



Sri Indu Institute of Engineering & Technology

Approved by AICTE, New Delhi
Affiliated to JNTUH, Hyderabad.

Date: 24/09/2021

Ref : SIET/IQAC/2021/01

INTERNAL QUALITY ASSURANCE CELL


CIRCULAR

All the members of IQAC are here by informed to attend the meeting scheduled on 04/10/2021 at 2:00 PM in IQAC Hall.

Agenda Points:

- Review of the previous meeting.
- Recruitment of Teaching and Non-Teaching staff.
- Monthly updating of achievements Viz – Seminars, Workshops, Publications, Patents, MOOCs, NPTEL, COURSERA, Awards etc.
- Review of Committees - Functioning.
- AQAR Submission of A.Y.2020-21 and scope for Improvement.
- Establishment of Infrastructure for proposal of Autonomous status.
- Issues related to Budget Proposals and Financial Assistance of the college.
- Constitution of Board of Studies, Academic Council Committee and Finance Committee for Autonomous College.
- Conducting AICTE Sponsored Conference.
- Daily Review of Academic Activities by Mentors.
- Proper Maintenance of Campus comprising Laboratories and Classrooms.




Coordinator - IQAC



Sri Indu Institute of Engineering & Technology

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Date & Time: 04/10/2021 & 2:00 P.M

Minutes of the IQAC Meeting

Agenda Points:



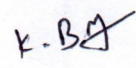
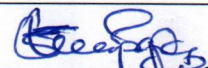
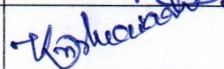

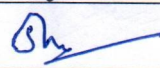
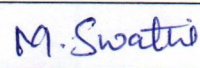
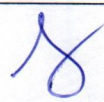
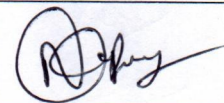
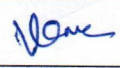
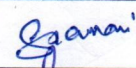

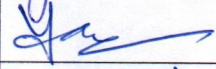
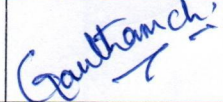
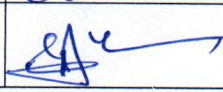
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- Recruitment of Teaching and Non-Teaching staff.
- Zonthly updation of achievements Viz – Seminars, Workshops, Publications, Patents, MOOCs, NPTEL, COURSERA, Awards etc.
- Review of Committees - Functioning.
- AQAR Submission of A.Y.2020-21 and scope for Improvement.
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Members Present:

S.No	Name	Designation	Role	Signature
1.	Dr. I. Satyanarayana	Principal Sri Indu Institute of Engineering & Technology	Chairman of IQAC	
2.	Dr. Y. Raghavender Rao	Professor of Electronics and Communication Engineering & Head, JNTUH CES	JNTUH University Nominee	
3.	Prof.R. Yadagiri Rao	HOD-H&S	Management Representative	
4.	Dr.G.Narayana	HOD-CSE	Member	
5.	Dr.D.Lakshmaiah	HOD-ECE	Member	
6.	Mr. P. Vijaya Kumar	Associate Professor	Member	
7.	Mr. A. Vamshi	Associate Professor,CIVIL	Member	
8.	Mrs.N.Shilpa	HOD – CSE (Cyber Security)	Member	
9.	Mr.U.Naresh	HOD,CSE (AI&ML)	Member	
10.	Mrs.M.Sruthi	HOD,CSE (IoT)	Member	
11.	Mrs. S.Alekhya	Assistant Professor –ECE	Member	
12.	Mr.A.Shiva Shankar	Assistant Professor-CSE	Member	
13.	Mr.G.Bala Krishna Reddy	Senior Administrative officer	Member	
14.	Mr.I.Venu	Associate Professor-ECE	Member	



15.	Mr.Veera Kishore	Exam Branch	Member	
16.	Mrs.S.Akhila	Assistant Professor-CSE	Member	
17.	Mr.Bhaskar Reddy	Assistant Professor-ECE	Member	
18.	Mr.S. Bhaskar	Librarian	Member	
19.	Sri.D. Krishnaiah	Financial Officer	Member	
20.	Sri.K. Abhiram	Internal Accounts Auditor	Member	
21.	Sri.A. Srisailam	Physical Director	Member	
22.	Ms. M. Swathi	Hostel Warden	Member	
23.	Sri. R. Srinivas Rao	Nominee From Local Society	Member	
24.	Ms. N. Divya	HR- Surya Tech Solution	Member	
25.	Mr. Varma PVN	HR-Jio	Member	
26.	Mrs.T. Sravani	HR-TASK	Member	
27.	Mr. I. Satish Kumar	HR-Zen Q	Member	
28.	Ms. CH. Yamini	HR- Global Vision	Member	
29.	Mr. CH.Gowtham	Representatives From Student	Member	
30.	Dr. C.Thirumalai Selvan,	Professor - CSE	Co-ordinator IQAC	

The chairperson welcomed all the members to the meeting and briefed about the agenda in detail. The chairperson expressed his concern over the spreading of Covid19, he requested all members to be safe and also to ensure the safety of all the concerned by giving necessary support and awareness.

Also the chairperson informed that all the necessary supports will be provided to all the members of SIET during this tough situation and requested everyone to be strong.

Further to make sure that Academic Activities are proceeding and as per the directions given by the university



1. It has been discussed the review of previous meeting which was held on 03/04/2021.
2. It has been discussed to do some changes in the course file and the same will be implemented from the upcoming Academic year.
3. It has been discussed to inform all the students regarding previous semester exams which are going to be conducted in the month of October.



COORDINATOR-IQAC



INTERNAL QUALITY ASSURANCE CELL (2021-2022)

ACTION TAKEN REPORT FOR Ref.No.:SIET/IQAC/2021 /01

Ref:**SIET/IQAC/2021 /01**

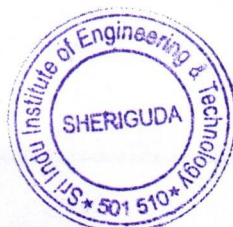
Date:25/10/2021 The following are the action taken report for the Minutes of the Meeting No.: was held on 04/10/2021

Item No.: 1: To confirm the minutes of the meeting: **SIET/IQAC/2021/01** of the IQAC held on 04/10/2021.

Action Taken: The minutes of the meeting: **SIET/IQAC/2021 /01** of the IQAC circulated among all the members were discussed and confirmed.

Item No.: 2: Action Taken Report (ATR) on decisions of the previous meeting

Meeting No.: <u>SIET/IQAC/2021/01</u>	Action taken report	Responsible
Review of the previous meeting.	Discussed review of the previous meeting which was held on 3/04/2021	HOD's of all Departments and IQAC coordinator.
Review of Committees - Functioning	Verified all the departments Functioning	All HOD's
AQAR Submission of A.Y.2020-21 and scope for Improvement	Currently, the criterion incharges for NAAC are collecting the data for AQAR from the various departments. This collecting and gathering of data will probably be completed till the last week of November. The criterion wise scope of improvement will be then forwarded to the respective department for further necessary action.	All HOD's



Issues related to Budget Proposals and Financial Assistance of the college.	Conducted meeting on Issues related to Budget Proposals and Financial Assistance of the college.	All HOD's and Principal and IQAC coordinator.
Establishment of Infrastructure for proposal of Autonomous status	Discussed on Establishment of Infrastructure for proposal of Autonomous status	Principal and All HOD's and Staff members.
Recruitment of Teaching and Non-Teaching staff.	Discussed on Recruitment of Teaching and Non-Teaching staff.	Principal and All HOD's
Proper Maintenance of Campus comprising Laboratories and Classrooms	Discussed on Conducting Proper Maintenance of Campus comprising Laboratories and Classrooms	All HOD's and Principal.

The above **Action Taken Report (ATR)** will be discussed in the consecutive meeting also.

Prepared by:


Coordinator

Copy to 1. Principal

2. All HODs

Circulated to :

1. All IQAC Members & all Concerned

