MINUTES OF THE IQAC MEETING HELD ON 20-06-2022 AT 02.00 PM IN THE BOARD ROOM OF 'A' BLOCK.

Agenda

1. Review of the status of the action point of the previous meeting.
2. Preparation of quality calendar for the academic year 2022-23.
3. Checking of student counseling books.
4. Conducting of Annual Academic Audit of each department.
5. Allotment of subjects and preparation of time tables for 2022 – 23 academic year first Semester.
6. Completion of AQAR for the academic year 2020-21.
7. Availability of additional infrastructure to meet the class requirements of 2022 – 23 academic year.

Members Present

S NO	NAME	DESIGNATION	SIGNATURE
1	Dr M Chandra Sekhar (Principal)	Chairman	
2	Dr K Kiran Kumar (HOD, CSE)	Member	
3	Dr K Venkata Rama Rao (HOD, ECE)	Member	
4	Dr A Radha Krishna Murthy (HOD, BS&H)	Member	
5	Sri P V Narendra Kumar (HOD, EEE)	Member	
6	Sri J Bhargav (HOD, CSIT)	Member	
7	Sri J Rakesh (Asst Prof, Civil)	Member	
8	Sri K Murali Krishanam Raju (Asst Prof, EEE)	Member	
9	Smt K Aruna Kumari (Asst Prof, CSE)	Member	
10	Smt J Soujanya (Asst Prof, ME)	Member	
11	Sri CH Sudhakar (Admn, CIET)	Member	
12	Sri P Lakshmi NarasimhaRao (Parent/Stakeholder)	Member	
13	M Sri Manjunadha (III B Tech, CSE)	Student Member	
14	Kum Ch Rajya Lakshmi (III B Tech, ECE)	Student Member	
15	M Venkateswara Rao (III B Tech, EEE)	Student Member	
16	Prof N Satyanarayana (IQAC; Professor, ME)	Co-ordinator	

RESOLUTIONS

1. Status of the action points of previous meeting were reviewed and noted that all the important actions have been completed.
2. It is resolved to prepare the quality calendar for the academic year 2022 – 23 after obtaining the academic calendar from the controller of examinations.
3. Random checking of student counseling books of second semester of 2021 – 22 was completed and found to be satisfactory.
4. It is resolved to request all the HODs to complete the annual academic audit of their departments for the academic year 2021 – 22.
5. It is resolved to advise all HODs to allot subjects to their faculty and also start preparing time tables for the first semester of next academic year, so that faculty are better prepared to take up classes for students well in advance.
6. It is resolved to complete the AQAR 2020 – 21 by collecting the required information from all the departments.
7. It is resolved to request Principal for arranging the completion of creating additional space in canteen and hostels well before the commencement of 2022 – 23 academic year classes.

Minutes prepared by

Co-ordinator, IQAC

Approved by

Chairman, IQAC.