GOKULA KRISHNA COLLEGE OF ENGINEERING – SULLURPET

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING

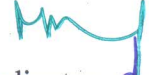**Date: 13-4-2022**

Venue: Conference Hall

Date & Time: 12-04-2022, 11.00 hours

Agenda:

- Programme for the even Semester of the Academic year July 2021-Jun2 2022
- Organizing Swachchta and Rural engagement activities.
- Establishing fully functioned Institute-Industry-Interaction Facility
- Auditing ICT facilities and infrastructure for online teaching (To meet out any pandemic situation like Covid-19 4th wave)
- Smart Classrooms
- Establishing Online fee payment facility through college website
- Any other matter

Members attended:

1.	Dr. M. Suresh, Principal	-	Chairman
2.	Mrs. M. Gnana Priya, Vice – Principal	-	IQAC -Coordinator
3.	Mrs. K S Gayathri Assistant Prof., CSE	-	Convener
4.	Dr. P. Sreenivasulu, II Shift Polytechnic Principal	-	Member
5.	Dr. S. Prakash, HOD, EEE	-	Member
6.	Dr. S.V. Padmavathi Devi, HOD, CSE	-	Member
7.	Mr. B. Sudharsana Rao, HOD, ME	-	Member
8.	Mr. N. Chandrasekhar Babu, HOD, MBA	-	Member
9.	Dr. G. Basava Kumar, HOD, H&S	-	Member

IQAC -Coordinator

Principal

GOKULA KRISHNA COLLEGE OF ENGINEERING – SULLURPET

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN ON THE IQAC MEETING HELD ON 12-4-2022

Date: 28-4-2022

1. A two days' Workshop on "Amazon Web Services" was organized by CSE Department on 18th & 19th April 2022. 50 students from IV CSE, IV ECE and III CSE participated in the workshop and gain hands on experience on AWS platform.

2. An MOU was signed on 9th March 2022 between Gokula Krishna college of Engineering and Alpine Coach Tree (ACTMEP)-Bangalore for providing Skill Development Courses on the following areas to bridge the industry-Institute gap.

- HVAC Design & Drafting
- Electrical Design & Drafting
- Revit MEP
- Python Programming

The training has been commenced from 25th April 2022. 25 students of IV B. Tech. have registered for training program. (List enclosed)

3. ICT facilities were audited to meet out the requirement of online teaching during pandemic situations like COVID 4th wave by the team of CEO, Principal, Vice Principal and Network Administrator.

- LAB-1 & LAB-2 are equipped with 60 Personal Computers (i3-4th Gen. CPU,320GB HDD/4GB RAM) installed with ICT Tools, 20 Web Cameras and 20 headsets.
- Geko make 30 KVA UPS system to provide backup for 30 PCs for one hour.
- 3 leased line Internet connections of 200Mbps speed to have uninterrupted Internet services.

4. It is planned to buy 11 Digital Projectors with in-built audio.

5. It has been proposed to have online payment facility through college website.

M. Y——o P——o
IQAC -Coordinator

Principal

Date: 21-06-2022

Minutes Of Meeting with the Heads of all Departments

A meeting was held on 20th June 2022 among the Heads of all Departments at 11.30 A.M in the chamber of undersigned.

Present:

1. Dr. P. Sreenivasulu (Principal, Diploma)
2. Dr. S.N. Padmavathi (HOD, CSE)
3. Dr. S. Prakash (HOD, EEE)
4. Dr. M. Chiranjeevi (HOD, ECE)
5. Dr. Basava Kumar (HOD, H&S)
6. Mr. N. Chandrasekhar Babu (HOD, MBA)
7. Mr. Siva Kumar (HOD, Mech.)

During the meeting the following points were discussed:

➤ **Maintaining same file number in all Departments**

It is decided to maintain same file numbers in all the Departments for easy access.

    File no. 1: Attendance file

    File no. 2: Time table file

    File no. 3: internal Marks file

    File no. 4: Mid QP file

    File no. 5: Result analysis file

    File no. 6: Minutes of meeting file

    File no. 7: Student detail file with mentor details

    File no. 8: Industrial visit file

    File no. 9: Feedback file

    File no. 10: Result analysis file

    File no. 11: Student/ Staff Achievement file

    File no. 12: Events file

    File no. 13: project file

    File no. 14: Placement file

    File no. 15: Faculty Self appraisal file

➤ **International Yoga Day celebrations on 21st June 2022**

It is decided to allow only I B. Tech. students to international yoga day celebrations in the seminar hall on 21st June 2022 at 10. 30 am since all other students are engaged with some examinations.

➤ **Insurance policy for all staff and students of GKCE**

It is requested to provide students and faculty data (Name, DOB, Aadhar number) to Admin section for the registration of insurance policy for all staff and students of GKCE for this year.

- **Conduct Mid exams for II B. Tech. students strictly and provide online (Google form) question papers to exam cell for filing.**
  It is asked to monitor the Conduction of Mid exams for II B. Tech. students to evade mal practices. Advised to maintain mid question papers (Objective-online & Descriptive) and the responses of online exams in the department also apart from the maintenance in the exam cell.
- **Feedback analysis report- Subject wise**
  Asked to submit students feedback analysis (conducted online) report on or before 25th June 2022.
- **Inner Notice board in the department**
  Requested to maintain Inner Notice board in the HOD's chamber which holds Academic calendars, Time tables and No. of students of every class of concern department.
- **Maintaining discipline, dignity, decorum and rapport of the institute**
  It is insisted to continue the regular practices of the rules and regulations
  - All the students should wear their ID Cards while they are in the campus and their respective class rooms.
  - Mobile phones are prohibited within the college premises. if a student is found carrying a cell phone, it will be confiscated and handed over to the principal.
  - Monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
  - Students must follow the dress code of the college properly. Boys must keep their pants pulled up and use a belt if necessary. Shirts are to be tucked in at all times.

M.G

IQAC Coordinator

Copy to Principal for kind information

Date: 19-10-2022

IQAC - Minutes of meeting

A meeting of IQAC of the college was held on 10th October 2022 in the Vice principal's cabin. This meeting was attended by IQAC members and Class Teachers of all B. Tech. students. The agenda of this meeting was to maintain the quality of teaching learning process of the academic year 2022-23.

During the meeting the following points were discussed:

➢ **Maintenance of Class teacher file**
Class teachers were asked to maintain the following in the class teacher file:
- List of students with student data in the prescribed sheets
- Time table in the prescribed format
- mentors' details
- backlog details
- condonation and detention list

➢ **Maintenance of attendance Registers**
It is insisted to mark the attendance regularly and get sign from concern HOD once in 15 days and from Principal at the end of every month.

➢ **Monitoring I hour test**
Class teachers are requested to monitor the I hour test regularly and asked to maintain the evaluation records. Based on the performance of the students, the students are categorized as follows after I Mid:
1. Advance Learners (80% marks) 2. Normal Learners (50-80% marks)   3. Slow learners (<50% marks)
It is asked to include remedial classes in the regular time table during 4.15pm-5.15 pm every day for slow learners and the following Special activities are planned for Advanced and normal Learners:
i) Guiding for career planning.
ii) Discussion or seminar on the advanced topic
iii) Guiding the students for GATE/Competitive Examinations (III B. Tech. & IV B. Tech. students)
vi) Encouraging to participate in various symposiums like quiz, poster presentation, Conferences, inter institution competition etc.

➢ **Submission of Test booklets in the exam cell in time**
Requested to insist all subject handling teachers to correct the booklets of mid exams in time and submit the same in the exam cell for the smooth running of the process.

➢ **Maintaining discipline, dignity, decorum in the class room**
- All the students should wear their ID Cards while they are in their respective class rooms.

- Mobile phones are prohibited within the college premises. if a student is found using cell phone, it will be confiscated and handed over to the principal.
- Students must follow the dress code of the college properly. Boys must keep their pants pulled up and use a belt if necessary. Shirts are to be tucked in at all times.

Discussion on the plan of action for the enriching semester 2022-23

- orientation program for 1st year students
- To continue with the remedial classes for slow learners
- To conduct tests and exams periodically
- To prepare study material and question banks and forward the same in the students' WhatsApp groups
- To improve the participation of Teachers in Webinars/ Seminars/ Conferences/ FDP
- To improve the student's participation in projects and paper presentations
- To procure additional books to the library to cater to the changes in the syllabus.
- To continue with counselling and mentoring system
- To continue with Parent - Teacher meetings periodically
- IQAC to collect and analyze feedback from different stakeholders
- To continue with college committee activities
- To follow up the NAAC accreditation process

Present:

1. Mrs. K.S. Gayathri (Class teacher of IV B. Tech. CSE)
2. Mrs. S. M. Nigar (Class teacher of IV B. Tech. ECE)
3. Mr. V. Rajasekhar (Class teacher of IV B. Tech. EEE)
4. Mr. M. Thalpagiri (Class teacher of IV B. Tech. ME)
5. Ms. L. Dilli Kumari (Class teacher of III B. Tech. ECE)
6. Mrs. M. Sravani (Class teacher of III B. Tech. CSE)
7. Mr. M. Munuswami (Class teacher of III B. Tech. EEE)
8. Mr. A. Venkatesh (Class teacher of III B. Tech. ME)

IQAC Coordinator

Copy to Principal for kind information

Copy to HODs of all Departments

GOKULA KRISHNA COLLEGE OF ENGINEERING- Sullurpet
(Approved by AICTE, New Delhi and Affiliated to JNTUA, Ananthapuramu)
Behind RTC depot, Sullurpet, Tirupati Dist., Andhra Pradesh-524121
Phone: 08623-294255   Website: www.gkcesp.com   Email: gkceoffice@gmail.com

CIRCULAR

Ref.: GKCE / IQAC Meeting / 2022-23 / 01   04/01/2023

It is proposed to convene the first IQAC meeting on 07/01/2023 at 10:30 AM in the board room of GKCE. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- NAAC criteria in-charges
- Briefing Academic Activities of AY 2021-22
- IQAC proposals
- Registration of the Alumni Association
- Resumption of club activities
- New Software for English Communication Lab and Central Library
- Vote of thanks

M. Gopal
Coordinator-IQAC

Chairman-IQAC

Copy to:
All IQAC Members
AO Office
File

Minutes of the meeting

A meeting of the members of IQAC of Gokula Krishna College of Engineering, Sullurpet, was held on 7/1/2023 at 10.30 AM in the Board room of GKCE. The following members were present:

Dr. M. Suresh, Principal	Chairman	
Sri G. Brahmaiah, Management Trustee	Special Invitee	
Sri C. Srinivasa Baba, Management Trustee	Member	
Dr. VijayaKrishna Rapaka. E Chairman ISTE (Puducherry Chapter)	Member	
Mrs. M. Gnana Priya, Vice–Principal	IQAC Coordinator	
Dr. P. Srinivasulu II shift polytechnic Principal in Charge	Member	
Dr. S. Prakash, HOD, EEE	Member	
Dr. M. Chiranjeevi M, HOD, ECE	Member	
Dr. G. Basava Kumar, HOD, H&S	Member	
Mr. Ch Siva Kumar, HOD, ME	Member	

The IQAC coordinator welcomed the gathering and briefed the meeting agenda. The following points were deliberated in the meeting.

Item 1: NAAC Criteria-wise in-charges have been Revised for the Academic year 2022-23. IQAC Coordinator asked to submit the Department wise criteria in-charges and Point of Contact (POC) list to IQAC.

Item 2: Activities Carried out in A.Y.2021-22 by all Departments

The various activities carried out by the departments were summarized and put before the committee members. The activities included - Honours and recognition received by teachers, Workshops/Seminars Conducted, Awards for the innovation won by Teachers/Students, Number of extension and outreach programs conducted through NSS,

Innovative Teaching-Learning Techniques, Teachers attending professional development programs viz, FDP, Sports and cultural activities/competitions. It is discussed to give focus on similar activities in AY 2022-23.

Item 3: Appreciation for the Good result in the University exam of I B. Tech. II Sem. Students

Sri C. Srinivasa Baba, Management Trustee appreciated the head of the H&S Department for the good result shown in the University exam of I B. Tech. II Sem. Students.

Item 4: Proposal of introducing a new branch of Artificial Intelligence and Data Science

Sri G. Brahmaiah, Management Trustee proposed the introduction of a new branch of Artificial Intelligence and Data Science and asked the members to take necessary action to get permission and approval from AICTC and JNTUA.

Item 5: To brief about the Registration of the Alumni Association

Chairman briefed alumni activities and the legal registration of alumni

Item 6: Resume of club activities

Due to covid pandemic situation, club activities were at a standstill for the past 3 academic years. IQAC coordinator proposed to resume club activities to achieve overall development in students. Dr. Vijaya Krishna Rapaka proposed Maths club, Sports club, fine arts club, communication club, and photography club resume.

Item 7: Software for English Communication Lab and Central Library

- Since the license period of the English Communication lab was over, it is proposed to buy a new licensed software and got approved.

    Specifications: DLM - PREMIUM Software
    (One Server Console; Up to 60 Client Console;
    Unlimited Usage)
    Cost: Rs.84,000.00(GST@ 18%)

- It is proposed and got approved to get new licensed library software
-

    Specifications: AutoLib - Integrated Library Management Software
    Web-based Advanced Edition
    Cost: 88,500.00 total

All the heads of the departments are asked to ensure the effectiveness of the conduction of theory and practical classes.

M. 4 —op—o
Coordinator-IQAC

Chairman-IQAC