



PROCEEDINGS OF THE PRINCIPAL

Constitution of Internal Quality Assurance Cell (IQAC)

Ref. No.: SRKIT/IQAC/2025-26/01

Date: 14 June 2025

PROCEEDINGS

In pursuance of the guidelines of the National Assessment and Accreditation Council (NAAC) and in accordance with the quality enhancement initiatives of the institution, the Internal Quality Assurance Cell (IQAC) of SRK Institute of Technology is hereby reconstituted for the Academic Year 2025–26.

The IQAC is constituted with the objective of developing a system for conscious, consistent, and catalytic improvement in the overall academic and administrative performance of the institution. The IQAC shall function as a facilitative and participative unit for institutional quality enhancement and sustenance.

The following members are hereby nominated to the Internal Quality Assurance Cell (IQAC):

Constitution of IQAC Committee

S.No	Name & Designation	Category	Position in IQAC
1	Dr. M Ekambaram Naidu Principal	Head of Institution	Chairperson
2	Dr. S. Sri Gowri, Professor & HoD–ECE	Senior Faculty Member	IQAC Coordinator
3	Sri B. S. Sri Krishna, Secretary	Management Representative	Member
4	Dr. S. Anuradha	External Academic Expert	External Peer Team Member
5	Dr. P. Sri Hari Rao	External Academic Expert	External Peer Team Member
6	Dr. T. Satyanarayana, Professor & HoD–CE	Senior Faculty Member	Member
7	Mr. S. Nageswar Rao, Assistant Professor & HoD–EEE	Senior Faculty Member	Member
8	Dr. P Kishore Kumar Professor & HoD–ME	Senior Faculty Member	Member
9	Dr. A. Radhika, Professor & HoD–CSE	Senior Faculty Member	Member
10	Mr. G.D.K. Kishore, Associate Professor & HoD–IT	Senior Faculty Member	Member
11	Dr. A. Murali Krishna, Professor &	Senior Faculty Member	Member

S.No	Name & Designation	Category	Position in IQAC
11	Dr. A. Murali Krishna, Professor & HoD-S&H	Senior Faculty Member	Member
12	Dr. B. Krishnaiah, Associate Professor & HoD-MBA	Senior Faculty Member	Member
13	Ms.M Anitha Assistant Professor & HoD-MCA	Senior Faculty Member	Member
14	Dr. G. Sri Lakshmi, Controller of Examinations	Academic Administration	Member
15	Mr. A. Siva Nageswara Rao, Placement Officer	Training & Placement	Member
16	Mr. B. Chinni, NSS Officer	Extension Activities	Member
17	Mr. Ch. Sarat, Physical Director	Student Support Services	Member
18	Mr. B. Pratap, Administrative Officer	Administrative Representative	Member
19	Mr. K. Ashok, Accounts Department	Administrative Representative	Member
20	Mr. K. Ramesh Naidu, Head of Operations, APPLY VOLT	Industry Representative	Member
21	Ms. D. Kavyasri (23X41A0475)	Student Representative	Member
22	Mr. K.T.V. Chalapathi Rao (21X41A0479)	Alumni Representative	Member
23	Mr. B. Rama Krishna	Parent Representative	Member

Functions and Responsibilities of IQAC

The IQAC shall perform the following functions for promoting quality assurance and institutional excellence:

1. Development and application of quality benchmarks for academic and administrative activities.
2. Promotion of learner-centric teaching-learning processes and adoption of innovative pedagogical practices.
3. Facilitation of quality enhancement initiatives in curriculum delivery, assessment, research, consultancy, and extension activities.
4. Organization of workshops, seminars, faculty development programmes, and quality-related activities.
5. Collection and analysis of feedback from students, parents, alumni, employers, and other stakeholders.

6. Promotion of Outcome-Based Education (OBE), ICT-enabled teaching, and best academic practices.
7. Documentation and maintenance of institutional quality records and databases.
8. Coordination of academic audits, administrative audits, and quality reviews.
9. Preparation and submission of AQAR and other quality assurance reports as prescribed by NAAC and statutory bodies.
10. Promotion of research culture, innovation, consultancy, and industry interaction activities.
11. Monitoring of quality initiatives and implementation of corrective and preventive measures for continuous improvement.

Special Note on External Peer Team Members

To strengthen institutional quality assurance mechanisms and ensure transparency in academic and administrative practices, the institution has included distinguished academicians from premier national institutions as External Peer Team Members in the IQAC.

The external experts shall participate in:

- Annual IQAC audits
- Academic quality reviews
- Institutional benchmarking
- Evaluation of quality initiatives
- Recommendations for continuous improvement

Term of the Committee

The above committee shall function for the Academic Year 2025–26 or until further orders.

All the members are requested to extend their wholehearted cooperation for effective implementation of quality assurance initiatives and continuous institutional improvement.

Copy to:

1. IQAC Coordinator
2. All Heads of Departments
3. Administrative Office
4. Concerned Committee Members
5. Office File / IQAC File

K. N. Sreedhar
PRINCIPAL 28/5/2024
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



Meeting Attendance Register
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Attendance Register for IQAC Meeting

Academic Year: 2025-26

Meeting Ref. No.: SRKIT/IQAC/2025-26/MOM-01

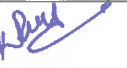
Date of Meeting: 18/6/2025

Venue: IQAC Board Room

Time: 2 pm.

Attendance of Members

S.No	Name of the Member	Designation & Department / Organization	Category	Signature	Remarks
1	Dr. M Ekambareem Naidu	Principal	Chairperson		
2	Dr. S. Sri Gowri	Professor & HoD-ECE	IQAC Coordinator		
3	Sri B. S. Sri Krishna	Secretary	Management Representative		
4	Dr. S. Anuradha	Professor, NIT Warangal	External Academic Expert	ONLINE	
5	Dr. P. Srihari	Professor, NIT Warangal	External Academic Expert	ONLINE	
6	Dr. T. Satyanarayana	Professor & HoD-CE	Senior Faculty Member		
7	Mr. S. Nageswar Rao	Assistant Professor & HoD-EEE	Senior Faculty Member		
8	Dr. P Kishore Kumar	Professor & HoD-ME	Senior Faculty Member		
9	Dr. A. Radhika	Professor & HoD-CSE	Senior Faculty Member		
10	Mr. G.D.K. Kishore	Associate Professor & HoD-IT	Senior Faculty Member		
11	Dr. A. Murali Krishna	Professor & HoD-S&H	Senior Faculty Member		
12	Dr. B. Krishnaiah	Associate Professor & HoD-MBA	Senior Faculty Member		
13	Ms. M Anitha	Assistant Professor & HoD-MCA	Senior Faculty Member		
14	Dr. G. Sri Lakshmi	Controller of Examinations	Academic Administration		

S.No	Name of the Member	Designation & Department / Organization	Category	Signature	Remarks
15	Mr. A. Siva Nageswara Rao	Placement Officer	Training & Placement		
16	Mr. B. Chinni	NSS Officer	Extension Activities		
17	Mr. Ch. Sarat	Physical Director	Student Support Services		
18	Mr. B. Pratap	Administrative Officer	Administrative Representative		
19	Mr. K. Ashok	Accounts Department	Administrative Representative		
20	Mr. K. Ramesh Naidu	Head of Operations, . APPLY VOLT	Industry Representative		
21	Ms. D. Kavya Sri	Student Representative	Student Member		
22	Mr. K.T.V. Chalapathi Rao	Alumni Representative	Alumni Member		
23	Mr. B. Rama Krishna	Parent Representative	Parent Member		

Special Instructions

1. All members shall sign against their names during the meeting.
2. Online participants may mention "Online" in the remarks column.
3. Attendance sheets shall be attached with the Minutes of Meeting (MoM).
4. The attendance register shall be maintained chronologically for every IQAC meeting.
5. Supporting evidence such as screenshots/photos may be attached for online meetings.

IQAC Coordinator	Principal / Chairperson
Signature with Date <u>S. Sri Gowri</u> 18/6/2025	Signature with Seal <u>K. Ramesh</u> 18/6/2025 PRINCIPAL SRK INSTITUTE OF TECHNOLOGY ENIKEPADU, VIJAYAWADA-521 108



Minutes of Meeting (MoM)
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting

Ref. No.: SRKIT/IQAC/2025-26/MOM-01

Date: 18 June 2025

Venue: Principal's Chamber

Time: 02:00 PM

Members Present

S.No	Name & Designation	Category	Status
1	Dr. K. Ramesh, Principal	Chairperson	Present
2	Dr. S. Sri Gowri, Professor & HoD-ECE	IQAC Coordinator	Present
3	Sri B. S. Sri Krishna, Secretary	Management Representative	Present
4	Dr. S. Anuradha	External Academic Expert	Online
5	Dr. P. Srihari	External Academic Expert	Online
6	Dr. T. Satyanarayana	Senior Faculty Member	Present
7	Mr. S. Nageswar Rao	Senior Faculty Member	Present
8	Dr. A. Stanly Kumar	Senior Faculty Member	Present
9	Dr. A. Radhika	Senior Faculty Member	Present
10	Mr. G.D.K. Kishore	Senior Faculty Member	Present
11	Dr. A. Murali Krishna	Senior Faculty Member	Present
12	Dr. B. Krishnaiah	Senior Faculty Member	Present
13	Ms. K. Pavani	Senior Faculty Member	Present
14	Dr. G. Sri Lakshmi	Academic Administration	Present
15	Mr. A. Siva Nageswara Rao	Placement Officer	Present
16	Mr. B. Chinni	NSS Officer	Present
17	Mr. Ch. Sarat	Physical Director	Present
18	Mr. B. Pratap	Administrative Officer	Present
19	Mr. K. Ashok	Accounts Department	Present
20	Mr. K. Ramesh Naidu	Industry Representative	Present
21	Ms. D. Kavyasri	Student Representative	Present
22	Mr. K.T.V. Chalapathi Rao	Alumni Representative	Present
23	Mr. B. Rama Krishna	Parent Representative	Present

Agenda of the Meeting

1. Confirmation of previous meeting minutes
2. Review of AICTE Extension of Approval status
3. Discussion on AQAR preparation and data collection process
4. Review of Academic Calendar and planned activities
5. Planning for Academic Audit for A.Y. 2025–26
6. Implementation of ICT-enabled teaching practices
7. Review of internships and Community-Based Projects
8. Planning of Industrial Visits/Tours
9. Review and strengthening of Industry-Oriented MoUs
10. Promotion of Research & Development activities

Proceedings and Resolutions**Agenda Item 1****Confirmation of Previous Minutes**

The minutes of the previous IQAC meeting were reviewed and confirmed by the members.

Resolution

Resolved to approve the minutes of the previous meeting without any modifications.

Agenda Item 2**Review of AICTE Extension of Approval**

The IQAC Coordinator briefed the committee regarding the status of AICTE Extension of Approval for the Academic Year 2025–26.

Resolution

Resolved to ensure timely compliance with all AICTE requirements and submission of necessary documents.

Agenda Item 3**AQAR Preparation and Data Collection**

Detailed discussions were held regarding preparation of the Annual Quality Assurance Report (AQAR) and systematic collection of data from all departments.

Resolution

Resolved to establish a department-wise data collection mechanism for timely preparation and submission of AQAR.

Agenda Item 4**Review of Academic Calendar and Institutional Activities**

The committee reviewed the proposed academic calendar, academic activities, FDPs, workshops, and student development programmes.

Resolution

Resolved to implement the academic calendar effectively with proper monitoring mechanisms.

Agenda Item 5**Academic Audit**

The committee reviewed observations from the previous academic audit and discussed corrective measures for bridging identified gaps.

Resolution

Resolved to conduct the Academic Audit for the Academic Year 2025–26 during December 2025.

Agenda Item 6**ICT-Enabled Teaching Practices**

The Chairperson emphasized the importance of ICT-enabled teaching-learning methodologies for enhancing student learning outcomes.

Resolution

Resolved that all Heads of Departments shall monitor and encourage effective usage of ICT tools in classroom teaching.

Agenda Item 7**Internships and Community-Based Projects**

The committee discussed the importance of quality internships and implementation of Community-Based Projects (CBPs).

Resolution

Resolved to encourage students to undertake meaningful internships and socially relevant Community-Based Projects.

Agenda Item 8**Industrial Visits and Tours**

The committee discussed identification of industries for conducting industrial visits and educational tours for students.

Resolution

Resolved to organize department-wise industrial visits during the academic year.

Agenda Item 9**Industry-Oriented MoUs**

The committee reviewed existing functional MoUs and discussed renewal and establishment of new industry collaborations.

Resolution

Resolved to strengthen industry interaction activities through active implementation of MoU-based programs.

Agenda Item 10**Research & Development Activities**

- * The committee discussed measures for improving research culture, funded projects, publications, and consultancy activities.

Resolution

Resolved to encourage faculty members to:

- Publish research papers in SCI/Scopus/Web of Science indexed journals
- Apply for research grants from funding agencies
- Promote interdisciplinary research activities

Conclusion

The Chairperson thanked all the members for their active participation and valuable suggestions for institutional quality enhancement.

The meeting concluded with a vote of thanks proposed by the IQAC Coordinator.

S. Sri Gouni
IQAC Coordinator

Signature with Date

18/6/2025

K. Ramesh
Chairperson / Principal 18/6/2025

Signature with Seal

PRINCIPAL

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Copy to:

1. Principal
2. IQAC File
3. All HoDs
4. Administrative Office
5. Concerned Members