



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

MINUTES OF MEETING

2017-2018



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2017-2018/Meeting - 01

1st June, 2017

All IQAC members are requested to attend the quarterly meeting to be held on 7th June, 2017.

Venue: Boardroom

Time: 10:00 AM

Agenda:

1. Approval of minutes of meeting held on 7th March, 2017.
2. Academic calendar for the academic year 2017-2018
3. Organization of Guest lectures, FDPs, seminars and workshops on latest trends in engineering and management.
4. Recruitment of new faculty in order to maintain better faculty-student ratio for academic year: 2017-2018
5. Collaborations and exchange programs with premier institutions for the academic year 2017-2018.
6. Conduction of orientation day.
7. Conduction of Alumni meet

Dr. Y. Mohana Roopa
Coordinator, IQAC

Dr. L V Narasimha Prasad
Principal and Chairperson IQAC
INSTITUTE OF AERONAUTICAL ENGINEERING
Dundigal, Hyderabad - 500 043
Telangana State

Copy to: All IQAC members





INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 7th June, 2017

Members Present:

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Mr. Ch. Sathi Reddy, Secretary and Correspondent	Member	
3.	Dr. D Govardhan, HOD, AE	Member	
4.	Dr. K Rajendra Prasad, HOD, CSE	Member	
5.	Dr. K Srinivas Reddy, HOD, IT	Member	
6.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
7.	Prof. P Sridhar, HOD, EEE	Member	
8.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	
9.	Dr. J S R Prasad, HOD, CE	Member	
10.	Dr. Gopala Sharma, HOD, MBA	Member	
11.	Dr. M Anitha, HOD, Freshman	Member	
12.	Dr. M Madhu Bala, Dean of R&D	Member	
13.	Dr. P Kesav Rao, COE	Member	
14.	Prof. G Chandra Sekhar, Dean of Academics	Member	
15.	Ms. Y. Mohana Roopa	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 7th March, 2017.
2. Academic calendar for the academic year 2017-2018
3. Organization of Guest lectures, FDPs, seminars and workshops on latest trends in engineering and management.
4. Recruitment of new faculty in order to maintain better faculty-student ratio for academic year: 2017-2018
5. Collaborations and exchange programs with premier institutions for the academic year 2017-2018.
6. Conduction of orientation day.
7. Conduction of Alumni meet

Minutes:

The following members were absent and minutes were communicated


1. Ms. G Geetha, Alumni
2. Ms. T Vineela, Software Engineer, Infosys Hyderabad


Chairperson greeted the members of IQAC for the quarterly meeting held on 7th June, 2017.

Chairperson initiated discussion on the following items of agenda.

- Item No. 1** The minutes of the previous meeting was approved by the committee members.
- Item No. 2** Dean of Academic has put forward the academic calendar for the year 2017-2018 for UG and PG programmes.
- Item No. 3** Chairperson suggested HODs to organize guest lectures, FDPs, seminars and workshops on latest trends in engineering and management.
- Item No. 4** Chairperson suggested recruitment of new faculty to maintain better faculty-student ratio (FSR) for the academic year 2017-2018 in all departments.
- Item No. 5** Discussed on student exchange programs, faculty exchange programs as well as MOUs with premier institutions such that the graduating student is ready for a flourishing professional career in their field of choice
- Item No. 6** Chairperson suggested Dean of Academics to conduct orientation Program for I B.Tech students.
- Item No. 7** Chairperson suggested alumni coordinator to conduct alumni meet

Chairperson concluded thanking all the members for their active participation in the discussion.

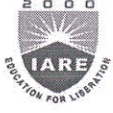

Dr. Y. Mohana Roopa
Coordinator, IQAC


Dr. L V Narasimha Prasad
Principal and Chairperson IQAC

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Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2017-2018/Meeting - 02

1st September, 2017


All IQAC members are requested to attend the quarterly meeting to be held on 4th September, 2017

Venue : Boardroom

Time : 10:00 AM


Agenda:

1. Approval of minutes of meeting held on 7th June 2017.
2. Review on AQAR 2016-2017.
3. Planning of NSS Activities
4. Training and placement.
5. Quality assurance initiatives.


Dr. Y. Mohana Roopa
Coordinator, IQAC

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Dr. L V Narasimha Prasad
Principal and Chairperson IQAC
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Internal Quality Assurance centre (IQAC)

Minutes of Meeting held on 4th September, 2017

Members Present:

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Mr. Ch. Sathi Reddy, Secretary and Correspondent	Member	
3.	Dr. D Govardhan, HOD, AE	Member	
4.	Dr. K Rajendra Prasad, HOD, CSE	Member	
5.	Dr. K Srinivas Reddy, HOD, IT	Member	
6.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
7.	Prof. P Sridhar, HOD, EEE	Member	
8.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	
9.	Dr. J S R Prasad, HOD, CE	Member	
10.	Dr. P Kesav Rao, COE	Member	
11.	Prof. G Chandra Sekhar, Dean of Academics	Member	
12.	Ms. G Geetha, Alumni	Member	
13.	Ms. T Vineela, Software Engineer, Infosys Hyderabad	Member	
14.	Ms. Y. Mohana Roopa	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 7th June 2017.
2. Review on AQAR 2016-2017.
3. Planning of NSS Activities
4. Training and placement.
5. Quality assurance initiatives.

Minutes:

The following members were absent and minutes were communicated


1. Dr. Gopala Sharma, HOD, MBA
2. Dr. M Anitha, HOD, Freshman
3. Dr. M Madhu Bala, Dean of R&D

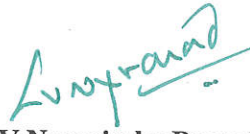
Chairperson greeted the members of IQAC for the quarterly meeting held on 4th September 2017.

Chairperson initiated discussion on the following items of agenda.

- Item No. 1** The minutes of the last meeting was approved by the members.
- Item No. 2** IQAC coordinator presented the status of AQAR 2016-2017.
- Item No. 3** NSS Coordinator presented the plan of activities to be organized for the current academic year like Blood donation, Haritha haram and Awareness program etc.,
- Item No. 4** Placement coordinator proposed to conduct training classes on communication skill and aptitude for B.Tech III year students. It is resolved to conduct placement pre-assessment tests for final year students.
- Item No. 5** Discussed on quality assurance initiatives to be organized events on quality, academic administrative audit, participation in NIRF and Collaboration with other institutions

Chairperson concluded thanking all the members for their active participation in the discussion.


Dr. Y. Mohana Roopa
Coordinator, IQAC


Dr. L V Narasimha Prasad
Principal and Chairperson IQAC

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Internal Quality Assurance centre (IQAC)

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IARE/IQAC/2017-2018/Meeting – 03

2nd December, 2017


All IQAC members are requested to attend the quarterly meeting to be held on 5th December, 2017

Venue : Boardroom

Time : 10:00 AM

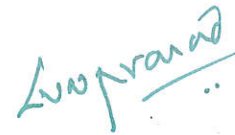
Agenda:

1. Approval of minutes of meeting held on 4th September 2017.
2. Attainment of course outcomes, program outcomes and program specific outcomes.
3. Analysis of quality outcomes in terms of quality sustenance and quality enhancement.
4. Placements statistics 2016-2017.
5. Submission of data for NIRF.


Dr. Y. Mohana Roopa
Coordinator, IQAC

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Minutes of Meeting held on 5th December, 2017

Members Present

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Mr. Ch. Sathi Reddy, Secretary and Correspondent	Member	
3.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
4.	Prof. P Sridhar, HOD, EEE	Member	
5.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	
6.	Dr. J S R Prasad, HOD, CE	Member	
7.	Dr. Gopala Sharma, HOD, MBA	Member	
8.	Dr. M Anitha, HOD, Freshman	Member	
9.	Dr. M Madhu Bala, Dean of R&D	Member	
10.	Dr. P Kesav Rao, COE	Member	
11.	Prof. G Chandra Sekhar, Dean of Academics	Member	
12.	Ms. G Geetha, Alumni	Member	
13.	Ms. T Vineela, Software Engineer, Infosys Hyderabad	Member	
14.	Ms. Y. Mohana Roopa	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 4th September 2017.
2. Attainment of course outcomes, program outcomes and program specific outcomes.
3. Analysis of quality outcomes in terms of quality sustenance and quality enhancement.
4. Placements statistics 2016-2017.
5. Submission of data for NIRF.

Minutes

The following members were absent and minutes were communicated

1. Dr. D Govardhan, HOD, AE
2. Dr. K Rajendra Prasad, HOD, CSE
3. Dr. K Srinivas Reddy, HOD, IT


Chairperson greeted the members of IQAC for the quarterly meeting held on 5th December 2017.

Chairperson initiated discussion on the following items of agenda.

- Item No. 1** The minutes of the last meeting was approved by the members.
- Item No. 2** IQAC coordinator framed the guidelines for attainment of course outcomes, program outcomes and program specific outcomes.
- Item No. 3** IQAC coordinator presented impact analysis of quality outcomes in terms of quality sustenance and quality enhancement.
- Item No. 4** Placement coordinator presented placement statistics 2016-2017 and analysis was based on total students, eligible and interested students, higher studies/ Business, companies Visited and students placed
- Item No. 5** IQAC coordinator informed that data submitted successfully to NIRF ranking 2018.

Chairperson concluded thanking all the members for their active participation in the discussion.


Dr. Y. Mohana Roopa
Coordinator, IQAC


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Internal Quality Assurance centre (IQAC)

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IARE/IQAC/2017-2018/Meeting – 04

2nd March, 2018


All IQAC members are requested to attend the quarterly meeting to be held on 5th March, 2018

Venue : Boardroom

Time : 10:00 AM


Agenda:

1. Approval of minutes of meeting held on 5th December 2017.
2. Discussion on curricular and co-curricular activities to be filed and sent bi-annually to the IQAC
3. Discussion on student and alumni feedback analysis report
4. Research proposals.
5. Submission of data for the AISHE 2017-18.
6. Discussion on Budget.
7. Academic audit.


Dr. Y. Mohana Roopa
Coordinator, IQAC

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Minutes of Meeting held on 5th March, 2018

Members Present:

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1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Mr. Ch. Sathi Reddy, Secretary and Correspondent	Member	
3.	Dr. D Govardhan, HOD, AE	Member	
4.	Dr. K Rajendra Prasad, HOD, CSE	Member	
5.	Dr. K Srinivas Reddy, HOD, IT	Member	
6.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
7.	Prof. P Sridhar, HOD, EEE	Member	
8.	Dr. M Anitha, HOD, Freshman	Member	
9.	Dr. M Madhu Bala, Dean of R&D	Member	
10.	Dr. P Kesav Rao, COE	Member	
11.	Prof. G Chandra Sekhar, Dean of Academics	Member	
12.	Ms. G Geetha, Alumni	Member	
13.	Ms. T Vineela, Software Engineer, Infosys Hyderabad	Member	
14.	Ms. Y. Mohana Roopa	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 5th December 2017.
2. Discussion on curricular and co-curricular activities to be filed and sent bi-annually to the IQAC
3. Discussion on student and alumni feedback analysis report
4. Research proposals.
5. Submission of data for the AISHE 2017-18.
6. Discussion on Budget.
7. Academic audit.

Minutes

The following members were absent and minutes were communicated


1. Prof V.V.S Harinadh Prasad, HOD, ME
2. Dr. J S R Prasad, HOD, CE
3. Dr. Gopala Sharma, HOD, MBA

Chairperson greeted the members of IQAC for the quarterly meeting held on 5th March, 2018.

Chairperson initiated discussion on the following items of agenda.

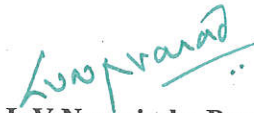
- Item No. 1** The minutes of the last meeting was approved by the members.
- Item No. 2** IQAC coordinator suggested all HODs to Submit curricular and co-curricular activities bi-annually to the IQAC
- Item No. 3** IQAC Coordinator suggested HODs to submit student and alumni feedback analysis report to IQAC.
- Item No. 4** IAQC coordinator suggested Dean, Research and Development to take necessary actions for improving research grants from various funding agencies (UGC, MHRD, AICTE and DST).
- Item No. 5** IQAC coordinator informed that successfully uploaded the data of All India Survey on Higher Education (AISHE) 2017-2018.
- Item No. 6** Chairperson discussed on budget utilization for financial year 2017-2018. Chairperson requested all HODs to submit budget proposals for financial year 2018-2019 within stipulated time.
- Item No. 7** Internal academic audit was conducted across all the departments with internal audit team. HODs take necessary actions on recommendations given by the internal audit team.

Chairperson concluded thanking all the members for their active participation in the discussion


Dr. Y. Mohana Roopa
Coordinator, IQAC



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