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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/2017-2018/09

Date: 25/05/2017

To

The Members of IQAC

Subject: Meeting of the IQAC Scheduled on 06/06/2017 at 3.00 pm.

Venue: Board Room

Dear Sir/Madam

You are cordially invited for the 1st IQAC meeting; the agenda for the meeting is as follows:

- Introduction IQAC members
- Information about NAAC
- Discussion on the objectives of IQAC cell
- Discussion on functions of IQAC cell.
- Conducting International Conference
- Proposal for Grants
- AAA Audit

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 06.06.2017 in the Board Room at 3.00 p.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.M.Shreedhar Reddy	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.

Welcoming of the members of the IQAC cell Meeting.

The IQAC Coordinator welcomed all the members of the first IQAC meeting for the academic year 2017-2018.

Introduction IQAC members

All the IQAC members introduced themselves to others.

Discussion on the objectives of IQAC cell

- IQAC coordinator made a detailed presentation on the objectives of IQAC.
- It was planned to conduct administrative and academic audit during every 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.

Discussion on functions of IQAC cell.

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

- Conducting awareness programme on the role of IQAC to all staff members and students.
- Conducting academic audit and administrative audit at regular intervals.
- Conducting research sensitizing programmes through R&D Cell.
- Conducting career guidance programmes through TPO cell

Conducting International Conference

It is planned to conduct an International Conference in a grand way in the month of July 2017 in order to strengthen the research and publications in the institution.

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Proposal for Grants

It was instructed to apply for receiving grants for conducting the international conference.

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 2017. However it was decided that data will be finalized based on the outcome of Quantative & Qualitative Measure data as entered from all the departments.

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)

20.09.2017

Action taken on points discussed during 1st meeting of IQAC for the academic year 2017-2018.

S.No	Points Discussed	Action Taken
1	Conducting International Conference	It was decided to conduct International Conference and scheduled during 29 th and 30 th July 2017.
2	Proposal for Grants	The proposals requesting fund was sent to ISRO, DST, and CSIR.

Yours Sincerely,


Dr. S. Jayanthi

Coordinator IQAC