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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.

Ref: SCET/IQAC/2017-2018/13

Date: 05/06/2018

To

The Members of IQAC  
Samskruti College of Engineering and Technology  
Hyderabad

## NOTICE

Sir,

**Subject:** Samskruti College of Engineering and Technology - IQAC Meeting – at 4.00 p.m  
13/06/2018 – Reg.

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We cordially invite you to attend the 10<sup>th</sup> Internal Quality Assurance Cell Meeting of our College being conducted at 4.00 PM on 13/06/2018 in Board Room, Samskruti College of Engineering and Technology, Hyderabad.

### Agenda:

- To confirm the minutes of previous Meeting of IQAC
- Academic plan for the odd semester to be finalized.
- Planning of faculty orientation program for newly recruited staff members.
- Planning of workshops/seminars/guest lecture/conferences for the upcoming semester.
- Planning of Internships and industrial visit in companies.
- Planning of placement training.
- General Discussions

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,

  
Coordinator IQAC





## Samskruti College of Engineering and Technology

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

### INTERNAL QUALITY ASSURANCE (IQAC)

The Tenth IQAC meeting was conducted on 13/06/2018 in the Board Room at 4.00 p.m.

The following members are the members.

S.No	Name	Designation	Role in IQAC
1.	Sr.A.V.RamanaReddy	Chairman, SCET	Management
2.	Dr.J.Govardhan	Principal, SCET	Chair Person
3.	Ms.Deepa Lachoria	HR Manager, HCL-C3i Solutions	Expert, nominee from Employer
4.	Mr.Rajesh	Amman Constructions, Hyderabad.	Member, Represent from Local Society
5.	Dr.S.Jayanthi	Dean(R&D)	Member Secretary (Coordinator)
6.	Mr.B.Kishore Babu	Dean/Academics	Teachers
7.	Mr.P.Satyanarayana	Head/Exam Cell	
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.	Ms.Meena Kumari	Head/AO	Members from Administrative Section
13.	Mr.B.V.Rao	Senior Accounts Officer	
14.	Mr.Bhukya Shiva	IV Mech	Member, Representative from Student
15.	Ms.Deepthi	Alumni 2016-2017 passed out, CSE	Member, Representative from Alumni



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.

**Welcoming the members of the IQAC Meeting.**

The IQAC Director, Dr.S.Jayanthi welcomed all the members of first IQAC meeting for the academic year 2018-2019 followed by his power point presentation on basic purposes, activities and functions of IQAC.

The Chairperson Dr.J.Govardhan, Principal requested all the members for open house discussion on academic excellence.

**To confirm the minutes on the previous meeting of IQAC**

The minutes of the 12<sup>th</sup> IQAC meeting held on 29.04.2018 as electronically circulated to the members are confirmed.

**To take note of all the activities so far undertaken**

The effectiveness of all the activities which were conducted in the previous year was verified.

**To plan for Bridge course, Induction and Orientation Program for first year**

It is resolved to plan Bridge course, Induction and orientation program so as to provide it as a more student centric one than that of previous years.

**To discuss / improve the Vision, Mission and core Values of IQAC**

It was decided that the existing goals of Samskruti College of Engineering and Technology of Vision and Mission be continued as guidelines for achieving future goals.

**Conducting Academic Events**

As academic events nurture the students with contemporary technologies, leadership qualities, teamwork, employability skills, etc, Dr.J.Govardhan insisted to conduct increased number of activities in the campus.

Ms.Deepa Lachoria insisted to encourage students to take participation in events conducted in other reputed institutions which will make the students more self confident and self reliant.

**To workout strategies to meet IQAC requirements laid down by NAAC**

It is resolved to carry out all workout strategies to meet IQAC requirements laid down by NAAC.

### Proposal for Grants

It was instructed to apply proposals round the year and fetch grants from funding agencies like AICTE, SERB, ISRO, DST, etc.

### To implement Student/Staff information management software

It is resolved to take up information management software to maintain Staff and Student Information in a more secure way and to transform the campus as the paperless one.

### General Discussion


- Ms. Deepa Lachoria shared her experience about quality circle in Industry and expressed that the Composition of IQAC is Mandatory.
- Mr. Kishore Babu, insisted about the imminent need of establishing **Incubation Center** in our college. As well, he discussed about the ways and means of creating startups in the institution for the betterment of students and their career.
- Mr. Satyanarayana, pointed out the Action plan for 2018-19 and also stressed, that instead of churning out a lot of engineers, we also need good citizenship in the students. They are our silent ambassadors in outside world.
- Ms. Radha suggested that in addition to the feedbacks taken from the students, parents and employers increased Alumni interaction would be a significant branding.
- The Principal concluded the discussion and stressed on the need of internal mentoring and class committee meeting.

Any Other Points There being no other points the meeting was closed with a vote of thanks.

### Adjourning the Meeting

IQAC Coordinator proposed the vote of thanks and the meeting came to an end.

  
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

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### INTERNAL QUALITY ASSURANCE (IQAC)

20.09.2018

Action taken on points discussed during 1<sup>st</sup> meeting of IQAC for the academic year 2018-2019.

S.No	Points Discussed	Action Taken
1	To plan for Bridge course, Induction and Orientation Program for first year	Action plan has been prepared to conduct motivational classes, professional ethics, personality development, Career Guidance, etc, for new comers.
2	Proposal for Grants	The proposals requesting fund were sent to ISRO, DST, and CSIR.
4.	Information Management Software	ECAP software is being implemented
5.	Incubation Center	Collaboration has been initiated with the Texas Instruments for establishing Incubation center in the institute.

Yours Sincerely,

  
Dr.S.Jayanthi

Coordinator IQAC