



Malla Reddy Institute of Engineering & Technology

(Sponsored by Malla Reddy Educational Society)

ISO 9001-2008 Certified institution, Affiliated to JNTU, Hyderabad

Maisammaguda, Dhulapally (post via Hakimpet), Sec'Bad-500 014.

Department of Electrical & Electronics Engineering

MEETING MINUTES

Date of Meeting:	01.02.2014	Time:	10:30 AM	
Meeting Circular/Ref No:	IQAC/2013-14/001	Location:	Principal Office	
1. Meeting Objective				
➤ Members of IQAC Cell for the Academic Year 2014-15 I Semester to be finalised.				
➤ Planning of Academic Activities.				
2. Attendance at Meeting				
Sl. No.	Name	Department	Designation	Signature
1.	Dr. K. E. Balachandrudu		Principal	
2.	Dr. J. Viswanatha Rao	EEE	Dean	
3.	Mr. P. Praveen Reddy		Director	
4.	Dr. M. N. Yadav	ECE	HOD / Assoc. Prof.	
5.	Mr. M. Srinivas	CSE	HOD / Assoc. Prof.	
6.	Mr. V. Kranthi Kumar	EEE	HOD / Assoc. Prof.	
7.	Mr. A. Seshagiri Rao	H & S	HOD / Assoc. Prof.	
8.	Mrs. B. Ruth Sunitha	MBA	HOD / Assoc. Prof.	
9.	Mrs. K. Satyavathi	ECE	Assistant Professor	
10.	Mr. R. Raja Kishore	ECE	Assistant Professor	
11.	Mr. G. Praveen	CSE	Assistant Professor	
12.	Mr. D. Kalyan Kumar	CSE	Assistant Professor	
13.	Mrs. R. Anupama	EEE	Assistant Professor	
14.	Mrs. B. Asha Kiran	EEE	Assistant Professor	
15.	Mr. B. Rameh Goud	H & S	Assistant Professor	
16.	Ms. V. Rama Devi	H & S	Assistant Professor	
17.	Mrs. P. Harika	MBA	Assistant Professor	
18.	Mrs. Dhana Lakshmi	MBA	Assistant Professor	
19.	Mr. G. Satyanarayana, EPTS Transformers	Industry	Managing Director	
20.	Mr. N. Praveen Kumar, HINTH Transformers	Industry	Managing Director	
21.	Mr. V. Venkateswarlu, MRF.	Industry	Sales Manager	
22.	Mr. D. Susmith, Singareni.	Industry	Management Trainee	



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3. Agenda			
Sl. No.	Agenda		
01.	IQAC Coordinators (Department wise) to be identified and approved.		
02.	Academic plan for the odd semester to be finalised		
03	Planning of faculty development programme before the commencement of semester		
04.	Planning of Workshops / Guest Lectures on advanced topics during 2nd / 3rd week of the Semester.		
05.	Planning of Co-curricular Activities during Semester.		
06	Focus on research projects		
07	Planning of hardware training to non-teaching staff..		
08	Encouraging students for internship during semester break to gain industrial exposure		
09	Planning of placement training		
10	To provide internet access to faculty and students		
11	Orientation programme to newly recruited faculty		
12	Library services to be updated		
4. Resolutions			
Sl. No.	Resolution		
01.	IQAC Committee members are identified for the coming Semester in the respective departments by the approval of the concerned Head of the Departments.		
02.	<p>Guidelines for execution of academic activities like timetables, course files, lesson plans formulated.</p> <ul style="list-style-type: none"> ➤ Time tables of each department should be finalized in coordination with other departments. ➤ Course files to be verified by the coordinator before issue to the concerned staff ➤ Lesson plans and course objectives to be incorporated in the course files ➤ Question bank in each unit to be provided to the students ➤ University question papers to be discussed with the students before the semester exams. ➤ Educational CD's concerned with the subject to be added in the course file. ➤ Syllabus completion must be planned in accordance with the academic calendar provided by JNTUH. 		
03	The tentative dates to conduct Workshops, Guest Lectures and Seminars in each department have been finalized.		
04.	It has been resolved to conduct the Technical Symposium (Institute level) in the month of August.		
05	Faculty development programme specific to the department planned in the last week of June		
06	Tentative schedule of co-curricular activities for all the departments together has been finalized.		
07	Two days hardware training planned for lab technicians in the coming week.		
08	As a practice to improvise the industrial exposure and practical knowledge, third year students are to be encouraged to go for internship in the core companies during the semester break.		
09	Placement training schedule finalized for third and final year students		
10	It has been resolved to provide internet access to faculty and students in order to encourage e-learning		
11	Two- days orientation programme planned for newly joined faculty, first day orientation would be at the level of institute and second day at the level of department.		



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12	It has been resolved to place NPTEL Videos in Department Libraries.		
13	All the students to be involved in the research oriented project under the guidance of faculty members		


IQAC Convener


Principal