



**INSTITUTE OF AERONAUTICAL ENGINEERING**

**(Autonomous)**

**Dundigal- 500 043, Hyderabad**

## **Internal Quality Assurance Centre (IQAC)**

### **MINUTES OF MEETING**

**2016-2017**



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

## Internal Quality Assurance Centre (IQAC)

### CIRCULAR

IARE/IQAC/2016-2017/Meeting - 01

1<sup>st</sup> June, 2016


All IQAC members are requested to attend the quarterly meeting to be held on 3<sup>rd</sup> June, 2016


Venue : Boardroom

Time : 10:00 AM

#### Agenda:

1. Approval of minutes of meeting held on 1<sup>st</sup> March 2016.
2. Academic calendar for the academic year 2016-2017
3. Implementation of R16 regulations for UG and PG programmes.
4. Organization of Guest lectures, FDPs, seminars and workshops on latest trends in engineering and management.
5. Recruitment of new faculty in order to maintain better faculty-student ratio for academic year 2016-2017
6. Collaborations and exchange programs with premier institutions for the academic year 2016-2017.
7. Conduction of orientation day.
8. Conduction of Alumni meet

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC

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Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 3<sup>rd</sup> June, 2016

## Members Present:

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	<i>L V Narasimha Prasad</i>
2.	Sri. Ch. Sathi Reddy, Secretary and Correspondent	Member	<i>Sathi Reddy</i>
3.	Dr. D Govardhan, HOD, AE	Member	<i>D Govardhan</i>
4.	Dr. K Srinivas Reddy, HOD, IT	Member	<i>K Srinivas Reddy</i>
5.	Prof. V R Seshagiri Rao, HOD, ECE	Member	<i>V R Seshagiri Rao</i>
6.	Prof. P Sridhar, HOD, EEE	Member	<i>P Sridhar</i>
7.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	<i>V.V.S Harinadh Prasad</i>
8.	Dr. J S R Prasad, HOD, CE	Member	<i>J S R Prasad</i>
9.	Dr. Gopala Sharma, HOD, MBA	Member	<i>Gopala Sharma</i>
10.	Dr. M Anitha, HOD, Freshman	Member	<i>M Anitha</i>
11.	Dr. P Kesav Rao, COE	Member	<i>P Kesav Rao</i>
12.	Prof. G Chandra Sekhar, Dean of Academics	Member	<i>G Chandra Sekhar</i>
13.	Ms. G Geetha, Alumni	Member	<i>G Geetha</i>
14.	Ms. T Vineela, Software Engineer, Infosys Hyderabad	Member	<i>Vineela</i>
15.	Ms. Y. Mohana Roopa	Coordinator	<i>Mohana Roopa</i>

### Agenda:

1. Approval of minutes of meeting held on 1<sup>st</sup> March 2016.
2. Academic calendar for the academic year 2016-17
3. Implementation of R16 regulations for UG and PG programmes.
4. Organization of Guest lectures, FDPs, seminars and workshops on latest trends in engineering and management.
5. Recruitment of new faculty in order to maintain better faculty-student ratio for academic year 2016-2017
6. Collaborations and exchange programs with premier institutions for the academic year 2016-2017.
7. Conduction of orientation day.
8. Conduction of Alumni meet

### Minutes

The following members were absent and minutes were communicated


1. Dr. M Madhu Bala, Dean of R&D
2. Dr. K Rajendra Prasad, HOD, CSE


Chairperson greeted the members of IQAC for the quarterly meeting held on 3<sup>rd</sup> June 2016.

Chairperson initiated discussion on the following items of agenda.

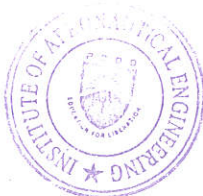
- |                  |   |
|------------------|---|
| <b>Item No.1</b> | The minutes of the previous meeting was approved by the committee members.  |
| <b>Item No.2</b> | Dean of Academic has put forward the academic calendar for the year 2016-2017 for UG and PG programmes.   |
| <b>Item No.3</b> | Dean of Academics discussed with the members on implementation of new regulations for R16 UG and PG program and presented rules and regulations.  |
| <b>Item No.4</b> | Chairperson suggested HODs to organize guest lectures, FDPs, seminars and workshops on latest trends in engineering and management.   |
| <b>Item No.5</b> | Chairperson suggested recruitment of new faculty to maintain better faculty-student ratio (FSR) for the academic year 2016-2017 in all departments.   |
| <b>Item No.6</b> | Chairperson discussed on Student Exchange Programs, Faculty Exchange Programs as well as MOUs with foreign universities such that the graduating student is ready for a flourishing professional career in their field of choice. |
| <b>Item No.7</b> | Chairperson suggested Dean of Academics to conduct orientation Program for I B.Tech students.   |
| <b>Item No.8</b> | Chairperson suggested alumni coordinator to conduct alumni meet.  |

Chairperson concluded thanking all the members for their active participation in the discussion.

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC  
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Internal Quality Assurance Centre (IQAC)

## CIRCULAR

IARE/IQAC/2016-2017/Meeting - 02

1<sup>st</sup> September, 2016

All IQAC members are requested to attend the quarterly meeting to be held on 6<sup>th</sup> September, 2016

Venue : Boardroom


Time : 10:00 AM

### Agenda:

1. Approval of minutes of the meeting held on 3rd June 2016
2. Review on parameters of AQAR.
3. Planning of NSS Activities
4. Training and placement
5. Quality assurance initiatives.

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

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**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC  
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## Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 6<sup>th</sup> September, 2016

### Members Present:

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Dr. D Govardhan, HOD, AE	Member	
3.	Dr. K Rajendra Prasad, HOD, CSE	Member	
4.	Dr. K Srinivas Reddy, HOD, IT	Member	
5.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
6.	Prof. P Sridhar, HOD, EEE	Member	
7.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	
8.	Dr. J S R Prasad, HOD, CE	Member	
9.	Dr. Gopala Sharma, HOD, MBA	Member	
10.	Dr. M Anitha, HOD, Freshman	Member	
11.	Dr. M Madhu Bala, Dean of R&D	Member	
12.	Dr. P Kesav Rao, COE	Member	
13.	Prof. G Chandra Sekhar, Dean of Academics	Member	
14.	Ms. Y. Mohana Roopa	Coordinator	

**Agenda:**

1. Approval of minutes of the meeting held on 3rd June 2016
2. Review on parameters of AQAR.
3. Planning of NSS Activities
4. Training and placement
5. Quality assurance initiatives.

**Minutes**

The following members were absent and minutes were communicated


1. Ms. G Geetha, Alumni
2. Ms. T Vineela, Software Engineer, Infosys Hyderabad
3. Sri. Ch. Sathi Reddy, Secretary and Correspondent

Chairperson greeted the members of IQAC for the quarterly meeting held on 6<sup>th</sup> September 2016.

Chairperson initiated discussion on the following items of agenda

- Item No.1** The minutes of the last meeting was approved by the members.
- Item No.2** IQAC coordinator presented revised parameters of AQAR.
- Item No.3** NSS Coordinator presented the plan of activities to be organized for the current academic year like Blood donation, Haritha haram and Awareness program etc.,
- Item No.4** Discussed to conduct training classes on communication skill and aptitude for B.Tech III year students. It is resolved to conduct placement pre-assessment tests for final year students.
- Item No. 5** Discussed on quality assurance initiatives to be organized events on quality, academic administrative audit, participation in NIRF and Collaboration with other institutions

Chairperson concluded thanking all the members for their active participation in the discussion.

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC

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## Internal Quality Assurance Centre (IQAC)

### CIRCULAR

IARE/IQAC/2016-2017/Meeting - 03

1<sup>st</sup> December, 2016

All IQAC members are requested to attend the quarterly meeting to be held on 6<sup>th</sup> December, 2016


Venue : Boardroom

Time : 10:00 AM

#### Agenda:

1. Approval of minutes of meeting held on 6<sup>th</sup> September 2016
2. Attainment of course outcomes, program outcomes and program specific outcomes.
3. Analysis of quality outcomes in terms of quality sustenance and quality enhancement.
4. Placements statistics 2015-2016.
5. Submission of data for NIRF.

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC  
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## Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 6<sup>th</sup> December, 2016

### Members Present:

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Sri. Ch. Sathi Reddy, Secretary and Correspondent	Member	
3.	Dr. D Govardhan, HOD, AE	Member	
4.	Dr. K Rajendra Prasad, HOD, CSE	Member	
5.	Dr. K Srinivas Reddy, HOD, IT	Member	
6.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
7.	Prof. P Sridhar, HOD, EEE	Member	
8.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	
9.	Dr. J S R Prasad, HOD, CE	Member	
10.	Dr. P Kesav Rao, COE	Member	
11.	Prof. G Chandra Sekhar, Dean of Academics	Member	
12.	Ms. G Geetha, Alumni	Member	
13.	Ms. T Vineela, Software Engineer, Infosys Hyderabad	Member	
14.	Ms. Y. Mohana Roopa	Coordinator	

**Agenda:**

1. Approval of minutes of meeting held on 6<sup>th</sup> September 2016
2. Attainment of course outcomes, program outcomes and program specific outcomes.
3. Analysis of quality outcomes in terms of quality sustenance and quality enhancement.
4. Placements statistics 2015-2016.
5. Submission of data for NIRF.

**Minutes**

The following members were absent and minutes were communicated


1. Dr. Gopala Sharma, HOD, MBA
2. Dr. M Anitha, HOD, Freshman
3. Dr. M Madhu Bala, Dean of R&D


Chairperson greeted the members of IQAC for the quarterly meeting held on 6<sup>th</sup> December 2016.

Chairperson initiated discussion on the following items of agenda

- Item No: 1** The minutes of the last meeting was approved by the members.
- Item No: 2** IQAC coordinator framed the guidelines for attainment of course outcomes, program outcomes and program specific outcomes.
- Item No: 3** IQAC coordinator presented impact analysis of quality outcomes in terms of quality sustenance and quality enhancement.
- Item No: 4** Discussed on placement statistics 2015-2016 analysis based on total students, eligible and interested students, higher studies/ Business, companies Visited and students placed
- Item No: 5** IQAC coordinator informed that data submitted successfully to NIRF ranking 2017.

Chairperson concluded thanking all the members for their active participation in the discussion

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
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Internal Quality Assurance Centre (IQAC)

## CIRCULAR

IARE/IQAC/2016-2017/Meeting - 04

1<sup>st</sup> March, 2017


All IQAC members are requested to attend the quarterly meeting to be held on 7<sup>th</sup> March, 2017.

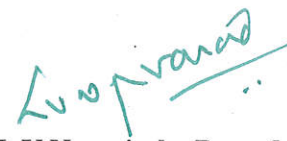
Venue : Boardroom

Time : 10:00 AM

### Agenda:

1. Approval of minutes of meeting held on 6<sup>th</sup> December 2016.
2. Discussion on budget
3. Academic audit.
4. Research proposals.
5. Discussion on student and alumni feedback analysis report
6. Discussion on curricular and co-curricular activities to be filed and sent bi-annually to the IQAC
7. Submission of data for AISHE 2016-2017

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC

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Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 7<sup>th</sup> March, 2017

## Members Present:

S. No	Name of the Member	Designation	Signature
1.	Dr. L V Narasimha Prasad, Principal	Chairperson	
2.	Sri. Ch. Sathi Reddy, Secretary and Correspondent	Member	
3.	Prof. V R Seshagiri Rao, HOD, ECE	Member	
4.	Prof. P Sridhar, HOD, EEE	Member	
5.	Prof V.V.S Harinadh Prasad, HOD, ME	Member	
6.	Dr. J S R Prasad, HOD, CE	Member	
7.	Dr. Gopala Sharma, HOD, MBA	Member	
8.	Dr. M Anitha, HOD, Freshman	Member	
9.	Dr. M Madhu Bala, Dean of R&D	Member	
10.	Dr. P Kesav Rao, COE	Member	
11.	Prof. G Chandra Sekhar, Dean of Academics	Member	
12.	Ms. G Geetha, Alumni	Member	
13.	Ms. T Vineela, Software Engineer, Infosys Hyderabad	Member	
14.	Ms. Y. Mohana Roopa	Coordinator	



**Agenda:**

1. Approval of minutes of meeting held on 6<sup>th</sup> December 2016.
2. Discussion on budget
3. Academic audit.
4. Research proposals.
5. Discussion on student and alumni feedback analysis report
6. Discussion on curricular and co-curricular activities to be filed and sent bi-annually to the IQAC
7. Submission of data for AISHE 2016-2017

**Minutes**

The following members were absent and minutes were communicated


1. Dr. D Govardhan, HOD, AE
2. Dr. K Rajendra Prasad, HOD, CSE
3. Dr. K Srinivas Reddy, HOD, IT

Chairperson greeted the members of IQAC for the quarterly meeting held on 7<sup>th</sup> March 2017.

Chairperson initiated discussion on the following items of agenda

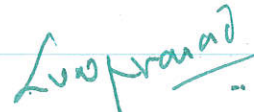
- Item No: 1** The minutes of the last meeting was approved by the members.
- Item No: 2** Chairperson discussed on budget utilization for financial year 2016-2017. Chairperson requested all HODs to submit budget proposals for financial year 2017-2018 within stipulated time.
- Item No: 3** Internal academic audit was conducted across all the departments with internal audit team. HODs take necessary actions on recommendations given by the internal audit team.
- Item No: 4** IAQC coordinator suggested Dean, Research and Development to take necessary actions for improving research grants from various funding agencies (UGC, MHRD, AICTE and DST).
- Item No: 5** IQAC Coordinator suggested HODs to submit student and alumni feedback analysis report to IQAC.
- Item No: 6** IQAC coordinator suggested HODs to Submit curricular and co-curricular activities bi-annually to the IQAC
- Item No: 7** IQAC coordinator informed that data to be uploaded for All India Survey on Higher Education (AISHE) 2016-2017 within a week.

Chairperson concluded thanking all the members for their active participation in the discussion

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

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Principal and Chairperson IQAC  
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