

Narasaraopeta Engineering College , Narasaraopet,

Internal Quality Assurance Cell  
Invitation

All the Members of IQAC of NEC are here by invited to attend a meeting of IQAC on 14-11-2013 at 11.00 AM in the chamber of the Principal to discuss on the following agenda. All the HODs are also invited to attend the meeting.

AGENDA:

1. To Review the admissions in first year B.Tech, M.Tech, M.B.A, M.C.A
2. To discuss on recruiting the faculty members as required.
3. To discuss on additional training to be provided to the students
4. To appoint co-ordinator for preparation of SSR of NAAC
5. To discuss on organizing a techno festival
6. Any other points with the permission of the chair.

CONVENOR

Narasaraopeta Engineering College , Narasaraopet,  
Internal Quality Assurance Cell

Proceedings of the meeting of IQAC of NEC dated 14.11.2013.

**Members present:**

1. Dr.B.V.Rama Mohana Rao, Principal - Chairman
2. Dr.V.Venkata Rao, HOD, ECE – Member
3. Dr.S.N.Tirumala Rao, HOD, CSE - Convenor
4. Dr.R.V.D.Rama Rao, HOD, EEE
5. Dr.D.Suneel, HOD, ME
6. Dr.M.Srinivasa Narayana, HOD, MBA
7. Prof. G.L.N.Jayaprada, HOD I/c, IT
8. Dr.K.P.Lakshmi, HOD, BSH
9. Prof.V.Mahesh, HOD, MCA

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After detailed discussion on the above points the IQAC has resolved the following :

1. The admissions into first year of all courses for the year 2013-14 are reviewed and expressed as satisfactory.
2. To recruit the number of additional faculty required for their academic year 2013-14 for the existing courses for the new M.Tech programs-Thermal Engineering and Machine design sanctioned by AICTE.
3. To recruit soft skills and communication skills trainers from corporate on permanent basis to impart Training continuously to the students of 3<sup>rd</sup> and 4<sup>th</sup> year.

4. To approve the subject allocation for the year 2013-14 for 2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> years, of B.Tech as proposed by the HOD's
5. To nominate Sri R.Thyagaraju, CAO, as Co-ordinator of NAAC co-ordination Committee and also as a Member of IQAC.
6. To nominate the following Committees , Department wise are formed for preparation of SSR criterion wise to be submitted to NAAC
  - i) Profile of the College and consolidation of total Document – CAO
  - ii) Criterion I – Curricular aspects – Department of ECE
  - iii) Criterion II – Teaching – Learning and Evaluation –Department of CSE
  - iv) Criterion III – Research , Consultancy and Extension – Department of ME
  - v) Criterion IV – Infrastructure and Learning Resources – Department of CE
  - vi) Criterion V – Student support and Progression – Department of EEE
  - vii) Criterion VI – Governance , Leadership and Management- Dept. of MBA
  - viii) Criterion VII – Innovations and Best Practices – Department of IT

All Heads of the Department are requested to collect the information from the concerned people and prepare the document pertaining to the criterion for which the Department is entrusted and submit to CAO for consolidating the information by the end of December, 2013

7. To organize a technical festival including Sports & Cultural activities at state level before March 2014.

Meeting is concluded with thanks to the chair

**CHAIRMAN**