

**LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING**  
(AUTONOMOUS)

Accredited by NAAC with 'A' Grade, ISO 9001:2015 Certified Institution

Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada

L.B.Reddy Nagar, Mylavaram-521230, Krishna Dist, Andhra Pradesh, India

2<sup>nd</sup> July 2018

**IQAC MEETING NOTICE**

**Sub:** Convening the 11<sup>th</sup> IQAC Meeting – Reg.

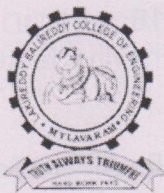
A meeting of IQAC is scheduled on 07-07-2018 at 3.00 P.M in the IQAC committee hall to discuss the following agenda.

1. Functioning of IQAC as per revised guidelines of NAAC.
2. Conduct of Student Satisfaction Survey (SSS) on overall institutional performance.
3. Conduct of Academic and Administrative Audit (AAA) by external agency.
4. Submission of Annual Quality Assurance Report (AQAR) for the A.Y 2017-18.
5. Conduct of Internal Academic Audit with new formats (A, B, C & D) for the A.Y 2018-19.
6. Teaching-Learning Process  
(Class work, Maintenance of Course Files and Registers, Conduct of Tutorials, Assignments, Preparation quality Internal question papers and evaluation etc)
7. NPTEL Course Registration & Allocation of Mentors
8. Student Profile and Mentoring Form
9. Feedback Analysis and Action Taken Reports for the A.Y 2017-18.
10. Result Analysis and Action Taken Reports for the A.Y 2017-18.
11. Submission of Faculty Performance Index (FPI) reports for both odd & even semesters for the A.Y 2017-18.
12. Attainment of COs, POs & PSOs and Action Taken Reports for the A.Y 2017-18.
13. Submission of Self Appraisal Forms (SAF) for the A.Y 2017-18.
14. Review of Placements Action Taken Reports for the A.Y 2017-18.
15. Higher Studies and Entrepreneurship-Action Taken Reports for the A.Y 2017-18.
16. Review of Research and Development (R&D) Activities  
(Academic Research, Sponsored Research, Development Activities, Consultancy from Industry).

Circulation among the members of IQAC

**Coordinator**  
(Dr. R. Chandra Sekharam)

**Chairman**  
(Dr. K. Appa Rao)



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09.07.2018

## Minutes of 11<sup>th</sup> IQAC Meeting held on 07- 07- 2018

Principal greeted all the IQAC members and welcomed them to the meeting and declared the meeting open on 07.07.2018 at 3.00 P.M.

- 1. Functioning of IQAC as per revised guidelines of NAAC:** As per revised guidelines of NAAC, IQAC chairman has decided to conduct four meetings per Academic Year. Preferably, first meeting at the starting of the odd semester, second meeting at the end of the odd semester, third at the beginning of the even semester, final at the end of the Academic Year.
- 2. Conduct of Student Satisfaction Survey (SSS) on overall institutional performance:** IQAC decided to conduct Student Satisfaction Survey (SSS) on overall institutional performance by using appropriate survey forms once in a year.
- 3. Conduct of Academic and Administrative Audit (AAA) by external agency:** IQAC decided to conduct one Academic and Administrative Audit (AAA) by external agency, preferably in the month of August every year.
- 4. Submission of Annual Quality Assurance Report (AQAR) for the A.Y 2017-18:** All the NAAC coordinators are informed to collect the data related to AQAR report during the 2017-18 and submit to the IQAC, as early as possible.
- 5. Conduct of Internal Academic Audit with new formats (A, B, C & D) for the A.Y 2018-19:** The IQAC chairman has highlighted the importance of new academic audit formats and timely conduct of all internal audits.
- 6. Teaching-Learning Process:** The IQAC chairman has highlighted the importance of Teaching-Learning Process, viz. proper planning of class work, timely updating of course files & student attendance registers, conduct of quality tutorials & assignments, preparation of quality question papers with applicable levels Bloom's taxonomy action verbs, timely and unbiased evaluation process.
- 7. NPTEL Course Registration & Allocation of Mentors:** The chairman has highlighted the recent NPTEL results like AAA grade at country level, good number of faculty with Elite and Gold grades, etc, and instructed to maintain the same kind of performance in the future NPTEL activities.
- 8. Student Profile and Mentoring Form:** IQAC decided to maintain and timely update of Student Profiles and mentoring forms.

9. **Feedback Analysis and Action Taken Reports for the A.Y 2017-18:** All HODs are informed to go through feedback analysis and council the teachers having feedback less than 80% for further improvement.
10. **Result Analysis and Action Taken Reports for the A.Y 2017-18:** All HODs are informed to go through the result analysis and conduct remedial classes to get better results in supplementary examinations.
11. **Submission of Faculty Performance Index (FPI) reports for both odd & even semesters for the A.Y 2017-18:** IQAC decided to prepare Faculty Performance Index (FPI) reports for both odd & even semesters for the A.Y 2017-18 and submit the same to Dean Academics.
12. **Attainment of COs, POs & PSOs and Action Taken Reports for the A.Y 2017-18:** All HODs are informed to complete the computation of COs, POs & PSOs for the A.Y 2017-18 and decide the actions to be taken for improvement in the A.Y 2018-19.
13. **Submission of Self Appraisal Forms (SAF) for the A.Y 2017-18:** All the HODs are informed to collect Self Appraisal Forms (SAF) for the A.Y 2017-18 from the faculty of the department and submit the same to Dean Academics, as early as possible.
14. **Review of Placements Action Taken Reports for the A.Y 2017-18:** The chairman has highlighted the achievements in student placement activities for the A.Y 2017-18 and HODs are informed to interact with the core industries for the betterment of placements.
15. **Higher Studies and Entrepreneurship-Action Taken Reports for the A.Y 2017-18:** The chairman has highlighted the achievements of outgoing students of A.Y 2017-18 in seeking admissions for higher studies from year 2018 onwards. In view of better results, the chairman requested the HODs to conduct classes for competitive examinations like GATE, GRE, etc. for betterment.
16. **Review of Research and Development (R&D) Activities:** The Chairman has presented about the research activities in the college and appreciated those who have got research projects and rated publications, and also informed to focus on academic research, sponsored research, developmental activities, and consultancy for the betterment of the R&D activities in the college.

**Coordinator**  
(Dr. R. Chandra Sekharam)

**Chairman**  
(Dr. K. Appa Rao)



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## Internal Quality Assurance Cell

20.12.2018

### IQAC MEETING NOTICE

**Sub:** Convening the 12<sup>th</sup> IQAC Meeting – Reg.

A meeting of IQAC is scheduled on 29-12-2018 at 3.00 P.M in the committee hall to discuss the following agenda.

1. Analysis of Student Satisfaction Survey (SSS) on overall institutional performance.
2. Submission of Annual Quality Assurance Report (AQAR) for the A.Y 2017-18.
3. Review of NPTEL Result of July - Oct 2018 and Course Registration for Jan-April 2019
4. Teaching-Learning Process
5. Odd Sem Feedback Analysis and Action Taken Reports for the A.Y 2018-19.
6. Odd Sem Result Analysis and Action Taken Reports for the A.Y 2018-19.
7. Odd Sem FPI Computation and Action Taken Reports for the A.Y 2018-19.
8. Review of Placements
9. Review of Research and Development (R&D) Activities
10. Budget utilization for the Financial Year 2018-19
11. Submission of Self Assessment Report (SAR-NBA) of Four departments (ECE,EEE,CSE&IT).

Circulation among the members of IQAC

  
Prof. B. Ramesh Reddy  
Coordinator-IQAC

  
Dr. R. Chandra Sekharam  
Director-IQAC

  
Dr. K. Appa Rao  
Chairman-IQAC



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**Internal Quality Assurance Cell**

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**Minutes of 12<sup>th</sup> IQAC Meeting held on 29-12-2018**

Principal greeted all the members of IQAC and welcomed them to the meeting and declared the meeting open at 3.00 P.M.

**1. Analysis of Student Satisfaction Survey (SSS) on overall institutional performance:**

The chairman reviewed the Student Satisfaction Survey (SSS) conducted by IQAC during the Academic Year 2017-18 and found them to be satisfactory. He directed IQAC to conduct the same for the Academic Year 2018-19 during II Mid exams of even semester.

**2. Submission of Annual Quality Assurance Report (AQAR) for the A.Y 2017-18:**

The chairman directed IQAC to submit Annual Quality Assurance Report (AQAR) for the A.Y 2017-18 on or before 31<sup>st</sup> Dec 2018.

**3. Review of NPTEL Result of July - Oct 2018 and Course Registration for Jan-April 2019:**

The chairman reviewed the NPTEL Result of July - Oct 2018 and found them to be satisfactory. The HoDs are instructed to ensure that their faculty and students must register for NPTEL courses during Jan-April 2019.

**4. Teaching-Learning Process:**

The chairman has highlighted the importance of Teaching-Learning Process, viz. proper planning of class work, timely updating of course files & student attendance registers, conduct of quality tutorials & assignments, preparation of quality question papers with applicable levels Bloom's taxonomy action verbs, timely and unbiased evaluation process.

**5. Odd Sem Feedback Analysis and Action Taken Reports for the A.Y 2018-19:**

All HODs are informed to go through feedback analysis and council the teachers having feedback less than 80% for further improvement.

**6. Odd Sem Result Analysis and Action Taken Reports for the A.Y 2018-19:**

All HODs are informed to go through the result analysis and conduct remedial classes to get better results in supplementary examinations.

**7. Odd Sem FPI Computation and Action Taken Reports for the A.Y 2018-19:**

The chairman directed IQAC to prepare Faculty Performance Index (FPI) reports for odd semesters of the A.Y 2018-19 and submit the same to Dean Academics.

**8. Review of Placements:**

The chairman reviewed the placement activities and directed the TPO to improve placements by inviting more companies. HODs are informed to interact with the core industries for the betterment of placements.

**9. Review of Research and Development (R&D) Activities:**

The chairman reviewed the R&D activities and advised all HoDs to focus on producing more quality publications in their respective departments. He also advised them to motivate the faculty to apply for Projects from various prestigious funding agencies. He directed Dean, R&D to monitor the progress in the above aspects.

**10. Budget utilization for the Financial Year 2018-19:**

All the HoDs are informed to utilize the Budget from allocated funds on or before 31<sup>st</sup> March 2019.

**11. Submission of Self Assessment Report (SAR-NBA) of Four departments (ECE,EEE,CSE&IT):**

The chairman discussed on NBA Self Assessment Report (SAR) of Four departments (ECE,EEE,CSE&IT) and found them to be satisfactory. All four department HODs are instructed to submit the SAR on or before 31<sup>st</sup> Dec 2018.



Prof. B. Ramesh Reddy  
Coordinator-IQAC



Dr. R. Chandra Sekharam  
Director-IQAC



Dr. K. Appa Rao  
Chairman-IQAC



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## Internal Quality Assurance Cell

22.03.2019

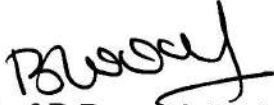
### IQAC MEETING NOTICE

**Sub:** Convening the 13<sup>th</sup> IQAC Meeting – Reg.


A meeting of IQAC is scheduled on 29-03-2019 at 3.00 P.M in the committee hall to discuss the following agenda.

1. Conduct of Student Satisfaction Survey (SSS) on overall institutional performance for the A.Y 2018-19.
2. Even Sem Feedback Analysis and Action Taken Reports for the A.Y 2019-20.
3. Review of Placements
4. Review of Research and Development (R&D) Activities
5. Budget utilization for the Financial Year 2018-19 and Submission of Budget Proposals for the Financial Year 2019-20
6. Discussion on quality of B.Tech student works
7. Discussion of quality of end semester question papers
8. Discussion on R20 Regulations
9. Conduct of Industrial Training activities and Certification programs
10. Conduct of GATE coaching classes
11. Registration of Add-on courses and Electives
12. Discussion on MOUs and Consultancy
13. Utilization of Advanced Labs
14. Conduct of BOS meeting
15. Any other point with the permission of chair.

Circulation among the members of IQAC

  
Prof. B. Ramesh Reddy  
Coordinator-IQAC

  
Dr. R. Chandra Sekharam  
Director-IQAC

  
Dr. K. Appa Rao  
Chairman-IQAC



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## Internal Quality Assurance Cell

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### **Minutes of 13<sup>th</sup> IQAC Meeting held on 29-03-2019**

Principal greeted all the members of IQAC and welcomed them to the meeting and declared the meeting open at 3.00 P.M.

- 1. Conduct of Student Satisfaction Survey (SSS) on overall institutional performance for the A.Y 2018-19:**  
The chairman directed all HoDs to conduct Student Satisfaction Survey (SSS) in online mode during the ensuing II–Mid Examination and forward the same to the IQAC for in-depth analysis.
- 2. Even Sem Feedback Analysis and Action Taken Reports for the A.Y 2019-20:**  
The chairman directed all HoDs to interact with faculty having less than 80% feedback and seek their explanation in writing for filing in the dept. After consolidating all the explanations, an ATR must be prepared and submitted to the IQAC.
- 3. Review of Placements:**  
The chairman reviewed the placement activities of the current batch i.e.2015-19 and found them to be satisfactory. He directed the TPO to analyze the placements and file an ATR with the IQAC by including suggestions for improvement to the next academic year i.e 2019-20.
- 4. Review of Research and Development (R&D) Activities:**  
The chairman reviewed the R&D activities for the academic year i.e.2018-19 and found them to be satisfactory. He advised HoDs to focus on producing more quality publications in their respective depts. He also advised them to motivate their senior faculty to apply for Projects from various prestigious funding agencies. He directed Dean, R&D to monitor the progress in the above aspects.
- 5. Budget utilization for the Financial Year 2018-19 and Submission of Budget Proposals for the Financial Year 2019-20:**  
All the HoDs were advised to submit the detailed Budget utilization reports for the Financial Year 2018-19 to the IQAC with a copy to the Finance manager. The HoDs were further directed to prepare Budget proposals for the coming financial year i.e. 2019-20 and submit the same to the Finance manager.
- 6. Discussion on quality of B.Tech student projects:**  
The chairman advised all HoDs to monitor the main projects undertaken by final year students and initiate proper quality check through Project Review Committees(PRC). While evaluating the submitted projects, the PRCs are required



to identify the Best projects, Average projects and below average projects. Based on this categorization, the PRCs must formulate guidelines for improving project quality for the forthcoming batches.

**7. Discussion of quality of end semester question papers:**

The HoDs are instructed to ensure that their faculty prepare quality question papers with appropriate application of Blooms Taxonomy and submit 4 sets of question papers in each subject to the Examination section.

**8. Discussion on R20 Regulations:**

The Chairman apprised the members about the Curriculum changes proposed by APSCHE for the forthcoming batches. The HoDs are advised to conduct brainstorming sessions in their depts on the above proposed curriculum and solicit the opinions and suggestions of the faculty that could be utilized for designing of R20 Regulations.

**9. Conduct of Industrial Training activities and Certification programs:**

The HoDs were advised to conduct Industrial Training activities for B. Tech II year students during summer vacation. Also, the depts. must conduct Certification programs in emerging core areas for enhancing employability potential among students.

**10. Conduct of GATE coaching classes:**

The HoDs were directed to plan and conduct GATE coaching classes in the depts. through internal faculty from next academic year i.e.2019-20.

**11. Registration of Add-on courses and Electives:**

The HoDs were directed to finalize the list of students opting for Add-on courses and various Electives for the odd semester of the academic year.2019-20 by circulating option forms among students.

**12. Discussion on MOUs and Consultancy:**

It is proposed to provide real time industrial exposure to students through internships, projects, guest lectures and knowledge exchange programs by increasing the number of MoUs with various external agencies. The HoDs are advised to explore various consultancy opportunities for enhancing entrepreneurship and revenue generation, in consultation with Centre for Innovation Incubation and Entrepreneurship (CIIE).

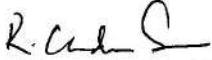
**13. Utilization of Advanced Labs:**

The department. students and staff were advised to make proper utilization of the advanced labs to carry out original research work and to organize skill development programs, FDPs, mini and major projects.

**14. Conduct of BOS meeting:**

The HoDs were directed to conduct BoS meetings before the commencement of class work for the next semester.

  
Prof. B. Ramesh Reddy  
Coordinator-IQAC

  
Dr. R. Chandra Sekharam  
Director-IQAC

  
Dr. K. Appa Rao  
Chairman-IQAC