

# GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY

## Internal Quality Assurance Cell

### Minutes of Meeting of IQAC Members held on 21<sup>st</sup> July, 2017

The above meeting was held in CSE Department from 3.00 PM to 3.30PM. The following members have attended the meeting.

S.N	Name of the Faculty	Department
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1.	Dr.Ch.Ramesh Babu	CSE
2.	Dr.J.Pardha Saradhi	MBA
3.	Mr.N.V.Bharadwaj	EEE
4.	Prof. Gangadharam	MECH
5.	Mr.E.Mahender	CSE
6.	Dr.G.Mahesh	S&H
7.	Ms.Krishna Priya	ECE
8.	Mr.Y.Rajesh Kumar	Civil

- Agenda:** 1. Feedback for the 2017-18 Odd Semester-First feedback – 1 - Initiation  
2. Any other point that related to above agenda

#### Minutes of Meeting:

1. The coordinator-IQAC welcomed all the members of IQAC.
2. All the IQAC members are instructed to initiate the process of taking Phase-1 feedback for AY: 2017-18, Odd Semester.
3. IQAC Members of S&H, ECE and CSE have expressed that they require assistance of one more staff member for IQAC activities.
4. They also expressed that the attendance registers may be verified by the Group heads of the respective departments for the previous semester.
5. Department coordinators should send Time Tables of respective departments to the IQAC coordinator so as to upload the same into Moodle server.
6. Coordinators should see that majority of the students (at least 75%) to be involved in the process of collecting the feedback on Feedback.
7. IQAC will propose to arrange placement training to all the students at the institute level and the same is to be discussed with Principal.



IQAC coordinator, GCET

## **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

### **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 21<sup>st</sup> July, 2017

#### **Action Taken Report:**

As per the points discussed in the IQAC meeting conducted on 21<sup>st</sup> July 2017, the following activities are initiated.

1. The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 25-07-2017 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 29-07-2017.
2. The respective class teachers along with department IQAC coordinators submitted the relevant data to IQAC for analysis purpose.
3. The TLP feedback analysis was submitted to the respective Heads of the departments through Principal for necessary action. Requested to counsel the faculty with less feedback (less than 70%).
4. The proposed event of conducting placement training was put before the Principal and the Principal discussed the same with college academic committee and the necessary proposal were submitted to management for approval.



Coordinator-IQAC

# GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY

## Internal Quality Assurance Cell

### Minutes of Meeting of IQAC Members held on 18th September, 2017

The above meeting was held in CSE Department from 2.00 PM to 2.30PM. The following members have attended the meeting.

S.N	Name of the Faculty	Department
1	Dr.Ch.Ramesh Babu	CSE
2	Dr.J.Pardha Saradhi	MBA
3	Mr.N.V.Bharadwaj	EEE
4	Prof. Gangadharam	MECH
5	Mr.E.Mahender	CSE
6	Dr.G.Mahesh	S&H
7	Ms.Krishna Priya	ECE
8	Mr.Y.Rajesh Kumar	Civil

**Agenda:** 1. Feedback for the  
feedback – 2 - Initiation

2. Any other point that related to above agenda

2017-18 Odd Semester-

#### Minutes of Meeting:

- 1) The coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
- 2) He instructed the members to initiate the process of taking Phase -2 feedback for 2017-18 Odd Semester.
- 3) The feedback is to be taken in the respective computer laboratories by taking the students in batches.
- 4) IQAC of the institute will request the respective Heads of the departments to authenticate the standards of the MID question papers with reference to question paper format, uniform coverage of the syllabus as per the regulations, distribution of marks, Blooms Taxonomy levels of various questions including the grammar.
- 5) All the HoDs should be reminded about counseling the faculty with less feedback.



IQAC coordinator, GCET

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 18<sup>th</sup> September, 2017

### **Action Taken Report:**

The following activities are conducted with reference to the IQAC meeting scheduled on 18<sup>th</sup> September, 2017.

1. The Phase -2 feedback collection for the odd semester of AY:2017-18 was made from during 20-09-2017 to 24-09-2017. The feedback is collected online using Moodle.
2. After analyzing the feedback, it was observed that counseling done by senior faculty of the department helped the faculty in getting their feedback improved.
3. Principal insisted about the quality of the question papers, as it place an important role in the process of evaluation of the college by the various statutory bodies.
4. In this context Principal directed the Heads of the departments to constitute a committee comprised by senior faculty of the department along with one senior faculty member from other department to monitor the quality of the question papers.



Coordinator-IQAC

# GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY

## Internal Quality Assurance Cell

### Minutes of Meeting of IQAC Members held on 22<sup>nd</sup> Dec, 2017


The above meeting was held in CSE Department from 3.00 PM to 3.30PM. The following members have attended the meeting.

S.N	Name of the Faculty	Department
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1	Dr.Ch.Ramesh Babu	CSE
2	Dr.J.Pardha Saradhi	MBA
3	Mr.N.V.Bharadwaj	EEE
4	Prof. Gangadharam	MECH
5	Mr.E.Mahender	CSE
6	Dr.G.Mahesh	S&H
7	Ms.Krishna Priya	ECE
8	Mr.Y.Rajesh Kumar	Civil

- Agenda:** 1. Collection of Phase-1 TLP Feedback for the 2017-18 Even Semester- Initiation  
2. Any other point that related to above agenda

#### Minutes of Meeting:

- The coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- He instructed the members to initiate the process of taking Phase-1 TLP Feedback for 2017-18 even Semester from 26-12-2017 to 30-12-2017.
- Along with the TLP feedback the feedback on Central facilities is also to be taken from the students.
- The dept. coordinators are request to act on this and the collection of feedback on central facilities also should be done along with TLP feedback. The feedback survey is to be taken twice in a semester and the average of these four feedbacks collected in an academic year will be submitted to principal.
- Request to send the Time Tables –IQAC members for uploading the data into servers.
- It is proposed to make IQAC members also involve in the process of verifying the attendance registers and lab work books of the previous semester along with the team headed by Dean-academics.



IQAC coordinator, GCET

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 22<sup>nd</sup> Dec, 2017

### **Action Taken Report:**

The following activities are conducted with reference to the IQAC meeting scheduled on 22<sup>nd</sup> Dec, 2017.

1. The Phase -1 feedback collection for the even semester of AY:2017-18 was made from during 26-12-2017 to 30-12-2017. The feedback is collected online using Moodle software.
2. The analysis of TLP feedback is done by IQAC coordinator and the same is sent to Heads of the departments for necessary action through Principal.
3. The IQAC members along with academic coordinators visited the departments and verified the Attendance registers & Lab work books and made few suggestions regarding proper valuation and maintenance of the record.
4. The feedback on central facilities was also taken.



Coordinator-IQAC

# GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY

## Internal Quality Assurance Cell

### Minutes of Meeting of IQAC Members held on 5<sup>th</sup> March, 2018

The above meeting was held in CSE Department from 3.00 PM to 3.30PM. The following members have attended the meeting.

S.No.	Name of the Faculty	Dept.
1	Dr.Ch.Ramesh Babu	CSE
2	Dr.J.Pardha Saradhi	MBA
3	Mr.N.V.Bharadwaj	EEE
4	Prof. Gangadharam	MECH
5	Mr.E.Mahender	CSE
6	Dr.G.Mahesh	S&H
7	Ms.Krishna Priya	ECE
8	Mr.Y.Rajesh Kumar	Civil

- Agenda:** 1. Phase-2 feedback for the 2017-18 Even Semester- Initiation  
2. Any other point that related to above agenda

#### Minutes of Meeting:

- The coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- He instructed the members to initiate the process of taking Phase-2 feedback for 2017-18, Even Semester.
- IQAC members are of various departments are requested to discuss about the problems faced during the collection of online feedback on TLP and central facilities.
- The members explained about the less involvement of final year students in the process of feedback.
- The committee reviewed the status of collecting required data for the submission of AQAR-2017-18.
- The lapses found should be filled by hastening the process of data collection.
- Reports on counseling activity conducted at each department with reference to TLP feedback. Should be collected.



IQAC coordinator, GCET

**Internal Quality Assurance Cell**  
Action Taken Report on IQAC Meeting held on 5<sup>th</sup> March, 2018

**Action Taken Report:**

The following activities are conducted with reference to the IQAC meeting scheduled on 5<sup>th</sup> March, 2018.

- 1) Phase-2 feedback for AY:2017-18, Even Semester was initiated from 6<sup>th</sup> March 2018 to 10<sup>th</sup> March 2018.
- 2) The problems faced in collecting feedback was conveyed to Principal and he suggested to conduct the survey a bit early (during their project seminars and Comprehensive Viva Voce sessions).
- 3) The last date for submitting AQAR is extended. Irrespective of this the IQAC members should act on completing the proper data collection required.



Coordinator-IQAC



**GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**(UGC Autonomous)**

**Internal Quality Assurance Cell**  
**Minutes of Meeting of IQAC Members held on 19<sup>th</sup> July, 2018**

The above meeting was held in IQAC cell from 3.00 PM to 3.30PM. The following members have attended the meeting.

S.N.	Name of the Faculty	Department	Designation
1.	Dr.B.L Prakash	ECE	Coordinator-IQAC
2.	DrS. Suryanarayana	ECE	Member
3.	Dr.J.Pardha Saradhi	MBA	Member
4.	Mr.N.V.Bharadwaj	EEE	Member
5.	Prof. Gangadharam	MECH	Member
6.	Mr.E.Mahender	CSE	Member
7.	Dr.G.Mahesh	FED	Member
8.	Ms.Krishna Priya	ECE	Member
9.	Mr.Y.Rajesh Kumar	CIVIL	Member

- Agenda:** 1. Feedback for the 2018-19 Odd Semester-Term – 1 - Initiation  
2. Any other point that related to above agenda

**Minutes of Meeting:**

Dr.B.L Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting. He instructed the members to initiate the process of taking feedback for 2018-19, Odd Semester- term-1 as per the instructions of the Principal.

While taking term -1 feedback if any problem is arrived it should be brought to the notice of Mr. E Mahender. The feedback may be taken in the respective department computer centers.

**Action points:**

- a) Request to send the Time Tables –IQAC members for uploading the data into servers.
- b) While taking the feedback majority of the students to be involved in the process,

  
(Dr.B.L Prakash), IQAC coordinator, GCET

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 19<sup>th</sup> July, 2018

### **Action Taken Report:**

- 1) The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 23-07-2018 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 27-07-2018
- 2) The coordinator of EEE department coordinator observed a mismatch between the subject and teaching faculty in the Moodle server while taking the feedback. The same was resolved through the server maintenance people.
- 3) The coordinator-IQAC thanked for their cooperation in the timely submission of AQAR 2017-18.

Coordinator-IQAC

**GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**(UGC Autonomous)**

**Internal Quality Assurance Cell**

**Minutes of Meeting of IQAC Members held on 13<sup>th</sup> September, 2018**

The above meeting was held in IQAC cell from 3.00 PM to 3.30PM. The following members have attended the meeting.

S.N.	Name of the Faculty	Department	Designation
1	Dr.B.L Prakash	ECE	Coordinator-IQAC
2	DrS. Suryanarayana	ECE	Member
3	Dr.J.Pardha Saradhi	MBA	Member
4	Mr.N.V.Bharadwaj	EEE	Member
5	Prof. Gangadharam	MECH	Member
6	Mr.E.Mahender	CSE	Member
7	Dr.G.Mahesh	FED	Member
8	Ms.Krishna Priya	ECE	Member

- Agenda:** 1. Feedback for the 2018-19 Odd Semester-Term – 2 - Initiation  
2. Any other point that related to above agenda

**Minutes of Meeting:**

- 1) Dr.B.L Prakash the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- 2) He instructed the members to initiate the process of taking feedback for 2018-19, Odd Semester- feedback Term-2 as per the instructions of the Principal.
- 3) The feedback is to be taken in the respective computer laboratories by taking the students in batches.
- 4) It is observed that in some sections the number of students given feedback is less than 75%.
- 5) The analysis of the feedback must be completed within one week and to be sent to the HoDs and principal for necessary action.
- 6) Collection of action taken reports from the concerned HoDs.

**Action points:**

- 1) While taking the feedback at least 75% of the students to be involved in the process.
- 2) It requires minimum 5-6 days to complete the analysis and to be sent it to the Principal and HoDs.
- 3) Mr. E Mahender is requested to assist the coordinator in the process of analysis.
- 4) The ATR by the HoDs for the faculty who obtained less than 70%.

*B.L. Prakash*  
(Dr.B.L Prakash), IQAC coordinator, GCET

## **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

### **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 13<sup>th</sup> September, 2018

#### **Action Taken Report:**

- 1) The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 17-09-2018 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 21-09-2018.
- 2) The information regarding poor involvement of students in few departments during feedback collection was informed to concerned HODs and requested to look in to the matter.
- 3) The IQAC member from CSE department was also involved in the process of feedback analysis.
- 4) The feedback analysis was submitted to respective Heads of the departments and were reminded to complete the counseling process as early as possible.

Coordinator-IQAC

**GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**(UGC Autonomous)**

**Internal Quality Assurance Cell**

**Minutes of Meeting of IQAC Members held on 26<sup>th</sup> Dec, 2018**

The above meeting was held in IQAC cell from 2.00 PM to 2.30PM. The following members have attended the meeting.

S.N.	Name of the Faculty	Department	Designation
1	Dr.B.L Prakash	ECE	Coordinator-IQAC
2	Dr.S. Suryanarayana	ECE	Member
3	Dr.J.Pardha Saradhi	MBA	Member
4	Mr.N.V.Bharadwaj	EEE	Member
5	Prof. Gangadharam	MECH	Member
6	Mr.E.Mahender	CSE	Member
7	Dr.G.Mahesh	FED	Member
8	Mr.Y.Rajesh Kumar	CIVIL	Member

- Agenda:** 1. Feedback for the 2018-19 Even Semester-Term – 1 - Initiation .  
2. Any other point that related to above agenda.

**Minutes of Meeting:**

- a) Dr.B.L Prakash the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- b) He instructed the members to initiate the process of taking feedback for 2018-19, Even Semester- Term-1 as per the instructions of the Principal.
- c) Mr. G Mahesh, Assistant Professor in FED expressed that he needs the assistant of one more member.

**Action points:**

- 1) Request to send the Time Tables –IQAC members for uploading the data into servers.
- 2) The concern members of IQAC are instructed the update the list of subjects and faculty names in the moodle server.
- 3) HoD - FED is requested to allot one more faculty for the TLP feedback process.

*Prakash 26/12/18*  
(Dr.B.L Prakash), IQAC coord nator, GCET

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 26<sup>th</sup> December, 2018

### **Action Taken Report:**

- 1) The Time tables collected from all departments by the respective IQAC members and the same was uploaded to Moodle server.
- 2) The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 27-12-2018 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 02-01-2019.
- 3) As per the request of the Member from FED one more staff member is assigned for collecting feedback from I year students.

Coordinator-IQAC

**GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**(UGC Autonomous)**

**Internal Quality Assurance Cell**

**Minutes of Meeting of IQAC Members held on 28<sup>th</sup> March, 2019**

The above meeting was held in IQAC cell from 3.00 PM to 3.30PM. The following members have attended the meeting.

S.N.	Name of the Faculty	Department	Designation
10.	Dr.B.L Prakash	ECE	Coordinator-IQAC
11.	Dr.S. Suryanarayana	ECE	Member
12.	Dr.J.Pardha Saradhi	MBA	Member
13.	Mr.N.V.Bharadwaj	EEE	Member
14.	Prof. Gangadharam	MECH	Member
15.	Mr.E.Mahender	CSE	Member
16.	Dr.G.Mahesh	FED	Member
17.	Ms.Krishna Priya	ECE	Member
18.	Mr.Y.Rajesh Kumar	CIVIL	Member

- Agenda:**
1. Feedback for the 2018-19 Even Semester-First feedback – 2 - Initiation
  2. Any other point that related to above agenda

**Minutes of Meeting:**

- a) Dr.B.L Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
- b) He instructed the members to initiate the process of taking feedback for 2018-19, Even Semester- feedback-2 as per the instructions of the Principal.
- c) He enquired the members any problems in taking feedback. Members have expressed that everything went well.
- d) Analysis on the central facilities

**Action points:**

- a) The feedback along with the list of staff members who got less than 70% also be sent along with the report.
- b) The action taken report is to be collected from the departments after counseling the faculty.
- c) Analysis on the central facilities must be done along with TLP feedback analysis and to be sent to the concerned members..

  
(Dr.B.L Prakash), IQAC coordinator, GCET

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 28<sup>th</sup> March, 2019

### **Action Taken Report:**

- 1) The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 02-04-2019 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 06-04-2019.
- 2) The feedback analysis is sent to all HoDs through Principal for necessary action.
- 3) The Feedback collected on central facilities is also analyzed and sent to the concerned committees to resolve the issues raised by the students.

**Coordinator-IQAC**



**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2019-20/01

DATE: 10/07/2019

The following members have attended the IQAC meeting.

S.N	Name of the Faculty	Department	E-mail	Mobile No
1	Dr.B.L.Prakash	ECE	prakashvignan4368@gmail.com	9346314538
2	Dr S.Surya Narayana	ECE	ssn68@rediffmail.com	9849928925
3	Mr.N.V.Bharadwaj	EEE	bharadwaj23@gmail.com	7729805723
4	Dr.S.Shyam Kumar	MECH	sskumarhyd@gmail.com	9996016889
5	Mr.E.Mahender	CSE	mahee99@gmail.com	9912058007
6	V.Sai Kishore	MBA	vsaikishore@gmail.com	9701920050
7	Dr.N.Mahendra	Civil	nmahi7@gmail.com	9959415877
8	Dr.G.Mahesh	S&H	guttumahesh790@gmail.com	9581774878
<b>Member NOT present</b>				
9	S.Krishna Priya	ECE	srigiri.cheeki@gmail.com	9440490378

**Meeting was held In IQAC cell on Dt:10-07-2019 at IQAC room.**

- Agenda:**
1. Preparations for TLP Phase-1 Feedback for the 2019-20 Odd Semester Initiation
  2. Academic audit for the AY 2018-19
  3. Collecting the data for AQAR 2018-19

**Minutes of Meeting:**

- Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- He instructed the members to initiate the process of taking feedback for 2019-20, Odd Semester- feedback after taking direction from Principal about the feasibility.
- Preparation of the AQAR document 2018-19, format prepared and sent to departments for the data collection.
- He discussed about the academic audit to be conducted and readiness of the departments. He informed the members that the audit will be conducted in the 2<sup>nd</sup> week of August 2019.



**Coordinator-IQAC**

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 10<sup>th</sup> July, 2019

### **Action Taken Report:**

1. The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 15-07-2019 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 20-07-2019.
2. In view of the difficulties faced in collecting data of AQAR for AY:2017-18, a template as prescribed by NAAC, in XL sheet has been prepared and is sent to all departments for ease of data collection.
3. The internal academic audit committee has been constituted by Principal to visit all departments and to conduct detailed academic audit.



Coordinator-IQAC

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2019-20/02

DATE: 01/10/2019

The following members have attended the meeting.

**Meeting was held In IQAC cell on Dt:01/10/2019 at IQAC room**

S.N	Name of the Faculty	Department	E-mail	Mobile No
1	Dr.B.L.Prakash	ECE	prakashvignan4368@gmail.com	9346314538
2	Dr S.Surya Narayana	ECE	ssn68@rediffmail.com	9849928925
3	Mr.N.V.Bharadwaj	EEE	bharadwaj23@gmail.com	7729805723
4	Dr.S.Shyam Kumar	MECH	sskumarhyd@gmail.com	9996016889
5	Mr.E.Mahender	CSE	mahee99@gmail.com	9912058007
6	V.Sai Kishore	MBA	vsaikishore@gmail.com	9701920050
7	Dr.N.Mahendra	Civil	nmahi7@gmail.com	9959415877
8	S.Krishna Priya	ECE	srigiri.cheeki@gmail.com	9440490378
9	Dr.G.Mahesh	S&H	guttumahesh790@gmail.com	9581774878

- Agenda:**
1. Status of the 2018-19 AQAR document
  2. 2<sup>nd</sup> TLP Feedback for the 2019-20 Odd Semester Initiation
  3. Academic audit for 2018-19
  4. Any other issues

**Minutes of Meeting:**

- Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- He instructed the members to initiate the process of taking feedback for 2019-20, Odd Semester- Second feedback after taking direction from Principal about the feasibility.
- Preparation of the AQAR document 2018-19, 25% of the data collected. Pending data collection.
- He thanked the members for smooth conduction of academic audit across all departments. The lapses in the files maintained by departments are conveyed.



Coordinator-IQAC

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 1<sup>st</sup> October, 2019

### **Action Taken Report:**

- 1) The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 07-10-2019 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 12-07-2019.
- 2) It is decided to fasten the process of data collection for AQAR 2018-19 with the cooperation of respective HoDs. To this extent a WhatsApp message was sent all HoDs.
- 3) The suggestions made by Academic Audit committee are sent to all HoDs for necessary action through Principal.



Coordinator-IQAC

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2019-20/03

DATE: 02/01/2020

The following members have attended the meeting.

S.N	Name of the Faculty	Department	E-mail	Mobile No
1	Dr.B.L.Prakash	ECE	prakashvignan4368@gmail.com	9346314538
2	Dr S.Surya Narayana	ECE	ssn68@rediffmail.com	9849928925
3	Mr.N.V.Bharadwaj	EEE	bharadwaj23@gmail.com	7729805723
4	Dr.S.Shyam Kumar	MECH	sskumarhyd@gmail.com	9996016889
5	Mr.E.Mahender	CSE	mahee99@gmail.com	9912058007
6	V.Sai Kishore	MBA	vsaikishore@gmail.com	9701920050
7	Dr.N.Mahendra	Civil	nmahi7@gmail.com	9959415877
8	S.Krishna Priya	ECE	srigiri.cheeki@gmail.com	9440490378
9	Dr.G.Mahesh	S&H	guttumahesh790@gmail.com	9581774878

**Meeting was held In IQAC cell on Dt:02/01/2020 at IQAC room.**

**Agenda:** 1. Status of the 2018-19 AQAR document  
2. Term-1 TLP Feedback for the 2019-20 Even Semester Initiation

**Minutes of Meeting:**

- Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- He instructed the members to initiate the process of taking feedback for 2019-20, Even Semester- First feedback after taking direction from Principal about the feasibility.
- 50% data collected for AQAR document 2018-19.



**Coordinator-IQAC**

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 2<sup>nd</sup> January, 2020

### **Action Taken Report:**

- 1) The process of collecting feedback-1 on TLP was initiated by all the departments w.e.f. 06-01-2020 in the computer labs of respective departments using Moodle (during their lab slots). And the same was completed on 10-01-2020.
- 2) The data collected from all departments so far has been consolidated and was uploaded to NAAC website. For the remaining data collection, the members are once again reminded to do it as early as possible. However, the central data is being collected by the coordinator-IQAC.



**Coordinator-IQAC**

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2019-20/04

DATE: 09/03/2020

The following members have attended the meeting.

S.N	Name of the Faculty	Department	E-mail	Mobile No
1	Dr.B.L.Prakash	ECE	prakashvignan4368@gmail.com	9346314538
2	Dr S.Surya Narayana	ECE	ssn68@rediffmail.com	9849928925
3	Mr.N.V.Bharadwaj	EEE	bharadwaj23@gmail.com	7729805723
4	Dr.S.Shyam Kumar	MECH	sskumarhyd@gmail.com	9996016889
5	Mr.E.Mahender	CSE	mahee99@gmail.com	9912058007
6	V.Sai Kishore	MBA	vsaikishore@gmail.com	9701920050
7	Dr.N.Mahendra	Civil	nmahi7@gmail.com	9959415877
8	S.Krishna Priya	ECE	srigiri.cheeki@gmail.com	9440490378
9	Dr.G.Mahesh	S&H	guttumahesh790@gmail.com	9581774878

**Meeting was held In IQAC cell on Dt:09/03/2020 in IQAC room.**

- Agenda:**
1. Status of the 2018-19 AQAR document
  2. 2<sup>nd</sup> TLP Feedback for the 2019-20 Even Semester Initiation
  3. Academic audit Report for 2019-20
  4. Collecting the data for 2019-20

**Minutes of Meeting:**

- Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
- He instructed the members to initiate the process of taking feedback for 2019-20, Even Semester- Second feedback after taking direction from Principal about the feasibility.
- Proposed to request Principal to constitute a committee for Academic and Administrative audit.
- Preparation of the AQAR document 2018-19 (Pending issues reg.)
- AQAR data collection for AY:2019-20.
- The pending data in Part(A) and Part (B) required for AQAR 2018-19 to be collected and to be uploaded with the approval Principal.
- Part-A (7) Quality initiatives by IQAC during the year for promoting quality culture.
- Part-A (9) Whether composition of IQAC as per latest NAAC guidelines: To be uploaded with the list of members for AY:2018-19.

- 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year (Pending from Exam cell).
- 2.6.2 Pass percentage of students (M. Tech CSE pending).
- 4.1.2 Details of augmentation in infrastructure facilities during the year (Pending from AO).
- 5.1.3 Students benefited by guidance for competitive examinations and career counseling offered by the institution during the year (Data from CACG is pending).
- 5.2.4 Sports and cultural activities / competitions organized at the institution level during the year (Pending from Sports dept.).
- 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year (Pending from ECE/ Mechanical/S&H).
- 6.3.2 Number of professional development / administrative training programs organized by the Colleges for teaching and non-teaching staff during the year 2018-19 (Pending from S&H and ECE).
- 6.3.3 No. of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs (Pending from CIVIL/ECE)
- 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III) (Pending from all departments).

- After collecting the data related to above items AQAR for 2018-19 may be uploaded with the approval of Principal.

*B. Praveen*

**Coordinator-IQAC**



# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 9<sup>th</sup> March, 2020

### **Action Taken Report:**

- 1) Phase-2 feedback for AY: 2019-20 Even semester is initiated with effect from 16-3-2020 and was completed on 21<sup>st</sup> March 2020 (by creating Google forms and slight modifications made in the questionnaire in view of online-classes).
- 2) Requested Principal to constitute a committee for conduction of academic audit.
- 3) The same was delayed because of pandemic.
- 4) Data collection about Pending items (11) in Part (A) and Part (B) of AQAR for AY:2018-19 are allotted the concerned members. The dead lines are also given to them.
- 5) Decided to upload this data after taking approval from Principal.



**Coordinator-IQAC**

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2020-21/01

DATE: 31/08/2020

The following members have attended the IQAC meeting.

S.No	Name of the member	Designation	Remarks
1.	Dr. S. Udaya Kumar	Chairman-IQAC	Principal
2.	Mr. V. Sai Kishore	Assoc Professor-MBA	Teacher Representative
3.	Mr. E. Mahender	Asst. Professor-CSE	Teacher Representative
4.	Ms. V. Padmaja	Asst. Professor-EEE	Teacher Representative
5.	Dr. P. Srihari	Professor-ECE	Teacher Representative
6.	Dr. P. Vijai Bhaskar	Dean-Academics	Teacher Representative
7.	Dr. G. Neeraja Rani	Professor and Head-FED	Teacher Representative
8.	Dr. R. Prasanna Kumar	Professor and Head-CE	Teacher Representative
9.	Dr. S. Shyam Kumar	Professor and Head-ME	Teacher Representative
10.	Ms. G. Madhumitha*	Member-Teja Education Society	Management Representative
11.	Mr. G. Naveen Ram	Admin. Officer	Administrative Officer
12.	Mr. Bala*	Head Master-Primary School, Cheeryal(V)	Local Society nominee
13.	Ms. K. Rashmi Sri*	H.T.No. 17R11A04G6	Student Representative
14.	Mr. Viswa Aditya*	H.T.No.06R11A0203	Alumni
15.	Mr. V. Sri Hari*	Sitra Infotech	Employer
16.	Sri L. Srinivasa Murthy*	Founder-Bees Consultancy	Industrialist
17.	Ms. G. Padmaja*	Senior Admin. Assistant	Parent
18.	Dr. B. L. Prakash	Coordinator-IQAC	Professor-ECE

\*Indicates, members not present

Meeting was held In IQAC cell on 31-08-2020 in IQAC room.

- Agenda:**
1. Preparations for TLP Feedback for the 2020-21 Odd Semester Initiation.
  2. Status of Academic audit for the AY 2019-20
  3. Collecting data for AQAR for the AY 2019-20
  4. Proposed to conduct a lecture on HVPE and IPR during the academic year for staff and students.
  5. Any other point with the permission of chair.

**Minutes of Meeting:**

- (i) Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
- (ii) He instructed the members to initiate the process of taking Phase-1 feedback for 2020-21, Odd Semester after taking direction from Principal from 7<sup>th</sup> September 2020 onwards.
- (iii) AQAR document for the year 2019-20 is to be prepared and the format of the application is to be sent to departments for filling the necessary data.



Coordinator-IQAC

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 31<sup>st</sup> August, 2020

### **Action Taken Report:**

1. Phase-1 feedback on TLP for AY:2020-21, Odd semester was initiated on 7<sup>th</sup> September 2020 and the same was completed on 12<sup>th</sup> September 2020.
2. AQAR for AY:2028-19 was submitted on 17<sup>th</sup> August 2020.
3. The review comments given by NAAC were received on 22<sup>nd</sup> August 2020.
4. AQAR was re-submitted to NAAC with modifications suggested by NAAC on 27<sup>th</sup> August 2020.
5. The acceptance of re-submitted AQAR report and the corresponding acknowledgement from NAAC were received on 7<sup>th</sup> September 2020.
6. Template of AQAR for AY:2019-20 in XL format has been sent to all members of IQAC for the data collection. The same was informed to HoDs for providing the required data.



Coordinator-IQAC

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2020-21/02

DATE: 20/10/2020

The following members have attended the meeting.

S.No	Name of the member	Designation	Remarks
1.	Dr. S. Udaya Kumar*	Chairman-IQAC	Principal
2.	Mr. V. Sai Kishore	Assoc Professor-MBA	Teacher Representative
3.	Mr. E. Mahender	Asst. Professor-CSE	Teacher Representative
4.	Ms. V. Padmaja	Asst. Professor-EEE	Teacher Representative
5.	Dr. P. Srihari	Professor-ECE	Teacher Representative
6.	Dr. P. Vijai Bhaskar	Dean-Academics	Teacher Representative
7.	Dr. G.Neeraja Rani	Professor and Head-FED	Teacher Representative
8.	Dr. R. Prasanna Kumar	Professor and Head-CE	Teacher Representative
9.	Dr. S. Shyam Kumar	Professor and Head-ME	Teacher Representative
10.	Ms. G. Madhumitha*	Member-Teja Education Society	Management Representative
11.	Mr. G. Naveen Ram*	Admin. Officer	Administrative Officer
12.	Mr. Bala*	Head Master-Primary School, Cheeryal(V)	Local Society nominee
13.	Ms. K. Rashmi Sri*	H.T.No. 17R11A04G6	Student Representative
14.	Mr. Viswa Aditya*	H.T.No.06R11A0203	Alumni
15.	Mr. V. Sri Hari*	Sitra Infotech	Employer
16.	Sri L. Srinivasa Murthy*	Founder-Bees Consultancy	Industrialist
17.	Ms. G. Padmaja*	Senior Admin. Assistant	Parent
18.	Dr. B. L. Prakash	Coordinator-IQAC	Professor-ECE

\*Indicates, members not present

Meeting was held in IQAC cell on 20-10-2020 at 2.30 pm.

- Agenda:**
1. Data template for AQAR:2020-21.
  2. 2<sup>nd</sup> TLP Feedback for the 2020-21 Odd Semester Initiation
  3. Academic audit for 2019-20 initiation
  4. Any other issues

**Minutes of Meeting:** (i) Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.

(ii) He instructed the members to initiate the process of taking Phase-2 feedback for 2020-21, Odd Semester.

(iii) IQAC of the Institute proposed to organize a a webinar on Intellectual Property Rights.

(iv) The HoD-MBA is requested to identify the resource person for the same.

(iv) As External academic audit is necessary as per the NAAC requirements, in addition to the internal audit which was already conducted external audit is also to be scheduled.

(v) In this regard IQAC proposed to conduct external academic audit for AY:2018-19. Exact date will be finalized after discussing with Principal.



Coordinator-IQAC

## **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

### **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 20<sup>th</sup> October, 2020

#### **Action Taken Report:**

1. Phase-2 feedback for AY:2019-20 Odd Semester was initiated 21<sup>st</sup> October 2020 and the same was completed on 26<sup>th</sup> October 2020.
2. The analysis of TLP feedback was sent to all departments on 3<sup>rd</sup> November 2020.
3. Members of the external audit committee were finalized by Principal and the audit will be held in the month of December 2020.



Coordinator-IQAC

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2020-21/03

DATE: 02/01/2021

The following members have attended the meeting.

S.No	Name of the member	Designation	Remarks
1.	Dr. S. Udaya Kumar	Chairman-IQAC	Principal
2.	Mr. V. Sai Kishore	Assoc Professor-MBA	Teacher Representative
3.	Mr. E. Mahender	Asst. Professor-CSE	Teacher Representative
4.	Ms. V. Padmaja	Asst. Professor-EEE	Teacher Representative
5.	Dr. P. Srihari	Professor-ECE	Teacher Representative
6.	Dr. P. Vijai Bhaskar*	Dean-Academics	Teacher Representative
7.	Dr. G. Neeraja Rani	Professor and Head-FED	Teacher Representative
8.	Dr. R. Prasanna Kumar	Professor and Head-CE	Teacher Representative
9.	Dr. S. Shyam Kumar*	Professor and Head-ME	Teacher Representative
10.	Ms. G. Madhumitha*	Member-Teja Education Society	Management Representative
11.	Mr. G. Naveen Ram*	Admin. Officer	Administrative Officer
12.	Mr. Bala*	Head Master-Primary School, Cheeryal(V)	Local Society nominee
13.	Ms. K. Rashmi Sri	H.T.No. 17R11A04G6	Student Representative
14.	Mr. Viswa Aditya*	H.T.No.06R11A0203	Alumni
15.	Mr. V. Sri Hari*	Sitra Infotech	Employer
16.	Sri L. Srinivasa Murthy*	Founder-Bees Consultancy	Industrialist
17.	Ms. G. Padmaja*	Senior Admin. Assistant	Parent
18.	Dr. B. L. Prakash	Coordinator-IQAC	Professor-ECE

\*Indicates, members not present

Meeting was held in IQAC cell on 2<sup>nd</sup> January at 3 PM.



- Agenda:**
1. Status of the 2020-21 AQAR template
  2. Phase-1 TLP Feedback for the 2020-21 Even Semester Initiation
  3. Academic audit report and Action taken report for 2018-19
  4. Fixing the tentative date for conducting webinars on HVPE.

**Minutes of Meeting:** (i) Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.

(ii) He instructed the members to initiate the process of taking feedback for 2020-21, Even Semester- First feedback after taking direction from Principal.

(iii) Status of data collection for AQAR document 2019-20 is reviewed



Coordinator-IQAC

# **GEETHANJALI COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **Internal Quality Assurance Cell**

Action Taken Report on IQAC Meeting held on 2<sup>nd</sup> January, 2021

### **Action Taken Report:**

1. Phase-1 feedback for 2020-21, Even Semester was initiated w.e.f. 4<sup>th</sup> Jan 2021 and was completed on 9<sup>th</sup> Jan 2021.
2. A webinar on IPR is scheduled on 12<sup>th</sup> February 2021 in association with Department of MBA.
3. Nearly 50% of data is collected from all departments regarding AQAR:2019-20 and is uploaded to NAAC website.
4. Members are requested to make the process of data collection hastened so that the AQAR can be submitted within the scheduled time.
5. External academic audit for AY:2018-19 was held on 26<sup>th</sup> December 2020 under the chairmanship Prof. P. A. Sastry, Former Principal-M.V.S.R. Engineering College, Hyderabad.
6. The committee submitted the report about the audit conducted on 28<sup>th</sup> December 2020.
7. The same was circulated to all departments of the institution and the respective HoDs were requested to submit the Action Taken Report against the comments/suggestions made/given by the committee.



Coordinator-IQAC

**Geethanjali College of Engineering and Technology, Cheeryal, Keesara  
(M) Medchal District, Telangana.**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

GCET/IQAC/2020-21/04

DATE: 05/04/2021

The following members have attended the meeting.

S.No	Name of the member	Designation	Remarks
1.	Dr. S. Udaya Kumar	Chairman-IQAC	Principal
2.	Mr. V. Sai Kishore	Assoc Professor-MBA	Teacher Representative
3.	Mr. E. Mahender	Asst. Professor-CSE	Teacher Representative
4.	Ms. V. Padmaja	Asst. Professor-EEE	Teacher Representative
5.	Dr. P. Srihari	Professor-ECE	Teacher Representative
6.	Dr. P. Vijai Bhaskar	Dean-Academics	Teacher Representative
7.	Dr. G.Neeraja Rani*	Professor and Head-FED	Teacher Representative
8.	Dr. R. Prasanna Kumar*	Professor and Head-CE	Teacher Representative
9.	Dr. S. Shyam Kumar*	Professor and Head-ME	Teacher Representative
10.	Ms. G. Madhumitha*	Member-Teja Education Society	Management Representative
11.	Mr. G. Naveen Ram*	Admin. Officer	Administrative Officer
12.	Mr. Bala*	Head Master-Primary School, Cheeryal(V)	Local Society nominee
13.	Ms. K. Rashmi Sri*	H.T.No. 17R11A04G6	Student Representative
14.	Mr. Viswa Aditya	H.T.No.06R11A0203	Alumni
15.	Mr. V. Sri Hari*	Sitra Infotech	Employer
16.	Sri L. Srinivasa Murthy*	Founder-Bees Consultancy	Industrialist
17.	Ms. G. Padmaja*	Senior Admin. Assistant	Parent
18.	Dr. B. L. Prakash	Coordinator-IQAC	Professor-ECE

\*Indicates, members not present

**Meeting was held In IQAC cell on 5<sup>th</sup> April 2021 at 3.00 PM**

- Agenda:** 1. Status of the 2019-20 AQAR document  
2. 2<sup>nd</sup> TLP Feedback for the 2020-21 Even Semester Initiation  
3. Any other issues

**Minutes of Meeting:** (i) Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.

(ii) He instructed the members to initiate the process of taking feedback for 2020-21, Even Semester-Second feedback after taking direction from Principal about the feasibility.

(iii) Nearly 75% of the ata was collected from all departments regarding AQAR:2019-20 and was uploaded to NAAC website.

(iv) A proposal is to be submitted to Principal requesting permission to conduct a webinar on Human Values and Professional Ethics.

(v) The respective resource person is to be identified by Department of MBA prior to seeking the permission.



Coordinator-IQAC

**Internal Quality Assurance Cell**  
Action Taken Report on IQAC Meeting held on 5<sup>th</sup> April 2021

**Action Taken Report:**

- 1) Phase-2 feedback for 2020-21, Even Semester was initiated on 7<sup>th</sup> April and was finished 13<sup>th</sup> April 2021.
- 2) A proposal was sent to Principal for requesting to give permission to arrange a webinar on HVPE for students and staff by Sri Dhanunjay Deshpande, Senior Faculty member of Vivekananda Institute of Human Excellence, Hyderabad.
- 3) It is decided to upload the AQAR for 2019-20 to NAAC in the month of May after getting the data got verified by Principal.



Coordinator-IQAC