

IQAC
Meeting minutes
2016-17

REPORT OF MEETING HELD ON 24.03.2017

AGENDA

1. Action Taken Report of the previous Meeting held on 09.01.2017

IQAC Coordinator appraised on the activities envisaged under IQAC since its 20th meeting on 09-01-2017 and Chairperson requested the members to approve minutes of its previous meeting.

Action implemented: The following are the action taken correspondingly.

- Revised activity plans were submitted by departments for the conduct of planned activities as per academic calendars in the department.
- Outreach activities were initiated by the departments of CSE, ECE, EEE & MECH on Basic computer applications by its members of faculty to the nearby villages.

2. Academic Activity Progress

IQAC Chairperson appraised on the activities conducted in the academic year and requested the HODs to submit a report on the status of the activities conducted.

Action implemented: HODs of all the departments has submitted the academic activity plan and also the audit report for the previous academic year

3. Review of remedial classes program and advanced learning program

IQAC Chairperson requested the HODs to submit the list of students identified for remedial classes along with schedule and also events scheduled for advanced learning program for advanced learners.

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

4. Student Placement activities

Chairperson, IQAC requested the placement officer to submit the eligible students list and list of activities planned for training the students.

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

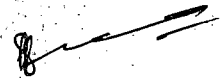
5. Student Feedback

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.

Action implemented: Principal appraised on the minutes of Action Taken Report of Feedback on faculty for 2016-17 - I Semester in all UG. 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)

REPORT OF MEETING HELD ON 09.01.2017

AGENDA

1. Action Taken Report of the previous Meeting held on 17.10.2016

IQAC Coordinator appraised on the activities envisaged under IQAC since its 19th meeting on 17-10-2016 and Chairperson requested the members to approve minutes of its previous meeting.

Action implemented: The following are the action taken correspondingly.

- Action taken report corresponding to feedback on faculty by its students for Odd semester was submitted to IQAC chairman.
- Monitor the Examination schedule and student attendance for irregular students.
- Placement Training activities were conducted by the PAT cell for II & III B.Tech students along with IV Year students.

2. Review Report on Half Yearly Academic Calendar Activates

Chairperson IQAC appraised the activities taken up by the departments and 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.

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. Placement & Training Activities

Placement officer explained on the placement activities initiated in the departments. Student members were requested to give feedback on learning outcomes and alumni on core companies for student placements. IQAC Chairperson requested to submit activities list to the IQAC.

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

4. Student Academic Projects and Internships

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

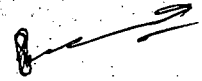
Chairperson IQAC requested departments to plan Internships for their students in IV year so that they have direct interface with industry for their projects.

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

5. Approval for Parents Meet and Fresher's Day

IQAC Chairperson requested the HODs to submit the student counseling list and faculty mentors along with Parents Meet schedule. He also requested to submit the report after the completing the Parents Meet.

Action implemented: IQAC Chairperson and members approved the Fresher's day date and instructed to submit the details schedule to the coordinator.



PRINCIPAL

(IQAC-Chairman)

REPORT OF MEETING HELD ON 17.10.2016

AGENDA

1. Action Taken Report of the previous meeting held on 13.06.2016

IQAC Coordinator appraised on the activities envisaged under IQAC since its 18th meeting on 13-06-2016 and Chairperson requested the members to approve minutes of its previous meeting.

Action implemented: IQAC chairperson and members approved the minutes of the previous meeting held on 13-06-2016.

2. Practices in Placement training and other related activities

Placement officer explained on the placement activities initiated in the departments and details are as follows:

- Internal Training: Training classes on Communication Skills for all branches of III & IV B.Tech I Semester will be conducted.
- External Training: External Agency shall conduct training classes for B.Tech, MCA, MBA & M.Tech.

Action implemented: Placement officer has submitted the eligibility list and the training schedule to IQAC chairperson.

3. Feedback on Teaching and learning process.

IQAC monitored the practices being followed in the departments to monitor teaching, learning and research practices. The members advised that faculty shall frequently obtain feedback on their practices in teaching and learning.

Action Implemented: The head of the departments has submitted the list of publication of faculty and list of faculty participations to IQAC.

4. Student Feedback on Faculty

IQAC chairperson 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 2016-17 - 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.

5. Review of faculty publications

Chairman appraised the members on the need to conduct periodic review of research conducted in the departments and requested to submit the list of publications to the IQAC.

Action Implemented: The head of the departments has submitted the list of publication of faculty and list of faculty participations to IQAC.



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.

**COMPOSTION OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
OF
AUDISANKARA COLLEGE OF ENGINEERING& TECHNOLOGY (AUTONOMOUS),GUDUR
2016-17**

Chairman – Head of the Institution

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

Coordinator of the IQAC

S.No.	Name	Address	IQAC designation
1	Dr.Vasu BKV Rao	Associate Professor, Dept. of ECE, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member & Coordinator

Teachers

S.No.	Name	Designation	IQAC designation
1	Dr.M.RAJAIAH	Professor; Dept. of FME, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member
2	Mr.J.AMARENDRA	Professor, Dept. of ECE, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member
3	Mr.D.NAGARAJU	Professor, Dept. of CSE, Audisankara College Of Engineering& Technology (Autonomous),Gudur	Member

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.MMounika	Stonehousepeta, Nellore	Member

Students Representatives

S.No.	Name of the student (Roll Number)	Address	IQAC designation
1	Mrs.D.Sai Mounika	Bazarstreet, Naidupeta,	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	Professsor, Dept. of ECE, S.V.U.College of Engineering, S.v.University, Tirupati	Member

REPORT OF MEETING HELD ON 13.06.2016

AGENDA

1. Action Taken Report of the previous meeting held on 14-03.2016

IQAC Coordinator apprised on the activities envisaged under IQAC since its 17th meeting on 14-03-2016 and Chairperson requested the members to approve minutes of its previous meeting.

Action implemented: The following are the actions taken correspondingly.

- Department level meetings were conducted for identifying the gaps in the curriculum and finalized the student programs and Faculty development programs required for this academic year.
- Monitoring the teaching learning process in all departments during academic audits.
- Monitor and discipline the punctuality among B.Tech graduates, a session on Time Management and its importance for Professional Success was conducted.

2. Academic activity Plan for the Academic year 2016-17

As a part of regular activities, departments were requested to prepare and submit their academic activity plans well in advance by the end of July 2016 for the academic year 2016-17.

Action implemented: HODs of all the departments has submitted the academic activity plan for the current academic year.

3. Submission of Academic Audit to IQAC

IQAC Coordinator was instructed to schedule an Academic audit of departments in July 2016. It was decided to perform audit in every department and the audit committee shall independently submit the report to Chairperson IQAC on the same.

Action implemented: HODs of all the departments has submitted the audit report for the previous academic year.

4. Preparation & Submission of AQAR for 2016-17

IQAC Chairperson presented the draft AQAR for the year 2016-17 to its members and suggestions by its members were incorporated.

Action implemented: IQAC Coordinator and members approved the AQAR for the academic year 2016-17

5. Quality Initiative Theme for 2016-17

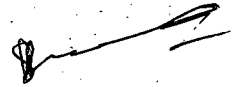
The entire Committee unanimously opted for the theme "Outcome Based Education Principles" as a qualitative initiative for the ensuing year.

- Awareness on Autonomous
- Awareness program on abroad Education
- Workshop on startups
- Entrepreneurship awareness

Action implemented :IQAC Chairperson requested the principal for arranging a session on outcome based education and it was arranged and details are documented.

6. Any other item

It was planned to create awareness on quality research publications for faculty through an orientation program. Placement officer was requested to impart training for students in the next academic year for improved placement potential among students.



PRINCIPAL
(IQAC-Chairman)