



JAYAPRAKASH NARAYAN COLLEGE OF ENGINEERING
UGC AUTONOMOUS INSTITUTION – NAAC ACCREDITED
AFFILIATED TO JNTUH HYDERABAD
(APPROVED BY AICTE & GOVT OF TELANGANA)
DHARMAPUR, MAHABUBNAGAR – 509001, TELANGANA
PHONES: 8886680001 TO 8886680019

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Committee Members

Meeting No.: IQAC/2023/08/01

Date: 16/08/2024

Sub: Meeting Notice of Internal Quality Assurance Cell - Issued.

In consequence of the Orders cited above, the Internal Quality Assurance Cell requests the following committee members to attend the meeting as per schedule.

S. No	Category	Designation	Name of Member
1.	Chair Person	Principal	Dr. Sujeevan Kumar Agir
2.	Management Member	Secretary	Sri. V. Venkata Rama Rao
3.	Faculty Members	HOD CIVIL	Mr. SK Shanawaz Ahmed
		HOD CSE	Dr. K. Guru Raghavendra Reddy
		HOD ECE	Mr. N. Rajesh Kumar
		HOD EEE	Mr. CH. Venkatesh
		HOD H&S	Dr. R. Sai Krishna
		HOD MBA	Dr. M. Madhu Mohan
		HOD MECH	Mr. M. Ravinder
4.	Administrative Officer	Office Incharge	Mr.M. Narendar
		Office I/C T&P	Dr. K. Guru Raghavendra Reddy
		Office I/C Examinations	Mr. K. Rakesh
5.	Local Community	Advocate	Mr. Karthik
6.	Student	21361A0434	G. Vyshnavi
7.	Alumni		Mr. Hita Chandra
8.	Employer		Mr. K. Basi Reddy
9.	Industry		Prudhvi
10.	Stake holder (Parent)		Mr. G. Naresh
11.	IQAC Coordinator	Associate Prof. ECE	Dr. P. Ravinder Kumar

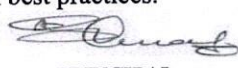
Objectives:

- i. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ii. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

To

All the members as above


PRINCIPAL
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PRINCIPAL



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Meeting Notice

Date: 16/08/2023

The Committee members meeting is convened as mentioned below. Pleasure in inviting all IQAC members to attend the meeting.

Meeting No.: IQAC/2023/08/01 Venue: IQAC Room Date: 17/08/2024 Time: 04:00 PM

Agenda	Issue	Remarks
Agenda-1	To confirm the minutes of IQAC meeting – Initial	
Agenda-2	To discuss the action taken report on the minutes of the IQAC -Previous.	
Agenda-3	Starting of Off-Campus	
Agenda-4	Recruitment of new faculty	
Agenda-5	Starting the Academics	
Agenda-6	To ratify the appointment of Members of Academic Council to be nominated by the Board of Governors	
Agenda-7	To ratify the appointment of Members of Finance Committee	
Agenda-8	To approve the appointment of Members of Board of Studies nominated by the Academic Council	
Agenda-9	Appointment of new committee to prepare various procedures for the smooth conduct of JPNCE UGC Autonomous	
Table	Any other matters with the permission of the Chair.	
Agenda		
TA-1		
TA-2		


IQAC Coordinator
P Ravinder Kumar


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Meeting Proceedings

The 03rd IQAC meeting of JPNC, was held as mentioned below. The meeting was chaired by the Principal. The following agenda points were discussed.

Meeting No.: IQAC/2023/08/01 **Venue:** IQAC Room **Date:** 17/08/2024 **Time:** 04:00 PM

Agenda	Issue
Agenda-1	To confirm the minutes of IQAC Committee regarding NAAC SSR filling. Discussion: Minutes of meeting held on 15/02/2024 were read out Enclosure: Meeting Notice.
Agenda-2	To discuss the action taken report on the minutes of the IQAC Committee regarding NAAC inspection. Discussion: Actions taken report on the meeting held on 15/02/2024 Enclosure: Action taken report.
Agenda-3	Starting of Off-Campus Discussion: Members are informed that in view of the autonomous status granted to the institution applied for off-campus.
Agenda-4	Recruitment of new faculty Discussion: Recruitment of new faculty should be done as per the norms of JNTUH
Agenda-5	Starting the Academics Discussion: Academic year 24-25 is about to start. • Prepare the academic calendar branch wise. • Assign the mentors and in-charges.
Agenda-6	To ratify the appointment of Members of Academic Council to be nominated by the Board of Governors Discussion: The list of members identified to be the Members of Academic Council are placed on the table (Annexure-1) <u>Resolution</u> Unanimously resolved and approved the list of Members of Academic Council (Annexure-1)
Agenda-7	To ratify the appointment of Members of Finance Committee Discussion: The list of members identified to be the Members of Finance Committee are placed on the table (Annexure-2) <u>Resolution</u> Unanimously resolved and approved the list of Members of Finance Committee (Annexure-2)
Agenda-8	To approve the appointment of Members of Board of Studies nominated by the Academic Council Discussion: The list of members identified to be the Members of Board of Studies for various departments to be nominated by the Academic Council were tabled. (Annexure-3) <u>Resolution</u> The List as per Annexure -3 for various Board of Studies.

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Agenda-9 Appointment of new committee to prepare various procedures for the smooth conduct of JPNC UGC Autonomous

Discussion: The following Committee is constituted to draft various procedures for the transparent and effective governance of the Autonomous Institution. The Committee is requested to submit a detailed report.

Members of the Committee

- | | |
|---|----------|
| 01. Dr. Sujevan Kumar Agir, Principal | Chairman |
| 02. Dr. P. Krishna Murthy, Director | Member |
| 03. Dr. P. Ravinder Kumar, Assoc. Prof. ECE | Convenor |
| 04. Dr. R. Sai Krishna, Assoc. Prof. in English | Member |
| 05. Sri. K. Sandeep Kumar, Asst. Prof. Civil | Member |

P Ravinder Kumar
IQAC Coordinator
P Ravinder Kumar

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Internal Quality Assurance Cell Committee Meeting Attendance Sheet

Meeting No.: IQAC/2023/04/01 Venue: IQAC Room Date: 17/08/2024 Time: 04:00 PM

Following members were present for the meeting.

S.No	Category	Designation	Name of Member	Signature
1.	Chair Person	Principal	Dr. Sujeevan Kumar Agir	
2.	Management Member	Secretary	Sri. V. Venkata Rama Rao	
3.	Faculty Members	HOD CIVIL	Mr. SK. Shanawaz Ahmed	
		HOD CSE	Dr. K. Guru Raghavendra Reddy	
		HOD ECE	Mr. N. Rajesh Kumar	
		HOD EEE	Mr. CH. Venkatesh	
		HOD H&S	Dr. R. Sai Krishna	
		HOD MBA	Dr. M. Madhu Mohan	
		HOD MECH	Mr. M. Ravinder	
4.	Administrative Officer	Office Incharge	Mr.M. Narendar	
		Office I/C T&P	Dr. K. Guru Raghavendra Reddy	
		Office I/C Examinations	Mr. K. Rakesh	
5.	Local Community	Advocate	Mr. Karthik	
6.	Student	21361A0434	G. Vyshnavi	
7.	Alumni		Mr. Hita Chandra	
8.	Employer		Mr. K. Basi Reddy	
9.	Industry		Prudhvi	
10.	Stake holder (Parent)		Mr. G. Naresh	
11.	IQAC Coordinator	Associate Prof. ECE	Dr. P. Ravinder Kumar	

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P Ravinder Kumar

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ACTION TAKEN REPORT

The IQAC meeting of JPNCE was held on

Meeting No.: IQAC/2023/08/01

Venue: IQAC Room

Date: 17/08/2024

Time: 04:00 PM

The action taken report is prepared on the basis of discussion held in the meeting.

Agenda	Issue	Remarks
Agenda-1	To confirm the minutes of IQAC meeting – Initial Action taken: The minutes of the last meeting was approved by the members.	
Agenda-2	To discuss the action taken report on the minutes of the IQAC -Previous. Action taken: No comments are received from the members, the minutes are presumed to be approved.	
Agenda-3	Starting of Off-Campus Action taken: Members were also informed that in view of the Autonomous status granted to the institution applied for off-campus at Bachupally, Hyderabad for B.Tech courses VIZ., CSE and AIML with an intake of 120 each and CSIT and ECE with an intake of 60 each. The SAC of the off-campus is being conducted by the AICTE.	
Agenda-4	Recruitment of new faculty Action taken: The recruitment of new faculties is being appointed as per the norms of JNTUH	
Agenda-5	Starting the Academics Action taken: Academic Calendar Preparation: - The academic calendar has been prepared branch-wise in accordance with university guidelines. - Important dates, including the commencement of classes, mid-term and end-term examinations, holidays, and other academic events, have been finalized and communicated to all departments. Mentor and In-Charge Assignments: - Faculty members have been assigned as mentors for each batch of students to provide guidance and support throughout the academic year. - Departmental in-charges have been designated for various academic and administrative responsibilities, ensuring smooth operations and effective coordination. Faculty & Resource Allocation: - Subject allocations have been finalized, and faculty members have been assigned to respective courses. - Lab schedules and required resources have been organized for practical sessions. Communication & Implementation: - The finalized academic calendar and mentor/in-charge list have been shared with students and faculty. - A meeting was conducted with all faculty members to discuss the academic plan and ensure clarity on responsibilities. Monitoring & Follow-Up: - A review mechanism has been set up to monitor the progress of academic activities and address any challenges that arise during implementation. This report records the preparatory measures taken to ensure a smooth start to the Academic Year 2024-25.	
Agenda-6	To ratify the appointment of Members of Academic Council to be nominated by the Board of Governors Action taken: - The list of Members of the Academic Council, as per Annexure-1, was reviewed and unanimously approved by the Board of Governors. - A formal notification regarding the appointment of the approved Members of the Academic Council has been issued. - The newly appointed members have been informed of their nomination and	

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responsibilities.

- Necessary administrative records have been updated to reflect the approved members.
- The implementation of the resolution has been duly documented and communicated to all relevant departments for further action.

Agenda-7 To ratify the appointment of Members of Finance Committee

Action taken:

- The list of Members of the Finance Committee, as per Annexure-2, was reviewed and unanimously approved by the Board of Governors.
- Official notification regarding the appointment of the approved Members of the Finance Committee has been issued.
- The appointed members have been informed of their nomination and assigned responsibilities.
- Relevant administrative records have been updated to reflect the approved committee members.
- The resolution has been documented, and necessary communication has been made with concerned departments for further implementation.

Agenda-8 To approve the appointment of Members of Board of Studies nominated by the Academic Council

Action taken:

- The list of Members of the Board of Studies for various departments, as per Annexure-3, was reviewed.
- The approved list has been officially forwarded to the Academic Council for further consideration and nomination.
- Formal communication has been sent to the Academic Council regarding the resolution.
- Necessary records have been updated to reflect the decision.
- The resolution and subsequent actions have been documented for future reference.

Agenda-9 Appointment of new committee to prepare various procedures for the smooth conduct of JPNCE UGC Autonomous

Action taken:

1. A committee has been formally constituted with the following members:
 - **Dr. Sujeevan Kumar Agir, Principal** – Chairman
 - **Dr. P. Krishna Murthy, Director** – Member
 - **Dr. P. Ravinder Kumar, Assoc. Prof. (ECE)** – Convenor
 - **Dr. R. Sai Krishna, Assoc. Prof. (English)** – Member
 - **Sri. K. Sandeep Kumar, Asst. Prof. (Civil)** – Member
2. Official notifications have been issued to all appointed members informing them of their roles and responsibilities.
3. The committee has been directed to draft and submit a detailed report outlining various procedures for the transparent and effective governance of the autonomous institution.
4. Relevant records have been updated to reflect the formation of the committee.
5. The resolution and the implementation process have been documented for future reference.

Status: Committee constituted and notified; awaiting report submission.

Ravinder
IQAC Coordinator
P Ravinder Kumar

Ravinder
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