



# PRAKASAM ENGINEERING COLLEGE

0.V. Road, Kandukur, Prakasam Dist., A.P., Tel : 08598 222288, 221300

APPROVED BY AICTE, NEW DELHI | AFFILIATED TO JNTU, KAKINADA, UNDER AMMA EDUCATION SOCIETY]

## MINUTES OF IQAC MEETING

v Meeting-1:- 23-05-2018

Agenda:

- Confirmation and approval of first meeting of IQAC held on 23-05-2018
- Plans of the institution for the current academic year
- Admissions 2019
- Result analysis (Even Semester)
- Resources to be added during the academic year
- Work Load allocation and review on academic calendar
- Regarding Review the Composition of IQAC

Items	Content	Actions/remarks
1	Confirmation and approval of first meeting of IQAC held on 23-05-2018	Previous IQACT minutes were Confirmed by the committee
2	Plans of the institution for the current academic year	The report of the Academic Audit for the year 2017-18 was presented before the Council. It was noted that the Auditors need more training and briefing before the next exercise, more standardization of the process is required.
3	Admissions for the academic year 2019-20	Meetings with individual committees have been initiated to continuously review academic and administrative procedure.
4	Result analysis and feedback	HOD's to summarize and list out the points and prepare feedback for every mid exam and previous results have been analyzed with the exam cell department before allotting the subject.

5	Resources to be added during the academic year	HODs are instructed to prepare the intend list for the procurement of test books and the establishment of new laboratories as per the new regulations.
6	Work Load allocation and review on academic calendar	To concentrate on the academic process
7	Regarding Review the Composition of IQAC	As per the point 5 of the IQAC guidelines the committee discussed and directed to include the name of Mr. . . . , parent as a stake holder and Mr. CH.VenkataReddy of III ECE as student representative.



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## MINUTES OF IQAC MEETING

Meeting-2:- 15-09-2018

Agenda:

- Confirmation and approval of second meeting of IQAC held on 15-09-2018
- Review and action taken on previous meeting.
- Continuous internal evaluation.
- Planning for NSS activities.
- Establishment of chief Ministers skill excellence center.
- Awareness Program on government funded research schemes.
- Entrepreneurship awareness program

Items	Content	Actions/remarks
1	Confirmation and approval of second meeting of IQAC held on 15-09-2018	Previous IQACT minutes were Confirmed by the committee
2	Continuous internal evaluation	Continuous internal evaluation of attendance, assignments, class tests, tutorials, remedial classes. Regular review of mentoring, counseling and other activities like industrial visits, placement reports, carrier guidance programs.
3	Planning of transport for non residential students	All Head of the departments informed that non residential students have a problem about travelling, due to new

		admissions. The suggestion is taken up and to add more buses in the necessary routes.
4	Planning for NSS activities	The chairperson has decided to conduct one week special camp at government high school on physical awareness programs. Tree plantation at the campus and blood donation camp.
5	Establishment of chief Ministers skill excellence center	The chairperson had proposed for the establishment of skill center in the campus with the coordination of APSSDC, for providing software skills to the students.
6	Awareness Program on government funded research schemes.	It is decided in the meeting to conduct Workshop/Training programme for the faculty members handling Engineering Clinic before even semester
7	Entrepreneurship awareness program	The committee has decided to arrange an one week entrepreneurship program for the students with the collaboration of MSME.



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## MINUTES OF IQAC MEETING

- Conducting of online classes
- Framing research policies for promoting research culture and organization of conferences and workshops/STTP etc.

NAAC-SAR Meeting-3:- 25-03-2019 \*this meeting has been conducted through online\*

Agenda:

- Upgrade Report preparation
- Laptops are provided for HOD's
- Use of technology in Education

Items	Content	Actions/remarks
1	Conducting online classes	It is proposed to conduct the online classes for the students to complete the syllabus, Training and usage of webinar apps like ZOOM, Google meet, Skype, GoToOpener etc.
2	Framing research policies for promoting research culture and organization of conferences and workshops/STTP etc.	All HOD's are directed to conduct faculty development program and webinars for the understanding of advancements in industries and faculties are instructed to learn a new tool and to attend STTP for their carrier advancement.
3	NAAC-SAR Upgrade Report preparation to improve	Workshops and Research

	the Grade	Publications to be planned for faculty members to give more clarity on to upgrade NAAC SAR report preparation
4	Laptops are provided for HOD's	Resolved to provide Lap Tops to HODs.
5	Use of technology in Education	Chairperson directed all the HOD's and SPOC of SWAYAM to share the tentative online courses available to the concerned mentors.
6	The IQAC Co-Ordinator Proposed Vote of thanks and meeting came to end.	