

**IQAC**  
**Meeting minutes**  
**2015-16**



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

**REPORT OF MEETING HELD ON 14.03.2016**

**AGENDA**

**1. Action Taken Report on Minutes of the Meeting held on 18.01.2016**

IQAC Coordinator appraised the activities envisaged under IQAC since its 16<sup>th</sup> Meeting on 18-01-2016 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) and Collaborations with MoUs with industries for training**

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. Chairperson IQAC requested departments to plan Internships for their students in IV year so that they have direct interface with industry for their projects.

*Action implemented:* IQAC chairperson requested all HODs to plan for Industrial visits and MoUs with industries and submit the report for the same.

**3. Academic Activity Progress**

HODs shall be requested by the coordinator to submit half-yearly Academic audit data to IQAC on or before 18-05-2016 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.



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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 2015-16 - 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.

6. **Academic regulations and Preparations for Autonomous (R16) Syllabus**

Chairman Combined BoS with the members on the implementation of autonomous Regulations in all the departments. The recommendations of Combined Board of Studies on Academic Regulations to for the year 2016-17 were discussed in the meeting. Chairman Combined BoS enlightened the members about the Choice Based Credit System (CBCS), Open Electives, Program Electives and Interdisciplinary Electives introduced in the new regulations.

PRINCIPAL

(IQAC-Chairman)



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**REPORT OF MEETING HELD ON 18.01.2016**

**AGENDA**

**1. Action Taken Report on Minutes of the Meeting held on 18.09.2015**

IQAC Coordinator appraised on the activities envisaged under IQAC since its 15<sup>th</sup> meeting on 18-09-2015 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)



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**REPORT OF MEETING HELD ON 18.09.2015**

**AGENDA**

**1. Action Taken Report on the Minutes of the previous meeting held on 15.06.2015**

IQAC chairperson appraised on the activities envisaged under IQAC since its 14<sup>th</sup> meeting on 15.06.2015 and Chairperson requested the members to approve minutes of its previous meeting held on 15.06.2015. 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 15.06.2015.

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

Chairperson IQAC elaborated on the training plan for students during the current academic year (2015-16). 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.

**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 2015, 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.



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*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.



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

2015-16

**Chairman – Head of the Institution**

S.No.	Name	Designation	IQAC designation
1	Dr. V. KRISHNAKUMAR	Principal, Audisankara College Of Engineering & Technology (Autonomous), Gudur	Chairman

**Coordinator of the IQAC**

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

**Teachers**

S.No.	Name	Designation	IQAC designation
1	Mr.M.RAJAIAH	Professor, Dept. of FME, Audisankara College Of Engineering & Technology (Autonomous), Gudur	Member
2	Mr.K.DHANUNJAYA	Professor, Dept. of ECE, Audisankara College Of Engineering & Technology (Autonomous), Gudur	Member
3	Mr.C.RAJENDRA	Professor, Dept. of CSE, Audisankara College Of Engineering & Technology (Autonomous), Gudur	Member





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Management Representatives

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.V.Harika	East Street Gudur	Member



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**Students Representatives**

<b>S.No.</b>	<b>Name of the student (Roll Number)</b>	<b>Address</b>	<b>IQAC designation</b>
1	Ms.SK.Suhana 12G21A04D2	Jandaveedhi Nellore	Member

**Employer**

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

**External experts**

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



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REPORT OF MEETING HELD ON 15.06.2015

AGENDA

**1. Action Taken Report on Minutes of the 12<sup>th</sup> Meeting held on 23.03.2015**

IQAC Coordinator appraised on the activities envisaged under IQAC since its 13<sup>th</sup> meeting on 23.03.2015 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 2015-16 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. Review of social awareness programs conducting by the institution**

Chairperson IQAC Reviewed and apprised various social awareness programs conducting by the institution.

*Action implemented:* Societal programs were planned and conducted and documented.

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

IQAC Coordinator prepared and presented AQAR for the academic year 2015 -16. 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 2015-16.



5. Quality Initiative Theme for 2015-16

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

1. Role of life skills for Engineering Graduates
2. Entrepreneur awareness
3. Career Counseling
4. Teachers day celebrations

*Action implemented:* Outreach activities planned and conducted.

PRINCIPAL  
(IQAC-Chairman)