



P. S. C. M. R. COLLEGE OF ENGINEERING & TECHNOLOGY
KOTHAPETA, VIJAYAWADA - 520001.
Affiliated to JNTU Kakinada & Approved by AICTE New Delhi
Department of Computer Science & Engineering

Minutes of IQAC Meeting
Academic Year:2014-15

24-12 2014

1. Importance, Roles and functions were presented to new members of IQAC
2. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
3. Try the possibility of getting grants for projects involving expertise of faculty in our various departments.



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Minutes of IQAC Meeting
Academic Year:2015-16

10-06-2015

- a) Minutes of previous meeting were confirmed.
- b) To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members shall be conducting the Internal Audits of all the Departments in 3rd week of September, 2016.
- c) Different time slots were allotted to all the departments to provide their department's strengths, achievements, best practices and future plans.
- d) Following guidelines were discussed on the basis of which the academic and administrative audit would be conducted:-
 - i. Academic Calendar
 - ii. FDP/Seminars/Lectures organized and attended
 - iii. Innovative methods of Teaching
 - iv. Publications
 - v. Faculty involvement and contribution in Committees/Cells/Societies
 - vi. Workload Allocation for faculty
 - vii. Results
 - viii. PBAS for 2015-16



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Minutes of IQAC Meeting
Academic Year:2016-17

23-09- 2016

- a) Minutes of previous meeting were confirmed.
- b) The first Academic audit and Administrative was conducted from September 15-17, 2016 and the reports of Audit forms were discussed.
- c) The observation and shortcomings of each department identified during audit was discussed and decided to circulate to all the departments for further plan of action.
- d) Formulate Strategies to evolve as a Centre of Excellence in teaching, research and extension services focusing on equity, inclusiveness and societal linkage and also setting up of Incubation Centres
- e) An alumni association may be founded which may be helpful for the development of the institution.



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Minutes of IQAC Meeting
Academic Year:2017-18

24-01-2018

1. Minutes of previous meeting were confirmed.
2. The overall academic plan and progress of students was reviewed.
3. The team suggested with the permission of chair to collect the alumni feedback and the parents feedback regarding the college.
4. It was decided to constitute “Research Forum” at the institute level and conduct the peer assessment of the departments for their research output.



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Minutes of IQAC Meeting
Academic Year:2017-18

10-06-2017

1. Minutes of previous meeting were confirmed.
2. To re-constitute the standing committee for Mock Assessment Process needed for preparation of NAAC assessment.
3. The existing student feedback system was discussed and changes in the form were suggested by the team.



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Minutes of IQAC Meeting
Academic Year:2017-18

23-12- 2017

1. With the permission of chair, decided to conduct more seminars/FDP for the faculty and students of our college.
2. Decided to encourage of discussing GATE syllabus and solving problems in classrooms.
3. The team decided in the meeting to conduct the Second Academic and Administrative audit from 20 July 2017. Guidelines for the audit to be conducted in view of NBA and NAAC criteria and also ISO were also discussed.
4. The members of IQAC decided to cover the following during the second academic and administrative audit.
 - i. Mentorship
 - ii. Student Progression
 - iii. Infrastructure & Resources
 - iv. Teaching Learning & Evaluation
 - v. Teaching-Learning Environment
 - vi. Value based education
 - vii. Discipline practices
 - viii. Provision of career oriented programs
 - ix. Placement & Internship Programs
 - x. Consultancy Services
 - xi. E-Library Resources



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Minutes of IQAC Meeting
Academic Year:2018-19

23-06- 2018

1. Administrative audit reports were reviewed. Shortcomings in the system were identified in terms of the following were analysed.
 - a. College Infrastructure
 - b. Achievements
 - c. Various Committees and Operations
 - d. Contribution of college towards their vision



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Minutes of IQAC Meeting

Dec 22, 2018

- a) Minutes of previous meeting were confirmed.
- b) Analysed previous year's results
- c) Performance of the Institution in terms of strengthening of Research and Innovation and mechanism for IQAC audit were discussed.

Needs to enhance Faculty strength and Student strength.

Needs to upgrade and expand infrastructure.

Promote Research, Innovation and Start-up (Enhance publication output 20% each year, incubate atleast 20 start-up in 5 years, state of the art laboratories).

Establish effective academic and industry linkage (Enter into MoUs each year with Premier Universities and Industries).

Institute has a formed Centre for Academic and Industrial Collaboration

Needs to enhance quality in every aspects of institution operation (Continuous documentation and analysis of performance in teaching and research).

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Increase and enhance/extension of research activities by collaborative research with other active research groups.

The number of students qualifying for GATE and GRE level competitive examinations are very low. Steps may be taken to provide special coaching to the students.

Mathematics in all the engineering programmes shows low results and needs to be well addressed in the programmes.

Student centric learning/knowledge exchange activities to be encouraged.

Enough market study needs to be conducted to ensure that there are enough placement opportunities for the graduated.

Research

Following areas need improvement: a)

Projects/Consultancy: Needs improvement. Consultancy assignments are practically nil.

Can take up interdisciplinary projects in collaboration with other departments. g.

Academic events/Activities: More technical programmes need to be conducted, the department has been in existence for several years. Hence it should own at least 2-3

International events and should conduct them every year. Student chapters of professional societies need to be functional and active in conducting the above programmes.

More externally funded projects are to be taken up by the faculty members.

Faculty members at junior level shall also be participated in active research.

Utilize the scope for intra and extra departmental collaboration in conducting programmes/ research.

The Department Council discussed in detail the evaluation reports of Academic Audit for the year 2014-15 and finalized the following actions. In general, the department should strike for betterment of teaching, research and extension in particular (a) to write to the University to appoint more teachers in the department. (b) IUCAE decided to give more internships, associate ships, projects depending on the availability of funds. (c) decided to explore extension and consultancy activities. (d) decided to start UGC NET coaching classes.

It seems that there is a stress on theoretical inputs, but the application part through lab sessions can be enhanced so that the students get a feel of industry perspective. There should be meaningful interaction with professionals from industry, discuss trends in the industry and this should form a compulsory part of curriculum.

The Placement record is also excellent. The placement cell and its activities can be elaborated. 12. The research projects, entrepreneurship Development cell activities, and the regularity of the in house Journal publication, are to be strengthened in future.

Department to ensure institute- industry as well as institute- society linkages as part of better learning, quality research and possible consultancy and extension services. 5. Steps would be initiated to ensure greater involvement of students in the learning process as well as in the research initiatives of Department. 6. Measure would be taken for IT usage in the classroom and to create a student friendly environment that supports learning. The teachers, researchers, students and staff of the Department resolve to work as a team in the pursuit of quality education that promotes excellence and triggers true learning.

Suggestions:

The senior faculty of all the departments need to show the devotion and commitment towards the improvement of the teaching and learning process, research and curricular, co-curricular and extra-curricular activities.