



ST.ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution)

Bypass Road, Nayunipalli, Chirala, Bapatla District-523187

Accredited by NAAC With 'A' Grade | Accredited by NBA | Approved by AICTE | Permanently Affiliated to JNTUK |
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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES AND MEETINGS

Venue: Board Room (003)

Dt:12-12-2023

Time: 02:00PM

Dr. M. Venugopala Rao, 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. Review of minutes of the previous meeting
2. NBA for Civil, Mechanical, EEE and MBA departments
3. NBA for Diploma
4. Participation in NIRF
5. Discussion about research publications
6. Attendance registers verification for the current and coming semester
7. Action plan for the second semester
8. Review of data to be submitted for AQAR 2022-23
9. Review of data to be submitted for AISHE
10. Status of Placements for final year students
11. Review of working of various non statutory committees

Agenda point 1: Review of minutes of the previous meeting

Minutes of the previous meeting dated 17-02-2022 are confirmed without any objection from the members.

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 pre-qualifier report on 20-12-2023.

Agenda point 3: NBA for Diploma

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

Agenda point 4:Particiaption 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:Discussion about research publications

Resolution: Members reviewed the status of research publications the year and advised to that every faculty should comply with research target set.

Agenda point 6: Attendance registers verification for the current and coming semester

Resolution: The Chairperson instructed the HODs to inform their respective faculty members be ready with current semester registers and coming semester lesson plans, registers, lecture notes.

Agenda point 7: Action plan for the second semester

Resolution: The Chairperson instructed the HODs to prepare their action plan which includes guest lectures, subject allotment timetable preparation etc.

Agenda point 8: Review of data to be submitted for AQAR 2022-23

Resolution: The Chairperson discussed about data to be submitted for AQAR with Criteria Incharges and suggested to complete it by 26-12-2023.

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 26-12-2023

Agenda point 10: Status of 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 Coaching Classes and update the Principal on all aspects of the coaching regularly.

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.

S. No.	Name	Designation	Category	Position	Signature
1	Dr. M. Venu Gopala Rao	Principal	Head of the Institution	Chairperson	
2	Sri. V. Rama Krishna Rao	Secretary	Member from the Management	Member	V. Rama Krishna Rao
3	Sri. S. Lakshmana Rao	Correspondent	Senior Administrative Officer	Member	S. Lakshmana Rao
4	Dr. C. Subba Rao	Director, ARD	Senior Administrative Officer	Member	C. Subba Rao
5	Sri. RV Ramana Murthy	Manager	Senior Administrative Officer	Member	RV Ramana Murthy
6	Dr. D. Rajendra Prasad	Prof., ECE	Teacher	Member	D. Rajendra Prasad
7	Dr. D. Madhuri	Prof., CSE	Teacher	Member	D. Madhuri
8	Dr S. Indraneel	Prof., CSE	Teacher	Member	S. Indraneel
9	Dr. D. Jyothi Swarup	Asst. Prof., CE	Teacher	Member	D. Jyothi Swarup
10	Dr. U. Mohan Chand	Assoc. Prof., H&S	Teacher	Member	U. Mohan Chand
11	Dr. Chand Basha Shaik	Prof., MBA	Teacher	Member	Chand Basha Shaik
12	Sri. N. Purna Chandra Rao	TPO & Assoc. Prof., MBA	Teacher	Member	N. Purna Chandra Rao
13	Dr. Satram Malleswara Rao	Rtd. Principal	Nominee from Local Society	Member	Satram Malleswara Rao
14	P Lavanya	21F01A04F2	Student	Member	P Lavanya
15	Sreeram Susheel	Alumni	Alumni	Member	Sreeram Susheel
16	Sri. Tulasi Tirumala Prasad	Parent	Parent	Member	Tulasi Tirumala Prasad
17	A. Manohar	Employer	Industry	Member	A. Manohar
18	Dr P Srinivasa Rao	Assoc. Prof., ECE	Senior Teacher	Coordinator	P Srinivasa Rao
19	Dr. G. Kaladhar	Assoc. Prof., EEE	Senior Teacher	Co-Coordinator	G. Kaladhar