



TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(Affiliated to JNTUH, approved by AICTE, accredited by NBA & NAAC 'A' grade)

Medbowli, Meerpet (v), Balapur (m), Hyderabad -500097.

E-mail: tkrec@rediffmail.com Website: www.tkrec.ac.in

Ref: TKREC/IQAC/CIR/20190923/01c

23rd Sept, 2019

CIRCULAR

IQAC Committee meeting will be held on 24th Sept, 2019 at 2.00 pm in the Principal Chamber. All the committee members are requested to attend the meeting to discuss the following agenda:

Agenda:

- ✓ Identification of committee members for data updation.
- ✓ Format for Performance Appraisal for Teachers
- ✓ Nomination of coordinators for IQAC at Department-level
- ✓ Preparation of Report department-wise regarding quality and excellence shown by the faculty

PRINCIPAL (i/c)

Copy to:

1. Dr. R.Shankar, Professor, ECE
2. Dr .N Rajasekhar Varrma, Professor, EEE
3. Dr. Venu Madhav, Professor, ECE
4. Dr. Hemaanitha, Professor, Civil
5. Dr. K. Bhargavi, Professor, CSE
6. Dr. Anto A Micheal, Associate Professor, CSE
7. Dr. J. Praveen Kumar, Associate Professor, IT
8. Dr. K. Saritha, Professor, H & S



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E-mail: tkrec@rediffmail.com Website: www.tkrec.ac.in

Ref: TKREC/IQAC/20190924/01d

Date: 24-09-2019

IQAC Meeting

Venue: Principal Chamber

Time: 2:00 PM

Members Present

S.No.	Name of the Members	Designation	Position	Signature
1.	Dr. K M V Madan Kumar	Principal (i/c)	Chairman	
2.	Dr. R.Shankar	Professor, ECE	Coordinator	
3.	Dr N Rajasekhar Varrma	Professor, EEE	Member	
4.	Dr. Venu Madhav	Professor, ECE	Member	
5.	Dr. Hemaanitha	Professor, Civil	Member	
6.	Dr. K. Bhargavi	Professor, CSE	Member	
7.	Dr. Anto A Micheal	Associate Professor, CSE	Member	
8.	Dr. J. Praveen Kumar	Associate Professor, IT	Member	
9.	Dr. K. Saritha	Professor, H & S	Member	

The meeting was held in Principal chamber on 24-09-2019 at 2:00PM. The meeting was presided by the Principal to discuss the following agenda:

Agenda:

- ✓ Identification of committee members for data updation.
- ✓ Format for Performance Appraisal for Teachers
- ✓ Nomination of coordinators for IQAC at Department-level
- ✓ Preparation of Report department-wise regarding quality and excellence shown by the faculty



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Minutes of Meeting:

1. The committee felt that IQAC has to work continuously for collecting and collating qualitative and quantitative data from each department, hence members should be identified to collect the data and for updation.
2. The committee felt that it is part of academic section and needs to develop a proforma for annual performance appraisal for teachers.
3. The committee suggested the Departments to nominate Professor as Coordinators for IQAC at departmental level.
4. The prime objective of IQAC is quality. Hence IQAC have to segregate the list of best and excellence shown by the faculty members departmental-wise enabling the management to facilitate and to reward them.

Action taken on Previous Meeting:

S.No	Agenda	Action Taken
1.	Discuss regarding the conduction of project reviews for final year students	The project reviews has been conducted for final year students
2.	Review on syllabus completion	In each department the syllabus completion by all faculties is reviewed
3.	Checking of course files of all departments of previous semester.	Course files of previous semester are checked.
4.	Encouraging the faculty to write papers in reputed journals during pandemic	All faculties are encouraged to publish atleast one paper in Scopus indexed journal.


CO-ORDINATOR


PRINCIPAL(i/c)



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Ref: TKREC/IQAC/CIR/20191125/02e

25th Nov, 2019

CIRCULAR

IQAC Committee meeting will be held on 26th Nov, 2019 at 2.00 pm in the Principal Chamber. All the committee members are requested to attend the meeting to discuss the following agenda:

Agenda:

- ✓ AQIS proposal submissions
- ✓ Identification of committee members for JNTUH data updating.
- ✓ FDP proposal submissions
- ✓ Conduction of seminars in all departments
- ✓ Courser file follow up


PRINCIPAL

Copy to:

1. Dr. K M V Madan Kumar, Professor, Vice-Principal
2. Dr. Hemaanitha, Professor, Civil
3. Dr. N Rajasekhar Varrma, Professor, EEE
4. Dr. Venu Madhav, Professor, ECE
5. Dr. R.Shankar, Professor, ECE
6. Dr. K. Bhargavi, Professor, CSE
7. Dr. Anto A Micheal, Associate Professor, CSE
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Ref: TKREC/IQAC/20191126/02f

Date: 26-11-2019

IQAC Meeting

Venue: Principal Chamber

Time: 2:00 PM

Members Present

S.No.	Name of the Members	Designation	Position	Signature
1.	Dr. K Venkata Murali Mohan	Principal	Chairman	
2.	Dr. K M V Madan Kumar	Vice- Principal	Vice-Chairman	
3.	Dr. R.Shankar	Professor, ECE	Coordinator	
4.	Dr N Rajasekhar Varrma	Professor, EEE	Member	
5.	Dr. Venu Madhav	Professor, ECE	Member	
6.	Dr. Hemaanitha	Professor, Civil	Member	
7.	Dr. K. Bhargavi	Professor, CSE	Member	
8.	Dr. Anto A Micheal	Associate Professor, CSE	Member	
9.	Dr. J. Praveen Kumar	Associate Professor, IT	Member	
10.	Dr. K. Saritha	Professor, H & S	Member	

The meeting was held in Principal chamber on 26-11-2019 at 2:00PM. The meeting was presided by the Principal to discuss the following agenda:

Agenda:

- ✓ AQIS proposal submissions
- ✓ Identification of committee members for JNTUH data updating.
- ✓ FDP proposal submissions
- ✓ Conduction of seminars in all departments
- ✓ Course file follow up



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Minutes of Meeting:

1. The committee decided to encourage faculty members to submit AQIS proposals.
2. The committee felt that IQAC members Dr. Anto A Micheal and Dr. R.Shankar can collect and collate data from each department, to upload in JNTUH web portal
3. The committee decided to encourage faculty members to conduct and attend various faculty development program relevant to their domain.
4. The committee decided to encourage faculty members to organize seminars with industry resource persons.
5. The committee decided to encourage faculty members to complete their course files and update them often

Action taken on Previous Meeting:

S.No	Agenda	Action Taken
1.	Identification of committee members for data updation	Committee members are identified in each and every department to for faculty and student data updation
2.	Format for Performance Appraisal for Teachers	Performance appraisal format for teachers is designed by principal and circulate to faculty members
3.	Nomination of coordinators for IQAC at Department-level	For each and every department IQAC coordinators are identified and nominated
4.	Preparation of department-wise report regarding quality and excellence shown by the faculty	Department-wise report regarding quality and excellence shown by faculty is prepared.


CO-ORDINATOR


VICE- PRINCIPAL


PRINCIPAL



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Ref: TKREC/IQAC/CIR/20200130/03g

30th Jan, 2020

CIRCULAR

IQAC Committee meeting will be held on 30th Jan, 2020 at 2.00 pm in the Principal Chamber. All the committee members are requested to attend the meeting to discuss the following agenda:

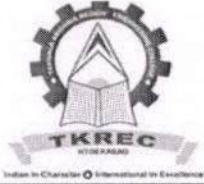
Agenda:

- ✓ TSCOST Project submission.
- ✓ Conduct of conference
- ✓ Verification of Course File
- ✓ Verification of Lab Manuals


PRINCIPAL

Copy to:

1. Dr. Hemaanitha, Professor, Civil
2. Dr .N Rajasekhar Varrma, Professor, EEE
3. Dr. Venu Madhav, Professor, ECE
4. Dr. R.Shankar, Professor, ECE
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Ref: TKREC/IQAC/20200130/03h

Date: 30-1-2020

IQAC Meeting

Venue: Principal Chamber

Time: 2:00 PM

Members Present

S.No.	Name of the Members	Designation	Position	Signature
1.	Dr. K Venkata Murali Mohan	Principal	Chairman	
2.	Dr. K M V Madan Kumar	Vice- Principal	Vice-Chairman	
3.	Dr. R.Shankar	Professor, ECE	Coordinator	
4.	Dr N Rajasekhar Varrma	Professor, EEE	Member	
5.	Dr. Venu Madhav	Professor, ECE	Member	
6.	Dr. Hemaanitha	Professor, Civil	Member	
7.	Dr. K. Bhargavi	Professor, CSE	Member	
8.	Dr. Anto A Micheal	Associate Professor, CSE	Member	
9.	Dr. J. Praveen Kumar	Associate Professor, IT	Member	
10.	Dr. K. Saritha	Professor, H & S	Member	

The meeting was held in Principal chamber on 30-1-2020 at 2:00PM. The meeting was presided by the Principal to discuss the following agenda:

Agenda:

- ✓ TSCOST Project submission
- ✓ Conduct of conference
- ✓ Verification of Course File
- ✓ Verification of Lab Manuals



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Minutes of Meeting:

1. The committee suggested that every department should submit a project proposal under TS Cost with in a period of one month
2. The committee suggested that two or more departments may jointly organize conferences within the next six months.
3. Committee suggested that course files of each department should be verified by IQAC.
4. The committee suggested that the lab manuals of each department should be verified by IQAC.

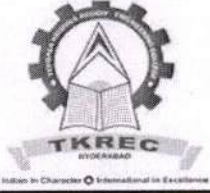
Action taken on Previous Meeting:

S.No	Agenda	Action Taken
1.	AQIS proposal submissions	Faculties have submitted different proposals from each department
2.	Identification of committee members for JNTUH data updating.	Committee members are identified to collect and collate data from each department for data updation
3.	FDP proposal submissions	Faculties have submitted FDP proposals from each departments
4.	Conduction of seminars in all departments	All departments have organized atleast one seminar in association with industry
5.	Course file follow up	All faculties from each department has completed course file

VICE- PRINCIPAL

CO-ORDINATOR

PRINCIPAL



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Ref: TKREC/IQAC/CIR/20200303/04i

3rd March, 2020

CIRCULAR

The IQAC Committee meeting will be held on 4th March, 2020 in Principal Chamber at 2.00 pm. All the committee members are requested to attend the meeting to discuss the following agenda:

Agenda:

- ✓ Conduction of Exams
- ✓ Conduction of IIC programs
- ✓ Review of mentoring of all faculty members


PRINCIPAL

Copy to:

1. Dr. Hemaanitha, Professor, Civil
2. Dr .N Rajasekhar Varrma, Professor, EEE
3. Dr. Venu Madhav, Professor, ECE
4. Dr. R.Shankar, Professor, ECE
5. Dr. K. Bhargavi, Professor, CSE
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E-mail: tkrec@rediffmail.com Website: www.tkrec.ac.in

Ref: TKREC/IQAC/04

Date: 04-03-2020

IQAC Meeting

Venue: Principal Chamber

Time: 2:00 PM

Members Present

S.No.	Name of the Members	Designation	Position	Signature
1.	Dr. K Venkata Murali Mohan	Principal	Chairman	
2.	Dr. K M V Madan Kumar	Vice- Principal	Vice-Chairman	
3.	Dr. R.Shankar	Professor, ECE	Coordinator	
4.	Dr N Rajasekhara Varrma	Professor, EEE	Member	
5.	Dr. Venu Madhav	Professor, ECE	Member	
6.	Dr. Hemaanitha	Professor, Civil	Member	
7.	Dr. K. Bhargavi	Professor, CSE	Member	
8.	Dr. Anto A Micheal	Associate Professor, CSE	Member	
9.	Dr. J. Praveen Kumar	Associate Professor, IT	Member	
10.	Dr. V. Madhavi	Associate Professor, H & S	Member	

The meeting was held in Principal chamber on 04-03-2020 at 2:00 p.m. The meeting was presided over by the Principal to discuss the following agenda:

Agenda:

- ✓ Conduction of Exams
- ✓ Conduction of IIC programs
- ✓ Review of mentoring of all faculty members



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Minutes of the Meeting:

1. The committee framed few guidelines for smooth conduction of exams.
2. The committee suggested the departments to conduct more programs under IIC to foster the culture of innovation in the college.
3. The committee reviewed mentoring of all faculty members and gave few suggestions to improve mentoring process.

Action taken on Previous Meeting:

S.No	Agenda	Action Taken
1.	TSCOST Project submission	Faculties from each department have submitted project proposals for TSCOST
2.	Conduct of conference	Each department are advised to conduct one conference
3.	Verification of Course File	The course files submitted by faculties in all departments are verified
4.	Verification of Lab Manuals	The lab manuals designed by faculties in all departments are verified


CO-ORDINATOR


VICE- PRINCIPAL


PRINCIPAL