



**QIS COLLEGE OF ENGINEERING AND TECHNOLOGY  
(AUTONOMOUS)**

Approved by AICTE | Permanent Affiliation: JNTU-Kakinada | UGC-Recognized  
Re-Accredited by NBA | Accredited by NAAC(A+) | ISO 9001:2015 Certified  
Vengamukkapalem(V), Ongole, Prakasam dist., Andhra Pradesh-523272

**MEETING NOTICE OF 12<sup>th</sup> IQAC**

Venue: Board Room

Date: 08.04.2020

Time: 3.00 PM

**AGENDA ITEMS**

The following is the list of agenda items

| Item No. | Description  |
|----------|--|
| 1.       | Review of 11 <sup>th</sup> IQAC committee meeting held on 23-01-2020   |
| 2.       | Review on Budget Utilization for the FY 2019-20 and submission of Budget proposal for the FY 2020-21             |
| 3.       | Even Semester Feedback Analysis and Actions Taken Report for AY 2019-20  |
| 4.       | Student attendance, shortage of attendance and condonation aspects   |
| 5.       | To discuss about the strengthening of Entrepreneur Development Cell and its future activities.                   |
| 6.       | Review on Placements for the AY 2019-20  |
| 7.       | Course End Survey for the AY 2019-20   |
| 8.       | Performance Analysis of Students in the NPTEL courses, Skill courses and other Certifications for the AY 2019-20 |
| 9.       | Discussion on attainment of Cos, POs, PSOs and Actions Taken Report for the AY 2019-20.                          |
| 10.      | Submission of Faculty Self-Appraisal Forms   |
| 11.      | Any other subject with the permission of the Chair   |
| 12.      | Vote of Thanks   |



*A. Chandra Mohan*

IQAC Chairman

PRINCIPAL  
QIS COLLEGE OF  
ENGINEERING & TECHNOLOGY  
VENGAMUKKAPALEM,  
ONGOLE-523 272.



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**MINUTES OF FIFTH MEETING IQAC - 08<sup>th</sup> April 2020**

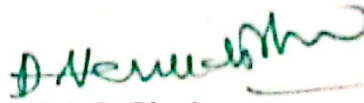
The Principal greeted all the members of IQAC and welcomed them and declared that the meeting is open for discussion on 08.04.2020 at 3 PM.

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|---|---|
| Item No. 1  | Review of 11 <sup>th</sup> IQAC committee meeting held on 23-01-2020  |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The chairman reviewed the minutes of the 11 <sup>th</sup> IQAC held on 23.01.2019 and he found it satisfactory. The action taken report on the same was also deliberated and approved.  |
| Item No.2   | Review on Budget Utilization for the FY 2019-20 and submission of Budget proposal for the FY 2020-21  |
| Resolution(s)<br>/Suggestions<br>/Recommendations | All the HoDs were advised to submit the detailed budget utilization reports for the FY2019-20 to IQAC with a copy to finance department. The HoDs were further directed to prepare budget proposals for the upcoming financial year (2020-21) and submit the same to the finance manager.   |
| Item No.3   | Even Semester Feedback Analysis and Actions Taken Report for AY 2019-20   |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The chairman directed all HoDs to interact with faculty members having feedback less than 85% and seek their explanation in writing for filing in their respective department. After collecting all the explanations, an consolidated Actions Taken Report must be prepared and submitted to IQAC.  |
| Item No.4   | Student attendance, shortage of attendance and condonation aspects  |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The chairman instructed HoDs of all the departments to submit a detailed report on the student attendance under various categories as prescribed. He also directed them to submit a report on the students who failed to achieve 75% of overall attendance along with the details of condonation.   |
| Item No.5   | To discuss about the strengthening of Entrepreneur Development Cell and its future activities.  |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The Head - EDC was instructed to organize the students from various departments to be a part of Entrepreneurship Development Cell. He also instructed the coordinators to conduct "Entrepreneurship Awareness Camps" in order to enrich the knowledge on importance of entrepreneurship. He also advised to give proper guidance to the students to become an entrepreneur. |



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| Item No.6   | Review on Placements for the AY 2019-20  |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The chairman reviewed the placement activities of the current batch (2016-20) and found them to be satisfactory. He directed the TPO to analyze the placements and file an ATR with IQAC by implementing the suggestions for improvement to the next academic year (2020-21) |
| Item No.7   | Course End Survey for the AY 2019-20   |
| Resolution(s)<br>/Suggestions<br>/Recommendations | All the HoDs are informed to take course end survey by sharing appropriate form among all the students and submit a detailed analysis on the same to IQAC.   |
| Item No.8   | Performance Analysis of Students in the NPTEL courses, Skill courses and other Certifications for the AY 2019-20   |
| Resolution(s)<br>/Suggestions<br>/Recommendations | All the HoDs are informed to submit a detailed report to IQAC on the NPTEL courses opted by the students, skill-oriented courses and various other certifications for the academic year 2019-20.   |
| Item No.9   | Discussion on attainment of Cos, POs, PSOs and Actions Taken Report for the AY 2019-20.  |
| Resolution(s)<br>/Suggestions<br>/Recommendations | All the HoDs are informed to complete the computation of Cos, POs & PSOs for the academic year 2018-19 and submit the same to IQAC.  |
| Item No.10  | Submission of Faculty Self-Appraisal Forms   |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The chairman instructed all HoDs to communicate with the faculty members having Self-Appraisal Scores below average and seek their explanation in writing. An ATR must be prepared and submitted to IQAC after consolidating all the information.                            |
| Item No.11  | Any other subject with the permission of the Chair   |
| Resolution(s)<br>/Suggestions<br>/Recommendations | XXXXXX   |
| Item No.12  | Vote of Thanks   |
| Resolution(s)<br>/Suggestions<br>/Recommendations | The Chairman of IQAC proposed the vote of thanks to all the members of the IQAC Committee and expressed gratitude for their sustained involvement and for making the meeting a grand success.  |



  
 IQAC Chairman  
 PRINCIPAL  
 QIS COLLEGE OF  
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 VENGAMUKKAPALEM,  
 ONGOLE-523 272.





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## ACTION TAKEN REPORT

For the meeting held on 8<sup>th</sup> April 2020

| S. No. | Point Discussed  | Action Taken  |
|--------|--|---|
| 1.     | Review of 11 <sup>th</sup> IQAC committee meeting held on 23.01.2020   | XXXXXX  |
| 2.     | Review on Budget Utilization for the FY 2019-20 and submission of Budget proposal for the FY 2020-21             | ✓ All HoD's submitted the Utilization Reports of Budget for the AY 2019-20.<br>✓ Also, submit the Budget proposals for the upcoming AY 2020-21.           |
| 3.     | Even Semester Feedback Analysis and Actions Taken Report for AY 2019-20  | All HoD's of all departments have submitted the Feedback reports and changes are made accordingly and same will be submitted to IQAC.                     |
| 4.     | Student attendance, shortage of attendance and condonation aspects   | All HoD's of all departments have submitted the Attendance reports (Overall attendance, Detention & Condonation) to IQAC and necessary actions are taken. |
| 5.     | To discuss about the strengthening of Entrepreneur Development Cell and its future activities.                   | Coordinators of various department as submitted the action plan to conduct different events in the campus through EDC.                                    |
| 6.     | Review on Placements for the AY 2019-20  | Placement Director submitted the list of students placed in different MNCs and discussed the action plan for the less students who are not placed so far. |
| 7.     | Course End Survey for the AY 2019-20   | All HoD's submitted the Course End Survey to IQAC to enrich the curriculum for next regulation.   |
| 8.     | Performance Analysis of Students in the NPTEL courses, Skill courses and other Certifications for the AY 2019-20 | All HoD's submitted the student certifications of respective department to IQAC.  |

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|-----|---|--|
| 9.  | Discussion on attainment of Cos, POs, PSOs and Actions Taken Report for the AY 2019-20. | All HoD's submitted Cos, POs and PSOs of respective departments to IQAC. |
| 10. | Submission of Faculty Self-Appraisal Forms  | All HoD's submitted PBAS of respective departments to IQAC.              |
| 11. | Any other subject with the permission of the Chair                                      | XXXXX  |

**IQAC Coordinator**



*[Handwritten Signature]*

**IQAC Chairman**  
**PRINCIPAL**  
**QIS COLLEGE OF**  
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