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INTERNATIONAL SCHOOL OF TECHNOLOGY AND SCIENCES FOR WOMEN

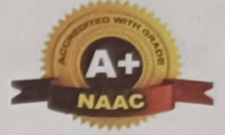
(Approved by AICTE New Delhi, and Affiliated to JNTU Kakinada)

NH-16, East Gonagudem, Rajanagaram, Rajamahendravaram, East Godavari-533294



INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting



Date : December 28th, 2023

Time 3.30 pm

Venue : Boardroom

Attendance of the members who attended the meeting :

NO	NAME	DESIGNATION	SIGNATURE
1	Ms K.Anusha Reddy	Chairman	
2	Dr Y.Rajasree Rao	Principal	
3	Mr Ahasan Iqbal	Administrative Officer	
4	Dr B.Srinivas	Professor	
5	Mr DDD Suri Babu	Head -Dept of Computer Science & Engg. and VP	
6	Dr R.Prasad	Head - Dept of Electronics & Communication Engg	
7	Mr A. Venkatraju	Head -Dept of Emerging Technologies	
8	Mr NSSF Murthy	Head- Dept of Humanities & Basic Sciences	
9	Mr Ravi Kumar	Head - Dept of Agriculture Engg.	
10	Mr AWS Prasad	Head-Business Studies	
11	Ms Sushmitha	Head - AIML	
12	Mr M.Narasimha Rao	Head -Computer Applications	
13	Ms S.Bala Kumari	Assistant Professor & Dean Student Affairs	
14	Mr Pavan Kumar	Assistant Prof , Electronics &Communication Engg.	
15	Ms Sireesha Balla	Assistant Professor, Emerging Technologies	
16	Ms Pavani	Assistant Professor, Computer Science & Engg.	
17	Ms B.Sowjanya	Assistant Professor, Humanities & Basic Sciences	
18	Mr SP Rayudu	Placement Officer	
19	Ms P.Suchitra	Sarpanch, East Gonagudem	
20	Ms Kolluri Divya	Elli Technologies Inc , Verginia, USA	
21	Mr Tejaswini Kumar	Capgemini Technologies	
22	Ms Vijaylakshmi	House wife	



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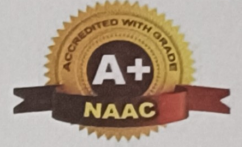
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Date : December 28th, 2023

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Venue : Boardroom

The following members attended the Meeting:

NO	NAME	DESIGNATION	ROLE IN IQAC
1	Ms K.Anusha Reddy	Chairman	Management Representative
2	Dr Y.Rajasree Rao	Principal	Chairperson
3	Mr Ahasan Iqbal	Administrative Officer	Senior Administrative Officer
4	Dr B.Srinivas	Professor	Coordinator
5	Mr DDD Suri Babu	Head -Dept of Computer Science & Engg. and VP	Senior Academician
6	Dr R.Prasad	Head - Dept of Electronics & Communication Engg	Senior Academician
7	Mr A. Venkatraju	Head -Dept of Emerging Technologies	Senior Academician
8	Mr NSSN Murthy	Head- Dept of Humanities & Basic Sciences	Senior Academician
9	Mr Ravi Kumar	Head - Dept of Agriculture Engg.	Senior Academician
10	Mr ASSN Prasad	Head-Business Studies	Senior Academician
11	Ms Sushmitha	Head - AIML	Senior Academician
12	Mr M.Narasimha Rao	Head -Computer Applications	Senior Academician
13	Ms S.Bala Kumari	Assistant Professor & Dean Student Affairs	Senior Academician
14	Mr Pavan Kumar	Assistant Prof , Electronics & Communication Engg.	Faculty Member
15	Ms Sireesha Balla	Assistant Professor, Emerging Technologies	Faculty Member
16	Ms Pavani	Assistant Professor, Computer Science & Engg.	Faculty Member
17	Ms B.Sowjanya	Assistant Professor, Humanities & Basic Sciences	Faculty Member
18	Mr SP Rayudu	Placement Officer	Faculty Member
19	Ms P.Suchitra	Sarpanch, East Gonagudem	Local Society Nominee
20	Ms Kolluri Divya	Elli Technologies Inc , Verginia, USA	Alumni Nominee
21	Mr Tejaswini Kumar	Capgemini Technologies	Employer Nominee
22	Ms Vijaylakshmi	House wife	Parent Nominee

Attended Online : Mr Jagadeesh Reddy, Director Placements of ISTS and Mr Uma Mahesh ,
Additional COE

Agenda :

1. Academics
2. Research and Development
3. Event Planner
4. Start ups , Incubation and Entrepreneurship
5. Audit -Green ,Infrastructure , Canteen and Mess
6. Placements
7. Any other issues with the permission of the chair

Dr Y.Rajasree Rao, Principal and Chairperson of IQAC welcomed the members to the meeting. The Hon'ble Chairman Mr Upender Reddy garu and Vice Chairperson Ms V. Anusha Reddy garu chaired the meeting with an introductory speech.

The Principal presented the agenda, briefed about the flow of academics and activities and discussions were held on each agenda.

The following issues were discussed and decisions taken :

Agenda 1:Academics :

- a) **Result Analysis :** Results of JNTUK university examinations for all the classes were discussed and it was informed to the members that every day first hour test has been implemented so that students study regularly.
- b) **Course Information Sheet :** It was informed that the CIS for all the subjects was prepared. A session was taken by Principal in March 2023 about how to prepare the CIS and CO-PO Mapping
- c) **Workshops :** Workshops were organised by all the departments
- d) **Hackathons :** It was decided to organise a workshop on Artificial Intelligence and 24 hours Hackathon in third week of Jan 2024. Chairperson announced that Institute has been selected as nodal centre for Round 2 of the Dark Pattern Buster Hackathon organised by Ministry of Consumer Affairs GOI and IIT, BHU
- e) **PAC Meetings:** All the departments conducted the Programme Assessment Meeting to access the CIS prepared by course coordinators and subject teachers. The gaps were identified and depending on that various steps were taken to fill the gaps.
- f) **FDP:** Two FDP were conducted on : Effective teaching Methodologies , English communication skills.

Resolution: It is discussed that to enhance quality in overall development of the students ,faculties and institute the benchmarking needs to be carried out. Emphasis will be on the activities involved in compiling comparative data and discussing findings internally to assist an institution in evaluating its own performance compared to that of peers. HoDs and faculties will contribute in this activity.

Resolution passed unanimously.

Agenda 2: Research and Development:

- a) **Publications:** It was observed that publications in various journals is poor and needs to be strengthened.
- b) **Patents :** Need to register patents under the name of the Institution
- c) **Research Center:** Inspection for Research Center for ECE by JNTUK and was successful. Results awaited
- d) **Conferences : Two symposiums were conducted**
 - NAAC sponsored Symposium on “ Role of Faculty in implementing NEP 2020 and Inculcating Research Culture in Technical Institutes” was conducted in Aug 2023
 - CSIR sponsored Symposium on “ Applications of AI to Bioinformatics and Bio Medical applications” was conducted in July 2023
 - An International Conference on Advances in Engineering and Medical Sciences is scheduled on April 19-20,2024 . This conference is in collaboration with Samarkand State University and University of Technology and Applied Sciences, Oman
 - Chairperson informed that Institute has applied to ICSSR for conducting conference on English as a tool for Communication. Results awaited
 - Project work should be strengthened and students should be made to do the project in the campus either under the guidance of the staff or a consultant. Also it is mandatory for all the students to publish their work in UGC care Journals.

Resolution: It was decided to make it mandatory for all UG and PG project works to be published in UGC Care II journals

Resolution passed unanimously.

Agenda 3 : Event Planner : The activities planner was presented by chairperson

Resolution :The chairperson briefed about the activities planned and Chairman of the college Mr K.Upender Reddy garu told the Principal to finalise dates for Sports Day, Annual Day, Technical Fest and Graduation Day.

Resolution passed unanimously.

Agenda 4 : Start ups , Incubation and Entrepreneurship :

Chairperson expressed that Institution needs to establish start up, Incubation and Entrepreneurship

Resolution : It was decided to set up cell for start ups, Incubation and Entrepreneurships.

Resolution passed unanimously.

Agenda 5 : Audit -Green ,Infrastructure , Canteen and Mess

Chairperson informed that Infrastructure, Canteen and Mess is audited periodically

Resolution : It was decided to Green Audit through external party.

Resolution passed unanimously.

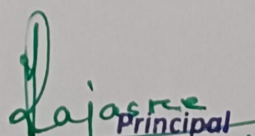
Agenda 6 : Placements

- MOU – A number have been signed this year. We have taken membership of ICT Academy and staff are deputed to attend the FDPs.
- MOU with foreign universities is in progress
- PEGA and VECTOR trainers for training and placements for final years . This is in addition to other placement drives.

Agenda 7 : Any other issues with the permission of the chair

- It was resolved to direct all the Departments and Administrative sections to submit the data required for AQAR 2022-23 using the online portal of IQAC.
- It was decided to assign new responsibilities to the senior faculty members and designate them as Deans. Chairman of ISTS informed Principal to clearly define their roles and responsibilities for developing the Institution.
- Also, it was discussed to fore see possibility for establishing an off campus for ISTS in Jangareddygudem and task was assigned to Mr Chinna Nagaraju, senior faculty of ISTS.

The Meeting came to end at 5.30pm after vote of thanks given by Mr DDD Suribabu, Vice Principal


Principal
International School of Technology & Sciences
East Gonagudem, Rajanagaram – 533200