



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

Meeting-3:- 25-03-2020 *this meeting has been conducted through online*

Agenda:

- Conducting of online classes
- Framing research policies for promoting research culture and organization of conferences and workshops/STTP etc.
- NAAC-SAR 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 the Grade | Workshops and Research 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. | |



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MINUTES OF IQAC MEETING

Meeting-2:- 15-09-2019

Agenda:

- Confirmation and approval of second meeting of IQAC held on 15-09-2019
- 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 15-09-2019 | This 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 |

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| | | 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. |



MINUTES OF IQAC MEETING

Meeting-1:- 29-06-2019

Agenda:

- Confirmation and approval of first meeting of IQAC held on 29-06-2019
- 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 29-06-2019 | This 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 |

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| | | 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.mahendra Reddy of III ECE as student representative. |