



**SAGI RAMA KRISHNAM RAJU ENGINEERING COLLEGE
(AUTONOMOUS)**

SRKR MARG :: CHINNA AMIRAM :: BHIMAVARAM-534204

Date: 02-01-2025

CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is going to conduct a meeting on 08-01-2025 at 3:00 PM in T&P seminar hall. In this connection, all the IQAC members are requested to attend the said meeting without fail.

Agenda:

1. To approve the minutes of the previous meeting.
2. To report the action taken on the minutes of the last meeting.
3. To discuss the deadline for submission of AQAR 2023–24.
4. To discuss about Green Audits.
5. Any other items with permission of the Chairperson of IQAC.

Copy to:

- 1) The Secretary cum Correspondent for information
- 2) Sri. S. S. Pratik Varma, Member, Governing Body
- 3) The Principal's Table
- 4) Copy to IQAC members
- 5) Office File Master file


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Minutes of IQAC Meeting

The IQAC meeting was conducted on 08-01-2025 at 3:00 PM in T&P seminar hall. The agenda points were discussed in the presence of chairperson (Prof. K.V. Murali Krishnam Raju, Principal, SRKREC).

1. **Agenda 1:** To approve the minutes of the last meeting.

Deliberations/Resolutions: The IQAC Coordinator presented the resolutions made in the last meeting held on 19-10-2024 at 10:00 AM. No comments were received on the resolutions. All members approved the minutes of previous meeting.

2. **Agenda 2:** To report the action taken on the minutes of the last meeting.

Deliberations/Resolutions: The IQAC Coordinator presented the action taken report on the previous meeting minutes 19-10-2024 at 10:00 AM. All members approved the action taken report attached as Appendix-I.

3. **Agenda 3:** To discuss the deadline for submission of AQAR 2023–24

Deliberations/Resolutions: Prof. K. V. Murali Krishna Raju, Chairperson of IQAC, informed the members about the deadline for submission of AQAR 2023–24 and stressed the need for timely completion. The committee resolved to expedite data collection and verification from all departments.

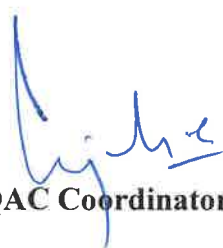
4. Agenda 4: To discuss about Green Audits.

Deliberations/Resolutions: The members discussed the importance of conducting Green Audits to assess the institution's environmental practices and promote sustainable campus initiatives. After deliberation, it was resolved to initiate the Green Audit and take necessary measures to improve environmental sustainability on the campus.

5. Agenda 5: Any other items with permission of the Chairperson of IQAC.

Deliberations/Resolutions: The IQAC Coordinator informed the members that the Data Capturing process for NIRF-2025 commenced on 06-12-2024 and that the last date for submission is 31-01-2025. The committee discussed the same and resolved to initiate the data collection process from all concerned departments to ensure timely submission of the required information.

In addition, the Dean (R&D) proposed to organize a guest talk on patent filing for faculty members for the benefit of faculty members to enhance awareness on intellectual property and patent filing, thereby supporting National Institutional Ranking Framework (NIRF) rankings and accreditations such as National Board of Accreditation (NBA) and National Assessment and Accreditation Council (NAAC).



IQAC Coordinator



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Appendix-I

Action Taken Report for Meeting Dated on 19-10-2024 at 10:00 AM

S.No.	Plan of Action	Action taken
1	To discuss the deadline for submission of AQAR 2022-23 and to initiate the data collection process for AQAR 2023-24.	• AQAR 2022-23 was submitted to NAAC on 29-10-2024. • Initiated the data collection process for AQAR 2023-24 by informing the concerned departments to submit the required information and supporting documents.
2	To discuss about Academic Audit for AY 2023-24.	The Annual Academic Audit for the Academic Year 2023-24 was conducted by a committee constituted by the Principal.
3	To prepare application for the recognition of Research Centres by JNTUK.	The required documents were collected from the concerned departments and the application for recognition of Research Centres was submitted to Jawaharlal Nehru Technological University Kakinada (JNTUK) on 27-12-2024.
4	Any other items with permission of the Chairperson of IQAC.	• A 5-day Faculty Development Program on "Design Thinking and Innovation" was conducted from 16-12-2024 to 20-12-2024. • A guest lecture on "The Importance of SDGs and Industry 4.0" was organized for all faculty members on 03-01-2025 by M. V. S. Raju from Siddhartha Academy of Higher Education (SAHE).

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Members Present for Third IQAC Meeting (AY 2024-25)

Meeting Date: 08-01-2025

S.No.	Name of the Member	Designation/Position/ Category	Signature
1	Dr. K.V.M. K. Raju	Principal	
2	Dr. S.S. Pratik Varma	Member Governing Body	Attended online
3	Dr. M. Jagapathi Raju	Director	
4	Dr. G. Sri Bala	Head, Civil	G. Sri Bala
5	Dr. Bh.V.S.R.K. Raju	Head, CSE	
6	Dr. N. Udaya Kumar	Head, ECE	
7	Dr. B.R.K. Varma	Head, EEE	
8	Dr. P.R.K. Varma	Head, IT	
9	Dr. K. Suresh Babu	Head, Mech. Engg	
10	Mr. Ch. Amarendra	Finance officer	Ch. Amarendra
11	Dr. T. Vamsi Nagaraju	Dean R&D	
12	Dr. V. Chandra Sekhar	Dean Academics	
13	Dr. K.R. Satyanarayana	Dean T&P	
14	Dr. M. S.K. Raju	Controller of Examinations	
15	Dr. N.G.K. Murthy	Head Tech. Centre	
16	Dr. D. Chandrasekhar	Associate professor	
17	Mrs. P. Lakshmi	Asst. professor	
18	Mr. D. Someswara Rao	Bar panel	
19	A. Bala Durga Manikanta	ECE student	
20	K. Sri Sai Teja	MECH student	K. Sri Sai Teja
21	Mr. M. Anil Kumar	Coo, Alumni Assn.	
22	Mr. M. Srinivasa Varma	Founder & CEO Maharshi	
23	Dr. N. Balaji	Professor, JNTUK	Attended online
24	Mr. M.S.R. Niranjan Kumar	CoE, PVPsIT	
25	Dr. S. RAJESH	IQAC coordinator	