



PRAKASAM ENGINEERING COLLEGE

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APPROVED BY AICTE, NEW DELHI | AFFILIATED TO JNTU, KAKINADA, UNDER AMMA EDUCATION SOCIETY

MINUTES OF IQAC MEETING

Date:- 21-08-2023

IQAC Co ordinator welcomed to the members of IQAC

The minutes of the last meeting were reviewed and the following actions were taken.

- The review is conducted on admissions
- The results of the AY 2022-23 is analyzed
- Guest lecturers were conducted.
- The faculties work load is reviewed

Agenda:

- Conduct the workshops, seminars to the students.
- Conduct the FDPs to the staff and non teaching staff.
- NAAC data criterion files preparation.
- Improving the NSS activities and outreach activities.
- Up gradation of library and administrative software.
- Conducting of sports and cultural activities.
- Proposal for applying funded projects.
- Approval of the next IQAC meeting to be held.

Items	Content	Actions/remarks
1	Conduct the workshops, seminars and guest lecturers to the students.	It is decided that to conduct the workshops, seminars and guest lecturers regularly.
2	Conduct the FDPs to the staff and non teaching staff	Instruct the HODs to conduct the FDPs.
3	NAAC data criterion files preparation	Criterion coordinators are initiated to prepare the criterion wise NAAC files
4	Improving the NSS activities and outreach activities.	Instruct the NSS coordinator to conduct the more activities.
5	Up gradation of library and administrative software.	It is decided that to update the automation softwares.
6	Conducting of sports and cultural activities	Instruct the PD to conduct the more activities.
7	Proposal for applying funded projects	Instruct the R&D Dean to conduct the more activities.
8	Approval of the next IQAC meeting to be held.	It is decided to conduct next IQAC meeting on 23-12-2023
9	The IQAC Co-Ordinator Proposed Vote of thanks and meeting came to end.	Vote of thanks by IQAC coordinator


IQAC Coordinator

IQAC
COORDINATOR
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