



**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



Ref: BEC/Autonomous/IQAC/2024-25/1

Dt: 09/12/2024

**MEETING CIRCULAR**

Requesting all the IQAC members to attend the meeting on Dt.11-12-2024(WED) at 02:30 p.m. in the principal chamber to discuss the following agenda points.

**Agenda:**

1. IQAC Action Plan for the year A.Y. 2024-2025
2. AICTE -ATAL Funded Projects
3. Summary report preparation of Academic Audit 2023-2024
4. Annual Quality Assurance Report (AQAR) A.Y. 2023-2024 - preparation & submission
5. Any other matter of relevance with the permission of the chair

*K. Mani Deep*

IQAC Convener



*[Signature]*

Chairperson

PRINCIPAL  
Bapatla Engineering College  
BAPATLA - 522 101.

To:

All Deans (for information)

All HODs (for information & circulation to Dept. IQAC members)

All IQAC members

For Circulation to All the Advisory Committee Members

File



**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



Minutes of IQAC Meeting held on 11.12.2024

**Date: 11-12-2024.**

1. The meeting commenced with the opening remarks of the Principal, Dr. Nazeer Shaik, who welcomed the newly formed IQAC team.
2. It is resolved that the IQAC Action plan for the A. Y. 2024-25 will be discussed in the next IQAC meeting with HODs and Deans.
3. The IQAC coordinators will identify AICTE-ATAL funded projects and share them with department HODs and Deans to encourage all eligible faculty members from all departments to apply for the Faculty Development Programs initiated by AICTE-ATAL
4. Dr. Nazeer Shaik, Principal of BEC, Instructed the IQAC Convenor to prepare a Summary report of the Academic Audit 2024-25 with the help of Dr. P. Sampath Kumar, EEE, under the principal's supervision.
5. Annual Quality Assurance Report template for the A. Y. 2023-24 is shared with all the coordinators and assigned criteria heads as given below.
  - (i) Criteria 1: Smt. Ch. Mangamma, CSE & Dr. K. Venkata Lakshmi, English
  - (ii) Criteria 2: Dr. K. Naga Raju, ECE & Dr. N. Rafi, Mathematics
  - (iii) Criteria 3: Dr. P. Sampath Kumar, EEE & Dr. Ch. Anjaneyulu, Physics
  - (iv) Criteria 4: Dr. A. Praveen, ME & Dr. S. Mohan, Chemistry
  - (v) Criteria 5: Mr. K. Jaya Sundar, CE & Mr. B. Lakshmi Narayana, MCA
  - (vi) Criteria 6: Dr. K. Mani Deep, CSE & Dr. P. Ramesh Babu, CBDS & AIML
  - (vii) Criteria 7: Dr. Nazeer Shaik, Principal, Smt. J. Venkata Lakshmi, EIE & Dr. V. Hanuman Kumar, IT
6. All the Criteria heads are requested to go through their criteria and the whole application by 17/12/2024.
7. All the coordinators are requested to submit their department's NAAC criteria-wise coordinators list to the IQAC by 18/12/2024.



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8. It is resolved to conduct the next IQAC meeting on 18/12/2024 at 12.20 PM.
9. The AQAR application will be shared with departments by 19/12/2024 to prepare and submit the AQAR 2023-24.
10. The chairperson instructed the IQAC team to plan One FDP/STTP in January 2025.
11. Phase I review of AQAR will be on 02/01/2025.

*R. Mani Deep*

IQAC Convener



Chairperson

PRINCIPAL  
Bapatla Engineering College  
BAPATLA - 522 101.



**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



IQAC Meeting Held on 11/12/2024

Attendance

| S. No. | Name  | Signature           |
|--------|---|---------------------|
| 1      | Dr. K. Mani Deep, IQAC Convenor               | K. Mani Deep        |
| 2      | Mr. K. Jaya Sundar, Asst. Prof., CE           | J. Sundar           |
| 3      | Dr. P. Ramesh Babu, Assoc. Prof., CBDS & AIML | P. Ramesh Babu      |
| 4      | Smt. Ch. Mangamma, Asst. Prof., CSE           | Ch. Mangamma        |
| 5      | Dr. K. Naga Raju, Asst. Prof., ECE            | K. Naga Raju        |
| 6      | Dr. P. Sampath Kumar, Asst. Prof., EEE        | P. Sampath Kumar    |
| 7      | Smt. J. Venkata Lakshmi, Assoc. Prof., EIE    | J. Venkata Lakshmi  |
| 8      | Dr. V. Hanuman Kumar, Assoc. Prof., IT        | V. Hanuman Kumar    |
| 9      | Dr. A. Praveen, Asst. Prof., ME               | A. Praveen          |
| 10     | Dr. S. Mohan, Asst. Prof., Chemistry          | S. Mohan            |
| 11     | Dr. K. Venkata Lakshmi, Asst. Prof., English  | K. Venkata Lakshmi  |
| 12     | Dr. N. Rafi, Asst. Professor, Mathematics     | N. Rafi             |
| 13     | Dr. Ch. Anjaneyulu, Asst. Prof., Physics      | Ch. Anjaneyulu      |
| 14     | Mr. B. Lakshmi Narayana, Asst. Prof., MCA     | B. Lakshmi Narayana |

  
11/12/24

**PRINCIPAL**  
Bapatla Engineering College  
BAPATLA-522102, A.P.



# Bapatla Engineering College :: Bapatla (Autonomous) Internal Quality Assurance Cell (IQAC)





**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



Ref: BEC/Autonomous/IQAC/2024-25/2

Dt: 17/12/2024

**MEETING CIRCULAR**

Requesting all the IQAC members to attend the meeting on Dt.18-12-2024(WED) at 12:20 p.m. in the principal chamber to discuss the following agenda points.

**Agenda:**

1. National Institutional Ranking Framework (NIRF) Data Preparation
2. Annual Quality Assurance Report (AQAR) A.Y. 2023-2024 - submission
3. Any other matter of relevance with the permission of the chair

*K. Mani Deep.*

IQAC Convener

*[Signature]*  
Chairperson

PRINCIPAL  
Bapatla Engineering College  
BAPATLA-522102, A.P.

To:  
All Deans (for information)  
All HODs (for information & circulation to Dept. IQAC members)  
All IQAC members  
For Circulation to All the Advisory Committee Members  
File



**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



Minutes of IQAC Meeting held on 18.12.2024

Date:18-12-2024.

**1. National Institutional Ranking Framework (NIRF) Data Preparation**

- The members discussed the collection and verification of necessary data for NIRF submission.
- It was decided that department heads would compile relevant academic and research data, including faculty publications, student placements, and institutional infrastructure.
- The Principal instructed IQAC coordinators to ensure timely submission and accuracy of the data.

**2. Annual Quality Assurance Report (AQAR) A.Y. 2023-2024 - Submission**

- The status of AQAR preparation was reviewed, following the assignments given in the previous meeting.
- The assigned criteria heads provided progress updates on their respective sections.
- It was resolved that the **final AQAR report** would be reviewed in **Phase I** on **02/01/2025** before submission.

**3. Any Other Matter with Permission of the Chair**

- The chairperson emphasized the importance of conducting an **FDP/STTP in March 2025** as part of faculty development initiatives.
- All IQAC department coordinators submitted their NAAC criteria-wise coordinators list to the convenor as per the resolution of the previous meeting.
- The **AQAR application will be shared with departments by 19/12/2024** for finalization.

**Resolutions Passed:**

- NIRF data compilation to be completed as per deadlines.
- AQAR report draft to be finalized before **02/01/2025**.
- FDP/STTP to be scheduled for **March 2025**.
- Follow-up meeting to be planned post AQAR submission.

*K. Mani Deep*  
IQAC Convenor



Bapatla Engineering College :: Bapatla  
(Autonomous)  
Internal Quality Assurance Cell (IQAC)



IQAC Meeting Held on 18/12/2024

Attendance

| S. No. | Name  | Signature          |
|--------|---|--------------------|
| 1      | Dr. Nazeer Shaik, Principal                   |                    |
| 2      | Dr. K. Mani Deep, IQAC Convenor               | K. Mani Deep.      |
| 3      | Mr. K. Jaya Sundar, Asst. Prof., CE           |                    |
| 4      | Dr. P. Ramesh Babu, Assoc. Prof., CBDS & AIML |                    |
| 5      | Smt. Ch. Mangamma, Asst. Prof., CSE           |                    |
| 6      | Dr. K. Naga Raju, Asst. Prof., ECE            | for                |
| 7      | Dr. P. Sampath Kumar, Asst. Prof., EEE        |                    |
| 8      | Smt. J. Venkata Lakshmi, Assoc. Prof., EIE    | J. Venkata Lakshmi |
| 9      | Dr. V. Hanuman Kumar, Assoc. Prof., IT        |                    |
| 10     | Dr. A. Praveen, Asst. Prof., ME               | A. Praveen         |
| 11     | Dr. S. Mohan, Asst. Prof., Chemistry          |                    |
| 12     | Dr. K. Venkata Lakshmi, Asst. Prof., English  |                    |
| 13     | Dr. N. Rafi, Asst. Professor, Mathematics     |                    |
| 14     | Dr. Ch. Anjaneyulu, Asst. Prof., Physics      | for                |
| 14     | Mr. B. Lakshmi Narayana, Asst. Prof., MCA     | M. Rajitha         |



**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



Ref: BEC/Autonomous/IQAC/2024-25/3

Dt: 02/01/2025

**MEETING CIRCULAR**

Requesting all the IQAC members to attend the meeting on Dt.03-01-2024(FRI) at 10:30 a.m. in the principal chamber to discuss the following agenda points.

**Agenda:**

1. Annual Quality Assurance Report (AQAR) A.Y. 2023-2024 - Progress Report
2. Any other matter of relevance with the permission of the chair

*K. Mani Deeb*

IQAC Convener

*[Signature]*  
Chairperson

**PRINCIPAL**  
**Bapatla Engineering College**  
**BAPATLA-522102, A.P.**

To:  
All Deans (for information)  
All HODs (for information & circulation to Dept. IQAC members)  
All IQAC members  
For Circulation to All the Advisory Committee Members  
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**Bapatla Engineering College :: Bapatla**  
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**Minutes of the IQAC Meeting held on 03.01.2025**

**Date:** 03-01-2025

**Time:** 10:30 AM

**Venue:** Principal's Chamber

**Chairperson:** Dr. Nazeer Shaik, Principal

**Convener:** Dr. K. Manideep, Associate Professor of CSE & IQAC Convener

**Agenda:**

1. Annual Quality Assurance Report (AQAR) A.Y. 2023-2024 - Progress Report
2. Any other matter of relevance with the permission of the chair

**Minutes:**

1. The progress of the preparation of the **AQAR 2023-24** was reviewed. The Chairperson emphasized the timely completion of data compilation by the assigned criteria heads.
2. Each criteria head presented the status of their respective sections, and it was resolved that final drafts be submitted to the IQAC cell for consolidation.
3. The Chairperson instructed that discrepancies and missing data be addressed immediately by coordinating with department-level IQAC members.
4. It was resolved that a **final review of AQAR 2023-24** would be conducted in the next meeting before submission to the portal.
5. Under "any other matter," the Principal stressed the importance of maintaining continuous documentation of all quality-related activities for future audits.

*K. Mani Deep*

IQAC Convener



Bapatla Engineering College :: Bapatla  
(Autonomous)  
Internal Quality Assurance Cell (IQAC)



IQAC Meeting Held on 03/01/2024

Attendance

| S. No. | Name  | Signature |
|--------|---|-----------|
| 1      | Dr. Nazeer Shaik, Principal                   |           |
| 2      | Dr. K. Mani Deep, IQAC Convenor               |           |
| 3      | Mr. K. Jaya Sundar, Asst. Prof., CE           |           |
| 4      | Dr. P. Ramesh Babu, Assoc. Prof., CBDS & AIML |           |
| 5      | Smt. Ch. Mangamma, Asst. Prof., CSE           |           |
| 6      | Dr. K. Naga Raju, Asst. Prof., ECE            |           |
| 7      | Dr. P. Sampath Kumar, Asst. Prof., EEE        |           |
| 8      | Smt. J. Venkata Lakshmi, Assoc. Prof., EIE    |           |
| 9      | Dr. V. Hanuman Kumar, Assoc. Prof., IT        |           |
| 10     | Dr. A. Praveen, Asst. Prof., ME               |           |
| 11     | Dr. S. Mohan, Asst. Prof., Chemistry          |           |
| 12     | Dr. K. Venkata Lakshmi, Asst. Prof., English  |           |
| 13     | Dr. N. Rafi, Asst. Professor, Mathematics     |           |
| 14     | Dr. Ch. Anjaneyulu, Asst. Prof., Physics      |           |
| 14     | Mr. B. Lakshmi Narayana, Asst. Prof., MCA     |           |



**Bapatla Engineering College :: Bapatla**  
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**Internal Quality Assurance Cell (IQAC)**



Ref: BEC/Autonomous/IQAC/2024-25/4

Dt: 11/02/2025

**MEETING CIRCULAR**

All members of the Internal Quality Assurance Cell (IQAC) are hereby requested to attend a meeting as per the details mentioned below:

**Date:** Thursday, 13th February 2024

**Time:** 2:20 PM

**Venue:** IQAC Chamber, Research Park, Third Floor

**Agenda:**

1. **Review of AQAR 2023-24 Submission:** Identifying challenges faced and areas for improvement.
2. **Planning for AQAR 2024-25:** Proposing a structured schedule for data collection.
3. **Data Collection Strategy for AQAR 2025-26:** Evaluating the feasibility of bimonthly/quarterly data collection.
4. **Skill Upgradation for Non-Teaching Staff:** Organizing a hands-on workshop on office automation.
5. **Faculty Development:** Conducting a workshop on emerging research trends for teaching staff.
6. **Any Other Relevant Matters.**

*H. Mani Deep*

**IQAC Convener**

**To:**

All Deans (for information)

All HODs (for information & circulation to Dept. IQAC members)

All IQAC members

For Circulation to All the Advisory Committee Members

File



**Bapatla Engineering College :: Bapatla**  
**(Autonomous)**  
**Internal Quality Assurance Cell (IQAC)**



**Minutes of the IQAC Meeting held on 13.02.2025**

**Date:** 13-02-2025

**Time:** 2:20 PM

**Venue:** IQAC Chamber, Research Park (3<sup>rd</sup> Floor)

**Chairperson:** Dr. Nazeer Shaik, Principal

**Convener:** Dr. K. Manideep, Associate Professor of CSE & IQAC Convener

**Agenda:**

1. Review of AQAR 2023-24 submission: Identifying challenges faced and areas for improvement.
2. Planning for AQAR 2024-25: Proposing a structured schedule for data collection.
3. Data Collection Strategy for AQAR 2025-26: Evaluating feasibility of bimonthly/quarterly collection.
4. Skill Up-gradation for Non-Teaching Staff: Hands-on workshop on office automation.
5. Faculty Development: Workshop on emerging research trends.
6. Any other relevant matters.

**Minutes:**

1. The challenges in compiling **AQAR 2023-24** were discussed, particularly regarding timely data submission and uniform documentation. Departments were advised to designate a **dedicated data coordinator**.
2. A structured **schedule for AQAR 2024-25** was proposed, with quarterly checkpoints to monitor progress. It was resolved to circulate a timeline to all departments.
3. For AQAR 2025-26, the feasibility of **bimonthly data collection** was debated. Members agreed that quarterly data collection is more practical and will be implemented.
4. It was resolved to organize a skill up-gradation workshop for non-teaching staff of the college on **Office Automation**, coordinated by the Department of Computer Science & Engineering.
5. The IQAC team decided to conduct a **Faculty Development Workshop on Emerging Research Trends** in the month of **March 2025**, with resource persons from reputed institutes.
6. Under "any other matters," the Chairperson urged all departments to actively participate in quality initiatives and submit reports on outreach and extension activities.

*K. Manideep*

IQAC Convener

IQAC Meeting Held on 13/02/2025

Attendance

| S. No. | Name  | Signature           |
|--------|---|---------------------|
| 1      | Dr. K. Mani Deep, IQAC Convenor               | K. Mani Deep        |
| 2      | Mr. K. Jaya Sundar, Asst. Prof., CE           | Jaya                |
| 3      | Dr. P. Ramesh Babu, Assoc. Prof., CBDS & AIML | Ramesh Babu         |
| 4      | Smt. Ch. Mangamma, Asst. Prof., CSE           | Ch. Mangamma        |
| 5      | Dr. K. Naga Raju, Asst. Prof., ECE            | K. Naga Raju        |
| 6      | Dr. P. Sampath Kumar, Asst. Prof., EEE        | P. Sampath Kumar    |
| 7      | Smt. J. Venkata Lakshmi, Assoc. Prof., EIE    | J. Venkata Lakshmi  |
| 8      | Dr. V. Hanuman Kumar, Assoc. Prof., IT        | V. Hanuman Kumar    |
| 9      | Dr. A. Praveen, Asst. Prof., ME               | A. Praveen          |
| 10     | Dr. S. Mohan, Asst. Prof., Chemistry          | S. Mohan            |
| 11     | Dr. K. Venkata Lakshmi, Asst. Prof., English  | K. Venkata Lakshmi  |
| 12     | Dr. N. Rafi, Asst. Professor, Mathematics     | N. Rafi             |
| 13     | Dr. Ch. Anjaneyulu, Asst. Prof., Physics      | Ch. Anjaneyulu      |
| 14     | Mr. B. Lakshmi Narayana, Asst. Prof., MCA     | B. Lakshmi Narayana |