



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

Date: 26-10-2020

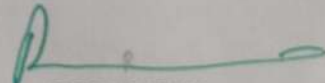
ORGINATOR	Dr.R.Umamaheswara Rao,Ph.D.
CIRCULATED TO	All the members of the College IQAC

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Sub: CEC-VSP – Internal Quality Assurance Cell – Reconstitution – Reg.**

It is pleased to reconstitute the college Internal Quality Assurance Cell (IQAC) with the following members (Annexure) to develop better systematic and consistent methodology to maintain quality through improvement in the academic and administrative performance of the institute. IQAC will observe and promote the measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices at various stages.

IQAC will meet once per a semester to review the progress and for necessary implementations.

  
PRINCIPAL

Copy to:

1. Director, AICTE -0 for kind information.
2. M.D. – for kind information
3. All the Members of IQAC
4. All HODs – for information
5. File.



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CIRCULATED TO	All the members of the College IQAC

ANNEXURE

IQAC Members of Chaitanya Engineering College (CEC).

S.No.	Name	Designation
1	Dr.R.Umamaheswara Rao	Principal-Chairman
2	Dr.G.Suryakalyan	Dean (R&D) and Convener - <i>Dr</i>
3	Sri.S.S.Varma	CAO(Member) <i>Varma</i>
4	Sri.K.Suresh	Vice-Principal & HOD-ECE-(Member) - <i>Suresh</i>
5	Sri.V.Rajesh	HOD-MECH-(Member) - <i>V.Rajesh</i>
6	Sri.Y.Satish Kumar	HOD-CSE -(Member) - <i>Y.S</i>
7	Sri.M.R.Laxmana Rao	HOD-EEE-(Member) - <i>MLR</i>
8	Ms.A.Uma Maheswari	HOD-CIVIL (Member) - <i>A.Uma</i>
9	Dr.G.Bhanu Praveen	HOD-HBS-(Member) - <i>G.B.P</i>
10	Mrs.M.Padmaja	HOD-MBA-(Member) - <i>M.P</i>
11	Sri.P.Srinivasa Rao	Sr.Asst.Office (Member) - <i>P.S.R</i>
12	Ms.P.V.V. Chinmayi	Team Lead, Reckitt Benckiser (Alumni Representative) - <i>P.V.V.Chinmayi</i>
13	K.A.V.S.S.R. Raju	Manager, (Parent Representative) <i>K.A.V.S.S.R. Raju</i>
	Sri.N.Venkata Reddy	CEO, Teck Team Solutions (Industry Representative) - <i>N.V.R</i>

*P*  
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**CIRCULAR**

REF:CEC/PRI/20-21/42

DATE: 2-11-2020

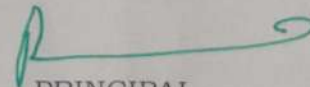
Attn: All IQAC Members

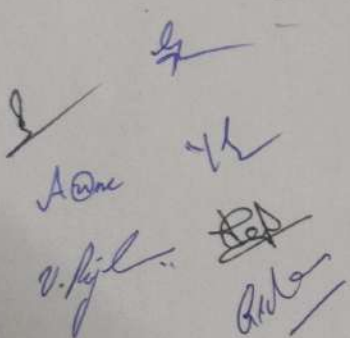
This is to inform all the members of IQAC that a meeting will be convened with all the members of the cell at 3 p.m. on 07-11-2020 in the Board Room to discuss the following agenda points. Hence, all the members are requested to attend the meeting without fail for taking valid decisions.

**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

Copy to all IQAC members.

  
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Minutes of the 1<sup>st</sup> 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 1<sup>st</sup> 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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Copy to: All Members



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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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PRINCIPAL

*[Handwritten signatures]*  
A. S. Deyha  
V. K. J.  
S. S.  
Y. S.



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Minutes of 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

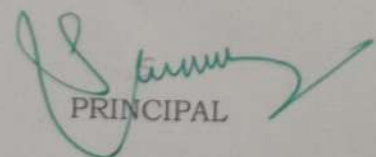
**2.1. Result Analysis of the Previous Semester:** The Chairman discussed previous semester result Analysis with the HODs and instructed them to give necessary directions to the concerned faculty to further improve the pass percentage in the coming semester.

**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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Copy to: All Members





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### 6.5 Internal Quality Assurance System

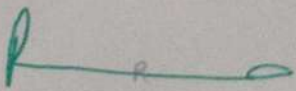
**6.5.1** Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process in the institute

IQAC of the college contributes significantly and following two practices are institutionalized.

**Practice 1:** Facilitating Digitalization of Teaching – Learning Process: IQAC initiated to implement to create digital classes while teachers teach the lessons as a part of Learning Management System. Teachers will be ready with all teaching content such as video lectures, study materials as per lesson plan and the class work goes on as per the academic calendar. Feedback will be collected from students periodically to ensure the quality of the system.

**Practice 2:** Implementation of Outcome-Based Education: Outcome Based Education is another initiative by IQAC organized the workshops by inviting experts to explain OBE approach to all the teaching staff members. As a part of this initiative, teaching staff prepared program educational objectives (PEO's) programs' specific outcomes (PSOs) and teaching staff members are able to write course outcomes (Cos), Correlation of COs with POs and PSOs, Preparation of question papers using Blooms Taxonomy levels of learning and attainment of Pos, PSOs for each which facilitates to implement OBE in the college.

  
COORDINATOR (IQAC)

  
PRINCIPAL



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**6.5.2 - The IQAC of the institute continuously monitors & reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals set up as per the norms.**

#### **Response**

The IQAC of the institute is responsible for preparing, developing, directing and implementing of the quality guidelines to review curricular, teaching-learning, research & innovation, infrastructural and student support facilities to improve overall functioning to the achieve goals of the Institute.

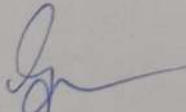
Academic Calendar Display: Institute displays and circulates the academic calendar issued by the affiliating University well in advance, for the benefit of students and teaching staff.

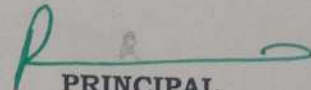
Orientation programme: An orientation programme for the fresher students is conducted in which they are made aware of the present education scenario, the teaching-learning process, the system of continuous evaluation, various co-curricular activities, discipline and culture of the Institute. All students and parents are also given a guided tour of the campus

Teaching Learning Process: All the teaching faculty in the institute maintain course files for every course which contains the course material/notes, PO's PEO's and PSO's so that students can understand the outcome of the particular course. The course file also contains lesson plans, question papers and the scheme of valuation which helps for the students to know the examination pattern. It also contains any other supplement material to be useful for students.

ICT Class rooms lectures, videos and power point presentation are implemented for specific topics. Video lectures are available for the students to understand the concepts effectively. Guest lectures are arranged for the benefit of students to improve the skills and in areas they feel critical and in topics over and above the curriculum

Student Feedback: The institute maintains a student feedback system to evaluate the performance of the teaching staff. The regular evaluation of the teachers by the students on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems the students are currently facing. Appropriate corrective actions are initiated

  
COORDINATOR (IQAC)

  
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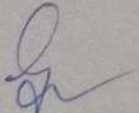


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6.5.3 – Quality Assurance Initiatives of the Institution Include:

1. Regular meeting of IQAC, Feedback collection, analyzation and implementation for further improvements in quality  
Every academic year IQAC will take feedback from the students and faculty to enhance their teaching skills and all the feedbacks are bring it to the notice of the principal and the management members for further initiative action.

Year (2020-21)	Regular meetings of the IQAC held	Conferences, Seminars, Workshops on quality conducted	Collaborative quality initiatives with other institution(s) (Provide name of the Institution and activity)	Participation in NIRF along with status.	Orientation program on quality issues for teachers and students, Date (From - To)(DD-MM-YY)	Any other quality audit as recognized by the State, National or International agencies (ISO Certification, NBA and such others
07.11.2020	1 <sup>st</sup> Meeting	Soft Skills improvement Program on 28-11-2020	Nil	Nil	Nil	Nil
20.03.2021	2 <sup>nd</sup> Meeting	Counseling Program on Career Guidance On 26-03-2021	Nil	Nil	Nil	Nil

  
COORDINATOR (IQAC)

  
PRINCIPAL