



GLOBAL INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to JNTUH) Estd - 2006

Beside Moinabad Police Station, Chilkur (V), Moinabad (M), R.R. Dist. T.S.- 501 504

Phone: 040-66612734, 8340017208, 9951182039,

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JNTUH (U6)

EAMCET CODE: GLOB

Secretary:

K.M. ARIFUDDIN B.A., LL.M

Date: 01.06.2016

Date: _____

Principal:

Circular

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 09.06.2016 at 3 PM in the Board Room. All the members of the IQAC are requested to be present for the meeting.

Agenda

- 1.Welcome IQAC members to academic year session 2016-17
- 2.Review of the teaching learning process and evaluation
- 3.Course files, feedback report and action taken
- 4.Laboratories augmentations & requests
- 5.R & D funding and publications
- 6.Proposed conference and seminars
- 7.Anyother information with permission of the chair

Cc to

Principal

Dean

All members

Establishment section

Just
01/06/2016
IQAC Coordinator
Coordinator-IQAC
Internal Quality Assurance Cell
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.-501 504. T.S.



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Minutes of Meeting of IQAC

Principal:

09.06.2016

The following members were present

1. Dr P Vijay Karthik	Principal, GIET	Chairperson
2. Dr. Ravindra Tiwari	Dean, GPC	Member
3. Mr. G Ahmed Zeeshan	Head ECE	Member, IQAC Coordinator
4. Mr. TVV Pavan Kumar	Head EEE	Member
5. Mrs. M Jhansi Lakshmi	Head CSE	Member
6. Mrs. P Sai Leela Vaishnavi	Head CE	Member
7. Mr. Aamer Sohail	Head MECH	Member
8. Dr. T Umadevi	Head MBA	Member
9. Mrs. Bushra Jabeen	Head H&S	Member
10. Mr. G Ahmed Zeeshan	TPO	Member
11. Mr. Khaja Khader Mohiuddin	Officer I/c Examinations	Member

Principal and Dean welcomed all IQAC committee members

The following issues were discussed in the meeting for further needful action at the department level.

1. Strengths and weakness of the Departments.
2. Previous year question papers and important questions must be issued to students.
3. Lab experiments completion report must be kept ready for internal IQAC audit.
4. Feedback and action taken report must be ready for verification by IQAC.
5. Lab Manuals with a master copy must be kept ready for all lab courses.
6. Syllabus coverage details copy must be ready and it will be verified by Head.
7. All lab experiments must be completed.
8. All attendance registers must be ready with Head for IQAC team verification.
9. Letter of undertaking from parents of student who got less attendance percentage be kept ready.
10. Heads should conduct Guest Lectures.



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Principal:

11. Faculty should publish a paper in journal/conference.
12. TPO should take necessary action towards placements.
13. AICTE and JNTUH inspection-All Heads take necessary action.
14. Heads are instructed to conduct various events through department associations.

Cc to

Principal

Dean

All members

Establishment section

Handwritten signature
09/06/2016
IQAC Coordinator
Coordinator-IQAC
Internal Quality Assurance Cell
Global Institute of Engineering & Technology
Chilkur (V), Moinabad (M), R.R. Dist.-501 504. T.S.