



Velagapudi Ramakrishna
Siddhartha Engineering College

(Autonomous)

Vijayawada – 520 007, Andhra Pradesh

08th April, 2020.

Minutes of 18th IQAC meeting (during COVID-19 Pandemic):

Minutes of the 18th IQAC meeting held on Wednesday, 08th April, 2020 in the Conference Hall, Administrative Block, V.R. Siddhartha Engineering College at 10.30 AM. Dr. A.V. Ratna Prasad, Chairman, IQAC and Principal, VRSEC, called for the meeting and conducted the proceedings.

Members Present:

Dr. A.V. Ratna Prasad	Principal, VRSEC & Chairman IQAC
Dr. B. Panduranga Rao	Dean, (Students Affairs & Consultancy)
Dr. P. V. Subbaiah	Prof of ECE & COE
Sri M.V. Sai Babu	Admin. Officer
Dr. P.V.R.L. Narasimham	Professor & HOD, EEE
Dr. N. Vijaya Sai	Professor & Head, ME
Dr. Ch. Baby Rani	Asso. Prof & HOD, Mathematics
Dr. S. Srinivasa Prasad	Professor, ME
Sri M. Sreeramulu	Librarian
Dr. V. Mallikarjuna	Associate Professor, CE
Sri V Naga Prudhvi Raj	Associate Professor, EIE
Sri Shaik Fayaz Ahamad	Assistant Professor, ECE
Dr. K. Parish Venkat Kumar	Assistant Professor, MCA

Invitees Present:

Dr. Ch. Srinivas	Professor & Head, CE
Dr. D. Rajeswara Rao	Professor & Head, CSE
Dr. K. Sri Rama Krishna	Professor & Head, ECE
Dr. G.N. Swamy	Professor & Head, EIE
Dr. M. Suneetha	Professor & Head, IT
Dr. B. Narasimha Rao	Professor & Head, MBA
Dr. BDCN Prasad	Professor & Head, MCA
Dr A.Ratnakar	Prof & HOD, Chemistry
Dr G.Sridevi	Asso. Prof & HOD, Physics
Dr K Ramacandra	Prof & HOD, English
Dr M.V.S.Raju	Professor, CE & IQAC Coordinator

Members Absent:

Dr. N.N. Sastri, Dean, R & D, Sri Vijaya Maruthi Babu, IR & P, Sri R.L. Narayana Charyulu, Assistant Professor, Maths, Smt. K. Pragathi, Assistant Professor, MBA, Ms. J. Teja Pavani, Student have not attended the meeting due to Lockdown.

The following agenda items were discussed and deliberated upon.

Dr. A.V. Ratna Prasad, Chairman, IQAC and Principal, VRSEC presented the following Agenda items in view of COVID-19 Lockdown.

1. Action plan to complete the remaining syllabus & conduct Internal examinations online**a) Syllabus coverage:**

Dr. A.V. Ratna Prasad requested the Heads of various departments to present the status of syllabus coverage in the on-going even semester of 2019-20. Responding to this, all the heads of the departments have informed their syllabus coverage. The essence of it is about 75 % to 85% of the syllabus in 2nd / 3rd / 4th year B.Tech / M. Tech / MCA/ MBA was covered in the regular mode in the on-going even semester of 2019-20 by the time of COVID – 19 lockdown. While 50 – 60% of syllabus was covered in 1st B.Tech / MBA / MCA / M. Tech since, the class work was commenced little later in the academic year.

Therefore Dr AV Ratna Prasad directed to complete the rest of syllabus by 31st May 2020 through online classes utilizing digital platforms such as Google Meet, Cisco WebEx, Zoom etc.,

Dr M V S Raju, IQAC coordinator proposed an online training session to all the faculty to training them in 'online teaching through digital platforms'. The responsibility was given to CSE & IT Heads.

Dr Ratna Prasad requested all the Heads to circulate the class wise schedule to all students in advance and ensure 80% of student attendance.

b) Internal examinations:

Second midterm examinations for II, III and IV B Tech / MBA / MCA courses are pending. The Heads of CSE & IT recommended the MOODLE platform to conduct online 2nd Midterm test. Dr Ratna Prasad asked to complete the online examinations before middle of June 2020.

Regarding continuous evaluation in laboratory courses, all Heads informed that it is almost completed for all classes before lockdown. However, Dr Ratna Prasad directed the Heads to

complete them through online interaction in the laboratory courses, where the evaluation is yet to be done.

All the members came to an understanding to complete continuous evaluation in Main Projects, Mini Projects and term papers through Skype.

Finally the Dr Ratna Prasad requested all Heads that no student will suffer either in online classes or online assessment.

2) Action plan to engage the faculty and students effectively during Lockdown through online courses

Dr Ratna Prasad directed all the Heads to utilise the Lockdown situation effectively by registering online courses for advancement of knowledge and keeping the following points in mind.

- They enhance the emerging skills required for the current industry for better employment and opportunities in higher education to students
- They provide pathway for knowledge in advanced technologies and
- 'CourseEra' is giving free logins to all students and faculty during Lockdown

He requested all the Heads to follow up 'Course era' registrations of final year students, in particular, through class counsellors. He also made it mandatory for faculty to register at least one advance online course during Lockdown.

Note:

- In view of COVI 19 Lockdown, the above deliberations are informed to external IQAC members over telephone for their approval.
- The Action Taken Report of 17th IQAC meeting held on 16th Dec. 2019 will be discussed in the subsequent IQAC meeting.

Finally it is Resolved to...

- complete the rest of syllabus by 31st May 2020 through online classes utilizing digital platforms such as Google Meet, Cisco WebEx, Zoom etc.,.
- complete all internal pending examinations for II, III and IV B Tech / MBA / MCA through MOODLE platform before middle of June 2020.
- utilise the Lockdown situation effectively by registering online courses for advancement of knowledge for faculty and better employment and opportunities in higher education to students.

Dr. A. V. Ratna Prasad, Chairman, IQAC and Principal, VRSEC thanked all the members for their active involvement and constructive suggestions for improvement.

MVR

Dr. M.V.S.Raju
Coordinator- IQAC

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