



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

(NAAC Accredited, Permanently Affiliated JNTUK, Kakinada)

Cherukupalli(V), Near Tagarapuvalasa Bridge, Bhogapuram(M), Vizianagaram(Dist).
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AVEV/IQAC/CIRCULAR-09

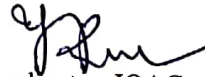
27-05-2019

CIRCULAR

A meeting of IQAC Committee members will be conducted on 03-06-2019 at Conference Hall at 11.00 am.

Agenda:

1. Functioning of IQAC as per revised guidelines of NAAC.
2. Conduct of Student Satisfaction Survey(SSS) on overall institutional performance.
3. Teaching-Learning Process(Class work, Maintenance of Course Files and Registers, Conduct of Tutorials, Assignments, Preparation Quality Internal Question Papers and evaluation etc)
4. NPTEL Course Registration & Allocation of Mentoring Form
5. Student Profile and Mentoring Form
6. Feedback Analysis and Action Taken Reports for the A.Y 2018-19
7. Result Analysis and Action Taken Reports for the A.Y 2018-19
8. Review of Placements Action Taken Reports for the A.Y 2018-19
9. Higher Studies and Entrepreneurship Action Taken Reports for the A.Y 2018-19
10. Revised Roles & Responsibilities next Academic Year (2019-20)
11. Creation of new Cell – IIC (Industry Interaction & Innovation Cell)
12. Discussion on AQAR(2018-19) to be submitted to NAAC
13. Any other matter with the permission of chair.


Coordinator, IQAC

CC:-

- All IQAC committee members



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Minutes of the IQAC meeting held on 03-06-2019

1. Functioning of IQAC as per revised guidelines of NAAC: As per review guidelines of NAAC, IQAC chairman has decided to conduct four meetings per Academic Year. Preferably, first meeting at the starting of the odd semester, second meeting at the end of the odd semester, third at the beginning of even semester final at the end of the Academic Year.
2. Conduct of Student Satisfaction Survey(SSS) on overall institutional performance: IQAC decided to conduct Student Satisfaction Survey(SSS) on overall institutional performance by using appropriate survey forms once in a year.
3. Teaching-Learning Process: The IQAC chairman has highlighted the importance of Teaching-Learning Process, viz proper planning of class work, timely updating of course files & student attendance registers, conduct of quality tutorials & assignments, preparation of quality question papers with applicable levels Bloom's taxonomy action verbs, timely and unbiased evaluation process.
4. NPTEL Course Registration & Allocation of Mentors: The principal has highlighted the recent NPTEL results, good number of faculty with Elite and Gold grades, etc, and instructed to maintain the same kind of performance in the future NPTEL activities.
5. IQAC decided to maintain and timely update of Student Profiles and mentoring forms.
6. Feedback Analysis and Action Taken Reports for the A.Y 2018-19: All HODs are informed to go through feedback analysis and counsel the teachers having feedback less than 80% for further improvement.
7. Result Analysis and Action Taken Reports for the A.Y 2018-19: All HODs are informed to go through the result analysis and conduct remedial classes to get better results in supplementary examinations.
8. Review of Placements Action Taken Reports for the A.Y 2018-19: The Principal has highlighted the achievements in student placement activities for the A.Y 2018-19 and HODs are informed to interact with the core industries for the betterment of placements.
9. Higher Studies and Entrepreneurship Action Taken Reports for the A.Y 2018-19: The principal has highlighted the achievements of outgoing students of A.Y 2018-19 in seeking admissions for higher studies from year 2019 onwards. In view of better results, the principal requested the HODs to conduct classes for competitive examinations like GATE, GRE, etc for betterment.



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10. Industry Interaction & Innovation, cell (IIIC) was created considering the need of entrepreneurship oriented education.
 11. Members of IQAC suggested to submit Annual Quality Assurance Report (AQAR) for the academic Year 2018-19 on or before 30th Sept, 2019.


Coordinator, IQAC