

# TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

## DEPARTMENT OF ECE

ECE/IQAC/01/2025-26

Date: 02/06/2025

### CIRCULAR

The first Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2025-26 is scheduled on 04/06/2025 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 last minutes of meeting for the academic year 2024-25.
2. Approval of Department academic calendars.
3. Approval of I& II Year detailed syllabus for R25 regulations by BOS.
4. Plan of action for the academic year 2025-26.
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:** 04/06/2025 & 12:00 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 2024-25)**

- **Discussion:** The minutes of the previous IQAC meeting were reviewed in detail.
- **Resolution:** Approved with no modifications. Action Taken Report (ATR) of AY 2024-25 noted as satisfactory.

**2. Approval of Department Academic Calendar 2025-26**

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

**3. Approval of I & II Year Detailed Syllabus (R25 Regulations) by Board of Studies (BOS)**

- **Discussion:** The syllabus for I & II Year (R25) was reviewed.
- **Resolution:** Approved by BOS

**4. Plan of Action for Academic Year 2025-26**

- **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 - 29%, V Sem – 58.5%, VII Sem – 67.03%.
- Identified **low-performing theory courses:**
  - III Sem - *Complex Analysis & Vector Calculus* – 43%, *Electronic Circuit Analysis* – 62.5%, *Signals & Systems* – 72.6 %.
  - V Sem - *Python Programming* – 75.6 %, *Business Economics & Financial Analysis* – 77.9 %.
  - VII Sem - *Operating Systems* – 77.6%
- **Resolution:** Schedule intensive remedial classes and focused tutorials for *Complex Analysis & Vector Calculus, Electronic Circuit Analysis, Signals & Systems, Python Programming, Business Economics & Financial Analysis, Operating Systems*. Implement foundation-strengthening workshops in core mathematics and programming to support higher-semester success.

  
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## **DEPARTMENT OF ECE**

### **Action Taken Report (ATR) on IQAC Meeting held on 04/06/2025**

#### **Action Taken Report (ATR):**

- Previous meeting minutes of 2024-25 reviewed; action points verified and documented.
- Academic calendar for 2025-26 finalized and circulated.
- I & II Year syllabus (R25 regulations) approved by BOS and implemented.
- Plan of action 2025-26 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.

  
**IQAC Coordinator**

**HoD, ECE**

# TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

## DEPARTMENT OF ECE

ECE/IQAC/02/2025-26

Date: 05/08/2025

### CIRCULAR

The second Quarterly Internal Quality Assurance Cell (IQAC) meeting for the academic year 2025-26 is scheduled on 07/08/2025 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 2025-26.
2. Verification of plan of action.
3. Prepare the required data for Submission of AQAR 2024-25 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:** 07/08/2025 & 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 2025-26 )**

- **Discussion:** The minutes of the first IQAC meeting for AY 2025-26 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 2024-25 (NAAC Guidelines)**

- **Discussion:** Data requirements for AQAR 2024-25 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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## **DEPARTMENT OF ECE**

### **Action Taken Report (ATR) on IQAC Meeting held on 07/08/2025**

#### **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.

  
**IQAC Coordinator**

  
**HoD, ECE**