

ADITYA ENGINEERING COLLEGE

Aditya Nagar, ADB Road, Surampalem-533437

MINUTES OF THE MEETING

The Internal Quality Assurance Cell 30th meeting held on 22nd May, 2019 at 2 PM in the Conference hall of Cotton Bhavan.

AGENDA

1. Faculty Recruitment and Induction Program for new faculty
2. Subject Allotment and preparation of lesson plans
3. Procurement of equipment, resources
4. Review of I B. Tech I Sem results
5. Planning for I Year Classes
6. Measures to improve Quality of PG program
7. Planning for Workshop and Industrial Tour
8. Updation of group mail for Faculty and students.
9. Scheduling for organizing meetings with the stakeholders
10. Scheduling for academic audits
11. Plan for technical Workshops/Seminars for AY 2019-20
12. Scheduling for Workshop/Seminar on IPR, Gender Equality, innovative practices

Minutes of the Meeting

1. Measures to improve Quality of Under graduate Education has been thoroughly discussed.
2. Section wise group mails will be created for all students of the college.
3. Subject allotment status has been reviewed. All the faculty were advised to prepare lesson plans and submit a copy to the Department. The same has to be sent to all the students through group mail.
4. Faculty recruitment status has been reviewed. Newly appointed faculty will have induction program. Faculty from English Department and Senior faculty of the concerned Departments will interact and give series of lectures. Newly appointed faculty will also make presentations during the induction program.

5. Availability of class rooms, laboratories, procurement of equipment status has been reviewed. IQAC has suggested that the maintenance / repairs have to be completed before the commencement of the classes.
6. Committee has reviewed I-B. Tech I Semester Results which were held in Jan 2019. Committee Congratulated Civil Department for obtaining 70.15 pass percentage, which is highest in the college.
7. Planning for the conduct of first year classes has been done. IQAC has reviewed the status of faculty requirement for Basic Science Departments.
8. IQAC has suggested that Senior Faculty Members may be allotted to teach for the First Year – I Semester subjects. Induction program for First year Students has been planned.
9. Planning for National Technical Symposium - VEDA 2K19 which is going to be organized between 10th -15th September, 2019. IQAC suggested the Heads of Departments to select student Volunteers for smooth conduct of every event in the Department. Committees which are formed by HODs for scrutiny of papers/posters/projects will shortlist based on the availability of time/ Number of rooms for presentation.
10. Members have suggested the Management to celebrate Teachers' Day on 5th September.
11. All the Departments were advised to organize Workshop during July, 2019 and Guest Lecture during September, 2019.
12. All Departments were advised to organize Seminars during October, 2019 by eminent persons from Industry or Academia.



COORDINATOR

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