

**INTERNAL QUALITY ASSURANCE CELL**

AIET/Circular/IQAC/2-6-17/M-1

Date: 01/06/16

It is proposed to conduct Internal Quality Assurance Cell Meeting on 06/06/2016 at 20:00 PM in the Seminar Hall, AIET. The members are requested to make it convenient to attend the meeting.

**Agenda:**

- Objectives and role of IQAC
- Internal Academic Audit
- Parents meeting
- Review on NAAC Certification process
- Mentoring system
- Final year students project
- Any other matter

Thanking you,

Yours sincerely,

  
IQAC Coordinator



  
Principal 01/06/16

Copy to: Secretary

Director / CEO

All HODs & IQAC members

**PRINCIPAL**  
Ashoka Institute of Engg. & Technology  
Malkapur (V), Choutuppal, Y.S.R.  
Nalgonda (Dist) - 508 252.T.S.

### Minutes of Meeting

Meeting No: 1

Date: 07/06/16

Members present:

Mr. M. Harish

Dr. N. Prasanna Rao

Dr. K. Hemachandran

Dr. K. Mohan Das

Mrs. V. V. Krishna Vandana

Mr. Nagesh Vaggu

The minutes of the IQAC meeting held on 06/06/16 at 10.00 in Seminar hall

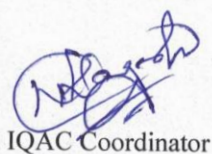
The IQAC coordinator, the members for the first IQAC meeting and all the members made a self introduction.

S.No	Subject/Issue	Outcome of Discussion	Responsibility
1	Objectives and role of IQAC	<ul style="list-style-type: none"> <li>The importance, the objective and role of IQAC were presented before the members of IQAC and the members suggested their views that all academic plan, research activities, training and placement activities are to be discussed in the IQAC meeting.</li> <li>It has been decided to conduct the meeting twice a semester</li> </ul>	The principal and the Coordinator of IQAC
2		<ul style="list-style-type: none"> <li>The progress of various committees framed for the NAAC accreditation work was discussed and it was decided to frame committees during the time of the team visit.</li> <li>The committee members suggested for a mock audit at the earliest and a team has been framed to conduct the same.</li> </ul>	The principal, HODs and staff members
3	The submission of R&D proposals	<ul style="list-style-type: none"> <li>The committee members explained the necessity of quality R&amp;D work in the forthcoming years</li> </ul>	The principal, HODs and staff members

4	Mentoring system	<ul style="list-style-type: none"> <li>• The mentoring system of the college was explained and the committee members gave some recommendations to improve the existing system.</li> <li>• They suggested that every mentor should submit a report and a mentor book with all the information about the student will improve the quality of mentoring.</li> <li>• The mentor book for a student is to be maintained for all the four years of his/her study and to be closed at the course completion</li> </ul>	The Principal and Mentors
5	Discussion on students final year projects	<ul style="list-style-type: none"> <li>• To ensure quality in house projects by third and final year students the committee suggested that the students can take up their projects in the pre final year itself even though it is not under the affiliating university curriculum.</li> <li>• To motivate and encourage the students it has been decided to conduct a mini project exhibition in the sixth semester and experts may be called to judge the projects.</li> <li>• It has been decided to award first 3 prizes dept wise and participation certificate to all participants</li> </ul>	The Principal, all HoDs and Project Coordinators

The committee discussed about the activities of the training and placement cell and suggested for necessary online training to students to improve their aptitude and analytical skills.

The Chairperson concluded the meeting with vote of thanks.



IQAC Coordinator




Principal

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