

## SRM UNIVERSITY-AP, ANDHRA PRADESH

Minutes of the IQAC meeting held on 28<sup>th</sup> April 2022, Thursday at 11 AM in ALC- 1, Admin Block.

### AGENDA

The IQAC meeting held on 28<sup>th</sup> April 2022 at 11 AM in ALC- 1, Admin Block.

The following members attended the meeting:

Sl.No	IQAC Members	Designation
1	Prof. V.S. Rao Vice Chancellor	Chairperson
2	Prof. D. Narayana Rao Pro Vice Chancellor	Member
3	Dr. R. Premkumar Registrar	Member
4	Prof. Sudhindra Nath Panda Dean - Faculty Development	Member
5	Prof. T. Ragunathan Associate Dean - Engineering Programs, School of Engineering and Sciences (SEAS)	Member
6	Prof. Srinivasa Desikan Raghavan Associate Dean Officiating - School of Liberal Arts and Social Sciences (SLASS) & School of Entrepreneurship and Management Studies (SEAMS)	Member
7	Dr. B. Sivakumar Deputy Dean - Academic Affairs	Member
8	Dr. K. Mohan Director - IT & KM	Member
9	Wg Cdr Mr. S. Venkataachalam Director - Campus Life Management	Member
10	Mrs. Suma. N, Chief Finance and Accounts Officer (CFAO)	Member
11	Ms. B. Revathi Assistant Director- Student Affairs	Member
12	Dr. S. Mannathan Associate Professor - Department of Chemistry	Member
13	Dr. B. Srabani Basu Associate Professor - Department of English	Member

14	Dr. Balaguruprasad Narayanan Associate Professor - Teaching Learning Centre	Member
15	Dr. S. Priyanka Assistant Professor - Department of Computer Science and Engineering	Member
16	Dr. Ninad S Patwardhan Assistant Professor - Department of Psychology	Member
17	Dr. Sujith Kalluri Assistant Professor - Department of Electronics and Communication Engineering	Member
18	Dr. N. Tousif Khan Assistant Professor - Department of Electrical and Electronics Engineering	Member
19	Mr. M. S. Vivekanandan Associate Director - Corporate Relations and Career Services	Member
20	Mr. V. Srinivasa Rao Assistant Librarian	Member
21	Dr. Vinayak Kalluri Associate Dean - Quality Assurance and Rankings & Controller of Examinations	Convenor


**Leave of absentia granted to the following members:**

Sl.No	IQAC Members	Designation
1	Prof. B. V. Babu Dean - School of Engineering and Sciences	Member
2	Prof. C. Durga Rao Associate Dean - Science Programs, School of Engineering and Sciences (SEAS)	Member
3	Prof. Y. Siva Sankar Director - Admissions	Member
4	Dr. Sheela Singh Associate Professor - Department of Mechanical Engineering	Member
5	Mr. Jithin Peram AP18110030011, 4 <sup>th</sup> Year B.Tech in Mechanical Engineering	Member


Agenda No	Item	Discussion / Action Plan
0	Welcome and Opening Address by the Chairperson	<p>The chairperson Prof. V. S. Rao welcomed all the members to the IQAC meeting.</p> <p>The chairperson initiated the meeting by stating the importance of IQAC by quoting few examples of quality circles implemented by many companies.</p> <p>He also stated that IQAC is all about data driven process and we need to identify department-wise responsible person for data. He emphasized that teaching-learning, innovation, and best practices are to be documented properly.</p> <p>He also added that IQAC cell should conduct workshops to familiarize our faculties about quality parameters from time to time.</p>
1	Objective of IQAC and NAAC data requirements	<p>Dr. Vinayak Kalluri thanked the chairperson and members for joining the meeting.</p> <p>He gave a brief introduction about NAAC and discussed the entire process of NAAC accreditation.</p> <p>The presentation includes awareness and process of all the criteria, metrics, data requirements and its weightages.</p> <p>Prof. D. Narayana Rao, Pro Vice Chancellor supplemented the difference between accreditation and ranking wherever applicable.</p>
2	Streamlining of dataflow to QAR office from various stakeholders	<p>Dr. Vinayak Kalluri stated that IQAC is working on criteria wise data collection process from various stakeholders and departments responsible for the same. The same will be discussed with the leadership team and finalized before next IQAC meeting.</p>
3	Academic audit for quality improvement	<p>Dr. Vinayak Kalluri proposed to conduct academic audit for departments. However, the committee felt that it will be better to conduct cross departmental internal audits before going for external audit. Audit parameters and internal audit process will be finalized before the next IQAC meeting after discussion with leadership team.</p>
4	Quality improvement workshops	<p>Dr. Vinayak Kalluri stated that IQAC is planning to organize NAAC criteria-wise quality improvement workshops with relevant stakeholders. Prof. Narayana Rao recommended to conduct a NAAC awareness workshop to all the faculty. All such workshops need to be done through IQAC for documentation.</p>

Agenda No	Item	Discussion / Action Plan
5	Identification of Best practices across the University	<p>Dr. Vinayak Kalluri appreciated that both academic and nonacademic teams are doing different best practices, but we need to identify comprehensively as University's best practices and effective implementation of the same across the University.</p> <p>Since it is a continuous process, it is suggested to form a team who can study what are the unique practices about SRMAP and across the globe so that we can prioritize the list of best practices to be implemented.</p>
6	Course feedback mechanism	<p>Dr. Vinayak Kalluri stated that from the current semester onwards, the student feedback collection is a mandatory process by linking with the exam registration. However, just collection of feedback is not enough, we need to focus on documentation of analysis of feedback and action taken on the same etc.</p> <p>Analysis of the feedback reports will be discussed and finalized before the next IQAC meeting.</p>
7	Any other agenda with the permission of the Chair	No points were discussed

The meeting ended with vote of thanks by Dr. Vinayak Kalluri and concluded that before the next IQAC meeting all the points discussed will be addressed.


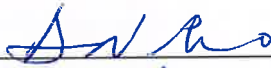




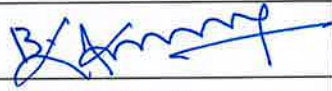






Dr. Vinayak Kalluri  
 Associate Dean-QAR& COE  
 Convenor



Prof. V.S. Rao  
 Vice Chancellor  
 Chairperson

**ATTENDANCE SHEET**
**IQAC MEETING**
**DATE: 28.04.2022**
**TIME: 11 AM**
**VENUE: ALC I, ADMIN BLOCK**

Sl.No	Name and Designation	Signature
1	Prof. V.S. Rao Vice Chancellor	
2	Prof. D. Narayana Rao Pro Vice Chancellor	
3	Dr. R. Premkumar Registrar	
4	Prof. Sudhindra Nath Panda Dean - Faculty and Academic Affairs	
5	Prof. B. V. Babu Dean - School of Engineering and Sciences	
6	Prof. T. Ragunathan Associate Dean - Engineering Programs, School of Engineering and Sciences (SEAS)	
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14	Ms. B. Revathi Assistant Director- Student Affairs	

15	Dr. Sheela Singh Associate Professor - Department of Mechanical Engineering	
16	Dr. S. Mannathan Associate Professor - Department of Chemistry	S. Mannathan
17	Dr. B. Srabani Basu Associate Professor - Department of English	Srabani Basu
18	Dr. Balaguruprasad Narayanan Associate Professor - Department of Teaching Learning Centre	N. G.
19	Dr. S. Priyanka Assistant Professor - Department of Computer Science and Engineering	Priyanka
20	Dr. Ninad S Patwardhan Assistant Professor - Department of Psychology	Ninad
21	Dr. Sujith Kalluri Assistant Professor - Department of Electronics and Communication Engineering	Sujith
22	Dr. N. Tousif Khan Assistant Professor - Department of Electrical and Electronics Engineering	N. Tousif Khan
23	Mr. M. S. Vivekanandan Associate Director - Corporate Relations and Career Services	M. S. Vivekanandan
24	Mr. V. Srinivasa Rao Assistant Librarian	V. Srinivasa Rao
25	Dr. Vinayak Kalluri Associate Dean - Quality Assurance and Rankings & Controller of Examinations	
26	Mr. Jithin Peram AP18110030011, 4 <sup>th</sup> Year B.Tech in Mechanical Engineering	