SREE CHAITANYA
INSTITUTE OF TECHNOLOGICAL SCIENCES
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6.5.1 INTERNAL QUALITY ASSURANCE CELL (IQAC)

To improve the quality in the academic process• and also as a pre accreditation exercise Internal Quality Assurance Cell (IQAC) was established in the academic year 2016-2017at college. The objective of the cell is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution at all levels with the involvement of all stakeholders.

VISION OF IQAC

The Inner Quality Confirmation Cell (IQAC) aims to foster continuous improvement and excellence in advanced education institutions by focusing on academic and regulatory cycles, staff development, and institutional viability. It aims to create a dynamic, responsive academic environment, promoting responsibility, transparency, and development.

MISSIONOF IQAC

➢ To evolve as sustainable learning community resources and a leader in creating and disseminating knowledge.

➢ To establish and maintain partnerships with stakeholders for quality excellence.

➢ Support cultural and ethnic diversity in the student community.

➢ Academic excellence.

Principal
Sree Chaitanya Institute of Technological Sciences
L.M.D. Colony, KARIMNAGAR (T.S)

OBJECTIVES:

The essential point of IQAC is

1. Development and utilization of value benchmarks/boundaries for different scholar and managerial exercises of the foundation.

2. Facilitating the production of a student driven climate helpful for quality schooling and exploration.

3. Arrangement for criticism reaction from understudies, guardians, and different partners on quality-related institutional cycles.

4. Dissemination of data on different quality boundaries of advanced education.

5. Organization of studios, courses on quality-related topics and advancement of value circles.

FUNCTIONS:

Advancing Quality Culture:

1. Encourage and advance a quality culture across the organization.

2. Urge partners to take responsibility for drives and cycles.

Creating and Applying Quality Benchmarks:

1. Create and keep up with quality benchmarks for different intellectual and authoritative exercises.

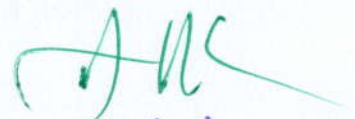2. Work with the execution of these benchmarks in various divisions and capabilities.

Working with the Formation of a Student Driven Climate:

1. Guarantee the foundation gives a student driven climate helpful for comprehensive turn of events.

2. Advance understudy input systems and use them for nonstop improvement.

Guaranteeing Constant Improvement:

1. Lay out instruments for ceaseless observing and assessment of scholarly and managerial cycles.

2. Execute criticism circles and improvement plans in light of appraisals and assessments.

Documentation and Quality Affirmation in Certification:

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1. Get ready and present the essential records for license processes.
2. Work with the organization in getting ready for and going through authorization by outer offices.

ROLES AND RESPONSIBILITIES

Role of coordinator:

1. The IQAC coordinator is responsible for creating and executing the institution's strategic plan for quality improvement, ensuring alignment with the academic community's objectives.
2. The coordinator manages quality assurance activities within the institution, including internal audits, academic reviews, and ensuring compliance with accreditation standards and regulatory requirements.
3. The IQAC coordinator analyzes academic performance, student feedback, and quality indicators to create comprehensive reports for stakeholders, identifying strengths and areas for improvement.
4. The coordinator organizes workshops and training sessions for faculty and staff to foster a culture of quality consciousness, enhancing awareness and skills related to quality assurance and improvement processes.
5. The IQAC coordinator leads continuous improvement initiatives by collaborating with various departments, gathering feedback, and implementing best practices to ensure continuous and progressive quality enhancement.

Roles & Responsibilities of Members:

1. Members of the Internal Quality Assurance Cell (IQAC) are expected to actively participate in IQAC meetings, workshops, and activities, contributing insights, discussing quality-related issues, and collaborating on quality enhancement initiatives.
2. IQAC members collect, analyze, and interpret data on academic performance, student feedback, and administrative processes to identify areas for improvement and make informed decisions.
3. IQAC members contribute to the development, review, and improvement of quality assurance policies and procedures, including accreditation guidelines, setting quality benchmarks, and ensuring regulatory compliance.

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4. IQAC members work closely with various departments and stakeholders to enhance quality through effective communication, sharing best practices, and aligning departmental objectives with IQAC's overall goals.

IQAC members can facilitate quality workshops and training sessions, fostering a culture of quality consciousness among faculty, staff, and students for continuous improvement.

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Date: 09-01-2023

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 10-01-2023 at 11:00AM in Board Room to discuss the following.

Agenda

1. Review department-wise Certification Course Completion statistics and note financial support for staff certification course registration fees.
2. Encourage the institute to adopt MOOC courses and faculty to contribute to these platforms.
3. Create online content by faculty to improve NIRF Ranking.
4. Discuss the publication efforts of PG students with the respective departments.
5. Organize seminars and workshops on professional ethics and code of conduct.
6. Identify and implement innovative teaching-learning methodologies with a provided framework for faculty.
7. Plan career counseling programs focusing on mental health management and talent retention.
8. Promote memberships in professional bodies to stay updated on technology advancements.

    Copy to:

    IQAC members

IQAC Coordinator

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List of IQAC Members	Signature
1. DR. ARRAMARAJU PRASADRAJU, PRINCIPAL	
2. MR. PURELLA SRAVAN, ASSO.PROF.	
3. MR. P. KISHORE, **IQAC COORDINATOR**	
HEADS OF THE DEPARTMENTS	
4. MR. M. RAJASHEKAR REDDY (CIVIL)	
5. MR. P. SRAVAN KUMAR (EEE)	
6. MR. A. SANTHOSH KUMAR (ECE)	
7. MR. G. SRINIVAS (H&S)	
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Date: 10-01-2023

MINUTES OF THE MEETING
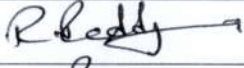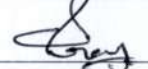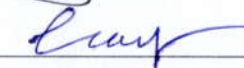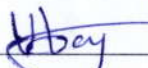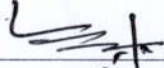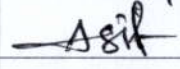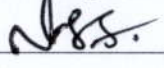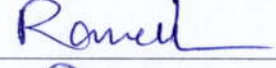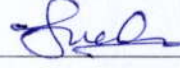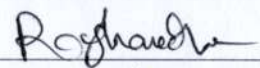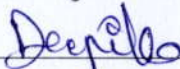
The IQAC chairman along with its members assembled in board room at 11.00 AM on 10-01-2023. Chairman welcomed the members and following are the resolutions made.

1. The principal suggested that Workshops can be planned every year, in different tracks, with the intension of providing platform for our own students.

2. Dean Quality Assurance, briefed about the statistics of department wise Certification Course Completion by the technical staff and also mentioned that the institute supports financially for doing the certification course by paying the registration fee of the same.

3. Suggested that as an institute we take up courses from MOOC platforms, at the same time faculty can contribute in terms of handling sessions on these platforms which could add more value to the faculty and the institute.

4. The principal mentioned that in order to get a good NIRF Ranking online content creation by the faculty will be helpful.

5. Discussed the PG student's publication and decided to have a discussion with the department on this matter.

6. Dean Quality Assurance informed that departments have planned to organize seminar / workshop on professional ethics & code of conduct.

7. Discussion on Innovative Teaching- Learning methodology was held, members suggested that a few innovative methods need to be identified and ask the faculty members to include it in their teaching process. The principal mentioned that framework should be given to faculty members.

8. Principal informed that, programs on career counseling such as Mental Health Management, Talent Retention could be planned.

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9. Principal informed that professional bodies are regularly giving information on thrust areas of technology and if Students / Faculty get membership, they will get to know about technology update.

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Date: 07-07-2022

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 08-07-2022 at 11:00 AM in Board Room to discuss the following.

Agenda

1. Initiate technical competency training sessions for 2nd to 4th-year students with external experts.

2. Engage alumni for conducting training sessions and motivational talks.

3. Procure a simulation tool to support campus research activities.

4. Allocate quality time for students to develop product-based real-time projects.

5. Encourage faculty to connect with industries to gather real-world project problem statements.

6. Implement a 4-week or one-month internship program to introduce students to industry work culture.

7. Instruct faculty to undertake certification courses to enhance domain knowledge for laboratory course instruction.

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IQAC members

IQAC Coordinator

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Date: 08-07-2022

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 08-07-2022. Chairman welcomed the members and following are the resolutions made.

1. To prepare students, technically competent with the recent technologies, training sessions have been initiated from external experts for the students of II , III and IV year.

2. It was discussed that Alumni can be asked to give the training sessions or sessions on motivation.

3. To support the research activities in the campus, the IQAC presented the need for simulation tool.

4. Dean QA highlighted that this initiation has been taken to provide quality time to students to develop product based real time projects.

5. The principal insisted that the faculty members need to be in touch with the industries to get problem statements for the projects.

6. Members suggested a full-fledged internship of 4 weeks or a month to understand the industry work culture.

7. It has been discussed and HODs have been strictly instructed to advise the staff members to take Certification courses to improve the domain knowledge for effective demonstration of the laboratory courses.

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Date: 18-01-2022

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 19-01-2022 at 11:00AM in Board Room to discuss the following.

Agenda

1. Proposing the constitution of a Research Advisory Committee.

2. Planning to sign MOUs with institutions, universities, industries, and corporate houses for stakeholder enrichment.

3. Requesting measures to increase footfalls in post-pandemic libraries.

4. Discussing qualitative and quantitative parameters for NAAC guidelines and preparing proposals accordingly.

5. Establishing a committee for the development of e-Content for student benefit.

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IQAC members

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Date: 19-01-2022

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 19-01-2022. Chairman welcomed the members and following are the resolutions made.

1. All Departments will be requested to give proposals for Seminars & Projects.

2. A Research Advisory Committee (RAC) shall be constituted keeping in mind the National Educational Policy and the proposal for RAC shall be placed before the Governing Body of the College for necessary approval and implementation

3. For further enrichment of all stakeholders of the institution viz. students, faculty members and non-teaching staff members, number of MOUs with Institutions of national, international importance, other universities, industries, corporate houses etc. shall be signed.

4. Conveners of all Library Development Committees were requested to take necessary measures for increasing footfalls in all Libraries in the post pandemic period.

5. All Qualitative & Quantitative parameters have been discussed in details and initiative have been taken to prepare the proposal according to the guidelines given by NAAC.

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Date: 01-07-2021

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 03-07-2021 at 11:00AM in Board Room to discuss the following.

Agenda

1. Reviewing the Induction Program Report to highlight activities and sessions benefiting first-year engineering students.

2. Reviewing and approving the Vision and Mission of various departments after discussions.

3. Requesting Heads of Departments to prepare Course Files and evaluate attainment calculation as per National Board of Accreditations Norms.

4. Deciding to audit academic documents of each department and appointing members for the audit.

5. Requesting the Librarian to submit data on daily library usage by students and teachers.

Copy to:

IQAC members

IQAC Coordinator

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Sree Chaitanya Institute of Technological Sciences
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9. DR.GIRIRAJ PRAJAPATI (ECE)	
10. DR.SHAIK ASIF HUSSAIN (ECE)	
11. DR.G.SAI KUMAR (ECE)	
12. DR.NALLA SRINIVAS (CSE)	
EMPLOYERS	
13. RAMESH VANKAYALA **(PRONTEFF IT SOLUTIONS PVT LTD,HYD)**	
14. Dr. G. KISHORE KUMAR **(NEWZEN INFOTECH PVT LTD,KNR)**	
ALUMNI STUDENTS	
15. G.ROSHINI	
16. MD.NAYEEM.	
17. J.VIJAY.	

Principal
Sree Chaitanya Institute of Technological Sciences
L.M.D. Colony, KARIMNAGAR (T.S)

LMD COLONY, THIMMAPUR, KARIMNAGAR, T.S. - 505527

SREE CHAITANYA
INSTITUTE OF TECHNOLOGICAL SCIENCES
(Approved by AICTE, New Delhi, Affiliated to J.N.T.U.H., Hyderabad)

SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

Date: 03-07-2021

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 03-07-2021. Chairman welcomed the members and following are the resolutions made.

1. Review the Induction Program Report, highlighting activities and sessions that provide a strong foundation for first-year engineering students.
2. The committee reviewed the Vision and Mission of the following departments and approved it after discussions.
3. Principal has requested the house, to inform all the Heads of the Departments, to prepare the Course Files and evaluate the attainment calculation as per the National Board of Accreditations Norms.
4. Committee has decided to audit academic documents of each department and appointed members to conduct the audit.
5. Librarian was requested to submit relevant data pertaining to daily usage of Library by both students and teachers.

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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

Date: 21-01-2021

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 23-01-2021 at 11:00AM in Board Room to discuss the following.

Agenda

1. Evaluating faculty research publications and grants, urging improvement in quality and increased research orientation.
2. Congratulating the institution for various awards and accolades received.
3. Urging departments to strengthen alumni-institute interactions for student career preparation.
4. Presenting common formats for academic meetings and urging uniformity in academic activities.
5. Stressing the importance of effective student counseling and documentation.

Copy to:

IQAC members

PRINCIPAL

Principal
Sree Chaitanya Institute of Technological Science.
I.M.D. Colony, KARIMNAGAR (T.S)

Principal
Sree Chaitanya Institute of Technological Sciences
M.D. Colony, KARIMNAGAR (T.S)

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List of IQAC Members	Signature
1. DR. ARRAMARAJU PRASADRAJU, PRINCIPAL	
2. MR. PURELLA SRAVAN, ASSO.PROF.	
3. MR. P. KISHORE, **IQAC COORDINATOR**	
HEADS OF THE DEPARTMENTS	
4. MR. M. RAJASHEKAR REDDY (CIVIL)	
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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

Date: 23-01-2021

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 23-01-2021. Chairman welcomed the members and following are the resolutions made.

1. The committee evaluated faculty research publications and grants, commending their efforts but urging improvement in quality and increased research orientation, instructing the research committee to promote research endeavors and departments to regularly seek grants from diverse agencies.

2. Chairperson presented the achievements of the institution. The committee congratulated and expressed appreciation for the various awards and accolades that the institution received.

3. The Convener urged the departments to strengthen the alumni-institute interactions by conducting technical talks/ career guidance sessions through alumni to prepare students for a successful career in the industry or to pursue higher education.

4. The common formats prepared by the IQAC for PAC, DAB meetings and invitation to External Members for DAB Meeting was presented by the Chairperson and informed the Convener to circulate the same to all the departments to maintain the uniformity in the Academic Activities.

5. Stress on the importance of effective student counseling throughout the semester and proper documentation.

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EDUCATIONAL INSTITUTIONS

Date: 20-07-2020

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 22-07-2020 at 11:00AM in Board Room to discuss the following.

Agenda

1. Directing departments to actively seek grants from diverse funding agencies.
2. Recommending subject expert reviews for even semester courses.
3. Reminding departments to prepare timetables according to university guidelines.
4. Encouraging the development of Performing Arts, Fine Arts, and Visual Arts departments.
5. Planning to develop software for maintaining class records and requesting department input for seminars and projects.

Copy to: IQAC members

Co-ordinator IQAC

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Sree Chaitanya Institute of Technological Sciences
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Date: 22-07-2020

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 22-07-2020. Chairman welcomed the members and following are the resolutions made.

1. Direction for departments to actively seek grants from diverse funding agencies on a regular basis.

2. Recommendation for subject expert reviews for even semester courses with panelists from reputed universities.

3. Reminder for departments to prepare even semester timetables in accordance with university guidelines.

4. Performing Arts, Fine Arts and Painting or Visual Arts departments may be encouraged by sanctioning sufficient number of positions

5. Software for maintaining / teacher wise class records in each departments, will be developed and sent to Department for entry. A hard copy backup may be maintained month wise.

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EDUCATIONAL INSTITUTIONS

Date: 23-01-2020

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 24-01-2020 at 11:00AM in Board Room to discuss the following.

Agenda

- Directing departments to collect feedback from stakeholders annually for quality assurance.
- Appreciating departments for conducting online classes and student counseling during the COVID-19 pandemic.
- Reviewing and appreciating Skill Development Activities conducted by departments, including webinars.
- Reviewing and appreciating quality initiatives implemented by various entities.
- Taking initiative to increase the number of books in the Seminar Library based on student feedback.

Copy to:

IQAC members

Co-ordinator IQAC

Principal
Sree Chaitanya Institute of Technological Sciences
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Principal
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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

Date: 24-01-2020

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 24-01-2020
Chairman welcomed the members and following are the resolutions made.

1. Since feedback is an integral part of the quality assurance process, the IQAC directed the Departments to collect the feedback from the stakeholders at the end of every Academic year and submit the responses to the Convener, IQAC for analysis of the feedback.

2. The committee appreciated the efforts made by all the departments in conducting online classes to complete the syllabus and counseling the students during the pandemic COVID-19.

3. The Committee reviewed the Skill Development Activities for the students conducted through both offline & online mode by each department the academic year and the committee appreciated all the departments for conducting webinars during the pandemic.

4. The quality initiatives implemented were presented and the committee appreciated the activities undertaken.

5. Initiative was also taken to increase the number of books in the Seminar Library; this initiative was taken as an action in response to student feedback taken by the College Authority.

Principal
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SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

Date: 01-07-2019

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 03-07-2019 at 11:00AM in Board Room to discuss the following.

Agenda

1. Reviewing the report of the internal academic audit submitted by internal auditors.
2. Planning to provide a monthly attendance report to students in the new CBCS system.
3. Considering the inclusion of a Student Feedback system on the website.
4. Acknowledging faculty efforts towards quality publications and calling for continued improvement.
5. Directing departments to conduct subject expert reviews for even semester courses and emphasizing comprehensive student counseling and documentation.

Copy to:

IQAC members

Co-ordinator IQAC

Principal
Sree Chaitanya Institute of Technological Sciences
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EDUCATIONAL INSTITUTIONS

Date: 03-07-2019

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 03-07-2019 Chairman welcomed the members and following are the resolutions made.

1. The Committee reviewed the report of the internal academic audit submitted by internal auditors.

2. In new CBCS system a format for ATTENDANCE %)will be given to all Departments and on monthly basis that will be conveyed to concerned students of each department for information.

3. Student Feedback system may be included in Website.

4. Acknowledgment of faculty efforts towards quality publications, with a call for continued improvement.

5. The committee directed departments to conduct subject expert reviews for even semester courses with panelists from reputable universities, adhere to university guidelines when scheduling, and emphasized the importance of comprehensive student counseling and documentation.

Principal
Sree Chaitanya Institute of Technological Science
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Date: 21-01-2019

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 23-01-2019 at 11:00AM in Board Room to discuss the following.

Agenda

1. Introducing a Student Performance Report to track overall student progress, including result details, disciplinary actions, parent visits, achievements, and counseling details.
2. Proposing and approving the inclusion of brainstorming sessions before each unit of a course.
3. Reviewing and approving a revised Checklist and directing its dissemination to departments.
4. Deciding to adjust the total number of working days for each day of the week in a semester to compensate for lost hours due to holiday scheduling. 5. UnaniMOUsly approving the inclusion of new members to the IQAC.

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IQAC members

Co-ordinator IQAC

Principal
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Sree Chaitanya Institute of Technological Sciences
L.M.D. Colony, KARIMNAGAR (T.S)

LMD COLONY, THIMMAPUR, KARIMNAGAR, T.S. - 505527

SREE CHAITANYA
INSTITUTE OF TECHNOLOGICAL SCIENCES
(Approved by AICTE, New Delhi, Affiliated to J.N.T.U.H., Hyderabad)

SREE CHAITANYA
EDUCATIONAL INSTITUTIONS

Date: 23-01-2019

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 23-01-2019 Chairman welcomed the members and following are the resolutions made.

1. Committee decided to introduce Student Performance Report to track overall progress of each student. The report includes result details of all the semester, disciplinary action taken, parent visit details, student achievements and counseling details.

2. Vice-Principal proposed the inclusion of Brain storming session before each unit of a particular course. The proposal was discussed in detail and the committee decided to intimate the faculty through the Heads of the Departments to carry out brainstorming in every course and also record the same in the Academic Record.

3. The Chairperson presented the revised Check list which was reviewed and approved by the committee. The committee requested the Convener of IQAC to disseminate the new list to individual departments

4. The committee decided to adjust the total number of working days for each day of the week in a semester to compensate for lost hours due to holiday scheduling.

5. The chairperson proposed the inclusion of new members to the IQAC which was unaniMOUsly approved by the Committee.

Principal
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List of IQAC Members	Signature
1. DR. ARRAMARAJU PRASADRAJU, PRINCIPAL	
2. MR. PURELLA SRAVAN, ASSO.PROF.	
3. MR. P. KISHORE, **IQAC COORDINATOR**	
HEADS OF THE DEPARTMENTS	
4. MR. M. RAJASHEKAR REDDY (CIVIL)	
5. MR. P. SRAVAN KUMAR (EEE)	
6. MR. A. SANTHOSH KUMAR (ECE)	
7. MR. G. SRINIVAS (H&S)	
8. N. UDAY KUMAR (MBA)	
PROFESSORS	
9. DR.GIRIRAJ PRAJAPATI (ECE)	
10. DR.SHAIK ASIF HUSSAIN (ECE)	
11. DR.G.SAI KUMAR (ECE)	
12. DR.NALLA SRINIVAS (CSE)	
EMPLOYERS	
13. RAMESH VANKAYALA **(PRONTEFF IT SOLUTIONS PVT LTD,HYD)**	
14. Dr. G. KISHORE KUMAR **(NEWZEN INFOTECH PVT LTD,KNR)**	
ALUMNI STUDENTS	
15.P.SNEHALATHA	
16. T.SRAVANTHI	
17. MD.IRFAN	

Principal
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Date: 02-07-2018

CIRCULAR

All the members of the IQAC of the college are requested to attend the meeting of on 04-07-2018 at 11:00AM in Board Room to discuss the following.

Agenda

- Initiating a revision of the Faculty Performance Appraisal Format and approving the revised format.
- Reviewing and appreciating quality initiatives undertaken by departments, associations, and clubs.
- Approving the Calendar of Events presented by the Vice-Principal and instructing departments to align their calendars accordingly.
- Reviewing and approving the Vision and Mission of the Mechatronics Engineering & MBA departments.
- Advising departments to maximize the use of a 1 lakh INR research grant and pursue funding from external agencies.

Copy to: IQAC members

Co-ordinator IQAC

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Date: 04-07-2018

MINUTES OF THE MEETING

The IQAC chairman along with its members assembled in board room at 11.00 AM on 04-07-2018. Chairman welcomed the members and following are the resolutions made.

1. In view of enhancing the quality of the teaching-learning process, the IQAC has initiated for revision of the Faculty Performance Appraisal Format. The Chairperson presented the revised format which was reviewed and approved by the IQAC. The committee requested the Chairperson to disseminate it to faculty members through the individual departments.

2. The Committee reviewed the quality initiatives undertaken by various departments/ associations/ clubs as per the guidance of IQAC and appreciated the same

3. The Calendar of Events presented Vice-Principal, was approved by IQAC. The committee members were instructed to intimate the departments to make the Department Calendar in line with that of the institution CoE.

4. The committee reviewed and approved the Vision and Mission of the department of Mechatronics Engineering & Master of Business Administration.

5. The IQAC advised departments to maximize the use of a 1 lakh INR research grant for infrastructure and to pursue funding from external agencies, emphasizing quality publications in Q1 or Q2 journals.

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