



CHAITANYA ENGINEERING COLLEGE
Approved by AICTE, New Delhi, Affiliated to JNTU, Kakinada
Chaitanya Valley, Kommadi, Madhurawada, Visakhapatnam-48
NBA & NAAC Accredited

CIRCULAR

REF:CEC/PRI/18-19/12

DATE: 18-06-2018

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 2 p.m. on 25-06-2018 in the Board Room to discuss the following agenda points. Hence, all the members are requested to attend the meeting without fail for taking valid decisions.

Agenda of the Meeting:

1. Training Program for non-teaching staff
2. Seminars on IPR and research methodology
3. Remedial classes for slow learners
4. Certificate courses
5. Organizing FDPs

(Handwritten signatures of IQAC members)

(Handwritten signature of the Principal)
PRINCIPAL
CHAITANYA ENGINEERING COLLEGE
Kommadi, Visakhapatnam - 530 048



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Minutes of the 1st Internal Quality Assurance Cell (IQAC) meeting held in the Board room on 25-06-2018 at 2.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr. K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Sri.S.S.Varma	CAO(Member)
4	Mrs.D.Rajitha	HOD-ECE-(Member)
5	Sri.V.Rajesh	HOD-MECH-(Member)
6	Sri.P.Lakshmikanth	HOD-CSE -(Member)
7	Sri.G.S.Kalyan	HOD-EEE-(Member)
8	Sri.D.G.K.Verma	HOD-CIVIL-(Member)
9	Dr.G.Bhanu Praveen	HOD-HBS-(Member)
10	Mrs.M.Padmaja	HOD-MBA-(Member)
11	Sri.P.Srinivas	Sr.Accountant (Member)

Agenda:

- 1.1 Training Program for non-teaching staff
- 1.2 Seminars on IPR and Research methodology
- 1.3 Remedial classes for slow learners
- 1.4 Certificate courses
- 1.5 Organizing FDPs



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The 1st IQAC Meeting started at 2.00 p.m. on 25-06-2018 in the Board Room. The following points were discussed, and resolved and minutes have been recorded.

1.1 Training Program for non-teaching staff: The Chairman of IQAC enlightened the need to conduct training programs for non-teaching staff that enhance their skills.


1.2 Seminars on IPR and research methodology: It is opined that it is necessary to conduct seminars/workshops in research methodology and IPR for the benefit of students and faculty

1.3 Remedial classes: HoDs and other committee members are instructed to see that remedial classes are conducted as per the schedule strictly

1.4 Certificate Courses: All the HoDs are requested to motivate the students to enroll and complete Certificate courses through the student mentors. It will be very useful for a student to get opportunities to pursue higher education or in jobs

1.5 Organizing FDPs: All the HoDs are requested to arrange for possible FDP programs to update our faculty knowledge and Teaching skills.

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Minutes of 2nd Internal Quality Assurance Cell (IQAC) Meeting held in the Board Room on 05-11-2018 at 3.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr.K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Mrs.D.Rajitha	HOD-ECE-(Member)
4	Sri.V.Rajesh	HOD-MECH-(Member)
5	Sri.P.Lakshmikanth	HOD-CSE -(Member)
6	Dr.G.S.Kalyan	HOD-EEE-(Member)
7	Mrs.R.Uma Maheswari	HOD-CIVIL-(Member)

Agenda:

- 2.1.Increasing Attention on Student's Counseling
- 2.2.Remedial Classes for backlog students
- 2.3.Student enrollment in Skill Development Programmes
- 2.4. Increasing Books/publications availability for staff and Students
- 2.5. Seminars over and above the curriculum



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The 2nd IQAC Meeting started at 3.00 p.m. on 05-11-2018 in the Board Room. The following points were discussed, and resolved and minutes have been recorded.

2.1. Increasing Attention on Student Counseling: The Chairman verified student counseling documents from the departments and instructed HODs to pay attention towards student counseling as it improves the overall abilities of the student.

2.2 Remedial Classes for Backlog Students: Chairman informed the faculty to prepare timetables for the backlog students. Time Tables for the remedial classes must be prepared immediately and have to be implemented with immediate effect. All Heads of the Departments must ensure that all subject backlog students must attend for remedial classes without fail and attendance has to be taken regularly.

2.3. Student enrollment in Skill Development Programs: The Chairman of the Cell enlightened the objectives of the IQAC and instructed the concerned members to strongly advocate the importance of skill development courses to students and enroll them in maximum numbers.

2.4 Increasing Books/publications availability for staff and Students

The chairman opined that it is highly essential to provide better and updated publications to be made available for staff and students as they are important for publication and research work, especially for the PG students. The Chairman asked HODs to submit requirements to this effect.

2.5. Seminars/Guest lectures over and above the curriculum: All the members unanimously agreed to take steps to conduct seminars and guest lectures over and above the curriculum for the benefit of students and staff.

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REF:CEC/PRI/19-20/12

DATE: 10-06-2019

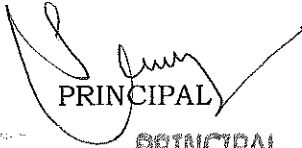
Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 2 p.m. on 17-06-2019 in the Board Room to discuss the following agenda points. Hence, all the members are requested to attend the meeting without fail to make valid decisions.

Agenda of the Meeting:

- 1 Lecture from Industry Experts
- 2 Organizing FDPs
- 3 Certificate courses
- 4 Training Program for non-teaching staff

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Ua Radhika
Dr. Dnyanesh


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Minutes of the 1st Internal Quality Assurance Cell (IQAC) meeting held in the Board room on 17-06-2019 at 2.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr. K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Sri.S.S.Varma	CAO(Member)
4	Mrs.D.Rajitha	HOD-ECE-(Member)
5	Sri.I.R.K.Raju	HOD-MECH-(Member)
6	Sri.P.Lakshmikanth	HOD-CSE -(Member)
7	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
8	Sri.D.G.K.Varma	HOD-CIVIL-(Member)
9	Sri.G.Bhanu Praveen	HOD-HBS-(Member)
10	Mrs.M.Padmaja	HOD-MBA-(Member)
11	Sri.Srinivas	Sr.Asst.Office (Member)

Agenda:

- 1.1 Lectures from Industry Experts
- 1.2 Organizing FDPs
- 1.3 Certificate courses
- 1.4 Training Program for non-teaching staff



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The 1st IQAC Meeting started at 2.00 p.m. on 17-06-2019 in the Board Room. The following points were discussed, and resolved and minutes have been recorded.

1.1 Lectures from Industry Experts: The Chairman emphasized on arranging for Lectures to be delivered in the campus by Experts from the Industry as they will introduce the students to the Environment of the Industry and they will learn more about practical applications.

1.2 Organizing FDPs: All the HoDs are requested to arrange for possible FDP programs to update our faculty knowledge and Teaching skills.

1.3 Certificate Courses: All the HoDs are requested to motivate the students to enroll and complete Certificate courses through the student mentors. It will be very useful for a student to get opportunities to pursue higher education or in jobs

1.4 Training Program for non-teaching staff: The Chairman of IQAC enlightened the need to conduct training programs for non-teaching staff that enhance their skills.



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CIRCULAR

REF:CEC/PRI/19-20/52

DATE:04-11-2019

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 3 p.m. on 11-11-2019 in the Board room to discuss on the following agenda points.

Hence, all the members of the cell are requested to attend the meeting without fail.

Agenda of the Meeting:

- 1 Arranging for Workshops in the College
- 2 Increasing Attention on Student Counseling
- 3 Student Enrollment in Skill Development Programs
- 4 Sports Meet for Girl and Boy Students
- 5 Results Analysis

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- *Devi*
- *Radhika*
- *V. Prasad*
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Minutes of 2nd Internal Quality Assurance Cell (IQAC) Meeting held in the Board Room on 11-11-2019 at 3.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr.K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Mrs.D.Rajitha	HOD-ECE-(Member)
4	Sri.V.Rajesh	HOD-MECH-(Member)
5	Sri.P.Lakshmikanth	HOD-CSE -(Member)
6	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
7	Mrs.R.Uma Maheswari	HOD-CIVIL-(Member)

Agenda:

- 2.1 Arranging for Workshops in the College
- 2.2 Increasing Attention on Student Counseling
- 2.3 Student Enrollment in Skill Development Programs
- 2.4 Sports Meet for Girl and Boy Students
- 2.5 Results Analysis



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The 2nd IQAC Meeting started at 3.00 p.m. on 11-11-2019 in the Board Room. The following points were discussed, and resolved and minutes have been recorded.

2.1. Arranging for Workshops in the college: All the HoDs are requested to arrange for possible Workshops to update our faculty and students' knowledge and skills

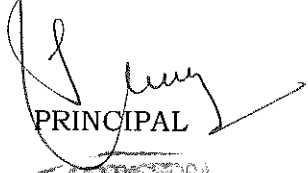
2.2 Increasing Attention on Student Counseling: The Chairman verified student counseling documents from the departments and instructed HODs to pay attention to student counseling as it improves the overall abilities of the student.

2.3. Student enrollment in Skill Development Programs: The Chairman of the Cell enlightened the objectives of the IQAC and instructed the concerned members to strongly advocate the importance of skill development courses to students and enroll them in maximum numbers.

2.4 Sports Meet for Girl and Boy Students: The Chairman discussed with the members and urged to arrange a sports meet in the campus, along with the nearby colleges.

2.5. Results Analysis: All the members unanimously agreed to take steps to conduct seminars and guest lectures over and above the curriculum for the benefit of students and staff.

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CIRCULAR

REF:CEC/PRI/20-21/42

DATE: 2-11-2020

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 3 p.m. on 07-11-2020 in the Board Room to discuss the following agenda points. Hence, all the members are requested to attend the meeting without fail for taking valid decisions.

Agenda of the Meeting:

1. Conduct of Skill Development Program
2. Promotion of Research and Innovation among students.
3. Research publications of teaching faculty
4. NPTEL Certificate courses

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Minutes of the 1st Internal Quality Assurance Cell (IQAC) meeting held in the Board room on 07-11-2020 at 3.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr.R.Umamaheswara Rao	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Sri.S.S.Varma	CAO(Member)
4	Sri.K.Suresh	Vice-Principal & HOD-ECE-(Member)
5	Sri.V.Rajesh	HOD-MECH-(Member)
6	Sri.Y.Satish Kumar	HOD-CSE -(Member)
7	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
8	Mrs.R.Uma Maheswari	HOD-CIVIL-(Member)
9	Dr.G.Bhanu Praveen	HOD-HBS-(Member)
10	Mrs.M.Padmaja	HOD-MBA-(Member)
11	Sri.P.Srinivasa Rao	Sr.Asst.Office (Member)

Agenda:

1. Conduct of Skill Development Programme
2. Promotion of Research and Innovation among students.
3. Research publications for teaching faculty
4. NPTEL Certificate courses.



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The 1st IQAC Meeting started at 3.00 p.m. on 07-11-2020 in the Board Room.
The following points were discussed, resolved and minutes have been recorded.

1. Conduct of Skill Development Programme: The Chairman of the Cell enlightened the need of conducting skill development Programmes/courses which enhances the inherent skills existing in the students

2. Promotion of skill and Innovation among Students: It is opined that it is necessary to introduce platforms for students to showcase their technical talents and skills by making them participate in intra and inter-college technical fests and events.

3. Research Publication for Teaching Faculty: All the faculty are instructed to Publish papers in reputed journals and conferences to enhance their research base.

4. NPTEL Certificate Courses: All the HoDs are requested to motivate the students to enroll and complete NPTEL Certificate courses through the student mentors. It will be very useful for a student to get opportunities for pursuing higher education or in jobs



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CIRCULAR

REF:CEC/PRI/20-21/43

DATE:15-03-2021

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 3 p.m. on 20-03-2021 in the Board room to discuss on the following agenda points.

Hence, all the members of the cell are requested to attend the meeting without fail.

Agenda of the Meeting:

- 1.Result analysis of previous semester
- 2.Remedial Classes for backlog students
- 3.Student enrollment in Skill Development Programmes
- 4.Promotion of Research among students
5. Seminars over and above the curriculum

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S. J.
Y. S.



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Minutes of 2nd Internal Quality Assurance Cell (IQAC) Meeting held in the Board Room on 20-03-2021 at 3.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr.K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Mrs.D.Rajitha	HOD-ECE-(Member)
4	Sri.V.Rajesh	HOD-MECH-(Member)
5	Sri.Y.Satish Kumar	HOD-CSE -(Member)
6	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
7	Mrs.A.Uma Maheswari	HOD-CIVIL-(Member)
8	Dr.G.Bhanu Praveen	HOD-HBS-(Member)
9	Mrs.M.Padmaja	HOD-MBA-(Member)
10	Sri.P.Srinivasa Rao	Sr.Asst.Office (Member)

Agenda:

- 2.1.Result analysis of previous semester
- 2.2.Remedial Classes for backlog students
- 2.3.Student enrollment in Skill Development Programmes
- 2.4.Promotion of Research among students
- 2.5. Seminars over and above the curriculum



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The 2nd IQAC Meeting started at 3.00 p.m. on 20-03-2021 in the Board Room. The following points were discussed, resolved and minutes have been recorded.

2.1. Result Analysis of the Previous Semester: The Chairman discussed previous semester result Analysis with the HODs and instructed them to give necessary directions to the concerned faculty to further improve the pass percentage in the coming semester.

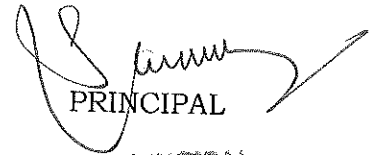
2.2 Remedial Classes for Backlog Students: Chairman informed the faculty to prepare time tables for the backlog students. Time Tables for the remedial classes must be prepared immediately and has to be implemented with immediate effect. All Heads of the Departments must ensure that all subject backlog students must attend for remedial classes without fail and attendance has to be taken regularly.

2.3. Student enrollment in Skill Development Programmes: Chairman of the Cell enlightened the objectives of the IQAC and instructed the concerned members to strongly advocate the importance of skill development course to students and enroll them in maximum numbers.

2.4 Promotion of Research among Students: The chairman opined that it is highly essential to horn the research bent of mind of the students and instructed the concerned members to motive the students to participate in paper publication especially the PG students.

2.5. Seminars/Guest lectures over and above the curriculum: All the members unanimously agreed to take steps to conduct seminars and guest lectures over and above the curriculum for the benefit of students and staff.

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CIRCULAR

REF:CEC/PRI/21-22/42

DATE: 29-10-2021

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 2 p.m. on 01-11-2021 in the Board Room to discuss the following agenda points. Hence, all the members are requested to attend the meeting without fail for taking valid decisions.

Agenda of the Meeting:

1. Training Program for non-teaching staff
2. Seminars on IPR and research methodology
3. Remedial classes for slow learners
4. Certificate courses

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Minutes of the 1st Internal Quality Assurance Cell (IQAC) meeting held in the Board room on 01-11-2021 at 2.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr. K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Sri.S.S.Varma	CAO(Member)
4	Mrs.D.Rajitha	HOD-ECE-(Member)
5	Sri.V.Rajesh	HOD-MECH-(Member)
6	Sri.Y.Satish Kumar	HOD-CSE -(Member)
7	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
8	Mrs.R.Uma Maheswari	HOD-CIVIL-(Member)
9	Dr.K.Sunil Babu	HOD-HBS-(Member)
10	Mrs.M.Padmaja	HOD-MBA-(Member)
11	Sri.Srinivas	Sr.Asst.Office (Member)

Agenda:

1. Training Program for non-teaching staff
2. Seminars on IPR and Research methodology
3. Remedial classes for slow learners
4. Certificate courses



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The 1st IQAC Meeting started at 2.00 p.m. on 01-11-2021 in the Board Room.
The following points were discussed, resolved and minutes have been recorded.

1. Training Program for non-teaching staff: The Chairman of IQAC enlightened the need of conducting training programs for non –teaching staff which enhances their skills.

2. Seminars on IPR and research methodology: It is opined that it is necessary to conduct seminars/workshops in research methodology and IPR for the benefit of students and faculty

3. Remedial classes: HoDs and other committee members are instructed to see that remedial classes are conducted as per the schedule strictly

4. Certificate Courses: All the HoDs are requested to motivate the students to enroll and complete Certificate courses through the student mentors. It will be very useful for a student to get opportunities for pursuing higher education or in jobs


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CIRCULAR

REF:CEC/PRI/22-23/42

DATE: 07-06-2022

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 2 p.m. on 13-06-2022 in the Board Room to discuss the following agenda points. Hence, all the members are requested to attend the meeting without fail for taking valid decisions.

Agenda of the Meeting:

1. Training Program for non-teaching staff
2. FDP for teaching staff
3. Seminars on IPR and research methodology
4. Remedial classes for slow learners
5. Certificate courses

Attn: All

This is
to inform
all the
members
of the
cell

Agenda

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- 3.
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Minutes of the 1st Internal Quality Assurance Cell (IQAC) meeting held in the Board room on 13-06-2022 at 2.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr. K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Sri.S.S.Varma	CAO(Member)
4	Mrs.D.Rajitha	HOD-ECE-(Member)
5	Sri.V.Rajesh	HOD-MECH-(Member)
6	Sri.I. Srinivasa Rao	HOD-CSE -(Member)
7	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
8	Mrs.R.Uma Maheswari	HOD-CIVIL-(Member)
9	Dr.K.Sunil Babu	HOD-HBS-(Member)
10	Mrs.M.Padmaja	HOD-MBA-(Member)
11	Sri.P.Srinivas	Sr. Accountant (Member)

Agenda:

1. Training Program for non-teaching staff
2. FDP for teaching staff
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The 1st IQAC Meeting started at 2.00 p.m. on 13-06-2022 in the Board Room.
The following points were discussed, resolved and minutes have been recorded.


- 1. Training Program for non-teaching staff:** The Chairman of IQAC enlightened the need of conducting training programs for non-teaching staff which enhances their skills.
- 2. FDP for teaching staff:** The Chairman of IQAC enlightened the need of conducting development programs for teaching staff which enhances their skills in teaching and subject.
- 3. Seminars on IPR and research methodology:** It is opined that it is necessary to conduct seminars/workshops in research methodology and IPR for the benefit of both faculty and faculty
- 4. Remedial classes:** HoDs and other committee members are instructed to see that remedial classes are conducted as per the schedule strictly for the benefit of slow learners and subject failures
- 5. Certificate Courses:** All the HoDs are requested to motivate the students to enroll and complete Certificate courses through the student mentors.

Copy to: All Members



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CIRCULAR

REF:CEC/PRI/22-23/43

DATE:12-09-2022

Attn: All IQAC Members

This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 3 p.m. on 17-09-2022 in the Board room to discuss on the following agenda points.

Hence, all the members of the cell are requested to attend the meeting without fail.

Agenda of the Meeting:

- 1.Result analysis
- 2.student Seminars
3. Mentorship
4. Students sports and cultural activities.
- 5.Campustraining for students

Approved

Principal

Signature

Date

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Agenda

1. Result

2. Seminars

3. Mentorship

4. Sports

5. Training

Handwritten signature

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Minutes of 2nd Internal Quality Assurance Cell (IQAC) Meeting held in the Board Room on 17-09-2022 at 3.00 p.m.

Members Participated.

S.No.	Name	Designation
1	Dr.K.Suresh	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener
3	Mrs.D.Rajitha	HOD-ECE-(Member)
4	Sri.V.Rajesh	HOD-MECH-(Member)
5	Sri.Ch. Pavan Satish	HOD-CSE -(Member)
6	Sri.M.R.Laxmana Rao	HOD-EEE-(Member)
7	Mrs.R.Uma Maheswari	HOD-CIVIL-(Member)
8	Ms.V.Pavani	TPO

Agenda:

- 1.Result analysis
2. student Seminars
3. Mentorship
4. Students sports and cultural activities
- 5.Campus training for students



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The 2nd IQAC Meeting started at 3.00 p.m. on 17-09-2022 in the Board Room.
The following points were discussed, resolved and minutes have been recorded.

1. Result Analysis: The Chairman of the meeting discussed previous semester result Analysis with the HODs and instructed them to give necessary directions to the concerned faculty to conduct remedial classes for students.

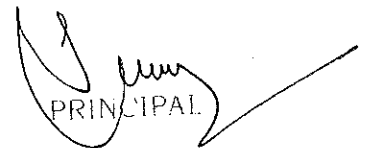
2. Student Seminars: The principal asked the HoDs to arrange seminars/workshops for the benefit of the students as the institution has sufficient MoUs..

3. Mentorship: The chairman directed the HoDs to see that the student class counselling is being done regularly so that no untoward incidents happen in the future.

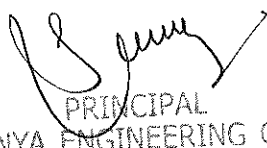
4. Students sports and culturals: The Principal opined that it is necessary to conduct student sports and cultural fest being organized annually so that students can showcase their talents.

5. Campus training for students: The principal gave necessary directions for the TPO to make a schedule for conducting CRT program for III/IV years

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