



SNo	Designation	Recommendation of IQAC	Name Of The Office Bearer
1	Chairperson	Head Of The Institution	Dr M.Chandrasekhar, Principal
2	Senior Faculty	One of the Senior Faculty as IQAC Coordinator	Prof.Ravi Sankar Chandu
3	Admin Representative	Few Senior Administrative Officers	Dr.A.Balaji Dr.K.V.Rama Rao Dr.V.Nagagopi Raju Dr.P.V.Narendra Kumar Dr.A.Radhakrishna Murthy
4	Management Representative	One of the Management Committee Member	Shri.Y.Sujit Kumar Secretary
5	Alumni Nominee	Alumni Member	Ms Diya
	Student Nominee	Current Student	Ms.G.Anusha,CSE Y22CSE041
6	Employee Nominee	Training and Placement Officer	Dr.Y.Rokesh Kumar
7	Industry Nominee	CEO, MALTEC	Mr.K.Madhu Kiran, MALTEC


IQAC Coordinator

(Ravi Sankar Chandu)


PRINCIPAL

(Dr. M. Chandra Sekhar)



Chalapathi Nagar, LAM, GUNTUR-522034, Andhra Pradesh, India

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 25-04-2025

CIRCULAR

SUB: IQAC Meeting Called For-Reg.

This is to inform that Internal Quality Assurance Cell IQAC meeting will be held on 02.05.2025 at 10 am in the board room to discuss the following Agendas.

1. New Autonomous Regulation R-2025
2. Academic & Administrative Performance
3. Quality of Assessment
4. End-Semester Results of UG and PG for the Academic year 2023-2024
5. Any other matters regarding Quality

All the members are requested to attend the meeting without fail.


IQAC Coordinator


PRINCIPAL

(Dr. M. Chandra Sekhar)

To:

1. All the members of IQAC
2. All HODs
3. Office/COE/Library/TPO
4. IQAC File

**Internal Quality Assurance Cell****Date: 02-05-2025****MINUTES OF THE MEETING**

The IQAC meeting was conducted on 02-05-2025, 10am at the college Board room, Chalapathi Institute of Engineering & Technology, LAM, Guntur. The following members were present.

S.No	Name of the Member	Department
1	Ravi Sankar Chandu	IQAC
2	Ch.Lakshmeswari	CSIT
3	K.Murali Krishna Raju	EEE
4	C.Bharat Kumar	CSE
5	J.Soujanya	BSH
6	D.Kiranmai	DS
7	J.Rakesh	Civil
8	Dr.N.Nanda Prakash	ECE
9	G.Ravi Chandra	CS-AI

Dr. M. Chandrasekhar Principal and the Chairman of IQAC welcomed all the members of IQAC cell.

The minutes and the action taken report was of the previous meeting was read by Prof. Ravi Sankar Chandu, Coordinator, IQAC and it was confirmed.

AQAR submission for the current academic year 2024-25 was made successfully by the collective efforts all faculty members and it was well appreciated.

The following points were discussed and deliberated.

1. IQAC coordinator announced that CIET will be applying for NAAC accreditation in the new format, which is yet to be announced. It is said that there will be 10 criteria, for which data has to be collected.
2. The discussion on the End Semester results for the semester April/May 2025 was carried out and all the members appreciated the OCOE for the efforts taken to conduct the examinations and publication of the results.
3. IQAC Coordinator announced reopening dates of the next semester as 11/07/2025.
4. IQAC Coordinator elaborated about the new NAAC regulations for the current Academic year 2025-26.

The meeting ended at 11.30am with the vote of thanks to the chair and other members by IQAC Coordinator


IQAC Coordinator


PRINCIPAL
(Dr. M. Chandra Sekhar)

Copy to

1. All HODs
2. Member
3. File



Chalapathi Nagar, LAM, GUNTUR-522034, Andhra Pradesh, India

Internal Quality Assurance Cell**IQAC Cell Meeting Attendance**

S.No	Name of the Member	Department	Signature
1	Ravi Sankar Chandu	IQAC	
2	Ch Lakshmeswari	CSIT	
3	K.Murali Krishna Raju	EEE	
4	G.Bharat Kumar	CSE	
5	J.Soujanya	BS&H	
6	D.Kiranmai	DS	
7	J.Rakesh	Civil	
8	Dr N.Nanda Prakash	ECE	
9	G.Ravi Chandra	CS-AI	



Internal Quality Assurance Cell

ACTION TAKEN REPORT FOR THE MEETING

S.No	Discussion on Previous Meeting	Action Taken Report
1	AQAR-2023-24 data collection	Faculty members were informed and motivated to collect the required Data for the AQAR
2	New Autonomous Regulation	The suggestions to be incorporated for the New Regulation were well received.
3	MHRD's Innovation Cell	Faculties are motivated to enhance their contributions and efforts to obtain higher ratings
4	Value Added Courses and Life Skill Enrichment Programs	Suggestions were well taken and it is discussed in Board of Studies meeting
5	Student Induction Program	HODs were assigned to facilitate and integrate students into the college learning environment and it was executed through several activities


IQAC Coordinator


Head of the Institution

Chairman/IQAC

Copy to

- 1.All HODs
2. All Members
- 3.File
4. CEO for Kind information
- 5.Managing Trustee for Kind Information



Internal Quality Assurance Cell

Date: 01/11/2025

CIRCULAR

Sub: IQAC Meeting Called for-Reg

This is to inform that IQAC meeting will be held on 12-11-2025 at 10.00 at the board room to discuss the following agenda.

- 1. Confirmation of Previous meeting minutes**
- 2. Previous Meeting ATR Submission**
- 3. NAAC Submission in New Format**
- 4. Discussion on NBA visit**
- 5. OCOE Annual report 2024- 2025**
- 6. Discussion on Management of New Programs**
- 7. To brief strategic plan for current academic year**
- 8. Any other Matters**

All the members are requested to attend the meeting without fail.


IQAC Coordinator


PRINCIPAL

To:

(Dr. M. Chandra Sekhar)

- 1. All HODs**
- 2. All Members**
- 3. File**



Internal Quality Assurance Cell

12-11-2025

Minutes of The Meeting

The IQAC meeting was conducted on 12-11-2025, 10am at the college board room, Chalapathi Institute of Engineering and Technology, LAM, Guntur.

The following members were present.

S.No	Name of the Member	Department	Signature
1	Ravi Sankar Chandu	IQAC	
2	Ch Lakshmeswari	CSIT	
3	K.Murali Krishna Raju	EEE	
4	G.Bharat Kumar	CSE	
5	J.Soujanya	BS&H	
6	D.Kiranmai	DS	
7	J.Rakesh	Civil	
8	Dr N.Nanda Prakash	ECE	
9	G.Ravi Chandra	CS-AI	

MINUTES OF THE MEETING

1. Dr. M. Chandrasekhar, Chairperson and Principal greeted the gathering and handed over the session to IQAC coordinator
2. The IQAC Coordinator Prof.Ravi Sankar Chandu, welcomed the chairperson and all the new IQAC members.
3. Student nominee included for the current academic year have given their self-introduction. Followed by that the minutes and the action taken report of the previous meeting was read by IQAC Coordinator and it was confirmed.
4. The Management representative appreciated the efforts of the whole team and encouraged all the other eligible programmes to focus on New NAAC/NBA accreditation for the next cycle.
5. The Head of the departments are advised to prepare the curriculum and syllabi as per the Regulation R-2024-2025.
6. IQAC Coordinator emphasized about the seed money policies framed to promote the research culture inside and the faculty members should be motivated. Also it was extended that Faculty members will be rewarded for their research publications.
7. All the HoDs were instructed to stick on to the academic calendar framed by Academic Calendar Adherence Committee which enables the micro level planning thereby maximizing the use of infrastructure and ICT facilities.
8. Faculty members will be encouraged to generate extra-mural funding through funding agencies for organizing Faculty Development programs, workshops, seminars etc.,
9. The Management representative appreciated the whole team for having conducted the EDUCAT event successfully and happily announced this event will be organized every year due to affirmative response this year.
10. The Chairperson advised all the Heads of the Departments to conduct more outreach activity in and around Coimbatore as part of contribution to the society.

Finally the IQAC coordinator delivered the vote of thanks and the meeting came to an end at 12.30 pm.


IQAC Coordinator


PRINCIPAL

(Dr. M. Chandra Sekhar)

To:

1. All HODs
2. All Members
3. File



Internal Quality Assurance Cell

4-12-2025

Attendance for IQAC meeting held on 09-12-2025

S.No	Name of the Member	Department	Signature
1	Ravi Sankar Chandu	IQAC	
2	Ch Lakshmeswari	CSIT	
3	K.Murali Krishna Raju	EEE	
4	G.Bharat Kumar	CSE	
5	J.Soujanya	BS&H	
6	D.Kiranmai	DS	
7	J.Rakesh	Civil	
8	Dr N.Nanda Prakash	ECE	
9	G.Ravi Chandra	CS-AI	

**Internal Quality Assurance Cell****ACTION TAKEN REPORT FOR MEETING**

S.No	Discussion of Previous Meeting	Action Taken Report
1	NBA Accreditation	Departments whose NBA Accreditation needs renewal, will be pursuing next cycle of NBA Accreditation
2	Application for New UG Programs	The point was well received. Applied for new UG Programs in Biomedical, Agriculture and Food Technology
3	Framing of Curriculum and Syllabi	Framing of Curriculum and New Syllabi was done
4	Application for Funding and Research Proposals	Grants Sanctioned from MSME, Industry Partners
5	Journal Publications by Faculty Members	Steady rise in Journal Publications was observed and motivated

IQAC COORDINTOR

PRINCIPAL

(Dr. M. Chandra Sekhar)

To:

1. All HODs
2. All Members
3. File



CHALAPATHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, Affiliated to Acharya Nagarjuna University)

Accredited by NAAC with A Grade

ISO Certified Institute



Chalapathi Nagar, LAM, GUNTUR-522034, Andhra Pradesh, India

Internal Quality Assurance Cell

DATE: 04-12-2025

CIRCULAR

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is to be held on 09.12.2025 at 10 a.m. in board room to discuss the following agenda.

1. New NAAC & NBA Accreditation Process.
2. Teaching-Learning process
3. Discussion about the Ranking
4. Any other matter

All the members are requested to attend the meeting without fail.


IQAC Coordinator


PRINCIPAL

(Dr. M. Chandra Sekhar)

To:

1. All HODs
2. All Members
3. File

**INTERNAL QUALITY ASSURANCE CELL****Minutes of the Meeting**

The IQAC meeting was conducted on 09.12.2025, 10.00 am at Board room, Chalapathi Institute of Engineering and Technology, Lam, Guntur. The following members were present.

S.No	Name of the Member	Department
1	Ravi Sankar Chandu	IQAC
2	Ch.Lakshmeswari	CSIT
3	K.Murali Krishna Raju	EEE
4	C.Bharat Kumar	CSE
5	J.Soujanya	BSH
6	D.Kiranmai	DS
7	J.Rakesh	Civil
8	Dr.N.Nanda Prakash	ECE
9	G.Ravi Chandra	CS-AI

Dr. M. Chandrasekhar, Chairman / Principal welcomed all the members of the cell and the following members inducted in the IQAC:

The minutes and the action taken report of the previous meeting was read by Prof. Ravi Sankar Chandu, IQAC Coordinator and it was confirmed.

New NAAC AND NBA submission is underway by the collective efforts of all the faculty members and it was well appreciated.

The following points were discussed and deliberated.

1. ICT tools as teaching aids which will enhance the quality of Teaching Learning process in the campus will be implemented.
2. IQAC Coordinator discussed about the NIRF-Pre-registering process and Data to be procured for several parameters such as teachers-student ratio, students enrolment, programmes, examination results, finance and infrastructure.
3. IQAC Coordinator discussed on India Today's Ranking and deliberated all the HoDs their support for taking up the responsibilities associated with the same.
4. Parent's Feedback and suggestions were also discussed during the meeting.
5. The activities Principal advised all the heads of the departments to execute the academic as per academic calendar and adhere to it without any deviations.
6. Uploading of attendance in the e-campus before evening on daily routine.
7. Remedial notification classes (evening hours) to be scheduled by all the departments with proper to students with the motto to improve The meeting ended at 11.30 am with vote of thanks to the chair and other members.


IQAC Coordinator


Principal

(Dr. M. Chandra Sekhar)

To:

1. All HODs
2. All Members
3. File

**INTERNAL QUALITY ASSURANCE CELL**

Attendance for IQAC meeting held on 09-12-2025

S.No	Name of the Member	Department	Signature
1	Ravi Sankar Chandu	IQAC	
2	Ch Lakshmeswari	CSIT	
3	K.Murali Krishna Raju	EEE	
4	G.Bharat Kumar	CSE	
5	J.Soujanya	BS&H	
6	D.Kiranmai	DS	
7	J.Rakesh	Civil	
8	Dr N.Nanda Prakash	ECE	
9	G.Ravi Chandra	CS-AI	



INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT FOR MEETING

S.No	Discussion of Previous Meeting	Action Taken Report
1	NAAC/NBA Accreditation for eligible departments for quality enhancements.	Suggestions was well taken and the process will be initiated soon.
2	Framing of Curriculum and Syllabi	The suggestions was well taken and courses were designed.
3	Utilizations of Infrastructure and ICT facilities.	Faculty members were encouraged to use the available.
4	Funds/Grants under various Government/Non-Government funding agencies.	Faculty members were motivated to apply for Funds and proposals for conducting faculty development programme were also submitted.
5	Conducting Outreach Activities	Students were motivated to participate in the activities which are the avenues to bring the growth to the society and raise awareness.


IQAC Coordinator


Principal

(Dr. M. Chandra Sekhar)

To:

1. All HODs
2. All Members
3. File