

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

26TH DECEMBER 2014

4TH INTERNAL QUALITY ASSURANCE CELL (IQAC) 4TH REGULAR MEETING

MINUTES

MINUTES OF THE 4th REGULAR MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON FRIDAY 26th DECEMBER 2014 IN THE IT SEMINAR HALL AT 10.00 AM. Dr. A.V. Ratna Prasad, Principal 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. Dr. A.V. Ratna Prasad	Principal, VRSEC	Teacher
2. Sri. P. Lakshmana Rao	Secretary, SAGTE	Management
3. Sri. M. Rajayya	Vice – President, SAGTE	Management
4. Sri. M. Lingeswara Rao	Former Chairman, IE(I) Local Center, Vja	Local Society
5. S.R.T. Rama Swamy	Vice – President, Efftronics Systems Pvt.Ltd.	Industrialist
6. Dr. V. Srinivasa Rao	Prof & Head CSE	Teacher
7. Dr. K.Sri Rama Krishna	Prof. & HOD – ECE	Teacher
8. Dr. N.Vijaya Sai	Prof. of ME, COE, VRSEC	Sr.Admn.officer
9. Dr. A. Ratnakar	Prof & HOD In-charge 1 st year	Sr. Admn.officer
10. Sri. M.V.Saibabu	Admn.officer	Sr.Admn.officer
11. Sri. M. Sreeramulu	Librarian	Sr.Admn.officer
12. Dr. K.Hemalatha	Assoc. Prof. – Maths Dept	Teacher

13. Smt. C.S.S. Anupama	Assoc. Prof. – EIE Dept	Teacher
14. Sri. Y. Raja Veerendra	Asst. Prof - CE	Teacher
15. Sri. B. Srinivas	Asst. Prof - MCA	Teacher
16. Smt. V. Madhu Latha	Asst. Prof - MBA	Teacher
17. Dr. A. Koteswara Rao	DEAN, Academics	Coordinator of IQAC

Special Invitees Present:

1. Dr. Ch. Srinivas	Prof & Head – CE	Special Invitee
2. Dr. M.V.S.N. Raju	Prof. - CE	Special Invitee
3. Dr. P.V.R.L. Narasimham	Prof & Head – EEE	Special Invitee
4. Dr M. Suneetha	Prof. & HOD IT	Special Invitee

Members Absent:

Dr. K. Mohana Rao, Chairperson - IQAC, and Director – VRSEC, Padmasri. T. Kutumba Rao, Journalist, Vijayawada, Sri. K. Raghu, Vice – President (Manufacturing) Liners India Ltd, Dr. B.Pandu Ranga Rao, Prof & Dean students affairs , Dr. N.N.Sastry, Prof & Dean R & D, Sri. V. Vijaya Maruthi Babu, T & P officer, Sri. V. Radhesyam Asst. Prof IT, 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 3rd IQAC meeting

- Dr. A. Koteswara Rao, Co-ordinator IQAC, presented the draft minutes of the previous meeting held on **13th OCTOBER 2014**. The IQAC confirmed the minutes without any corrections.

Item No: 2 Action taken report on the proposals of 3rd IQAC meeting.

- The Co-ordinator IQAC, presented the following Action Taken Report on the resolutions of the previous meeting.

❖ Action Item 1 : Guidelines for faculty development programmes

- Dr. K. S. Rama Krishna Prof. & HOD presented guidelines for organizing faculty development programme
- Sri. P. Lakshmana Rao, Secretary, SAGTE, Vijayawada advised to assess the faculty performance with the help of outside agencies to know the strengths and weaknesses of the faculty, in order to plan & conduct appropriate training programmes for the faculty.

❖ Action Item 2 : Guidelines for environment audit

- Dr. M.V.S.N. Raju Prof of Civil Engineering Department presented guidelines for environment audit for the college.
- Sri. M. Rajayya , Vice – President , SAGTE and Convener VRSEC suggested that the preparation of guidelines for environment audit be restricted to our college and it must be suitable to our college environment audit.

❖ Action Item 3 : Energy Audit

- Dr. P.V.R.L. Narasimham , Prof & HOD EEE, presented various methods of Energy Audit for our college.
- Sri. S.R.T. Rama Swamy , Vice – President , Efftronics Systems Pvt.Ltd., Vijayawada suggested that monitoring should be done initially for use of energy before conducting energy audit and experiment it on particular area.

- Dr. N.Vijaya Sai, Prof ME & COE,VRSEC suggested that organizing special classes for students to use minimum required power and to stop unnecessary use of power before going for energy audit.
- Dr. P.V.R.L Narasimham Prof & HOD EEE, VRSEC suggested that power generation through solar energy is cheaper than present system and the Department of Electrical and Electronics Engineering is planning to establish a solar energy laboratory in EEE Department.

❖ **Action Item 4 : Swatch Bharat Programme**

- The Co-ordinator IQAC informed that our college NSS unit organized Swatch Bharat Program in association with VRSEC walkers club in the campus.

Item No: 3 To review the present student feed back parameters.

- The Co-ordinator IQAC, presented the present student feedback parameters / questions used in the college to know the performance of the faculty and requested the members for their suggestions.

Item No: 4 To discuss the feedback collection methods and measures to be taken based on the feedback of the students.


- The Co-ordinator IQAC, presented various feedback collection methods to the members.
- Sri. M. Rajayya Vice - President , SAGTE suggested that various feedback systems, bench marks, parameters of reputed Universities and Colleges are also be considered for collecting feedback from our students.
- Sri. P. Lakshmana Rao , Secretary, SAGTE suggested that feedback from all students be collected, if it is difficult, collect from different categories of students to know the performance of the faculty for rectifying the deficiencies.


- ✓ After discussions it is resolved to appoint a committee with Heads of the Departments of CE, IT, EIE to prepare new guidelines for collecting feedback from students.

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

- Sri. M. Lingeswara Rao, Former Chairman IE (I) Vijayawada and member of IQAC representing local society, informed the members that the Zebra lines on Machili Patnam Road, opposite to our college are essential to avoid accidents and to move pedestrians from one side to another.
- The college may approach government authorities concerned for making Zebra lines .

Dr. A.V.Ratna Prasad Principal, of the college thanked all the members for their active involvement.


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


(Dr.A.V. Ratna Prasad)
Principal