



PRAKASAM ENGINEERING COLLEGE

O.V. Road, Kandukur, Prakasam Dist., A.P., Tel : 08598 222268, 221 300

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

MINUTES OF MEETING

Date:18-04-2022

IQAC Co-Ordinator welcomed to the members of IQAC

The Minutes of the last meeting were reviewed and the following actions were taken

- Review and action taken on previous meeting
- Continuous internal evaluation
- Conducted activities under NSS/NCC.
- Provided Financial support to staff members attended Conference/FDP/workshops.
- Off campus drive conducted to Final year students.
- Received feed back from all department HOD's regarding Results.

Agenda:

- Subject and allocation as per JNTUK Norms.
- Research and Development programmes for Students.
- Discussion on Result analysis of previous semester.
- Workshops/seminars for faculties.
- Participating tree plantation and maintenance drive
- Confirmation and approval of first meeting of IQAC held on 20-08-2022.

Items	Content	Actions/remarks
1	Subject and work load allocation	Assign Subjects to the faculty as per JNTUK Norms
2	Research and Development for Students.	The Committee has discuss to improve the skills for the Students in research and development.
3	Result analysis on Academic Year 2021-2022.	HOD's to summarize and list out the points and prepare feedback for every mid exam and previous results have been analyzed with the exam cell department before


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		allotting the subject.
4	Workshops/seminars for faculties.	The committee has to decide to motivate and encourage the faculties to attending the Workshops/seminars.
5	Participating tree plantation	It is decided in thatinthe meeting to conduct tree plantation program in various locations.
6	Confirmation and approval of second meeting of IQAC held on 20-08-2022	Previous IQAC minutes was Confirmed by the committee

IQAC Co-ordinator



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MINUTES OF MEETING

Date:05-06-2021

IQAC Co-Ordinator welcomed to the members of IQAC

The Minutes of the last meeting were reviewed and the following actions were taken

- Academic plan and syllabus coverage of the current semester.
- Subjects allotted to faculties as per their Experience and Qualification.
- Every Department Conducted Training and value added Programmes.
- Discussed on Result analysed of previous semester.
- Sent students to field work and industrial visit.

Agenda:

- Continuous internal evaluation
- Planning to conduct activities under NSS/NCC.
- Financial support to the staff members to attend the Conference/FDP/workshops.
- Planning to organize placement drive in campus to the Final year students.
- To get feed back from all department HOD's regarding Results.
- Confirmation and approval of second meeting of on 18-04-2022

Items	Content	Actions/remarks
1	Continuous internal evaluation	Continuous internal evaluation of attendance, assignments, class tests, tutorials, remedial classes. Regular review of mentoring, counseling and other activities like industrial visits, placement reports, carrier guidance programs.
2	Planning for NSS/NCC activities	The chairperson has decided to conduct one-week special camp at government high school on various awareness programs.


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3	Financial support for staff members Toattend the Conference/FDP/workshops	Discuss the financial support for the faculty members to attendingthe Conference/FDP/workshops.
4	Placement drive	It is decided that in this meeting to conduct the placement drive frequently.
5	feed back from all departmmt HOD's regarding Results	The committee has decided to get feed back from the faculty about the recent results.
6	Confirmation and approval of second meeting of IQAC held on 18-04-2022	The second IQAC minutes of the meeting have been officially confirmed by the committee


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IQAC Co-ordinator

