



Bapatla Engineering College:: Bapatla

(Autonomous)



Internal Quality Assurance Cell (IQAC)

CIRCULAR

03/07/2023

Ref : BEC / Autonomous / IQAC/2023-24/1

All the Deans, HoDs and Department IQAC coordinators are hereby informed that there will be a meeting on 04-07-2024 at 10:30 pm in the principal chamber to discuss the following agenda points.

Agenda:

1. IQAC Action Plan for the year 2023-2024
2. Re- Constitution of IQAC Committee
3. NBA preparation
4. AICTE -ATAL Funded Projects
5. AQAR 2022-2023 submission
6. Academic Audit 2022-2023
7. Any other Item with the permission of chair

P. S. Devaraj

IQAC Convener



[Signature]

Chairperson

PRINCIPAL
Bapatla Engineering College
BAPATLA - 522 101.

cc:
For Circulation To All the Advisory Committee Members
File



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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Advisory Committee Meeting held on 04.07.2023

Date:04-07-2023

1. The meeting Commenced with the opening remarks of the Principal Dr. Nazeer Shaik by welcoming IQAC convener Dr.P.Sundara Kumar and all department HOD's.
2. IQAC convener and all HoD's have discussed for the action plan for the Academic year 2023-2024.
3. It is resolved to re constitute IQAC Committee to work from 2023-24 academic year.
4. IQAC Chairperson Instructed all the HoDs to keep all the files ready as submission of NBA pre qualifier application will begin in the month of September
5. All Heads of Departments (HoDs) and departmental coordinators of National Board of Accreditation (NBA) are requested to organize a one-day seminar focusing on enhancing awareness regarding NBA accreditation processes and standards.
6. The IQAC convener has announced that eligible faculty members from all departments have applied for the Faculty Development Program initiated by AICTE-ATAL
7. The IQAC convener has directed that all department AQAR data be collected according to the provided template, along with necessary proofs, and requested for submission of the data via the provided OneDrive link to all IQAC department coordinators.
8. Dr. Ch. Satish Kumar, the Academic Dean, has directed the conduction of an academic audit for the academic year 2022-2023. IQAC Convener Dr. P.Sundara Kumar Proposed the vote of thanks and meeting ended.

P. Sundara Kumar

IQAC Convener



Dr. Nazeer Shaik

Chairperson

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 04.07.2022 in the Principal Chamber at 10:30 pm. The following members were present:

S.No.	Designation	Name of the Member
1	Chairperson	Dr. Nazeer Shaik, Principal
3	Administrative Officers	Dr. Ch. Naga Satish Kumar, Prof & Dean (Academics) Dr. N. Venkateswara Rao, Prof. & Dean (R&D) Dr. B. Ratna Sunil, Assoc. Prof. & Assoc. Dean (R&D) Mr. D. Niranjan Babu, Prof. & Dean (Students Affairs)
4	Convener	Dr. P. Sundara Kumar, Professor, CE
5	Members of the faculty	Dr. J. Ravindra, Asst. Professor, EEE Dr. P. Ravi Kumar, Asst. Professor, IT Dr. A. Praveen, Asst. Professor, ME. Mr. B.V. Kumara Swamy, Asst. Professor, EIE Dr. Ch. V. M. S. N. Pavan Kumar, Asst. Professor, ECE Mr. K. Jaya Sundar, Asst. Professor, CE Smt. Ch. Mangamma, Asst. Professor, CSE Mr. V.V. Praveen Kumar, Asst. Professor, CB&DS Dr. K. Lakshmi, Asst. Professor, Chemistry Dr. Ch. Anjaneyulu Asst. Professor, Physics Dr. N. Rafi, Asst. Professor, Maths Dr. G. Ravi Kumar, Asst. Professor, English Smt. K. Bharathi, Asst. Professor, MCA Mr. G. Hanumanth Rao, Asst. Professor, Diploma

P. S. Sundara Kumar

IQAC Convener



Dr. Nazeer Shaik

Chairperson

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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the decisions taken during the IQAC meeting on 04.07.2023 in the Principal Chamber at 10:30 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 2023-24.
Re constitution of IQAC Committee	Dr P Sundara Kumar, Convener - IQAC has been nominated as the in-charge to re constitute the IQAC Committee
NBA - One Day Seminar on "NBA Accreditation Process and SAR Preparation	The following Resources fixed for one day seminar 1. Dr. K Lakshmi Prasad, Director, BVR Institute of Technology, Hyderabad 2. Dr. J Girish, Chairman, Governing Council, GMR Institute of Technology, Rajam Plan to conduct one seminar on 07.07.2024. Event Coordination responsibility was handed over to Dr P Sundara Kumar, CE Dept. and to all IQAC members
Submission of Pre-Qualifier - NBA	Submission of data for Pre-Qualifier in the month of September 2024.
Faculty Development Program initiated by AICTE-ATAL	The Departments of Electrical and Electronic Engineering (EEE), Mechanical Engineering, and Civil Engineering are planning to submit a proposal for the Faculty Development Program initiated by AICTE-ATAL.
AQAR Submission	The IQAC convener has directed the IQAC coordinators of all departments to gather AQAR 2022-2023 data according to the provided template.

P. Sundara Kumar

**Dr. P. Sundara Kumar
Convener – IQAC**



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Internal Quality Assurance Cell (IQAC)



CIRCULAR

11/01/2024

Ref : BEC / Autonomous / IQAC/2023-24/2

All the Deans, HoDs are hereby informed that there will be a meeting on 22-10-2022 at 02:30 pm in the principal chamber to discuss the following agenda points.

Agenda:

1. Files preparation - SAR - NBA
2. Mock team visit
3. File preparation - I-1 to I-15 & P-1 to P-35
4. Any other Item with the permission of chair

P. S. Deane

IQAC Convener



Prabhu

Chairperson

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cc:
To All the HoDs



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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting held on 22-01-2024 at 02:30 pm

Date:22-01-2023

1. The Principal Dr. Nazeer Shaik and the Dr. Ch.N. Satish Kumar NBA Coordinator has shown the SAR data to all the presented members.
2. The Principal has instructed that the Institute-level NBA committee will oversee the data collection and preparation of files in accordance with NBA guidelines.
3. Dr. Ch. N. Satish Kumar, the Dean of Academics, has indicated that the departments of Computer Science Engineering, Civil Engineering, and Mechanical Engineering are to verify data in accordance with NBA guidelines and prepare files programmatically.
4. Dr. N. Sudhakar, Professor, has directed all third criteria in-charges of all departments to verify the mapping of COs, POs, PSOs, and PEOs.
5. The Heads of Departments (HoDs) and Department Coordinators for the Computer Science and Engineering (CSE), Civil Engineering (CE), and Mechanical Engineering (ME) departments are kindly urged to coordinate with the Principal for the organization of a mock peer team visit slated for January. This initiative includes the comprehensive verification of all pertinent files i.e.I-1 to I-15 and P-1 to P-35.
6. IQAC Convener Dr. P.Sundara Kumar Proposed the vote of thanks and meeting ended.

P. Sundara Kumar

IQAC Convener



Nazeer Shaik

Chairperson

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Internal Quality Assurance Cell (IQAC)

Action Taken Report on the decisions taken during the IQAC meeting on 22-01-2024 at 10:30 am

Decision	Action Taken
File Preparation of SSR	The following HoDs are given responsibility in the collection of Data as per the guidelines of the NBA. Dr.M.Rajesh Babu, CSE - HoD Dr.T. Chandra Sekhara Rao, CE-HOD Dr T Nancharaiah , ME- HoD Department Coordinators Mr. T.Y.Srinivasa rao, CSE Mr. Y.Ravi, CE Dr. D.Sameer kumar, ME
Mock Team	The Principal has formed an Institute level NBA Team tasked with visiting departments for the verification of all files during the month of February. Dr. Ch. N. Satish Kumar, Professor Dr. B. Chandra Mohan, Professor Dr. N. Sudhakar, Professor Dr. P Sundara Kumar, Professor
Website updating	The IQAC Chairman has directed all Institute level conveners to ensure the website is updated with the minutes of meetings and actions taken from the past five years

P. Sundara Kumar



Dr. P. Sundara Kumar
Convener – IQAC