



R K COLLEGE OF ENGINEERING

(Accredited by NAAC with 'A' Grade)

Kethanakonda (V), Ibrahimpatnam (M), Vijayawada, AMARAVATI-521456.

Date:18/07/2023

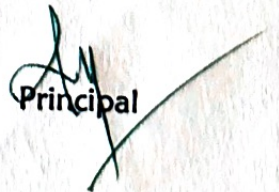
INTERNAL QUALITY ASSURANCE CELL CIRCULAR

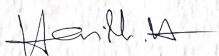
All the members of IQAC are hereby informed to attend the meeting scheduled on 20/07/2023 at 3:00 PM.

Agenda Points:


1. Preparation of Course files by Faculty Members.
2. Daily Review of Academic Activities.
3. Library Books & Journals.
4. Upgradation of Laboratory.
5. Recruitment of Teaching and Non-Teaching Staff.
6. Conducting FDPs/Workshops/Seminars.
7. Mentorship duties & Responsibilities.
8. Role of placements.
9. Sports activities.
10. Budget Allocation.

Venue: Principal chamber


Principal


Coordinator-IQAC
RKCE




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Date & Time: 20/07/2023 & 3:00P.M

Minutes of the IQAC Meeting

Venue: Principal chamber

Agenda Points:

1. Preparation of Course files by Faculty Members.
2. Daily Review of Academic Activities
3. Library Books & Journals
4. Upgradation of Laboratory
5. Recruitment of Teaching and Non-Teaching Staff
6. Conduction of FDPs/Workshops/Seminars
7. Mentorship duties & Responsibilities
8. Role of placements
9. Sports activities
10. Budget Allocation
11. Feedback From students

**Coordinator-IQAC
RKCE**



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Minutes of the Meeting:

The chairperson welcomed all the members to the meeting and briefed about the agenda in detail. The Following points were discussed to improve the performance of the students and Faculty during the I semester of the AY 2023-24 along with the action to be taken

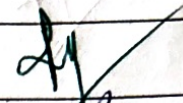

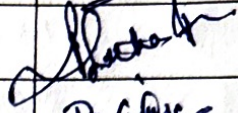

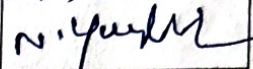
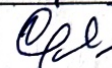


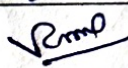
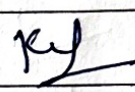

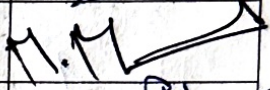


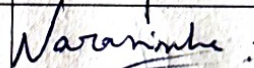
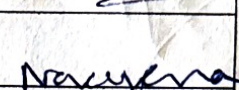
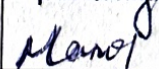
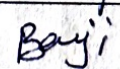
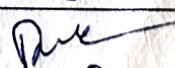
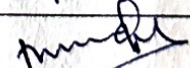
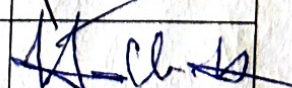
1. It has been decided to update the Preparation of Course files by Teachers for the coming semester and it must be verified by designated course file coordinator and the same should be signed by the IQAC Coordinator on or before 03/10/2023.
2. It has been decided to update the Library Books & Journals which are suitable for current academic year 2023-24. All HODs are requested to update current requirements of books and journals on or before 31.07.23.
3. It has been informed to all Lab in-chargers to upgrade Labs as per curriculum Academic year 2023-24 for first Semester.
4. All HODs are requested to submit the details of Teaching and non-teaching staff requirement on or before 25-07-2023.
5. In order to enhance the skills of faculty members/Students all HODs are requested to conduct FDPs/Workshops/Seminars and submit the details of the same on or before 31-10-2023.
6. All mentors of concerned departments are requested to interact with students on their academic journey and help empower students to become autonomous learners and agents of their own change.
7. It has been decided to increase the placements in the campus during academic year 2023-2024.
8. In order to assess the performance of faculty it has been decided to take feedback from students from all departments on or before 31-10-2023.
9. All HODs are requested to submit department-wise Budget for various department-related activities on or before 24-07-2023.
10. The meeting concluded with vote of thanks to all the participants by the Convenor.

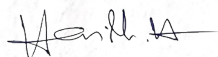
**Coordinator-IQAC
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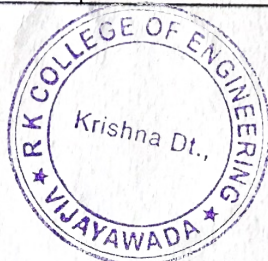
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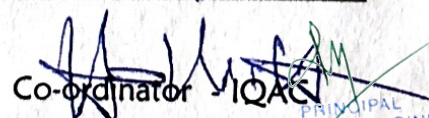
Members Present:

S.No	Name of The Person	IQAC Designation	Signature
1	Dr.K.Rama Krishnaiah	Chair Person	
2	Dr. K.V.Rama Rao	Member - Teacher	
3	Dr.R.Sujatha Rani	Member - Teacher	
4	Dr Manjunath BE	Member - Teacher	
5	Dr. N. Yuva Raju	Member - Teacher	
6	G. Tulasi Rao	Member - Teacher	
7	M. Uday Kiran	Member - Teacher	
8	V. Sri Rama Murthy	Member - Teacher	
9	V.V.G.S Rajendra Prasad	Member - Teacher	
10	K. Koteswara Rao	Member - Teacher	
11	M.Venkateswara Rao	Member - Teacher	
12	Dr.M.Mahendra Nath	Member - Management	
13	Dr.A.Hanumath Prasad	Member - SAO	
14	Dr. G. Narendra Santhosh Kumar	Member - SAO	
15	Adusumilli Narasimha Rao	Member – Local Society	
16	A.Narayana	Member – Student	
17	G.Sai Manoj	Member – Alumni	
18	Baji Shahid Shaik	Member – Employers	
19	P.V Ramalingeswara Rao	Member – Industrialist	
20	P.Prasad	Member – Stakeholder	
21	Dr.Harish.H	Coordinator, IQAC	



Coordinator-IQAC
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Co-ordinator - IQAC

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Date:11/12/2023

INTERNAL QUALITY ASSURANCE CELL CIRCULAR

All the members of IQAC are here by informed to attend the meeting scheduled on 14/12/2023 at 3:00 PM.

Agenda Points:


- Proposal for the submission of AQAR 2023-24
- Undertaking Seminar and Major Projects for Final year students
- Soft skills training
- Campus Recruitment training Programme (CRT)
- Review of Committees
- Industrial visits


Principal

Venue: Principal chamber


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Date & Time: 14/12/2023 & 3:00P.M

Minutes of the IQAC Meeting

Venue: Principal chamber

Agenda Points:

- Proposal for the submission of AQAR 2023-24
- Undertaking Seminar and Major Projects for Final year students
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- Campus Recruitment training Programme (CRT)
- Review of Committees
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Minutes of the Meeting:

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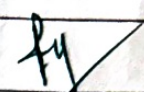
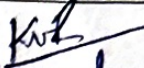
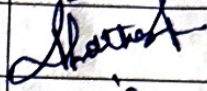
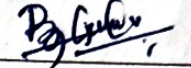
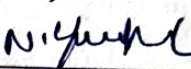
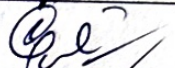


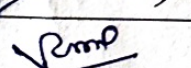
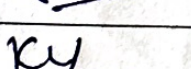
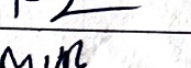
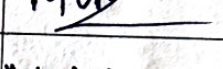

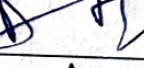
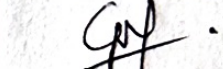
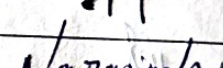
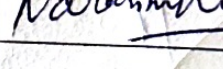
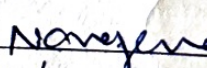
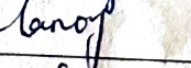
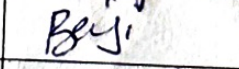
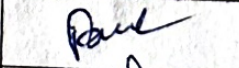
1. It has been decided to update NAAC files regularly and ready for AQAR 23-24.
2. All HODs are requested to form project review committee for smooth conduction of seminars and projects for final year students.
3. It has been planned to conduct soft skill training for students for academic year 2023-24.
4. It has been planned for all 3rd year students to Campus Recruitment training Programme (CRT).
5. It has been decided to conduct Review of Committees

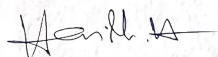
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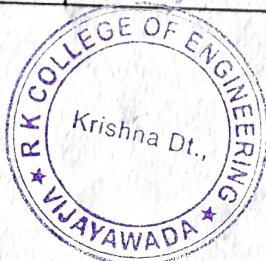
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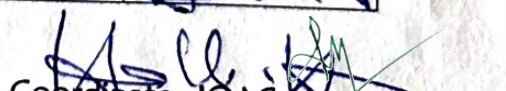
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