



PRAKASAM ENGINEERING COLLEGE

D.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:17-04-2020

IQAC Co-Ordinator welcomed to the members of IQAC

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

- Conducting of online classes for all Departments.
- Continuous internal evaluation
- Framing research policies for promoting research culture and organization of conferences and workshops/STTP to Staff and students on Mode of online.
- Laptop are provided for all Department HOD's.
- Used of ICT technology in Education.

Agenda:

- Planning to conduct Meeting on 12-08-2020 Regarding Academic Plans.
- Subject and Work load allocation for all Department staff.
- Planning to Conduct workshop and Conference in each Department.
- Discussion on Result analysis of previous semester to measure.
- Planning for NBA accreditation Process.
- Plan to organize industrial visit for Students.

Items	Content	Actions/remarks
1	Conducting Meeting on Academic Plan	Take initiative Challenges to Improve quality education
2	Subject and Work load allocation	Assign Subjects to the faculty as per JNTUK Norms.
3	Planning to Conduct workshop and Conference	To motivate and inspire the students to participate workshops/Conference/Seminars to their future purpose.
4	Discussion on Result analysis	To Focus and Improve the Result of students to full fil their needs.


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5	Planning for NBA accreditation Process	Management was willing to discuss the accreditation of NBA.
6	Plan to organize industrial visit for Students	To improve the Skills and Practical knowledge of students

IQAC Co-ordinator



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IQAC MINUTES OF MEETING

Date:29-08-2019

IQAC Co-Ordinator welcomed to the members of IQAC

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

- Planned as per previous meeting for the current academic year
- Discussed on Admissions for the academic year -2019-2020
- Results are analysed by department wise for the Academic Year 2018-2019.
- Resources are added during the academic year.
- Provided Guest lecture on career Guidance and Competitive Exams.
- Work Load/Subjects allocation based on their Experience and Qualifications.

Agenda:

- Continuous internal evaluation
- Conducting of online classes
- Framing research policies for promoting research culture and organization of conferences and workshops/STTP etc.
- Laptop are provided for HOD's
- Use of ICT technology in Education.

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, career guidance programs.
2	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,


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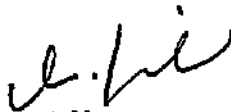


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		Google meet, Skype, Got Opener etc.
3	Framing research policies for promoting research culture and organization of conferences and workshops/STTP etc.	All HOD's are directed to conduct faculty development program and webinars for the understanding of advancements in industries and faculties are instructed to learn a new tool and to attend STTP for their career advancement.
4	Laptop are provided for HOD's	Resolved to provide Lap Top to HODs.
5	Use ICT 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	Confirmation and approval of second meeting of IQAC held on 17-04-2020	The second IQAC minutes of the meeting have been officially confirmed by the committee.


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