



TKR COLLEGE OF ENGINEERING & TECHNOLOGY

AN AUTONOMOUS INSTITUTION
Accredited by NBA and NAAC with A+ Grade.

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)
Medbowli, Meerpet, Balapur, Hyderabad, Telangana – 500 097
Phone: 9100377790. email: info@tkrcet.ac.in. web site: www.tkrct.ac.in



CIRCULAR

Circular No.: IQAC/CIR/2026-27/001

Dt: 18.06.26

All HoDs and IQAC Coordinators are requested to attend a meeting on 22.06.2026 to discuss the following agenda items:

1. Finalization of the IQAC Academic Calendar.
2. Finalization of Faculty Workload.
3. Verification of Course Files.
4. Review of Student Project Activities.
5. Any other matter with the permission of the Chair.

Dean, IQAC

PRINCIPAL

Copy to :

1. All HoDs
2. All dept. IQAC Coordinators.
3. PA to Principal for filing



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING

The First Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2026–27 was convened on 22nd June 2026 at 11:00 AM in the Board room under the chairmanship of the Principal. Members

Agenda :

1. Finalization of the IQAC Academic Calendar.
2. Finalization of Faculty Workload.
3. Verification of Course Files.
4. Review of Student Project Activities.
5. Any other matter with the permission of the Chair.

Minutes

Agenda 1: Finalization of the IQAC Academic Calendar

The Dean, IQAC presented the draft Academic Calendar for the Academic Year 2026–27. After detailed discussion, the calendar was reviewed and approved with minor modifications. All departments were instructed to strictly adhere to the approved academic schedule while planning departmental activities.

Resolution: The IQAC Academic Calendar was approved and all departments were directed to implement it without deviation.

Agenda 2: Finalization of Faculty Workload

The faculty workload prepared by the departments was reviewed. The Principal emphasized equitable distribution of teaching hours, laboratory responsibilities, mentoring, and administrative duties in accordance with institutional and AICTE norms.

Resolution: Departments shall finalize faculty workload after incorporating the suggested modifications and submit the approved workload to the IQAC.

Agenda 3: Verification of Course Files

The Dean, IQAC reviewed the status of Course Files. Members discussed the importance of maintaining complete documentation, including course plans, CO-PO mapping, lesson plans, attendance records, assessment reports, and attainment calculations.

Resolution: Constitute a **Course File Verification Committee** under the leadership of the **Dean, IQAC** to verify the course files of all departments. Department IQAC Coordinators shall ensure compliance with the prescribed format.

Agenda 4: Review of Student Project Activities

The progress of student projects was reviewed. Departments were advised to encourage industry-oriented, interdisciplinary, and research-based projects. Guides were instructed to monitor project progress regularly and maintain proper documentation.

Resolution: Departments shall prepare a structured project monitoring schedule and submit periodic progress reports to the IQAC.

Agenda 5: Any Other Matter with the Permission of the Chair

The following additional points were discussed:

- The **Course Outcome (CO) Benchmarks(Target)** shall be finalized and placed for approval in the forthcoming **Board of Studies (BoS)** meeting.
- Departments shall strengthen documentation for NBA and NAAC compliance.
- Faculty members were encouraged to undertake quality research, publish in indexed journals, and apply for funded research projects.
- HoDs were instructed to monitor academic activities regularly and ensure timely submission of reports to the IQAC.
- Department IQAC Coordinators shall coordinate effectively with the IQAC Cell for all quality assurance activities.

Concluding Remarks

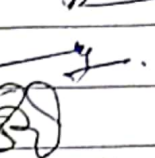
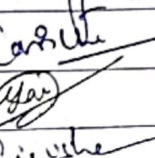
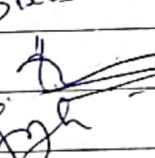
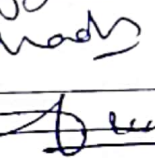
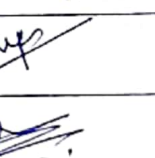
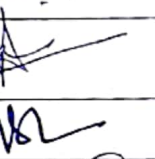
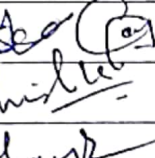
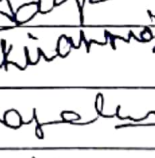
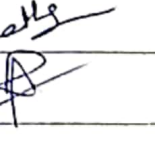
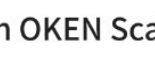
The Principal appreciated the cooperation of all members and emphasized the need for continuous quality improvement through effective academic planning, documentation, and implementation. The meeting concluded with a vote of thanks proposed by the Dean, IQAC.


Dean, IQAC


Principal / Chairman IQAC

Copy to :

1. All HoDs
2. PA to Principal for Filling
3. IQAC office.

S.No	Name of the Expert	Designation	Signature
1	Dr.A.Ramaswami Reddy	Principal, TKRCET, Hyderabad	
2	Dr.M. Jagadeesh Chandra Prasad	Professor in ECE & Dean, Academics & IQAC	
3	Dr.D.Nageshwar Rao	COE and Professor in ECE, TKRCET	
4	Dr.K.V.R. Satya Sai	Head, Dept. of CIVIL, TKRCET	
5	Dr.K.Prasada Rao	Head, Dept. of EEE, TKRCET	
6	Dr.Mahesh	Head, Dept. of ECE, TKRCET	
7	Dr.G.Manjunath	Head, Dept. of CSE, TKRCET	
8	Dr. V.Krishna <i>D. Kavitha</i>	Head, Dept. of IT, TKRCET	
9	Dr. G. Ravi	Head, Dept. of CSD, TKRCET	
10	Dr. Sirisha KLS	Head, Dept. of CSM, TKRCET	
11	Dr.D.V.S.R. Anil Kumar	Professor in S&H & Dean	
12	Dr.K.Gyaneswari	Head, Dept. of MBA, TKRCET	
13	Dr.C.Uma Devi	Head, Dept. of Mathematics, TKRCET	
14	Mr.N.Murali Mohan	Head, Dept. of English, TKRCET	
15	Mrs.G.Sandhya	Head, Dept. of Physics, TKRCET	
16	Dr.N.Anuradha	Head, Dept. of Chemistry, TKRCET	
17	Mr. G Madhusudan,	Asst. Professor, CE - Member	
18	Ms.V.Sangeeta Sarali,	Associate Professor, EEE- Member	
19	Dr.P.Gayathri,	Associate Professor, ECE - Member	
20	Shirisha Reddy K,	Associate Professor, CSE - Member	
21	C. Jaya Lakshmi,	Asst. Professor, CSM - Member	
22	Dr N Kiranmai,	Associate Professor, CSD - Member	
23	Ms. Naga Lavanya Yamajala,	Asst. Professor, IT - Member	
24	Dr.A.Premalatha,	Associate Professor, Chemistry- Member	
25	Mr.T.Rakesh	Asst. Professor, MBA - Member	