

2017-18

DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 24th JULY, 2017

The following IQAC Committee met on 24th July 2017 regarding of IQAC functioning and procedure during the academic year 2017-2018

1	CHAIRMAN	1. PROF. M.VENU GOPALA RAO, PRINCIPAL
2	SENOIR ADMINISTRATIVE OFFICERS	2 PROF. K.RAMA RAO , DEAN ADMN 1. MR. P.S.U.SHARMA, A O
3	FACULTY MEMBERS	4 Dr. P.B.RAMKUMAR,HOD, DEPTOF MBA 5 Dr. K.HARIKRISHNA, HOD,DEPT OF CIVIL 6 Dr. L. PRASNNA KUMAR,HOD,DEPT OF CSE 7 Dr. CH.PRABHAKAR A RAO, HOD, DEPT OF H&RS 8 Mr.B.CH. SRINIVASA RAO, HOD,DEPT OF ECE 9 Dr. R.V.S. LAKSHMI, HOD, DEPT OF EEE 10 MR. P.V.MURALI, NSS PROGRAMME OFFICER
4	MEMBER FROM THE MANAGEMENT	11 SRI DADI RATNAKAR, SECRETARY OF THE INSTITUTION
5	NOMINEE FROM LOCALSOCIETY/STUDENTS/ALUMNI	12 Dr. G.RAMA MURTHY 13 Mr. SIVANANDA, IV B.TCH(CIVIL)
6	NOMINEE FROM INDUSTRIALISTS/EMPLOYERS	14 Mr. SRINATH, M.D; GOPAL AUTOMOTIVES
7	COORDINATOR OF THE IQAC	15. Prof M.BABITHA JAIN, Dean Academics

The IQAC Committee resolved

1. The IQAC Committee found that the AQAR for the year 2017-2018 is to be submitted now as per the guidelines of the IQAC
2. The committee decided to meet four times in the academic year i.e two times in each semester to assess the quality of teaching and best practices to be introduced for improving the quality of academics, administration and research activities of the institute.
3. The Committee has gone through the format of AQAR and discussed various aspects to be collected from various sections of the institute and prepare the AQAR for the year 2017-2018 and submit to NAAC in the process of re accreditation.

M. Babitha Jain
COORDINATOR, IQAC

Dr. M. Venugopala Rao
CHAIRMAN, IQAC



Dadi Institute of Engineering and Technology

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

NAAC Accredited Institute

An ISO 9001:2008, 14001:2004 & OHSAS 18001:2007 Certified Institute

NH-5, Anakapalle, Visakhapatnam-531002, Andhra Pradesh

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 24-07-2017

The Meeting of IQAC committee was held on 24th July 2017 at 10:00AM at Conference Hall-1. The following members were present.

S.No	Name and Designation of the Member	Position in IQAC	Signature
1	Prof. Dr. M. Venugopala Rao, Principal	Chairperson	
2	Shri Dadi Ratnakar, Secretary, Diet	Member Management	
3	Dr. K. Amarendra, Vice Principal	Member	
4	Dr. K. Rama Rao, Dean Administration	Member Administration	
5	Dr. P. B. Rama Kumar, HOD M.B. A	Member	
6	Dr. R.V.S Lakshmi Kumari, HOD EEE	Member	
7	Dr Ch Prabhakar Rao HOD S&H	Member	
8	Dr L Prasanna Kumar HOD CSE	Member	
9	Mr. B. Ch. Srinivasa Rao HOD ECE	Member	
10	Mr B, Seshagiri Rao, HOD CIVIL	Member	
11	Mr P. S.U Sarma, Administrative Officer	Member Administration	
12	Mr P. V. Murali, NSS Program Officer	Member	
13	Mr Ch Srinadh, MD, Gopal Automotives pvt Ltd	Member Industry	
14	M.L.V. Roopa Vani (CSE)	Member Alumni	
15	G. Rama Krishna (EEE)	Member Student	
16	Mr G. Ranga Babu	Member Parent	
17	Mrs. M. Babitha Jain, Dean Academics	IQAC Coordinator	

Chairperson IQAC



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Internal Quality Assurance Cell (IQAC)

Date: 10-10-2017.

IQAC Meeting Circular

Oct 2017

A meeting of IQAC Committee is convened on 12th Oct 2017 at 10:00 AM at Conference Hall-1 to discuss the following agenda.

1. IQAC Documentations
2. Mailing all the circulars to the staff regarding IQAC functions
3. Engineers day celebrations
4. Campus Recruitment Training Classes
5. Professional Body details
6. Discussion on Industrial Visits
7. Diet banner preparation

All the members of IQAC are requested to attend the meeting and share their expertise.

Chairperson IQAC

Circulation among the IQAC Committee Members

S.No	Name and Designation of the Member	Position in IQAC
1	Prof. Dr. M. Venugopala Rao, Principal	Chairperson
2	Shri Dadi Ratnakar, Secretary, DIET	Member Management
3	Dr. K. Amarendra, Vice Principal	Member
4	Dr. K. Rama Rao, Dean Administration	Member Administration
5	Dr. P. B. Rama Kumar, HOD M.B. A	Member
6	Dr. R.V.S Lakshmi Kumari, HOD EEE	Member
7	Dr Ch Prabhakar Rao HOD S&H	Member
8	Dr L Prasanna Kumar HOD CSE	Member
9	Mr. B. Ch. Srinivasa Rao HOD ECE	Member
10	Mr B, Seshagiri Rao, HOD CIVIL	Member
11	Mr P. S.U Sarma, Administrative Officer	Member Administration
12	Mr P. V. Murali, NSS Program Officer	Member
13	Mr Ch Srinadh, MD, Gopal Automotives pvt Ltd	Member, Industry
14.	Dr. G. Rama Murthy, General Physician	Member, Local Society
15	M.L.V. Roopa Vani (CSE), CTS Jaya Sudheer Raja (EEE), Brandix	Member, Alumni
16	G. Rama Krishna (IV EEE) K. Sowmya (III ECE A)	Member, Student
17	Mr G. Ranga Babu	Member, Parent
18	Mrs. M. Babitha Jain, Dean Academics	IQAC Coordinator

Mrs. M. Babitha Jain, IQAC Co-ordinator has welcomed all the members to the meeting at 10:00 AM.

Before proceeding to the agenda, the IQAC Co-ordinator introduced all the members and placed the following agenda of items for discussion, ratification/approval and suggestions.

Discussions in IQAC Meeting

The senior teachers of IQAC explained about the activities in the respective areas

- Prof. M. Babitha Jain: Consolidated the information presented by all the members
- Dr. P.B. Ram Kumar: Explained the various financial aspects and further details will be updated in the next three days.
- Mr. P.S.V.S.V Rama Raju: Made a note about the revised timetables and schedule and mentioned that further data and documentation will be updated later.
- Mr. K.Jogi naidu: Gave the complete data of the result analysis of all the branches with relevant documents.
- Mr. B.Seshagiri Rao: Elaborated information on the ongoing projects in various departments. Incorporated a the necessary changes suggested in the previous IQAC meeting with relevant.
- Mr. Ch. Ravi Kumar: Listed the industrial visits and the related data with relevant documents.
- Mrs,. M. Lalitha: Presented the data of the various activities of the students within and outside of the institute and alsop about the extracurricular activities of the staff with relevant documents.

Consolidated summary sheets of the IQAC activities have been subkitted to the coordinator by the members.



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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 12-10-2017

The Meeting of IQAC committee was held on 12th Oct 2017 at 10:00 AM at Conference Hall-1.
The following members were present.

S.No	Name and Designation of the Member	Position in IQAC	
1	Prof. Dr. M. Venugopala Rao,	Chairperson	M. Venugopala Rao
2	Shri Dadi Ratnakar, Secretary, DIET	Member Management	
3	Dr. K. Amarendra, Vice Principal	Member	K. Amarendra
4	Dr. K. Rama Rao, Dean Administration	Member Administration	
5	Dr. P. B. Rama Kumar , HOD M.B. A	Member	
6	Dr. R.V.S Lakshmi Kumari, HOD EEE	Member	R.V.S Lakshmi Kumari
7	Dr Ch Prabhakar Rao HOD S&H	Member	
8	Dr L Prasanna Kumar HOD CSE	Member	
9	Mr. B. Ch. Srinivasa Rao HOD ECE	Member	B. Ch. Srinivasa Rao
10	Mr B, Seshagiri Rao, HOD CIVIL	Member	B. Seshagiri Rao
11	Mr P. S.U Sarma, Administrative Officer	Member Administration	P. S. U Sarma
12	Mr P. V. Murali, NSS Program Officer	Member	
13	Mr Ch Srinadh, MD, Gopal Automotives pvt Ltd	Member, Industry	C. S. V. Srinadh
14.	Dr. G. Rama Murthy, General Physician	Member, Local Society	G. Rama Murthy
15	M.L.V. Roopa Vani (CSE), CTS Jaya Sudheer Raja (EEE) , Brandix	Member, Alumni	M.L.V. Roopa Vani
16	G. Rama Krishna (IV EEE) K. sowmya (III ECE A)	Member, Student	
17	Mr G. Ranga Babu	Member, Parent	G. Ranga Babu
18	Mrs. M. Babitha Jain, Dean Academics	IQAC Coordinator	Babitha Jain

M. Venugopala Rao
Chairperson IQAC



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Internal Quality Assurance Cell (IQAC)

Date: 2-01-2018

IQAC Meeting Circular Jan 2018

A meeting of IQAC Committee is convened on 4th Jan 2018 at 10:00 AM at Conference Hall-1 to discuss the following agenda.

1. Conduction of Workshop on IOT
2. Conduction of Workshop on Google Android Developer fundamental
3. Orientation talk on J Gate online Journals
4. Discussion on Conduction of Guest Lectures
5. Conduction on National Science Day celebrations
6. Conduction of passport mela

All the members of IQAC are requested to attend the meeting and share their expertise.

K. Amarendra
Chairperson IQAC

Circulation among the IQAC Committee Members

S.No	Name and Designation of the Member	Position in IQAC
1	Prof. Dr. K. Amarendra, Principal	Chairperson
2	Shri Dadi Ratnakar, Secretary DIET	Member Management
3	Dr. K. Amarendra, Vice Principal	Member
4	Dr. K. Rama Rao, Dean Administration	Member Administration
5	Dr. P. B. Rama Kumar , HOD M.B. A	Member
6	Dr. R.V.S Lakshmi Kumari, HOD EEE	Member
7	Dr Ch Prabhakar Rao HOD S&H	Member
8	Dr L Prasanna Kumar HOD CSE	Member
9	Mr. B. Ch. Srinivasa Rao HOD ECE	Member
10	Mr B, Seshagiri Rao, HOD CIVIL	Member
11	Mr P. S.U Sarma, Administrative Officer	Member Administration
12	Mr P. V. Murali, NSS Program Officer	Member
13	Mr Ch Srinadh, MD, Gopal Automotives pvt Ltd	Member Industry
14	M.L.V. Roopa Vani (CSE)	Member Alumni
15	G. Rama Krishna (EEE)	Member Student
16	Mr G. Ranga Babu	Member Parent
17	Mrs. M. Babitha Jain, Dean Academics	IQAC Coordinator

Mrs. M. Babitha Jain, IQAC Co-ordinator has welcomed all the members to the meeting at 10:00 AM.

Before proceeding to the agenda, the IQAC Co-ordinator introduced all the members and placed the following agenda of items for discussion, ratification/approval and suggestions.

1. Conduction of Workshop on IOT

IQAC Co-Ordinator requested the IQAC Chair person to discuss about Online Class work for students. IQAC Chairperson has elaborated about the workshop on IOT which is very much useful to the students.

2. Conduction of Workshop on Google Android Developer fundamentals

IQAC Co-Ordinator requested the IQAC Chair person to discuss about Online Class work for students. IQAC Chairperson has elaborated about the workshop on Google Android developer fundamewntals which is very much useful to the students.

3. Discussion on orientation talk on J. Gate online journal

IQAC Co-Ordinator requested HODs to discuss about orientation talk on J. Gate online journals for the benefit of faculty to write the paper for publications in reputed journals.

4. Conduction of Guest lectures

IQAC Co-ordinator requested HODs to discuss about conduction of Guest Lectures. IQAC Chairperson has informed that each department shall be planned to conduct two or three guest lectures on updated topics

5. National Science day Celebrations

IQAC Committee has planned to conduct National Science day on 28th feb 2018. Department of H& BS has take the procedure to conduct the National Science day celebrations

6. Conduction of Passport Mela in extension activities.

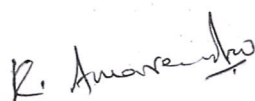
IQAC Co-ordinator requested the IQAC Chairperson to discuss about the conduction of pass port mela by coordinate with passport Officer, Visakhapatnam. IQAC chair peron endorsed this work to the NCC Programme Officer Mr. P.V. Murali. The eligible students are easily access to getting the passport in the institute.

K. Anandhu
Chairperson IQAC

Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC Meeting held on 4th Jan 2018 dated 5th Feb 2018

S No	Agenda Point	Action Taken
1	Workshop on IOT	Conducted workshop on IOT which is very much useful and benefitted by the students.
2	Workshop on Google Android Developer Fundamentals	Conducted workshop on Google Android developer fundamentals which is benefitted to the students.
3	Orientation talk on J Gate online Journals	IQAC Co-ordinator requested HODs to discuss about orientation talk on J. Gate online journals for the benefit of faculty to write the paper for publications in reputed journals.
4.	Conduction of guest lectures	Conducted three guest lectures
4	Discussion on Conduction of Guest Lectures	IQAC Committee has planned to conduct National Science day on 28 th feb 2018. Department of H& BS has take the procedure to conduct the National Science day celebrations
5	Conduction of passport mela in extension activities	Conducted pass port mela by passport Officer, Visakhapatnam in the campus. IQAC chair person endorsed this work to the NCC Programme Officer Mr. P.V. Murali. The eligible students are easily accessed and to getting the passport.


Chairperson IQAC



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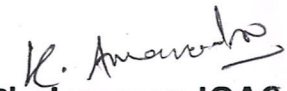
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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 4-01-2018

The Meeting of IQAC committee was held on 4th Jan 2018 at 10:00AM at Conference Hall-1. The following members were present.

S.No	Name and Designation of the Member	Position in IQAC	Signature
1	Prof. Dr. K. Amarendra , Principal	Chairperson	K. Amarendra
2	Shri Dadi Ratnakar, Chairman DIET	Member Management	Shri Dadi Ratnakar
3	Dr. K. Rama Rao, Dean Administration	Member Administration	Dr. K. Rama Rao
4	Dr. P. B. Rama Kumar , HOD M.B. A	Member	Dr. P. B. Rama Kumar
5	Dr. R.V.S Lakshmi Kumari, HOD EEE	Member	Dr. R.V.S Lakshmi Kumari
6	Dr Ch Prabhakar Rao HOD S&H	Member	Dr Ch Prabhakar Rao
7	Dr L Prasanna Kumar HOD CSE	Member	Dr L Prasanna Kumar
8	Mr. B. Ch. Srinivasa Rao HOD ECE	Member	Mr. B. Ch. Srinivasa Rao
9	Mr B, Seshagiri Rao, HOD CIVIL	Member	Mr B, Seshagiri Rao
10	Mr P. S.U Sarma, Administrative Officer	Member Administration	Mr P. S.U Sarma
11	Mr P. V. Murali, NSS Program Officer	Member	Mr P. V. Murali
12	Mr Ch Srinadh, MD, Gopal Automotives pvt Ltd	Member Industry	Mr Ch Srinadh
13	M.L.V. Roopa Vani (CSE)	Member Alumni	M.L.V. Roopa Vani
14	G. Rama Krishna (EEE)	Member Student	G. Rama Krishna
15	Mr G. Ranga Babu	Member Parent	Mr G. Ranga Babu
16	Mrs. M. Babitha Jain, Dean Academics	IQAC Coordinator	Mrs. M. Babitha Jain
17			


Chairperson IQAC

DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL HELD ON 18th JUNE, 2018


The following IQAC Committee met on 18th June 2018 regarding of IQAC functioning and procedure during the academic year 2017-2018


1	CHAIRMAN	1. PROF. Dr. CH.PRABHAKAR A RAO ,PRINCIPAL
2	SENOIR ADMINISTRATIVE OFFICERS	2. PROF. K.RAMA RAO ,DEAN ADMN 3.MR. P.S.U.SHARMA, A.O
3	FACULTY MEMBERS	4 Dr.P.B.RAMKUMAR,HOD, DEPTOF MBA 5 Dr. K.HARIKRISHNA, HOD,DEPT OF CIVIL 6 Dr.L..PRASNNA KUMAR,HOD,DEPT OF CSE 7 Dr. CH.PRABHAKAR A RAO, HOD, DEPT OF H&BS 8 Mr.B.CH. SRINIVASA RAO, HOD,DEPT OF ECE 9 Dr, R.V.S. LAKSHMIHOD, DEPT OF EEE 10 MR. P.V.MURALI, NSS PROGRAMME OFFICER
4	MEMBER FROM THE MANAGEMENT	11. SRI DADI RATNAKAR, SECRETARY OF THE INSTITUTION
5	NOMINEE FROM LOCALSOCIETY/STUDENTS/ALUMNI	12. Dr. G.RAMA MURTHY 13. Mr. SIVANANDA, IV B.TCH(CIVIL)
6	NOMINEE FROM INDUSTRIALISTS/EMPLOYERS	14. Mr. SRINATH, M.D; GOPAL AUTOMOTIVES
7	COORDINATOR OF THE IQAC	15. Dr. K. S. ESWARA RAO, VICE PRINCIPAL

The IQAC Coordinator has revealed the guidelines revised by NAAC for the creation of the IQAC and submission of AQAR in accredited institutions from 2018-2019. The revised guidelines will come into effect from 1st July 2018.

- As per the revised guidelines
- The Higher Education Institutions are submitting the AQAR from July 2018 onwards may use revised format with effect from 1st July 2018.
- AQAR needs to submit in new format only for the academic year 2018-2019.
- AQAR of the preceding academic year need to be submitted to the NAAC within six months i.e the institutions should submit the AQAR before n31st December of every year.

- The IQACs may create exclusive window tab on its institutional website for keeping the records /files of NAAC, peer committee reports, AQAR and Institutional Academic Calendar, IQAC Minutes of Meeting, Certificate of accreditation outcomes regularly upload /report on its activities as well as for hosting the AQAR.
- The Tools and parameters are designed in the new format are in such a way that the preparation of AQAR would face late facilitate that HEI'S for upcoming cycles of Accreditation
- As per the revised Accreditation Framework, the NAAC Accreditation institutions need to submit the AQAR online.
- NAAC is the process of ICT integration in assessment and accreditation.
- The login ID for the Online submission for AQAR submission will be the email id used for the IIQA.
- The AQAR is part of the post Accreditation module, in due course of time.
- NAAC portal will have facility to submit the AQAR online and Institutions will receive automated response.
- AQAR of the preceding year be submitted to the NAAC within six months. i.e the institutions should submit the AQAR are before 31st December of every year.
- The committee found that the AQAR for the year 2017 -2018 is to be submitted now as per the guidelines of the IQAC on or before 31st December 2018.
- As per as per the revised Accreditation Framework, plan of action is to be prepared for the submission of AQAR according to new format procedure towards quality to teaching and more best practices to be introduced for improving the quality of academics, administration and research activities of the institute. The plan of action for the year 2018 - 2019 is prepared according to new format


 Dr. K.S. Eswara Rao
 COORDINATOR, IQAC


 Dr. K. Amarendra
 CHAIRMAN, IQAC



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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting dated 18-06-2018

The Meeting of IQAC committee was held on 18th June 2018 at 10:00 AM at Conference Hall-1.
The following members were present.

S.No	Name and Designation of the Member	Position in IQAC	Signature
1	Prof. Dr. Ch. Prabhakara Rao, Principal	Chairperson	
2	Shri Dadi Ratnakar, Secretary, DIET	Member Management	
3	Dr. K. S. Eswara Rao, Vice Principal	Member	
4	Dr. K. Rama Rao, Dean Administration	Member Administration	
5	Dr. P. B. Rama Kumar, HOD M.B. A	Member	
6	Dr. R.V.S Lakshmi Kumari, HOD EEE	Member	
7	Dr Ch Prabhakar Rao HOD S&H	Member	
8	Dr L Prasanna Kumar HOD CSE	Member	
9	Mr. B. Ch. Srinivasa Rao HOD ECE	Member	
10	Mr B, Seshagiri Rao, HOD CIVIL	Member	
11	Mr P. S.U Sarma, Administrative Officer	Member Administration	
12	Mr P. V. Murali, NSS Program Officer	Member	
13	Mr Ch Srinadh, MD, Gopal Automotives pvt Ltd	Member Industry	
14	M.L.V. Roopa Vani (CSE)	Member Alumni	
15	G. Rama Krishna (EEE)	Member Student	
16	Mr G. Ranga Babu	Member Parent	
17	Prof. Dr. K.S. Eswara Rao	IQAC Coordinator	

Chairperson IQAC

S. No	Resolutions	Action Taken
1.	Any information presented in the meeting should be supported by proper documentation	All the information submitted in the IWQAC meetings were supported by relevant documental proofs
2.	Mailing all the circulars to the staff was made mandatory process is impleented and followed	Process is implemented and followed
3.	A revised budget for Engineers day celebrations to be d by the civil Department	The revised budget has been submitted
4.	Reminder for CRT payment to FACE Consultants and fee collection from students.	Reminder has been sent and the fee collection is going on
5.	Profession Body details to be updated.	Professional Body details of IEEE, ISTE, IETE and IEI has been updated and CSI is under process.
6.	Industrial visit should be Unique and different for every batch	Furthur visits have taken care of the above aspect.
7.	Only one banner i.e stage backdrop banner to be printed for any programme	It is successfully implemented for all the programmes.

ACTION TAKEN REPORT 2017-18

Action Taken Report on IQAC Meeting held on 24th July 2017

- IQAC Committee has been planned to prepare IQAC Calendar includes quality initiatives and measures taken to improving the research activities
- Steps taken for preparation of AQAR 2017-18 as per NAAC guidelines basing on all criterions according to all Key Indicators. IQAC coordinators must follow all the KIs mentioned in seven Criterions.
- IQAC coordinators shall be collected the data relating to Curricular, Co-curricular and Extra Curricular activities along with Extension Activities from all the departments and functional committees
- Collection of Quantitative data in AQAR 2017-18 by IQAC from June 2017 onwards

Action Taken Report on IQAC Meeting held on 4th Jan 2018

- Agenda Point 1,2,3,4: Conduction of workshops on IOT, Google Android Developer Fundamentals, orientation talk on J-Gate and Personality Development Programme. IQAC Committee has planned to conduct more programmes like this so that these are useful to students for career Development.
- Agenda 5,6,7,8,9: These points belong to Guest lectures and extension Activities. IQAC Committee directed to HODs to conduct two or three guest lectures by each department and extension activities by NSS, Cultural club in this Academic Year.

Action Taken Report on IQAC Meeting held on 18th June 2018

- IQAC Committee has been initiated to conduct workshops, Guest Lectures and Industrial visits at the commencement of the academic year 2017-18. All departments have been conducted seven workshops, five guest lectures and three industrial tours for the benefit of students.
- Basing on IQAC Committee suggestions, establish Student Centric Activities through various clubs in the departments for more involvement of all the students in various activities.
- All the HODs, Functional committee members must go through the new format of AQAR 2018-19
- Every important event comprises with student support and other activities in the campus must post in college website for open access by all the stakeholders. The web links shall be provided and uploaded in AQAR.