

St.Peter's Engineering College

(Autonomous Institution)

Internal Quality Assurance Cell

CircularDate: 02-7-2020

I am hereby inform that the following staff members are included in the institutional level Internal Quality Assurance Cell. All the members are requested to co-operate and work along with Dean-IQAC to implement various quality development of activities of cell.

S.No	Name of Faculty	Designation	Roles
1	Dr. K. SreeLatha	Principal	Chairman
2	Dr.Shaheen	CSE/Professor	Additional Co-Ordinator& In charge of Criteria-I
3	Mrs. Kamala	CSE/Asst. Professor	Department Co-Ordinator
4	Mr. Ilias	CSE/Asst. Professor	In charge of Criteria-III
5	Mrs. Nagajyothi	ECE/Asst. Professor	In charge of Criteria-V
6	Mrs. B.K. Durga	ECE/Asst. Professor	Department Co-Ordinator
7	Mr. Sheik Ansar	EEE/Asst. Professor	Department Co-Ordinator
8	Mr. Krishna	EEE/Asst. Professor	In charge of Criteria-VI
9	Mr.S. Madhu	ME/Asst. Professor	In charge of Criteria-VII
10	Mrs Y. Pragathi	ME/Asst. Professor	Department Co-Ordinator
11	Mrs. Ramya Keerti	CE/Asst. Professor	Department Co-Ordinator &In charge of Criteria-IV
12	Dr.R.Lakshmi	S&H/Asst. Professor	In charge of Criteria-II
13	Dr. Dhana Sri	S&H/Professor	Department Co-Ordinator
14	Dr.CSN Sarma	S&H/Professor	Dean

Special Invitees:

S.No	Name of Faculty	Designation	Roles
1	Dr. B. Brahmaiah	Professor-EEE & Dean COE	Advisory Member
2	Dr.M.Sarada Vara Lakshmi	HOD/CSE & Dean Academic	Advisory Member
3	Dr. P.V.Lakshmi	HOD/ECE	Advisory Member
4	Dr. Jaya Krishna	HOD/EEE	Advisory Member
5	Dr.Vijay Kumar	HOD/ME	Advisory Member
6	Dr. Radhika	HOD/CE	Advisory Member
7	Dr.Saritha	HOD/S&H	Advisory Member
8.	A.RajeshKumar	TPO/Asst. Professor/CSE	Advisory Member
9.	N.Ravi Sudhakar	PRO	Advisory Member

Sd/ 
Principal

Functions of Internal Quality Assurance cell:

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
2. Dissemination of information on the various quality parameters of higher education.
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of various programmes/activities of the institution leading to quality improvement.
5. Preparation of annual quality assurance report (AQAR) to be submitted to the Head of the institution on the quality parameters and further forward to NAAC office Bangalore.

Roles and Responsibilities of the Internal Quality Assurance Cell (IQAC) members.

Coordinator:

1. To co-ordinate the dissemination of information on various quality parameters of Engineering Education.
2. To co-ordinate quality documentation of the various programmes/ Activities leading to quality improvement.
3. To co-ordinate the quality-related activities of the institution.
4. To co-ordinate in preparation of the Annual Quality Assurance Report(AQAR) to be submitted to Head of the institution based on the quality parameters.
5. To co-ordinate the timely and efficient of IQAC committee.

Members:

1. Members of the each department shall look after the quality related issues at the department level and assist the coordinator in all the activities.
2. Auditing department files and assist the HoD.

Student Members:

1. Student member will assist the departmental coordinator carrying the quality related activities.
2. Student member acts as a liaison between students and HoD and department coordinator.

He/she assist in organizing various activities at the department as well as institutional level.

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8	Mr. Krishna	EEE/Asst. Professor	In charge of Criteria-VI
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10	Mrs Y. Pragathi	ME/Asst. Professor	Department Co-Ordinator
11	Mrs. Ramya Keerti	CE/Asst. Professor	Department Co-Ordinator & In charge of Criteria-IV
12	Dr. R. Lakshmi	S&H/Asst. Professor	In charge of Criteria-II
13	Dr. Dhana Sri	S&H/Professor	Department Co-Ordinator
14	Dr. CSN Sarma	S&H/Professor	Dean

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5	Dr.Vijay Kumar	HOD/ME	Advisory Member
6	Dr. Radhika	HOD/CE	Advisory Member
7	Dr.Saritha	HOD/S&H	Advisory Member
8.	A.Rajesh Kumar	TPO/Asst. Professor/CSE	Advisory Member
9.	N.Ravi Sudhakar	PRO	Advisory Member

Sd/-

ST. PETER'S ENGINEERING COLLEGE, MAISAMMAGUDA

NAME OF THE CELL: INTERNAL QUALITY ASSURANCE CELL.

NAME OF THE CO-ORDINATOR: Dr. CSN SARMA

Management of cell:

a. Committee composition:

The composition of the IQAC as follows:

1. Chairperson: Head of the Institution
2. Faculty members to represent all branches of Engineering (Three to Eight).
3. One member from the Management.
4. Senior Administrative Officers.
5. One nominee from local society, Student, Alumni.
6. One nominee each from Employers/Industrialist/Stake holders.
7. One of the senior faculty as the co-ordinator/Dean of IQAC

Committee Members for the Academic Year 12019-2020

SNo	Composition	Name	Designation
1	Chair Person	Dr. M. Narendra Kumar	Principal, SPEC
	Teachers	Ms. Merry Thomas	Asst.Professor/CE
		Ms. Y. Pragathi	Asst.Professor/ME
		Mr.Shaik Ansar	Asst.Professor/EEE
		Ms. B. Kanaka Durga	Asst.Professor/ECE
		Dr. Shaheen	Professor/CSE
		Mrs. Kamala	Asst.Professor/CSE
		Dr. G. Dhanasri	Professor/S&H
2		Senior Administrative staff	Mr. N.Ravi Sudhakar
3	Management Representative	Mr. T.V.Reddy	Secretary Shantha Education Society
4	Alumni	Mr. Tarun Teja	Student Co-ordinator
5	Employee	Mr. Manoj Kumar	Administrative Officer SPEC
6	student	M. Pavan Kumar	IV CSE B
		Sai Kiran	IV Mech B
7	Industrialist	Mr. Rama Krishna Reddy	Director, Unicorn Industries
8	External Educationist	Dr. P Manikandan	Director Department of IT, MRCEW, Hyderabad
9	Co-ordinator/Dean	Dr. CSN Sarma	Professor, S&H

St. Peter's Engineering College

Internal Quality Assurance Cell

Meeting No-4

CIRCULAR

Date:10-8-2020

All the special invitee members of IQAC of the college are hereby informed to attend for a meeting on 10-8-2020 @ 11.30AM in the Board room of the college.

Agenda:

1. Preparation documentation for NBA related work for the Dept of ECE and CE department. Submission of Pre qualifier in respect of said departments.
2. Discussion on the review meeting of ECE department held on 06-8-2020 through Zoom meeting.
3. Review on the suggestion/comments made by NAAC Bangalore on the AQAR 201918-19.
4. Preparation of AQAR report for 2019-20.
5. Quality parameters to be introduced during the academic year 2020-21.
6. Any other points at the permission of chair.

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4	Dr. Jaya Krishna	HOD/EEE	Advisory Member
5	Dr.Vijay Kumar	HOD/ME	Advisory Member
6	Dr. Radhika	HOD/CE	Advisory Member
7	Dr.Saritha	HOD/S&H	Advisory Member
8.	A.Rajesh Kumar	TPO/Asst. Professor/CSE	Advisory Member

Sd/
Dean-IQAC

Sd/- 
Principal

The following members were present for the meeting. 3.

D. 10.8.2020.

S.No	Name of Faculty	Designation	Roles	
1	Dr. B. Brahmaiah	Professor-EEE & Dean COE	Advisory Member	<u>B. Brahmaiah</u>
2	Dr.M.Sarada Vara Lakshmi	HOD/CSE & Dean Academic	Advisory Member	<u>A</u>
3	Dr. P. V. Lakshmi <i>Dev</i>	HOD/ECE	Advisory Member	<u>P. V. Lakshmi</u> 10/8/2020
4	Dr. Jaya Krishna <i>G.</i>	HOD/EEE	Advisory Member	<u>J. Krishna</u> 10/8/2020
5	Dr. Vijay Kumar	HOD/ME	Advisory Member	<u>V. Kumar</u> 10/8/2020
6	Dr. Radhika	HOD/CE	Advisory Member	<u>K. Radhika</u> 10/8/2020
7	Dr. Saritha	HOD/S&H	Advisory Member	<u>S. Saritha</u> 10/8/2020
8	Dr. Shaheen	Professor/CSE	Additional co-ordinator	<u>S. Shaheen</u>
8.	A. Rajesh Kumar	TPO/Asst. Professor/CSE	Advisory Member	<u>A. Rajesh Kumar</u>
9.	N. Ravi Sudhakar	PRO	Advisory Member	<u>N. Ravi Sudhakar</u>

P. S. Kumar