

**IQAC**  
**Meeting minutes**  
**2018-19**



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)  
GUDUR

**REPORT OF MEETING HELD ON 27.04.2019**

**AGENDA**

**1. Action Taken Report of the previous Meeting held on 19.01.2019**

IQAC Coordinator apprised on the activities envisaged under IQAC since its 28<sup>th</sup> meeting on 19-01-2019 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 19-01-2019.

**2. Academic Activity Progress**

Chairperson apprised on the results of audit on the activities conducted during the last academic year. He requested the departments to submit the final status of implementing the given academic plan.

*Action Implemented:* All the HODs has submitted the progress of Academic Activities for current academic year to IQAC chairperson

**3. Student Feedback Analysis**

Chairperson IQAC discussed on the Student Feedback in teaching. He presented the metrics followed currently and requested members of committee to make appropriate suggestions. Members suggested that feedback on courses shall only be considered, if more than 75% of students have given their feedback for the corresponding course.

Chairperson IQAC apprised on the minutes of Action Taken Report of Feedback on faculty for 2018-19- 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.



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*Action implemented:* The feedback analysis and Action taken report was submitted to the IQAC chairperson.

**4. Outreach activities**

Chairperson discussed the need for more outreach events with its student representatives as part of Social responsibility.

*Action implemented:* IQAC Chairperson requested the HODs to submit the list of outreach activities planned for the current academic year.

*Action implemented:* All the HODs have submitted the Academic audit data to IQAC chairperson.

PRINCIPAL  
(IQAC-Chairman)



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**REPORT OF MEETING HELD ON 19.01.2019**

**AGENDA**

**1. Action Taken Report of the previous Meeting held on 27.10.2018**

IQAC Coordinator appraised on the activities envisaged under IQAC since its 27<sup>th</sup> meeting on 27-10-2018 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.
- 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 appraised on the results of audit on the activities conducted during the last six months. He requested the departments to prepare a sustenance plan for the academic year 2018-19 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**

Chairperson requested the placement officer to submit detail plan and activities list of placements and training for the current academic year to the IQAC.

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



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4. *Student Academic Projects and Internships*

**Prof J Suresh**, 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.

PRINCIPAL  
(IQAC-Chairman)



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**REPORT OF MEETING HELD ON 27.10.2018**

**AGENDA**

**1. Action Taken Report of the previous meeting held on 07.07.2018**

IQAC Coordinator appraised on the activities envisaged under IQAC since its 26<sup>th</sup> meeting on 07-07-2018 and Chairperson requested the members to approve minutes of its previous meeting.

*Action implemented:* IQAC chairperson and members approved the Minutes of previous meeting held on 07-07-2018

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

The placement officer presented the training plan for the students as

- a) Domain skills program for IV B.Tech and III MCA were conducted.
- b) Training classes on Communication Skills & Aptitude for I&II MCA, MBA were conducted.
- c) Campus Placement Related Skills program for all branches of III B.Tech II Semester were conducted.
- d) Aptitude training program for I& II MCA, II B.Tech students were conducted.

*Action Implemented:* Placement officer submitted the report for the events conducted and schedule for the current academic year.

**3. Student Feedback Analysis**

IQAC monitored the report presented by principal on 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 feedback analysis and Action taken report was submitted to the IQAC chairperson.

**4. Research and development Activities**

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



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

5. Approvals

- Pedagogical skills in Teaching and Learning under OBE.
- Evaluation Procedures of student Learning outcomes.
- Submission of Proposal for Autonomy.

Practices involved in effective implementation of Outcome Based Education were discussed and following events were approved to be conducted:

- To conduct a program during semester breaks on Pedagogy and other relevant skills for effective implementation of OBE.
- Awareness on Program Educational Objectives, Program Outcomes and Course Outcomes and relevant rubrics.
- IQAC Coordinator appraised the members on the submission of Proposal to UGC New Delhi For autonomy status.

*Action implemented:* A session on OBE and awareness on the PEO, PSOs, POs and COs were conducted and documented the same.

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.



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

**2018-19**

**Chairman – Head of the Institution**

S.No.	Name	Designation	IQAC designation
1	Prof K.Dhanunjaya	Principal, Audisankara College Of Engineering & Technology (Autonomous), Gudur	<b>Chairman</b>

**Coordinator of the IQAC**

S.No.	Name	Address	IQAC designation
1	Mr.J.AMARENDRA	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.B.V.MURALI	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	Mr.S.JAYA SURYA	East Street, Gudur	Member

**Students Representative**

S.No.	Name of the student (Roll Number)	Address	IQAC designation
1	Mr.S LOKESH (17G21E0035)	Thikavaram, Gudur	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



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**REPORT OF MEETING HELD ON 07.07.2018**

***AGENDA***

**1. Action Taken Report of the previous meeting held on 10.03.2018**

IQAC Chairperson appraised on the activities envisaged under IQAC since its 25<sup>th</sup> on 09-04-2018 and Chairperson requested the members to approve minutes of its previous meeting.

*Action implemented:* IQAC chairperson and members approved the Minutes of previous meeting held on 10-03-2018

**2. Academic activity Plan for Academic Year 2018-2019**

Chairperson appraised on Academic activity Plan for the Academic year 2018-19. Members suggested to encourage faculty members to attend Faculty Development Programs at reputed organizations like IITs, NITs.

The theme for the year 2018-19 was decided to be "Effective Teaching, Learning and Evaluation through Outcome Based Education".

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

**3. Academic Audit**

Chairperson, IQAC requested the HODs of all the departments to conduct academic audit in the month of July 2018 and submit the report to IQAC.

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

**4. Approvals of Preparation & Submission of AQAR for 2017-2018**

IQAC coordinator presented the draft AQAR for the year 2017-18 and incorporated the suggestions made by its members before submitting for approval.

*Action implemented:* IQAC Coordinator and members approved the AQAR for the academic year 2017-18.

**5. Quality Initiative Theme for 2018-19**

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

- Entrepreneur awareness
- Career counseling
- Remedial classes
- Energy Audit

PRINCIPAL  
(IQAC- Chairman)