

Name of the Meeting	IQAC Committee Meeting	Ref. No.	Circular No. NSRIT (A) / IQAC Meeting / 2022 - 2023 / Jan 5, 2023		
Platform	Online through Zoom	Date	Jan 06, 2023	Time	03:00 PM - 04:30 PM
Members Present	Dr. A. Venu Gopala Rao, DEAN, NIT - Warangal, Dr. R.S. Madhukar, Former NAAC Advisor, Dr. Benny Joseph, Principal - VJlET, Kerala, Director, Principal, IQAC Coordinator, Mr. D.V. Shanmukesh (HoD – Civil Engg.), Dr. R. Priya Vijayanthi (HoD – CSM), Dr. K. Madhavi (HoD – CSD and CSE i/c), Dr. Krishnam Naidu (HoD – EEE), Dr. B. Siva Prasad (HoD – ECE), Dr. P.V.E. Naveen (HoD – Mech. Engg.), Dr. V. Krishna (HoD– BS & H), Dr. P. Kalpana, Mr. D.D.P. Varma (TPO), Mrs. V. Usha Rani (EEE), Dr. K. Ravi Kumar (ECE), Mr. K. Ram Prasad (ME) and Dr. G. Kalyani (CoE)				
Members Absent	Dr. Gopi Krishna Sivvam, Dr. Elayaraia Selappan				

Sl. No.	Points Discussed	Responsibility
	Presentation of AQAR 2021 - 2022	
1	<p>IQAC Coordinator has presented the highlights of AQAR 2021 - 2022 compared to earlier AQAR 2020 - 2021</p> <p>Members suggested the following</p> <p>Criterion I :</p> <ul style="list-style-type: none"> ● Feedback on Curriculum Design and Development should be a continuous Process ● Introduce Minor degree in Latest technologies to enhance the employability chances instead of other courses like UHV. <p>Criterion II :</p> <ul style="list-style-type: none"> ● Most of the activities that are implemented already are oriented towards Teaching - Learning Process only. Concentrate on other criteria's mainly Criterion 3 and 5 for getting a good score and grade. 	<p>Autonomous Coordinator is advised to monitor the process continuously</p>
2	<p>Criterion III :</p> <ul style="list-style-type: none"> ● A proper policy should be there for improving Consultancy and revenue generation through consultancy ● Do a detailed survey of the surrounding industries, analyze it before incorporating it in the policy. ● The policy should contain the benefit to a faculty if he / she succeed in bagging a consultancy project. ● Increase the research profiles of the faculty 	<p>All Criterion Coordinators</p> <p>An Industry - Institute Interaction Cell is formed with Mr. V. Usha Rani as the coordinator and one coordinator from each department. The committee is actively functioning and successfully done MoUs with some industries and sending students to those industries for internship activities. The College Research Coordinator is advised to come with a plan for improving the research profiles of faculty.</p>

Criterion V:

- Concentrate on attracting companies which offer high packages so that average package of the students increases. Put a target for average CTC and allow companies which offers minimum that package only for conducting placement drives in the campus.
- Start placements offices at important cities like Chennai, Bengaluru, Hyderabad etc. and start operating from those offices to have regular interaction with top companies
- 360 degrees analysis is to be done in improving placement quality

The College Training & Placement Officer is advised to take steps to improve in this direction.

General Suggestions:

- Go through the Bench marks given by NAAC and align your documents to get maximum score.
- Download the 17 SDGs (Sustainable Development Goals) given by UNESCO. Out of them 3 to 4 goals will be applicable for colleges.
- After brain storming at department level and then at institute level, fix goals criterion wise for minimum five years in line with the applicable SDGs. The goal statements should not be open ended statements
- Our future goals should not be the extensions of the existing practices but should be oriented towards attaining SDGs.
- Go through the NEP 2020 and act accordingly
- Progressive fast. Slow progress in any area is not all useful for the growth of the institution
- Before applying for NBA accreditation again, do a in-depth analysis of the comments given by the peer team and external mock auditors and concentrate on strengthening those areas
- Mention the actions taken based on the comments/marks given by the external mock auditors before facing the peer team visit.

Suggestions were well taken and the IQAC Team is instructed to act accordingly and present the details in the next meeting.

3

The meeting concluded with the vote of thanks proposed by the IQAC Coordinator

Dr. N.V.V.S. Suryanarayana.

Prepared by Coordinator



Handwritten signatures and dates:
05/01/23
G. Kalpani 05/01/23
D. S. Ravi 5/1/23
K. R. 05/01/23
S. 5/1/23
S. 5/1/23

Approved by

Handwritten signature and date: 05/01/23
Director
N.S. Raju Institute of Technology (A)
Sontyam, V. Akhapatnam-531173

Handwritten signature and date: 5/1/23

Handwritten signature and date: 5/1/23

Dr. J Raja Murugadoss

Dr.VVS SURYANARAYANA N

prince arulraj

Dr. R. Srinivas, HoD, CSE

Dr. G. Kalyani

Dr.R.S.R KRISHNAM NAIDU

H

HOD CE

V V S S R KRISHNA MURTHY CH

Participants (8)

Find a participant

- Dr.VVS SURYANARAYANA N (Me)
- Dr J Raja Murugadoss (Host)
- prince arulraj
- Dr R. Srinivas, HoD, CSE
- Dr. G. Kalyani
- Dr.R.S.R KRISHNAM NAIDU
- HOD CE
- V V S S R KRISHNA MURTHY CH

Invite

Mute Me

Circular

Circular No. NSRIT (A) / IQAC Meeting / 2021 – 2022 /33

31.05.2022

This is to inform all the internal members of IQAC committee that there will be meeting on June 1st, 2022(Wednesday) at 03:00 P.M. with the following agenda. All internal members are requested to attend the meeting.

Venue: IQAC Capsule Training Hall

Agenda

1. Review of the Minutes of the last meeting held on 31st March,2022
2. Students Exit Survey(SU-17)
3. Student Satisfaction Survey on T-L Process-2021-22(SU-18)
4. Audit of NAAC files uploaded to AQAR 2020-21(Dept HODs)
5. Students Registration in PARAKH Portal and giving Assignments(Department Coordinators)
6. B.Tech. (2nd, 3rd and 4th Year – 2nd Sem) Mid1 Analysis.
7. Online Feedback of Phase-1 (U.G.) before Mid 1
8. CDMC Meetings and ATR
9. Faculty Evaluation Reports(Nuclear Committee Members)
10. Department academic calendar (Circular, co circular, Extension activities etc.) for next academic year.
11. Registration for Ph.D/ Clearance of NET/SLET
12. Registration for UHV Phase1 and 2
13. NAAC Sponsored seminar
14. Any other point



Dr. N.V.V.S. Suryanarayana

Coordinator-IQAC

Copy to : (a) Secretary and Treasurer for favor of information
(b) Director
(c) Principal
(d) Individual members
(e) File

01/06/2022

Name of the Meeting: IQAC Meeting
Platform: Offline
Ref. No.: Circular No. NSRIT (A) / IQAC Meeting / 2021 – 2022 / 33/ 31st May, 2022
Date: June 1, 2022
Time: 03:00 PM – 04:30 PM
Members Present: Director, Principal, Dr. N. V. V. S. Suryanarayana (IQAC Coordinator), Dr. P.N.E. Naveen (HOD-ME.), Dr. R.S. Krishnam Naidu (HOD-EEE), Dr. V. Krishna (HOD-S&H), Dr. Rayudun Srinivas (HOD -CSE), Mr. B. Ramesh Chandra (HOD- CE), Dr. Priya Vyjayanthi (CSE), (Learning Management System Coordinator), Mr. D.D.P. Varma, Dr. G. Kalyani (CoE), Mr. K. Ram Prasad (ME), Dr...K..Ravi Kumar (ECE), Mr. Sravan Kumar (ECE)
Grant of Leave of Absence: Dr. B. Siva Prasad (HOD– ECE)

No.	Points Discussed	Responsibility
	Review of the 1st IQAC meeting minutes dated 31st March 2022 The status of the work carried out by the respective criteria wise in-charges (HODs) is discussed and found that due to NBA inspection, the progress is not as expected. So, it is resolved to conduct review meetings criterion wise as per the following Schedule:	HODs and IQAC Members
1	C-1, C-2 and C-3 on Monday i.e. on 6th June, 2022 C-4, C-5 on Tuesday i.e. on 7th June, 2022 and C-6, C-7 on Wednesday i.e. on 8th June, 2022	
2	Students Exit Survey (SU -17) Resolved that all the departments have to complete the survey with the final year students by Saturday i.e. on 4th June, 2022.	Respective HODs
3	Students Satisfaction Survey (SU-18) Members gone through the SSS Questionnaire prescribed by NAAC and resolved to follow the same format for feedback on Teaching-Learning Process from 2022-23 academic year. IQAC has to prepare a Google sheet and deploy that immediately and collect the feedback from all the UG and PG students on or before Saturday i.e. 4th June 2022.	The IQAC Coordinator (to share the Google form link) and respective unit heads
4	Audit of NAAC Files	

Resolved to conduct audit of all the files relevant to NAAC with the following schedule:

S. No.	Criterion	Auditors (HODs and IQAC Coordinators)	Dates
1	I	Dr.B. Siva Prasad & IQAC Coordinators	06/06/2022
2	II	Dr. R.S.R. Krishnam Naidu & IQAC Coordinators	06/06/2022
3	III	Dr. P.N.E. Naveen & IQAC Coordinators	06/06/2022
4	IV	Dr. V. Bala & IQAC Coordinators	07/06/2022
5	V	Dr. R. Srinivas & IQAC Coordinators	07/06/2022
6	VI	Dr. V. Krishna & IQAC Coordinators	08/06/2022
7	VII	Mr. B. Ramesh Chandra & IQAC Coordinators	08/06/2022

Department NAAC Coordinators and
Respective Unit Heads

5 Student Registration in PARAKH

As an essential requirement of AICTE, our institute has registered in PARAKH portal and completed faculty registrations. Student's registration will be completed by 2nd June, 2022. It is resolved that all the teachers handling first year courses have to assign assignments and the evaluation is to be completed before 15th June, 2022.

Institute Level Coordinator for PARAKH,
Deputy Coordinator, S&H HOD and all
the teachers handling first year courses

B. Tech Mid-1 Analysis

6 All the HODs have to submit the Mid-1 analysis, segregation of slow and advanced learners and the action taken report on the conduction of remedial classes /make up classes, within a week.

Respective unit heads & Controller of
Examinations

Online feedback Phase-I

7 It is observed that all the departments have collected online feedback phase-I before Mid-I but ATR is not submitted. Also, Phase-II feedback process is not completed so far which is supposed to be completed before Mid-II. So, it is a Non-compliance with all the departments. So, it is a Non-compliance with all the departments. It is resolved to complete the meetings in this week only

All HODs on or before 4th June 2022

CDMC Meetings and ATR

8 It is observed that all the departments have conducted first CDMC meetings before Mid-1 but only ECE department conducted second CDMC meetings before Mid-2.

All HODs on or before 4th June 2022

Faculty Evaluation reports by Nuclear Committee Members

9 It is observed that the nucleus committee members and senior faculty members of the concerned departments have completed the process but some reports were not submitted to the IQAC.

Nucleus Committee Members to submit the
reports by 4th June 2022

10 Institute and Department Academic Calendars

It is resolved to prepare the institute level academic calendar by 10th June 2022 incorporating the following. The academic calendar shall be prepared well in advance before the commencement of the academic year in line with the University and Autonomous Calendar furnishing all the relevant details pertaining to
a. Schedule of continuous assessment (Autonomous and Non-autonomous batch)

IQAC Coordinator, Controller of
Examinations and respective unit heads

- b. Schedule of end semester examinations (Autonomous and Non-autonomous batch)
- c. Schedule of practical examinations
- d. Annual Day (Once in a year)
- e. Graduation Day (Once in a year)
- f. Achievers' Day/Placement day (Once in a year)
- g. Talent Appreciation Day/Performers day (Twice in a year)
- h. Fresher's Meet (Once in a year)
- i. HOD's Monthly Meeting (Once in a month)
- j. Meeting with Management (As and when needed)
- k. Board of Studies (Twice in a year)
- l. Academic Council (Twice in a year)
- m. Governing Council (Twice in a year)
- n. Annual Technical Fest (Once in a year)
- o. Institutional Holidays (As prescribed by the Institution)
- p. Commemorative events (As prescribed in the Gazette) - Independence day, Republic day, Gandhi Jayanthi, Constitution day etc...
- q. Other central level events if any (As prescribed)-, Engineer's day, Teachers day, World Water day etc...
- r. Students Representative Meeting (Once in a two months)
- s. Curriculum Development Monitoring Committee meeting (CDMC)(Twice in a Semester)
- t. Meetings of IQAC, Anti-Ragging Committee, Grievance Redressal Committee, Internal Complaint Committee(Women Empowerment/Sexual Harassment), SC/ST Committee, Library Committee, Hostel Committee, Industry Institute Interaction Committee, Entrepreneur Development Cell, Alumni Cell, NSS Committee (frequency as per the guidelines), Time-table Committee, Transport Committee, R&D Committee
- u. Town Hall meeting (once in a month)
- v. Internal and external Academic audits
- w. Faculty Assessment (Once in a year)
- x. Stock Verification (Once in a year)

11 Registration for Ph.D./Clearance of NET/SLET for Sciences & Humanities and MBA Faculty

As per the latest guidelines for ratification of the faculty by JNTUK, a candidate has to possess either Ph.D. or should clear NET/SLET exam for ratification as Assistant professor. So, all the faculty belonging to MBA and Sciences & Humanities are here by instructed to acquire the qualification as early as possible

All the concerned faculty

12 Registration for UHV FDPs

As per the APH 2022-23 , at least 24 faculty against the sanctioned intake of 480 (1:20 ratio) are required to be trained by AICTE on Universal Human Values(UHV) and should conduct Student Induction Programme for the newly admitted Students. Those who have completed phase-I FDP should register for Phase-II. So, it is resolved to identify faculty from all departments and register for Phase-I which is commencing from 6th June to 10th June and for Phase-II which is commencing from 20th June to 26th June.

Respective Unit Heads

- 13 Under any other item, discussed the conduction of Semester end exams (Autonomous & Non-autonomous), transport arrangements and effective engagement of first year students till 5:30 pm until the completion of the exams.

Respective Unit Heads

- 14 The meeting concluded with the vote of thanks proposed by the IQAC Coordinator
Prepared by Coordinator(IQAC)

Approved by : Director
e-mail communication
N.S. Raju Institute of Technology (A)
Sontyam, Vijakhapatnam-531173

Attachments :

- 1)Screen Shots
2)Attendance Sheet

G. Kalyani
01/06/22

K. Ravi
01/06/22

V. Srinivas
01/06/22

* P. Srinivas
11/6/22

A. L. Srinivas
11/6/22



Sontyam, Andhra Pradesh, India
V7CW+386, Sontyam, Andhra Pradesh 531173, India
Lat 17.870113°
Long 83.295906°
01/06/22 03:11 PM



Sontyam, Andhra Pradesh, India
V7CW+386, Sontyam, Andhra Pradesh 531173, India
Lat 17.870081°
Long 83.295885°
01/06/22 03:10 PM



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Attendance Sheet

NSRIT (A) / IQAC Meeting / 2021 - 2022 / 33 / 1st June 2022

S. No.	Name of the Member	Department	Designation	Signature
1	Mr. KONA RAM PRASAD	ME	Assistant Professor	K. RP
2	Dr. R. Priya Varjayantha	CSE	Professor	R. Priya
3	Dr. G. Kalyani	CE	Assoc. Professor	G. Kalyani
4	Dr. V. Kalinaga	SEU	Assoc. Professor	V. Kalinaga
5	Dr. P. N. E. Nalineni	M.E.	Assoc. Professor	P. N. E. Nalineni
6	Mr. B. Ramesh chandra	CE	Assoc. Prof. / HOD	B. Ramesh chandra
7	Mr. Y. SPANDAN KUMAR	ECE	Asst. Professor	Y. Spandan Kumar
8	Dr. K. Ravi Kumar	ECE	Professor	K. Ravi Kumar
9	D.D.P. Idama	T&P cell	TPO	D.D.P. Idama
10	Dr. R. S. R. Krishnamma	EEE	Asso. prof	R. S. R. Krishnamma
11	Dr. R. Srinivas	CSIS	Professor	R. Srinivas
12	Dr. M. V. S. Suryanarayana	CEU	Professor	M. V. S. Suryanarayana
13	Dr. Raja Murugadas		Director	Raja Murugadas
14	Dr. M. A. Khader Baba		Principal	M. A. Khader Baba
15				
16				
17				
18				
19				
20				

Dr. N.V.V.S. Suryanarayana
Coordinator-IQAC

Circular No. NSRIT (A) / IQAC Meeting / 2022 – 2023 / 6

03.05.2023

This is to inform all the members that there will be meeting of all the internal members of IQAC on May 4, 2023 (Thursday) at 02:00PM with the following agenda. All members are requested to attend the meeting.

Venue: IQAC Capsule training Hall

Agenda

1. Review of last meeting Minutes
2. Road show on New Bench marks for Autonomous Colleges set by NAAC
3. Initiating the process of AQAR 2022-2023
4. Any other item with the permission of the chair



**Dr. N.V.V.S. Suryanarayana
Coordinator-IQAC**

Copy to : (a) Secretary and Treasurer for kind information
(b) Director
(c) Principal
(d) Individual members
(e) File

Name of the Meeting	IQAC Meeting	Ref. No.	Circular No. NSRIT (A) / IQAC Meeting / 2022 – 2023/6/ May 03, 2023		
Platform	Offline	Date	May 04, 2023	Time	02:00 PM – 03:00 PM
Members Present	Director, IQAC Coordinator, HoD (CE), Dr. B. Siva Prasad (HoD – ECE), HoD (CSE, AL & ML), HoD (DS), Dr. P. N. E. Naveen (CAE), Dr. V. Ananda Babu (HoD – Mech. Engg.), Dr. R.S. R. Krishnam Naidu (HOD-EEE), Dr. R. Srinivas (CSE), Mr. Ch. V. V. S. R. Krishna Murthy, Dr. G. Vijaya Kumar, DCoE, Mr. D. D. P. Yarma, Head (CDC) and other members of IQAC				

Sl. No. Points Discussed

1 Review of Last Meeting Minutes

The members reviewed the minutes of the last IQAC meeting and confirmed the same.

Road Show on the new benchmark of NAAC for autonomous colleges

- The IQAC briefed the members regarding the key indicators, i.e. the new benchmarks provided by NAAC for the following criteria viz. 1.2, 1.3, 1.4, 2.1, 2.2, 2.4, 2.5, 2.6, 3.1, 3.2, 3.4, 3.5, 3.6, 3.7, 4.1, 4.2, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4, 6.5 and 7.1 and explained them in detail
- Further the members suggested to circulate the same to all the members and the undersigned requested the members to sensitize the other members in their respective program of study
- Also the undersigned requested the respective criteria in-charges to evaluate their writeup along with the Standard Operating Procedure (SOP) for Digital Verification and Validation (DVV)

Initiating the process of AQAR 2022 - 2023

IQAC Members are requested start collating the data from Monthly information System (MIS) MIS to initiate the work of AQAR 2022 – 2023 and informed that there will be review in the month of December 2023 along with few informal interim reviews with the following team members with respect various criteria.

3

Criteria I: Mr. Shanmukesh (Civil Engg.), Criterion II: Mr. Ch. V. S. S. R. Krishnamurthy (Mechanical Engg.), Criterion III: Dr. R. S. R. Krishnam Naidu (EEE), Criterion IV: Dr. B. Siva Prasad (ECE), Criterion V: Mr. Shankar (CSE), Criterion VI: Dr. P. N. E. Naveen (CAE Lead and Prof. of Mechanical Engineering) and Criterion VII: Dr. N. V. V. S. Suryanarayana while the Part A and extended profile will be taken care by IQAC Coordinator.

Prepared by

Coordinator

Approved by

Director



Shanmukesh
3/5/23

Ch. Kalpani
03/05/23

Shankar
3/5/23

Ch. P. K.
3/5/23

Dr. R. S. R. Krishnam Naidu
3/5/23

N.S. Raju Institute of Technology (A)
Sontyam, Vijakhapatnam-531173

N
3/5/23



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Circular

Circular No. NSRIT (A) / IQAC Meeting / 2021 – 2022 /34

03.08.2022

This is to inform all the internal members of IQAC committee that there will be meeting on August 6th, 2022(Wednesday) at 03:00 P.M. with the following agenda. All internal members are requested to attend the meeting.

Venue: IQAC Capsule Training Hall

Agenda

1. Review of the Minutes of the last meeting
2. Lecture Observation Reports by Academic Nucleus Committee members and ATR
3. Compliance Report of Academic Calendar July 2022 and ATR
4. Non-Compliance Report of Academic Calendar July 2022 and ATR
5. AQAR 2021-22 Data and evidence Collection
6. Students Exit Survey(SU-17)
7. Student Satisfaction Survey on T-L Process-2021-22(SU-18)
8. Any other item



**Dr. N.V.V.S. Suryanarayana
Coordinator-IQAC**

Copy to : (a) Secretary and Treasurer for favor of information
(b) Director
(c) Principal
(d) Individual members
(e) File

Name of the Meeting	IQAC Committee Meeting	Ref. No.	Circular No. NSRIT (A) / IQAC Meeting / 2022 - 2023 / 34 / Aug. 03, 2022		
Platform	Online through Zoom	Date	August 03, 2022	Time	03:00 PM - 04:30 PM
Members Present	Director, Principal, IQAC Coordinator, Dr. R. Priya Vijayanthi (CSE), Dr. K. Madhavi (CSE), Dr. B. Siva Prasad (HoD – ECE), Dr. P.N.E. Naveen (HoD – Mech. Engg.), Mr. D.V. Shanmukesh (Civil Engg.), Mrs. V. Usha Rani (EEE), Dr. K. Ravi Kumar (ECE), Mr. K. Ram Prasad (ME), Dr. B. Ravi Chandra (ECE), Dr. Raghu Ram Mohan Reddy (ME) and Dr. G. Kalyani (DCoE)				
Members Absent	Dr. R. P. Das, Dr. R.S.R. Krishnam Naidu (HoD - EEE), Dr. V. Krishna (HoD - S&H), Mr. D.D.P. Varma				
Sl. No.	Points Discussed	Response / Action			
1	<p>Introduction of the New members of the committee</p> <p>Director welcomed all the members and introduced the newly added external members viz. Dr. Madhukar Seshadri (Former Advisor (NAAC), Dr. K. Venu Gopal (Dean Academics, NIT, Warangal), Dr. Benny Joseph (Principal, VJEC), Dr. Elayaraja Selappan (Professor, PSGIT), Commander Gopi Krishna Siwam (COO, CEMS), Sri Sriram Kumar (Luca Industries, Germany).</p> <p>Presentation by IQAC Coordinator</p> <p>The IQAC Coordinator Dr. N.V.V.S. Suryanarayana has presented a detailed comprehensive report of the functioning of IQAC, the quality initiatives taken up, the best practices adopted, AQAR submitted earlier and the responses of the students in student satisfaction survey</p> <p>a) Dr. Madhukar Seshadri has suggested, if possible, decrease the number of forms and choose appropriate frequency so that there will be no effect on teaching-learning activity.</p> <p>b) The evaluation of the survey reports should be done properly and to be discussed among the faculty for continuous improvement</p> <p>Dr. Venu Gopal suggested to include the vision and mission of IQAC in the presentation, announce scholarships and merit awards as it is essential for student support and progression</p>	<p>Members expressed their happiness for including senior academicians and administrative officers and felt that their suggestions will be very much useful for the overall development of the institution.</p> <p>Members appreciated the coordinator for the detailed report</p> <p>The suggestions are well taken and assured that all the survey reports were evaluated time to time and actions initiated immediately.</p> <p>Members informed that the Performers day is celebrated by giving merit awards to the students who score CGPA 9.00 and above in each branch in both the semesters. Gold medal is also being awarded to the topper of the batch at the end of the four-year UG Programme.</p>			
3	<p>Review of Quality Management system (QMS)</p> <p>a. Dr. Madhukar Seshadri & Dr. Elayaraja suggested to expand network by linkages with premier institutions and research organizations in education and research for faculty development and student support.</p>	<p>It is informed to all the members that we have international collaboration & signed MoUs with reputed organizations like European Center of Mechatronic, CEMS and many more. Still,</p>			

		we are trying to have collaboration with many more.
	<p>b. Dr. Venu Gopal has suggested to go for external auditing of the Curriculum delivery, put extra effort to address the slow learners.</p>	<ol style="list-style-type: none"> 1. Principal told that the suggestion for external auditing is well taken and will be implemented 2. Slow learners were identified after the first mid exam and special care is being taken on them for getting good result. Still extra effort will be taken for their improvement.
	<p>c. Dr. Benny Joseph has suggested (i) to form course team year wise (ii) put targets in each course base on the average of the last three years (iii) Empower faculty as they are the most important asset/Liability of the institution.</p>	<p>It is informed to all the members that we are identifying course coordinators for each course based on the competency and the suggestion for forming course team semester wise will be considered.</p>
	<p>d. Commander Gopi Krishna suggested to motivate students to become members in professional bodies and student clubs for their holistic growth.</p>	<p>It is informed to all the members that most of the students are already enrolled as members in various professional bodies like ASCE, ASME, IETE, IEEE, IEI, CST and we are trying to open chapters also. Much effort will be put to motivate all students.</p>
	<p>Dr. Elayaraja proposed holding two tutorial classes per week for each course to enhance overall academic performance.</p>	<p>Suggestion is well taken.</p>
	<p>All members appreciated the idea of e-Course file</p>	<p>Special care will be taken in verifying the files.</p>
4	<p>Implementation of LMS: Members very much appreciated the implementation of LMS through CANVAS</p>	<p>Sufficient care will be taken to track the students for effective utilization of LMS. IQAC Coordinator informed that LMS was already implemented for I B.Tech students in second semester and pass percentage has increased from 69% to 81% from first to second semester.</p>
5	<p>Feedback on the quality of Questions in the Assessment Instrument</p> <p>a. The coordinator has notified all members that feedback is being gathered in a specified format from both external and internal evaluators regarding the quality of questions in the semester-end exams. This is to ensure that, if needed, we can consider adjusting the panel of paper setters to uphold quality standards</p>	<p>Members appreciated the move.</p>
6	<p>Feedback on the receipt of question papers from subject matter experts in industry</p> <p>a. Coordinator informed the members that for the first-year exams so far we have obtained question papers from faculty of non-local</p>	<p>Members approved the decision</p>

	reputed institutions who have a good amount of experience in the relevant subject. But, for some subjects which needs practical approach and skill, if we get paper from industry experts, we can assess students perfectly. In this regard, we need your suggestions, whether such a provision is there.	
7	<p>Review of the SSS(Student satisfaction Survey) pertaining to the academic year 2020-21</p> <p>(a) Dr. Madhukar Seshadri suggested to (i) fix institutional satisfaction level in each parameter (Question) (ii) do the gap analysis based on the student response (iii) take action to fill the gap next year</p> <p>(b) Dr. Elayaraja suggested to include question in SSS on innovative teaching methods</p>	Analysis was done already and action plan for gap filling will be discussed and implemented soon.
8	<p>Review on the functioning of the Nucleus members committee</p> <p>(a) Members appreciated this new idea and Dr. Madhukar suggested to think whether weekly review is required</p> <p>(b) Dr. Elayaraja suggested to take Self-reflection on curriculum from the faculty teaching the course for the first time so that the curriculum can be revised by rectifying the gaps</p>	The individual members will submit weekly report and the committee head will consolidate the reports to see know whether all classes are going on as per time-table, whether Self-Reflection and class tests were conducted or not. The report will be reviewed by higher-ups fortnightly/monthly.
9	<p>Strengthening of the existing MIS and Documentation cell</p> <p>(a) The coordinator has explained the necessity of strengthening of this cell as per the revised framework of all the accrediting and Statutory bodies</p> <p>(b) Further it is informed by IQAC that an SOP will be deployed in the name of "Unified Information Repository (UIR)" and will be deployed at central level for archiving the documents</p>	Members approved the move.
10	<p>Review on the activities of the CAE (Center of Academic Excellence), a training arm of IQAC: Members appreciated the efforts of CAE and encouraged to continue the activities</p>	Assured that more activities will be taken up in the near future to educate faculty in the areas of OBE, OBA and LMS.
11	<p>Members congratulate the institution for getting extension of NAAC Grade and Score up to 31/12/25 and suggested to make this ample time to improve the quality and get a better grade in the next cycle.</p>	Director and principal assured all members that we will work hard in a planned and smart way to get A+ grade in the next cycle and urged the support of all experts in this regard.
12	<p>Student Member Ms. B. Divya expressed her full satisfaction on the Teaching-Learning process, functioning of the institution in support of the students.</p>	

13

Secretary Dr. N. Prasada Raju garu thanked all the experts for accepting our invitation to be the members of IQAC and requested their continuous support continuous quality improvement. He assured all that institution will take all measures for the overall development.

14

The meeting concluded with the vote of thanks proposed by the Principal Dr. M. A. Khadar Baba.

Prepared by IQAC Coordinator



ME
03/08/22

Approved by Director

Director

N.S. Raju Institute of Technology (A)
Sontyam, Vijayapuram-531173

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Name of the Meeting	IQAC Committee Meeting	Ref. No.	Circular No. NSRIT (A) / IQAC Meeting / 2022 - 2023 / 3 / Sep. 09, 2022		
Platform	Offline	Date	September 9, 2022	Time	03:40 PM - 05:00 PM
Members Present	Director, Dr. N.V.V.S. Suryanarayana (IQAC & NAAC Coordinator), Dr. R. Priya Vijayanthi (HoD – CSM), Dr. P. Kalpana (CE), Dr. R.S.R. Krishnam Naidu (HoD-EEE), Mr. B. Ravi Chandra (ECE), Dr. Raghu Ram Mohan Reddy (ME) & Dr. G. Kalyani (CoE) (Special Invitee)				
Grant of Leave of Absence	Dr. V. Sri Rama Murthy (CSE), Dr. K. Ravi Kumar (ECE)				

Sl. No.	Points Discussed	Responsibility	Target date
1	Minutes of the 1st CDMC meetings conducted in their respective departments Meetings were conducted in CE and ECE departments. Dr. P. Kalpana, Dr. Suryanarayana & Mr. Ravi Chandra shared the observations. And informed the respective HoDs to take necessary action from these enclosures.	Respective HoDs	Continuous Process
2	Lecture Observation Reports Members shared their observation that some teachers are teaching in local language to a maximum extent. It is resolved to see that for better understanding bi-lingual teaching is acceptable up to a maximum 30% and such teachers are to be properly mentored and coached to teach in English language for the benefit of students. Senior faculty are advised to take junior faculty to their classes so that they can learn the better ways of content delivery.	All IQAC members & Senior faculty members	
3	It is observed that in the program of Mechanical Engineering the theory of machines lab records were not corrected in time as most of the students have not submitted the records in time. Dr. Raghu is instructed to complete correction of records and conduct make-up classes for two days for pending labs.	Dr. Raghu Ram Reddy	13.09.2022
4	Director sir suggested all members to educate faculty to mention the course outcome of the topics they are teaching in each class. Also instructed all members to observe conduct of class strictly for improvement of curriculum delivery.	All HoDs	
5	Dr. Priya brought to the notice of all members about class control problem of a junior faculty. Director sir suggested two members to sit in the classes of that faculty to boost her confidence.	All HoDs	

6	Director sir instructed CoE to release schedule for Model tests before Mid-II exams for 3 rd and 4 th B.Tech.	CoE	13.09.2022
7	The meeting concluded with the vote of thanks proposed by the coordinator. The next review meeting will be on Wednesday i.e. 14.09.2022		

Dr. N.V.V.S. Suryanarayana
Coordinator (IQAC)



Shay, M. C.

Director

N.S. Raju Institute of Technology (A)
Sontyam, Viakhapatnam-531173

G. Kalyani
09/09/22

N. L. S.
9/9/22

R. S. S.
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