

## **Internal Quality Assurance Cell (IQAC)**

### **Fourth Meeting on 04-06-2014**

#### **AGENDA**

1. Action Taken Report on Minutes of the 3rd Meeting held on 28-03-2014
2. Academic activity Plan: 2014-15 & Academic Audit
3. Blooms Taxonomy – OBE
4. Student Feedback
5. Quality Initiative Theme for 2014-15
6. Governance initiative
7. Approvals
  - a. Preparation & Submission of AQAR for Approval from BOG
  - b. NBA Accreditation
8. Any other Item

#### **Minutes of the Meeting**

Item 1 : IQAC Coordinator appraised on the activities envisaged under IQAC since its third meeting on 28-03-2014 and Chairperson requested the members to approve minutes of its previous meeting. The following are the action taken correspondingly.

- OBE relevant attainments were finalized in the departments.
- Departments submitted their revised proposals to Principal's Office.
- Academic Audit data for the academic year 2013-14 was submitted.
- As part of quality initiative in training administrative staff, Internal experts of SVEC conducted a program on "Orientation program on Office automation: A Paradigm Shift", for three days starting from 02-06-2014 to 04-06-2014.

Item 2 : As a part of regular activities, departments were requested to prepare and submit their academic activity plans and Training Needs Analysis well in advance by the end of June 2014 for the academic year 2014-15.

IQAC Coordinator was instructed to schedule an Academic audit of departments in July 2015. It was decided to perform audit in every department and the audit committee shall independently submit the report to Chairperson IQAC on the same.



Item 3 : Dean (Academics) initiated the discussion on Outcome Based Education principles to all its stakeholders as it is deemed as an important factor for its successful implementation.

Dr.K.Saradhi, Member & Controller of Examinations brought to the notice of Chairperson IQAC to depute to faculty development programs on Pedagogy and OBE, covering the aspects of Blooms Taxonomy pertaining to student evaluation

Item 4 : Action Taken Report of Student feedback on faculty was briefed by Dean (Academics) in the meeting and he illustrated the cases where feedback from students has brought in improvement of student learning outcomes.

Item 5 : The entire Committee unanimously opted for the theme “Outcome Based Education Principles” as a qualitative initiative for the ensuing year.

Item 6 : Review of e-governance tools was conducted and the chairperson informed the members on the relevant initiatives.

S.No	Activity of Governance	e-Governance initiative
1	Administration	Feedback from student
2	Finance and Accounts	Pay roll TDS reports Form 16 generation
3	Examination	Seating Plans Invigilation duties Student Attendance Results processing reports Results Reports Printing of Certificates
4	Library	Access Registration Date wise Books due list Check in data Check out data Issue books List data Books Received in time

Hence a committee was appointed by IQAC chairperson to submit the list of tools required for e-governance to principal, SVEC before next meeting of IQAC.

Item 7 : IQAC Coordinator prepared and presented AQAR for the academic year 2013-14. He was further instructed to submit the draft of the same to Governing body for approval.

Five PG programs M.Tech(CS), M.Tech(SE), M.Tech(DECS), M.Tech(VLSI) and M.Tech(EPS) are applying for NBA accreditation and last date for submission of filled SAR is 28-07-2014.

Item 8 : As part of quality initiative, it was decided to take up

1. Outreach activities in near-by villages to uplift life style of rural people
2. Importance of placement training to IV B.Tech. Students
3. Train non-teaching staff on automation of few modules of Office at SVEC during the next academic year.

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(Mr.B.NARENDRA KUMAR RAO)  
Coordinator, IQAC



*P.C. Krishnamachary*

(Dr. P.C. KRISHNAMACHARY)

Principal & Chairman, IQAC

**PRINCIPAL**

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