

TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF CIVIL

CE/IQAC/01/2021-22

Date: 22/07/2021

CIRCULAR

The first Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-22 is scheduled on 24/07/2021 at 3:30 PM in CIV-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

Agenda Points:

1. Review of the minutes of the last meeting for the academic year 2020-21.
2. Approval of the Civil Department academic calendars.
3. Approval of III & IV Year detailed syllabus for R20 regulations by the Board of Studies (BOS).
4. Plan of action for the academic year 2021-22 with emphasis on Civil Engineering curriculum and activities.
5. Analysis of Post-Academic Session Review of course handouts for the even semester (Civil Engineering subjects).
6. Analysis of Pre-Academic Session Review of course handouts for the odd semester (Civil Engineering subjects).
7. Allocation of Mentors for students.
8. Analysis of previous semester results..



IQAC Coordinator



HoD, CE

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DEPARTMENT OF CIVIL

Minutes of Meeting:

Date & Time: 24/07/2021 & 3:30 PM

Venue: Room No. CIV-201

Meeting No.: 01

Chairperson: HoD, CE

Coordinator: IQAC Coordinator

Members Present: Faculty members

Agenda & Resolutions:

1. Review of Previous Meeting Minutes (AY 2020-21)

- **Discussion:** The minutes of the previous IQAC meeting were reviewed in detail.
- **Resolution:** Approved with no modifications. Action Taken Report (ATR) of AY 2020-21 noted as satisfactory.

2. Approval of Department Academic Calendar 2021-22

- **Discussion:** The proposed academic calendar was presented and discussed.
- **Resolution:** Approved unanimously.

3. Approval of III & IV Year Detailed Syllabus (R20 Regulations) by Board of Studies (BOS)

- **Discussion:** The syllabus for III & IV Year (R20) was reviewed.
- **Resolution:** Approved by BOS

4. Plan of Action for Academic Year 2021-22

- **Discussion:** Initiatives for curriculum enhancement, research activities, student mentoring, Faculty Development Programs (FDPs), workshops, remedial sessions, and industry collaborations were proposed.




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- **Resolution:** Plan of Action approved with emphasis on strengthening industry–institute interaction.

5. Analysis of Post-Academic Session Review of Even-Semester Course Handouts

- **Discussion:** Post-academic review of odd semester course handouts was verified. CO-PO attainment levels were analyzed and gaps were identified in few courses. Corrective measures such as remedial sessions, revised assessments and interactive methods were discussed.
- **Resolution:** Faculty advised to update course handouts with CO-PO attainment.

6. Analysis of Pre-Academic Session Review of Odd-Semester Course Handouts

- **Discussion:** Draft course handouts were examined and minor suggestions provided for improvement.
- **Resolution:** Approved after incorporating the suggested corrections.

7. Allocation of Mentors

- **Discussion:** Mentor allocation for the academic year was finalized.
- **Resolution:** Each faculty member will mentor approximately 20 students. Mentor list approved.

8. Analysis of Previous Semester Results

- **Discussion:** Reviewed overall pass percentages: III Sem - 39%, V Sem - 59%, VII Sem - 79%.
 - Identified low-performing theory courses:
 - III Sem – *SOM-1, Fluid Mechanics*
 - V Sem - *DRCS, Structural Analysis*
 - VII Sem – *Water Resource Engineering-1, Estimation & costing.*
- **Resolution:** Special remedial sessions and focused tutorials will be organized for the identified subjects to improve student performance and reduce backlogs in upcoming exams.


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Action Taken Report (ATR) on IQAC Meeting held on 24/07/2021

Action Taken Report (ATR):

- Previous meeting minutes of 2020-21 reviewed; action points verified and documented.
- Academic calendar for 2021-22 finalized and circulated.
- III & IV Year syllabus (R20 regulations) approved by BOS and implemented.
- Plan of action 2021-22 initiated - FDPs, workshops, remedial sessions, and student development activities scheduled.
- Post-academic review of odd semester course handouts was completed; attainment analyzed, gaps identified, and corrective measures planned.
- Course handouts revised after pre-audit; CO-PO mapping improved.
- Mentors allocated - each faculty assigned 20 students; list circulated.
- Previous semester results analyzed and necessary measures are adopted for student performance improvement.



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CE/IQAC/02/2021-22

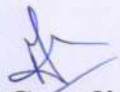
Date: 13/10/2021

CIRCULAR

The second Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-22 is scheduled on 15/10/2021 at 3:30 PM in CIV-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

Agenda Points:

1. Review of first minutes of meeting for the academic year 2021-22.
2. Verification of plan of action.
3. Prepare the required data for Submission of AQAR 2020-21 as per NAAC guidelines in scheduled time
4. Collection & Analysis of feedback for improvements
5. Conduction of Remedial classes for weak students in mid examinations.
6. Analysis of Middle-Academic Session Review of course handouts of odd semester.


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Minutes of Meeting:

Date & Time: 15/10/2021 & 3:30 PM

Venue: Room No. CIV-201

Meeting No.: 02

Chairperson: HoD, CE

Coordinator: IQAC Coordinator

Members Present: Faculty members

Agenda & Resolutions:

1. Review of First Minutes of Meeting (AY 2021-22)

- **Discussion:** The minutes of the first IQAC meeting for AY 2021-22 were reviewed and discussed in detail.
- **Resolution:** Approved without modifications; action items from the previous meeting noted as satisfactorily implemented.

2. Verification of Plan of Action

- **Discussion:** Progress of scheduled events and departmental initiatives was examined.
- **Resolution:** Approved with emphasis on timely execution and regular monitoring of pending activities.

3. Preparation of Data for Submission of AQAR 2020-21 (NAAC Guidelines)

- **Discussion:** Data requirements for AQAR 2020-21 were outlined. Faculty members were requested to submit any pending details (seminars, FDPs, publications, student activities) promptly.
- **Resolution:** Approved. IQAC Coordinator assigned to compile and submit the report within the stipulated timeline.



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4. Collection & Analysis of Feedback for Improvements

- **Discussion:** Student feedback on teaching-learning processes and curriculum delivery was presented and analyzed.
- **Recommendations to Faculty:**
 - Incorporate interactive teaching methods.
 - Provide supplementary learning resources.
 - Offer prompt feedback on assessments.
- **Resolution:** Faculty members are advised to incorporate feedback into teaching-learning process and submit individual action-taken reports.

5. Conduction of Remedial Classes for Weak Students in Mid Examinations

- **Discussion:** Need for remedial classes for students scoring below 40% in mid-term exams were discussed.
- **Resolution:** Faculty instructed to schedule and conduct remedial sessions, maintain attendance, and record performance improvements.

6. Analysis of Middle-Academic Session Review of Course Handouts (Odd Semester)

- **Discussion:** Course handouts were reviewed for alignment with syllabus, course outcomes, and CO-PO mapping. Minor revisions were suggested for clarity and student guidance.
- **Resolution:** Approved with directions to implement the suggested modifications.


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Action Taken Report (ATR) on IQAC Meeting held on 15/10/2021

Action Taken Report (ATR):

- Previous meeting minutes were reviewed and confirmed.
- Progress on all action items from the last meeting was discussed and found satisfactory.
- Scheduled events and activities under the Plan of Action are ongoing as per timelines.
- All required data and supporting documents were gathered from all faculty members for AQAR 2020-21 has been collected and compiled criteria-wise as per NAAC guidelines.
- Feedback from students regarding teaching-learning processes and curriculum delivery was collected and analyzed.
- Faculties were advised to adopt interactive teaching methods, share supplementary resources, and provide timely assessment feedback.
- Remedial classes have been planned for students scoring below 40% in mid-term exams to improve student performance.
- Course handouts were reviewed for alignment with syllabus and course outcomes; minor revisions were suggested to improve clarity.



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CE/IQAC/03/2021-22

Date: 03/02/2022

CIRCULAR

The third Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-22 is scheduled on 05/02/2022 at 2:00 PM in CIV-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

Agenda Points:

1. Review of second minutes of meeting of the 2021-22 academic year.
2. Confirmation of the proposed plan of action.
3. Evaluation of the Post-Academic Session Review for the odd semester course handouts.
4. Evaluation of the Pre-Academic Session Review for the even semester course handouts.
5. Examination of the results from the previous semester.


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Minutes of Meeting:

Date & Time: 05/02/2022 & 2:00 PM

Venue: Room No. CIV-201

Meeting No.: 03

Chairperson: HoD, CE

Coordinator: IQAC Coordinator

Members Present: Faculty members

Agenda & Resolutions:

1. Review of Second Minutes of Meeting (AY 2021-22)

- **Discussion:** The minutes of the second IQAC meeting were presented and examined.
- **Resolution:** Approved without modifications; all resolutions and action items from the previous meeting were satisfactorily implemented.

2. Verification of Plan of Action

- **Discussion:** Progress on planned curriculum initiatives, student mentoring, FDPs, remedial classes, and industry collaborations was reviewed.
- **Resolution:** Plan of Action verified and approved with emphasis on strengthening research activities and maintaining documentation for NAAC/NBA compliance.

3. Analysis of Post-Academic Session Review of Course Handouts (Odd Semester)

- **Discussion:** Post-academic review of odd-semester course handouts was conducted. CO-PO attainment levels were analyzed, and gaps in certain courses were identified.



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- **Resolution:** Faculty advised to implement corrective measures (remedial sessions, revised assessments, interactive methods) and update CO-PO mappings accordingly.
4. **Analysis of Pre-Academic Session Review of Course Handouts (Even Semester)**
- **Discussion:** Draft course handouts for the upcoming even semester were presented. Minor corrections and the inclusion of ICT-based learning methods were suggested.
 - **Resolution:** Approved after incorporating the recommended changes to ensure proper syllabus coverage and evaluation schemes.
5. **Analysis of Previous Semester Results**
- **Discussion:** Reviewed overall pass percentages: I Sem - 53.8%, IV Sem - 30.8% (lowest), VI Sem - 50.4%, VIII Sem - 89.1%
 - Identified low-performing theory courses:
 - I Sem – *Engineering Physics*.
 - IV Sem – *Hydraulics & Hydraulic Machinery, Probability & Statistics, Structural Analysis-I*.
 - VI Sem – *Environmental engineering , Design Of Steel Structures*.
 - **Resolution:** Organize special remedial sessions and focused tutorials for the identified subjects to improve student understanding and performance. Strengthen foundational concepts in early semesters to reduce backlogs in future exams.


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Action Taken Report (ATR) on IQAC Meeting held on 05/02/2022

Action Taken Report (ATR):

- The second minutes of meeting for AY 2021-22 were reviewed and confirmed.
- Plan of Action was verified; activities are in progress and pending items are under follow-up.
- Post-academic review of odd semester course handouts was completed; attainment analyzed, gaps identified, and corrective measures planned.
- Pre-academic review of even semester course handouts was conducted; faculty incorporated suggestions for alignment with syllabus and course outcomes.
- Previous semester results analyzed and necessary measures are adopted for student performance improvement.


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CE/IQAC/04/2021-22

Date: 24/03/2022

CIRCULAR

The last Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-22 is scheduled on 26/03/2022 at 3:30 PM in CIV-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

Agenda Points:

1. Review of the third minutes of meeting for the academic year 2021-22.
2. Validation of the plan of action.
3. Gathering and evaluation of feedback to facilitate improvements.
4. Organizing remedial classes for students who performed poorly in midterm exams.
5. Evaluation of the Mid-Academic Session Review of course handouts for the odd semester.


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Minutes of Meeting:

Date & Time: 26/03/2022 & 3:30 PM

Venue: Room No. CIV-201

Meeting No.: 04

Chairperson: HoD, CE

Coordinator: IQAC Coordinator

Members Present: Faculty members

Agenda & Resolutions:

1. Review of Third Minutes of Meeting (AY 2021-22)

- **Discussion:** The minutes of the third IQAC meeting were presented and examined.
- **Resolution:** Approved without modifications; progress on all previous action items was found satisfactory.

2. Verification of Plan of Action

- **Discussion:** The department's Plan of Action was reviewed, focusing on curriculum initiatives, research activities, FDPs, student mentoring, and remedial classes.
- **Resolution:** Approved with a directive to ensure timely documentation and follow-up on pending activities.

3. Collection & Analysis of Feedback for Improvements

- **Discussion:** Feedback from students, alumni, employers, and faculty was collected and analyzed. Key improvement areas identified included enhanced use of ICT tools, greater industry exposure, and curriculum enrichment.



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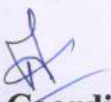
- **Resolution:** Faculty members advised to integrate feedback into teaching-learning practices and document actions taken for NAAC/NBA compliance.

4. Conduction of Remedial Classes for Weak Students in Mid Examinations

- **Discussion:** The need for remedial classes for students scoring below 40% in the mid-I exams was discussed. Timetables and faculty responsibilities were outlined.
- **Resolution:** Faculty instructed to conduct remedial sessions and maintain attendance and performance records for monitoring progress.

5. Analysis of Middle-Academic Session Review of Course Handouts (Odd Semester)

- **Discussion:** Course handouts were reviewed for alignment with syllabus and course outcomes. Minor revisions were recommended for clarity and improved student guidance.
- **Resolution:** Approved with instructions to faculty to implement suggested measures and update CO-PO mappings.


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Action Taken Report (ATR) on IQAC Meeting held on 26/03/2022

Action Taken Report (ATR):

- Previous meeting minutes were reviewed and confirmed.
- Progress on all action items from the last meeting was discussed and found satisfactory.
- Scheduled events and activities under the Plan of Action are ongoing as per timelines.
- Feedback from students regarding teaching-learning processes and curriculum delivery was collected and analyzed.
- Faculties were advised to adopt interactive teaching methods, share supplementary resources, and provide timely assessment feedback.
- Remedial classes have been planned for students scoring below 40% in mid-term exams to improve student performance.
- Course handouts were reviewed for alignment with syllabus and course outcomes; minor revisions were suggested to improve clarity.



IQAC Coordinator



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