



Devineni Venkata Ramana & Dr. Hima Sekhar  
**MIC College of Technology**

**IOC - Outgoing**

**OFF- F 061**

**DEPARTMENT: IQAC**

**DATE: 04-07-2019**

**ACADEMIC YEAR: 2019-20**

**SEMESTER: I**

<b>ORIGINATOR</b>	<b>Chair person IQAC</b>
<b>CIRCULATED TO</b>	<b>IQAC Members</b>

**SUB: IQAC Meeting- Reg.**

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.

**AGENDA**

1. To make an action plan for IQAC activities for the academic year 2019-20.
2. To identify the potential areas that needs development and facilities to be created for enhancing the quality of education.
3. To review the placement status of the previous year and plan for current year.
4. To celebrate Engineers day on Sep'14<sup>th</sup>
5. To conduct academic council meeting
6. To conduct Environmental awareness program 'Let's say 'YES' to Eco friendly Ganesh idols!'
7. Any other items with the approval of the Chairman.


**Minutes of IQAC Meeting held on 04-07-2019**

- 1) Measures to improve Quality of Under graduate Education has been thoroughly discussed.
- 2) Faculty recruitment status has been reviewed. Newly appointed faculty will have induction program.



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- 3) Status of availability of class rooms, laboratories, procurement of equipment has been reviewed. IQAC has suggested that the maintenance / repairs have to be completed before the commencement of the classes. Suggestions have been forwarded to construct boys hostel in the campus.
- 4) Measures to improve Quality of Post Graduate Courses have been thoroughly discussed.
- 5) IQAC Cell has proposed to offer internal training to II, III and IV B. Tech. students and exclusive external training to IV B. Tech students to improve their performance in the Campus Placements with immediate effect.
- 6) Suggestions have been given to encourage students to participate in sports, NSS activities, Seminars, Conferences and work shops.
- 7) It was decided to celebrate Engineers day on September 14<sup>th</sup> and instructions were passed to plan for events.
- 8) It was decided to promote the social cause of protecting the environment by initiating 'Let's say yes to Eco-friendly Ganesha idols' from 26-08-2019 to 31-08-2019.
- 9) It was decided to conduct academic council meeting on 09-07-2019 and instructions were passed to make necessary arrangements.
- 10) All the departments were encouraged to prepare and submit proposals for projects, seminar grants, organizing workshops etc. to various bodies.
- 11) Review of IV B. Tech. and I-II results was done.
- 12) Plan of action for 2019-20 was discussed with the following points:
  - To expand the girls hostel on the campus
  - To start boys hostel on the campus
  - To improve community and extension services
  - To organize seminars, conferences and workshops
  - To organize NBA/NAAC awareness programs
  - To conduct academic audits
  - To introduce online certification courses
  - To enhance computing and ICT facilities
  - To organize more NSS activities.
  - To conduct academic council meeting on 09-07-2019
  - To encourage APSSDC multi skill program
  - To enhance placements activities
  - To enhance R&D activities

  
**PRINCIPAL**  
Devineni Venkata Ramana & Dr. Hima Sekhar  
MIC College of Technology  
Manchikacherta Krishna District



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**IOC - Outgoing**

**OFF- F 061**

**DEPARTMENT: IQAC**

**DATE: 07-10-2019**

**ACADEMIC YEAR: 2019-20**

**SEMESTER: II**

<b>ORIGINATOR</b>	<b>Chair person IQAC</b>
<b>CIRCULATED TO</b>	<b>IQAC Members</b>

**SUB: IQAC Meeting- Reg.**

**All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.**

**AGENDA**

- 1. Review of NSS activities so far and future plans from now**
- 2. Syllabus preparation for III and IV B. Tech. autonomous**
- 3. Placement Drives**
- 4. Staff selection 19-20**
- 5. Certification courses**
- 6. Quality Admissions**
- 7. Discipline**
- 8. Projects allocation to IV B. Tech.**
- 9. Internshala**
- 10. Activities other than academics**
- 11. Any other matter with the approval of the chairman**

**Minutes of IQAC Meeting held on 07-10-2019**

- 1) A review of NSS activities done so far was done. Suggestions were given to organize medical camps, environmental awareness programs etc.**



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- 2) Various disciplinary actions were initiated to maintain discipline on the campus. Decided to prepare undertaking forms with the newly initiated rules.
- 3) Decision was taken to conduct placement and training classes to selected students. Selection of students to be done on the criterion of backlogs. Decision was taken to schedule numerous placement drives in the month of November and December.
- 4) Decision was taken to motivate IV B. Tech. students to register for Internshala in view of placements.
- 5) Decision was taken to conduct staff interviews for technical departments on 21-10-2019
- 6) The committee has decided to conduct NBA/NAAC awareness program in the month of December with K. Srinivas, Associate Professor, Mech. Engg. Dept. as the resource person.
- 7) Decision was taken to prepare III and IV B. Tech. syllabus as per the course structure.
- 8) Decision was taken to come up with actionable strategies to improve quality admissions for the next academic year.
- 9) Decision was taken to plan activities other than academics which enhance the overall development of the students.
- 10) Decision was taken to allot relevant projects to IV B. Tech. students.
- 11) IQAC Committee has decided to conduct an academic audit in the month of November, 2019.

**Designation with Signature**

**PRINCIPAL**  
Devineni Venkata Ramana & Dr. Hima Sekhar  
MIC College of Technology  
Manchikacherta, Krishna District



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**IOC - Outgoing**

**OFF- F 061**

**DEPARTMENT: IQAC**

**DATE: 03-01-2020**

**ACADEMIC YEAR: 2019-20**

**SEMESTER: II**

<b>ORIGINATOR</b>	<b>Chair person IQAC</b>
<b>CIRCULATED TO</b>	<b>IQAC Members</b>

**SUB: IQAC Meeting- Reg.**

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.

**AGENDA**

1. Aagama -2020
2. Celebration of International Women's Day
3. Interactive session with Alumni
4. Review of Placement and Training classes
5. NBA and Autonomous
6. IV B. Tech. Projects review
7. IQAC - 10 Years information
8. Academic council and BOS meetings
9. Remedial classes
10. Any other points with the approval of the chairman

**Minutes of IQAC Meeting held on 03-01-2020**

- 1) Decision was taken to review the status of IV B. Tech. Projects.
- 2) Decision was taken to conduct Aagama'- 2020 on 14 and 15 February, 2020 and it was also proposed to organize working models exhibition as a part of Aagama..
- 3) Programs to be included in Aagama were discussed – Paper presentation, idea/poster presentation Quiz and working models exhibition.



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- 4) Dr. G. Rajech, Professor of ME was appointed as the overall chief coordinator for Aagam 2020 and working models exhibition and Mr. N. Subba Rao was appointed as the coordinator.
- 5) Decision was taken to celebrate International Women's Day on 7<sup>th</sup> March, 2020.
- 6) Decision was taken to organize an awareness program on Disha App to all the girl students on 25<sup>th</sup> February, 2020 by Shakti team.
- 7) Decision was taken to organize an interactive session for I B. Tech. students with Alumni.
- 8) As per the instruction from the university a decision was taken to furnish 10 years information related to IQAC by all the departments.
- 9) Suggestions were passed to conduct BOS meetings from April 10<sup>th</sup> -15<sup>th</sup> and Academic Council meetings after the completion of BOS meetings.
- 10) Decided to make proposals for R& D centers.
- 11) Measures to improve pass percentage were discussed. Suggestions were forwarded to conduct remedial classes as per the requirement.
- 12) IQAC Committee has decided to conduct an academic audit in the month of February, 2020.

  
**Designation with Signature**  
Devineni Venkata Ramana & Dr. Hima Sekhar  
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Manchikacherla, Krishna District



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**IOC - Outgoing**

**OFF- F 061**

**DEPARTMENT: IQAC**

**DATE: 16-04-2020**

**ACADEMIC YEAR: 2019-20**

**SEMESTER: II**

ORIGINATOR	Chair person IQAC
CIRCULATED TO	IQAC Members

**SUB: IQAC Meeting- Reg.**

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in online mode in Zoom platform at 3.00 PM today. The link will be shared 10 minutes before the commencement of the meeting.

**AGENDA.**

1. IQAC Coordinators
2. Online classes: Plat form Google meet
3. L4G solution : Start learning on Coursera
4. Courses in TCSiON Digital Learning Hub
5. Online FDPs and workshops
6. Online Project reviews
7. Budget proposals
8. 2019-20 admissions
9. Any other points with the approval of the chairman

**Minutes of IQAC Meeting held on 16-04-2020**

1. Discussion was made regarding the change of IQAC Department coordinators and the list was finalized.
2. Analyzed I-I Results. Measures to improve results were suggested.
3. Decided to conduct awareness programs, education fair etc. to improve admissions.



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4. Suggestions were passed to prepare and submit Budget proposals for the AY 2019-20.
5. In view of extension of Lockdown due to COVID-19 pandemic, a decision has been taken to resume classwork in online mode through Google meet platform. It was decided to frame timetables accordingly.
6. The college has collaborated with L4G Solutions Private Limited (Coursera) which is offering skill development courses free of cost in the pandemic. It was decided to instruct all the faculty and students to register for these courses and get benefitted.
7. As TCSiON Digital Learning Hub is offering free online certification courses during the Lockdown, a decision was taken to instruct faculty and students to register for these courses.
8. All the departments were informed to plan online FDPs and Workshops which promote Teaching – Learning process.

**Designation with Signature**

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