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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/2014-2015/01

Date: 16/03/2015

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
23/03/2015 – Reg.

We cordially invite you to attend the 1st Internal Quality Assurance Cell Meeting of our College being conducted at 4.00 PM on 23/03/2015 in Board Room, Samskruti College of Engineering and Technology, Hyderabad.

Agenda:

- Introduction IQAC members
- Objectives of IQAC cell
- Functions of IQAC cell.
- Allocating separate chamber for IQAC Cell
- Discussion NAAC & NBA
- Conducting Academic Events
- Proposal for Grants
- AAA Audit
- 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 first IQAC meeting was conducted on 23.03.2015 in the Board Room at 4.00 p.m.

The following members are members of IQAC.

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.	Mr.B.Kishore Babu	Dean/Academics	Member Secretary (Coordinator)
7.	Mr.P.Satyanarayana	Head/Exam Cell	Teachers
8.	Ms. G. Radha Devi	HOD/CSE	
9.	Mr.K. Vijay Kumar	HOD/Mech	
10.	Mr.Y. Singaraiah	HOD/ECE	
11.	Mr.B.V.Rao	Senior Accounts Officer	Members from Administrative Section
12.	Mr.J. David	III ECE	Member, Represent from Student
13.	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 Director, Mr.B.Kishore Babu welcomed all the members of the first IQAC meeting followed by his power point presentation on basic purposes, activities and functions of IQAC.

The Chairperson Dr.M.Sreedhar Reddy, Principal requested all the members for open house discussion on academic excellence.

Objectives of IQAC cell

- IQAC coordinator made a detailed presentation on the objectives of IQAC.
- It was planned to conduct administrative and academic audit twice in a year to ensure the quality functioning of the institution as per the norms of NAAC. The outcome of these audits will be discussed in future IQAC meeting for necessary corrective actions and remedial steps.
- It was decided that IQAC shall sensitize the research and development activities of the institution in association with Research and Development cell.
- All the members were asked to accelerate the research, consultancy and publication in their respective department.

Functions of IQAC cell.

IQAC has planned to take various measures to ensure the quality functioning of the institution and are given below.

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities of the Institute, leading to quality improvement

- Development of Quality Culture in Institute

Allocating separate chamber for IQAC Cell

- It is resolved that a separate IQAC cell may be established in a suitable place with all accoutrements such as furniture, computer with internet facility. A committed assistant may be appointed for this purpose.
- It is resolved to create a web portal for IQAC.
- It is resolved to conduct academic and administrative audit report at the end of every year

Discussion NAAC & NBA

Dr.M.Sreedhar Reddy, Principal, instructed that the IQAC cell should take all the quality measures to sustain quality teaching learning practices. As well, he proposed an proposal that the institution will apply for NBA and NAAC in future, within a year.

Conducting Academic Events

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

Ms.Roopa 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.

Proposal for Grants

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

AAA Audit

As per the NAAC mandate for AAA Audit, it was decided to have Academic and Administrative Audit based on new NAAC methodology for this academic year 2015. However it was decided that data will be finalized based on the outcome of Quantative & Qualitative Measure data as entered from all the departments.

General Discussion

- Ms.Roopa shared her experience about quality circle in Industry and expressed that the Composition of IQAC is Mandatory.
- Mr.B.Kishore Babu, stressed on the need of taking a holistic view towards quality excellence. He said that the education system has now shifted from input based education

to outcome based education. In order to achieve this, a separate window has to be created in the college website with all necessary contents for IQAC. He also suggested availing a suggestion box for students to convey their grievances or suggestions.

- He also stated that in order to achieve the expectations of all stakeholders, macro-level and micro-level plans should be made and executed. The macro level plan includes implementation of relevant curriculum, deciding teaching strategy and to develop out of box thinking capacity of students. The micro-level action may include group of courses or details within the course. Objectives of each course should be designed such that the objective of complete programme is achieved. He also suggested conducting another round of SWOT analysis and feeling that IQAC could handle this responsibility successfully.
- Mr. Satyanarayana, pointed out the Action plan for 2015-16 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. She was of the opinion that in addition to the feedbacks taken from the students, parents and employers. She also suggested Alumni interaction to be increased for branding.
- Ms.G.Radha, said that students are from heterogeneous groups. Motivational talks and expert talks by industry people should be arranged to take care of different groups. Frequency of faculty interaction with students should be increased.
- Mr.K.Vijay Kumar suggested forming Non- Statutory committees along with statutory committees. Also said, the system so far has been examination oriented which cannot change suddenly. However efforts can be made for gradual and permanent reforms to meet the quality standards.
- The Principal concluded the discussion and stressed on the need of internal mentoring. He hoped that Heads of Department can interact with students CRs every fortnight.

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

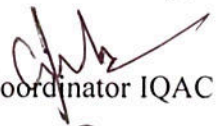
INTERNAL QUALITY ASSURANCE (IQAC)

21.06.2015

Action taken on points discussed during 1st meeting of IQAC.

S.No	Points Discussed	Action Taken
1	Conducting Academic Events	Action plan has been prepared by all the departments to conduct academic events such as, seminar, workshop, guest lecture.
2	Proposal for Grants	The proposals requesting fund were sent to ISRO, DST, and CSIR.
3.	Suggestion box	Suggestion Box has been placed
4.	Non-Statutory Committees	Non-Statutory Committees(Grievance Redressal Cell, Women Empowerment Cell, Sports Committee, Cultural Committee) have been formulated
5.	A separate window in Website for IQAC	A separate window has been created in Institutional Website for IQAC

Yours Sincerely,


Coordinator IQAC