



JAYAPRAKASH NARAYAN COLLEGE OF ENGINEERING
AFFILIATED TO JNTUH HYDERABAD
(APPROVED BY AICTE & GOVT OF TELANGANA)
DHARMAPUR, MAHABUBNAGAR – 509001, TELANGANA
PHONES: 8886680001 TO 8886680019
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Committee Members

Date: 21/07/2023

Meeting No.: IQAC/2023/07/01

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.

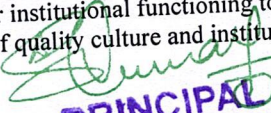
S. No	Category	Designation	Name of Member
1.	Chair Person	Principal	Dr. Sujeevan Kumar Agir
2.	Management Member	Secretary	Sri. V. Venkata Rama Rao
3.	Faculty Members	HOD CIVIL	Mr. SK Shanawaz Ahmed
		HOD CSE	Dr. K. Guru Raghavendra Reddy
		HOD ECE	Mr. N. Rajesh Kumar
		HOD EEE	Mr. CH. Venkatesh
		HOD H&S	Dr. R. Sai Krishna
		HOD MBA	Dr. M. Madhu Mohan
		HOD MECH	Mr. M. Ravinder
		Professor & CEO	Dr. Linganagouda Kulkarni
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	Mr. P. Ravinder Kumar

Objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- 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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Meeting Notice

Date: 21/07/2023

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

Meeting No.: IQAC/2023/07/01 Venue: IQAC Room Date: 21/07/2023 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	Review of Mock Inspection and action plan for completion	
Agenda-4	College timings	
Agenda-5	Review on preparation for NAAC PTV visit.	
Agenda-6	Mid-day Review	
Table	Any other matters with the permission of the Chair.	
Agenda		
TA-1		
TA-2		

P. Ravinder
IQAC Coordinator
P Ravinder Kumar

P. Ravinder
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Meeting Proceedings

The 06th 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/2023/07/01 Venue: IQAC Room Date: 21/07/2023 Time: 04:00 PM

Agenda	Issue
Agenda-1	To confirm the minutes of IQAC Committee regarding NAAC SSR filling. Action taken: Minutes of meeting held on 02/03/2023 were read out Enclosure: Meeting Notice. <u>Agenda-1</u>
Agenda-2	To discuss the action taken report on the minutes of the IQAC Committee regarding NAAC inspection. Action taken: Actions taken report on the meeting held on 02/03/2023 Enclosure: Action taken report. <u>Agenda-2</u>
Agenda-3	Review of Mock Inspection and action plan for completion Discussion: Discussed about to maintain the course files academic year-wise and semester-wise. <ul style="list-style-type: none">• Maintain the lab manuals, records, and bills.• Maintain 56 files in the department.
Agenda-4	College timings Discussion: Till Inspection the college timings are 09:00 AM to 06:00 PM. <ul style="list-style-type: none">• On 23rd, 24th, 25th July the college timings are 08:00 AM to 06:00 PM.
Agenda-5	Review on preparation for NAAC PTV visit. Discussion: Please follow the schedule given by IQAC.
Agenda-6	Mid-day Review Discussion: Completion of all tasks by July 23, 2023, everyone obey.

revised
IQAC Coordinator
P Ravinder Kumar

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Internal Quality Assurance Cell Committee Meeting Attendance Sheet

Meeting No.: IQAC/2023/07/01 Venue: IQAC Room Date: 21/07/2023

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	
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IQAC Coordinator
P Ravinder Kumar

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ACTION TAKEN REPORT

The IQAC meeting of JPNCE was held on Date: 21/07/2023

Meeting No.: IQAC/2023/07/01 Venue: IQAC Room Date: 21/07/2023 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 Committee regarding NAAC SSR filling. Action taken: Minutes of meeting held on 02/03/2023 were read out	
Agenda-2	To discuss the action taken report on the minutes of the IQAC Committee regarding NAAC inspection. Action taken: Actions taken report on the meeting held on 02/03/2023	
Agenda-3	Review of Mock Inspection and action plan for completion Action taken: Following actions were undertaken to address the observations raised during the mock inspection: <ol style="list-style-type: none">1. Organization of Course Files<ul style="list-style-type: none">Course files for the past academic years and semesters have been reviewed and reorganized.A dedicated filing system (both digital and physical) has been implemented to segregate files year-wise and semester-wise.Faculty members have been assigned to ensure timely updates for ongoing and upcoming semesters.2. Lab Documentation<ul style="list-style-type: none">Lab manuals: Updated manuals have been created, and gaps in documentation have been resolved.Lab records: Students' lab records for the ongoing semester have been verified and filed.Bills: All lab-related bills have been collected, cross-verified, and stored for reference. A checklist system is now in place for quarterly verification.3. Maintenance of 56 Department Files<ul style="list-style-type: none">A comprehensive list of all 56 files has been prepared and categorized based on their purpose (e.g., Academic, Administrative, Financial, Research, etc.).Responsibility for each category has been assigned to specific staff members to ensure regular updates.Missing documents have been identified and collected. A tracking sheet has been introduced to monitor file status regularly.4. Monitoring and Internal Audit<ul style="list-style-type: none">Weekly review meetings have been initiated to track progress and resolve pending issues.	
Agenda-4	College timings Action taken: <ul style="list-style-type: none">The revised timings were implemented successfully without any operational disruptions.Faculty, staff, and students adhered to the updated schedule on all three days (23rd, 24th, and 25th July).Preparations for the inspection were completed efficiently within the adjusted schedule.	

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Agenda-5 Review on preparation for NAAC PTV visit.

Action taken:

- The institution is well-prepared for the NAAC Peer Team Visit, with all necessary arrangements and documentation completed as per the IQAC schedule.
- Mock reviews and feedback sessions have enhanced the readiness of faculty and staff for interaction with the NAAC Peer Team.

Agenda-6 Mid-day Review

Action taken:

- All assigned tasks were completed successfully by the stipulated deadline of **July 23, 2023**.
- Team members demonstrated full compliance with the directives, ensuring readiness for subsequent activities.
- The mid-day review mechanism effectively addressed issues and maintained progress.

Ravinder
IQAC Coordinator
P Ravinder Kumar

[Signature]
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