



ST.ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

Bypass Road, Nayunipalli, Chirala, Bapatla District - 523107

Accredited by NAAC With 'A' Grade | Accredited by NBA | Approved by AICTE | Permanently Affiliated to JNTU
Recognized by UGC U/S 2(f) & 12(B) | Approved with 'A' Grade by Andhra Pradesh State Government | Permanently Accredited by ISIRI

INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES AND MEETINGS

Venue: Board Room (003)

Dt: 07-12-2024

Time: 02:00 PM

Dr. K. Jagadeesh Babu, Principal and Chairperson-IQAC chaired the IQAC meeting. He commenced the meeting by welcoming the members and requested Dr. P. Srinivasa Rao, Coordinator-IQAC to conduct the proceedings.

Agenda:

1. Inter Departmental Academic Audit
2. NBA accreditation for EEE, CE, ME & Diploma
3. NIRF
4. NPTEL registration for students and faculty
5. Internships
6. Submission of AQAR-2023-24
7. AISHE-2023-24
8. Applying for R&D projects
9. Academic and Administrative Audit
10. Review of working of Non-Statutory Committees
11. Outcome Based Education (OBE)
12. Semester Readiness Program (SRP)

Agenda point 1: Inter departmental Academic audit

Conveners of various committees are requested to brief the pitfalls of various departments. Principal instructed HODs to overcome all the cons in the next audit.

Agenda point 2: NBA for Civil, Mechanical, EEE and MBA departments

Resolution: Principal sir instructed HODs of Mechanical, EEE, Civil and MBA to go for NBA and submit SAR report on 20-12-2024.

Agenda point 3: NBA for Diploma

Resolution: The Chairperson instructed HOD for Diploma to apply NBA for any two departments.

Agenda point 4: Participation in NIRF

Resolution: The Chairperson instructed NIRF Coordinator Dr P Bhaskara Rao to prepare the NIRF Application carefully and make sure that our college gets rank in NIRF.

Agenda point 5: NPTEL registration for students and faculty

Resolution: The chair person instructed HODs to brief about their respective department NPTEL registrations for both students and faculty (how many registered and how many qualified). HODs are informed to motivate the students such that there will be more number students registered for NPTEL.

Agenda point 6: Internships

Resolution: The chair person instructed HODs to brief about their respective department Internships for third year students.

Agenda point 6: Data collection for AQAR-2023-24

Resolution: The chair person instructed HODs to support criteria in-charges in data gathering for AQAR.

Agenda point 9: Review of data to be submitted for AISHE

Resolution: The Chairperson instructed the IQAC Coordinator to collect the data to be submitted for AISHE timely and complete it by 26-12-2024.

Agenda point 10: Applying for R&D projects

Resolution: Principal instructed all HODs to motivate Doctorates in their respective department to apply for R&D projects. All the departments should maintain at least one.

Agenda point 10: Academic and Administrative Audit

Resolution: The Chairperson instructed the IQAC Coordinator to prepare academic and administrative audit for 2023-24 and get it signed by external audit members.

Agenda point 11: Review of working of various non statutory committees

Resolution: The chairperson and members reviewed the working and progress of various committees and suggested conveners to work as per the committee functionalities and goals.

Agenda point 11: Outcome Based Education

Resolution: The chairperson and members reviewed the implementation of OBE and suggested HODs for the necessary changes with immediate action .

Agenda point 12: Action plan for the SRP

Resolution: The Chairperson instructed the HODs to prepare their lesson plan, subject allotment timetable, registers, Assignments l etc.

Agenda point 10: Placements for final year students

Resolution: To improve the Placements further, soft skills need to be instilled from first year level onwards. Considering its importance, Chairperson proposed Special Coaching on English Language Communication Skills and Aptitude for the first-year students. The Chairperson asked the First year Coordinator Mr. S. Amarnath Babu to monitor the training Classes and update the Principal on all aspects of the training regularly.

S. No.	Name	Designation	Category	Position	Signature
1	Dr. K. Jagadeesh Babu	Principal	Head of the Institution	Chairperson	
2	Sri. V. Rama Krishna Rao	Secretary	Member from the Management	Member	
3	Sri. S. Lakshmana Rao	Correspondent	Senior Administrative Officer	Member	
4	Dr. C. Subba Rao	Director, ARD	Senior Administrative Officer	Member	
5	Sri. RV Ramana Murthy	Manager	Senior Administrative Officer	Member	
6	Dr. M Suresh Kumar	Assoc. Prof., ME	Teacher	Member	
7	D. Madhuri	Asst. Prof., CSE	Teacher	Member	
8	Dr V V. Praveen Kumar	Assoc. Prof., IOT	Teacher	Member	
9	Dr. D. Jyothi Swarup	Assoc. Prof., CE	Teacher	Member	
10	Dr. U. Mohan Chand	Assoc. Prof., H&S	Teacher	Member	
11	Dr. Chand Basha Shaik	Prof., MBA	Teacher	Member	
12	Sri. N. Purna Chandra Rao	TPO & Assoc. Prof., MBA	Teacher	Member	
13	Dr. Satram Malleswara Rao	Rtd. Principal	Nominee from Local Society	Member	
14	K Pravallika	22F01A0485	Student	Member	
15	Sreeram Susheel	Alumni	Alumni	Member	
16	Sri. Tulasi TirumalaPrasad	Parent	Parent	Member	
17	A. Manohar	Employer	Industry	Member	
18	Dr P Srinivasa Rao	Assoc. Prof., ECE	Senior Teacher	Coordinator	
19	Dr. G. Kaladhar	Assoc. Prof., EEE	Senior Teacher	Co-Coordinator	