plan was prepared and approved.
- Departments submitted micro-action plan for the current year to Principal's Office.

**2. Review Report on Half Yearly Academic Calendar Activities**

IQAC Chairperson, felt that the departments shall actively take up programs covering faculty development and also conduct workshops for students in emerging areas.

*Action Implemented:* IQAC Chairperson instructed all HODs to prepare a make-up plan for next sixth months for conducting planned activities at the start of the semester and submit it to Principal's Office for monitoring.

**3. Slow Learners: Remediation & Reinforcement**

Chairperson IQAC Member informed the members to inform the heads to plan and conduct remedial classes for slow learners during current semester carefully. It was suggested to conduct Remedial and Reinforcement classes for students at appropriate times so that the students are benefited.

*Action implemented:* All the HODs were submitted the slow learners list and advanced learners and the schedule of remedial class and advanced programs.

**4. Any other Item.**

Discussed on the proposal to be submitted to JNTUA, Anantapuramu for ratification of faculty positions and it was approved. Members reviewed the strategic plan presented by the Chairperson IQAC.

  
PRINCIPAL

(IQAC-Chairman)



**REPORT OF MEETING HELD ON 10.09.2014**

**AGENDA**

**1. Action Taken Report on the Minutes of the previous meeting held on 11.06.14**

IQAC chairperson appraised on the activities envisaged under IQAC since its 10<sup>th</sup> meeting on 11.06.2014 and Chairperson requested the members to approve minutes of its previous meeting held on 11.06.2014. Departments submitted their academic activity plans to Principal's office.

*Action implemented:* IQAC chairperson and members approved the minutes of the previous meeting held on 11.06.2014.

**2. Practices in Placement training and other related activities**

Chairperson IQAC elaborated on the training plan for students during the current academic year (2014-15). Members insisted P&T officer to invite core companies relevant to for placements. Further, it is discussed to take up following initiatives in Placement & Training department from current academic year:

- On-line learning and assessment tests on Placement Training
- Intensive Placement Training for IV Year students.

*Action Implemented:* Placement officer submitted the activity list for the current academic year.

**3. Student Academic Projects**

Chairperson IQAC member insisted that HODs of the Departments shall Monitor the quality of projects undertaken by Final Year B.Tech students. He also suggested departments to conduct reviews effectively.

*Action Implemented :* All the HODs has submitted the list of projects and project review schedule to IQAC chairperson.

**4. Research work**

During the period June - September 2014, several activities were conducted to promote Research and Development and other related areas.

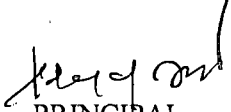
**5. Any other Item.**

Chairperson IQAC informed the coordinator to inform the departments to focus on improvements suggested by the Audit Committee.



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

*Action implemented:* HODs has submitted the plan of action the improvements suggested by the audit committee to IQAC chairperson.

  
PRINCIPAL

(IQAC-Chairman)

## Internal Quality Assurance Cell (IQAC)

In the process of performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC) propose that every accredited institution has to establish an Internal Quality Assurance Cell (IQAC) as a post- accreditation quality sustenance measure. As the quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

Though an IQAC has been formed and functioning at the college level, for an effective functioning, Audisankara College Of Engineering & Technology (Autonomous),Gudur has constituted an Internal Quality Assurance Cell at micro level, with the following members.

### **Objectives of IQAC:**

- The primary objective of the IQAC is to develop a quality system for consistent and catalytic programmed action to improve the academic and administrative performance of the college.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Some of the functions expected of the IQAC are**

- Development and application of quality benchmarks/parameters for the various academic and administrative of the institution.
- Facilitating the creation of a learner-centric environment conducive for quality maturation to adapt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality- related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshop, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the institution, leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of good practices.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.



**AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)**

**COMPOSTION OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
OF  
AUDISANKARA COLLEGE OF ENGINEERING& TECHNOLOGY (AUTONOMOUS),GUDUR**

**2014-15**

**Chairman – Head of the Institution**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>IQAC designation</b>
1	Dr. A.V. S.PRASAD	Principal, Audisankara College Of Engineering& Technology (Autonomous),Gudur	<b>Chairman</b>

**Coordinator of the IQAC**

<b>S.No.</b>	<b>Name</b>	<b>Address</b>	<b>IQAC designation</b>
1	Mr.J.SURESH	Associate Professor, Dept. of ECE, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member & Coordinator

**Teachers**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>IQAC designation</b>
1	Mr.M.RAJAIAH	Professor, Dept. of H&S, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member
2	Mr.K.DHANUNJAYA	Professor, Dept. of ECE, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member





AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

3	Mr.C.RAJENDRA	Professor, Dept. of CSE, Audisankara College Of Engineering & Technology (Autonomous),Gudur	Member
---	---------------	--	--------

Management Representative

S.No.	Name	Address	IQAC designation
1	Mr.G.SURESH KUMAR	Professor, Dept. of Mech, Audisankara College Of Engineering & Technology (Autonomous),Gudur	Member

Administrative Staff

S.No.	Name	Designation	IQAC designation
1	Mr.J.RAMAIAH	Senior Administrative Officer, Audisankara College Of Engineering & Technology (Autonomous),Gudur	Member
2	Mr. S CHANDRA REDDY	Senior Administrative Officer, Audisankara College Of Engineering & Technology (Autonomous),Gudur	Member

Alumni

S.No.	Name	Address	IQAC designation
1	Ms.M.MOUNIKA	Vedayapalem, Nellore	Member



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

Students Representatives

S.No.	Name of the student (Roll Number)	Address	IQAC designation
1	Ms.SK.SUHANA 12G21A04D2	JandaStreet, Nellore	Member

Employer

S.No.	Name	Address	IQAC designation
1	Mr. Y.VIDYA SAGAR	CIFAL Herbal Private Limited GUDUR	Member

External experts

S.No.	Name	Address	IQAC designation
1	Dr. G.UMA MAHESWAR REDDY	Professor, Dept. of ECE, S.V.U.College of Engineering, S.v.University, Tirupati	Member



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

REPORT OF MEETING HELD ON 11.06.14

AGENDA

**1. Action Taken Report on Minutes of the 9th Meeting held on 11.03.2014**

IQAC Coordinator appraised on the activities envisaged under IQAC since its 9<sup>th</sup> meeting on 11-03-2014 and Chairperson requested the members to approve minutes of its previous meeting.

*Action implemented:* The following are the action taken correspondingly.

- Academic calendar events were finalized in the departments.
- Departments submitted their revised proposals to Principal's Office.
- Academic Audit data for the academic year 2014-15 was submitted.
- As part of quality initiative in training administrative staff, internal experts of ASCET conducted a program on "Orientation program on Office automation".

**2. To review of teaching and learning process**

Practices involved in improving the teaching and learning process effectively were discussed and following events were approved to be conducted:

- To conduct a program during semester breaks on Pedagogy and other relevant skills.
- IQAC Chairperson stressed the need for the conduct of training program on Office automation to administrative staff.

*Action Implemented:* Programs were conducted and documented.

**3. Approvals of Preparation & Submission of AQAR for Approval from BOG**

IQAC Coordinator prepared and presented AQAR for the academic year 2014 -15. He was further instructed to submit the draft of the same to Governing body for approval.

*Action implemented:* IQAC Coordinator and members approved the AQAR for the academic year 2014-15.

**4. Quality Initiative Theme for 2014-15**

As part of quality initiative, it was decided to take up

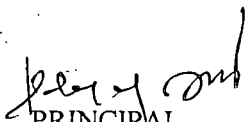
1. Awareness program on abroad education
2. Personality Development Program



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY:  
GUDUR:  
(Autonomous)

3. Remedial classes
4. Training program on Outcome base Education
5. Choice based Credit System

*Action implemented:* Outreach activities planned and conducted.

  
PRINCIPAL  
(IQAC-Chairman)