

Dr. Samuel George Institute of Engineering & Technology



Approved By AICTE, New Delhi & Affiliated to JNTUK, KAKINADA.
An ISO 9000 : 2001 Certified Institution

Phone : +918596-200064 (Off)
Mobile : 9618257287, 9849332122
Fax : +918596-223127

Website : www.drsgiet.ac.in
e-mail : sgit.principal@gmail.com
drsgit_35@yahoo.co.in

College Code : 35

Date: 04/06/2023

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 05/06/2023 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. To discuss about the student admissions.
2. Plan of schedule for department meeting with HoDs and Staff members.
3. JNTUK permanent affiliation work.
4. Time table preparation.
5. Review on preparation of SSR.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523 316, Prakasam Dt.

Dr. Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.


Principal

PRINCIPAL
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523 316, Prakasam Dist.

Dr. Samuel George Institute of Engineering & Technology

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College Code : 35

MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	05/06/2023, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. To discuss about the student admissions.	Principal sir discussed with the Staff members about the student admission.
2. Plan of schedule for department meeting with HoDs and Staff members.	Principal sir discussed with all the HoDs and staff members conduct a meeting once in a week.
3. JNTUK permanent affiliation work.	Principal sir discussed with the Staff members about JNTUK permanent affiliation.
4. Time table preparation.	Principal sir discussed with the Staff members for time table preparation.
5. Review on preparation of SSR.	Principal sir discussed with the Staff members review on SSR.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
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MARKAPUR-523316, Prakasam Dt.


Principal

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College Code : 35

Date: 06/06/2023

Members Attended :

S.No	Name	Designation	Designation in Committee	Signature
1	Dr. Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M.Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
9	D.Kumar	Training & Placements Officer	Member	
10	J.V.Ramanjaiah	Administrative Officer	Member	
11	I.Hanumantha Rao	Accounts Officer	Member	
12	J.C.Obulesu	Librarian	Member	
13	D.Ramarao Goud	Alumni	Member	
14	P.Sumanth	Student	Member	
15	S.Prasad	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

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College Code : 35

Date: 05/03/2023

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 06/03/2023 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. To discuss about Seminars / Conferences and FDPs programmes.
2. To discuss about NSS activities.
3. To discuss about NCC activities.
4. Dress code for the students and staff.
5. To increase CSE seats by AICTE.
6. To discuss about course files.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Copy to:

The Secretary
Dr.Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.

Internal Quality Assurance Cell
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College Code : 35

MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	06/03/2023, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. To discuss about Seminars / Conferences and FDPs programmes	Principal sir discussed with all the staff about seminars/ Conferences and FDP programmes when to conduct.
2 To discuss about NSS activities.	Principal sir discussed with all the staff members about NSS activities.
3 To discuss about NCC activities.	Principal sir discussed with all the staff about NCC activities.
4. Dress code for the students and staff.	Principal sir discussed with all the staff about the Dress code.
5. To increase CSE seats by AICTE.	Principal sir discussed with the HoD members about CSE branch enhance the seats 120 to 180.
6. To discuss about course files.	Principal sir discussed with the Staff members about Course files.


IQAC Coordinator
Co-Ordinator


Principal

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SGIT, B.O. - 523 320, George Town, Darimadugu (Vi) Markapur (M), Prakasam (Dist), A.P.

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Date: 06/03/2023

Internal Quality Assurance Cell (IQAC) Committee Members

S.No	Name	Designation	Designation in Committee	Signature
1	Dr.Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M.Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
9	D.Kumar	Training & Placements Officer	Member	
10	J.V.Ramanjaiah	Administrative Officer	Member	
11	I.Hanumantha Rao	Accounts Officer	Member	
12	J.C.Obulesu	Librarian	Member	
13	D.Ramarao Goud	Alumni	Member	
14	P.Sumanth	Student	Member	
15	S.Prasad	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

Principal

Internal Quality Assurance Cell
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College Code : 35

Date: 14/03/2022

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 15/03/2022 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. Attendance particulars of the students.
2. Study hours for hostel students.
3. About University Results.
4. Conducting of EMER'GE.
5. Review on preparation of SSR.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523316, Prakasam Dt.

Copy to:

The Secretary
Dr. Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.

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MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	15/03/2022, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. Attendance particulars of the students.	Principal sir discussed with the Staff about the attendance of students.
2. Study hours for hostel students.	Principal sir discussed with all the staff members and Chief warden about the Study hours conducting to hostel students.
3 About University Results.	Principal sir discussed with all the staff about university results analysis.
4. Conducting of EMER'GE	Principal sir discussed with all the staff about the conduct of EMER'GE.
5. Review on preparation of SSR	Principal sir discussed with the Staff members about preparation and review of SSR.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
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Principal

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College Code : 35

Date: 15/03/2022

Internal Quality Assurance Cell (IQAC) Committee Members

S.No	Name	Designation	Designation in Committee	Signature
1	Dr.Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M.Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
9	D.Kumar	Training & Placements Officer	Member	
10	J.V.Ramanjaiah	Administrative Officer	Member	
11	I.Hanumantha Rao	Accounts Officer	Member	
12	J.C.Obulesu	Librarian	Member	
13	I.Pavan Kumar	Alumni	Member	
14	M.Rohith Kumar	Student	Member	
15	G.Srieniwasulu	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

Principal

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College Code : 35

Date: 15/06/2022

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 16/06/2022 at 10.00 A.M. in IQAC chamber to discuss the following agenda.


AGENDA:

1. To discuss about the final year projects.
2. Plan of schedule for department meeting with HoDs and Staff members.
3. Review on preparation of SSR.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
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Principal

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Copy to:

The Secretary
Dr. Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.

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College Code : 35

MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	16/06/2022, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. To discuss about the final year projects.	Principal sir discussed with the Staff members about the projects for final students.
2. Plan of schedule for department meeting with HoDs and Staff members.	Principal sir discussed with all the HoDs and staff members conduct a meeting once in a week.
3. Review on preparation of SSR	Principal sir discussed with the Staff members about preparation and review of SSR.


IQAC Coordinator
Co-Ordinator

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College Code : 35

Members Attended :

S.No	Name	Designation	Designation in Committee	Signature
1	Dr.Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M.Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
9	D.Kumar	Training & Placements Officer	Member	
10	J.V.Ramanjaiah	Administrative Officer	Member	
11	I.Hanumantha Rao	Accounts Officer	Member	
12	J.C.Obulesu	Librarian	Member	
13	I.Pavan Kumar	Alumni	Member	
14	M.Rohith Kumar	Student	Member	
15	G.Srieenivasulu	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

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College Code : 35

Date: 11/09/2022

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 12/09/2022 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. Review on conducting of Project Viva-Voce for final year students.
2. Conduction of workshops in the college department wise.
3. Review about Training & Placements cell.
4. Discussion on Certification courses other than curriculum.
5. Review on follow up of NAAC criterion files.

All the members are requested to attend the meeting without fail.


IQAC Coordinator

Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
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Copy to:

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MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	12/09/2022, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. Review on conducting of Project Viva-Voce for final year students.	Principal sir discussed with the Staff members about the final year B.Tech students conducting of Project Viva-Voce.
2. Conduction of workshops in the college department wise.	Principal sir discussed with all the staff members about the conducting of workshops in the college department wise.
3. Review about Training & Placements cell.	Principal sir reviewed with the Training & Placements Officer for training & placements.
4. Discussion on Certification courses other than curriculum.	Principal sir discussed with all the staff about the academic activities and certification programs.
5. Review on follow up of NAAC criterion files.	Principal sir discussed with the Staff members about progress of NAAC work and he asked the NAAC Coordinator about the up to date information on NAAC work and monitored the work progress of NAAC.


IQAC Coordinator
Co-Ordinator

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Date: 12/09/2022

Internal Quality Assurance Cell (IQAC) Committee Members

S.No	Name	Designation	Designation in Committee	Signature
1	Dr. Y. Eswara Rao	Principal	Chairperson	
2	Dr. Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr. Ch. Raja Babu	HoD - CIV	Member	
4	Dr. M. Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M. Venkateswarlu	HoD - EEE	Member	
6	Y. V. Adi Satyanarayana	HoD - ECE	Member	
7	Dr. P. P. S. Naik	HoD - CSE	Member	
8	P. Rama Devi	HoD - H&S	Member	
9	D. Kumar	Training & Placements Officer	Member	
10	J. V. Ramanjaiah	Administrative Officer	Member	
11	I. Hanumantha Rao	Accounts Officer	Member	
12	J. C. Obulesu	Librarian	Member	
13	I. Pavan Kumar	Alumni	Member	
14	M. Rohith Kumar	Student	Member	
15	G. Srieenivasulu	Parent	Member	
16	J. Vikram	Physical Director	Member	


IQAC Coordinator
Co-Ordinator

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College Code : 35

Date: 11/12/2022

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 12/12/2022 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. To discuss about Placements and training activities.
2. To discuss about Certificate programs.
3. To discuss about planning to conduct orientation programmes.
4. To discuss about Outcome based education-Enhancements to existing practices.
5. To discuss about departmental budget.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
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College Code : 35

MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	12/12/2022, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. To discuss about Placements and training activities.	Principal sir discussed with the training and placement officer about placements and training activities.
2. To discuss about certificate programmes.	Principal sir discussed with all the staff members about the certificate programs for B.Tech students.
3 To discuss about planning to conduct orientation programmes.	Principal sir discussed with all the staff about conducting to orientation programmes.
4. To discuss about Outcome based education-Enhancements to existing practices	Principal sir discussed with all the staff about the academic activities and Outcome based education-Enhancements to existing practices.
5. To discuss about departmental budget.	Principal sir discussed with the HoDs and Staff members about the departmental budget..


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523316, Prakasam Dist.


Principal

PRINCIPAL
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523 316, Prakasam Dist.

Dr. Samuel George Institute of Engineering & Technology

Approved By AICTE, New Delhi & Affiliated to JNTUK, KAKINADA.
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Phone : +918596-200064 (Off)
Mobile : 9618257287, 9849332122
Fax : +918596-223127

Website : www.drsgiet.ac.in
e-mail : sgit.principal@gmail.com
drsgit_35@yahoo.co.in

College Code : 35

Date: 12/12/2022

Members Attended :

S.No	Name	Designation	Designation in Committee	Signature
1	Dr.Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M. Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
9	D.Kumar	Training & Placements Officer	Member	
10	J.V.Ramanjaiah	Administrative Officer	Member	
11	I.Hanumantha Rao	Accounts Officer	Member	
12	J.C.Obulesu	Librarian	Member	
13	I.Pavan Kumar	Alumni	Member	
14	M.Rohith Kumar	Student	Member	
15	G.Srieenivasulu	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

Principal

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY

PRINCIPAL
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY

MARKAPUR-523316, Prakasam Dist.

MARKAPUR-523316, Prakasam Dist.

SGIT, B.O. 523 320, George Town, Darimadugu (Vi), Markapur (M), Prakasam (Dist), A.P.

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drsgit_35@yahoo.co.in

College Code : 35

Date: 01/09/2021

CIRCULAR

All the Staff and Students are hereby informed that the Internal Quality Assurance Cell (IQAC) has been established for the improvement of Academic and Administrative performance of the Institution. The constitution of the committee is as follows.

All the IQAC members are hereby informed the meeting of IQAC is scheduled on 06/09/2021 at 10.00 A.M. in IQAC chamber.

S.No	Name	Designation	Designation in Committee
1	Dr.Y.Eswara Rao	Principal	Chairperson
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator
3	Dr.Ch.Raja Babu	HoD- CIV	Member
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member
5	M.Venkateswarlu	HoD - EEE	Member
6	Y.V.Adi Satyanarayana	HoD - ECE	Member
7	Dr.P.P.S.Naik	HoD - CSE	Member
8	P.Rama Devi	HoD - H&S	Member
9	D.Kumar	Training & Placements Officer	Member
10	J.V.Ramanjaiah	Administrative Officer	Member
11	I.Hanumantha Rao	Accounts Officer	Member
12	J.C.Obulesu	Librarian	Member
13	V.Srikanth Reddy	Alumni	Member
14	Y.Surendra	Student	Member
15	Y.Vijaidu	Parent	Member
16	J.Vikram	Physical Director	Member


PRINCIPAL

Copy to:

1. The Secretary
2. Dr.Syed Khasim – IQAC, Co-Ordinator
3. The Principal Office File
4. All members of IQAC.

PRINCIPAL
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523 315,Prakasam Dist

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Fax : +918596-223127

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drsgit_35@yahoo.co.in

College Code : 35

Date: 06/09/2021

Internal Quality Assurance Cell (IQAC) Committee Members

S.No	Name	Designation	Designation in Committee	Signature
1	Dr. Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M.Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
9	D.Kumar	Training & Placements Officer	Member	
10	J.V.Ramanjaiah	Administrative Officer	Member	
11	I.Hanumantha Rao	Accounts Officer	Member	
12	J.C.Obulesu	Librarian	Member	
13	V.Srikanth Reddy	Alumni	Member	
14	Y.Surendra	Student	Member	
15	Y.Vijaidu	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523316, Prakasam Dt.

Principal

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MINUTES OF MEETING

IQAC meeting is held on 06/09/2021, in the IQAC chamber. The chairperson has spoken about the responsibilities and functions of the Cell. Quality is an index to measure the Intellect of any nation. National Assessment and Accreditation Council (NAAC), proposed that every institution should establish an Internal Quality Assurance Cell (IQAC) as a quality measure. IQAC will work towards the achievement of the goals of the organization and concentrates on quality enhancement. Dr.Samuel George Institute of Engineering & Technology has established IQAC to achieve its academic excellence.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523316, Prakasam Dt,

Copy to:

The Secretary
Dr.Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.

Dr. Samuel George Institute of Engineering & Technology



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Website : www.drsgiet.ac.in
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College Code : 35

Date: 14/09/2021

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 15/09/2021 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. The responsibilities and functions of IQAC.
2. Faculty workload and innovative & integration of modern methods of teaching & learning.
3. Workshops, FDPs. Seminars and Conferences to be conducted and attended by faculty.
4. Discussion on Certification courses other than curriculum.
5. Discussion on Research & Development activities.
6. Discussion on Co-Curricular & Extra Curricular Activities.
7. Discussion on MoUs with industries and Institutions.
8. Budget allocation for each department.
9. Review on Student Admissions.
10. Any other activity with the permission of Chair.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523316, Prakasam Dt.

Copy to:

The Secretary
Dr.Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.

Dr. Samuel George Institute of Engineering & Technology

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drsgit_35@yahoo.co.in

College Code : 35

Date: 15/09/2021

Internal Quality Assurance Cell (IQAC) Committee Members

S.No	Name	Designation	Designation in Committee	Signature
1	Dr.Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
5	M.Venkateswarlu	HoD - EEE	Member	
6	Y.V.Adi Satyanarayana	HoD - ECE	Member	
7	Dr.P.P.S.Naik	HoD - CSE	Member	
8	P.Rama Devi	HoD - H&S	Member	
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10	J.V.Ramanjaiah	Administrative Officer	Member	
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13	V.Srikanth Reddy	Alumni	Member	
14	Y.Surendra	Student	Member	
15	Y.Vijaidu	Parent	Member	
16	J.Vikram	Physical Director	Member	

IQAC Coordinator
Co-Ordinator

Principal

PRINCIPAL

Internal Quality Assurance Cell
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SGIT B.O - 523320 George Town, Darimadugu (Vi), Markapur (M), Prakasam (Dist), A.P.

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Date: 11/10/2021

Internal Quality Assurance Cell

Action taken Report for the meeting Conducted on 15/09/2021

S.No	Plan of Action	Action taken
1	Plan to initiate Workshops, FDPs. Seminars and Conferences to be conducted and attended by faculty	Conducted Workshops, FDPs. Seminars and Conferences attended by faculty
2	Plan to Certification courses	Conducted certification courses
3	MoUs with industries and other Institutions	Communicate with respective persons


IQAC

Co-Ordinator

Internal Quality Assurance Cell
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Website : www.drsgiet.ac.in
e-mail : sgit.principal@gmail.com
drsgit_35@yahoo.co.in

College Code : 35

Date: 09/12/2021

CIRCULAR

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 10/12/2021 at 10.00 A.M. in IQAC chamber to discuss the following agenda.

AGENDA:

1. To discuss about industrial tour for final year Students.
2. To discuss about Certificate programs.
3. To discuss about Seminars / Conferences and FDPs programmes.
4. To discuss about Academic activities.
5. To discuss about progress of NAAC work.

All the members are requested to attend the meeting without fail.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
Dr. SAMUEL GEORGE INSTITUTE
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Principal

PRINCIPAL
Dr. SAMUEL GEORGE INSTITUTE
OF ENGINEERING & TECHNOLOGY
MARKAPUR-523 316, Prakasam Dist.

Copy to:

The Secretary
Dr. Syed Khasim – IQAC Coordinator
The Principal Office File
All members of IQAC.

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College Code : 35

MINUTES OF MEETING

Nature of Meeting	IQAC
Venue	Board Room
Frequency of Meeting	Quarter Yearly Once
Date & Time	10/12/2021, 10.00 A.M.
List of Members	Copy Attached
Copies Circulated To	All The Members of IQAC

The chairperson welcomed all the members of IQAC, SGIT. The IQAC Coordinator kept the agenda points of discussion to all the members.

Agenda Points	Details of Discussion
1. To discuss about industrial tours for final year students.	Principal sir discussed with the Staff members about the importance of industrial visit and informed B.Tech coordinators to explain about its importance to final year B.Tech students and plan of action about the visit.
2. To discuss about certificate programmes.	Principal sir discussed with all the staff members about the certificate programs for B.Tech students.
3. To discuss about seminars/ Conferences and FDP programmes.	Principal sir discussed with all the staff about seminars/ Conferences and FDP programmes when to conduct.
4. To discuss about academic activities.	Principal sir discussed with all the staff about the academic activities. He collected information from all the staff about the academic progress from class coordinators of B.Tech regarding status of syllabus pass percentage etc.
5. To discuss about progress on NAAC work	Principal sir discussed with the Staff members about progress of NAAC work and he asked the NAAC Coordinator about the up to date information on NAAC work and monitored the work progress of NAAC.


IQAC Coordinator
Co-Ordinator

Internal Quality Assurance Cell
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Website : www.drsgiet.ac.in
e-mail : sgit.principal@gmail.com
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College Code : 35

Date: 10/12/2021

Members Attended :

S.No	Name	Designation	Designation in Committee	Signature
1	Dr.Y.Eswara Rao	Principal	Chairperson	
2	Dr.Syed Khasim	Professor - CSE	IQAC Coordinator	
3	Dr.Ch.Raja Babu	HoD- CIV	Member	
4	Dr.M.Mastanaiah	Dean & Academics, HoD - MEC	Member	
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IQAC Coordinator
Co-Ordinator

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