

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

3rd June, 2016

Minutes of 9th Internal Quality Assurance Cell (IQAC) meeting

Minutes of the 9th regular meeting of the Internal Quality Assurance Cell (IQAC) held on Friday 3rd June 2016 in the conference hall, 1st floor of administrative block at 10.30 AM. Dr. A.V. Ratna Prasad, Principal, called for the meeting and requested Dr. M V S Raju, Prof. of CE, Coordinator, IQAC, to continue with the further proceedings.

Members Present:

1. Dr A.V.Ratna Prasad	Principal, VRSEC	Chairman
2. Sri. M. Lingeswara Rao	Former Chairman, IE(I) Local Center, Vja.	Local Society
3. Dr. B. Panduranga Rao	Dean, Student affairs	Sr. Admn.officer
4. Dr. N.N. Sastry	Dean, R & D	Sr. Admn.officer
5. Dr P V Subbaiah	Prof of ECE&COE	Sr. Admn.officer
6. Dr. V. Srinivasa Rao	Prof. & Head CSE	Teacher
7. Dr. N.Vijaya Sai	Prof.&Head ME,	Teacher
8. Dr. A. Ratnakar	Prof & HOD,Chemistry In-charge 1st year	Sr.Admn.officer
9.Sri. V. Vijaya Maruthi Babu,	Head (T&P)	Sr.Admn.officer
10.Sri. M.V. Saibabu	Administrative Officer	Sr.Admn.officer
11. Dr. K.Hemalatha	Assoc. Prof. – Maths Dept	Teacher
12.Sri N Rammohan	Associate Professor, EEE	Teacher
13.Sri. G.Siva Sankar	Asst. Prof - CE	Teacher
14.Smt. P.Rama Devi	Asst. Prof – IT	Teacher
15.Sri. M.Samuel John	Asst. Prof - MCA	Teacher

16 Smt. V. Madhu Latha	Asst.Prof – MBA	Teacher
17. M. Sreeramulu,	Librarian	Admn officer
18. Sri DVSNV Surya Student, Praveen, 3/4 B.Tech (CE)		
19.Dr. M.V.S.Raju	Prof of CE	IQAC Coordinator

Members Absent:

Sri M. Rajayya, Vice President, SAGTE, Sri P. Lakshmana Rao, Secretary, SAGTE, Sri S.R.T. Ramasamy, Vice-President, Efftronics Systems Pvt Ltd, Smt C.S.S.Anupama, Assoc.Professor, Sri A.Vijaya Shankar, Assc.Professor, have not attended the meeting due to their pre-occupations.

The following agenda items were discussed and deliberated upon

Item No:1 Confirmation of the minutes of 8th IQAC meeting held on 22-04-2016

- Dr. MVS Raju, Coordinator IQAC, presented the draft minutes of the previous meeting held on 22-04-2016. The IQAC confirmed the minutes without any modifications.

Item No:2 Action taken report on the resolutions of 8th IQAC meeting

- The Coordinator of IQAC presented the following **Action Taken Report** on the resolutions of the 8th IQAC meeting.

Action Item 2 (a) : Regular Academic Audit

The honorable members of the IQAC recommended periodical academic audits to ensure the quality of the institution.

The Principal constituted a committee with four senior faculty members to prepare a common and standard format for Academic auditing covering different criteria, which in turn will be useful to various quality certifying committees like NBA, AICTE, UGC, NAAC, ISO and others.

Action Item 2 (b) : Faculty Training Center

- The Principal constituted a committee to frame the Curriculum and set guidelines for the assessment of faculty trainees who attend 'In House Faculty Training'.
- The committee members are:
 1. Dr.V.Srinivasa Rao, HOD,CSE (Chairman)
 2. Dr.M.Padmaja, Prof.of ECE (member)
 3. Dr.B.Srinivasa Rao, Prof.of EEE (member)
 4. Prof.B.Raghava Rao, Dept.of ME (member)

The committee is expected to give a power point presentation in the next IQAC meeting.

Action Item No: 2 (c) Certificate Courses

Dr MVS Raju, Coordinator of IQAC explained the importance of certificate courses. He also mentioned that the Department of Mechanical Engineering conducted a certificate course on "ANSYS Software" during 15th May to 30th June 2016.

Dr N.N.Sastry suggested that the certificate courses should result in employability. For this purpose he asked the principal to conduct an audit at the end of the certificate courses to assess the outcomes.

3. Issues open for discussion

Item No: 3 (a) Academic Audit:

Dr.MVS Raju, Coordinator has raised the following points in connection to Academic Audit.

- The format prepared by the committee has to be discussed in HODs meeting and ratified by the principal.
- Audit Committees are to be constituted to audit each department
- Observations / strengths / weaknesses recorded in audit reports are to be discussed and necessary action to be taken for the improvement.

Dr. V.Srinivasa Rao, HOD, CSE and Dr. N N Sastry, Dean, Research & Development expressed

their views on various criteria in preparing academic audit format.

Item No: 3 (b) Faculty Training Center

Dr.MVS Raju, Coordinator has requested the committee to prepare a detailed report consisting the following.

- Curriculum.
- Guidelines for assessment of faculty trainees
- Period of Training and
- Resource persons

Item No: 3 (c) Certificate Courses/Online Courses

Dr MVS Raju, Coordinator of IQAC requested the other departments to accelerate the process of attending Online courses/conducting of Certificate courses.

Finally it is resolved

- to form Internal Auditing Committees to audit every department as early as possible and submit the report to principal for further action.
- to advise the Faculty Training Committee to prepare a report consisting of Curriculum, guidelines for assessment of faculty trainees, Period of training and Resource persons. It is to be discussed in HODs meeting and ratified by principal.
- to advise the departments, which have not taken any initiative steps so far, to accelerate in attending online courses and conducting the certificate courses.

Dr A V Ratna Prasad principal of the college thanked all the members for their active involvement and constructive suggestions for improvement.


(Dr. M V S Raju)
Coordinator- IQAC


(Dr. A.V. Ratna Prasad)
Principal, VRSEC

PRINCIPAL
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