



TIRUMALA ENGINEERING COLLEGE

An ISO 9001:2008 Certified Institution, Accredited by NAAC & NBA

(Approved by AICTE, New Delhi & Affiliated to JNTU, Kakinada)

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Jonnalagadda,

Dt: 22.04.2017

Ref: TEC/IQAC/2017-18/MM/01

Minutes of Meeting

The first IQAC meeting for the academic year 2017-18 held on 24-04-2017 in the Board Room at 3 PM presided by the Principal/chairperson of IQAC as a chair.

The following members are present.

Sl.No	Name of the Faculty	Department	IQAC	Signature
1	Dr. Y. V. Narayana	Principal, TEC	Chairperson	
2	Sri. R. Satyanarayana	Management	Member	
3	Mr. SK. Abdul Kalam	Coordinator- Accreditation, HOD, EEE	Coordinator	
4	Dr. B. Bhanu Prakash	Professor & HOD, CSE	Member	
5	Dr. P. Suresh Babu	Professor & HOD, ECE	Member	
6	DR. V. V. Kondaiah	Professor & HOD, MECH	Member	
7	Dr. N. Srinivasarao	Professor & HOD, AS&H	Member	
8	Mr. SK. Musthafa	Assoc. Professor & HOD, CIVIL	Member	
9	Mr. M. Srikanth	HOD, TPO	Member	
10	Mr. M. Srinivasa Rao	Administrative officer	Member	
11	Ms. Suneetha	Librarian	Member	
12	Mr. Sk. Jakeer	I/C Examcell	Member	
13	Mr. V. Hanumantharao	Physical Director	Member	
14	Dr. G. Srinivasarao	Assoc. Professor, AS&H	Member	
15	Dr. T. Kiran Kumar	Asst. Professor, AS&H	Member	
16	T. Nagababu	Assoc. Professor, CSE	Member	
17	Mr. M. Srikanth Yadav	Assoc. Professor, CSE	Member	
18	Mr. G. Sambasiva Rao	Assoc. Professor, ECE	Member	
19	Mr. V. Srikanth	Assoc. Professor, ECE	Member	
20	Mr. Ch. Rajini Kumar	Assoc. Professor, MECH	Member	
21	Mr. G. V. P. Anjaneyulu	Assoc. Professor, EEE	Member	
22	Mr. G. Gurunath	Asst. Professor, AS&H	Member	
23	Mr. B. Praveen Kumar	Asst. Professor, CIVIL	Member	
24	Mrs. Gayathri, ECE	Student	Member	
25	Mr. N. Vijay Bargav	Student	Member	
26	Mr. D. Pavan Kumar	Alumini	Member	
27	Mrs. A. Navyasai sri	Alumini	Member	
28	Mr. Phani	Employee	Member	
29	Mr. B. Srinivas rao	Industrialist	Member	

Agenda:

- To analyze and review the files of NAAC department wise
- To improve the Academic Results
- To Enhance the Employability skills of students and Campus Placements
- To perform Regular Academic Audits through IQAC
- Applying of new PG Programs, Inviting Guest lecturers in all departments
- Any other matter with the permission of chair.

The Minutes of the Meeting are as follows

The Meeting commenced with the opening remark of the principal about the importance of IQAC and its function during the academic year 2017-18.

- i. The IQAC Co-ordinator welcomed all the members of internal quality assurance cell and he has explained the importance and various functions executed in all departments during the academic year 2017-18.
- ii. All the IQAC members introduced themselves to others and explain his/her roles and responsibilities.
- iii. The Chairperson/Management asked regarding the impact of NAAC and the strength and weakness about all criteria's are discussed and suggested for necessary action to be taken.
- iv. The Chairperson discussed about the Academic Results and Employability skills of students and campus placements. The respective persons have answered and the Chairperson have suggested to improve the results and Campus placements in every academic year and also given certain suggestions to improve the results.
- v. IQAC co-ordinator made a detailed discussion of IQAC and also discussed data required for AQAR for the academic year 2017-18 and also co-ordinator requested all members and incharges to provide relevant data in a prescribed format.
- vi. Discussed about the academic and administrative audits and decided by the chairperson, audit will be conducted once in a every semester for both academic and administrative to ensure the quality functioning of the institution.
- vii. It is decided to conduct Parent-Teacher meeting at the end of the semester for every year.
- viii. It is decided to organize workshops/ conferences in every department as per the academic calendar 2017-2018.
- ix. The outcome of these audits will be discussed in next IQAC meeting for necessary corrective actions and remedial steps.
- x. IQAC co-ordinator proposed the vote of thanks and followed by hi-fi Tea.