

**Velagapudi Ramakrishna  
Siddhartha Engineering College  
(Autonomous)  
Vijayawada, Andhra Pradesh**

13<sup>th</sup> October 2014

**Internal Quality Assurance Cell (IQAC) 3<sup>rd</sup> Regular Meeting**

**MINUTES**

**MINUTES OF THE 3<sup>rd</sup> REGULAR MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON MONDAY 13<sup>th</sup> OCTOBER 2014 IN THE IT SEMINAR HALL AT 10.00 AM. Chairperson Dr. K. Mohanarao called the meeting to order and requested Dr. A. Koteswara Rao, Prof of IT, Dean Academics, Convener IQAC to continue with the further proceedings.**

**Members Present:**

1. Sri. M. Rajayya	Vice – President, SAGTE	Management
2. Sri. M. Lingeswara Rao	Former Chairman, IE(I) Local Center, Vja	Local Society
3. S.R.T. Rama Swamy	Vice – President, Efftronics Systems Pvt.Ltd.	Industrialist
4. Dr. A.V. Ratna Prasad	Principal I/c VRSEC	Teacher
5. Dr. N.N. Sastry	Dean, R & D and Prof. in EIE	Teacher
6. Dr. B. Pandu Ranga Rao	Dean, Student Affairs & Prof. in CE Dept.	Sr.Admn.officer
7. Sri. G. Krishna Kishore	Asso. Prof & I/c Head CSE	Teacher
8. Dr. K.Sri Rama Krishna	Prof. & HOD – ECE	Teacher
9. Dr. N.Vijaya Sai	Prof. of ME, COE, VRSEC	Sr.Admn.officer
10. Sri. M.V.Saibabu	Admn.officer	Sr.Admn.officer
11. Sri. V. Vijaya Maruthi Babu	T & P Officer	Sr.Admn.officer
12. Sri. M. Sreeramulu	Librarian	Sr.Admn.officer
13. Dr. K.Hemalatha	Assoc. Prof. – Maths Dept	Teacher
14. Smt. C.S.S. Anupama	Assoc. Prof. – EIE Dept	Teacher
15. Sri. Y. Raja Veerendra	Asst. Prof - CE	Teacher

16. Sri. V. Radhe Syam	Asst. Prof. – IT	Teacher
17. Sri. B. Srinivas	Asst. Prof - MCA	Teacher
18. Smt. V. Madhu Latha	Asst. Prof - MBA	Teacher

**Special Invitees Present:**

1. Dr. P.V.R.L. Narasimham	Prof & Head – EEE	Special Invitee
2. Dr. G.N. Swamy	Prof & HOD EIE	Special Invitee
3. Dr M. Suneetha	Prof. & HOD IT	Special Invitee
4. Dr. P.V. Subbaiah	Teqip Co-ordinator & Prof in ECE	Special Invitee

**Members Absent:**

Sri. P. Lakshmana Rao, Secretary, SAGTE, Padmasri. T. Kutumba Rao, Journalist, Vijayawada, Sri. K. Raghu, Vice – President (Manufacturing) Liners India Ltd, Dr. A. Ratnakar, Prof & I/c of I/IV B.Tech , Dr. S.N.V. Ganesh, Prof – EEE, Dr. Ch. Srinivas . prof, & HOD CE Special invitee & Mr. G. Sasi Teja, Student IV/IV B.Tech ECE, have not attended the meeting due to pre-occupations.

**The following agenda items were discussed and deliberated upon**

**Item No: 1 Confirmation of the minutes of 2<sup>nd</sup> IQAC meeting**

- ⇒ Dr. A. Koteswara Rao, Co-ordinator IQAC, presented the draft minutes of the previous meeting held on **23<sup>rd</sup> June 2014**. The IQAC confirmed the minutes without any corrections.

**Item No: 2 Action taken report on the proposals of 2<sup>nd</sup> IQAC meeting**

- ⇒ The **Co-ordinator, IQAC**, presented the following action taken report on the resolutions of the previous meeting:

❖ Action Item 1: Offering certificate programs in CE and ME.

- ⇒ CE proposed one week intensive program on non-destructive testing and surveying
- ⇒ ME is proposing to conduct the certificate programs such as Pro/E and CATIA in april -may
- ⇒ Dept. of ME, EE,EC,CE offered a course for design engineering of effotronics pct. ltd.

- ❖ **Action Item 2: Conduct training program on administrative communication Skills.**
  - ⇒ 3 day program on basic administrative communication skills is conducted on 29-09-2014 to 01-10-2014 for administrative staff.
  
- ❖ **Action Item 3: Guidelines and parameters for faculty development Programs.**
  - ⇒ Prof. K. S. Rama krishna is studying the various best practices and minimum requirements and will draft by next meeting.
  
- ❖ **Action Item 4: Implementation of barcoding and automation in the examination process.**
  - ⇒ Proposal is prepared to automate the examination process using barcode and OMR costing around 10 -12 lacks and the finance committee has given its approval.
  
- ❖ **Action Item 5: Incentive for the principal investigators for procuring sponsored Research projects worth more than 10lack from agencies such as UGC and DST.**
  - ⇒ Dean R&D is pursuing the issue
  
- ❖ **Action Item 6: Sharing the library books procurement information periodically to Departments.**
  - ⇒ Librarian has sent the information to departments and an office order is issued to send the update information on july 15th and jan 20th every year to departments.
  
- ❖ **Action Item 7: Guidelines for Environmental Audit.**
  - ⇒ Asst. Prof. Madhulatha collected various audit practices in India and the activities are divided into five categories—(i) Air issues (ii) Water issues (iii) Waste (iv) Biodiversity (v) Environment Management System
  - ⇒ Propose to constitute a committee to frame guidelines on the above 5 categories

The IQAC approved the action taken report on the resolution of previous meeting

Further as part of the discussion on the action taken report, Sri. M. Rajayya, Convener of VRSEC, suggested the following:

- ⇒ Certificate programs may be tailored to benefit VRSEC students
- ⇒ Principal to constitute a subject expert committee to draft the guidelines with respect to environment audit by next meeting.
- ⇒ HOD EEE to conduct Energy Audit in the college before next meeting

**Item No: 3 To discuss results of the program outcomes attainment of UG programs in the academic year 2013-14.**

Convener, IQAC, presented the programme outcomes attainment of UG programs in the academic year 2013-14 before the committee. The IQAC discussed the process and summary of observations.

The members of the committee felt that need in improvement of outcome attainment levels and requested the HoDs to look into the delivery and assessment methods in more detail.

**Item No: 4 To discuss the input quality and admission pattern in the UG and PG program in the academic year 2014-15 w.r.t. peer institutes.**

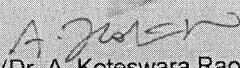
Convener, IQAC, presented the input quality and admissions pattern in the UG and PG program in the academic year 2014-15 and compared with the other peer institutions like Gayathri Vidya Parishad, Visakhapatnam and RVR & JC College of Engineering, Guntur, VNR Vignan Jyothi College of Engineering, Hyderabad.

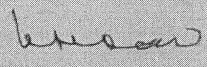
- ⇒ Sri. M.Rajayya, Convener, VRSEC, suggested to make measures to improve training system for better placements both in number and quality of the placement.
- ⇒ Dr. K. Mohana Rao, Director, suggested the establishment of boys hostel inside the campus. He further added that the discipline in the hostel can be maintained by allotting the hostel only based on merit.

**Item No: 5 Any other item with the permission of Chairperson.**

**Sri. M. Lingeswara Rao**, suggested to organize the Swatch Bharat program in associated with walkers club of VRSEC.

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