



# SRINIVASA INSTITUTE OF ENGINEERING AND TECHNOLOGY

## (UGC – Autonomous Institution)

(Approved by AICTE, Permanently affiliated to JNTUK, Kakinada, ISO 9001: 2015 certified Institution)  
(Accredited by NAAC with 'A' Grade; Recognised by UGC under sections 2(f) & 12(B))  
NH-216, Amalapuram-Kakinada Highway, Cheyyeru (V), Amalapuram-533216

**Date:** 07.05.2024

### Minutes of the Meeting – IQAC

**Time:** 12:30PM

**Venue:** IQAC office

#### Agenda:

1. Confirmation of the minutes of the last meeting.
2. Review of the action taken on the points discussed in the last meeting
3. Academic Bank of Credits (ABC) ID numbers to the students through National Digi locker (NDL).
4. Introducing Minor degree course for the students admitted in the AY 2024-25.
5. Academic calendar for the academic year 2024-25.
6. Preparation of Detailed calendar as per the academic calendar
7. Innovative teaching methodologies and training programme for the staff members on Pedagogy to improve the quality of teaching
8. Conduct of awareness programme for all the senior faculty members on Quality assurance
9. Any other points with the permission of the chairman

Agenda point	Item	Discussion
1.	Confirmation of the minutes of the last meeting.	The coordinator read the minutes of the previously held meeting and confirmed with the members.
2.	Review of the action taken on the points discussed in the last meeting	The resolutions and their implementation has been explained to the members by the co-coordinator. The action taken reports were exhibited by the coordinator and reviewed by the members.
3.	Academic Bank of Credits (ABC) ID numbers to the students through National Digi locker.	Principal explained the recommendations of APSCHE to create and submit ABC IDs of all the students of every Institution. He further detailed the members about the importance of ABC to fulfil the requirements of NEP-2020. All the members unanimously resolved to create and submit the ABC IDs of all our students by the end of next month.

4.	Introducing Minor degree course for the students admitted in the AY 2022-23.	Principal explained the members about the guidelines issued by the APSCHE and JNTUK to introduce Minor degree along with major degree at Autonomous institutions. All the members reviewed the courses offered by various departments and resolved to implement the minor course for the eligible students of the batch 2022-23
5.	Academic calendar for the academic year 2024-25.	All the members reviewed the academic calendar given by AICTE and tentative admission schedule issued by APSCHE. It is resolved to prepare academic calendar with a duration of 21 weeks for each semester of UG and 16 weeks for PG programmes.
6.	Innovative teaching methodologies and training programme for the staff members on Pedagogy to improve the quality of teaching	The coordinator listed the various innovative teaching methodologies are being used by the staff members and their outcome. All the members discussed about the attainment of Outcomes of the courses and suggested to conduct a training programme for staff members in order to improve the teaching learning activity in the campus.
7.	Conduct of awareness programme for all the senior faculty members on Quality assurance	In view of the NAAC – IQAC recommendations and the requirements during the submission of AQAR, all the members are unanimously resolved to conduct an awareness programme on quality assurance by an appropriate person in during the last week of May 2024.
8.	Preparation of Detailed calendar as per the academic calendar	All the members discussed the co-curricular events to be conducted for the academic year and resolved to prepare a day wise calendar which includes Student association activities, National importance days etc. As per the academic calendar.
9.	Any other points with the permission of the chairman	The chairman reviewed the AQAR 2023-24 submission process, advised submitting a week before the last date, and instructed the remaining members to submit the data accordingly.