



## RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINADA)

NH-16, Valluru,-523272, Ongole, Prakasam District, A.P

### Internal Quality Assurance Cell (IQAC)

Date: 07-06-2017

#### CIRCULAR

This is to inform to all the members of Internal Quality Assurance Cell (IQAC) that a meeting is scheduled on 10-06-2017 at 10.30 AM in Room No-T4. All are requested to attend the meeting without fail.

#### AGENDA:

1. Review and assessment of all academic and other activities during last academic year (2016-17).
2. New initiatives for the academic year 2017-18.
3. Any other matter with the permission of the chair.

S.No	Name	Designation	Signature
1	N.Thirumalesh, Assoc.Professor Dept of ECE	Coordinator	
2	V.Suresh, Assoc.Professor Dept of CSE	Member	
3	G.Sahithi, Asst.Professor, Dept of EEE	Member	
4	M.V.Subba Reddy, Asst.Professor, Dept of Mech	Member	
5	N.Siva Prasad, Assoc.Professor, Dept of Civil	Member	
6	N.Siva Rao Assoc.Professor, Dept of S&H	Member	
7	K.V.Ramesh Babu, Asst.professor, Dept of MBA	Member	
8	A.V.Ramana, Asst.professor, Dept of MCA	Member	

**COORDINATOR**  
IQAC

Mr. N. Thirumalesh  
Associate Professor,  
Dept. of ECE

Copy to:

1. PA to Principal for filing.
2. All HOD's
3. All Committee Members



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Internal Quality Assurance Cell (IQAC)

Date: 10.06.2017.

### MINUTES OF MEETING

With Reference to the circular dated 07-06-2017 the IQAC assembled in Room No TF-4 to plan academic and administrative activities for A.Y 2017-18.

#### AGENDA:

1. Review and assessment of all academic and other activities during last academic year (2016-17).
2. New initiatives for the academic year 2017-18.
3. Any other matter with the permission of the chair.

*The following members attended the meeting.*

S.No	Name	Designation	Signature
1	N.Thirumalesh, Assoc. Professor Dept of ECE	Coordinator	
2	V.Suresh, Assoc. Professor Dept of CSE	Member	
3	G.Sahithi, Asst. Professor, Dept of EEE	Member	
4	M.V.Subba Reddy, Asst. Professor, Dept of Mech	Member	
5	N.Siva Prasad, Assoc. Professor, Dept of Civil	Member	
6	N.Siva Rao. Assoc. Professor, Dept of S&H	Member	
7	K.V.Ramesh Babu, Asst. professor, Dept of MBA	Member	
8	A.V.Ramana, Asst. professor, Dept of MCA	Member	

The following points were discussed during the meeting and the minutes were recorded as below.

1. The Coordinator Mr. N. Thirumalesh welcomed the members of the committee who had assembled for finalizing the functions of the committee.
2. The committee has finalized the roles and responsibilities of the Coordinator, Department coordinators/members.
3. After discussing with all the members, functions and facilities of the IQAC were framed and finalized.

4. The coordinator suggested the members to plan the events to be organized in this academic year and prepare the year plan for A.Y 2017-18.
5. The members were suggested to complete following tasks once the university results of respective semesters are announced.
  - a. Final attainment for Semester-I (Theory+ Labs+ projects) &
  - b. Final attainment for Semester-II (Theory+ Labs+ projects).
6. Departments have to submit activity file in prescribed format after completion of the event. Coordinators Concerned should acknowledge his/her responsibility and periodically update the statistical data about their activity.



Coordinator



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### Internal Quality Assurance Cell (IQAC)

Date: 21-08-2017

#### CIRCULAR

This is to inform to all the members of Internal Quality Assurance Cell (IQAC) that a meeting is scheduled on 24-08-2017 at 10.30 AM in Room No-T4. All are requested to attend the meeting without fail.

#### AGENDA:

- To review the phase 2 of course files.
- To Monitor the Syllabus coverage.

S.No	Name	Designation	Signature
1	N.Thirumalesh, Assoc.Professor Dept of ECE	Coordinator	
2	V.Suresh, Assoc.Professor Dept of CSE	Member	
3	G.Sahithi, Asst.Professor, Dept of EEE	Member	
4	M.V.Subba Reddy, Asst.Professor, Dept of Mech	Member	
5	N.Siva Prasad, Assoc.Professor, Dept of Civil	Member	
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**COORDINATOR**  
IQAC  
Mr. N. Thirumalesh  
Associate Professor,  
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NH-16, Valluru,-523272, Ongole, Prakasam District, A.P

Internal Quality Assurance Cell (IQAC)

Date: 24.08.2017.

### MINUTES OF MEETING

With Reference to the circular dated 21-08-2017 the IQAC assembled in Room No TF-4 to plan academic and administrative activities for A.Y 2017-18.

#### AGENDA:

- To review the phase 2 of course files.
- To Monitor the Syllabus coverage.

*The following members attended the meeting.*

S.No	Name	Designation	Signature
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8	A.V.Ramana, Asst. professor, Dept of MCA	Member	

The following points were discussed during the meeting and the minutes were recorded as below.

1. The Coordinator Mr. N. Thirumalesh welcomed the members of the committee who had assembled.
2. The committee has reviewed the phase 2 status of the course files verification .
3. After discussing with all the members, the IQAC members are instructed to monitor the syllabus coverage every month and submit the report to the coordinator.

Coordinator





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NH-16, Valluru,-523272, Ongole, Prakasam District, A.P

**Internal Quality Assurance Cell (IQAC)**

Date: 18-12-2017

### CIRCULAR

This is to inform to all the members of Internal Quality Assurance Cell (IQAC) that a meeting is scheduled on 21-12-2017 at 10.30 AM in Room No-T4. All are requested to attend the meeting without fail.

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Date: 21.12.2017.

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Coordinator