
Internal Quality Assurance Cell (IQAC)

PERFORMANCE REVIEW MEETING-II

Sixth Meeting on 30-12-2014

AGENDA

1. Action Taken Report of the previous Meeting
2. Half-Yearly department Progress Review
3. Slow Learners: Remediation & Reinforcement
4. E-Governance
5. NBA visit - UG Programs: A Review
6. Approval for AICTE- Proposal submissions
7. Any other item

Minutes of the Meeting

Item 1 : IQAC Coordinator appraised on the activities envisaged under IQAC since its fifth meeting on 19-09-2014 and Chairperson requested the members to approve minutes of its previous meeting. The following are the action taken correspondingly.

- Placement related training was conducted by faculty members of SVEC to its students by internal experts.
- Institutional strategic plan was prepared and approved.
- Departments submitted micro-action plan for the current year to Principal's Office.
- Training Program on NIVA administration modules by members of faculty of SVEC to administrative staff from 20-11-2014 to 22-11-2014.
- An Expert session on "Qualification up-gradation opportunities" was conducted by industry representatives to IV B.Tech Students on 20-12-2014.



Item 2 : IQAC Chairperson, felt that the departments shall actively take up programs covering faculty development and also conduct workshops for students in emerging areas.

Item 3 : Dr.V.V.Ramaprasad, Member informed the members to inform the heads to plan and conduct remedial classes for slow learners during current semester carefully. It was suggested to conduct Remedial and Reinforcement classes for students at appropriate times so that the students are benefited.

Item 4 : As per E-governance initiative, following governance practices were automated:

Governance Activity	Required E-Governance initiative
Library (using SOUL Package)	Access Registration Date wise
	Books due list
	Check in data
	Check out data
	Issue books List data
	Members log record
	Books Received in time
Planning and Development	Academic calendar
	Academic Planner
	Program wise Timetables
	Faculty wise Time tables
Administration	Leave Management
	Feedback from student
	Student Attendance
Finance and Accounts	Pay roll
	TDS reports
	Form 16 generation
Student Admission and Support	Student admission
	Student Exit
	Lesson Plan
	Course registration
Examination	Printing of Certificates
	Seating Plans
	Invigilation duties
	Student Attendance
	Answer Scripts encoding
	External marks
	Results processing reports
	Results Reports

Item 5 : Chairperson IQAC presented status on the recent NBA Expert team visit to its UG programs (B.Tech-EEE & CSSE) departments. Corresponding HODs of EEE & CSSE enlightened the members with different suggestions made by the expert team on OBE components and its assessment.

The members advised the Principal to prepare the required documentation meticulously for the visit of NBA Expert Team for the PG programs based on the experience of accreditation of UG programs.


Item 6 : The proposals to be submitted to AICTE for extension of approval/ closure of course/reduction in intake/ Introducing supernumerary seats for PIO / Introducing seats for sons / daughters of NRIs were discussed.

Item 7 : Discussed on the proposal to be submitted to JNTUA, Anantapuramu for ratification of faculty positions and it was approved. Members reviewed the strategic plan presented by the Chairperson IQAC and approved for submission in BOG Meetings.

In continuation to the institutional participation in TEQIP-II, members of IQAC requested Coordinator, TEQIP-II to explore the Benchmarking of Technical Institutions and present a report on parameters involved in the same.



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