



Bapatla Engineering College:: Bapatla

(Autonomous)

Internal Quality Assurance Cell (IQAC)

CIRCULAR

20/07/2021

Ref : BEC / Autonomous / IQAC/2021-22/1

All the Deans , HoDs and Department IQAC coordinators are hereby informed that there will be a meeting on 22-07-2021 at 02:30 pm in the principal chamber to discuss the following agenda points.

Agenda:

1. IQAC Action Plan for the year 2021-2022
2. Effective ways and means for online teaching and delivery
3. Organizing events (Vaccination) in the COVID-19 scenario
4. Adoption of online resources of Swayam and Courses for award of credits
5. Technology platforms for online delivery and assessment
6. Applying for Research project to funding agencies
7. ISO and Green audit

IQAC Convener

Chairperson

cc:
File,
All HODS and IQAC Coordinators



Bapatla Engineering College:: Bapatla

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Advisory Committee Meeting

Date:23-07-2021

1. The meeting Commenced with the opening remarks of the Principal Dr.V.Damodara Naidu by welcoming IQAC convener Dr.P.Sundara Kumar and all department HOD's.
2. IQAC convener all HoD's have discussed for the action plan for the Academic year 2021-2022
3. IQAC Chair person told that class work will be conducted online till pandemic situation comes to normal
4. IQAC Chair person told that all teaching staff, Non teaching staff and students must be vaccinated before commencement the class work
5. Dean academics said that all final year students must register online Swayam Courses for award of credits
6. Dean R&D said that all doctoral faculty members should applied for Government and non Government Research funding projects
7. IQAC Chair person and Convener requested all the HOD's to take necessary measurements for the forth coming ISO and Green audit inspection.
8. It is proposed to have an online data entry system to submit all the necessary files to IQAC.
9. The outcome of these audits will be discussed in next IQAC meeting for future course of action plan and remedial steps.
10. IQAC Convener Dr. P.Sundara Kumar Proposed the vote of thanks and meeting ended.

IQAC Convener

Chairperson

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 23.07.2021 in the Principal Chamber at 02:30 pm. The following members were present:

S.No.	Category	Name	Designation
1	Administrative Officers	Dr. K. Rama Krishna	Dean(SA) & HoD-Physics
		Dr. B. Chandra Mohan	Dean , Academics
		Sri. D. Gopal Krishna	Manager, Office
2	Head of Departments	Dr. Ch. Nagasatish Kumar	Professor& HoD- CE
		Dr. P.Pardhasaradhi	Professor & HoD- CSC
		Dr. N.Rama Devi	Professor & HoD - EEE
		Dr. N.Venkateswara Rao	Professor & HoD- ECE
		Prof. N. Sivaram Prasad	Professor & HoD- IT
		Dr. T. Nancharaiiah	Professor & HoD- Mech
		Dr. V.Madhavarao	Associate Professor HoD-Chemistry
		Dr. P. Vijaya Saradhi	Associate Professor HoD- Maths
3	Co-Convener	Dr. D.Sameer Kumar	Associate Professor /Mech
4	Members of the faculty	Dr. V.S.J.Yeswanth Paluri	Assistant Professor /CE
		Dr. J. Ravindra	Assistant Professor /EEE
		Dr.M.Vinod Kumar	Assistant Professor/ECE
		Dr Ravi Kumar	Assistant Professor /IT
		Dr. A. Praveen	Assistant Professor /Mech
		Mr. M.V.N.Chakravarthi	Assistant Professor /EIE
		Dr.P.Krishna murthy	Assistant Professor Chemistry
		Dr. Dr.N.Rafi	Assistant Professor/ Maths
		Dr.P.V.Nagamalleswara Rao	Assistant Professor/ English



IQAC Convener



Chairperson

To: All the Advisory Committee Members

Cc: IQAC file



Bapatla Engineering College:: Bapatla

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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the decisions taken during the IQAC Meeting 23.07.2021 at
02:30 pm

Decision	Action Taken
Action Plan for the academic Year	The Deans and HoDs are instructed to prepare an academic plan along with event calendars for the year 2021-22.
Conduction of class work in Online	Dean Academics and HoDs are instructed to conduct class work in online mode till further orders received
Vaccination	It is advised the Extension activities incharge, Sri D Niranjan Babu to arrange vaccination programs more frequently in the campus. The HoDs are instructed to collect the vaccination certificates from the faculty.
Swayam/ MOOC Courses/Internship and Credits	Dean Academics is instructed to prepare a policy for the consideration of NPTEL, MOOC and Internship Certificates for the award of credits.
Submission of Research Projects	Dean R&D is advised to encourage and motivate the doctoral faculty to submit R&D projects.
ISO and Green Audit	The IQAC convener will take over responsibility for keeping records on all of the prerequisites for the necessary audits.

P. S. Devaru

IQAC Convener

Chairperson

Chairperson



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Internal Quality Assurance Cell (IQAC)

CIRCULAR

16/08/2021

Ref : BEC / Autonomous / IQAC/2021-22/2

All the HoDs , Librarian , Placement Officer and Department IQAC coordinators are hereby informed that there will be a meeting on 19-08-2021 at 10:30 am in the IQAC Room to discuss the following agenda points.

Agenda:

1. Conduction of Webinars , Conferences and other academic events
2. Library e-access
3. Placement Activities
4. Industry - Institute Interactions
5. Extension Activities
6. Any Other item with the permission of chair

IQAC Convener

Chairperson

cc:

File ,

Librarian

Placement Officer

Extension activities Incharge

All HODS and IQAC Coordinators



Bapatla Engineering College:: Bapatla

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 19.08.2021 in the Principal Chamber at 10:30 am. The following members were present:

S.No.	Category	Name	Designation
1	Chairperson	Dr. V. Damodara Naidu	Principal
2	Convener- IQAC	Dr.P.Sundara Kumar	Professor Civil Engineering
3	Administrative Officers	Dr. K. Rama Krishna	Dean(SA) & HoD-Physics
		Dr. M.Venkateswara Rao	Dean (R&D)
		Dr. B. Chandra Mohan	Dean , Academics
		Sri. D. Gopal Krishna	Manager, Office
4	Head of Departments	Dr. Ch. Nagasatish Kumar	Professor& HoD- CE
		Dr. P.Pardhasaradhi	Professor & HoD- CSC
		Dr. N.Rama Devi	Professor & HoD - EEE
		Dr. N.Venkateswara Rao	Professor & HoD- ECE
		Prof. N. Sivaram Prasad	Professor & HoD- IT
		Dr. T. Nancharaiah	Professor & HoD- Mech
		Dr. V.Madhavarao	Associate Professor HoD-Chemistry
5	Co-Convener	Dr. P. Vijaya Saradhi	Associate Professor HoD- Maths
		Dr. D.Sameer Kumar	Associate Professor /Mech
6	Members of the faculty	Dr. V.S.J.Yeswanth Paluri	Assistant Professor /CE
		Dr. J. Ravindra	Assistant Professor /EEE
		Dr.M.Vinod Kumar	Assistant Professor/ECE
		Dr Ravi Kumar	Assistant Professor /IT
		Dr. A. Praveen	Assistant Professor /Mech
		Mr. M.V.N.Chakravarthi	Assistant Professor /EIE
		Dr.P.Krishna murthy	Assistant Professor Chemistry
		Dr. Dr.N.Rafi	Assistant Professor/ Maths
		Dr.P.V.Nagamalleswara Rao	Assistant Professor/ English



IQAC Convener



Chairperson

To: All the Advisory Committee Members

Cc: IQAC file



Bapatla Engineering College:: Bapatla

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Committee Meeting

Date: 19-08-2021

1. The Departmental IQAC coordinators are requested to monitor the events of their departments in line with the event calendar. It is further informed that the number of events conducted by each department should be higher than the yester year.
2. Librarian Sri A Rama Mohana Rao is advised to purchase an online library access software for the benefit of students during the pandemic. It is proposed to come with the latest available software for the above mentioned purpose
3. In view of Increasing placements , Placement officer is advised to conduct Job oriented training classes either in online mode or in offline mode.
4. IQAC Chairperson instructed the HoDs to increase the Industry - Institute Interactions as COVID situations becoming normal. It is further discussed to conduct programs with Alumni experts.
5. Extension Activities in charge Sri D. Nirajanbabu is suggested to organize more number of outreach programs for the welfare of society and on mutual benefit.



IQAC Convener



Chairperson



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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the decisions taken during the IQAC Meeting 19.08.2021 at 10:30 am

Decision	Action Taken
Conduction of Webinars , Conferences and other academic events	The HoDs and IQAC coordinators are instructed to follow event calendars for the year 2021-22.
Library e-access	Librarian is instructed to look up at a platform to access the library from anywhere, anytime
Placement Activities	Is is advised to conduct more Training Programs for improving the placement percentage.
Industry - Institute Interactions	The HoDs are instructed to increase the collaborations with industries and use their services for the development.
Extension Activities	The person in charge of our college's extension activities should encourage and inspire more students to take part in the many activities offered by our institution in order to raise the social morale.

IQAC Convener

Chairperson



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Internal Quality Assurance Cell (IQAC)

CIRCULAR

27/10/2021

Ref : BEC / Autonomous / IQAC/2021-22/3

All the Department IQAC coordinators are hereby informed that there will be a meeting on 29-10-2021 at 10:30 am in the IQAC Room to discuss the following agenda points.

Agenda:

1. AQAR Submission
2. Academic Audit 2020-21
3. Conduction of Events- Review
4. ISO Surveillance audit
5. Any other item with the permission of Chair

IQAC Convener

Chairperson

cc:

File ,

Librarian

Placement Officer

Extension activities Incharge

All HODS and IQAC Coordinators



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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Committee Meeting

Date: 30-10-2021

1. It is resolved to collect the AQAR data as per the given format. It will be submitted in the First week of December through HEI Portal.
2. It is decided to form the Academic Audit team comprising of IQAC members and other senior faculty. This team has given the full charge to conduct the audit in online mode and it is resolved to submit the reports to IQAC Cell at the earliest for the submission of AQAR.
3. All the IQAC Coordinators are requested to submit the status of decisions resolved in the earlier meetings. Additionally, it is directed to periodically remind the HoDs so that events proceed according to schedule.
4. All the IQAC coordinators are requested to keep the files ready In view of ISO Surveillance audit.



IQAC Convener



Chairperson



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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the decisions taken during the IQAC Meeting 29-10-2021 at 10:30 am

Decision	Action Taken
AQAR Submission	IQAC Coordinators are requested to gather information and Criterion in charges are made responsible for the consolidation of data.
Academic Audit	To undertake an academic audit of each department, IQAC Coordinators are organised into teams in accordance with the directives given by DEAN academics.
Review of events plan	The IQAC committee members expressed the following events are in pipe line <ul style="list-style-type: none">• International conference in the Department of Civil was organized• International conference in the Department of ME was planned in the month of April• Webinars and Guest Lectures were planned with the support of Alumni throughout the year.
ISO Audit	The IQAC members are requested to keep the files ready in view of coming ISO Audit.

P. S. Devaraj

IQAC Convener

Haia

Chairperson



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Internal Quality Assurance Cell (IQAC)

CIRCULAR

19/02/2022

Ref : BEC / Autonomous / IQAC/2021-22/4

All the Deans, Department HoDs , IQAC coordinators are hereby informed that there will be a meeting on 22-02-2022 at 10:30 am in the IQAC Room to discuss the following agenda points.

Agenda:

1. Skill Development of Non-Teaching staff
2. NAAC Re assessment
3. Food Safety and Management certification
4. Training activities for consultancy developments
5. Academic Audit for the year 2021-22
6. Any other item with the permission of Chair

IQAC Convener

Chairperson

cc:

File ,
Deans , All HODS and IQAC Coordinators



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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Committee Meeting

Date: 22-02-2022

1. It has been decided to conduct training programmes for the non-teaching faculty at regular intervals so that they can incorporate the most recent technological developments into their departments for the benefit of students.
2. It has been decided to set up a committee that will include of both internal and external individuals in order to investigate the opportunities for a reassessment of NAAC Grade.
3. In view of extending the quality principles at all levels , It is resolved to apply for Food Safety and Management Certification for College canteen and also for Girls Hostel Canteen.
4. It is Proposed to conduct special training programs for the faculty , who was involved in Consultancy activities on latest techniques and report preparation by senior faculty.
5. The Chairman has expressed interest in conducting the external academic audit for the academic year 2021-22 along with the members of the internal team.



IQAC Convener



Chairperson



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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the decisions taken during the IQAC Meeting 22-02-22 at 10:30 am

Decision	Action Taken
Non-Teaching staff Training	Heads of the Departments are instructed to conduct specialized training programs for Non-Teaching staff on concurrent technologies.
NAAC Re-assessment	The Chairperson formed a team comprising of 1. Dr. J. Vamsi Krishna , BITS - Hyd 2. Dr. Ch. Anil, ANITS - Vizag 3. Dr. P Sundar Kumar - BEC 4. Dr. Sk Nazeer - BEC to find the possibilities of NAAC Re Assessment.
Food Safety And Management Certification	It is instructed Dr. K. Ramakrsihna, Dean - SA to prepare all the necessary documents for the certification.
Training for Consultancy	For the purpose of enhancing the competence of consultant faculty, training programmes on the newest technology applicable to consultancies should be provided. Dr. Ch. Satish, HoD-CE will be appointed as a mentor to the activities.
External Academic Audit	Dean Academics, Dr. B Chandra Mohan is instructed to follow up the External academic audit for the year 2021-22.



IQAC Convener



Chairperson