



VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)
(Sponsored by VASAVI ACADEMY OF EDUCATION)
(Affiliated to Osmania University & Approved by A.I.C.T.E.)
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Minutes of 1st Meeting of IQAC held on 3.12.2015 at 1430 hrs at Conference Hall :

Present:

- | | | |
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| 1 | Dr. G.V. Ramana Murty, Principal and HoD-Mech. Engg. | : Chairman |
| 2 | Dr. N. Vasantha HoD-IT | : Member |
| 3 | Dr. A.S. Sai Prasad HoD-Physics and Director – A & EB | : Member |
| 4 | Dr. Ch. Gouri Shankar HoD-Chemistry | : Member |
| 5 | Sri G. Venkateswarlu Asso. Professor of ECE | : Member |
| 6 | Sri G. Goverdhan Rao Admn. Officer | : Member |
| 7 | Dr. P.V. Gopala Krishna Asso. Professor of Mech. Engg. | : Coordinator |

The Chairman of the IQAC presided over the meeting. After he introduced the members of IQAC, the following items were taken-up for consideration:

1. Devising Formats for various activities of the IQAC:

The Chairman of the IQAC has informed the members that there is a need to prepare the following formats to collect necessary information, so that the College administration will be able to initiate necessary measures to enhance the quality.

a) Feedback from the Stakeholders:

The Chairman has requested Sri G. Venkateswarlu to prepare a format on "Feedback from the Stakeholders" in association with Dr. N. Vasantha, HoD-IT.

b) Monthly progress review:

The format for the above activity will be finalized during the next meeting.

2. Preparation of standard format for research publications:

The format for the above activity will be finalized during the next meeting.

3. Schedule for organizing pedagogy training programme(s) during the I-Semester break of the academic year 2015-16:

It was resolved to conduct 1-week pedagogy training programmes during the last week of December, 2015.

4. Other matters:

a) Academic Benchmark for students:

To improve academic performance of the students, it is decided that all the faculty are advised to motivate the students to get more distinctions and 1st classes and placements in reputed companies.

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b) Academic Benchmark for staff:

To improve academic performance of the staff, it is decided that all the faculty are advised to increase the No. of publications in National & International reputed journals and conferences. The faculty are advised to obtain prior approval before proceeding for paper publications. The Departmental Development Committee will examine and evaluate* the quality of paper.

* *The Coordinator will prepare the format and submit the same in the next IQAC meeting.*

c) Maintenance of Internal Quality:

Besides (a) & (b) above, the Chairman of the Cell advised the HoDs, Heads of Functional Units, Coordinators that to offer quality education; for improving overall performance of the staff; to sustain the College present position, the following steps have to be initiated and respective data shall be maintained by the individual Departments/Office/Sections:

- Faculty : (a) Qualifications up gradation (b) Internal Revenue Generation through R & D/Consultancy Projects, Research Grants from UGC/DST/AICTE etc..
- Proper utilization of sanctioned budget
- Pedagogy/FDP programmes conducted & attended – Follow-up to improve effectiveness of such Programme.
- Maintaining the data with respect to Management Developing Programmes (MDP) by Admn. Office.
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- Initiatives for conducting awareness programmes among non-teaching staff by Admn. Office
- Notifying the outstanding performance of the students at a prominent place
- Displaying the academic performance of the students at Departmental Notice Boards.
- Collection of student feedback forms from senior students and submission within 2-weeks from the last day of instruction to the Principal
- HoDs concerned are required to oversee the collection of student feedback forms from the 1st year students.
- Preparation of calendar and organizing various student & staff activities as per schedules, budget proposals, submission of a brief note after conclusion of each activity.
- Uploading the data about the achievements to the college intranet.
- Publishing an article in the college newsletter - this shall be brought-out once in a semester.
- Effective implementation of Blooms Taxonomy in order to promote higher forms of thinking in education such as **Creating, Evaluating, Analyzing, Applying, Understanding and Remembering.**

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- Setting up of Question Papers, evaluation of all question papers by outside subject experts or at least selected subjects.
- Collection of feedback from stakeholders once in a year in a prescribed format and maintaining the data
- Organizing guest lectures and training programmes for faculty.
- Career counselling for B.E. 2nd & 3rd year students and 1st year M.E./M.Tech students.
- Organizing pre-placement training programmes, inviting core companies for better placements and maintenance of data.

d) Proposed Programs under IQAC:

- to conduct a Faculty Development Program on "Kick-Starting the Entrepreneurial Campus" during February,2016 by ED Cell .
- to organise a Two day Faculty Connect Training Programme on "Microsoft Azure" during March,2016 by Department of Computer Science and Engineering.
- to organize 5th National Conference on 'Computer Networks & Information Security' NCCNIS-2016 under TEQIP-II during April,2016 by Department of Information Technology.

The above proposals have been recommended by the committee.

Mr. G. Goverdhan Rao, Admn. Officer has requested the Chairman and other members to examine the feasibility of providing single window for issuing Bonafide Certificates. The Chairman requested the A.O., to prepare the procedure for the same.

The meeting concluded with a vote of thanks to the Chair.



(Dr. G.V. Ramana Murty)
Principal &
Chairman - IQAC



(Dr. P.V. Gopala Krishna)
Co-ordinator-IQAC

To

All the HoDs and Heads of Functional Units for information and necessary action
Copy submitted to (i) The CEO (ii) The Secretary
Copy to file