

Minutes of the 2nd Meeting of the College IQAC held at 11.00 A.M on 23/06/2014 in the Seminar Hall of Information Technology Block, Velagapudi Ramakrishna Siddhartha Engineering College(Autonomous), Kanuru, Vijayawada – 07.

Dr. K.Mohana Rao, Director of the College & Chairman, Internal Quality Assurance Cell, chaired the meeting and extended a warm welcome to the members present.

Members Present:

1 . Dr. A.V.Ratna Prasad	Prof of ME & Principal I/c VRSEC	Teacher
2. Sri. M. Lingeswara Rao	Former Chairman, IE(I) Local Center, Vja	Local Society
3. Dr. N. N.Sastry	Prof. of EIE & Dean, R & D	Sr.Admn.officer
4. Dr. N.Vijaya Sai	Prof. of ME, COE, VRSEC	Sr.Admn.officer
5. Dr. K.Sri Rama Krishna	Prof. & HOD – ECE	Teacher
6. Dr. K.Hemalatha	Assoc. Prof. – Maths Dept	Teacher
7. Dr. S.N.V. Ganesh	Assoc. Prof. – EEE Dept	Teacher
8. Smt. C.S.S. Anupama	Assoc. Prof. – EIE Dept	Teacher
9. Sri. Y. Raja Veerendra	Asst. Prof - CE	Teacher
10. Sri. B. Srinivas	Asst. Prof - MCA	Teacher
11. Smt. V. Madhu Latha	Asst. Prof - MBA	Teacher
12. Sri. V. Vijaya Maruthi Babu	T & P Officer	Sr.Admn.officer
13. Sri. M. Sreeramulu	Librarian	Sr.Admn.officer
14. Sri. M.V.Saibabu	Admn.officer	Sr.Admn.officer
15. Dr.Tech A. Koteswara Rao	Prof. in IT, Dean, Academics, VRSEC	Coordinator of IQAC

Sri. P. Lakshmana Rao, Secretary, SAGTE, Sri. M. Rajayya, Vice-President, SAGTE, Padmasri. T. Kutumba Rao, Journalist, Vijayawada, Sri. K. Raghu, Vice – President (Manufacturing) Liners India Ltd, Sri. S.R.T. Rama Swamy, Vice – president, Effotronics Pvt. Ltd, Dr. B. Pandu Ranga Rao, Dean, Students Affairs, Dr. A. Ratnakar, Prof & I/c of I/IV B.Tech , Dr. V. Srinivasa Rao, Prof & Head, CSE, Sri. V. Radhe Syam, Asst. prof, IT, Mr. G. Sasi Teja, Student IV/IV B.Tech ECE, have not attended the meeting due to pre-occupations.

Dr. K. Mohana Rao commenced the meeting with an opening note welcoming the members and requested Dr. A. Koteswara Rao Prof of IT, Dean Academics, & Convener IQAC to continue with the further proceedings.

The following agenda items were discussed and deliberated upon

Item No: 1 To consider the Annual Quality Assurance Report (AQAR) of the Institute for the academic year 2013-14.

⇒ Dr. A. Koteswara Rao informed that Annual Quality Assurance Report 2013-14 consists of seven criteria and the final report with the observations of the members of IQAC will be submitted to Governing Body for further suggestions. He sought the criterion-wise suggestions from the members for improvement of the performance of the institute.

Criterion 1: Curricular Aspects

○ Dr. A. Koteswara Rao informed the members of IQAC that the details of Academic programs offered by the college and requested the members for their suggestions to start new programmes from the academic year 2015-16.

❖ Sri. M. Lingeswara Rao, Former Chairman IE(I) Vijayawada and member of IQAC representing Local Society, suggested that the following certificate courses in Civil Engineering are very much needed for the present society because of the new constructions required to establish State capital due to bifurcation of Andhra Pradesh State.

1. Auto CAD

2. Surveying

❖ Dr. N. Vijaya Sai, Prof of ME and Controller of Examinations, expressed that a certificate course in C N C Lathe Machine is also one of the courses which needs to be chosen in Mechanical Engineering Department.

❖ Dr. K. Mohana Rao, Director, suggested that a course in administrative drafting & correspondence, and spoken Communication skills in English is very much needed for administrative staff of the college. He suggested that the members of Faculty of the English Department shall be included in IQAC.

Criterion 2: Teaching, Learning and Evaluation

❖ Dr. A. Koteswara Rao, Convener IQAC, presented programme-wise pass percentage of the academic year 2013-14 and the faculty development programmes conducted department-wise using TEQIP – II S.C. 1.2 funds for the year 2013-14 . In addition, he offered suggestions with regard to examination / evaluation reforms like bar coding double valuation & photo copying etc.

❖ Dr. N. Vijaya Sai, Prof of ME and Controller of Examinations, informed the committee that Autonomous wing of the college has already taken initiative for design of answer book with bar coding for semester-end examinations for early declaration of results and to decrease man power.

❖ Sri. Y. Raja Veerendra, Asst Prof of CE, suggested that open book examinations for some of the courses in Civil Engineering branch and issue of photo copy of answer script to the students who challenged their evaluation for transparency may be considered.

❖ Dr. K. Sri Rama Krishna, Prof.& Head ECE, expressed that the faculty development programmes organized in the college should be conducted more effectively for the benefit of faculty. The programme should be conducted for a minimum of 5 to 7 days during vacation by inviting experts in different fields. Guidelines for organizing faculty development programme are to be prepared and some parameters need to be followed for organizing such programmes.

❖ Dr. K. Mohana Rao, Director, requested Dr. Sri Rama Krishna Prof.& Head ECE, to prepare the draft guidelines and parameters for effective organization of faculty development programmes in the college and submit a report to the Director within a month. **It is resolved to approve** for implementing the use of bar coding system for main answer book in semester end examinations from this academic year after getting approval from finance committee regarding financial implications.

Criterion 3: Research, Consultancy and Extension.

❖ Dr. A. Koteswara Rao, Convener IQAC, presented details regarding major and minor projects completed, ongoing & sanction and research publications of the faculty. He requested suggestions from the members for improvement of research, consultancy and extension.

❖ Dr. N.N. Sastry, Prof of EIE & Dean R & D, informed the members that a large number of faculty members are not interested to come forward to undertaking research work because they are very busy with class work, administration, preparation of reports and evaluating answer scripts etc. and also he expressed his opinion that faculty may be encouraged by giving some more incentives for better participation in R & D activities.

❖ Sri. M. Lingeswara Rao, Former Chairman IE(I) Vijayawada and member of IQAC representing Local Society, suggested that appreciation certificates may be issued by the college for the faculty for participation in R & D activities to encourage better involvement and also he suggested that motivation towards R & D is required for faculty for better participation in R & D.

❖ Dr. N.Vijaya Sai, Prof. of ME and Controller of Examinations opined that Laptops may be provided as incentive for the faculty who received major projects grant of Rs 10,00,000/- and above from AICTE, UGC, ISRO, DRDO etc.

❖ **It is resolved** to send a report to the management for sanction of incentives for the faculty whose project proposals get approved and grants are released by government agencies like AICTE, UGC, DST, ISRO etc.,

Criterion 4: Infrastructure and Learning Resources.

❖ Dr. A. Koteswara Rao, Convener IQAC, informed the members about the infrastructure and

learning resources available in the college.

- ❖ Dr. N.N. Sastry, Prof of EIE & Dean R & D, suggested that the list of books procured by the library has to be sent to departments concerned every six months. The process is needed for further purchase of books to strength the library resources.
- ❖ Sri. V. Vijaya Maruthi Babu, T & P officer, informed members that the need for expansion of canteen and further extension of accommodation for Boys and Girls hostel due to increase of intake of the college.
- ❖ Sri. Y. Raja Veerendra, Asst Prof of CE, suggested that study rooms in each department exclusively for Boys and Girls are to be arranged for reinforcing the concepts learned in the class.
- ❖ Dr. A.V. Ratna Prasad, Prof.of ME and Principal I/c advised the Librarian to send a list of books procured by the Library to departments concerned for every six months.

Criterion 5: Student support and progression.

- ❖ Dr. A. Koteswara Rao, Convener IQAC, informed that the number of students benefited through intensive and periodic coaching in English language organized by the college and the information regarding the number of students qualified in competitive examinations like GATE, CAT etc.,
- ❖ Sri. M. Sree Ramulu, Librarian, informed that considerable number of books are available in the library for the students to prepare for GATE, CAT and other such examinations.
- ❖ Sri. Y. Raja Raveendra, Asst. Prof of CE, suggested that faculty may prepare questions and solutions with regard to GATE examinations for the benefit of the students. Sri. V. Vijaya Maruthi Babu, T & P officer, put forward the need for more sustained efforts to be taken for the improvement of communication skills of M.Tech students.
- ❖ Dr. N. Vijaya Sai, Prof of ME & Controller of Examinations, suggested that Training & Placement Cell may organize Mock GATE for the benefit of the students at regular intervals by collecting question papers from the departments concerned.
- ❖ **It is resolved** to organize Mock GATE at regular intervals for the benefit of our students by Training & Placement Cell

Criterion 6: Governance, Leadership & Management.

- ❖ Dr. A. Koteswara Rao, Convener IQAC, informed that the college has its own MIS developed by the faculty to manage general administration, examinations, attendance etc.,
- ❖ Dr N.N. Sastry ,explained the need for motivating the faculty & students towards paper less transactions with regard to communication between and among the departments by utilizing the intranet and webmail

Criterion 7 : Innovations and Best Practices.

- ❖ Dr. A. Koteswara Rao, Convener IQAC, informed the committee that the Innovations and Best Practices are being followed in the college. They are assessment of the individual course outcomes, faculty self appraisal and structured course file depicting the performance of the students.

Environmental Audit

- ❖ Dr. A. Koteswara Rao, Convener, IQAC, informed that the college has not conducted Environmental Audit so far but college has been maintaining clean and green on the campus. Sri. M. Lingeswara Rao, Former Chairman IE(I) Vijayawada and member of IQAC representing Local Society, suggested that the college may organize clean and green programme once in three months by encouraging NSS volunteers , NCC cadets & interested students and faculty and staff. Further he promised as chairman of V.R. Siddhartha Engineering College walkers' association that the walkers will also participate in the clean and green programme.
- ❖ The members of the committee felt the following steps have to be taken for proper Environmental balance on campus
 1. Establishment of Solar panels
 2. Rain water Harvesting
 3. Green Cover
 4. More use of Dustbins
 5. Campus Cleanliness etc.
- ❖ **Dr. K.Mohana Rao, Director** and chairman of IQAC directed Smt. V. Madhu Latha to prepare guidelines for environmental audit to maintain environmental balance on the campus and submit a report to the Director within a month.

Item No: 2 To discuss on the bench marking of the institute with respect to reputed institutions.

Dr. A. Koteswara Rao, Convener, IQAC, informed that ranking / grading given by Career 360, Data Quest and Out Look for the years 2011 to 2014 and sought suggestions from the members to get better grading for the ensuing years.

Item No: 3 To discuss the Quality Assurance initiatives in teaching.

Dr. A. Koteswara Rao, Convener, IQAC, informed the members that the curriculum and academic regulations of B.Tech are going to be revised w.e.f. 2014-15. He explained that various measures have been envisaged and some of them have been executed for undertaking better quality teaching.

Item No: 4 To discuss the Quality Assurance initiatives in Examinations.

Dr. A. Koteswara Rao, Convener, IQAC, informed that some of the reforms are planned in the examination system like bar coding, and assessment of the quality of question paper in semester end examination and continuous evaluation.

Dr. K. Mohana Rao, Director of the College & Chairman, IQAC, thanked all the members for their active involvement.



(Dr. A. Koteswara Rao)
Dean Academics & Convener IQAC



(Dr.K Mohana Rao)
Director & Chairman IQAC