



PRAKASAM ENGINEERING COLLEGE

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

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

IQAC MINUTES OF MEETING

Date:12-04-2019

IQAC Co-Ordinator welcomed to the members of IQAC

The Minutes of the last meeting were reviewed and the following actions were taken

- Discussed about Continuous internal assessment evaluation
- Conducted activities under NSS.
- Established APSSDC Centre in college.
- Conducted awareness program on government funded research schemes.
- Entrepreneurship awareness programs conducted in college campus through external resource.

Agenda:

- Plans of the institution for the current academic year
- Discussion on Admissions for the next academic year
- Result analysis for the Academic Year 2018-2019.
- Resources to be added during the academic year.
- Plan for providing Guest lecture on career Guidance and Competitive Exams.
- Work Load allocation and review on academic calendar
- Regarding Review the Composition of IQAC

Items	Content	Actions/remarks
1	Plans of the institution for the current academic year	The Academic Audit report for the year 2018-19 was presented before the Council. It was observed that the auditors would benefit from additional training and briefing before the next audit exercise, and there is a need for further standardization of the process.
2	Discussion on Admissions for the next academic year	Discuss with all department HoD's regarding Admissions.
3	Result analysis on Academic Year 2018-2019.	The Heads of Departments (HODs) are tasked with


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		summarizing and listing the key points, as well as providing feedback for each midterm exam. Additionally, prior results have been thoroughly analyzed in collaboration with the Exam Cell Department before assigning subjects.
4	Resources to be added during the academic year	The Heads of Departments (HODs) have been instructed to prepare the list of requirements for procuring textbooks and for establishing new laboratories in accordance with the updated regulations.
5	Plan for providing Guest lecture on career Guidance and Competitive Exams	It has been decided in the meeting to organize guest lectures on career guidance and competitive exams.
6	Work Load allocation and review on academic calendar	The committee has resolved to allocate workloads and subjects based on faculty experience and specialization.
7	Review of the Composition of IQAC	The Changes in Composition of IQAC has been proposed.

IQAC Co-ordinator



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IQAC MINUTES OF MEETING

Date:15-09-2018

IQAC Co-Ordinator welcomed to the members of IQAC

The Minutes of the last meeting were reviewed and the following actions were taken

- 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 Done
- Meetings with individual committees have been initiated to continuously review academic and administrative procedure.
- HOD's listed out the points and prepared feedback for every mid exam and previous results have been analyzed with the exam cell department before allotting the subject.
- HODs prepared the indent list for the procurement of text books and the establishment of new laboratories as per the regulations.
- As per the point 5 of the IQAC guidelines the committee included the name Mr. CH. VenkataReddy of III ECE as student representative.

Agenda:

- Continuous internal evaluation.
- Planning for NSS activities.
- Establishment APSSDC Centre.
- Awareness Program on government funded research schemes.
- Entrepreneurship awareness program.
- Confirmation and approval of second meeting of IQAC will be held on 12-04-2019

Items	Content	Actions/remarks
1	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.
2	Planning for NSS activities	The chairperson has decided to conduct one-week special camp at government high school on physical awareness


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		programs. Tree plantation at the campus and blood donation camp.
3	Establishment of APSSDC Centre	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.
4	Awareness Program on government funded research schemes.	It is decided in the meeting to conduct Workshop/Training program for the faculty members
5	Entrepreneurship awareness program	The committee has decided to arrange a one-week entrepreneurship program for the students with the collaboration of MSME.
6	Confirmation and approval of second meeting of IQAC will be held on 12-04-2019	The second IQAC minutes of the meeting have been officially confirmed by the committee.


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