



NARSIMHA REDDY ENGINEERING COLLEGE

Maisammaguda, Dhulapally, Secunderabad-500100

Internal Quality Assurance Cell

Minutes of Meeting for NAAC preparations held in NRCM at 2:00PM 01 .07.2017

The following faculty members and officials were present in the meeting chaired by honorable Principal.

Sl.No	Role	Name of the Person	Designation(s)
1	Chairperson	Dr. C.N.V.Sridhar	Principal & Professor in Mechanical Engineering
2	Member	Mr.Govindarajulu	Admin officer
3	Member	Mrs.D.Latha	Asst. Professor, ECE Department
4	Member	Mr.B.Naresh	Asst. Professor, EEE Department
5	Member	Ms.A.Sravanthi	Associate Professor, CSE Department
6	Member	Mr.G.Satish Kumar	Associate Professor, ME Department
7	Member	G.Nanda Kishore	Asst. Professor, CE Department
8	Member	V.J.Murthy	Associate Professor, H & S Department
9	Management Member	Mr.J.Trishul Reddy	Secretary, Narsimha Reddy Engineering College
10	Management Member	Mr.J.Trilok Reddy	Treasurer, Narsimha Reddy Engineering College
11	Member from Society	Mr.m.Narender Reddy	Lawyer
12	Member from Industry	Mr.K.V.Sreenivasa Rao	AGM,
13	Nominee, Local Society	Mr.M.Srinivas Reddy	Sarpanch, Maisammaguda
14	Alumni	Mr.T.Ravitheja	Asst.Professor, MREC, Hyderabad
15	Student Member	Ms.E.Harika	Student, ECE Department
16	Student Member	Mr.M.Jithendra	Student, ME Department
17	Coordinator	P.Ashok Babu	Professor in ECE Department

Issues related to NAAC Accreditation were discussed in detail and following discussions were taken.

1).Regular Academic Audit:

Dr.C.N.V Sridhar, Chairperson, NAAC suggested to prepare and verify the Academic Audit Reports, department wise.

2).Faculty-Student Ratio:

Dr.C.N.V Sridhar, Chairperson, NAAC directed to all the HODs should give the category wise details of vacant teaching and non-teaching positions required for the academic year 2017-18.

3).Appointment of Adjunct faculty and visiting Professors:

The departments should suggest suitable Adjunct faculty/Professors for nominations at the earliest. The UGC guidelines will be observed in payment of honorarium to nominated Adjunct faculty.

4).Remedial Classes for weak students:

Weak students should be facilitated through remedial classes with appropriate documentation for the activity.

5).Programmes/Classes for Advanced Learners:

Advanced Learners be offered choice of additional class/ Course/Programme/ Research

6). Induction Classes after admission:

Induction Classes at college at department level should be held for new comers.

7).Orientation for new entrants:

Orientation programme for the new students should be held in college at the starting of new comers.

8). Career counseling, soft skill development, career path identification and orientation:

Career counseling, soft skill development, career path identification and orientation should be done for all final year students in coordination with placement officer

9).Allotment of mentors:

Mentors for students will be nominated in the beginning of classes. They will counsel for Academic, Social life and career related problems till the end of the course.

10).Provision in time table/calendar for soft skill classes and language laboratory classes:

Soft skill classes and language laboratory classes should be provided for all the students.

Remaining points in the agenda will be taken up in the next meeting in Dec-2017.

Meeting ended with thanks to the chairperson.

Coordinator, IQAC.