



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

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

NH-16, Valluru -523 272, Ongole, Prakasam District, A.P

RGAN/IQAC/2018-19

Date: 04-08-2018

### Committee for IQAC

To enhance the quality in the academic and administrative process Internal Quality Assurance Cell (IQAC) is constituted in the college as per the guidelines. The objective of the cell is to develop a system for consistent, conscious and catalytic improvement in the overall performance of the institution at all levels with the involvement of all stakeholders.

S. No	Name of the Committee Member	Designation	Role IQAC
1	Prof. Dr. K. V. Subrahmanyam	Principal	Chairperson
2	Mr. Ch. Hari Krishna	Assistant Professor Department of CSE	Faculty Member
3	Mr. R.V. Kiran Kumar	Assistant Professor Department of ECE	Faculty Member
4	Mr. N. Madhu Babu	Assistant Professor Department of S&H	Faculty Member
5	Mr. S. Sampath Kumar	Assistant Professor Department of CE	Faculty Member
6	Mr. K. Srinivasa Rao	Accountant	Administrative Staff Member
7	Sri Sidda Bharath	Honorable Treasurer, RISE Krishna Sai Group of Institutions	Member from Management
8	Ms. Shaik Mahajabeen	Student II B. Tech CSE	Student Member
9	Mr. Upputuri Prabhu Kiran	Alumni Representative 2013-2017 Batch	Alumni Member
10	Dr. P. Srihari	Assistant professor Department of ECE, NITK	Stakeholder Academician
11	Mr. Phanindra	Co-founder and Relationship Head Logik Works	Nominee from Industry
12	Mr. P. Kalee Prasad	Sr. Engineering Assistant Doordarshan Kendra	Nominee from Industry
13	Mr. B. Govardhan	Assistant Professor Department of CSE	Coordinator IQAC

  
Principal  
PRINCIPAL

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NH-16, Valluru -523 272, Ongole, Prakasam District, A.P

RGAN/IQAC/2018-19/Cir/01

Date: 4-08-2018

**CIRCULAR**

This is to inform to all the members of Internal Quality Assurance Cell (IQAC) that a meeting is scheduled on 6-08-2018 at 11.30 AM in in the Board Room to discuss the following processes to the quality procedures prescribed by the NAAC. All are requested to attend the meeting without fail.

**Agenda:**

1. New initiatives for the academic year 2018-19.
2. Any other matter with the permission of the chair.

Principal

**PRINCIPAL  
RISE KRISHNA SAI GANDHI  
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Copy to:

1. The Heads of Departments
2. All the members of IQAC



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RGAN/IQAC/2018-19/MoM/01

Date: 6-08-2018

## Minutes of Meeting

With Reference to the circular dated 4-08-2018. IQAC meeting is held on 6-08-2018 at 11.30 am in the Board Room to discuss the following procedures prescribed by the NAAC to plan academic and administrative activities for A.Y 2018-19.

### Agenda:

1. New initiatives for the academic year 2018-19.
2. Any other matter with the permission of the chair.

### Members Present:

S. No	Name	Designation	Role-IQAC	Signature
1	Prof. Dr. K. V. Subrahmanyam	Principal	Chairperson	
2	Mr. B. Govardhan	Assistant Professor Department of CSE	Coordinator IQAC	
3	Mr. Ch. Hari Krishna	Assistant Professor Department of CSE	Faculty Member	
4	Mr. R.V. Kiran Kumar	Assistant Professor Department of ECE	Faculty Member	
5	Mr. N. Madhu Babu	Assistant Professor Department of S&H	Faculty Member	
6	Mr. S. Sampath Kumar	Assistant Professor Department of CE	Faculty Member	
7	Mr. K. Srinivasa Rao	Accountant	Administrative Staff Member	
8	Ms. Shaik Mahajabeen	Student II B. Tech CSE	Student Member	
9	Mr. Upputuri Prabhu Kiran	Alumni 2013-2017 Batch	Alumni Member	

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

1. The Coordinator Mr. B. Govardhan 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.





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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 2018-19.
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.

IQAC meeting concluded with a formal vote of thanks proposed by the coordinator.

Coordinator-IQAC

**IQAC Co-ordinator**  
**RISE Krishna Sai Gandhi Group**  
**of Institutions, Valluru 523 272**

Principal

**PRINCIPAL**  
**RISE KRISHNA SAI GANDHI**  
**GROUP OF INSTITUTIONS**  
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2. PA to Principal for filing
3. The Heads of Departments
4. All the members of IQAC



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RGAN/IQAC/2018-19/Cir/02

Date: 19-12-2018

**CIRCULAR**

IQAC meeting is scheduled on, 22-12-2018, at 11.30 a.m. in the Board Room, to discuss the following processes to the quality procedures prescribed by the NAAC.

**Agenda:**

1. Teaching & Learning
  - a) Result Analysis of each course and semesters
  - b) Attainment of COs, PSOs, POs
2. Industry Participation
3. Workshops/ FDPs/Seminars/ Conferences conducted/ Attended
4. Research, Consultancy and quality publications
5. Any other matter with the permission of the chair.

Principal

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RGAN/IQAC/2018-19/MoM/02

Date: 22-12-2018

## Minutes of Meeting

IQAC meeting is held on 22-12-2018 at 11.30 am in the Board Room, to discuss the following procedures prescribed by the NAAC

### Agenda:

1. Teaching & Learning
  - a) Result Analysis of each course and semesters
  - b) Attainment of COs, PSOs, POs
2. Industry Participation
3. Workshops/ FDPs/Seminars/ Conferences conducted/ Attended
4. Research, Consultancy and quality publications
5. Any other matter with the permission of the chair.

### Members Present:

S. No	Name	Designation	Role-IQAC	Signature
1	Prof. Dr. K. V. Subrahmanyam	Principal	Chairperson	
2	Mr. B. Govardhan	Assistant Professor Department of CSE	Coordinator IQAC	
3	Mr. Ch. Hari Krishna	Assistant Professor Department of CSE	Faculty Member	
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Mr. B. Govardhan, IQAC coordinator extended a welcome to all the members present and requested Prof. Dr. K. V. Subrahmanyam, Principal to chair the meeting. Principal stated that the institute will strictly adhere to the IQAC norms.

### **Observations/Suggestions/Action taken:**

#### **1. Teaching & Learning**

- Departments have maintained proper documents and are in order.
- It was found that teaching learning related documents are being maintained properly in the departments.

#### **a) Result analysis of each course and semesters**

- The principal informed that due to the pandemic the examination process is witnessing a delay.

#### **b) Attainment of course outcomes, POs and PSOs**

- The principal advised that the attainment of course outcomes, POs and PSOs be taken up once the examination process is completed.
- Program Assessment Committee should check the attainment levels at the end of every semester.

#### **2. Industry participation**

- Principal advised the departments to conduct at least two guest lectures by the industry expert.
- The members present informed the gathering that industry visits could not be arranged due current pandemic.
- The number of students registering for industrial training has improved.

#### **3. Workshops/FDPs/Seminars/Conferences conducted/attended**

- The principal advised the department to submit plans to conduct more number of FDPs.
- Faculty members need to be motivated to attend online Faculty Development Programs / Seminars / Workshops to upgrade their skills. The members advised that faculty



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members and students need to undergo MOOC's certifications under Coursera / Swayam NPTEL.

- Good number of online workshops has been arranged for the teaching staff and students to enhance their skill.

#### 4. Research, Consultancy and quality publications

- The principal congratulated the faculty members for good number of publications and encouraged them to continue the same.
- Principal instructed that faculty members should actively participate in filing and publishing of patents.

IQAC meeting concluded with a formal vote of thanks proposed by the coordinator.

Coordinator-IQAC

**IQAC Co-ordinator**  
**RISE Krishna Sai Gandhi Group**  
**of Institutions, Valluru 523 272**

Principal

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