



**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**

<b>Date of Meeting:</b>	25-06-17	<b>Time:</b>	10:30 AM	
<b>Meeting Circular/Ref No:</b>	IQAC/2017-18/001	<b>Location:</b>	Principal Office	
<b>1. Meeting Objective</b>				
<p>➤ Members of IQAC Cell for the Academic Year 2017-18 I Semester to be finalised. ➤ Planning of Academic Activities.</p>				
<b>2. Attendance at Meeting</b>				
Sl. No.	Name	Department	Designation	Signature
1.	Dr. K. E. Balachandrudu		Principal	
2.	Mr. M. Srinivas	CSE	Dean	
3.	Mr. P. Praveen Reddy		Director	
4.	Dr. M. Ashok	CSE	HOD / Prof.	
5.	Dr. M.Narsing Yadav	ECE	HOD / Prof.	
6.	Dr.K.Hanumaji	EEE	HOD / Assoc. Prof.	
7.	Dr. Prabha Selva Raj	CSE	HOD H&S / Prof.	
8.	Dr. Abhilasha	H&S	Assoc. Prof	
9.	Mrs. B. Ruth Sunitha	MBA	HOD / Assoc. Prof.	
10.	Dr.Zeeshan Vakil	ECE	Professor	
11.	Mrs. K. Satyavathi	ECE	Assistant Professor	
12.	Mr.Ch.Venkateshwarlu	ECE	Asso.Professor	
13.	Dr.D.Srinivas	EEE	Assoc.Professor	
14.	Dr.Md.Ashfaqu Hassan	CSE	Assoc.Professor	
15.	Mr. G. Praveen	CSE	Assistant Professor	
16.	Mr. D. Kalyan Kumar	CSE	Assistant Professor	
17.	Mrs. R. Anupama	EEE	Assistant Professor	
18.	Mrs. B. Asha Kiran	EEE	Assistant Professor	
19.	Mr.B.L.Srinivas	EEE	Assistant Professor	
20.	Mr.N. Arjun Kumar	H & S	Assistant Professor	
21.	Ms. V. Rama Devi	H & S	Assistant Professor	
22.	Mrs. P. Harika	MBA	Assistant Professor	
23.	Mr.Vishwanath	MBA	Assistant Professor	



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24.	Mr. G. Satyanarayana, EPTS Transformers	Industry	Managing Director <i>Satya</i>
25.	Mr. N. Praveen Kumar, HINTH Transformers	Industry	Managing Director <i>NP</i>
26.	Mr. V. Venkateswarlu, MRF.	Industry	Sales Manager <i>VV</i>
27.	Mr. D. Susmith, Singareni.	Industry	Management Trainee <i>Susmitha</i>
28.	Dr. Prasad	Industry	Project Manager, DQE International <i>Prasad</i>
29.	Mr. Anand Kumar Shukla	Industry	Head Projects, RENCOMM Tele Services, Ltd <i>A.K. Shukla</i>
30.	Mr. P. Narendra	Industry	Chief of Operations, Technospirit <i>Nbende</i>

**3. Agenda**

Sl. No.	Agenda
01.	IQAC Coordinators (Department wise) are to be identified and approved.
02.	Academic plan for the odd semester is to be finalised
03.	Planning of Faculty Development Programmes 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 and Consultancy
07.	Planning of Hardware training to non-teaching staff and Career Advancement Schemes
08.	Encouraging students for Internship during semester break to gain Industrial exposure on latest trends
09.	Planning of Placement and Training Programmes for Pre final and Final Year Students
10.	To provide internet access to faculty and students
11.	Orientation programme on Teaching Methodologies 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.





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02.	Guidelines for execution of academic activities like timetables, course files, lesson plans formulated. <ul style="list-style-type: none"><li>➤ Time tables of each department should be finalized in coordination with other departments.</li><li>➤ Course files to be verified by the coordinator before issue to the concerned staff</li><li>➤ Lesson plans and course objectives to be incorporated in the course files</li><li>➤ Question bank in each unit to be provided to the students</li><li>➤ University question papers to be discussed with the students before the semester exams.</li><li>➤ Educational CD's concerned with the subject to be added in the course file.</li><li>➤ Syllabus completion must be planned in accordance with the academic calendar provided by JNTUH.</li></ul>		
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.		
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