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# **SAMSKRUTI COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Sponsored by St. VINCENT EDUCATIONAL SOCIETY)

Regd. No. 5782/2000

(Approved by AICTE, New Delhi and Affiliated to JNTU, Hyderabad)

Kondapur Village, Ghatkesar Mandal, Medchal District (Old R.R. Dist) - 501301.

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

### **NOTICE**

Ref: SCET/IQAC/2017-2018/10

Date: 01/11/2017

To

The Members of IQAC

**Subject:** Meeting of the IQAC Scheduled on 10/11/2017 at 3.00 pm.

**Venue:** Board Room

**Dear Sir/Madam**

You are cordially invited for the 2<sup>nd</sup> IQAC meeting for the academic year 2017-2018; the agenda for the meeting is as follows:

- Confirmation of the previous(1st) meeting held on 06/06/2017
- Allocation of Task for NAAC criteria
- HODs Support and Leadership required for NAAC.
- Parents-Teachers Meeting
- Review of Academic activities

You are kindly requested to confirm your presence as it will help us to make further provisions.

Looking forward to hear from you.



Yours Sincerely,

*[Signature]*  
Coordinator IQAC



## Samskruti College of Engineering and Technology

Kondapur(V), Ghatkesar(M), R.R.Dist, Hyderabad

### INTERNAL QUALITY ASSURANCE (IQAC)

The Second IQAC meeting for the academic year 2017-2018 was conducted on 10.11.2017 in the Board Room at 3.00p.m. The following members are IQAC members.

S.No	Name	Designation	Role in IQAC
1.	Sr.A.V.RamanaReddy	Chairman, SCET	Members from Management
2.	Dr.J.Govardhan,	Principal, SCET	Chair Person
3.	Dr.S.Jayanthi	Dean(R&D)	Member Secretary (Coordinator)
4.	Ms.Deepa Lachoria	HR Manager, HCL-C3i Solutions	Expert, nominee from Employer
5.	Mr.Purushothaman	Amman Cons	Member, Represent from Local Society
6.	Mr.B.Kishore Babu	Dean/Academics	Teachers
7.	Mr.P.Satya Narayana	Head/Examcell	
8.	Dr.S.Manjula	HOD/ECE	
9.	Dr.Selin RaviKumar	HOD/Civil	
10.	Dr. Narayana Gowd Talla	HOD/MBA	
11.	Ms.G.Radha Devi	HOD/CSE	
12.	Mr.B.V.Rao	Senior Accounts Officer	Members from Administrative Section
13.	Ms.Meena Kumari	Head/AO	
14.	Ms.Anshu Jha	III CSE	Member, Represent from Student
15.	Mr.Goguri Reddy	Mechanical Engineering	Member, Represent from Alumini

The minutes of the meeting are as follows.

The meeting commenced with the opening remark of the Principal about the importance of IQAC Cell and its functions.

**Confirmation of the previous(1st) meeting held on 06.06.2017**

Minutes of the previous meeting held on 06.06.2017 were by the IQAC-Coordinator Dr.S.Jayanthi with the permission of Principal and confirmed by the consensus.

**Allocation of Task for NAAC criteria**

As per the resolution of Dr.J.Govardhan, Principal, Samskruti College of Engineering and Technology, The following members are assigned a specific criterion in NAAC for the preparation of SSR document.

1.	Curricular Aspects	Mr.Kiran, Dept. of Civil Engineering
2.	Teaching- Learning and Evaluation	Mr.P.Ashok Kumar, Dept. of ECE
3.	Research, Innovations and Extension	Mr.S. Veerendra Prasad , Dept of Mechanical Engineering
4.	Infrastructure and Learning Resources	Mr.K.Sreedhar, Dept. of EEE
5.	Student Support and Progression	Mr. K.Ramasubramanian, Dept. of CSE
6.	Governance, Leadership and Management	Dr.AArthi, Dept. of MBA
7.	Institutional Values and Best Practices	Mr.Venkat Narayana, Dept. of H&S

**HODs Support and Leadership required for NAAC**

All the HODs have to take special interest, leadership and support to provide required documents and suggestions all the criteria in charges to complete NAAC work smoothly and effectively.

**Parents-Teachers Meeting**

It was instructed to conduct Parents-Teachers meeting in order to discuss about the progress of their wards in academics.

**Review of Academic Activities**

Resolved to record the review on the academic activities like Teaching-Learning process, admission criteria, communication from various academic agencies, and compliance with norms, standards and guidelines.

**Adjourning the Meeting**

IQAC Coordinator proposed the vote of thanks to the chair and members of IQAC.

  
IQAC Coordinator

  
Principal

**Copy Submitted**

1. The chairman/ The Secretary
2. The Principal

**Copy to**

3. IQAC file
4. Individual Members.



## Samskruti College of Engineering and Technology

Kondapur(V), Ghatkesar(M), R.R.Dist, Hyderabad

### INTERNAL QUALITY ASSURANCE (IQAC)

10.02.2018

Action taken on points discussed during 2<sup>nd</sup> meeting of IQAC.

S.No	Points Discussed	Action Taken
1	Parents-Teachers meeting	Parents-Teachers meeting were conducted for this academic year and the progress of their wards has been discussed.
2	Review of Academic Activities	Teaching-Learning process has been reviewed so as to strengthen it.

Yours Sincerely,

Dr.S.Jayanthi

Coordinator IQAC