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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)

Ref: SCET/IQAC/2016-2017/7

Date: 12/01/2017

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
18/01/2017 – Reg.

We cordially invite you to attend the 3rd Internal Quality Assurance Cell Meeting for the AY 2016-17 of our College being conducted at 4.00 PM on 18/01/2017 in Board Room, Samskruti College of Engineering and Technology, Hyderabad.

Agenda:

- E-content submitted to update in college website
- Updating attendance registers
- Remedial Classes
- Consolidation of feedback from stakeholders
- 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,

Dr.S.Jayanthi

Coordinator IQAC



Samskruti College of Engineering and Technology

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

INTERNAL QUALITY ASSURANCE (IQAC)

The first IQAC meeting was conducted on 18.01.2017 for the academic year 2016-17 in the Board Room at 4.00 p.m.

The following members are IQAC members.

S.No	Name	Designation	Role in IQAC
1.	Sr.A.V.RamanaReddy	Chairman, SCET	Management
2.	Dr.M.Shreedhar Reddy	Principal, SCET	Chair Person
3.	Ms.Roopa	Hr Manager Medi Assist, Hyderabad.	Expert, Nominee from Employer
4.	Mr.Rajesh	Managing Director, Rajesh Real Estate, Hyderabad.	Member, Represent from Local Society
5.	Mr.M.Ramakanth Reddy	Director	Management Representative
6.	Dr.S.Jayanthi	Dean(R&D)	Member Secretary (Coordinator)
7.	Mr.B.Kishore Babu	Dean/Academics	Teachers
8.	Mr.P.Satyanarayana	Head/Exam Cell	
9.	Ms. G. Radha Devi	HOD/CSE	
10.	Mr.K.Vijay Kumar	HOD/Mech	
11.	Mr.Y. Singaraiah	HOD/ECE	
12.	Mr.B.V.Rao	Senior Accounts Officer	Members from Administrative Section
13.	Mr.J. David	IV ECE	Member, Represent from Student
14.	Mr.P. Pavan kumar	Alumni 2013-2014 passed out, ECE	Member, Represent 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 Co-ordinator, Mr.J.Jayamthi, introduced herself and welcomed all the members of the third IQAC meeting for the academic year 2016-2017. The Chairperson Dr.M.Shreedhar Reddy, Principal requested all the members for open house discussion IQAC meeting.

To confirm the minutes on the previous meeting of IQAC

The minutes of the 2nd IQAC meeting held on 10.11.2016 for the academic year 2016-2017 are confirmed.

E-content submitted to update in college website

It is resolved to submit e-content of each department which would be uploaded in college website.

Updating attendance registers

It is resolved to update attendance registers daily. As well, it is resolved update the absenteeism of students to their parents daily.

Remedial Classes

It is resolved to conduct remedial classes for slow learners those who failed in mid exams after regular working hours.

Consolidation of feedback from stakeholders

It is resolved to consolidate the feedback collected from stakeholders so as to make an insight into it.

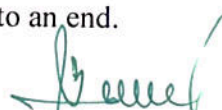
Any Other Points

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

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

INTERNAL QUALITY ASSURANCE (IQAC)

12.03.2017

Action taken on points discussed during 2nd meeting of IQAC meeting of the AY 2016-17.

S.No	Points Discussed	Action Taken
1	e-content development	E-content has been collected from all the department for uploading in college website
2	Remedial class	It is planned to conduct remedial classes for slow learners in the upcoming semester.

Yours Sincerely,


Dr.S.Jayanthi

Coordinator IQAC