

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**1<sup>st</sup> Meeting on 04-06-2018**

### **AGENDA**

1. Introduction of IQAC Members by Chairperson
2. Significance of IQAC
3. Approval of Vision, Mission, Objectives and Functions of the IQAC
4. Finalization of Parameters for Data Audit
5. Plan of action
6. Approvals
  - a. Intake Enhancement- Submission of Proposals to AICTE
  - b. Academic Calendars and IQAC Events
  - c. IQAC Meetings
7. Any other item

### **Minutes of the Meeting**

- Item 1** : Dr. K. Jayachandra, Principal, SREC, Chairperson for IQAC initiated the first meeting and welcomed the members of the newly formed committee to all its members.
- Item 2** : Coordinator of IQAC presented the need for the establishment of IQAC to its members, discussed on the significant objectives of IQAC with reference to NAAC guidelines. Quality awareness programs to be organized by Senior faculty members of SREC to its members of faculty before the next planned meet of IQAC was discussed.
- Item 3** : Chairperson presented the Vision, Mission, Objectives and Functions of IQAC, which are based on NAAC guidelines and upon discussion it was approved. IQAC shall be the prime body on planning and evaluating the activities of the institution.
- Item 4** : Committee deemed it necessary to include aspects of Curriculum, Teaching, Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression, Innovations and Best Practices as part of IQAC parameters to monitor the quality of the institution.
- Item 5** : IQAC discussed about the quality accreditations and suggested a plan of action for the next five years.



- Item 6 :** Proposals for extension of approval and variation of intake by the departments of SREC was discussed. After discussions on facilities required and demand for the programs, the following proposals were made to AICTE.

S.No	Department	Name of the Program	Theme of Application
1	ECE	B. Tech (ECE)	Enhanced intake from 120 to 180
2	EEE	B. Tech (EEE)	Reduction in intake from 60 to 30
3	CSE	M. Tech (CSE)	Reduction in intake from 24 to 18
4	CE	M. Tech (SE)	Reduction in intake from 24 to 18

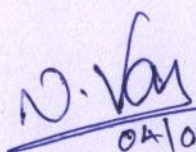
IQAC members unanimously decided to initiate following quality initiative activities as part of IQAC during the Academic Year 2018-19

- To conduct Add-on Courses for the students.
- To increase number of MOUs with various organizations and to allow student internships.

IQAC Chairperson instructed the IQAC Coordinator to finalize IQAC calendar and conduct two IQAC meetings in December and June of every academic year starting from 2018-19.

Members of IQAC authorized chairperson to conduct IQAC meetings whenever deemed necessary during the academic year. He is also further empowered to conduct meetings of IQAC in presence of all internal members with due permission of external members for urgent issues if any.

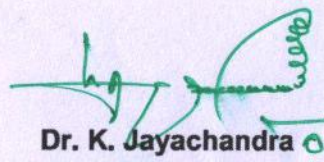
- Item 7:** Heads of the departments shall be requested to submit a copy of department activity calendar for the academic year to IQAC office.

  
04/06/2018

**Mr. N. Vasu**

*Coordinator, IQAC*

**IQAC COORDINATOR**  
**SREE RAMA ENGINEERING COLLEGE**  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507

  
04/06/18.

**Dr. K. Jayachandra**

*Principal & Chairman, IQAC*

**PRINCIPAL**  
**SREE RAMA ENGINEERING COLLEGE**  
**RAMIREDDY NAGAR**  
KARAKAMBADI ROAD, TIRUPATI-517507





## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**2<sup>nd</sup> Meeting on 06-03-2019**

### AGENDA

1. Action Taken Report on Minutes of the 1<sup>st</sup> Meeting held on 04-06-2018
2. Academic activity Plan: 2019-20
3. Outcome Based Education – Enhancement to existing practices at SRET
4. Review report on activities based on Half yearly Academic data.
5. Preparation of Question Papers as per Blooms taxonomy
6. Approvals
  - a. Evaluation Procedures of student Learning outcomes
  - b. Office Automation
7. Any other Item

### Minutes of the Meeting

**Item 1 :** IQAC Coordinator appraised on the activities envisaged under IQAC since its second meeting on 04-06-2018 and Chairperson requested the members to approve minutes of its previous meeting. The following is the action taken correspondingly.

- Quality awareness programs were organized by senior faculty members of SREC to its members of faculty.
- IQAC parameters were approved and circulated to the HODs for implementation
- Five year action plan were approved and circulated to all HoDs
- CE, ECE, CSE & EEE Departments submitted the proposals for enhanced intake to AICTE and details are as follows:

S. No	Department	Name of the Program	Theme of Application
1	ECE	B. Tech (ECE)	Enhanced intake from 120 to 180
2	EEE	B. Tech (EEE)	Reduction in intake from 60 to 30
3	CSE	M. Tech (CSE)	Reduction in intake from 24 to 18
4	CE	M. Tech (SE)	Reduction in intake from 24 to 18

- All the departments has conducted Add-on Courses for the benefit of students
- 5 MOUs were signed with various organizations



- Department activity calendars have been submitted to the IQAC office.

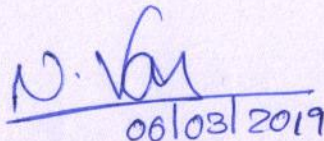
**Item 2 :** Academic activity Plan for the AY 2019-20 is submitted for the approval.

**Item 3 :** Chairperson instructed the respective Heads of the departments to monitor the learning outcomes of its students which reflect the placement potential among students. Need for vibrant activities from department technical associations were stressed.

**Item 4 :** IQAC Chairperson appreciated the initiatives taken by the departments towards accomplishment of academic activities and practices followed for the improvement of teaching-learning process.

**Item 5 :** All the HoDs are requested to monitor the quality of Mid question paper and ensure that Blooms taxonomy is followed in the preparation of question paper.

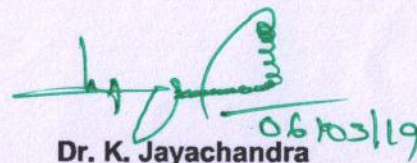
**Item 6 :** All the HODs are requested to strictly follow the evaluation procedures as prescribed by the affiliating university. Also it is suggested that training should be given to teaching faculty and Non-teaching faculty on Office automation i.e. E- Cap modules.

  
06/03/2019

**Mr. N. Vasu**

*Coordinator, IQAC*

**IQAC COORDINATOR**  
**SREE RAMA ENGINEERING COLLEGE**  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507

  
06/03/19

**Dr. K. Jayachandra**

*Principal & Chairman, IQAC*

**PRINCIPAL**  
**SREE RAMA ENGINEERING COLLEGE**  
**RAMIREDDY NAGAR**  
KARAKAMBADI ROAD, TIRUPATI-517507





## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **3<sup>rd</sup> Meeting Minutes held on 02-07-2019**

#### **Item-1:**

IQAC coordinator has presented the activities that were envisaged during the academic year 2018-19 and the Action taken report 2018-19 was reviewed and the members were satisfied with the Action taken report.

#### **Item-2:**

- The HODs were given stern instructions by the IQAC Chairperson to follow all university guidelines strictly.
- The members has resolved to conduct add on programmes with internal faculty to bridge the curriculum gaps.
- Student feedback of 2018-19, was reviewed and HODs are asked to prepare action taken report.

#### **Item-3:**

- It was resolved to maintain student mentoring by faculty mentors and to carefully monitor the students' progress through mentors.
- It was resolved to implement student-centric activities for strengthening their talents.
- It has been decided to conduct an impartial internal examination evaluation while strictly adhering to university regulations.

#### **Item-4:**

- Innovation Cell Activities were discussed and resolved to conduct Project Expo on Engineers day i.e.15-9-2019 to foster innovation among students.
- It was resolved to conduct an awareness program on Intellectual Property Rights.
- It was decided to publish at least one paper in peer reviewed journals by each faculty and HODs are instructed to motivate the faculty
- It was resolved to encourage the faculty in each Department to attend Conference/ Workshop/ Seminars at reputed institutions.



**Item-5:**

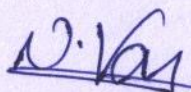
- The Librarian was instructed to assist the students in using the E-library / Journals / NPTEL material etc.
- NSS Officer was instructed to plan at least two outreach programs during the semester
- It was decided to maintain the campus clean and green. NSS units were asked to conduct Clean and Green programs through students to make them social conscious.

**Item-6:**

- It was decided to send the students to participate in student activities like symposiums to other colleges
- The Training & Placement Cell in consultation with the HODs was advised to plan career guidance awareness programme.

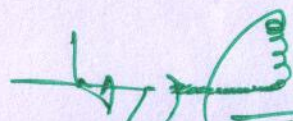
**Item-7:**

- It was decided to conduct Fresher's Day and Cultural Event in the College
- It was decided to conduct EDC cell activities in this semester
- The anti ragging committee is asked to plan anti-ragging measures to curb the ragging instances and also asked the Grievances Redressal committee to give the plans to provide solutions to problems faced by students
- HODs were instructed to send the students to industrial visits.
- It was resolved to conduct a seminar on Women empowerment by inviting eminent professionals, for the benefit of the student.
- It was decided to conduct orientation program for I B.Tech students in the first week of August 2019.

  
02/07/2019  
Mr. N. Vasu

Coordinator, IQAC

**IQAC COORDINATOR**  
**SREE RAMA ENGINEERING COLLEGE**  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507

  
02/07/19  
Dr. K. Jayachandra

Principal & Chairman, IQAC

**PRINCIPAL**  
**SREE RAMA ENGINEERING COLLEGE**  
**RAMIREDDY NAGAR**  
KARAKAMBADI ROAD, TIRUPATI-517507





## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### 4<sup>th</sup> Meeting Minutes on 23-12-2019

#### Item-1:

IQAC Coordinator has presented the action taken report of the previous meeting and the members were satisfied with the report.

#### Item-2:

Student feedback of AY: 2019-20, I Sem was reviewed and HODs are asked to prepare action taken report.

#### Item-3:

It was resolved to continue the students mentoring by faculty mentors and resolved to closely monitor the students' progress through mentors

#### Item-4:

The Training & Placement Cell in consultation with the HODs was advised to plan Career aspects after B.Tech.

#### Item-5:

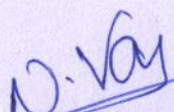
The HODs are requested to motivate the staff and students to submit the projects to the Tech fests. And present their research papers in National and International Conferences.

#### Item-6:

- The Training & Placement Cell in consultation with the HODs was advised to plan Career aspects after B.Tech.
- It is resolved to conduct CRT training to the eligible students for placement drives through the internal sources and advised to increase the more students to be placed.

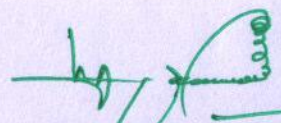
#### Item-7:

- It is resolved to conduct Workshops / Conferences / Guest lecturers / Skill Development Programmes department wise.
- Sports committee is asked to plan Sports for both boys and girls separately.
- It is resolved to identify the best practices to be followed by the various committees to strengthen.

  
23-12-2019  
**Mr. N. Vasu**

Coordinator, IQAC

**IQAC COORDINATOR**  
SREE RAMA ENGINEERING COLLEGE  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507

  
23/12/19  
**Dr. K. Jayachandra**

Principal & Chairman, IQAC

**PRINCIPAL**  
SREE RAMA ENGINEERING COLLEGE  
RAMIREDDY NAGAR  
KARAKAMBADI ROAD, TIRUPATI-517507





## INTERNAL QUALITY ASSURANCE CELL (IQAC)

5<sup>th</sup> Meeting Minutes held on 08-06-2020

**Item-1:**

Action taken report of the 4<sup>th</sup> IQAC meeting was reviewed and approved by the members.

**Item-2:**

HoDs were instructed to plan the academic calendar of activities and strictly adhere to the university guidelines for the implementation. Also the HoDs were instructed to conduct Add-on courses to supplement the curricula gaps.

**Item-3:**

HODs were instructed to monitor the Teaching and evaluation of individual faculty and instructed that every faculty should use ICT tools in Teaching and learning process. Student feedback of AY: 2019-20, II Sem was reviewed and HODs are asked to prepare action taken report. Members requested the HODs to identify the slow learners and appropriate action is to be taken to motivate them.

**Item-4:**

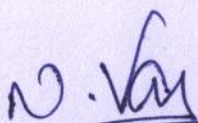
The HODs are instructed to organize programs on Research Methodology, IPR and Entrepreneurship during the current academic year. The NSS and Outreach activities are to be planned and implemented strictly.

**Item-5:**

It was decided to organize campus related training programs for III and IV B. Tech students to improve Placements.

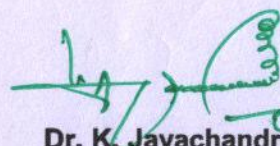
**Item-6:**

- It is resolved to conduct Workshops / Conferences / Guest lecturers / Skill Development Programmes department wise.
- Sports committee is asked to plan Sports for both boys and girls separately before NAAC.
- It is resolved to identify the best practices to be followed by the various committees to strengthen.



Mr. N. Vasu  
Coordinator, IQAC

**IQAC COORDINATOR**  
SREE RAMA ENGINEERING COLLEGE  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507



Dr. K. Jayachandra  
Principal & Chairman, IQAC

**PRINCIPAL**  
SREE RAMA ENGINEERING COLLEGE  
RAMIREDDY NAGAR  
KARAKAMBADI ROAD, TIRUPATI-517507



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **6<sup>th</sup> Meeting Minutes on 09-01-2021**

#### **Item-1:**

IQAC Coordinator has presented the action taken report of the previous meeting and the members were satisfied with the report.

#### **Item-2:**

- All the HoDs are requested to monitor the quality of Mid question paper and ensure that Blooms taxonomy is followed in the preparation of question paper
- Student feedback of AY: 2020-21, I Sem was reviewed and HODs are asked to prepare action taken report.

#### **Item-3:**

All the HODs are requested to strictly follow the evaluation procedures as prescribed by the affiliating university.

#### **Item-4:**

The committee has decided that at least 2 to 3 mentoring sessions are to be taken up by the faculty and motivate the students.

#### **Item-5:**

All the HODs are instructed to conduct Co-Curricular and Extra Curricular activities for the benefit of students with full cooperation.

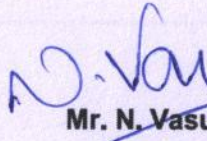
#### **Item-6:**

- The Training & Placement Cell in consultation with the HODs was advised to plan Career aspects after B.Tech.
- It is resolved to conduct CRT training to the eligible students for placement drives through the internal sources and advised to increase the more students to be placed.



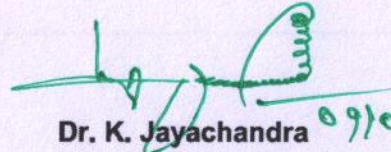
Item-7:

- It is resolved to conduct Workshops / Conferences / Guest lecturers / Skill Development Programmes department wise.
- Sports committee is asked to plan Sports for both boys and girls separately before NAAC.
- It is resolved to identify the best practices to be followed by the various committees to strengthen.

  
Mr. N. Vasu 09/01/2021

Coordinator, IQAC

**IQAC COORDINATOR**  
**SREE RAMA ENGINEERING COLLEGE**  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507

  
Dr. K. Jayachandra 09/01/21

Principal & Chairman, IQAC

**PRINCIPAL**  
**SREE RAMA ENGINEERING COLLEGE**  
**RAMIREDDY NAGAR**  
KARAKAMBADI ROAD, TIRUPATI-517507





---

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**7<sup>th</sup> Meeting Minutes on 07-07-2021**

### **AGENDA**

1. Preparation of Event calendars
2. CO-PO attainment of Previous graduating batch
3. Industrial Visits and Internships
4. NSS and Outreach activities
5. Infrastructure and Library facilities
6. Training and Placement activities
7. Professional bodies activities
8. Alumni activities and registration
9. FDPs or SDPs planned
10. Any other item

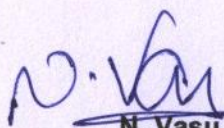
### **Minutes of the Meeting**

IQAC Coordinator has presented the action taken report on the previous meeting minutes.

- Item 1 :** All the HODs are instructed to plan the event calendar for the academic year 2021-22 in line with affiliating university academic calendar by including various student activities and submit the same to the IQAC coordinator to prepare Institute event calendar.
- Item 2 :** All the HODs are requested to submit the CO-PO attainment of the previous batch. The suggestions and action taken reports are to be consolidated and to be submitted to IQAC coordinator.
- Item 3 :** All the HODs are requested to plan for Industrial Visits and Internships for all the students.
- Item 4 :** NSS Program Officer is requested to plan at least 4 outreach programs in the adopted villages during the academic year 2021-22.
- Item 5 :** The committee has instructed Network admin and Librarian to submit the infrastructural and library requirements for the academic year 2021-22.

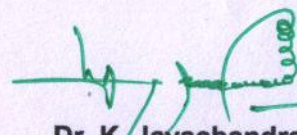


- Item 6 :** The Placement officer is informed to plan the activities related to training activities for III and IV B. Tech all Programs in consultation with all HODs.
- Item 7 :** All the professional body coordinators are instructed to plan for various activities and conduct motivation sessions for the students to join as members in the professional bodies.
- Item 8 :** The alumni coordinator is requested to register the Alumni association in the name of "Sree Rama Engineering College Alumni Association" under the Andhra Pradesh Societies Registration Act, 2001. Also plan the Alumni talks or activities in consultation with HODs.
- Item 9 :** All the HODs are instructed to plan and organize FDPs and Staff Development Programs for Teaching and Non – Teaching Staff. IQAC Coordinator is instructed to plan and conduct Energy Audit and Green Audit.
- Item 10 :** HODs are requested to identify the gaps in curriculum through surveys and prepare the action plan including Add-on programs to be conducted, Industrial visits, internships, value added courses etc. for the benefit of students

  
N. Vasu 07/07/2021

Coordinator, IQAC

**IQAC COORDINATOR**  
**SREE RAMA ENGINEERING COLLEGE**  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507

  
Dr. K. Jayachandra 07/07/21

Principal & Chairman, IQAC

**PRINCIPAL**  
**SREE RAMA ENGINEERING COLLEGE**  
**RAMIREDDY NAGAR**  
KARAKAMBADI ROAD, TIRUPATI-517507





---

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**8<sup>th</sup> Meeting Minutes on 03-01-2022**

### **AGENDA**

1. Preparation of NAAC SSR
2. Admissions 2022-23
3. Result analysis and CO-PO attainments
4. Socially relevant projects
5. Student Mentoring
6. Co-Curricular and Extra Curricular activities
7. NSS and Outreach activities
8. FDPs or SDPs planned and organized
9. Any other item

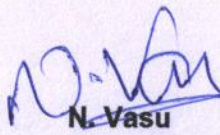
### **Minutes of the Meeting**

IQAC Coordinator has presented the action taken report on the previous meeting minutes.

- Item 1 :** All the HODs and IQAC Coordinator are instructed to update the data for NAAC – SSR as per the data templates.
- Item 2 :** Admission Committee is instructed to plan for promotional activities to get quality admissions for the AY 2022-23.
- Item 3 :** All the HODs are requested to do result analysis and identify the slow learners. Prepare the plan of action for slow learners and advanced learners. The CO-PO attainment for the previous semester need to be completed.
- Item 4 :** All the HODs are informed to plan for Socially Relevant Projects as per the University Guidelines and encourage and support the students for successful completion of the project.



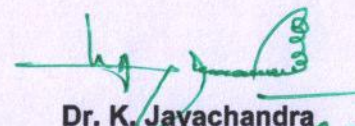
- Item 5** : The committee has decided that at least 2 to 3 mentoring sessions are to be taken up by the faculty and motivate the students.
- Item 6** : All the HODs are instructed to conduct Co-Curricular and Extra Curricular activities for the benefit of students with full cooperation
- Item 7** : NSS PO is instructed to identify various agencies to collaborate for conduction of Outreach activities in the adopted villages.
- Item 8** : All the HODs are instructed to plan and organize FDPs and Staff Development Programs for Teaching and Non – Teaching Staff.
- Item 10** : Committee suggested to conduct National Science Day, International Women's Day, Blood Donation Day, World Water Day, National Technology Day, International Yoga Day etc. in a grand manner with all students and faculty as participants.

  
N. Vasu 03/01/2022.

Coordinator, IQAC

**IQAC COORDINATOR**  
SREE RAMA ENGINEERING COLLEGE  
Ramireddy Nagar, Karakambadi Road,  
TIRUPATI - 517 507



  
Dr. K. Jayachandra 03/01/2022.

Principal & Chairman, IQAC

**PRINCIPAL**  
SREE RAMA ENGINEERING COLLEGE  
RAMIREDDY NAGAR  
KARAKAMBADI ROAD, TIRUPATI-517507