



LENDI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E & Affiliated to JNTU, Kakinada)

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Internal Quality Assurance Cell (IQAC)

LIET/IQAC/2016-17/1

REV.: 0.0:0.0

MINUTES OF IQAC MEETING

Venue: Conference hall

Date: 01/07/2016 Time: 10:00 am

Agenda:

- Formation of Composition of the team of Internal Quality Assurance Cell
- Discussion on Objectives, Strategies and Functions and Operational features of IQAC
- Planning for Monitoring Mechanism of IQAC
- Student Suggestions from Student, Alumni, Parent, Local Society person and Industry person for quality assurance.

Points discussed during the meeting:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- **Mechanisms and procedures for**
 - Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
 - The relevance and quality of academic and research programs.
 - Optimization and integration of modern methods of teaching and learning;
 - The credibility of evaluation procedures.
 - Ensuring the adequacy, maintenance and proper allocation of support structure and services.

- Sharing of research findings and networking with other institutions in India and abroad.
- All the decisions of the IQAC were approved by management for implementation.
- Student and Alumni nominee contributes for the enrichment and development of the quality of education by associating and involving in nurturing professional, academic relations with the institution. They contribute to the various decisions taken in the IQAC for betterment of campus facility and content of the academics along with delivery systems. They share the knowledge with IQAC about the Institutional procedures and industry expectations. Alumni Association has come forwarded to support in quality improvement of students by concreting the relationship between industries and the college.
- The faculty is provided with training programs and workshops related to quality assurance procedures.
- IQAC in college level on the various aspects like Course files, Manuals, Monthly attendance of students, Internal marks, Semester exam marks, Training programs to students, Faculty development programs and Co-curricular and extra-curricular activities to improve the Institutional activities.
- **Institutional mechanisms for review the teaching learning process:**
 - Annual reviews are conducted by the Principal and heads of the department on detailed self-appraisal forms of the faculty to assess the teaching methodologies adopted by the faculty.
 - Heads of the department reviews lesson plans, course material, assignments, question papers prepared by the faculty and the extent of syllabus coverage and also the quality of teaching.
 - Based on the reviews, necessary suggestions are made to the faculty to make the teaching learning more effective.
 - The head of the Institution interacts with few students of each class and takes the feedback to enhance teaching learning process.

Members attended the meeting:

S.No	Name of the Member	Designation	Role of IQAC	Signature
1	Dr. V V Rama Reddy	Principal	Chairmanship	V.V -)
2	Mr. P. Madhusudana Rao	Chairman	Executive Member	P Madhusudana Rao
3	Prof. K.V.Narasimham	Professor, S&H	Coordinator	K.V. Narasimham
4	Dr. M.Rajan Babu	Professor, ECE	Member	M. Rajan Babu
5	Dr. Y. Narendra Kumar	Professor, EEE	Member	Y. Narendra Kumar
6	Dr. S.Sri Kiran	Professor, ME	Member	S. Sri Kiran
7	Prof. A Rama Rao	Professor, CSE	Member	A. Rama Rao
8	Dr. P.D.Sailaja	Professor, S &H	Member	P.D. Sailaja
9	Dr. G R S Murthy	Professor, CSE	Member	G. R. S. Murthy
10	Dr. Satish Pujari	Professor, ME	Member	Satish Pujari
11	Dr B.Sridhar	Professor, ECE	Member	B. Sridhar
12	Mr. B.T.Rama Krishana Rao	Associate Professor, EEE	Member	B. T. Rama Krishana Rao
13	Mr. G Dileep Kumar	Software Engineer, INFOSYS, Bangalore.	Alumni	G. Dileep Kumar
14	Sri P S R Vara Prasad	F/o P.Manojna	Parent	
15	Mr.Ch Sai Ram	15KD5A0210	Student	Ch. Sai Ram
16	Mr K Ravichandra	Industry Person(Tech Mahindra)	Stakeholder	K. Ravichandra
17	Mr. V S Kiran Babu	Academician and Rotary Club Member	Local Society	V. S. Kiran Babu

b.v. Narasimham
IQAC COORDINATOR

V.V -)
PRINCIPAL