



Geethanjali College of Engineering and Technology

(UGC Autonomous)

(Accredited by NAAC with 'A' Grade & NBA, Approved by AICTE and Permanently Affiliated to JNTUH)
Cheeryal(V), Keesara(M), Medchal Dist., Telangana State – 501 301.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

GCET/IQAC/2023-24/01

DATE: 04/09/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 2.30PM

Venue: Board room

Date: 06-09-2023

Agenda:

1. To review the plan of Action that was prepared in AY:2022-23
2. Discussions with HoDs regarding placement training and advanced software training.
3. To initiate TLP Feedback-1 for I B Tech students
4. Any other point with the permission of the Chair.

Coordinator –IQAC

Copy to:

- 1) All HODs & Deans
- 2) Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

GCET/IQAC/2023-24/01

DATE: 06/09/2023

The following members have attended the IQAC meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
| 5. | Mr. Srujan | CIVIL | 8978784074 |
| 6. | Ms.V. Padmaja | EEE | 8186855275 |
| 7. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 8. | Mr. P. Lakshmi Reddy | MECH | 9700278304 |
| 9. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
| 10. | Ms. D. Ramya | ECE | 9703928531 |
| 11. | Mr. V. Amareswar | ECE | 7981101142 |
| 12. | Mr. E. Mahender | CSE | 9912058007 |
| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
| 14. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 15. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 16. | Ms. Gayathri | CSE(AIML) | 9392609186 |
| 17. | Mr.P.Rahul Das* | CSE(IoT) | 9676338610 |
| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |
| 22. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 23. | Dr. Kumaraswamy | FED | 8464849473 |
| 24. | Ms. Indira | MBA | 9550709594 |

*Indicates, members not present

Meeting was held in Board Room on 6th Sep. 2023 at 2.30 PM.

Agenda:

1. To review the plan of Action that was prepared in AY:2022-23
2. Discussions with HoDs regarding placement training and advanced software training.
3. To initiate TLP Feedback-1 for I B Tech students
4. Any other point with the permission of the Chair.

Minutes of Meeting:

- i. Dr. B.L.Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
- ii. The members have discussed about future skill requirement for students and decided to interact with recruiters along with Placement and Institution Innovation Cell (IIC) to improve the employability of the students.
- iii. It is also decided to initiate Value Added courses in the respective programs and train them in the identified areas.
- iv. Decided to prepare the Plan of Action for A.Y:2023-24
- v. Coordinator - IQAC thanked the members for their efforts in collecting data for successful submission of AQAR to NAAC.



Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report on IQAC Meeting held on 6th Sep. 2023

Action Taken Report:

1. Plan of Action for AY: 2023-24 is reviewed.
2. IQAC interacted with placement cell on the required skills for employability of the students and are conveyed to HoDs. IQAC team along with Institution Innovation Cell (IIC) and T&P cell always interacts with recruiters on fairly good number of occasions. Hence, it has been decided to speak to all Heads of the Departments (majority of them are members of IQAC). During the interaction, it is decided to give soft skills training program to all the students and advanced software training such as “Smart Interviews” to advanced learners apart from the Cantilever training that is given to all the students.
3. Suggested the Heads of the departments to initiate Value added courses to enhance the employability skills of the students.
4. Phase-1 TLP feedback is initiated.

B. Praveen

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

GCET/IQAC/2023-24/02

DATE: 27/09/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 1.30PM

Venue: Board room

Date: 29-09-2023

Agenda:

1. To initiate Phase -1 TLP feedback and feedback on central facilities from III and IV B. Tech students.
2. To initiate data collection for AQAR-2022-23
3. Work allocation of AQAR-2022-23 data collection.
4. Discussion about Best Practices:
5. Any other related issues

Coordinator –IQAC

Copy to:

- 1) All HODs & Deans
- 2) Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2023-24/02

DATE: 29/09/2023

Venue: Board Room

Time: 1.30 PM

The following members have attended the IQAC meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
| 5. | Mr. Srujan | CIVIL | 8978784074 |
| 6. | Ms.V. Padmaja | EEE | 8186855275 |
| 7. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 8. | Mr. P. Lakshmi Reddy | MECH | 9700278304 |
| 9. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
| 10. | Ms. D. Ramya | ECE | 9703928531 |
| 11. | Mr. V. Amareswar* | ECE | 7981101142 |
| 12. | Mr. E. Mahender | CSE | 9912058007 |
| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
| 14. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 15. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 16. | Ms. Gayathri | CSE(AIML) | 9392609186 |
| 17. | Mr.P.Rahul Das | CSE(IoT) | 9676338610 |
| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |
| 22. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 23. | Dr. Kumaraswamy | FED | 8464849473 |
| 24. | Ms. Indira | MBA | 9550709594 |

*Indicates, members not present

Agenda:

1. To initiate Phase -1 TLP feedback and feedback on central facilities from III and IV B. Tech students.
2. To initiate data collection for AQAR-2022-23
3. Work allocation of AQAR-2022-23 data collection.
4. Discussion about Best Practices:
5. Any other related issues

Minutes of Meeting:

1. It is decided to initiate Phase -1 TLP feedback along with feedback on central facilities with effect from 1st Oct. 2023 from III and IV B. Tech students and complete the same within a week and submit the same to Principal for necessary action within 15 days.
2. It is decided to initiate data collection for AQAR-2022-23.
3. For collecting the AQAR data from each department and to consolidate the same criteria wise, the following criteria heads are identified:
 - CR-1: Mr. Lakshmi Reddy (ME)
 - CR-2: Mrs. V. Padmaja (EEE)
 - CR-3: Mr. V.Goutham (CIVIL)
 - CR-4: Dr. Sk. Ali (FED)
 - CR-5: Mr. E. Mahender (CSE)
 - CR-6: Vikram Sindhu (CSE-CS)
 - CR-7 Dr. A. Venkata Ramana (CSE-DS)
4. The meeting was concluded with Vote of Thanks.



Coordinator-IQAC



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Action Taken Report on IQAC Meeting held on 29th Sept. 2023

1. Phase-1 TLP feedback and feedback on central facilities from III and IV B. Tech students is initiated.
2. Data collection for AQAR-2022-23 is started.
3. Work allocation of data collection for AQAR-2022-23 and the Members and criteria heads are identified for this purpose.
4. Discussed about Best Practices and the following are identified:
 - Mentoring of students through hand-holding
 - Structured Training Program for Improved Placements and Career Development.

B. Prakash

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2023-24/03

DATE: 05/10/2023

IQAC Meeting is scheduled as per the following agenda to discuss regarding checking the course files & Lab Manuals and verification of Attendance registers of all B tech students.

Time: 2.30PM

Venue: IQAC room

Date: 07-10-2023 (Saturday)

Agenda:

1. Checking the course files
2. Checking the Lab Manuals
3. Verification of Attendance registers of all B. Tech students
4. Any other point

Coordinator –IQAC

Copy to:

- 1) All HODs & Deans
- 2) Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2023-24/03

DATE: 07/10/2023

Minutes of IQAC Members held on 7th October, 2023

The meeting was held in IQAC room during 02:30 to 03:30 PM. The list of group members present is:

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
| 5. | Mr. Srujan | CIVIL | 8978784074 |
| 6. | Ms.V. Padmaja | EEE | 8186855275 |
| 7. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 8. | Mr. P. Lakshmi Reddy | MECH | 9700278304 |
| 9. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
| 10. | Ms. D. Ramya | ECE | 9703928531 |
| 11. | Mr. V. Amareswar | ECE | 7981101142 |
| 12. | Mr. E. Mahender | CSE | 9912058007 |
| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
| 14. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 15. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 16. | Ms. Gayathri | CSE(AIML) | 9392609186 |
| 17. | Mr.P.Rahul Das* | CSE(IoT) | 9676338610 |
| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |

| | | | |
|-----|------------------|-----|------------|
| 22. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 23. | Dr. Kumaraswamy | FED | 8464849473 |
| 24. | Ms. Indira | MBA | 9550709594 |

Agenda:

1. Checking the course files
2. Checking the Lab Manuals
3. Verification of Attendance registers of all B. Tech students
4. Any other point

Minutes of the Meeting:

- (i) The coordinator-IQAC welcomed all the members of IQAC to the meeting.
- (ii) It is decided to check the course files and Lab manuals on or before 15-10-2022 across all departments as the class work is commencing from 17th October 2022 for II-year students. A committee is nominated for verifying the required documents across all departments given below:

| S.No | Name of the Department | Names of External IQAC members | Designation | Remarks |
|------|------------------------|--|----------------------------|---------|
| 1 | ME | Mr. P. Lakshmi Reddy/Mr. M.Ravi Kumar (MECH) | Asst. Prof Asst. Prof | |
| 2 | IT/IOT | Mr. P. Manohar/Mr.Naresh Kumar (IT) | Assoc. Prof Assoc. Prof | |
| 3 | CE | Dr. V. Praveen (CE) | Assoc. Prof | |
| 4 | CSE | Mr. E.Mahender/Mr.Gopi Nayak (CSE) | Asst. Prof Asst. Prof | |
| 5 | ECE | Dr. B. L. Prakash /Ms. D. Ramya (ECE) | Professor Asst. Prof | |
| 6 | EEE | Dr. M. Aruna Bharathi /V.Padmaja (EEE) | Professor Asst. Prof | |
| 7 | CSE (AIML) | Mr.Rahul Das(CSE-EA)/Dr. J.V.Madhuri (FED) | Asst. Prof Assoc. Prof | |
| 8 | CSE (EA) | Mr. M. Shiva Prasad(AIML)/ Mr. V.Sai Kishore (MBA) | Asst. Prof Assoc. Prof | |

B. Praveen

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 7th Oct. 2023

Action Taken Report:

1. To verify the Lab Manuals and Course, the formats are created.
2. The format is prepared for the verification of the attendance registers.

B. Praveen

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2023-24/04

06-12-23

All the members of IQAC, GCET are requested to attend a meeting on 07-12-23, at 1.00 PM.
The Venue of the meeting will be IQAC room, 3rd Floor, Block-1.

Agenda:

- To discuss about the list of activities under IQAC yet to be conducted, as per the list specified by Principal
- To audit the course files and attendance registers of the previous semester

B. Prakash

Coordinator –IQAC

Copy to:

- 1) Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/04

DATE: 07/12/2023

The following members have attended the meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
| 5. | Mr. Srujan | CIVIL | 8978784074 |
| 6. | Ms.V. Padmaja | EEE | 8186855275 |
| 7. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 8. | Mr. P. Lakshmi Reddy | MECH | 9700278304 |
| 9. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
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| 11. | Mr. V. Amareswar | ECE | 7981101142 |
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| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
| 14. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 15. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 16. | Ms. Gayathri | CSE(AIML) | 9392609186 |
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| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |
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Agenda:

- To discuss about the list of activities under IQAC yet to be conducted, as per the list specified by Principal
- To audit the course files and attendance registers of the previous semester

Minutes of Meeting:

The following points were discussed in the meeting:

- A faculty development program on Pedagogical techniques is to be conducted, preferably after the completion of the semester.
- Sessions on Personality development also are to be organized for both Teaching and Non-teaching faculty of the institute.
- The documents related to the procedures for offering consultancy and the responsibilities of both parties are to be prepared. In this connection, an awareness session for the for the faculty is to be conducted.
- The Green Audit is to be conducted for this academic year.
- The course files and the attendance registers of the previous semester are to be audited, and this process should be completed by the end of Dec 2023.

B. Praveen

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 7th Dec. 2023

- It is proposed to conduct the FDP on Pedagogical techniques, in association with NITTTTR, Chennai.
- To conduct sessions on Personality development, resource people can be from Vivekananda Institute of Human Excellence and are to be contacted.
- Green, Energy and Environment Audit will be conducted in January 2024.
- The resource person for the session on the procedures for consultancy can be contacted through Principal.

B. Praveen

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2023-24/05

DATE: 17/02/2024

All the members of IQAC, GCET are requested to attend a meeting on 18-02-24, at 2.00 PM.
The Venue of the meeting will be IQAC room, 3rd Floor, Block-1.

Agenda:

- To discuss the conduct of the proposed events in the last meeting.
- Session on CO-PO mapping to be conducted as per the directions of the principal
- Initiation of Quality Circles in the institute

Coordinator –IQAC

Copy to:

- 1) All HODs & Deans
- 2) Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2023-24/05

DATE: 18/02/2024

The following members have attended the meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
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| 11. | Mr. V. Amareswar | ECE | 7981101142 |
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| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
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| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |
| 22. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 23. | Dr. Kumaraswamy | FED | 8464849473 |
| 24. | Ms. Indira | MBA | 9550709594 |

*Indicates, members not present

Meeting was held in Board Room on 25-10-2022.

Agenda:

- To discuss the conduct of the proposed events in the last meeting.
- Session on CO-PO mapping to be conducted as per the directions of the principal
- Initiation of Quality Circles in the institute

The following points were discussed in the meeting:

- NITTTR, Chennai accepted the proposal to conduct the faculty development program on Pedagogical techniques in association with GCET and is scheduled in the month June 2027.
- All the sessions will be held by the resource persons from NITTTR, Chennai.
- A session on CO-PO mapping will be held in association with Fatcat, a startup supported by IIIT, Hyderabad. The actual dates will be informed by them. Software for this CO-PO mapping was developed by Fatcat.
- Dr. Srilakshmi, Dept. of FE is requested to monitor the process of conducting the Green and Energy Audit.

B. Prakash

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 18th Feb. 2024

- The FDP on Teaching Pedagogy will be held in the month of June or July 2024.
- To conduct sessions on Personality development, Mr. Akella Raghavendra was contacted and he accepted for the same. Approval is pending with the principal.
- Like Quality circles, there is a concept of Group Heads in each department of GCET. This further may be extended to a group of employees of various departments, who meet regularly to identify and solve work-related problems. Further action of course will be decided after discussing with Principal.

B. Prakash

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2023-24/06

DATE: 27/05/2024

All the members of IQAC, GCET are requested to attend a meeting on 28-05-24, at 1.00 PM .
The Venue of the meeting will be IQAC room, 3rd Floor, Block-1.

Agenda:

- Status of AQAR (2022-23) submitted.
- Feedback on the existing process of collecting the data for various criteria.
- Various activities to be conducted for the AY 2023-24
- To discuss about the list of activities under IQAC, as per the list specified by Principal.

Coordinator –IQAC

Copy to:

- 1) All HODs & Deans

2) Members of IQAC



Geethanjali College of Engineering and Technology (UGC Autonomous)

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Cheeryal(V), Keesara(M), Medchal Dist., Telangana State – 501 301.

INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2023-24/06

DATE: 28/05/2024

The following members have attended the meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
| 5. | Mr. Srujan | CIVIL | 8978784074 |
| 6. | Ms.V. Padmaja | EEE | 8186855275 |
| 7. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 8. | Mr. P. Lakshmi Reddy | MECH | 9700278304 |
| 9. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
| 10. | Ms. D. Ramya | ECE | 9703928531 |
| 11. | Mr. V. Amareswar | ECE | 7981101142 |
| 12. | Mr. E. Mahender | CSE | 9912058007 |
| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
| 14. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 15. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 16. | Ms. Gayathri | CSE(AIML) | 9392609186 |
| 17. | Mr.P.Rahul Das* | CSE(IoT) | 9676338610 |
| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |
| 22. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 23. | Dr. Kumaraswamy | FED | 8464849473 |
| 24. | Ms. Indira | MBA | 9550709594 |

*Indicates, members not present

Meeting was held In IQAC room on 28/05/2024 at 2.30 PM

Agenda:

- Status of AQAR (2022-23) submitted.
- Feedback on the existing process of collecting the data for various criteria.
- Various activities to be conducted for the AY 2023-24
- To discuss about the list of activities under IQAC, as per the list specified by Principal.

Minutes of Meeting:

The following points were discussed:

- The list of activities to be carried out by IQAC of the institution was discussed in detail.
- With reference to collection of students' feedback on Teaching effectiveness, the members suggested the following:
 - ❖ Less than 50% of the students are participating in providing the feedback on TLP, especially, in the second of time feedback collection. This may be due to the reason that the process of collecting the feedback is getting initiated only in the penultimate week of the semester, and, by that time, full strength of the class may not be present.
 - ❖ Let the feedback process, i.e. creating the Google form, submitting it in the dept. and circulating to the students etc. be initiated by two weeks in advance with reference to the end of the semester, and the students should be directed to respond, and the process should be monitored by the IQAC member of the respective Dept., Mentor of each students and in turn, by the HoD of the respective Dept. This should be implemented as per the academic calendar.
 - ❖ Similar process should be followed for feedback collection after 3 weeks from the beginning of the semester. The required formats should be made available to provide smooth implementation of the process.
 - ❖ Till now, the feedback analysis over the entire institute is being done only one person, which is a tedious job for an individual. It is proposed by the committee that , the feedback analysis should be done at each department level or the Admin people allotted for IQAC works should be involved in this task. The consolidated analysis will be recorded at institute level by IQAC.

- ❖ The feedback forms are many i.e. for each Theory and Practical course. The students are not showing much interest in filling such large number of forms. In this aspect, there is a need for the forms being used for feedback collection be revamped.
- Lot number of activities being conducted across the institute under various cells/clubs and the corresponding records are to be audited by IQAC.
- Let the departments submit the data pertaining to various activities held (including the certificates of participation/achievements) on monthly basis, so that, at the end of the semester, the process of consolidation becomes relatively simple.
- With reference to various clubs at the institute level, it is to be insisted that each file should contain the list of members of the club and the respective faculty coordinator.
- Each department should have representation in IQAC team, and if it is not there, the respective HoD should be informed and be requested for the same.
- Presently, only two members are representing CSE in IQAC, but should be definitely 3 or it can be 4 even, as the student strength is large. Similar is the case with Dept. of FE also. There is no representation from Dept. of Management science and should be informed to the concerned HoD.
- Minutes of all the previous meetings held for the AY 2023-24 are to be made ready.
- All the above are to be brought to the notice of Principal for approval and implementation.
- For the AY 2023-24, the same old procedures will be followed, and the modified versions (if any) can be used from AY 2024-25 onwards.



Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 28/05/2024

Based on the above points discussed, it is concluded to implement the following:

- Feedback form is to be modified by incorporating the suggestions made by the members of IQAC, and the modified versions are to be submitted to Principal for approval.
- HoDs of FE and CSE depts. should be informed about deputing one more faculty member to IQAC.

B. Praveen

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2023-24/07

DATE: 08/07/2024

All the members of IQAC, GCET are requested to attend a meeting on 09-07-24, at 12.00Noon.
The Venue of the meeting will be Boardroom.

Agenda:

- Regarding the Events planned in the month so July and August,2024
- Regarding of Verification of Attendance registers
- Conduct of External Academic Audit for the year 23-24

B. Prakash

Coordinator –IQAC

Copy to:

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- 2) Members of IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2023-24/07

DATE: 09/07/2024

The following members have attended the meeting:

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar | CSE | 9912744988 |
| 2. | Dr P Srihari | ECE | 9000836630 |
| 3. | Dr. B. L. Prakash | ECE | 9346314538 |
| 4. | Mr. V. Goutham | CIVIL | 9985566510 |
| 5. | Mr. Srujan | CIVIL | 8978784074 |
| 6. | Ms.V. Padmaja | EEE | 8186855275 |
| 7. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 8. | Mr. P. Lakshmi Reddy | MECH | 9700278304 |
| 9. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
| 10. | Ms. D. Ramya | ECE | 9703928531 |
| 11. | Mr. V. Amareswar | ECE | 7981101142 |
| 12. | Mr. E. Mahender | CSE | 9912058007 |
| 13. | Mrs. Sravanthi* | CSE | 8096911143 |
| 14. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 15. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 16. | Ms. Gayathri | CSE(AIML) | 9392609186 |
| 17. | Mr.P.Rahul Das* | CSE(IoT) | 9676338610 |
| 18. | Ms. Nandini | CSE(CS) | 8094794274 |
| 19. | Mr Vikram Sindhu | CSE(CS) | 8792613075 |
| 20. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 21. | Dr.J.V.Madhuri | FED | 8790255193 |
| 22. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 23. | Dr. Kumaraswamy | FED | 8464849473 |
| 24. | Ms. Indira | MBA | 9550709594 |

*Indicates, members not present

Agenda:

- TLP feedback of II-II Semester.
- Collaboration with all the depts. for conducting various events in the college.
- Verification and updating of mentor books.
- Adding TTs in the TLP feedback form.
- Verification of Course files, Lab Manuals, Attendance registers.

Minutes of Meeting:

Coordinator, IQAC congratulated the members of IQAC by informing that the AQAR submitted for 2022-23 got accepted. The data collection for filling AQAR for 2023-24 should be initiated.

The following points were discussed:

- In association with NITTTR, Chennai, IQAC of GCET is conducting one week Faculty Training program on “Teaching, Learning, Assessment and Evaluation” during 22-27, July 2024.
- The college has paid Rs.80,000/-+18% GST to NITTTR, for the conduct of the above event.
- 40 faculty members of GCET will be the participants and the IQAC coordinator of each department should collect the list of faculty members and should submit by 10.07.24.
- IQAC coordinators should see that the participants should attend all the sessions without fail, as this the requirement for all NITTTR programs.
- Mr.Harsha, from IIIT, Hyderabad is going to deliver a demo session on the software developed for the computation of CO and PO attainments. This will be arranged in the first week of August 2024.
- The Green audit is to be conducted for 24-25, and the present certificate is valid till September 2024.
- The paper used in the institute is being given to ITC for recycling. Certificate from ITC in this regard should be obtained in proper format.
- Events on IPR, IKS and HVPE should be conducted for the AY2024-25 should be conducted. Depts. of FE and Management science should be coordinated in this regard.

B. Prakash

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 09/07/2024

- The Green audit is to be conducted for 24-25, and the present certificate is valid till September 2024.
- The paper used in the institute is being given to ITC for recycling. Certificate from ITC in this regard should be obtained in proper format.
- Events on IPR, IKS and HVPE should be conducted for the AY2024-25 should be conducted. Depts. of FE and Management science should be coordinated in this regard.

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2022-23/08

DATE: 22/04/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 1.15PM

Venue: Board room

Date: 24-04-2023

Agenda:

1. To discuss the proposal to organize a workshop on “Leadership and Governance for Institutional Sustainability” to be held in May 2023.
2. Identifying the topics and the respective resource persons.
3. Preparation of Brochure etc.
4. Canvassing and publicity about the workshop
5. Any other item with the permission of chair.

B. Praveen

Coordinator –IQAC

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/08

DATE: 24/04/2022

The following members have attended the meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar* | CSE | 9912744988 |
| 2. | Dr.B.L.Prakash | ECE | 9346314538 |
| 3. | Dr. V. Praveen Kumar | CIVIL | 9642199575 |
| 4. | Mr Abdul Rafi | CIVIL | 9550038906 |
| 5. | Ms.V.Padmaja | EEE | 8186855275 |
| 6. | Mr. S. Poornachander Rao | EEE | 9533943555 |
| 7. | Mr. P.Lakshmi Reddy | MECH | 9700278304 |
| 8. | Mr.M.Ravi Kumar* | MECH | 9550518305 |
| 9. | Ms. D.Ramya | ECE | 9703928531 |
| 10. | Ms. I. Rajani Kumari | ECE | 7675032519 |
| 11. | Mr. E. Mahender | CSE | 9912058007 |
| 12. | Mrs Sravanthi* | CSE | 8096911143 |
| 13. | Mr.P. Manohar | IT/IoT | 9849403329 |
| 14. | Mr.M.Shiva Prasad* | CSE(AIML) | 9989647029 |
| 15. | Mr.P.Rahul Das | CSE(IoT) | 9676338610 |
| 16. | Ms Ratnamala B* | CSE(CS) | 9989834065 |
| 17. | Mr Vikram | CSE(CS) | 8792613075 |
| 18. | Dr Attili Venkata Ramana | CSE (DS) | 9052807324 |
| 19. | Dr.J.V.Madhuri | FED | 8790255193 |
| 20. | Dr.Sk.Mohd. Ali | FED | 9848971593 |
| 21. | Mr. Kumaraswamy | FED | 8464849473 |
| 22. | Dr. A.Sita Madhavi | MBA | 9949469853 |

*Indicates, members not present

Meeting was held in Board Room on 24/04/2023 from 1.15 to 2.30 PM

Agenda:

1. To discuss the proposal to organize a workshop on “Leadership and Governance for Institutional Sustainability” to be held in May 2023.
2. Identifying the topics and the respective resource persons.
3. Preparation of Brochure etc.
4. Canvassing and publicity about the workshop
5. Any other item with the permission of chair.

Minutes of Meeting:

1. Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department. to the meeting.
2. Members have discussed the proposal to organize a workshop on “Leadership and Governance for Sustainability” and identified the dates from (08-12) May 2023.
3. Principal presented the topics and the details of Resource persons to all the members and members approved the same.
4. Members have decided to involve the senior persons, HoDs and Deans as criteria Heads for collection of data for AQAR



Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 24/04/2023

Action Taken Report:

1. The resource persons and topics for the Workshop are identified.
2. The dates are identified for the workshop on “Leadership and Governance for Sustainability” and identified as from (08-12) May 2023.
3. Canvassing team to give wide publicity is also identified.
4. HoDs agreed to nominate senior persons as criteria heads for data collection and consolidation for AQAR

| S.No | Criterion | Name of the staff member | Remarks |
|------|---|-----------------------------------|----------|
| 1 | Curricular Aspects | Mr.P.Lakshmi Reddy | MECH |
| 2 | Teaching Learning and Evaluation | Mrs. V.Padmaja | EEE |
| 3 | Research and Development | Mr.Abdul Rafi | CIVIL |
| 4 | Infrastructure and Facilities | Dr. Sk Md. Ali | FE |
| 5 | Student Support Systems | Mr.E.Mahender | CSE |
| 6 | Governance and Leadership | Dr. Sita Madhavi | MBA |
| 7 | Institutional Values and Best Practices | Dr.A.Venkata Ramana | CSE-DS |
| 8 | Overall Coordination | Dr.B.L.Prakash and Dr.J.V.madhiri | ECE & FE |

B. Prakash

Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

GCET/IQAC/2022-23/09

DATE: 11/7/2023

IQAC Meeting is scheduled as per the following agenda to discuss the following agenda points.

Time: 2.30PM

Venue: Board room

Date: 13-07-2023

Agenda:

- Conveying Thanks to IQAC Members on successful completion of One-week workshop on “Developing Faculty Members as Academic Leaders from 03-07-23 to 08-07-23
- TLP feedback-2 of II-II and I-II Semester.
- Verification of mentor books.
- Verification of Attendance Registers
- 360° feedback re-initiation
- Ref. Globe-IQAC activities
- AQAR 2021-22 status
- AQAR 2022-23 initiation
- Verification of Course files, Lab Manuals, Attendance registers.
- IQAC calendar preparation
- Review of significant contributions made by IQAC in 2022-23

Coordinator –IQAC

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

GCET/IQAC/2022-23/09

DATE: 13/07/2023

The following members have attended the meeting.

| S.No | Name of the Faculty | Department | Mobile No |
|------|--------------------------|------------|------------|
| 1. | Dr. S. Udaya Kumar* | CSE | 9912744988 |
| 2. | Dr.B.L.Prakash | ECE | 9346314538 |
| 3. | Dr. V. Praveen Kumar | CIVIL | 9642199575 |
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| 20. | Dr.Sk.Mohd. Ali* | FED | 9848971593 |
| 21. | Mr. Kumaraswamy | FED | 8464849473 |
| 22. | Dr. A.Sita Madhavi | MBA | 9949469853 |

*Indicates, members not present

Agenda:

- Conveying Thanks to IQAC Members on successful completion of One-week workshop on “Developing Faculty Members as Academic Leaders from 03-07-23 to 08-07-23
- Initiation of TLP feedback-2 of II-II and I-II Semester.

- Verification of mentor books.
- Verification of Attendance Registers
- 360° feedback re-initiation
- Ref. Globe-IQAC activities
- AQAR 2021-22 status
- AQAR 2022-23 initiation
- Verification of Course files, Lab Manuals, Attendance registers.
- IQAC calendar preparation
- Review of significant contributions made by IQAC in 2022-23

Minutes of Meeting:

1. Dr B. L. Prakash, the coordinator-IQAC welcomed all the members of IQAC of each department to the meeting.
2. Coordinator thanked al the members for their active involvement in successful completion of the one-week workshop.
3. It is decided to initiate the Phase-2 feedback of I-II and II-II students.
4. It is decided to verify the acceptance status of AQAR 202-22.
5. Members have decided to prepare IQAC prepare detailed calendar of events for IQAC.
6. Members have finalized the Significant contributions made by IQAC during 2022-23.



Coordinator-IQAC



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Action Taken Report on IQAC Meeting held on 13/07/2023

Action Taken Report:

1. The Phase-2 feedback of I-II and II-II students is initiated.
2. Verify the acceptance status of AQAR 2021-22 and the pending status is conveyed to NAAC. They asked us to wait.
3. Detailed calendar for IQAC was prepared and the same is sent to all members.
4. Significant contributions are finalized based on the activities carried out by IQAC during 2022-23.

B. Praveen

Coordinator-IQAC