



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



Ref: BEC/Autonomous/IQAC/2025-26/1

Dt: 30/06/2025

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: Tuesday, 1st July 2025

Time: 10:05 AM

Venue: IQAC Chamber, Research Park, Third Floor

Agenda:

1. Review of progress related to AQAR 2024-25.
2. Distribution of roles and responsibilities for AQAR 2024-25.
3. Academic Audit 2024-25: Planning and Schedule finalization.
4. Planning and scheduling of AQAR-related activities.
5. Any other relevant matter with the permission of the Chair.

Your presence is essential. If you are unable to attend, kindly ensure that a representative attends on your behalf.

K. 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 01.07.2025

Date: 01/07/2025

Time: 10:05 AM

Venue: IQAC Chamber

Chairperson: Dr. N. Rama Devi, Principal

Convener: Dr. K. Manideep, Associate Professor, CSE (AIML) & IQAC Convener

Agenda:

1. Review of progress related to AQAR 2024-25.
2. Distribution of roles and responsibilities for AQAR 2024-25.
3. Academic Audit 2024-25: Planning and Schedule finalization.
4. Planning and scheduling of AQAR-related activities.
5. Any other relevant matter with the permission of the Chair.

Minutes:

1. Review of AQAR 2024-25 Progress:

The convener presented the current status of AQAR 2024-25. The Chairperson reviewed the progress and emphasized department-wise responsibility for timely data submission.

2. Distribution of Roles & Responsibilities:

Roles for each NAAC criterion were reconfirmed. All criteria heads were asked to coordinate with departmental IQAC teams to complete pending tasks.

3. Academic Audit 2024-25 - Planning & Schedule:

The Convener briefed members on the upcoming Academic Audit. It was resolved that:

- Each department must update all academic records, supporting documents, and evidence.



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- A tentative Academic Audit schedule will be shared with departments within the week.
 - Departments must ensure readiness for internal review prior to the audit.

The Chairperson stressed the need for structured documentation to align with audit requirements.

4. Planning & Scheduling AQAR Activities:

Monthly review checkpoints were proposed to ensure consistency in data compilation. Departments must follow the timeline strictly to avoid delays.





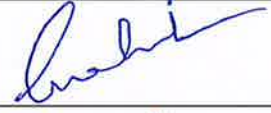




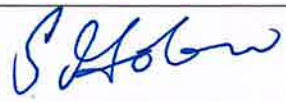

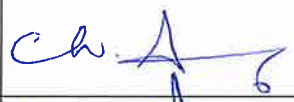

5. Any Other Matter:

The Chairperson emphasized uniform documentation across departments and asked all members to maintain updated records for seamless audit and AQAR activities.

H. Mani Deep
IQAC Convenor

IQAC Meeting Held on 01/07/2025

Attendance

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



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Ref: BEC/Autonomous/IQAC/2025-26/2


Dt: 24/09/2025

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, 25th September 2025

 **Time:** 02:15 PM

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

Agenda:

1. Collection of Academic Audit Reports
2. Discussion on the Current Academic Year Plans

All members are kindly requested to bring their Department Academic Audit Report.

Your presence is essential. If you are unable to attend, kindly ensure that a representative attends on your behalf.

K. 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
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Internal Quality Assurance Cell (IQAC)



Minutes of the IQAC Meeting held on 25.09.2025

Date: 25/09/2025

Time: 02:15 PM

Venue: IQAC Chamber

Chairperson: Dr. N. Rama Devi, Principal

Convener: Dr. K. Manideep, Associate Professor, CSE (AIML) & IQAC Convener

Agenda:

1. Collection of Academic Audit Reports
2. Discussion on the Current Academic Year Plans

Minutes:

1. Collection of Academic Audit Reports:

- The Convener requested all departments to submit their Academic Audit Reports.
- Departments that had not yet submitted their reports were instructed to do so at the earliest.
- The Chairperson emphasized that all reports must follow the prescribed audit format to maintain uniformity across departments.
- Departments that had already submitted their reports were acknowledged.





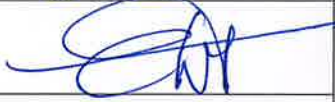








2. Discussion on Current Academic Year Plans:

- The Chairperson reviewed the ongoing academic activities and stressed the need for effective implementation of the academic calendar.
- Members discussed the proposed plans for the current academic year, including academic, co-curricular, and quality enhancement activities.
- It was suggested that departments prepare a monthly progress update to ensure continuous monitoring.
- The Convener highlighted the importance of timely data documentation for upcoming NAAC and quality-related submissions.

H. Mani Deep
IQAC Convener

IQAC Meeting Held on 25/09/2025

Attendance

S. No.	Name	Signature
1	Dr. K. Mani Deep, IQAC Convenor	
2	Mr. B. Kishore Babu, Asst. Prof., CSE (AIML)	
3	Mr. K. Sundeeep Saradhi, Asst. Prof., CSE (CB)	
4	Mr. Y. Ravi, Asst. Prof., CE	
5	Smt. Ch. Mangamma, Asst. Prof., CSE	
6	Dr. P. Ramesh Babu, Assoc. Prof., CSE (DS)	
7	Dr. V.M.S.N. Pavan Kumar Ch., Asst. Prof., ECE	
8	Dr. P. Sampath Kumar, Asst. Prof., EEE	
9	Smt. J. Venkata Lakshmi, Assoc. Prof., EIE	
10	Dr. V. Hanuman Kumar, Assoc. Prof., IT	
11	Dr. A. Praveen, Asst. Prof., ME	
12	Dr. S. Mohan , Asst. Prof., Chemistry K. UMAMAHESWAR	
13	Dr. K. Venkata Lakshmi, Asst. Prof., English	
14	Dr. N. Rafi , Asst. Professor, Mathematics T-SRINIVASA RAU	
15	Dr. Ch. Anjaneyulu, Asst. Prof., Physics	
16	Ms. N. Pushpanjali, Asst. Prof., MCA	