



SIDDHARTHA

College Code - TP

INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, Affiliated to JNTUH & Courses Accredited by NBA)
Vinobha Nagar, Ibrahimpatnam, Ranga Reddy Dist - 501 506, Telangana, INDIA.
E-mail : info@siddhartha.ac.in; www.siddhartha.ac.in



UGC Autonomous

Composition of IQAC for academic year 2023-2024

S.NO	NAME	DESIGNATION	POSITION-IQAC
1.	Dr. P.Sekhar Babu	Principal	Chairperson
2.	Dr.D.Pradeep Kumar	Secretary	Management Representative
3.	Dr. Eshwara Prasad. K	Director	Member
4.	Dr. D. Subbarao	Vice-Principal	Member
5.	Dr. S. Krishna Mohan Rao	Professor, CSE	IQAC- Coordinator
6.	Dr. V .Bhagya Raju	Dean- Accreditation	Member
7.	Dr.Krishna Reddy .B	Professor,MBA	Member
8.	Mr.Shankar .B	CE-HOD	Member
9.	Dr. P Sunitha	CSE-HOD	Member
10.	Mr. P. Raghu	CSE(AI&ML)-HOD	Member
11.	Mr. S Pavan Kumar	CSE(DS)-HOD	Member
12.	Dr. Farha Anjum	ECE-HOD	Member
13.	Mr. G. Sateesh Goud	EEE-HOD	Member
14.	Mr.S.L.N.Reddy	MECH-HOD	Member
15.	Dr. Ch. Prakash Reddy	MBA-HOD	Member
16.	Dr.Venkatesham .M	HOD-H&S	Member
17.	Mr. A .Ram Reddy	Exam Branch Controller	Member
18.	Mr. Ashok	IBP-Nagarapanchayati Representative	Member
19.	Mr.Ashish kumar.G	Alumni	Member
20.	Mr.M.Nithin	Student	Member
21.	Mr. Praneeth.M	Employer	Member
22.	K.Mahan	Industrialist	Member
23.	Mr. G Srinivas	Parent	Member

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GUIDELINES FOR IQAC CELL

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/ research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of assessment and evaluation process.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

The Functions of IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters to all stakeholders
- Organization of inter and intra institutional workshops, seminars on quality related
- themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute To

- Ensure clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication. Internal Quality Assurance Cell (IQAC) of the college gains paramount importance to ensure quality in all aspects. Therefore, IQAC activities play significant role in providing quality learning experience to students, enrichment of teaching satisfaction to faculty and staff.



Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

IQAC ACTIVITIES

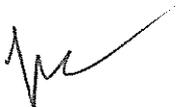
- Collecting feedback from all stake holders
 - ✓ Staff on students' behavior (Yearly)
 - ✓ Students on
 - Course Outcomes (COs) achieved through course end survey (Once a semester)
 - Teaching Effectiveness (Twice a semester, once after three weeks of the commencement of semester and another in the penultimate week of the semester) and their impact
 - Services provided in academic section, administrative section, examination section, etc.
- Conducting Academic Audit (Yearly)
 - ✓ Departmental Assessment Committee (DAC) Minutes and Reports
 - ✓ Minutes of the meeting of Course coordinator
 - Quality of TLP
 - Quality of Assignments
 - Quality of Question Papers
 - Profile of External Examiners (Theory and Lab)
 - Quality of Teaching (Includes weekly reports on topics taught and impact on student performance)
 - Mentoring of Faculty by course coordinator / senior faculty (Group Head) and its impact
 - Evaluation in Internal Examinations
 - Continuous Evaluation and its impact
 - Quality of Laboratory Manuals
 - Quality of Course Files
 - Lab records submitted by students
 - Training Need Analysis of Faculty Development Programs (FDPs), audit of FDPs conducted and their impact
 - Quality of Students' Projects
 - Attendance registers maintained by faculty
 - Industry - Institute - Interaction and its impact



- EDC activities conducted and their impact
- ✓ Center for Academic and Career Guidance (CACG)
 - CACG activities and their impact
- ✓ Center for Soft Skills Development (CSSD)
 - CSSD activities and their impact
- ✓ Center for Training and Placements (CTP)
 - CTP activities and their impact
- ✓ Mentoring Performed
 - Mentor Reports and their impact
- ✓ Supplemental Skills Provided to Students
 - Student Development Programs (SDPs) in the form of workshops conducted and their impact
 - Employability Skills and their impact
 - NSS Activities and their impact on students' outlook
- ✓ Co-curricular and extra-curricular activities and their impact
 - Professional bodies (ISTE, IEEE, CSI, IETE, etc)
 - Programming Club
 - Fine arts and cultural club
 - Photography club
 - Environmental Club
 - Sports and Games
- Conducting Audit on Maintenance and Infrastructure facilities (Yearly)
 - ✓ Laboratories
 - ✓ Library facilities
 - ✓ Sports facilities
 - ✓ Transport facilities
 - ✓ Canteen
 - ✓ Classrooms
 - ✓ Examination Section
 - Record Maintenance
 - Last Three Years Answer Books (Internal)
 - Last Three Years Question Papers (Internal and external)



- Internal Marks Sent to Affiliating University (JNTUH)
- University Laboratory Examination Answer Books (Last Five Years)
- Marks award lists
- Student Attendance
 - Uploaded fortnightly
 - Semester wise for the last three years
 - Attendance registers of the last three years
- ✓ Campus Maintenance
- ✓ Stock Verification
- Audit of
 - ✓ Self Appraisals of faculty and staff
 - ✓ Faculty Publications
 - ✓ Department News letters
 - ✓ College Technical Magazine





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Date: 22-08-2023

CIRCULAR

This is to inform all the IQAC members that a meeting will be held on 28-08-2023 to review and discuss the academic activities for the academic year 2023-2024. All the members are requested to attend the meeting without fail:

Agenda of the meeting:

- Review of previous meeting points if any
- Discussion regarding planning of academic calendar for various activities in the academic year 2023-2024
- Discussion regarding subject allocation and conduction of laboratory sessions for commencing academic year
- Planning of conducting FDP's or Short term training programs for faculty to learn advanced syllabus topics
- Planning of various academic activities for the commencing semester
- Planning of extra curricular activities
- Updation and review of Course files and lesson plans for commencing semester to be discussed
- Planning of co-curricular and extra curricular activities
- Conduction of guest lectures and career guidance sessions
- Autonomous work status discussion
- Any other academic activity review details

Copy to

1. All the IQAC members
2. HOD's
3. Exam branch


PRINCIPAL
Principal
SIDDHARTHA
Institute of Engineering & Technology,
Vinobha Nagar (V), Ibrahimpatnam (M),
Ranga Reddy District - 501 506





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Date: 28-08-2023

MINUTES OF THE MEETING

IQAC Meeting was held in Board Room on 28/8/2023 as per the circular dated on 22/8/2023.

The IQAC coordinator Dr.S.Krishna Mohan Rao discussed the following agenda with the members regarding academic activities for the commencing academic year 2023-2024.

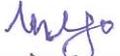
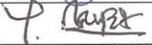
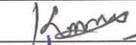
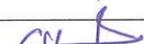
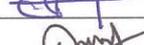
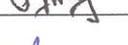
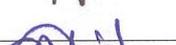
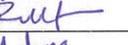
- Review of previous meeting points was discussed by IQAC co-ordinator
- Discussion regarding planning of academic calendar for various activities in the academic year 2023-2024 was done .
- Subject allocations, time tables and conduction of laboratory sessions for commencing academic year was discussed by Heads of departments .
- Induction program details for first year students was discussed with HOD-H&S and DEAN –H&S
- Planning of conducting FDP's or Short term training programmes for faculty to learn advanced syllabus topics was also discussed. Financial support for attending the programmes outside the college was also discussed by IQAC co-ordinator .
- Planning of various academic activities for the commencing semester
- Planning of co-curricular and extra curricular activities
- Conduction of guest lectures and career guidance sessions for students was planned .
- Remedial class conduction and Mentoring of students based on result analysis was also discussed.

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PRINCIPAL

Principal
SIDDHARTHA
Institute of Engineering & Technology,
Vinobha Nagar (V), Ibrahimpatnam (M),
Ranga Reddy District - 501 506

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The following members were present for the meeting :

S.NO	NAME	DESIGNATION	POSITION-IQAC	SIGNATURE
1.	Dr. P.Sekhar Babu	Principal	Chairperson	
2.	Dr.D.Pradeep Kumar	Secretary	Management Representative	
3.	Dr. Eshwara Prasad. K	Director	Member	
4.	Dr. D. Subbarao	Vice-Principal	Member	
5.	Dr. S. Krishna Mohan Rao	Professor,CSE	IQAC- Coordinator	
6.	Dr. V .Bhagya Raju	Dean- Accreditation	Member	
7.	Dr.Krishna Reddy .B	Professor,MBA	Member	
8.	Mr.Shankar .B	CE-HOD	Member	
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18.	Mr. Ashok	IBP- Nagarapanchayati Representative	Member	
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20.	Mr.M.Nithin	Student	Member	
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Date: 12-12-2023

CIRCULAR

This is to inform all the IQAC members that a meeting will be held on 18-12-2023 to review and discuss the academic activities for the second semester of academic year 2023-2024 . All the members are requested to attend the meeting without fail:

Agenda of the meeting:

- Monitoring and review of Academic Audit of department of institution
- Discussion regarding updated syllabus and extra topics
- Monitoring and need for effective mentoring.
- Planning of various academic activities for the commencing semester
- Planning of extra curricular activities
- Conduction of CRT classes and soft skills training
- Self appraisal of faculty -discussion
- Discussion regarding Add-on courses conduction
- Updation and review of Course files and lesson plans for commencing semester to be discussed
- Autonomous work status discussion

Copy to

- 1.All the IQAC members
2. HOD's
- 3.Exam branch

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PRINCIPAL

Principal
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Date: 18-12-2023

MINUTES OF THE MEETING

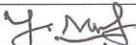
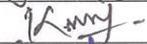
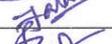
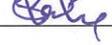
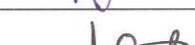
IQAC Meeting was held in Board Room on 18/12/2023 as per the circular dated on 12/12/2023 .

The IQAC coordinator Dr.S.Krishna Mohan Rao discussed the following agenda with the members regarding academic activities for the commencing second semester of academic year 2023-2024.

- Academic Audit of department of institution need to be reviewed and monitored was proposed by IQAC Co-ordinator.
- Planning of various academic activities for the commencing semester was discussed with HOD's to strengthen academics.
- Collecting feedback from students and taking action on it was suggested by Dean Academics.
- Review of various committees minutes of meeting was also discussed.
- All the committee members proposed and discussed absent various co curricular and extracurricular activities to be conducted in current academic year for III and IV year.
- Mentoring review was discussed and need for effective mentoring was discussed with the Heads of the department.
- Self appraisal of faculty was discussed for current academic year by committee members.
- A knowledge sharing session was proposed by IQAC co-ordinator to review and monitor E-CAP progress.
- Autonomous institution status work review was discussed by IQAC co-ordinator with all HOD's and principal.
- Conduction of campus recruitment training session for 3-2 students was discussed.
- Planning of Hackathon was proposed to initiate innovative technical ideas of students.
- Conduction of an International Conference was also discussed with Principal and Deans.
- Financial support to faculty to attend conferences, FDP's outside the college was reviewed discussed .


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