



D.N.R. COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada)

BALUSUMUDI, BHIMAVARAM, W.G.Dist., A.P., PIN-534 202

Tel : 08816-221237, 9666188519, Fax : 08816-221236, Email : info@dnrcet.org, Website : www.dnrcet.org

Ref: Dnrcet/IQAC/CIR-1/2018-19

Date: 04-06-2018.

CIRCULAR

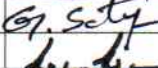

All the staff and students are hereby informed the **Internal Quality Assurance Cell (IQAC)** has been reconstituted. The constitution of the IQAC Committee is as follows:

SN	Name	Designation	Designation in Committee
1	Dr. U. Ranga Raju	Principal	Chairperson
2	Dr. B.V.S.Varma	Vice Principal	Coordinator
3	Mr. G. Satyanarayana Raju	Secretary & Correspondent	Member
4	Mr G Pandu Ranga Raju	Industrialist	Member
5	Mr. M. K. V. Ratnam	HOD-CE	Member
6	Mr. S. Rajesh	HOD-EEE	Member
7	Dr. D. Bhanu Prakash	HOD-ME	Member
8	Dr. S. Koteswari	HOD-ECE	Member
9	Mr. DDD Suri Babu	HOD - CSE	Member
10	Mr. NUB Varma	HOD-S&H	Member
11	Mr. R. Krishna Kumar	Professor (Retd)	Member
12	Mr.KASVRS Phani Kumar	Admin. Officer	Member
13	M.Lakshmi Kumar	Alumni	Member

Copy to:

The Hon'ble President,
The Secretary & Correspondent,
Dr. BVS Varma, IQAC - Office File
The Principal Office File,
All Members of IQAC, Staff, Students and Notice Board


PRINCIPAL

SN	Name	Designation	Designation in Committee	Signature
1	Dr. U. Ranga Raju	Principal	Chairperson	
2	Dr. B.V.S.Varma	Vice Principal	Coordinator	
3	Mr. G. Satyanarayana Raju	Secretary & Correspondent	Member	
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Ref: DNRCEC/IQAC/CIR-2/2018-19

Date: 06-06-2018.

CIRCULAR

All the IQAC members are hereby informed that a meeting will be convened on 07-06-2018 at 11:00AM in IQAC Chamber to discuss the following agenda.

Agenda:




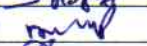






1. The primary aim and functions of the IQAC.
2. To ratify the resolutions of the previous meeting and welcoming the new members
3. Apply for NAAC accreditation during A.Y 2018-19
4. Discussion on Weekly Test System
5. Innovative & integration of modern methods of teaching & learning.
6. Faculty work load, selection of electives and course files
7. Collective Learning.
8. Discussion on remedial classes and time tables
9. Review on admissions.
10. Review on employability.
11. Discussion on Technology related certifications.
12. Discussion on MoUs with institutes and industries.
13. Discussion on Project based assignments
14. Discussion on administrative and financial management.
15. Any other item with the permission of the chair.

All the members are requested to be present for the meeting.


COORDINATOR

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Ref: DNR CET/IQAC/MOM-1/2018-19

Date: 07-06-2018.

MINUTES OF MEETING

The IQAC meeting is held on 07-06-2018 with the Principal in the chair in the IQAC Chamber. At the outset the chairperson has spoken about the objective of the cell. National Assessment and Accreditation Council (NAAC), proposes that every institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. The IQAC will work towards realization of the goals of quality enhancement and sustenance. DNR CET has established the IQAC towards promoting its holistic academic excellence.

The primary aim of IQAC is

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Some of the functions of the IQAC are:

1. Development and application of quality parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of learner-centric environment conducive to quality education.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organisation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development of Quality Culture in the institution.
9. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Discussion on the agenda:

1. The committee welcomed the new members into the IQAC and hope their ideas will cherish the growth of the institution. All the members expressed their happiness over the constitution of the IQAC and pledged to extend their support for the development of the institution.
2. The chairperson appreciated the coordinator and all the members for their efforts towards the growth of the institute.
3. The resolutions made in previous meeting have been unanimously ratified by all members and the Chair instructed Dr. B.V.S.Varma to collect the details about NAAC application and Self Study Report.
4. The committee believes in the process of continuous assessment and evaluation of the students. IQAC decided to conduct remedial classes and weekly tests to improve the performance of the students in the mid and end examinations.
5. The committee suggested the faculties to adopt the Innovative and modern methods of teaching & learning methodologies. Such as, a preparatory examination is conducted on the syllabus with duration and question pattern exactly similar to the University examinations to give simulation experience, virtual reality (Animated slide based teaching clearly gives the idea about the subject).
6. The committee advised to have a workload of 22hrs per week for a faculty and Teaching Plan and study materials are prepared according to the syllabus with chapter end assignments in



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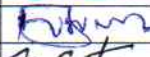


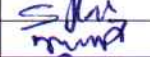


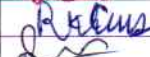





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- all courses and subjects. The committee suggested understanding the students' choice of electives and formulate the strategies to enhance learning outcomes.
- Subscription of business newspapers and regular weekly news review in groups encourages collective learning.
 - The committee members suggested to conduct remedial classes for the students having backlogs and suggested to add remedial hours in the time table after college hours.
 - The admission will be provided for the students who come first for the seat allotment under the management and spot quota irrespective of their caste, religion, nationality, gender and poor academic performance. Admission to backward students on subsidized fee lower than University approved fee in selected courses helps the students from backward community to access their education.
 - The committee recommended certification programmes customized to suit the needs and requirements of students to bridge the gap in curriculum based learning.
 - The committee congratulated the facilities and students for active participation in certification programs like android apps; python program and hope it will continue.
 - The committee reviewed the MOUs with institutes such as SHARE AND MENTOR INSTITUTIONS (MARGDARSHAN) with SRKR Engineering College and Shri Vishnu Engineering College for Women Autonomous and suggested the T&P cell to associate with industries. The committee suggested conducting one industrial visit every semester. Few departments visited to Polavaram Project.
 - The committee encouraged participative learning. Students apply their knowledge on prototype design to improve their problem solving methodologies by experiential learning.
 - To constantly strive towards modernization and excellence in infrastructure and financial management services include ongoing accounting administration, budgeting, taxation.
 - The meeting is concluded with vote of thanks.

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The Secretary & Correspondent,
Dr. BVS Varma, IQAC – Office File
The Principal Office File,
All Members of IQAC and Staff


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Ref: Dnrcet/IQAC/CIR-3/2018-19

Date: 27-08-2018.

CIRCULAR

All the IQAC Committee members are hereby informed that a meeting will be convened on 28-08-2018 at 11:00AM in IQAC Chamber to discuss the following agenda:

Agenda:

1. To ratify the resolutions of the previous meeting.
2. Discussion on NAAC accreditation
3. Review on attendance, mid marks and counselling the students
4. Review on syllabus coverage.
5. Feedback forms from the students
6. Extended facilities in the college campus.
7. Improve Quality Culture and skill building.
8. Conducting FDPs.
9. ECAP functioning.
10. Discussion on Laboratories in each department.
11. Discussion on administrative and financial management
12. Any other point with the permission of the chair.

All the Members are requested to attend the meeting.


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Ref: Dnrcet/IQAC/MOM-2/2018-19

Date: 28-08-2018.

MINUTES OF MEETING

The IQAC review meeting is held on 28-08-2018 at 11:00AM in IQAC chamber. Discussion on the agenda:

1. The committee has taken the feedback of previous meeting agenda and expressed satisfaction.
2. The committee decided to apply for NAAC.
3. The committee suggested informing to the parents regarding attendance percentage, mid marks of the students. If the student gets >65% and <75%, the institute promotes with shortage of attendance based on the University promotion rules. If the student gets <65%, he/she will be detained based on the University promotion rules. If the student gets fewer marks in mid examination, he/she will be given assignment. The committee reviewed, the college mentorship programmes to support students, faculty serve as mentors and suggested to interact with their parents.
4. The committee suggested completing the syllabus one week before the commencement of mid exams and conduct a preparatory examination on the syllabus to have a simulation experience.
5. Student feedback is treated as a valuable output and is collected through a variety of ways such as feedback form, suggestion box, open door policy etc. The committee members reviewed on feedback of the parents & rating of faculty by students and motivated the faculties to change the teaching methodologies.
6. The committee recommended to library and computer facilities coordinator to open for extended hours till late evenings (06:00PM) and holidays (10:00 to 01:00PM).
7. The committee suggested improving the Quality culture within the campus and Skill development programmes have been introduced to build job-specific skills such as basic electronics, electrical, CAD/CAM, Python, Total station etc.
8. The committee decided to conduct FDP for enhancing performance. The faculty should strive to continuously improve while performing on the job in areas like research, consultancy, higher studies, technology adoption, and community service. He should foresee the challenges ahead and prepare himself for long term sustainability in the profession. Due to this, the overall learning atmosphere of the institution will be improved and both students and faculty keep themselves fully busy on academic, co-curricular activities and extracurricular activities.
9. The college automation ECAP functioning problems are discussed and resolved. The committee instructed the HODs to update the attendance in the ECAP.
10. The committee reviewed the administrative and financial management like purchase of books, solar etc.



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11. The committee reviewed laboratories about ensuring the adequacy, maintenance and proper allocation of support structure & services and recommended to procure or maintenance if any.
12. The meeting concluded with vote of thanks.

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Ref: DNRCEC/IQAC/CIR-4/2018-19

Date: 15-10-2018.

CIRCULAR

All the IQAC Committee members are hereby informed that a meeting will be convened on 16-10-2018 at 11:00AM in IQAC Chamber to discuss the following agenda:

Agenda:






1. To ratify the resolutions of the previous meeting
2. Allocation of criteria coordinators for NAAC
3. Motivate the students.
4. Review on course files
5. Syllabus coverage.
6. Review on student performance and improving proficiency.
7. Any other points with the permission of chair.

All the Members are requested to be present for the meeting.

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Ref: DNRCE/ IQAC/ MOM-3/2018-19

Date: 16-10-2018.

MINUTES OF MEETING


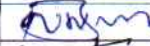
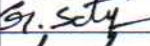

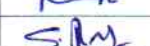
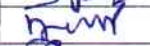







The IQAC review meeting is held on 16-10-2018 at 11:00AM in IQAC Chamber. Discussion on the agenda:

1. The resolutions made in previous meeting has been checked and found satisfactory.
2. The committee decided to allocate one criterion to one department and assigned two coordinators for each criterion. The entire remaining faculty supported the coordinators in filing the requirements.
3. Most students are basically lazy and do not want to study. They are coming for studies because of their parents who force them. They have no interest in attending classes and writing assignments. Internal marks are serving as motivators. The committee recommended the counsellors to monitor with constant support and advice, so that they will attend all classes and take examinations seriously.
4. The committee reviewed the course file and suggested to include the old university question papers, syllabus plan, photo copy of highest, lowest and average marks papers, running notes, time table, study materials are prepared according to the syllabus with chapter end assignments in all courses and subjects
5. The committee reviewed the syllabus coverage and allocate the extra periods for lagging subjects.
6. The college conducts mentorship programmes to support students, faculty serve as mentors to uplift the student in all aspects.
7. The committee recommended the group/team projects for the students' increases their proficiency in developing various application software's.
8. The midterm exam marks performance is reviewed and students who got <16 are counselled and intimated to parents for further action.
9. The meeting concluded with vote of thanks.


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Ref: DNR CET/IQAC/CIR-5/2018-19

Date: 17-12-2018

CIRCULAR

All the IQAC Committee members are hereby informed that a meeting will be convened on 18-12-2018 at 11:00AM in IQAC Chamber to discuss the following agenda:

Agenda:


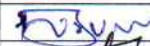
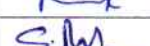
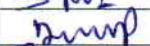



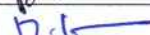


1. Review on previous meeting results.
2. About workload distribution for next semester.
3. Discussion on final year projects.
4. Discussion on placements cell activities.
5. Discussion on counselling or mentorship.
6. Any other points with the permission of chair.

All the Members are requested to be present for the meeting.

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10	Mr. NUB Varma	HOD-S&H	Member	
11	Mr. R. Krishna Kumar	Professor (Retd)	Member	
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13	M.Lakshmi Kumar	Alumni	Member	



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Tel : 08816-221237, 9666188519, Fax : 08816-221236, Email : info@dnrcet.org, Website : www.dnrcet.org

Ref: DNRCET/IQAC/MOM-4/2018-19

Date: 18-12-2018

MINUTES OF MEETING

The IQAC review meeting was held on 18-12-2018, at 11.00AM in IQAC Chamber.


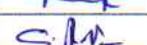

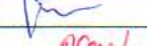



Discussion on the agenda:

1. The members reviewed the previous agenda and taken feedback.
2. The committee reviewed next semester workload distribution and suggested the faculty to have 22 periods per week including laboratories. All the faculties need to prepare the notes, PPTs, & lesson plan before the commencement of the class work.
3. The committee suggested to identify the best project and encouraging the quality of research projects by the students.
4. The committee instructed placement officer to conduct the CRT classes to the students and communicate with the HRs of reputed organisations to conduct placement drive.
5. The college conducts mentorship programmes to support students, faculty serve as mentors for 17 to 20 students.
6. The committee reviewed the teaching - learning process, research publications awards and collaborations.
7. The committee reviewed the physical facilities, library resources and maintenance of campus infrastructure
8. The committee reviewed the institutional vision and leadership, faculty development and financial management
9. The committee reviewed the gender equity programs, environmental consciousness, alternative energy.
10. The meeting concluded with vote of thanks.


COORDINATOR

Copy to:

The Hon'ble President,
The Secretary & Correspondent,
Dr. BVS Varma, IQAC - Office File
The Principal Office File,
All Members of IQAC and Staff

SN	Name	Designation	Designation in Committee	Signature
1	Dr. U. Ranga Raju	Principal	Chairperson	
2	Dr. B.V.S.Varma	Vice Principal	Coordinator	
3	Mr. G. Satyanarayana Raju	Secretary & Correspondent	Member	
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Ref: DNRCET/IQAC/CIR-6/2018-19

Date: 04-02-2019

CIRCULAR

All the IQAC Committee members are hereby informed that a meeting will be convened on 05-02-2019 at 11:00AM in IQAC Chamber to discuss the following agenda:

Agenda:


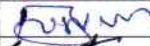
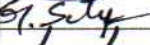

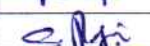
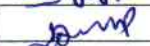






1. Review on previous meeting results.
2. Conducting the technical fest.
3. To conduct Guest lecturers.
4. Review on lab external dates.
5. Any other points with the permission of chair.

All the Members are requested to be present for the meeting.

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The Principal Office File,
All Members of IQAC and Staff


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Ref: DNRCEI/IQAC/MOM-5/2018-19

Date: 06-02-2019

MINUTES OF MEETING

The IQAC review meeting was held on 05-02-2019, at 11.00AM in IQAC Chamber.





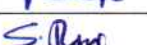
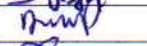







Discussion on the agenda:

1. The members reviewed the previous meeting issues.
2. Committee suggested all the HODs to plan and organise the sports and games for the technical fest in consulting with physical director.
3. The committee instructed all HODs to conduct guest lectures, seminars and workshop.
4. The committee reviewed the exam dates and suggested all the HODs to complete the external exams within the schedule given by university.
5. The committee reviewed the teaching - learning process, research publications, awards and collaborations.
6. The committee reviewed the physical facilities, library resources, maintenance of campus infrastructure
7. The committee reviewed the service and the support for the student in scholarships, campus placements, higher education and Alumni activities.
8. The committee reviewed the institutional vision and leadership, faculty development, financial management
9. The committee reviewed the gender equity programs, environmental consciousness and alternative energy.
10. The committee reviewed the best practices of the institute.
11. The meeting concluded with vote of thanks.


COORDINATOR

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Ref: DNR CET/IQAC/CIR-7/2018-19

Date: 01-04-2019

CIRCULAR

All the IQAC Committee members are hereby informed that a meeting will be convened on 02-04-2019 at 11:00AM in IQAC Chamber to discuss the following agenda:

Agenda:






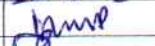
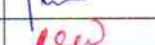
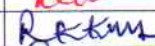



1. Review on previous meeting results.
2. Review on result analysis.
3. Review the workload distribution for next A.Y 2019-20
4. Conduct the training programs
5. About admissions
6. Review on the students and parents feedback.
7. Any other points with the permission of chair.

All the Members are requested to be present for the meeting.

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Ref: Dnrcet/IQAC/MOM-6/2018-19

Date: 02-04-2019

MINUTES OF MEETING

The IQAC review meeting was held on 02-04-2019, at 11.00AM in Principal Chamber.
Discussion on the agenda:

The members reviewed about the previous meeting issues.

1. The committee reviewed the result analysis and appreciated the faculty who got >80% and instructed the remaining faculty members to conduct remedial classes for the students who failed.
2. The committee reviewed all the workload distribution for next A.Y 2019-20 and suggested the HODs to motivate the faculties to use practical way of teaching.
3. The committee suggested all the HODs to conduct training programs or Skill development programmes which are useful to the students for their academics or build job-specific skills.
4. The committee suggested all the HODs to focus on the admission and encourage the students to choose our institute as first preference in both UG and PG counselling. Admission to backward students on subsidized fee lower than University approved fee in selected courses helps the students from backward community to access their education.
5. The committee reviewed the teaching - learning process, research publications, awards and collaborations
6. The committee suggested to collect the feedback of teacher based on regularity, punctuality, time consciousness, preparation for classes, competency in the subject, syllabus completion in time, presentation skill (voice, clarity & language), methodology adopted in teaching, interaction with the student, and accessibility with the student outside the class. Organizing Parent interaction at least once in a month or sending the emails or messages at regular intervals will help them to track their children in the college in the right way. The committee reviewed the feedback analysis of both students and parents and appreciated the faculty who got >75% (good response) and instructed the faculty to improve the teaching methodology who got <75%.
7. The committee reviewed the physical facilities, library resources and maintenance of campus infrastructure



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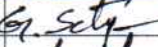
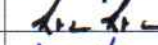

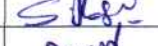




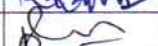
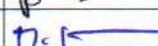
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8. The committee reviewed the service and support for the students in scholarships campus placements, higher education and Alumni activities.
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11. The committee reviewed the best practices of the institute.
12. The meeting concluded with vote of thanks.

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