

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

10th April 2015

INTERNAL QUALITY ASSURANCE CELL (IQAC) 5th REGULAR MEETING

MINUTES

MINUTES OF THE 5th REGULAR MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON FRIDAY 10th April 2015 IN THE SEMINAR HALL, ADMINISTRATIVE BLOCK AT 10.00 AM. Dr. K. Mohana Rao, Director 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. K. Mohana Rao	Director, VRSEC	Chairperson
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.Vja.	Industrialist
4. Dr. A.V. Ratna Prasad	Principal, VRSEC	Teacher
5. Dr. B. Panduranga Rao	Dean, Student affairs	Sr. Admn.officer
6. Dr. N.N. Sastry	Dean, R & D	Teacher
7. Dr. V. Srinivasa Rao	Prof & Head CSE	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. Sri. Y. Raja Veerendra	Asst. Prof - CE	Teacher
14. Sri. V. Radhesyam	Asst. Prof – IT	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
5. Dr. G.N.Swamy	Prof & HOD EIE	Special Invitee

Members Absent:

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, Dr. K.S. Ramakrishna, Prof & Head ECE, Sri. V. Vijaya Maruthi Babu, T & P officer, Smt. C.S.S. Anupama, Assoc. Prof. EIE, 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 4th IQAC meeting held on 26-12-2014.

- Dr. A. Koteswara Rao, Co-ordinator IQAC, presented the draft minutes of the previous meeting held on **26-12-2014**. The IQAC confirmed the minutes without any corrections.

Item No:2 Action taken report on the proposals of 4th IQAC meeting.

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

Action Item 1 : Teaching Quality Assessment:

- Dr. A. Koteswara Rao, Dean – Academics and Co-ordinator IQAC presented the activity organized with regard to Teaching Quality assessment.
- Dr. Rajeev Sukumaran, Senior Advisor, Teaching Learning Centre, IIT Madras, Chennai conducted the Teaching Quality Assessment programme on 23rd - 25th March 2015. He made class room observation and interaction with faculty and students on random sampled in ME, ECE, and S & H departments. He interacted with management and academic administrators and he presented the following suggestions.
 - ❖ Training workshop on “**Scientific Educational Practices**” for all faculty members to make them aware of the scientific advancements in higher educational instructional practices.
 - ❖ Sensitize faculty members towards “**Engineering Epistemology**” .
 - ❖ Sensitize faculty members towards “**Behavioral Essentials**”.
 - ❖ Sensitize faculty members towards “**Observational to Scientific Practices in Learning Feedback**”.

Action Item 2 : Environmental Audit.

- Dr. M.V.S.N.Raju, Prof of Civil Engineering Department proposed the following recommendations after conducting the environmental audit by the committee appointed for the purpose..
 - ❖ Push button taps are recommended for urinals.
 - ❖ All septic tanks are to be connected to collection tank of STP.
 - ❖ 100 KLD STP is recommended.

- ❖ The treated effluent can be used for gardening and excess of it may be used for ground water recharge.
- ❖ It is also recommended to harvest Rain water for the ground water recharge.

➤ **RECOMMENDATIONS FOR CANTEEN WASTE DISPOSAL**

- ❖ The Vegetable scrape, left over rice, cooked food, Teacups, snack covers, tetra packs, pet bottles, milk packet covers, aluminum tins of canteen waste are accumulated till the weekend and it is openly burnt using used cooking oil.
- ❖ The burning of wide range of waste (plastic pet bottles, wrappers, tetra packs and decomposable organic matter) emits harmful air pollutants and pollutes the campus environment.
- ❖ Natural organic manure preparation: The decomposable food waste is mixed with dry leaves and cut grass to make natural and organic manure through composting.
- ❖ The same can be used as natural fertilizer for gardening in the campus.
- ❖ Reduction in chemical fertilizer.
- ❖ Non – decomposable matter like pet bottles, milk packet covers, aluminum tins, etc may be handed over to rag pickers.
- ❖ Otherwise some arrangement can be made to collect the non – decomposable waste with the local panchayat.

➤ **RECOMMENDATIONS OF SOLID WASTE MANAGEMENT**

- ❖ Separation of solid waste before disposal is recommended.
- ❖ Composting is recommended instead of open burning.
- ❖ The compost may be used as natural fertilizers instead of chemical fertilizers.
- ❖ The committee recommends banning the usage of plastic glasses / Non – decomposable plates / flexi-banners in the campus so as to be a role model to other educational institutions.
- ❖ Student involvement through “student Environmental clubs” is recommended to maintain clean and green campus.

Action Item 3 : Dr. Ch. Srinivas, Prof. HOD CE department presented student feedback parameters to be implemented after discussions and approval.

- ❖ Learning
- ❖ Enthusiasm
- ❖ Organization
- ❖ Group Interaction
- ❖ Individual Rapport
- ❖ Breadth
- ❖ Examinations
- ❖ Assignments

Sri. S.R.T. Rama Swamy, Vice – President Efftronics Pvt. Ltd, Vijayawada, Dr. N.N. Sastry, Dean R & D, Sri. Y. Raja Veerendra, Asst. Prof. CE, and Dr. V. Srinivasa Rao, HOD- CSE are participated in the discussions with regard to finalizing feed back parameters.

Finally, it was decided to circulate the proposed feedback parameters to all the senior faculty of the college.

Action Item 4 : Zebra crossing on National Highway

- ❖ Dr. B. Panduranga Rao, Prof. of CE and Dean Student affairs and Civil Consultancy, informed the members that our college has taken the steps to paint Zebra crossing lines on National High Way with our cost.

Item No: 3 To discuss on the issue of obtaining sponsored research projects.

- Dr. N. N. Sastry, informed the members that the list of sponsored research projects received by the college in last 4 years and present R & D activities of the college.
- After the discussions it is resolved that every professor should apply at least one sponsored research projects to Govt. funding organizations such as AICTE, DST, UGC etc.,

Item No: 4 To discuss the measures required for increasing the publications in quality journals / conferences.

- Dr. N. N. Sastry, Dean – R & D presented the paper publications of the faculty of different departments for the last four years and he suggested the quality of the papers to be improved and they should be published in reputed journals than paid journals.
- After the discussions it is resolved that each department of the college may identify the potential research groups for doing research to publish in reputed journals. Further, the effectiveness of the already established research groups and the measures to be taken to make research groups effective shall be discussed in the HODs meeting and same may be informed to the members in the next meeting.

Item No: 5 To discuss on the issue of qualification up gradation towards Ph.D.

- Dr. A. Koteswara Rao , Dean Academics & Co-ordinator IQAC presented the total number of Ph.D faculty and number of faculty pursuing Ph.D, in the college to IQAC members.
- After discussions it is felt deserving eligible Asst. Professors be uplifted and encouraged for faculty up gradation.
- Recruitment of Ph.D holders in Associate Professor cadre is required.

Item No: 6 Any other item with the permission of Chairperson.

- Discussion on choice based credit system held.

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



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



(Dr. K. Mohana Rao)
Director & Chairperson IQAC