WELCOME

IQAC 10th Regular Meeting

Tuesday, 20th September 2016

Agenda

A. Confirmation of the minutes of the 9th meeting.

B. Action taken report on the proposals/resolutions of 9th meeting.

C. Consolidated Action taken report on 2015-16 IQAC meetings.

D. Issues open for discussion:

1. Best practices at institution and department levels

2. Any other item with the permission of Chairperson

Agenda A: Confirmation of the minutes of 9th meeting

Following issues were discussed in the last meeting

1) Academic audit

2) Faculty Training Centre

3) Certificate courses & Incubation Centres

I request to confirm the above items

B) Action taken report on the resolutions of 9th meeting.
Agenda B (1): Academic audit

I should congratulate all HODs and Academic Audit Committee members for successful completion of academic audit first time in the college.

I request all HODs to extend their cooperation once again to close the issue by taking appropriate steps to correct the identified lapses of your departmental audit report. Please submit a copy of the same to the principal and IQAC coordinator.

B) Action taken report on the resolutions of 9th meeting.
Agenda B(2) : Faculty Training Centre

- A committee was constituted with the following members to prepare a draft on curriculum and assessment of trainees. The members are,

- Dr V. Srinivasa Rao, HOD, CSE   Chairman

- Dr M. Padmaja, Prof.of ECE   Member

- Dr B. Srinivasa Rao, Prof.of EEE   Member and

- Prof B. Raghava Rao, Dept.of ME   Member.

Faculty Training Centre

OUTCOME BASED EDUCATION

- Graduate Attributes

- PEOs and POs for a program, courses and COs.

- Assessment, Evaluation and Surveys

- NBA / NAAC guidelines and requirements

Faculty Training Centre

QUALITIES OF A GOOD TEACHER

- Effective Planning and Presentation

- Time Management

- Attitude towards Students, Peers and Authorities.

- Student Counseling and Motivation.

- Knowledge update

- Ethical behavior

- Self discipline and Class room discipline

Faculty Training Centre

PLANNING AND DELIVERY OF A COURSE (Theory / Lab / Project)

- Lesson Plan and Tutorial problems.

- Planning of Assignments and Tests with proper mapping of COs.

- Planning for industrial visits and Labs in support of a course.

- Relating the course to industrial and real life environments.

- Planning for Remedial and Bridge classes whenever necessary.

- Use of appropriate modern tools for effective content delivery.

- Use of effective communication and interactive lectures.

Faculty Training Centre

ASSESSMENT AND EVALUATION PROCESS

- All evaluation methods to be designed in line with COs and POs

- Students are to be tested in individual and in groups.

- Evaluation always to be objective.

- Use of appropriate assessment methods for different courses.

- Appropriate Feedback and Course end survey questionnaire.

- Preparation of Rubrics for courses that cannot be objectively assessed.

B) Action taken report on the resolutions of 9ᵗʰ meeting.

Agenda B(3): Certificate Courses

Certificate courses conducted in last and current academic years in various depts.

Dept.	Certificate Course	Period
EEE	MATLAB applications to Electrical Engineering	24-08-2015 to 15-10-2015
ME	ANSYS WORKBENCH	30-11-2015 to 11-12-2015 (Two-weeks)
	ANSYS Software	15-05-2016 To 30-06-2016
EIE	---	---
CIVIL	---	---

Certificate Courses

Dept.	Certificate course	Period
ECE	---	---
IT	---	---
CSE	Data Analytics	24th March to 13 May 2016

Agenda (C) : Consolidated Action taken report in 2015-16

6th meeting agenda:

- Revaluation
- Auditing of question papers
- Conducting of semester end exams

With reference to 6th IQAC meeting the tasks of auditing of question papers, conducting of semester end exams and revaluation have been successfully completed & hence the issue is closed.

Consolidated Action taken report in 2015-16

7th meeting agenda:

- Certificate courses
- Quality student projects

In spite of introducing certificate courses in 7th IQAC and subsequently in 9th IQAC, no proper outcome has come from the departments and hence it is open for discussion. So members are requested to discuss the challenges encountered if any while introducing the certificate courses.

Consolidated Action taken report in 2015-16
Quality student projects

- With reference to quality student projects, the departments have taken necessary initiatives to organize the FDPs.

- I am glad to inform that every department has organized Industry Institute interaction programs.

- However the guidelines for selecting the best project have not yet been framed since the committee is not formed.

Consolidated Action taken report in 2015-16

8th & 9th meetings agenda:

- Regular academic audit
- Faculty training centre

I should congratulate all HODs and Academic Audit Committee members for successful completion of academic audit first time in the college.

Consolidated Action taken report in 2015-16
Faculty training centre

Siddhartha Engineering College stands for quality in teaching and it is one of our major strengths. The college is not ready to compromise in this regard.

A two week teachers training program (24st March – 6th April 2016) has been organized by IQAC and the program is successfully completed with the help of all senior faculty of our college.

Since there is over whelming response from junior faculty, it is further decided by IQAC to establish Faculty training centre, where all newly joined faculty will undergo the training before taking up the responsibilities of teaching.

Compost Plant

- Construction of Compost shed is actually proposed in 2014-15 IQAC meeting, some how it is not materialized at that time.

- It is taken up again with the support of our principal

- Management sanctioned the required amount with in 15 days

- Construction wing is planned to complete the work with in a month.

- It is located behind the Civil Engg.dept.near existing solid waste disposal point.

Agenda D(1) : Best Practices at institutional and department level

- The unique feature/s of the college or departments over and above the routine practices can be considered as Best Practices to elevate themselves before the quality certifying agencies and society.

- These practices should be properly documented, educated among the faculty and students and well disseminated at prominent places.

- Quality certifying agencies such as NAAC / NBA are usually enquiring those unique features of the departments. Hence it is necessary to identify at least two Best practices deliberately.

Best Practices

Even if it is practiced, ensure –

- Is it unique in nature

- Is it implemented by choice or by direction

- Is it useful to your student / department / institution

- Is it properly documented

- It is properly communicated to all concern

- Is it disseminated at prominent places

- What is the outcome?

Best Practices

Some of the Best Practices

- **Industry offered courses / industry need based course**
- ~~Self learning course   MOOCs (Massive Open Online Course)~~
- **Credit course for improving soft skills**
- **Learning Management systems MOODLE (Modular Object-Oriented Dynamic Learning Environment)**
- **Academic audit**
- ~~Implementation of CBCS~~
- **Incentives for research publications to faculty to promote Research and R & D**
- **Performance based appraisal system (PBAS) for faculty**

Best Practices

- **Implementation of interdisciplinary projects:** Since most of the quality certifying agencies are insisting on interdisciplinary projects, initiatives may be taken up. Ex: CE-ME, ME-EEE,EEE-ECE, ME-EIE, CSE-IT etc.

- **Introduce the Best Teacher and the Best Department awards-to encourage better teaching –learning process**: It leads to overall healthy development of institution.

- **Random checking of internal answer scripts by departmental committee**: Avoids careless, hasty, biased evaluation which in turn improves evaluation standards.

Best Practices

- **Up gradation of skills for Non teaching staff with latest trends on regular basis**:

  In general the up gradation of faculty takes place regularly without giving priority to Non Teaching Staff.

  The skills of technical staff are equally important to handle the modern and sophisticated equipment for strengthening the department.

- **Not recruiting their own UG&PG students as faculty immediately after completion-**

  Effects the academic productivity (limited orientation / knowledge), further rapport with existing students leads to favourism

Agenda D(2)

Any other item with the permission of Chairperson.

THANK YOU