

TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF ECE

ECE/IQAC/01/2023-24

Date: 26/06/2023

CIRCULAR

The first Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 28/06/2023 at 3:00 PM in S-210. 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, ECE
Head of The Department
Electronics & Communication Engineering
TKR College of Engineering & Technology
(AUTONOMOUS)
Medbowli, Meerpet, Hyderabad-97.

TKR COLLEGE OF ENGINEERING AND TECHNOLOGY
DEPARTMENT OF ECE

Minutes of Meeting:

Date & Time: 28/06/2023 & 3:00 PM

Venue: Room No. S-210

Meeting No.: 01

Chairperson: HoD, ECE

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.

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.

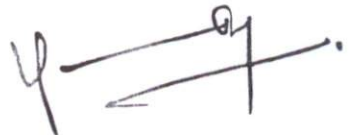
7. **Allocation of Mentors**

- **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 – 45.9%, V Sem – 64.6%, VII Sem – 90.2% & VII Sem – 89.3%.
- Identified **low-performing theory courses:**
 - III Sem - *Signals & Systems* – 52 % (lowest),
Digital Logic Design, Network Analysis, Electronic Circuit Analysis – around 73–76 %.
 - V Sem - *Control Systems* – 71 %
- **Resolution:** Conduct **special remedial classes and focused tutorials** for the III-semester *Signals & Systems* and V-semester *Control Systems* to strengthen fundamentals and raise pass rates.


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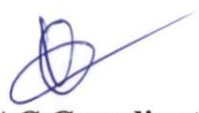
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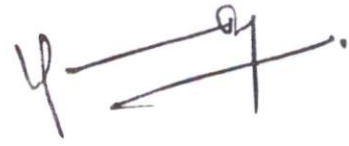
DEPARTMENT OF ECE

Action Taken Report (ATR) on IQAC Meeting held on 28/06/2023

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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DEPARTMENT OF ECE

ECE/IQAC/02/2023-24

Date: 31/08/2023

CIRCULAR

The second Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 02/09/2023 at 3:30 PM in S-210. 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 2022-23 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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DEPARTMENT OF ECE

Minutes of Meeting:

Date & Time: 02/09/2023 & 3:30 PM

Venue: Room No. S-210

Meeting No.: 02

Chairperson: HoD, ECE

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.

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

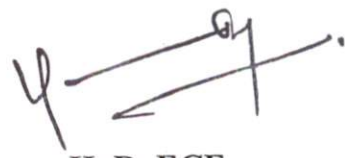
- **Discussion:** Need for remedial classes for students scoring below 40% in mid-term exams were discussed.
- **Resolution:** Faculty instructed to schedule and conduct remedial sessions, maintain attendance, and record performance improvements.

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 02/09/2023

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.


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DEPARTMENT OF ECE

ECE/IQAC/03/2023-24

Date: 28/11/2023

CIRCULAR

The third Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 30/11/2023 at 3:30 PM in S-210. 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 for the academic year 2023-24.
2. Verification of plan of action.
3. Analysis of Post-Academic Session Review of course handouts of odd semester.
4. Analysis of Pre-Academic Session Review of course handouts of even semester.
5. Analysis of previous semester results


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DEPARTMENT OF ECE

Minutes of Meeting:

Date & Time: 30/11/2023 & 3:30 PM

Venue: Room No. S-210

Meeting No.: 03

Chairperson: HoD, ECE

Coordinator: IQAC Coordinator

Members Present: Faculty members

Agenda & Resolutions:

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

- **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.

- **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: II Sem - 58.7%, IV Sem - 71.4%
- Identified **low-performing theory courses**:
 - IV Sem - *Probability Theory & Stochastic Process*
- **Resolution:** Arrange special remedial classes and focused tutorials for *Probability Theory & Stochastic Processes* to strengthen fundamentals and raise pass percentage. Provide **extra practice sessions** in mathematics-intensive topics during the II-year to reduce future backlogs.


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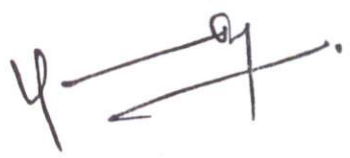
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Action Taken Report (ATR) on IQAC Meeting held on 30/11/2023

Action Taken Report (ATR):

- The second minutes of meeting for AY 2023-24 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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DEPARTMENT OF ECE

ECE/IQAC/04/2023-24

Date: 01/02/2024

CIRCULAR

The last Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-24 is scheduled on 03/02/2024 at 12:00 PM in S-210. 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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DEPARTMENT OF ECE

Minutes of Meeting:

Date & Time: 03/02/2024 & 12:00 PM

Venue: Room No. S-210

Meeting No.: 04

Chairperson: HoD, ECE

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.

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 03/02/2024

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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