

# **TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **DEPARTMENT OF CIVIL ENGINEERING**

**CE/IQAC/01/2023-24**

**Date: 27/06/2023**

### **CIRCULAR**

The first Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 29/06/2023 at 3:00 PM in Civil-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

#### **Agenda Points:**

1. Review of last minutes of meeting for the academic year 2022-23.
2. Approval of Department academic calendars.
3. Approval of III & IV Year detailed syllabus for R20 regulations by BOS.
4. Plan of action for the academic year 2023-24
5. Analysis of Post-Academic Session Review of course handouts of even semester.
6. Analysis of Pre-Academic Session Review of course handouts of odd semester.
7. Allocation of Mentors
8. Analysis of previous semester results

  
**IQAC Coordinator**

  
**HoD, CE**

**HEAD**  
Dept. of Civil Engineering  
TKR College of Engineering & Technology  
(AUTONOMOUS)  
Meerpet, Hyderabad-97.

**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT OF CIVIL ENGINEERING**

**Minutes of Meeting**

**Date & Time:** 29/06/2023 & 3:00 PM

**Venue:** Room No. Civil-201

**Meeting No.:** 01

**Chairperson:** HoD, CE

**Coordinator:** IQAC Coordinator

**Members Present:** Faculty members

**Agenda & Resolutions:**

1. **Review of Previous Meeting Minutes (AY 2022-23)**
  - **Discussion:** The minutes of the previous IQAC meeting were reviewed in detail.
  - **Resolution:** Approved with no modifications. Action Taken Report (ATR) of AY 2022-23 noted as satisfactory.
2. **Approval of Department Academic Calendar 2023-24**
  - **Discussion:** The proposed academic calendar was presented and discussed.
  - **Resolution:** Approved unanimously.
3. **Approval of III & IV Year Detailed Syllabus (R22 Regulations) by Board of Studies (BOS)**
  - **Discussion:** The syllabus for III & IV Year (R22) was reviewed.
  - **Resolution:** Approved by BOS
4. **Plan of Action for Academic Year 2023-24**
  - **Discussion:** Initiatives for curriculum enhancement, research activities, student mentoring, Faculty Development Programs (FDPs), workshops, remedial sessions, and industry collaborations were proposed.
  - **Resolution:** Plan of Action approved with emphasis on strengthening industry-institute interaction.



  
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**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 –91.41%, V Sem – 90.20%, VII Sem – 92.70%.
- Identified low-performing theory courses:
  - III Sem – *P&S* – 80 %
  - V Sem – *SA-I* – 67.9 %
- **Resolution:** Conduct special remedial classes and focused tutorials for the III-semester *P&S* and V-semester *SA-I* and raise pass rates.

  
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**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT OF CIVIL ENGINEERING**

**Action Taken Report (ATR) on IQAC Meeting held on 29/06/2023**

**Action Taken Report (ATR):**

- Previous meeting minutes of 2022-23 reviewed; action points verified and documented.
- Academic calendar for 2023-24 finalized and circulated.
- III & IV Year syllabus (R22 regulations) approved by BOS and implemented.
- Plan of action 2023-24 initiated - FDPs, workshops, remedial sessions, and student development activities scheduled.
- Post-academic review of odd semester course hangouts 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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**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT OF CIVIL ENGINEERING**

**CE/IQAC/02/2023-24**

**Date: 30/08/2023**

**CIRCULAR**

The second Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 01/09/2023 at 3:30 PM in Civil-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 2023-24.
2. Verification of plan of action.
3. Prepare the required data for Submission of AQAR 2022-23as 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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**DEPARTMENT OF CIVIL ENGINEERING**

**Minutes of Meeting**

**Date & Time:** 01/09/2023 & 3:30 PM

**Venue:** Room No. Civil-201

**Meeting No.:** 02

**Chairperson:** HoD, CE

**Coordinator:** IQAC Coordinator

**Members Present:** Faculty members

**Agenda & Resolutions:**

**1. Review of First Minutes of Meeting (AY 2023-24)**

- **Discussion:** The minutes of the first IQAC meeting for AY 2023-24 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 2022-23 (NAAC Guidelines)**

- **Discussion:** Data requirements for AQAR 2022-23 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.

  
IQAC Coordinator

  
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**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT OF CIVIL ENGINEERING**

**Action Taken Report (ATR) on IQAC Meeting held on 01/09/2023**

**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 2022-23 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.

  
**IQAC Coordinator**

  
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# **TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **DEPARTMENT OF CIVIL ENGINEERING**

**CE/IQAC/03/2023-24**

**Date: 22/06/2023**

### **CIRCULAR**

The first Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 27/06/2023 at 3:00 PM in Civil-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

#### **Agenda Points:**

1. Review of last minutes of meeting for the academic year 2023-24.
2. Approval of Department academic calendars.
3. Approval of III & IV Year detailed syllabus for R20 regulations by BOS.
4. Plan of action for the academic year 2023-24
5. Analysis of Post-Academic Session Review of course handouts of even semester.
6. Analysis of Pre-Academic Session Review of course handouts of odd semester.
7. Allocation of Mentors
8. Analysis of previous semester results

  
**IQAC Coordinator**

  
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**TKR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**DEPARTMENT OF CIVIL ENGINEERING**

**Minutes of Meeting**

**Date & Time:** 27/06/2023 & 3:00 PM

**Venue:** Room No. Civil-201

**Meeting No.:** 01

**Chairperson:** HOD, CE

**Coordinator:** IQAC Coordinator

**Members Present:** Faculty members

**Agenda & Resolutions:**

1. **Review of Previous Meeting Minutes (AY 2023-24)**
  - **Discussion:** The minutes of the previous IQAC meeting were reviewed in detail.
  - **Resolution:** Approved with no modifications. Action Taken Report (ATR) of AY 2023-24 noted as satisfactory.
2. **Approval of Department Academic Calendar 2023-24**
  - **Discussion:** The proposed academic calendar was presented and discussed.
  - **Resolution:** Approved unanimously.
3. **Approval of III & IV Year Detailed Syllabus (R22 Regulations) by Board of Studies (BOS)**
  - **Discussion:** The syllabus for III & IV Year (R22) was reviewed.
  - **Resolution:** Approved by BOS
4. **Plan of Action for Academic Year 2023-24**
  - **Discussion:** Initiatives for curriculum enhancement, research activities, student mentoring, Faculty Development Programs (FDPs), workshops, remedial sessions, and industry collaborations were proposed.
  - **Resolution:** Plan of Action approved with emphasis on strengthening industry-institute interaction.



  
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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-71.22%, V Sem-80.65%, VII Sem – 83.15%.
- **Identified low-performing theory courses:**
  - III Sem *Probability and statistics* – 75 %
  - V Sem *DRCS* 62.5 %.
  - VII Sem *FE*– 40 %
- **Resolution:** Conduct special remedial classes and focused tutorials for the III-semester *Probability and statistics*, V-semester *DRCS*, VII semester *FE* and raise pass rates.

  
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**Action Taken Report (ATR) on IQAC Meeting held on 27/06/2023**

**Action Taken Report (ATR):**

- Previous meeting minutes of 2023-24 reviewed; action points verified and documented.
- Academic calendar for 2023-24 finalized and circulated.
- III & IV Year syllabus (R22 regulations) approved by BOS and implemented.
- Plan of action 2023-24 initiated - FDPs, workshops, remedial sessions, and student development activities scheduled.
- Post-academic review of odd semester course hangouts 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/04/2023-24**

**Date: 02/02/2024**

**CIRCULAR**

The last Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 05/02/2024 at 12:00 PM in Civil-201. All the faculty members are informed to attend the meeting to discuss the following agenda points.

**Agenda Points:**

1. Review of third minutes of meeting for the academic year 2023-224
2. Verification of plan of action.
3. Collection & Analysis of feedback for improvements
4. Conduction of Remedial classes for weak students in mid examinations.
5. Analysis of Middle-Academic Session Review of course handouts of odd semester.



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**Minutes of Meeting**

**Date & Time:** 05/02/2024 & 12:00 PM

**Venue:** Room No. Civil-201

**Meeting No.:** 04

**Chairperson:** HoD, CE

**Coordinator:** IQAC Coordinator

**Members Present:** Faculty members

**Agenda & Resolutions:**

**1. Review of Third Minutes of Meeting (AY 2023-24)**

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



  
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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.

**IQAC Coordinator**

  
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**Action Taken Report (ATR) on IQAC Meeting held on 05/02/2024**

**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.

  
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