



DHANEKULA INSTITUTE OF ENGINEERING &
TECHNOLOGY,
GANGURU, VIJAYAWADA, 521139.

Ref: DIET/IQAC/Circular/2021/003

Date: 10/9/2021

CIRCULAR

Dear All,

As per the instructions of Principal sir, the following Subject Allotment Guidelines & Audit Checklist have been prepared and please find the new guidelines for subject allocation.

The subjects are to be divided into two categories, which are theoretical and analytical/Programming. -Then, the faculty members are requested to give their preferences (at-least 3 subjects) in each category. Along with three preferences shall be given in the laboratory courses.

HOD's role is to finalize the subjects based on chair meeting discussion by considering the preference, specialization, experience and other workload of the staff etc.

The preference of faculty need to be considered in the below mentioned order

1. Assistant Professor
2. Associate Professor
3. Professor

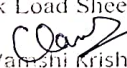
In case of two faculties opting same subject the allotment should be based on following criteria:

1. Preferential choices from faculties satisfying criteria of job designation
2. Specialization of the faculties
3. The efficiency of the teacher in handling same subject in previous semesters/ similar subjects
4. Feedback from student community - but the weightage given to this parameter should be given considering on the No of students participated.
5. If a particular difficult subject is not chosen by any one, the HOD can allot it to the senior most staff with the corresponding specialization, or to someone he thinks can do justice to the subject who were specialised in the area.

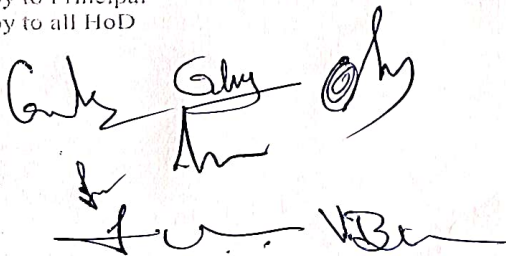
Note: During allotment of subjects it would be good to ask for preference of subject from the faculty members (1, 2, 3)... depending on the preferences/Specialization of the faculty at the same time if the faculty has not been taking the same subject for the last 2 years, his/her first choice can be granted. The faculty will stick to one or two 'favorite' subjects for many years (as they would need little or no preparation). This ends with the faculty 'rusting' up. It would be good to rotate subjects every 2 years. During the lifetime of a faculty member in the department, he/she should have taken almost all the course subjects. This actually helps in preventing the faculty from 'rusting'.

Department Checklist for Internal Audit:

1. Time of Notification (1 month in advance so that faculty will be ready with course file before the semester starts, a faculty is supposed to present course preparedness prior to one week of commencement of class work ,Upon satisfying all the course files He/she may be permitted to teach the subject).
2. Subject Preference sheet signed by all faculty.
3. Subject allotment sheet signed by all faculty.
4. Department meeting minutes in regard to Subject Allotment.
5. Faculty taught subjects for the last five academic years with feedback and pass percentage.
6. Faculty Specialization and Research Area.
7. Work Load Sheet for the last five academic years.


Dr M Vanishi Krishna
IQAC Coordinator

Copy to Principal
Copy to all HoD



19. ChRenuSekhar, Administrative Officer, Dhanekula Institute of Engineering & Technology, Special Invitee.
1. Dr Ravi Kadiyala, Principal, Dhanekula Institute of Engineering & Technology and Chair-Person, IQAC, extended welcome for all the members presented for the meeting.
2. Action Taken Report of the previous meeting was discussed and approved by the members present.
3. Principal addressed about the new initiatives what were introduced in this academic year

SUBJECT ALLOTMENT PROCEDURE

The subjects are to be divided into two categories, which are theoretical and mathematical/Programming. Then, the faculty members are requested to give their preferences (at-least 3 subjects) in each category.

HOD's role is to finalize the subjects based on chair meeting discussion by considering the preference, specialization, experience and other workload of the staff etc.

The preference of faculty need to be considered in the below mentioned order

1. Assistant Professor
2. Associate Professor
3. Professor

In case of two faculties opting same subject the allotment should be based on following criteria:

1. Preferential choices from faculties satisfying criteria of job designation
2. Specialization of the faculties
3. The efficiency of the teacher in handling same subject in previous semesters/ similar subjects
4. Feedback from student community - but the weightage given to this parameter should be given considering on the No of students participated.
5. If a particular difficult subject is not chosen by any one, the HOD can allot it to the senior most staff with the corresponding specialization, or to someone he thinks can do justice to the subject.

Note: During allotment of subjects it would be good to ask for preference of subject from the faculty members (1, 2, 3)... depending on the preferences/Specialization of the faculty at the same time if the faculty has not been taking the same subject for the last 2 years, his/her first choice can be granted. The faculty will stick to one or two 'favourite' subjects for many years (as they would need little or no preparation). This ends with the faculty 'rusting' up. It would be good to rotate subjects every 2 years. During the lifetime of a faculty member in the department,

he/she should have taken almost all the course subjects. This actually helps in preventing the faculty from 'rusting'.


Department Checklist for Internal Audit:

- Time of Notification (1 month in advance so that faculty will be ready with course file before the semester starts, a faculty is supposed to present course preparedness prior to one week of commencement of class work ,Upon satisfying all the course files He/She may be permitted to teach the subject)
- Subject Preference sheet signed by all faculty.
- Subject allotment sheet signed by all faculty.
- Department meeting minutes regarding Subject Allotment.
- Faculty taught subjects for the last five academic years with feedback and pass percentage.
- Faculty Specialization and Research Area.
- Work Load Sheet for the last five academic years

Resolutions:

1. Head of the departments are requested to follow the procedure for the subject allotment for enhancement of quality teaching learning Process.
2. The head of the departments are requested to create awareness to the staff on the procedure of the subject allotment which helps to pick the suitable subject that helps them to enhance their area of interest to do research work which helps the students with better skills imparting to them.
4. Vote of thanks – IQAC chairperson proposed vote of thanks and conveyed that next meeting shall be scheduled in MAY 2022


IQAC Coordinator


Principal
DHANEKULA INSTITUTE
OF ENGINEERING AND TECHNOLOGY
Ganguru Vijayawada-521 139



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The members attended IQAC meeting on 26-11-21.

S. No.	Name	Designation	Department	Position Held	Signature
1	Dr.Ravi Kadiyala	Professor & Principal	Mechanical Engineering	Chairperson	
2	Sri.D.Bhavaniprasad	Secretary	Management	Member	—
3	Sri.D.K.R.K Ravi Prasad	Director (Management)	Rtd. Sr. Dy. General Manager, Bharat Electronics Limited, Machilipatnam.	Member	—
4	Dr.M.Vamshi Krishna	Professor	Electronics and Communication Engineering	Coordinator	
5	Mr.Krishnaprasanna Vytala	President	Vivekananda youth Association, VJA	Local society member	—
6	Sri Chandu Satyanarayana	Head	QA & AMR Dept. Better Castings	Industrial member	—
7	Mr.M.Narayana Prasad	Managing Director	Vijay Electrical panels	Industrial member	—
8	Dr.G. Vinay	Professor & HoD	Civil Engineering	Member	
9	Dr.I.Sairam	Professor & HoD	Electrical and Electronics Engineering	Member	
10	Dr.O.Srikanth	Professor & HoD	Mechanical Engineering	Member	
11	Dr.G.Madhu Mathi	Professor & HoD	Electronics and Communication Engineering	Member	
12	Dr.S.Suresh	Professor & HoD	Computer Science Engineering	Member	
13	Dr.B.V.S.N HariPrasad	Professor & HoD	Basic Science & Humanities	Member	
14	Mr.T.Kishore	Assistant Professor	Civil Engineering	Member	
15	Mrs.V.Bindu	Assistant Professor	Electrical and Electronics Engineering	Member	
16	Mr.P.V.Siva Teja	Assistant Professor	Mechanical Engineering	Member	
17	Mr.P.V.Hari Prasad	Assoc. Professor	Computer Science Engineering	Member	
18	Dr.M.Nagarjuna	Assoc. Professor	Basic Science & Humanities	Member	
19	Mrs.Lavanya Susanna	Assistant Professor	Information Technology	Member	
20	Ch.Renusekhar	Administrative office	Office	Member	
21	Mr.Ch.Mohan Sai Kumar	Assistant Professor	VELTECH Deemed to be University	Alumni Member	
22	Mrs.K.Sameera	Research Scholar	Acharya Nagarjuna University	Alumni Member	
24	Sri Sajja Lakshmi	Vice Principal	Chigurupati Sri Krishnaveni Talent School	Parent Member	
24	M.Mounish	Student: 198T5A0215	II Year Electrical and Electronics Engineering	Student member	—
25	Ch. MohitSyam Sai	Student: 198T1A0426	II Year Electronics and Communication Engineering	Student member	—

26/11/21
IQAC Coordinator

Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE MEETING DATED 26-10-2021

S. NO.	ITEM	ACTION TAKEN
1	Subject Allotment	Subject Allotment has been done as per the discussion. 1. The preferences of the faculty considered in the below order. Assistant Professor, Associate Professor, Professor. 2. In case of two faculty opting same subjects, subjects allotted as per the discussed criteria. 3. For a particular difficult subject, the HoD has allotted it to the senior faculty as per their specialization.
2	Department Check list for Internal Audit	Internal Audit has been conducted according to the check list. 1. Subject allotment notification has given much advance and faculty were instructed to course files before stating semester class work. 2. The subjects taught, pass percentage has been analyzed for the last years to plan for improvement.
3.	Faculty research work.	1. All faculty were instructed to publish at least two papers in reputed journals. And, also prepare the project proposals to apply DST. 2. All faculty were instructed to guide the students get paper publication with them and guide them to carry out good project in order to improve their practical skills.


IQAC Coordinator




Principal



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Ref: DIET/IQAC/2021-22/04

Date: 24-02-2022

IQAC CIRCULAR

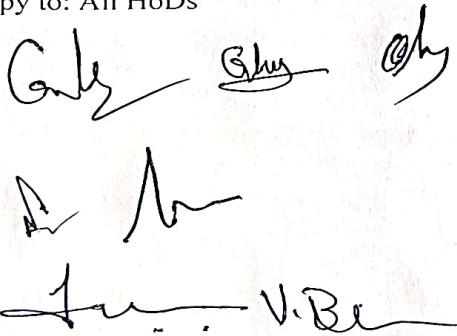
All the respected members of IQAC, DhaneKula Institute of Engineering and Technology are hereby informed that a review meeting is scheduled at 3:30 PM on 02-03-2022 in IQAC Cell. Hence all the members are requested to attend and extend their contribution for quality enhancement. The agenda of the meeting is as follows:

Agenda

1. Add-on/Value added courses and Certification Programs
2. FDPs, Workshops & Seminars organised.
3. Activities conducted by NCC/NSS & Awards.
4. Faculty publications
5. Any other with the permission of Chair.


IQAC Coordinator

Copy to: All HoDs





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Date: 03-03-2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting of the Internal Quality Assurance Cell (IQAC) meeting held on 02-03-2022 at 3:30PM in IQAC Cell.

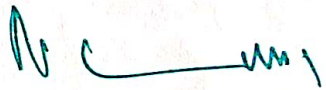
1. Dr. Ravi Kadiyala, Principal and Chairperson of IQAC, warmly welcomed all the members presented to the meeting.
2. Academic audits were completed by all departments, and a summary report was submitted to the principal for further action.
3. The following Agenda discussed by the committee members.
 1. Add-on/Value added courses and Certification Programs
 2. FDPs, Workshops & Seminars organised.
 3. Activities conducted by NCC/NSS
 4. Faculty publications
 5. Any other with the permission of Chair.

Resolutions:

1. The IQAC chairperson has given recommendations included organizing more Faculty Development Programs in recent emerging technologies, increasing publications in quality journals, and encouraging students to undertake more internships.
2. HoDs are requested to emphasize the faculty members to involve in real-time projects and encouraged publications & book publications.
3. HoDs are requested to conduct Application-based learning, Projects, and Industry visits for the students.
4. Vote of thanks: The IQAC chairperson proposed a vote of thanks.


IQAC Coordinator




Principal



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

The members attended IQAC meeting on 02-03-2022.

S. No.	Name	Designation	Department	Position Held	Signature
1	Dr.Ravi Kadiyala	Professor & Principal	Mechanical Engineering	Chairperson	
2	Sri.D.Bhavaniprasad	Secretary	Management	Member	—
3	Sri.D.K.R.K Ravi Prasad	Director (Management)	Rtd. Sr. Dy. General Manager, Bharat Electronics Limited, Machilipatnam.	Member	—
4	Dr.M.Vamshi Krishna	Professor	Electronics and Communication Engineering	Coordinator	
5	Mr.Krishnaprasanna Vytala	President	Vivekananda youth Association, VJA	Local society member	—
6	Sri Chandu Satyanarayana	Head	QA & AMR Dept. Better Castings	Industrial member	—
7	Mr.M.Narayana Prasad	Managing Director	Vijay Electrical panels	Industrial member	—
8	Dr.G. Vinay	Professor & HoD	Civil Engineering	Member	
9	Dr.I.Sairam	Professor & HoD	Electrical and Electronics Engineering	Member	
10	Dr.O.Srikanth	Professor & HoD	Mechanical Engineering	Member	
11	Dr.G.MadhuMathi	Professor & HoD	Electronics and Communication Engineering	Member	
12	Dr.S.Suresh	Professor & HoD	Computer Science Engineering	Member	—
13	Dr.B.V.S.N HariPrasad	Professor & HoD	Basic Science & Humanities	Member	
14	Mr.T.Kishore	Assistant Professor	Civil Engineering	Member	
15	Mrs.V.Bindu	Assistant Professor	Electrical and Electronics Engineering	Member	
16	Mr.P.V.Siva Teja	Assistant Professor	Mechanical Engineering	Member	
17	Mr.P.V.Hari Prasad	Assoc. Professor	Computer Science Engineering	Member	
18	Dr.M.Nagarjuna	Assoc. Professor	Basic Science & Humanities	Member	
19	Mrs.Lavanya Susanna	Assistant Professor	Information Technology	Member	
20	Ch.Renusekhar	Administrative office	Office	Member	
21	Mr.Ch.Mohan Sai Kumar	Assistant Professor	VELTECH Deemed to be University	Alumni Member	—
22	Mrs.K.Sameera	Research Scholar	Acharya Nagarjuna University	Alumni Member	
24	Sri Sajja Lakshmi	Vice Principal	Chigurupati Sri Krishnaveni Talent School	Parent Member	—
24	M.Mounish	Student: 198T5A0215	II Year Electrical and Electronics Engineering	Student member	—
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IQAC Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF THE MEETING DATED 02-03-2022

S. NO.	ITEM	ACTION TAKEN
1	Add-on/Value added courses and Certification Programs	12 Add-on Courses were conducted
2	FDPs, Workshops & Seminars organised.	4 FDPs and 12 Workshops were conducted for Staff by various departments.
3	Activities conducted by NCC/NSS	11 Activities were conducted by NCC & 7 Activities were conducted by NSS
4	Faculty publications	43 Papers were published in UGC care Journals, 3 Book Chapters & 1 Book was written.


IQAC Co-coordinator




Principal