



Dt: 30-10-2021

CIRCULAR

Date: 30-10-2021

Time: 10:00 AM

Venue: Principal Chamber, A.M. Reddy Memorial College of Engineering and Technology

Subject: **Formation of IQAC**

Attendees: Principal, Vice-Principal, HODs, Senior Faculty Members, Administrative Officer, Student Representatives

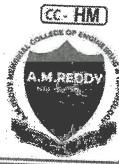
A meeting of the Internal Quality Assurance Cell of A.M.Reddy Memorial College of Engineering & Technology was held on dated 01/11/2021 at 10:00 am, under the chairmanship of Dr. CH.Mallikarjun in his Chamber. The following members were present in the meeting:

1. Dr. CH.Mallikarjun , Chairperson cum Principal
2. Dr. G. Bhaskar Reddy, Vice Principal
3. K.Sreekar Chand
4. Dr.Bala Murugan
5. Dr.Y.Prakash
6. Dr.A.Vinoth
7. Dr.B.Chandrasekhar
8. Dr.D Anand Babu
9. G Koti Reddy
10. N.Sunil

The Chairperson cum Principal Dr. CH.Mallikarjun briefed the members about IQAC and its objectives and functions and roles & Responsibilities etc. The chairman briefed about the composition of the IQAC and introduced the members.

1. Chairman: Principal of the college - Dr. CH.Mallikarjun
2. Coordinator IQAC: K.Sreekar Chand
3. Industry Representative (Stake-holder): Mr.Srirami Reddy Chereddy
4. College Vice-Principal: Dr.G.Bhaskar Reddy
5. President Alumni Asstiation: Mr.P.Sudheer Kumar
6. Teacher Member: Mr.G Koti Reddy
7. Teacher Member: Mr.N.Sunil
8. Teacher Member: Mr.N. Anjaneyulu
9. Teacher Member: Mr.K.Krishna Reddy
10. Academic Officer: Mr.P.Ravi Sankar

[Signature]
Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dt)



A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

ESTD: 2007

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AGENDA:

- To introduce the concept and objectives of IQAC
- To discuss the benefits and challenges of IQAC
- To form the IQAC committee and assign roles and responsibilities
- To plan the future activities and initiatives of IQAC

Venue: Principal Chamber, A.M. Reddy Memorial College of Engineering and Technology

[Signature]
IQAC

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Copy to:

1. IQAC Members
2. All HOD's
3. Exam Cell
4. Office File

[Signature]
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Narasaraopet (Mdl), Guntur(Dr)

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ESTD : 2007

Dt: 05-11-2021

ATTENDANCE OF IQAC MEMBERS

SL.NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.CH.Mallikarjuna	Principal	Chairperson	
2	Dr. G. Bhaskar Reddy	Vice-Principal	Member	
3	Dr.Bala Murugan	Civil-HOD	Member	
4	Dr.Y.Prakash	EEE-HOD	Member	
5	Dr.A.Vinoth	ECE-HOD	Member	
6	Dr.B.Chandrasekhar	CSE-HOD	Member	
7	Dr.D Anand Babu	AGE-HOD	Member	
8	Dr.G.Bhaskar Reddy	BS&H_HOD	Member	
9	Mr.N.Sunil	Asst.Prof-ECE	Member	
10	Mr.G Koti Reddy	Asst.Prof-MBA	Member	
11	Mr.Srirami Reddy Chereddy	Member	Manager-Deloitte	
12	Mr.P.Sudheer Kumar	Member	Alumni Co-ordinator	
13	Mr.K.Krishna Reddy	Member	NSS Co-ordinator	
14	Mr.N. Anjaneyulu	Member	Exam-Cell Chief	
15	Mr.P.Ravi Sankar	Member	AO	
16	Mr.K.Sreekar Chand	Asst.Prof-CIVIL	IQAC Co-ordinator	

Principal

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Narasaraopet (Mdl), Guntur, Dt.



Dt: 05-11-2021

MINUTES OF IQAC MEETING

The Internal Quality Assurance Cell (IQAC) meeting is held on 1st November 2021 at 10:00 AM. The following Members have attended the meeting.

SL.NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.Ch.Mallikarjuna	Principal	Chairperson	
2	Dr. G. Bhaskar Reddy	Vice-Principal	Member	
3	Dr.Bala Murugan	Civil-HOD	Member	
4	Dr.Y.Prakash	EEE-HOD	Member	
5	Dr.A.Vinoth	ECE-HOD	Member	
6	Dr.B.Chandrasekhar	CSE-HOD	Member	
7	Dr.D Anand Babu	AGE-HOD	Member	
8	Dr.G.Bhaskar Reddy	BS&H_HOD	Member	
9	Mr.N.Sunil	Asst.Prof-ECE	Member	
10	Mr.G Koti Reddy	Asst.Prof-MBA	Member	
11	Mr.Srirami Reddy Chereddy	Member	Manager-Deloitte	
12	Mr.P.Sudheer Kumar	Member	Alumni Co-ordinator	
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SUMMARY:

- The Principal welcomed the attendees and explained the purpose of the meeting. He gave a brief overview of the NAAC accreditation process and the role of IQAC in quality assurance and enhancement of the institution.
- The Vice-Principal presented a PowerPoint presentation on the guidelines for the creation and functioning of IQAC. He highlighted the strategies, functions, benefits, and composition of IQAC as per the UGC and NAAC norms.
- The HODs and senior faculty members shared their views and suggestions on the implementation of IQAC in their respective departments and programs. They also raised some issues and concerns regarding the availability of resources, data collection, documentation, and feedback mechanisms.
- The Administrative Officer assured the support and cooperation from the non-teaching staff in IQAC activities. He also suggested some ways to improve the infrastructure, facilities, and services of the college.
- The student representatives expressed their expectations and needs from the IQAC. They volunteered to participate in the IQAC initiatives and to provide feedback and suggestions from the student community.

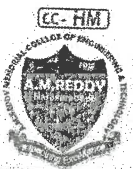
After a fruitful discussion, the Principal announced the formation of the IQAC committee with the following members:

- Chairperson: Principal
- Co-ordinator
- Senior Administrative Officer: Administrative Officer
- Teachers: One representative from each department
- Management: One nominee from the management
- Local Society: One nominee from the local society
- Alumni: One nominee from the alumni Association
- Students: One representative from each year and program
- External Experts: Two experts from industry/academia/research

The Principal assigned the roles and responsibilities of the IQAC members and asked them to work as a team for the quality improvement of the institution.

The Vice-Principal proposed a tentative action plan for the IQAC for the next six months. The plan included the following activities:

- Conducting a SWOT analysis of the institution
- Developing a vision, mission, and quality policy for the institution
- Preparing an institutional profile and a quality manual
- Establishing quality benchmarks and indicators for various processes and outcomes
- Organizing workshops and seminars on quality-related topics for faculty, staff, and students
- Initiating quality circles and best practices in teaching, learning, and research
- Creating a feedback system for stakeholders and incorporating their suggestions



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The IQAC members agreed to the action plan and decided to meet once in a month to review the progress and challenges of the IQAC activities.

The Principal thanked the attendees for their active participation and cooperation. He expressed his hope and confidence that the IQAC would help the institution to achieve excellence in all spheres of higher education.

Venue: Principal Chamber, A.M. Reddy Memorial College of Engineering and Technology


IQAC Coordinator
IQAC

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Engineering and Technology

1. IQAC Members
2. All HOD's
3. Exam Cell
4. Office File


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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt



Dt: 07.02.2022

CIRCULAR

You are invited to attend the IQAC meeting on 11th February 2022 at 10:00 AM. It is Advised for all members to participate in the meeting. The agenda items are:

- Follow-up on the previous meeting and the actions taken.
- Academic calendar review and post-pandemic academic activities.
- Adoption of modern teaching-learning methods.
- Evaluation of the quality of projects of 2021-22 AY.
- Student mentoring system and its effectiveness.
- Utilization of Virtual Labs and their benefits.
- Audit of the mid question papers and their quality.
- Eco-friendly campus initiatives and suggestions.
- R&D activities of the institute and their outcomes.
- Feedback on the central facilities and their improvement.
- Programming Challenges and Coding competitions and their participation.
- NAAC accreditation process and preparation.
- Review of academic and administrative audit report
- Any other with the permission of the chair.


IQAC

A.M.Reddy Memorial College of
Engineering and Technology
Venue: Principal's office

Copy to:

1. IQAC Members
2. All HOD's
3. Exam Cell
4. Office File


Principal

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Dt. 11.02.2022

ATTENDANCE OF IQAC MEMBERS

SL.NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr.CH.Mallikarjuna	Principal	Chairperson	
2	Dr.G.Bhaskar Reddy	Vice-Principal	Member	
3	Dr.Bala Murugan	Civil-HOD	Member	
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ESTD: 2007

Dt. 12.02.2022

MINUTES OF IOAC MEETING

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SL.NO	NAME	DESIGNATION	POSITION	SIGNATURE
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The chairperson welcomed the gathering and briefed about the objectives of the IQAC meeting

Resolutions:

Item-I

The chairperson has reviewed the previous meeting conducted on 30-10-2021 and discussed about the actions taken on the resolutions.

S.No	Resolutions of conducted on 30-10-2021	Action Taken
1.	To introduce the concept and objectives of IQAC	To introduce the concept and objectives of IQAC, the institution can organize orientation programs, workshops, seminars, and webinars for the faculty, staff, students, and other stakeholders. The institution can also disseminate information through its website, newsletters, brochures, and other media.
2	To discuss the benefits and challenges of IQAC	To discuss the benefits and challenges of IQAC, the institution can conduct SWOT analysis, feedback surveys, brainstorming sessions, and focus group discussions with the relevant groups. The institution can also identify the best practices, gaps, and areas of improvement in its quality assurance processes.
3	To form the IQAC committee and assign roles and responsibilities	To form the IQAC committee and assign roles and responsibilities, the institution can follow the composition suggested by the NAAC, which includes the head of the institution, senior faculty members, external experts, local community representatives, and alumni. The institution can also define the terms of reference, functions, and operational features of the IQAC.
4.	To plan the future activities and initiatives of IQAC	plan the future activities and initiatives of IQAC, the institution can prepare an action plan based on the vision, mission, goals, and objectives of the institution. The institution can also align its activities with the NAAC criteria and indicators, and monitor and evaluate the outcomes and impact of the IQAC interventions.



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Item-2

Following the JNTUK guidelines, the committee has resolved that the class work must be done only in offline mode. All common areas and bathrooms should have sanitizers and hand wash.

Item-3

It has been suggested to utilize the ICT facilities to a maximum extent by all faculty in the classes.

Item- 4

The quality projects conducted in each of the programs were discussed.

Item-5

It has been decided to monitor the students carefully to sort out the post COVID consequences on psychological health and the concern mentoring faculty must take the necessary actions.

Item-6

Virtual Labs are online simulations of real labs that enhance learning outcomes and accessibility. They offer interactive, cost-effective, and safe experiments

Item-7

The committee reviewed the quality of Mid Question Papers for the Academic Year 202021 Semester-I. The Course Coordinators and faculty have been appreciated for maintaining the standard of the internal examinations laid out by the institute.

Item-8

The committee has advised to take necessary measures in order to make the AMRN campus free from plastic usage. It has been decided to install bio-power plants to fulfil the electricity needs of the campus.

Item-9

The committee has reviewed the R & D activities of the institute and advised to encourage the teaching staff participation in the webinars and FDP's.

Item-10

The committee has instructed to start the collection of feedback on central facilities.

Item-11

It has been advised to all the faculty members to organize a women Hackathon order to make the students globally competent in terms of coding.

Item-12

It is decided to start the NAAC accreditation process in the academic year 2021-22 to upload the Self Study Report at the earliest.

Item-13

The committee reviewed the administrative and academic audit reports for A.Y. 2020-21.

Item-14

It has been decided to complete the faculty appraisal for all faculty

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