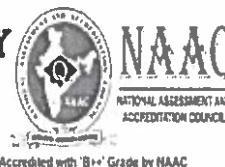




AVN INSTITUTE OF ENGINEERING & TECHNOLOGY

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No. AVNIET/2019/IQAC/MOM/01




Date: 06/03/2019

MINUTES OF THE SECOND MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) DATED 6TH MAR 2019, TIME 2.30 PM, VENUE: CONFERENCE HALL

Members Present:

S. No	Faculty name	Department	Designation
1.	Dr Y Ellam Raj	Principal	Chairperson
2.	Dr A. Balaram	Prof, CSE dept	Director, IQAC
3.	Dr.SK.Abdul Nabi	HOD,CSE	Member
4.	Dr.Asajyothi	HOD, ECE	Member
5.	Dr.Amaresh Babu .S.	HOD,CE	Member
6.	Prof. Basawaraj S Hasu	HOD,ME	Member
7.	Sri A Pavan Reddy	Management Representative	Member
8.	Smt Jayasree	Academic expert	Member
9.	Dr A Jagan	Academic expert (BVRIT)	Member
10.	Smt K Chetana Reddy	Chief Administrative Officer	Member
11.	Mr Ch Prabhakar	Accounts officer	Member
12.	Dr. S.A.Kalaiselvan	Prof, CSE dept	Member
12.	Dr.Sachin Sharma	Prof, ECE dept	Member

Handwritten signatures and initials in blue ink:
- Next to Chairperson: YER
- Next to Director, IQAC: AB
- Next to Member (Dr.SK.Abdul Nabi): MN
- Next to Member (Dr.Asajyothi): Asha
- Next to Member (Dr.Amaresh Babu .S.): Amsh
- Next to Member (Prof. Basawaraj S Hasu): Hasu
- Next to Member (Smt Jayasree): Jaya
- Next to Member (Dr A Jagan): Jagan
- Next to Member (Smt K Chetana Reddy): Chetana
- Next to Member (Mr Ch Prabhakar): Prbh
- Next to Member (Dr. S.A.Kalaiselvan): Kalai
- Next to Member (Dr.Sachin Sharma): Sachin

13.	Dr. Ashish Narayan	Prof, ME dept	Member	
14.	Dr V Parvathi	Prof, H&S dept	Member	
15.	Mr R Sankar	Revenue assistant nominee from local society	Member	
16.	Sri Ch.Rami Reddy	Nominee from Industry	Member	

The meeting was hosted by Dr A. Balaram Director IQAC, followed by his power point presentation on basic purposes, activities and functions of IQAC.

1. The Chairperson Dr. Y. Ellam Raj, Principal initiated technical fest to be held in college on march 29th and 30th as this technical fest will enhance the students interpretational skills. Requested all the members for their valuable support.
2. Dr A. Balaram, Director- IQAC initiated the meeting and Confirmed the 1st Minutes of meeting on 06/03/2019, he read out the Agenda of the Meeting, briefed the Goals, Objectives, Strategies, Functions, Benefits, Follow-ups, roles and responsibilities of members of the institution and also presented the report.
3. Dr A. Balaram, said that the motto an IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC should have devotion and commitment for improvement on various aspects of institutional functioning.
4. Dr. Amaresh Babu suggested that the required information has to be gathered from all Departments for filling information related to the Criteria's from I to X for timely submission of SSR report to NBA for accreditation and simultaneously should maintain the supporting documents for NBA.
5. Dr. A. Jagan suggested that from this semester onwards a methodology has to be adopted for teaching learning process such as - weekly reports to be collected from faculty on the progress made towards the timely completion of syllabus. Mentoring/monitoring sessions

are to be provided to the students with personalized support at regular intervals. Students attendance and Mentor Books have to be observed on a fortnightly basis.

6. Dr.Sachin Sharma said that a regular Parent-teacher meeting should be held to inform the parents about the performance of their wards and instructions should be given for improvement and facilities should be provided to the parents to see their ward's performance through college portal. IQAC must analyze the feedback collected from the students regarding faculty teaching and facilities offered by the institution and must communicate the results to the Principal for suitable action. Regular internal departmental audit must be done.
7. Dr.V.Parvathi, said that for assessing students knowledge and skill in a particular programme soon after a student is admitted to a course of study, group discussions, field studies, debates, tutorials, seminars, study tours etc. have to be adopted apart from the lecture method of teaching for proper understanding of the subjects. Evaluation methods have to be communicated to the students by the faculty in the class rooms and also should be displayed on the notice board of the respective departments.
8. Mr.A.Pavan Reddy appreciated principal for conducting technical fest and promised to release the required funds whenever needed and also instructed the members for any support needed to complete the NBA task .
9. Dr. Ashish Narayan was of opinion that grievances have to be addressed within the concerned department under the leadership of HODs. In case the issue is not resolved, they can petition to the Dean discipline, which will constitute a committee formed from the staff pool to investigate..
10. Dr.Sachin Sharma expressed that R&D must motivate the students and faculty to do research, which helps them in their future endeavors and must publish research papers in refereed journals.

11. Prof. Basawaraj S Hasu, said that the NSS committee must involve themselves in conducting the programmes like holding blood donation camps, free medical check-ups, youth festivals, cultural activities, tree plantations and motivate the students to participate in NSS programmes to create awareness among everyone regarding Environmental protection, pollution control and plastic free and hygiene habits.
12. Sri Ch. Rami Reddy, informed that the institute must encourage the students towards Entrepreneurship by inviting successful Entrepreneurs for guest lectures and Create a motivating environment for Idea Generation for startups.
13. The Principal said that the institute's Best practices must be implemented without fail and also suggested that all committees must make it mandatory to follow the day to day activities and concluded the discussion and stressed on the need for internal mentoring. He hoped that Heads of the Department can interact with student CRs every fortnight.
14. The meeting ended with a formal vote of thanks proposed by IQAC Director

Dr A. Balaram.


DIRECTOR-IQAC

Copy to:

1. Governing Body
2. Chairman
3. Principal
4. All HODs
5. Office
6. All IQAC Members.