



# Geethanjali College of Engineering and Technology

(UGC Autonomous)

(Accredited by NAAC with 'A' Grade & NBA, Approved by AICTE and Permanently Affiliated to JNTUH)  
Cheeryal(V), Keesara(M), Medchal Dist., Telangana State – 501 301.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

GCET/IQAC/2022-23/01

DATE: 26/08/2022

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 2.30PM

Venue: Board room

Date: 28-08-2022

#### **Agenda:**

1. To review the plan of Action that was prepared in AY:2021-22 and proposed in AQAR-2021-22
2. Discussions with HoDs regarding placement training and advanced software training.
3. Any other point with the permission of the Chair.

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

GCET/IQAC/2022-23/01

DATE: 28/08/2022

The following members have attended the IQAC meeting.

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B. L. Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar*	MECH	9550518305
9.	Ms. D.Ramya	ECE	9703928531
10.	Ms. I. Rajani Kumari	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi*	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad*	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das*	CSE(IoT)	9676338610
16.	Ms Ratnamala B	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18.	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19.	Dr.J.V.Madhuri	FED	8790255193
20.	Dr.Sk.Mohd. Ali*	FED	9848971593
21.	Mr. Kumaraswamy	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

Meeting was held in Board Room on 28<sup>th</sup> Aug 2022 at 2.30 PM.

**Agenda:**

1. To review the plan of Action that was prepared in AY:2021-22 and proposed in AQAR-2021-22
2. Discussions with HoDs regarding placement training and advanced software training.
3. Any other point with the permission of the Chair.

**Minutes of Meeting:**

- i. Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
- ii. The members have discussed about future skill requirement for students and decided to interact with recruiters along with Placement and Institution Innovation Cell (IIC) to improve the employability of the students.
- iii. It is also decided to initiate Value Added courses in the respective programs and train them in the identified areas.
- iv. Decided to prepare the Plan of Action for A.Y:2022-23
- v. Coordinator - IQAC thanked the members for their efforts in collecting data for successful submission of AQAR to NAAC.



Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### **Action Taken Report on IQAC Meeting held on 28<sup>th</sup> Aug, 2022**

#### **Action Taken Report:**

1. Plan of Action for AY: 2022-23 is reviewed.
2. IQAC interacted with placement cell on the required skills for employability of the students and are conveyed to HoDs. IQAC team along with Institution Innovation Cell (IIC) and T&P cell always interacts with recruiters on fairly good number of occasions. Hence, it has been decided to speak to all Heads of the Departments (majority of them are members of IQAC). During the interaction, it is decided to give soft skills training program to all the students and advanced software training such as “Smart Interviews” training to advanced learners.
3. Suggested the Heads of the departments to initiate Value added courses to enhance the employability skills of the students.

*B. Praveen*

Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

GCET/IQAC/2022-23/02

DATE: 22/09/2022

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 1.30PM

Venue: Board room

Date: 24-09-2022

#### **Agenda:**

1. To initiate Phase -1 TLP feedback and feedback on central facilities from III and IV B. Tech students.
2. To initiate data collection for AQAR-2021-22
3. To thank all IQAC members for achieving A+ grade in NAAC (Cycle-2)
4. Work allocation of AQAR-2021-22 data collection.
5. Discussion about Best Practices: (i) Mentoring and (ii) Structured training for better placements.
6. Any other related issues

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/02

DATE: 24/09/2022

Venue: Board Room

Time: 1.30 PM

The following members have attended the IQAC meeting.

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar *	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja*	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar*	MECH	9550518305
9.	Ms. D.Ramya	ECE	9703928531
10.	Ms. I. Rajani Kumari	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B*	CSE(CS)	9989834065
17.	Mr Vikram*	CSE(CS)	8792613075
18	Dr Attili Venkata Ramana	CSE (DS)	9052807324

19	Dr.J.V.Madhuri	FED	8790255193
20	Dr.Sk.Mohd. Ali	FED	9848971593
21	Mr. Kumaraswamy	FED	8464849473
22	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates members not present

### Agenda:

1. To initiate Phase -1 TLP feedback and feedback on central facilities from III and IV B. Tech students.
2. To initiate data collection for AQAR-2021-22
3. To thank all IQAC members for achieving A+ grade in NAAC (Cycle-2)
4. Work allocation of AQAR-2021-22 data collection.
5. Discussion about Best Practices: (i) Mentoring and (ii) Structured training for better placements.
6. Any other related issues

### Minutes of Meeting:

1. It is decided to initiate Phase -1 with effect from 26<sup>th</sup> TLP feedback and feedback on central facilities from III and IV B. Tech students and complete the same within a week and submit the same to Principal for necessary action within 15 days.
2. It is decided to initiate data collection for AQAR-2021-22.
3. Coordinator -IQAC thanked all IQAC members for supporting and time to time updating the required detailed data needed for NAAC and in achieving A+ grade in NAAC in (Cycle-2).
4. For collecting the AQAR data from each department and to consolidate the same criteria wise, the following criteria heads are identified:
  - CR-1: Mr. Lakshmi Reddy (ME)
  - CR-2: Dr M Aruna Bharathi and Mrs. V. Padmaja (EEE)
  - CR-3: Dr Praveen Kumar (CIVIL)
  - CR-4: Dr. Sk. Ali (FED)
  - CR-5: Mr. E. Mahender (CSE)
  - CR-6: P. Manohar (IT)
  - CR-7 Dr. G. Kalyani and Ms. Lavanya (CSE-EA)
5. The meeting was concluded with Vote of Thanks.

*B. Praveen*



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**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

**Action Taken Report on IQAC Meeting held on 24<sup>th</sup> Sept. 2022**

**Action Taken Report:**

1. Phase -1 feedback is initiated from III and IV B Tech students analyzed and the report is submitted to Principal for necessary action.
2. Data collection for AQAR-2021-22 is initiated.
3. Members and criteria heads are identified for the above said purpose.

*B. Praveen*

Coordinator-IQAC





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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

GCET/IQAC/2022-23/03

DATE: 08/10/2022

IQAC Meeting is scheduled as per the following agenda to discuss about checking the course files & Lab Manuals and verification of Attendance registers of III- and IV-year students.

Time: 2.30PM

Venue: IQAC room

Date: 10-10-2022 (Monday)

Agenda:

1. Checking the course files
2. Checking the Lab Manuals
3. Verification of Attendance registers of III and IV B. Tech students
4. Any other point

**Coordinator –IQAC**

**Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/03

DATE: 10/10/2022

### **Minutes of IQAC Members held on October 10, 2022**

The meeting was held in IQAC room during 02:30 to 03:30 PM. The list of group members present is:

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B. L. Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar	MECH	9550518305
9.	Ms. D.Ramya*	ECE	9703928531
10.	Ms. I. Rajani Kumari	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi*	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18.	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19.	Dr.J.V.Madhuri	FED	8790255193
20.	Dr.Sk.Mohd. Ali*	FED	9848971593
21.	Mr. Kumaraswamy *	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Could not be present

**Agenda:**

1. Checking the course files
2. Checking the Lab Manuals
3. Verification of Attendance registers of III and IV B. Tech students
4. Any other point

**Minutes of Meeting:**

- (i) The coordinator-IQAC welcomed all the members of IQAC to the meeting.
- (ii) It is decided to check the course files and Lab manuals on or before 15-10-2022 across all departments as the class work is commencing from 17<sup>th</sup> October 2022 for II-year students. A committee is nominated for verifying the required documents across all departments given below:

S.No	Name of the Department	Names of External IQAC members	Designation	Remarks
1	CE	Mr. P. Lakshmi Reddy/Mr. M.Ravi Kumar (MECH)	Asst. Prof Asst. Prof	
2	EEE	Mr. P. Manohar/Mr.Naresh Kumar (IT)	Assoc. Prof Assoc. Prof	
3	MECH	Dr. V. Praveen (CE)	Assoc. Prof	
4	ECE	Mr. E.Mahender/Mr.Gopi Nayak (CSE)	Asst. Prof Asst. Prof	
5	CSE	Dr. B. L. Prakash /Ms. D. Ramya (ECE)	Professor Asst. Prof	
6	IT	Dr. M. Aruna Bharathi/V.Padmaja (EEE)	Professor Asst. Prof	
7	CSE (AIML)	Mr.Rahul Das(CSE-EA)/Dr. J.V.Madhuri (FED)	Asst. Prof Assoc. Prof	
8	CSE (EA)	Mr. M. Shiva Prasad(AIML)/ Mr. V.Sai Kishore (MBA)	Asst. Prof Assoc. Prof	

- (iii) It is also decided to verify Attendance registers of III and IV B. Tech students on or before 25-10-2022.
- (iv) The meeting is concluded with Vote-of thanks.



**(Dr. B. L. Prakash)**  
IQAC-Coordinator

Copy to: 1. Principal  
2. Dean-Academics



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### Action Taken Report on IQAC Meeting held on 10<sup>th</sup> Oct. 2022

#### Action Taken Report:

1. To verify the Lab Manuals and Course, the formats are created.
2. The format is prepared for the verification of the attendance registers.

*B. Praveen*

Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

Dt.13-10-2022

IQAC online Meeting is scheduled today (13-10-2022) at 6 PM today as per the following agenda. Mr. E. Mahender of CSE department is requested to create the meeting and send the link to respective members.

#### **WhatsApp Message:**

Dear all, good evening. We are going to conduct an online meeting at 6 pm today. This is intended to discuss about the verification process of course files and lab manuals across all departments from tomorrow onwards.

#### **Agenda:**

1. Discussion about checking the course files
2. Discussion about checking the Lab Manuals
3. Discussion on Attendance Registers Verification of III and IV B Tech students
4. Any other point

*B. Praveen*

**Coordinator –IQAC**

#### **Copy to:**

- 1) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/04

DATE: 13/10/2022

The following members have attended the meeting.

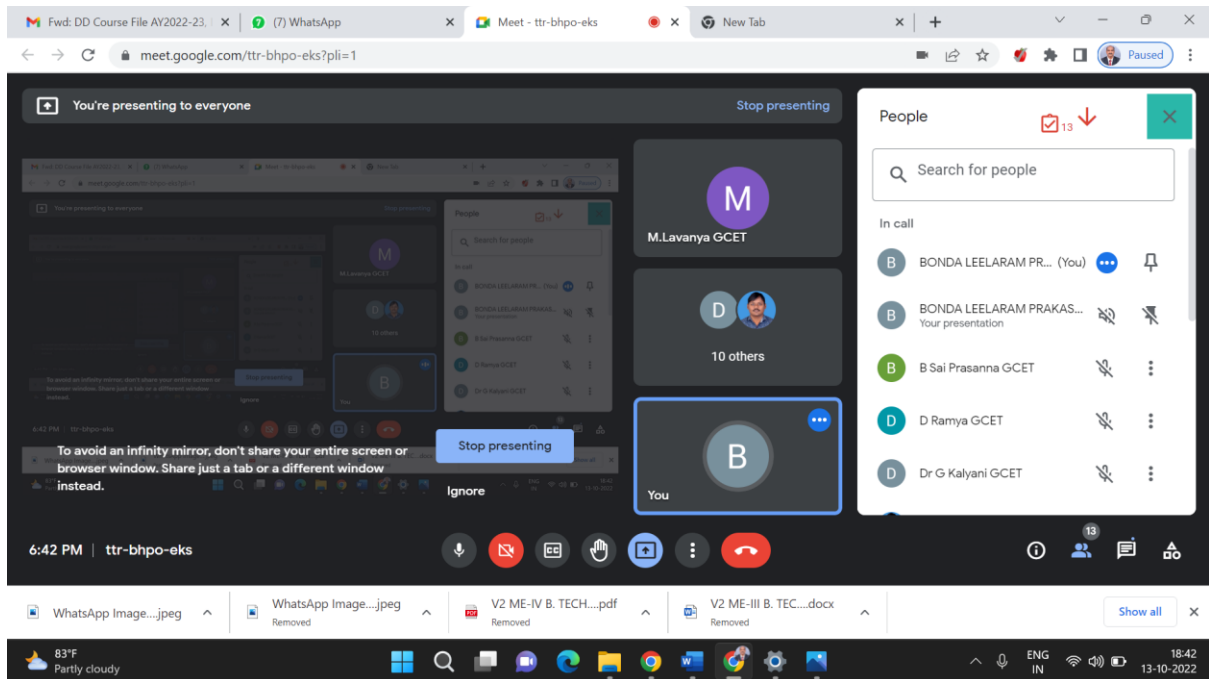
S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
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8.	Mr.M.Ravi Kumar	MECH	9550518305
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10.	Ms. I. Rajani Kumari*	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19	Dr.J.V.Madhuri	FED	8790255193
20	Dr.Sk.Mohd. Ali	FED	9848971593
21	Mr. Kumaraswamy*	FED	8464849473
22	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

Agenda:

1. Discussion about checking the course files
2. Discussion about checking the Lab Manuals
3. Discussion on Attendance Registers Verification of III and IV B Tech students

#### 4. Any other point



#### Minutes of Meeting:

1. The coordinator-IQAC welcomed all the members of IQAC to the meeting.
2. He also explained about the importance and necessity of verifying the course files, Lab Manuals and Attendance Registers as a quality check.
3. The formats prepared for the same are explained.
4. It is decided to prepare a brief report about the verification process and to Inform the same to concerned HoDs and Principal.
5. It is decided to complete the entire process by 20<sup>th</sup> October 2022.
6. The meeting is concluded with Vote of Thanks.

*Biprakash*

Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### **Action Taken Report on IQAC Meeting held on 13<sup>th</sup> Oct. 2022**

#### **Action Taken Report:**

1. The Lab Manuals and Course files are verified across all departments and suggested the modifications wherever necessary.
2. The attendance registers are verified and the report is submitted.

*B. Prakash*

Coordinator-IQAC





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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

GCET/IQAC/2022-23/05

DATE: 23/10/2022

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 2.30PM

Venue: Board room

Date: 25-10-2022

#### **Agenda:**

- 1) Pre and process verification of student attendance registers of theory & laboratory courses of III and IV B. Tech students.
- 2) Verification of Mentor books, as per the attached format.
- 3) Defining the deadlines for the same.
- 4) Any other point

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/05

DATE: 25/10/2022

The following members have attended the meeting.

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar*	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar*	MECH	9550518305
9.	Ms. D.Ramya	ECE	9703928531
10.	Ms. I. Rajani Kumari	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad*	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18.	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19.	Dr.J.V.Madhuri	FED	8790255193
20.	Dr.Sk.Mohd. Ali	FED	9848971593
21.	Mr. Kumaraswamy*	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

Meeting was held in Board Room on 25-10-2022.

### Agenda:

- Pre and process verification of student attendance registers of theory & laboratory courses of III and IV B. Tech students.
- Verification of Mentor books, as per the attached format.

- Defining the deadlines for the same.
- Any other point
- The verification committee is nominated as under:

S. No.	Name of the staff	Designation	Department	Remarks
1	Mr. P. Lakshmi Reddy (MECH)	Asst. Professor	CE	
2	Mr. M. Ravi Kumar (MECH)	Asst. Professor		
3	Mr. Sampath Kumar (CE)	Asst. Professor		
4	Dr. J. V. Madhuri (FED)	Associate Professor	CSE	
5	Ms. D. Ramya (ECE)	Asst. Professor		
6	Mr. Y. Siva (CSE)	Asst. Professor		
7	Ms. V. Padmaja (EEE)	Asst. Professor	IT	
8	Mr. K. Naresh Kumar (IT)	Asst. Professor		
10	Mr. P. Manohar(IT)	Assoc. Professor	EEE	
11	Mr. K. Naresh Kumar (IT)	Asst. Professor		
12	Mr. S. Purna Chandra Rao (EEE)	Asst. Professor		
13	Dr. V. Praveen (CE)	Associate Professor	ME	
14	Mr. Gowtham (CE)	Asst. Professor		
15	Mr. Lakshmi Reddy (MECH)	Asst. Professor		
16	Mr. E. Mahender (CSE)	Asst. Professor	FED	
17	Dr.G.Kalyani(CSE)	Associate Professor		
18	Dr.Sk.Ali (FED)	Associate Professor		
19	Mr. V.Sai Kishore (MBA)	Associate Professor	CSE (AIML)	
20	Mr.M.Shiva Prasad(AIML)	Asst. Professor		
21	Mr. V.Sai Kishore (MBA)	Associate Professor	CSE (EA)	
22	Mr. Rahul Das	Asst. Professor		
23	Dr.Sk.Ali (FED)	Associate Professor	MBA	
24	Ms.Bhavani(MBA)	Associate Professor		
25	Dr. J. V. Madhuri (FED)	Associate Professor	ECE	
26	Dr. M. Aruna Bharathi (EEE)	Professor		
27	MsV.Savithri Padma Priya (ECE)	Asst. Professor		

#### Minutes of Meeting:

- 1) It is decided to verify the attendance registers of III and IV B Tech students.
- 2) It is decided to verify the Mentor Books.
- 3) It is decided to finish the task by 05-11-2022. The report is to be submitted before report by 10-11-2022.
- 4) The AQAR data collection is reviewed and decided to speed up the process.

*B. Praveen*

**Coordinator-IQAC**



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### **Action Taken Report on IQAC Meeting held on 25<sup>th</sup> Oct. 2022**

#### **Action Taken Report:**

1. The attendance registers are verified and the report is submitted for necessary action.
2. Mentor Books are verified and suggested the modifications.

*B. Praveen*

Coordinator-IQAC



# Geethanjali College of Engineering and Technology

(UGC Autonomous)

(Accredited by NAAC with 'A' Grade & NBA, Approved by AICTE and Permanently Affiliated to JNTUH)  
Cheeryal(V), Keesara(M), Medchal Dist., Telangana State – 501 301.

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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

GCET/IQAC/2022-23/06

DATE: 11/12/2022

IQAC Meeting is scheduled to discuss about the following agenda points. All members are requested to attend without fail.

Time: 2.30PM

Venue: IQAC room

Date: 13-12-2022

#### **Agenda:**

- 1) Preparedness for Academic Audit-2022 and to get ready for External Audit to held in all departments on 17-12-2022.
- 2) To collect Action taken Report on External Academic Audit after the completion of Audit.
- 3) To review the status of data collection for AQAR for AY: 2021-22.
- 4) Any other point to be discussed.

*Biprakash*

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/06

DATE: 13/12/2022

The following members have attended the meeting.

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar	MECH	9550518305
9.	Ms. D.Ramya	ECE	9703928531
10.	Ms. I. Rajani Kumari*	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B*	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18.	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19.	Dr.J.V.Madhuri	FED	8790255193
20.	Dr.Sk.Mohd. Ali*	FED	9848971593
21.	Mr. Kumaraswamy	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

Meeting was held In IQAC room on 13/12/2022 at 2.30 PM


### Agenda:

- Preparedness for Academic Audit-2022 and to get ready for External Audit to held in all departments on 17-12-2022.

- To collect Action taken Report on External Academic Audit after the completion of Audit.
- To review the status of data collection for AQAR for AY: 2021-22.
- Any other point to be discussed.

**Minutes of Meeting:**

- 1) IQAC Coordinator welcomed all the members.
- 2) It is decided to conduct External Audit across all departments by a committee nominated by Principal after discussing with HoDs. On 17-12-2022.
- 3) It is decided to prepare the action taken report based on the suggestions given by Audit committee.
- 4) It is decided to speed up the process of data collection for AQAR.



Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### **Action Taken Report on IQAC Meeting held on 13/12/2022**

#### **Action Taken Report:**

1. Invitation letters are sent through mail to all audit members.
2. Arrangements are made such as sending Audit format to the external members and transportation and hospitality of audit members.
3. Honorarium to the audit members as decided by Principal is kept ready.
4. ATRs on suggestions given by audit members from all departments are collected and analyzed.

Coordinator-IQAC





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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

GCET/IQAC/2022-23/07

DATE: 14/02/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 2.30PM

Venue: Board room

Date: 16-02-2023

#### **Agenda:**

- Initiating TLP feedback of II B Tech II Semester.
- Collaboration with all the depts. for conducting various events in the college.
- Verification and updating of mentor books.
- Adding TTs in the TLP feedback form.
- Verification of Course files, Lab Manuals, Attendance registers.

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/07

DATE: 16/02/2023

The following members have attended the meeting:

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja*	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar	MECH	9550518305
9.	Ms. D.Ramya	ECE	9703928531
10.	Ms. I. Rajani Kumari	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad*	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B*	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18.	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19.	Dr.J.V.Madhuri	FED	8790255193
20.	Dr.Sk.Mohd. Ali	FED	9848971593
21.	Mr. Kumaraswamy	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

### Agenda:

- TLP feedback of II-II Semester.
- Collaboration with all the depts. for conducting various events in the college.
- Verification and updating of mentor books.
- Adding TTs in the TLP feedback form.
- Verification of Course files, Lab Manuals, Attendance registers.

### **Minutes of Meeting:**

1. It is decided to take TLP feedback of II-II semester by April 3<sup>rd</sup>,2023.
2. It is decided to add Times tables along with TLP feedback form before sending it to IQAC.
3. It is decided to take feedback on Central facilities at the end of the semester.
4. Every semester TLP feedback -1 must be taken after third week of semester start and TLP feedback-2 must be taken by 13<sup>th</sup> or 14<sup>th</sup> week the academic calendar.
5. IQAC members must ensure that at least 70% responses from the students must be maintained in the TLP feedback form.
6. All the mentors of II & III year are requested to update and verify the details of their mentees up-to-date.
7. Respective faculty members must update the course files and lab manuals and must be verified by the professors of the dept.
8. It is decided that Course attainments, TTs, roll lists must be properly attached in the course files.



**Coordinator-IQAC**



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### **Action Taken Report on IQAC Meeting held on 16/02/2023**

#### **Action Taken Report:**

1. Ensured that Timelines defined earlier for collecting TLP feedback (Phase-1 and 2) are being maintained.
2. Ensured that the course files contain necessary data such as CO attainments etc.
3. HoDs are requested to instruct the respective faculty members to update their Mentor books.

*B. Praveen*

Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

GCET/IQAC/2022-23/08

DATE: 22/04/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 1.15PM

Venue: Board room

Date: 24-04-2023

#### **Agenda:**

1. To discuss the proposal to organize a workshop on “Leadership and Governance for Institutional Sustainability” to be held in May 2023.
2. Identifying the topics and the respective resource persons.
3. Preparation of Brochure etc.
4. Canvassing and publicity about the workshop
5. Any other item with the permission of chair.

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
- 2) Members of IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/08

DATE: 24/04/2022

The following members have attended the meeting.

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar*	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja	EEE	8186855275
6.	Mr. S. Poornachander Rao	EEE	9533943555
7.	Mr. P.Lakshmi Reddy	MECH	9700278304
8.	Mr.M.Ravi Kumar*	MECH	9550518305
9.	Ms. D.Ramya	ECE	9703928531
10.	Ms. I. Rajani Kumari	ECE	7675032519
11.	Mr. E. Mahender	CSE	9912058007
12.	Mrs Sravanthi*	CSE	8096911143
13.	Mr.P. Manohar	IT/IoT	9849403329
14.	Mr.M.Shiva Prasad*	CSE(AIML)	9989647029
15.	Mr.P.Rahul Das	CSE(IoT)	9676338610
16.	Ms Ratnamala B*	CSE(CS)	9989834065
17.	Mr Vikram	CSE(CS)	8792613075
18.	Dr Attili Venkata Ramana	CSE (DS)	9052807324
19.	Dr.J.V.Madhuri	FED	8790255193
20.	Dr.Sk.Mohd. Ali	FED	9848971593
21.	Mr. Kumaraswamy	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

Meeting was held in Board Room on 24/04/2023 from 1.15 to 2.30 PM

### Agenda:

1. To discuss the proposal to organize a workshop on “Leadership and Governance for Institutional Sustainability” to be held in May 2023.
2. Identifying the topics and the respective resource persons.
3. Preparation of Brochure etc.

4. Canvassing and publicity about the workshop
5. Any other item with the permission of chair.

**Minutes of Meeting:**

1. Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
2. Members have discussed the proposal to organize a workshop on “Leadership and Governance for Sustainability” and identified the dates from (08-12) May 2023.
3. Principal presented the topics and the details of Resource persons to all the members and members approved the same.
4. Members have decided to involve the senior persons, HoDs and Deans as criteria Heads for collection of data for AQAR



Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### Action Taken Report on IQAC Meeting held on 24/04/2023

#### Action Taken Report:

1. The resource persons and topics for the Workshop are identified.
2. The dates are identified for the workshop on “Leadership and Governance for Sustainability” and identified as from (08-12) May 2023.
3. Canvassing team to give wide publicity is also identified.
4. HoDs agreed to nominate senior persons as criteria heads for data collection and consolidation for AQAR

S.No	Criterion	Name of the staff member	Remarks
1	Curricular Aspects	Mr.P.Lakshmi Reddy	MECH
2	Teaching Learning and Evaluation	Mrs. V.Padmaja	EEE
3	Research and Development	Mr.Abdul Rafi	CIVIL
4	Infrastructure and Facilities	Dr. Sk Md. Ali	FE
5	Student Support Systems	Mr.E.Mahender	CSE
6	Governance and Leadership	Dr. Sita Madhavi	MBA
7	Institutional Values and Best Practices	Dr.A.Venkata Ramana	CSE-DS
8	Overall Coordination	Dr.B.L.Prakash and Dr.J.V.madhiri	ECE & FE

*B. Prakash*

Coordinator-IQAC





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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CIRCULAR

GCET/IQAC/2022-23/09

DATE: 11/7/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 2.30PM

Venue: Board room

Date: 13-07-2023

#### **Agenda:**

- Conveying Thanks to IQAC Members on successful completion of One-week workshop on “Developing Faculty Members as Academic Leaders from 03-07-23 to 08-07-23
- TLP feedback-2 of II-II and I-II Semester.
- Verification of mentor books.
- Verification of Attendance Registers
- 360° feedback re-initiation
- Ref. Globe-IQAC activities
- AQAR 2021-22 status
- AQAR 2022-23 initiation
- Verification of Course files, Lab Manuals, Attendance registers.
- IQAC calendar preparation
- Review of significant contributions made by IQAC in 2022-23

**Coordinator –IQAC**

#### **Copy to:**

- 1) All HODs & Deans
  - 2) Members of IQAC
- .



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/09

DATE: 13/07/2023

The following members have attended the meeting.

S.No	Name of the Faculty	Department	Mobile No
1.	Dr. S. Udaya Kumar*	CSE	9912744988
2.	Dr.B.L.Prakash	ECE	9346314538
3.	Dr. V. Praveen Kumar	CIVIL	9642199575
4.	Mr Abdul Rafi	CIVIL	9550038906
5.	Ms.V.Padmaja*	EEE	8186855275
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21.	Mr. Kumaraswamy	FED	8464849473
22.	Dr. A.Sita Madhavi	MBA	9949469853

\*Indicates, members not present

### Agenda:

- Conveying Thanks to IQAC Members on successful completion of One-week workshop on “Developing Faculty Members as Academic Leaders from 03-07-23 to 08-07-23
- Initiation of TLP feedback-2 of II-II and I-II Semester.

- Verification of mentor books.
- Verification of Attendance Registers
- 360° feedback re-initiation
- Ref. Globe-IQAC activities
- AQAR 2021-22 status
- AQAR 2022-23 initiation
- Verification of Course files, Lab Manuals, Attendance registers.
- IQAC calendar preparation
- Review of significant contributions made by IQAC in 2022-23

**Minutes of Meeting:**

1. Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
2. Coordinator thanked al the members for their active involvement in successful completion of the one-week workshop.
3. It is decided to initiate the Phase-2 feedback of I-II and II-II students.
4. It is decided to verify the acceptance status of AQAR 202-22.
5. Members have decided to prepare IQAC prepare detailed calendar of events for IQAC.
6. Members have finalized the Significant contributions made by IQAC during 2022-23.



Coordinator-IQAC



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## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### **Action Taken Report on IQAC Meeting held on 13/07/2023**

#### **Action Taken Report:**

1. The Phase-2 feedback of I-II and II-II students is initiated.
2. Verifie the acceptance status of AQAR 2021-22 and the pending status is conveyed to NAAC. They asked us to wait.
3. Detailed calendar for IQAC was prepared and the same is sent to all members.
4. Significant contributions are finalized based on the activities carried out by IQAC during 2022-23.

*B. Praveen*

Coordinator-IQAC