



# Mandava Institute of Engineering and Technology

(Sponsored by Sri Siva Kameswari Educational Society)

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

**FF**

**INDEX**

ESTD: 2002

VIDYA NAGAR, JAGGAYAPET - 521175, N.T.P. Dist. A.P., India

**by IQAC from 2018-19 to 2022-23**

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**PRINCIPAL**  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYAPET - 521175  
Krishna Dist. (A.P.)





# Mandava Institute of Engineering and Technology

(Sponsored by Sri Siva Kameswari Educational Society)

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

FF

VIDYA NAGAR, JAGGAIAHPET - 521 175, NTR Dist., A.P., India.

Ref No. MIET/2018/CC/07

Date: 06/05/2018

Ref:

Date:.....

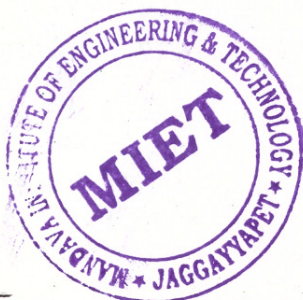
## OFFICE ORDERS

### (IQAC/ISO Related Activity Committee)

A Committee has been constituted with the following members, under the coordinator ship of **Mr. Fathe Mohamad, Associate Professor in MECH Department** and he is appointed as Management Representative (MR). The committee consists of the DMRs for each department. The Committee has to prepare the documentation, procure all the required data, certificates if any. MR has to conduct the regular audit.

#### DMRs:

- 1) Mr. V Rajasekhar - HOD (CSE)
- 2) Mr. B Ramesh - HOD (EEE)
- 3) Mr. A Radha krishna - HOD (Mech)
- 4) Mr. Y Narsimha Rao - HOD (MBA)
- 5) Ms. B Venkati - HOD (Civil)
- 6) Dr.G Venkateswara Rao - Professor (S&H)
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC
- 8) Fathe Mohammad – Member





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Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to JNTU Kakinada)

VIDYA NAGAR, JAGGAIAH PET- 521175, KRISHNA DIST., A.P., INDIA

www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2018-19 /1

Date: 31-07-2018

## **IQAC Committee**

### **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 06.08.2018 at 2.00 pm in the IQAC office.

PRINCIPAL

PRINCIPAL  
Mandava Institute of Engineering and Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on Website Updation  
held at 2.00 pm on 6.8.2018 in the office of the IQAC

Members Present

1) Mr. V Rajasekhar - HOD (CSE)

VR

2) Mr. B Ramesh - HOD (EEE)

B Ramesh

3) Mr. A Radha krishna - HOD (Mech)

ArK

4) Mr. Y Narsimha Rao - HOD (MBA)

YNR

5) Ms. B Venkati - HOD (Civil)

B. Venkati

6) Mr. G Venkateswara Rao - Professor (S&H)

G. V.

7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC

Day

8) Fathe Mohammad - Member

F. M.

The meeting was chaired by the Director, IQAC. He reported that the website of the college needs to be updated. The meeting discussed the matter and decided to take quotations for website upgrade from different companies who worked with us previously. The following decisions have taken.

1. To collect necessary data from the concerned sections/Departments/teachers necessary for updating the website.
2. To prepare a proforma/format for faculty profile.

The meeting came to an end at 2.30 p.m.

B Nagarjuna Singh

Director IQAC





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www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2018-19 /2

Date: 02-04-2019

## **IQAC Committee**

### **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 09.04.2019 at 11.30 am in the IQAC office.

PRINCIPAL


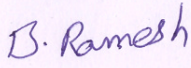

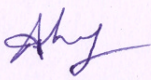
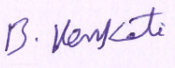
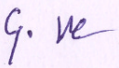
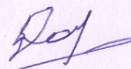
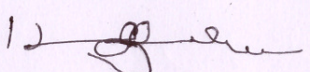
PRINCIPAL  
Mandava Institute of Engineering and Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 11.30 am on  
9.4.2019 in the office of the IQAC**

**Members Present**

- 1) Mr. V Rajasekhar - HOD (CSE) 
- 2) Mr. B Ramesh - HOD (EEE) 
- 3) Mr. A Radha krishna - HOD (Mech) 
- 4) Mr. Y Narsimha Rao - HOD (MBA) 
- 5) Ms. B Venkati - HOD (Civil) 
- 6) Mr. G Venkateswara Rao - Professor (S&H) 
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
- 8) Fathe Mohammad – Member 

The meeting was chaired by the Director, IQAC. He read the minutes which included the decisions and the actions made. It followed a transparent and fair feedback system analysing the evaluation parameters and implementation of best practice system.

The following decisions have been taken.

1. IQAC advised the Career Guidance cell and Placement Cell to conduct more coaching for new students. It also helped in framing quality among the students
2. Discussed the scope of all certificate courses and appreciated all coordinators. It emphasized on the vision and their articulation in every key position to enable students more effective in their career advancement.

The meeting came to an end 12.00 p.m.


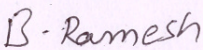

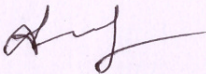
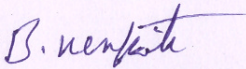
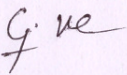
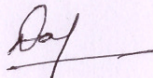

B Nagarjuna Singh

Director IQAC



## IQAC ANNUAL REPORT 2018-19

The contribution of IQAC for the enhancement of quality in Academic and Administrative of the institution is evidently noticeable. The members included in the committee are as follows:

- 1) Mr. V Rajasekhar - HOD (CSE) 
- 2) Mr. B Ramesh - HOD (EEE) 
- 3) Mr. A Radha krishna - HOD (Mech) 
- 4) Mr. Y Narsimha Rao - HOD (MBA) 
- 5) Ms. B Venkati - HOD (Civil) 
- 6) Mr. G Venkateswara Rao - Professor (S&H) 
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
- 8) Fathe Mohammad – Member 

### Key initiatives taken by IQAC were

1. College Website is upgraded.
2. Career Guidance cell and Placement Cell provided coaching for students through B Techguru. It also helped the students securing better placements.
3. New certificate courses like Cisco networking and Siemens lab were started.
4. Conducted orientation programme on MOOCs for new faculty.

### Future plans

Explore the possibilities of starting innovative and industry oriented training programs

Collect data of student's placement through online tracking system as it is vital information as far as the college is concerned.



4<sup>th</sup> December, 2018

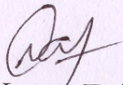
To  
The Principal  
MIET  
Jaggayyapet

Respected Sir,

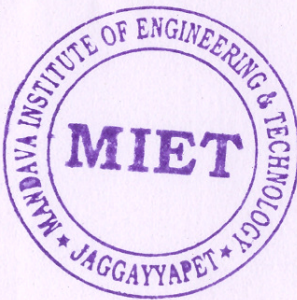
**Sub:** Faculty Induction Program (FIP) for Newly recruited professionals  
organised by IQAC at MIET-reg.

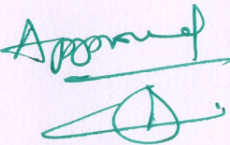
In contemplation to conduct this **programme**, the scheme is to deliver the objective of the **“Faculty Induction Program (FIP) for Newly recruited professionals”** to faculty. On this account kindly provide guidance and support to conduct this programme during 11<sup>th</sup> December 2018.

Thanking You Sir.

  
Yours Faithfully,

Internal Quality Assurance Cell (IQAC)





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Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology  
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## Report on

### Faculty Induction Program (FIP) for “Newly recruited professionals”

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology on 11<sup>th</sup> December, 2018.

An Induction Program is aimed to assist the newly recruited Faculty members to become familiar with the culture of the Institute and to develop an understanding of policies and practices at central and local level, to acquire an understanding of how the Institute works and their role contributing to the success of the Institute.

#### Program Team:

**Resource Person:** Dr. G. Srinivas,

Assoc. Professor, GITAM University

**Patron:** Dr B. Syam, Principal

**Convener:** Mr. B. Nagarjuna Singh, Co-ordinator, IQAC

**Number of Participants:** 36

#### Resource Person Overview:

Dr. G. Srinivas, Assoc. Professor, GITAM University. HR is becoming increasingly important and the reporting part is not only crucial in helping professionals to extract the best possible insights but also in automating processes that were traditionally performed manually. To put things into perspective, we will focus on the main types of HR reports that look into data from different angles and tell a specific HR narrative that is created with a modern dashboard designer.

#### About the Program:

The resource person explained curriculum design and teaching learning methods as process of developing appropriate need-based inputs in consultation with expert groups, and based on



the feedback from stakeholders that result in the development of relevant programmes with flexibility, to suit the professional and personal needs of the students and realization of core values. He elaborated about the Key Indicators (KIs) which is considered as the good practices of the institution in initiating a range of programme options and courses that are relevant to the local needs and in tune with the emerging national and global trends. He emphasized Curriculum evolvement of the University/Autonomous College by Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs).

He delivered a key Indicator issues related to assessment of teaching, learning and evaluative processes and reforms, to increase the efficiency and effectiveness of the system and the specifications are stated as PSOs and COs. He explained about the quality of the assessment process in a HEI depends on how well the examination system actually tests the PSOs and COs, quality of questions, extent of transparency in the system, extent of development-inducing feedback system, regularity in the conduct of examinations and declaration of results as well as regulatory mechanisms for prompt action on possible errors.

He also insisted the faculty to undertake research projects from various funding agencies such as UGC, CSIR, DST, ICSSR, DRDO and UNDP, and encourages its faculty to organize and participate in seminars/workshops and conferences both at national and international levels.

He delivered the Facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures to support students which are Specially designed inputs for the needy students with learning difficulties. He explained about well-structured, organized guidance and counselling system in our institution. He highlighted the Sustainable good practices which effectively support the students for optimal progression and how Institutional provisions facilitate vertical movement of students from one level of education to the next higher level and/or towards gainful employment.

### **Schedule of Activities:**


Day and Date: 11<sup>th</sup> December, 2018

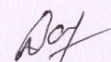
Venue: MIET Seminar Hall

### **Objectives of Program:**

- Understand their roles and responsibilities as faculty members.
- Familiarize themselves with the structure, functioning, governance, rules, regulations and professional expectations in higher education institutions.
- Explore pedagogical processes - aims of higher education, curriculum, instructional planning, classroom management and transaction, use of resources and assessment.
- Recognise the importance of self-development, socio-emotional development of students and the importance of nurturing ethics and values in higher education.



  
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B. Nagarajane Singh





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VIDYA NAGAR, JAGGAIAHPET - 521 175, NTR Dist., A.P., India.

Ref: Ref No. MIET/2019/CC/06

Date: 10/05/2019

Date: .....

## OFFICE ORDERS

### (IQAC/ISO Related Activity Committee)

A Committee has been constituted with the following members, under the coordinator ship of **Mr Fathe Mohamad, Associate Professor in MECH Department** and he is appointed as Management Representative (MR). The committee consists of the DMRs for each department. The Committee has to prepare the documentation, procure all the required data, certificates if any. MR has to conduct the regular audit.

#### DMRs:

1. Mr. V Rajasekhar - HOD (CSE)
2. Mr. B Ramesh - HOD (EEE)
- 3. Mr. A Radha krishna - HOD (Mech)
4. Mr. Y Narsimha Rao - HOD (MBA)
5. Ms. B Venkati - HOD (Civil)
6. Dr.G Venkateswara Rao - Professor (S&H)
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC
8. Fathe Mohammad – Member



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Ref: MIET/IQAC/ 2019-20 /1

Date: 29-09-2019

## **IQAC Committee**

## **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 05.10.2019 at 2.00 pm in the IQAC office.



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Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)



**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 2.00 pm on  
05.10.2019 in the office of the IQAC**

**Members Present**

- 1) Mr. V Rajasekhar - HOD (CSE) *VR*
- 2) Mr. B Ramesh - HOD (EEE) *B. Ramesh*
- 3) Mr. A Radha krishna - HOD (Mech) *AK*
- 4) Mr. Y Narsimha Rao - HOD (MBA) *Y. Narsimha Rao*
- 5) Ms. B Venkati - HOD (Civil) *B. Venkati*
- 6) Mr. G Venkateswara Rao - Professor (S&H) *G. Venkateswara Rao*
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC *B. Nagarjuna Singh*
- 8) Fathe Mohammad – Member *Fathe Mohammad*

The meeting was chaired by the Director, IQAC. He invited the attention of the members to quality concerns that should be addressed by IQAC. The following decisions have been taken.

1. It was suggested that the proposals of Seminar/Workshop shall be routed through the IQAC from the next financial year (2019-20) onwards.
2. Local linkage and community outreach programs and collaborative programs of the college with external agencies/organizations are to be planned and implemented urgently.

The meeting came to an end at 2.30 p.m.

B Nagarjuna Singh

Director IQAC





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Ref: MIET/IQAC/ 2019-20 /2

Date: 25-02-2020

## **IQAC Committee** **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 04.03.2020 at 3.00 pm in the IQAC office.



  
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Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 3.00 pm on  
04.03.2020 in the office of the IQAC

Members Present

1) Mr. V Rajasekhar - HOD (CSE)

VR

2) Mr. B Ramesh - HOD (EEE)

B. Ramesh

3) Mr. A Radha krishna - HOD (Mech)

Ark

4) Mr. Y Narsimha Rao - HOD (MBA)

Y. Narsimha Rao

5) Ms. B Venkati - HOD (Civil)

B. Venkati

6) Mr. G Venkateswara Rao - Professor (S&H)

G. Venkateswara Rao

7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC

B. Nagarjuna Singh

8) Fathe Mohammad - Member

Fathe Mohammad

The meeting was chaired by the Director, IQAC. He reported that the minimum analysis of the students feedback, elicited by the IQAC with the co-operation of various committees constituted for this purpose is nearing completion. The following decisions have been taken.

1. To constitute an expert committee for Academic Audit. The required procedures and modus operandi will be collected by Mr. B. Nagarjuna Singh from the Principal's office
2. An orientation program is to be given to all faculties for awareness on the purpose and procedures of Academic Audit.

The meeting came to an end at 3.30 p.m.


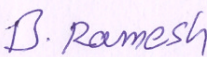
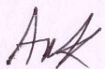
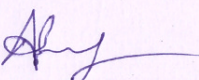
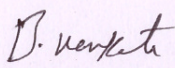
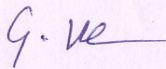
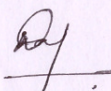
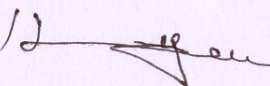
B Nagarjuna Singh

Director IQAC



## IQAC ANNUAL REPORT 2019-20

The year 2019-20 was vibrant for IQAC since many of the initiatives/activities were carried out during this year. The members included in the committee are as follows:

- 1) Mr. V Rajasekhar - HOD (CSE) 
- 2) Mr. B Ramesh - HOD (EEE) 
- 3) Mr. A Radha krishna - HOD (Mech) 
- 4) Mr. Y Narsimha Rao - HOD (MBA) 
- 5) Ms. B Venkati - HOD (Civil) 
- 6) Mr. G Venkateswara Rao - Professor (S&H) 
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
- 8) Fathe Mohammad - Member 

### Key initiatives taken by IQAC were

1. Local linkage and community outreach programs and collaborative programs of the college with external agencies/organizations are increased.
2. An expert committee for Academic Audit is constituted. Academic audit was conducted
3. For newly joined students orientation programme is conducted to acquaint them with the college

### Future plans

1. To conduct Green Audit in the college
2. To conduct Gender Audit in the college.
3. Develop a digital format for Alumni registration in the college website



3<sup>rd</sup> December, 2019


To  
The Principal  
MIET  
Jaggayyapet

Respected Sir,

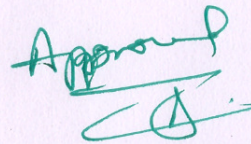
**Sub:** Approval to conduct **Faculty Orientation Program (FOP)** on “**Program Outcome Attainment Process**” organised by IQAC at MIET-reg.

In contemplation to conduct this **programme**, the scheme is to deliver the objective of the “**Program Outcome Attainment Process**” to students and faculty. On this account kindly provide guidance and support to conduct this programme during 10<sup>th</sup> December 2019.

Thanking You Sir.

  
Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



**PRINCIPAL**  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology

Approved by AICTE - Affiliated to JNTUK

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## Report on

### Faculty Orientation Program (FOP) on “Program Outcome Attainment Process”

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology, Jaggayyapet on 10<sup>th</sup> December, 2019.

The Program Outcomes are evolved through a process of discussion and deliberations chiefly coordinated by the department academic committee comprising of the Head of Department and 2 senior members of the department faculty involving discussions/inputs with/from the following representation groups and in the spirit of larger objectives of under graduate programs in engineering as laid out by AICTE, State Higher education council, Affiliating University (JNTUK) and also from the programme specific criteria and Graduate attributes published by international professional bodies.

#### Program Team:

**Resource Person:** Dr.A. Venkata Ramana,

Professor & HoD – GMR INSTITUTE OF TECHNOLOGY, Rajam

**Patron:** Dr B Syam, Principal

**Convener:** B Nagarjuna Singh, Director, IQAC

**Number of Participants:** 46 Members

#### Resource Person Overview:

Addressing the different learning needs and diversity of students, a student-centric teaching-learning process is adopted by the faculty using ICT-based teaching learning strategies. Defining a clear course outcomes and schedule; the institute also initiated certificate and value-added courses for desirous students. The institution is equipped with modernized pedagogy and excellent infrastructure, which is upgraded periodically. We are leading on co-curricular and extra-curricular fronts, industrial visits, training workshops and projects for multidimensional growth of the students. Spacious well-equipped labs, AV-fitted smart classrooms, 24-h WiFi, computer facilities, pilot-plant, e-studio and informatively decorated



corridors encompass the progressive and environment-friendly campus. The library houses books from a wide range of subjects including international journals and magazines.

### **About the Program:**

The recent transition from faculty centric learning to student centric learning has paved a path for the institutions to self-assess and derive their own assessment methodologies for improving the quality of education which in-turn shall produce quality students for the betterment of the society. The universities and the engineering institutions have to follow certain guidelines specified by AICTE as well as discipline-specific accrediting bodies like ACM, IEEE, CSAB, and others, to design curriculum. In addition, department recognizes the need for accountability to all of its stakeholders: students, faculty, staff, administration, parents, alumni, employers. Assessment data provides evidence to all of these groups that department is scrupulously monitoring its progress towards its goals.

Assessment is a teaching and management tool, designed to provide departments and units with quality information on which to improve learning and base organizational decisions. It is a process of defining a program or unit's mission, developing desired outcomes, continuously monitoring progress towards those outcomes, communicating results, and using those results to make improvements.

Assessment is founded on a set of overall institutional outcomes, drawn from the institution's mission. Program level learning outcomes are developed from these outcomes; course level learning outcomes are developed from program outcomes; and lesson level outcomes arise from the outcomes of the course. All are designed to achieve the institute's set outcomes.

The results of outcomes assessment from courses and programs provide empirical data for departments to develop their own annual and long-range plans. At the institutional level, this information, as well as information from assessment of institutional outcomes, is analyzed and coordinated within the scope of the institution's mission and its projected resources and priorities to develop its recommendations for resource allocation and longrange planning.

### **Schedule of Activities:**

Day and Date: 10th December, 2019

Venue: MIETSeminar Hall

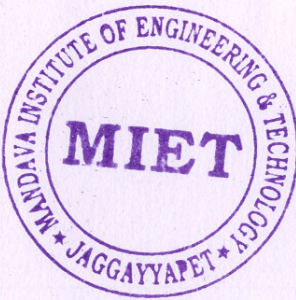
### **Objectives of Program:**

- Defining the Vision & mission and identify the Educational objectives of the program.
- Identifying the most important learning outcomes of the program in correlation to the Graduate Attributes.
- Ensure that students have adequate opportunities to achieve the set outcomes.



- Defining the process to assess progress towards the set outcomes.
- Develop the assessment plan.
- Carry out the assessment.
- Collect, analyze, communicate, and report on the findings.

*Day*  
*B. Nagarajana Singh*



*(Signature)*

**PRINCIPAL**  
**Mandava Institute of Engineering & Technology**  
**Vidya Nagar, JAGGAYYAPET - 521175**  
**Krishna Dist. (A.P.)**





# Mandava Institute of Engineering and Technology

(Sponsored by Sri Siva Kameswari Educational Society)

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

**FF**

VIDYA NAGAR, JAGGAIAHPET - 521 175, NTR Dist., A.P., India.

Ref:

Ref No. MIET/2020/CC/7

Date:.....

Date:05/05/2020

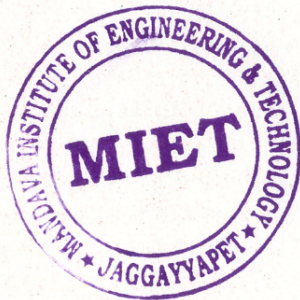
## OFFICE ORDERS

### (IQAC/ISO Related Activity Committee)

A Committee has been constituted with the following members, under the coordinator ship of **Mr Fathe Mohamad, Associate Professor in MECH Department** and he is appointed as Management Representative (MR). The committee consists of the DMRs for each department. The Committee has to prepare the documentation, procure all the required data, certificates if any. MR has to conduct the regular audit.

#### DMRs:

1. Mr. V Rajasekhar - HOD (CSE)
2. Mr. B Ramesh - HOD (EEE)
3. Mr. A Radha krishna - HOD (Mech)
4. Mr. Y Narsimha Rao - HOD (MBA)
5. Ms. B Venkati - HOD (Civil)
6. Mr.G Venkateswara Rao - Professor (S&H)
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC
8. Fathe Mohammad – Member



PRINCIPAL

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Mandava Institute of Engineering and Technology  
Vidya Nagar, JAGGAYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to JNTU Kakinada)

VIDYA NAGAR, JAGGAIAH PET- 521175, KRISHNA DIST., A.P., INDIA

www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2020-21 /1

Date: 31-10-2020

## IQAC Committee

## CIRCULAR

All members of the IQAC Committee are requested to attend a meeting to be held on 07.11.2020 at 2.00 pm in the IQAC office.

PRINCIPAL

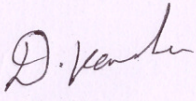
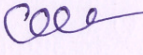
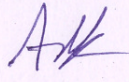
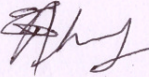
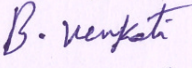
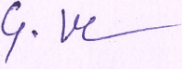
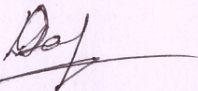

PRINCIPAL  
Mandava Institute of Engineering and Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 2.00 pm on  
07.11.2020 in the office of the IQAC

Members Present

1. Mr. D Venkateswarlu - HOD (CSE) 
2. Mr. K chakrapani - HOD (EEE) 
3. Mr. A Radha krishna - HOD (Mech) 
4. Mr. Y Narsimha Rao - HOD (MBA) 
5. Ms. B Venkati - HOD (Civil) 
6. Mr. G Venkateswara Rao - Professor (S&H) 
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
8. Fathe Mohammad – Member 

The meeting was chaired by the Director, IQAC. He discussed the steps to be taken to make new students comfortable in the campus. The following decisions have taken.

1. The coordinators of seminars/Workshops are requested to furnish a copy of the completion report to IQAC also while they submit the final report to the University for the Settlement of financial utilization.
2. An orientation program is to be given to the new students to make them feel comfortable in the campus.

The meeting came to an end at 2.30 p.m.

B Nagarjuna Singh  
Director IQAC





# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

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www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2020-21 /2

Date: 17-03-2021

## IQAC Committee

### CIRCULAR

All members of the IQAC Committee are requested to attend a meeting to be held on 24.03.2021 at 11.00 am in the IQAC office.

PRINCIPAL

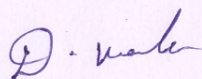
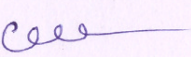
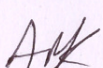
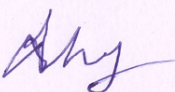
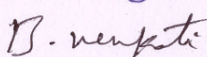
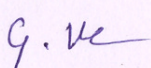
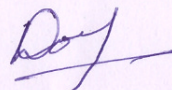

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Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 11.00 am on  
24.03.2021 in the office of the IQAC

Members Present

- 1) Mr. D Venkateswarlu - HOD (CSE) 
- 2) Mr. K chakrapani - HOD (EEE) 
- 3) Mr. A Radha krishna - HOD (Mech) 
- 4) Mr. Y Narsimha Rao - HOD (MBA) 
- 5) Ms. B Venkati - HOD (Civil) 
- 6) Mr. G Venkateswara Rao - Professor (S&H) 
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
- 8) Fathe Mohammad - Member 

The meeting was chaired by the Director, IQAC. He discussed the steps to be taken to improve outreach and visibility of the programs. The following decisions have been taken.

1. To install display boards at the entrance and in main Academic and Administrative blocks for informing the student community regarding various programmes being conducted in the college.
2. An orientation program needs to be conducted for all faculty members for improving academic quality of the college.

The meeting came to an end at 11.30 a.m.

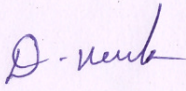
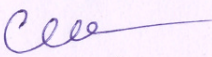
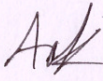
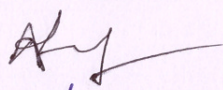
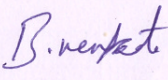
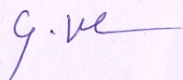
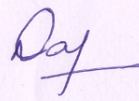
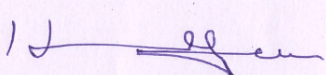
B Nagarjuna Singh

Director IQAC



## IQAC ANNUAL REPORT 2020-21

The outbreak of COVID 19 Pandemic abruptly stopped the normal teaching, learning and assessment process and was shifted to Online teaching methods. The entire teaching –learning process was performed online w.e.f April 2020. The members included in the committee are as follows:

1. Mr. D Venkateswarlu - HOD (CSE) 
2. Mr. K chakrapani - HOD (EEE) 
3. Mr. A Radha krishna - HOD (Mech) 
4. Mr. Y Narsimha Rao - HOD (MBA) 
5. Ms. B Venkati - HOD (Civil) 
6. Mr. G Venkateswara Rao- Professor (S&H) 
7. Mr. B Nagarjuna Singh - HOD (ECE) - Convener/Director, IQAC 
8. Fathe Mohammad – Member 

### Key initiatives taken by IQAC were

1. The IQAC in association with the Student Counselling Cell of the university conducted a group counselling session for the students. The main objective of the programme was to provide a conducive platform for the students to meet face to face and share their concerns and struggles they had faced during and after the Covid outbreak.
2. The IQAC took initiative to participate in the National Institutional Ranking Framework (NIRF), 2020
3. The faculty members from various Departments in the University were given preliminary training to conduct online classes during March/April 2020. The service of the IT section of the college was extended for this purpose

### Future plans

1. Building up a more robust system of collaborative learning of online and offline modes
2. Ensuring the two crucial components of online learning – availability of a versatile collaborative software platform and connectivity from both sides – the instructor and the learner.
3. To conduct Energy Audit in the College and hostels.



12<sup>th</sup> December, 2020

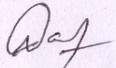
To  
The Principal  
MIET  
Jaggayyapet

Respected Sir,

**Sub:** Approval to conduct **Orientation session for students on "How teachers will conduct assessments and evaluations"** organised by IQAC at MIET-reg.

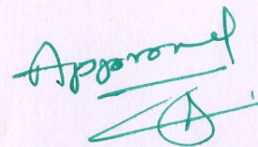
In contemplation to conduct this **programme**, the scheme is to deliver the objective of "**How teachers will conduct assessments and evaluations**" to students and faculty. On this account kindly provide guidance and support to conduct this programme during 21<sup>st</sup> December 2020.

Thanking You Sir.



Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



PRINCIPAL  
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Vidya Nagar, JAGGAYYAPET - 521175  
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# MANDAVA

Institute of Engineering & Technology  
Approved by AICTE - Affiliated to JNTUK

## Report on

### Orientation session for students on "How teachers will conduct assessments and evaluations"

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology, Jaggayyapet on 21<sup>st</sup> December, 2020.

Teacher evaluation can be an opportunity for genuine professional learning. When organized around clearly established and accepted standards of practice, teacher evaluation offers an opportunity for educators to reflect seriously on their practice, and promote learning. A curriculum director and administrator, believes that teacher evaluation should be student-focused or linked to classroom performance rather than solely observing the teacher. Evaluations help teachers:

- Align their goals with the school's vision and mission
- Engage in professional learning programs.
- Upgrade skills along with educational improvements.
- Monitor the students' learning more effectively.
- Reflect or do self-evaluations

#### Program Team:

**Resource Person:** Prof. V. Ram Babu, Department of Mechanical Engineering,  
GMR Institute of Technology, Rajam.

**Patron:** Dr B Syam, Principal

**Convener:** B Nagarjuna Singh, Director, IQAC

**Number of Participants:** 56 Members (16- Faculty, 40- Students)

#### Resource Person Overview:

In teacher education and the professional development of teachers, assessment is increasingly being recognized as a valuable tool to promote development and growth in the profession, that is, not only as a means to certification and qualification but also as a tool for learning. First, the nature of formative assessment is circumscribed; it essentially means providing informative feedback to the learner and its prime function is to deliver insight into



improvements in performance. Second, formative assessment in teaching is delineated as a process of compiling performance evidence, appraising the collected information, and, subsequently, providing feedback in such a way that teaching practice(s) can be improved. It is informative nature of assessment that makes it valuable to professional growth. Third, it is clarified how different assessment tools or interventions may help the (student)teachers as learners to benefit from assessment which depends to a large extent on the (1) nature of feedback given and (2) the assessment arrangement (i.e., tools and approaches).

### **About the Program:**

The success of learning is a product of a collaborative effort. All teacher leaders should be actively involved in the process of improving teaching practices. Conduct training and discuss the importance of doing teacher evaluation. By doing this, you will gain the teachers' buy in and they will understand that evaluations are performed to help them and not to criticize them.

An effective teacher evaluator should be able to see how students are learning and not just look at what the teacher is doing. Take note of how students interact with the teacher during recitations and group discussions. Is it an active and fun learning atmosphere? How do students react? Do they get passing scores during assessments? Ideally, conduct formal and informal observations to assess if the teacher is student-centered in teaching.

A good evaluator is a great mentor. Provide the teacher your rating and raise some points you would like to discuss. Be honest by telling them their level of proficiency. New teachers who may have limited teaching experience may need more guidance. As a mentor, you can help them understand their challenges and give some tips on how to overcome those challenges. Focus on areas where the teacher could do better. Encourage them to perform student surveys to determine where in the curriculum their students are struggling. Share your best practices by developing strategies for good classroom instructions.

Teacher was able to do the following (Teacher Strengths):

- Create an environment conducive to learning.
- Facilitate learning through student-centred approach.
- Use enrichment activities for students to further understand the topic.
- Encourage open discussions, relating the topic to real life situation.
- Use questioning and probing techniques to engage students intellectually.
- Administer assessments effectively and in a reasonable amount of time

### **Schedule of Activities:**

Day and Date: 21<sup>st</sup> December, 2020

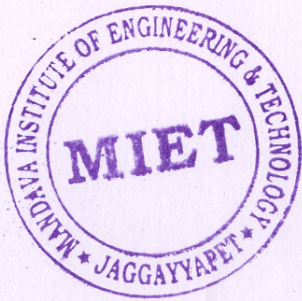
Venue: Online Mode




### Objectives of Program:

- Measuring improvement over time.
- Motivating students to study.
- Evaluating the teaching methods.
- Ranking the student capabilities in relation.

Day  
B. Nagarajasa Singh



  
PRINCIPAL  
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# Mandava Institute of Engineering and Technology

(Sponsored by Sri Siva Kameswari Educational Society)

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

**FF**

VIDYA NAGAR, JAGGAIAHPET - 521 175, NTR Dist., A.P., India.

Ref: Ref No. MIET/2021/CC/6

Date: 08/05/2021 Date:.....

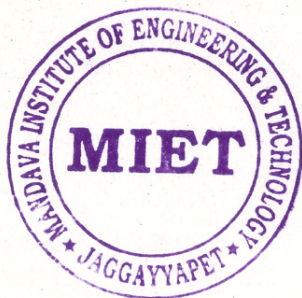
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2. Mr. B Ramesh - HOD (EEE)
3. Mr. A Radha krishna - HOD (Mech)
4. Mr. Y Narsimha Rao - HOD (MBA)
5. Ms. B Venkati - HOD (Civil)
6. Mr. G Venkateswara Rao - Professor (S&H)
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC
8. Fathe Mohammad - Member



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# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to JNTU Kakinada)

VIDYA NAGAR, JAGGAIAH PET- 521175, KRISHNA DIST., A.P., INDIA

www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2021-22 /1

Date: 15-10-2021

## **IQAC Committee**

## **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 22.10.2021 at 02.00 pm in the IQAC office.



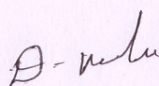
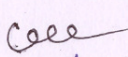
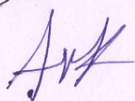
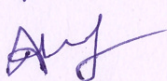
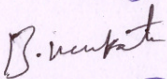
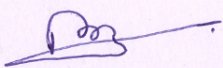
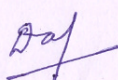
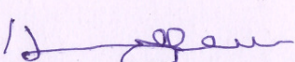
  
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Mandava Institute of Engineering and Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 2.00 pm on  
22.10.2021 in the office of the IQAC

Members Present

1. Mr. D Venkateswarlu - HOD (CSE) 
2. Mr. K chakrapani - HOD (EEE) 
3. Mr. A Radha krishna - HOD (Mech) 
4. Mr. Y Narsimha Rao - HOD (MBA) 
5. Ms. B Venkati - HOD (Civil) 
6. Mr. T V R Mohana Rao - Professor (S&H) 
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
8. Fathe Mohammad – Member 

The meeting was chaired by the Director, IQAC. He addressed the meeting and enumerated the achievements of IQAC made through the years. He also invited the members to focus more on areas of documentation. The following decisions have taken.

1. It is resolved to request to every academic department to submit proposals at the earliest to the college about the possible extension/community programmes by NSS which can be commence from the next academic year.
2. Periodic evaluation is necessary for all academic programmes offered by the college to ensure quality improvement.

The meeting came to an end at 2.30 p.m.

B Nagarjuna Singh  
Director IQAC





# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to JNTU Kakinada)

VIDYA NAGAR, JAGGAIAH PET- 521175, KRISHNA DIST., A.P., INDIA

www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2021-22 /2

Date: 30-03-2022

## **IQAC Committee**

### **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 06.04.2022 at 11.00 am in the IQAC office.

PRINCIPAL

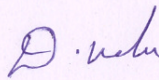
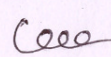
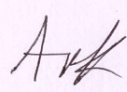
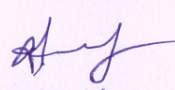
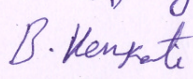

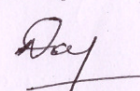
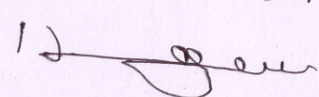
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Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 11.00 am on  
06.04.2022 in the office of the IQAC

Members Present

1. Mr. D Venkateswarlu - HOD (CSE) 
2. Mr. K chakrapani - HOD (EEE) 
3. Mr. A Radha krishna - HOD (Mech) 
4. Mr. Y Narsimha Rao - HOD (MBA) 
5. Ms. B Venkati - HOD (Civil) 
6. Mr. T V R Mohana Rao - Professor (S&H) 
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
8. Fathe Mohammad – Member 

The meeting was chaired by the Director, IQAC. He addressed the meeting and appreciated the efforts to keep the campus clean and environment friendly. The following decisions were taken.

1. To entrust the website monitoring committee to look into the possibilities of development of an online feedback system.
2. To recommend to conduct environmental audit in the campus.

The meeting came to an end at 11.30 a.m.

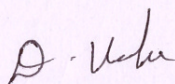
B Nagarjuna Singh  
Director IQAC



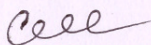
## IQAC ANNUAL REPORT 2021-22

The academic year 2021-22 has witnessed the recuperation of the college from the Covid 19 pandemic. Shifting back from online to offline classes has enliven the college back to normal. The IQAC has played its role in bringing back a learner centric environment in the Institution. The team members for IQAC for the academic year 2021-22 are as follows:

1) Mr. D Venkateswarlu - HOD (CSE)



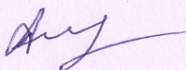
2) Mr. K chakrapani - HOD (EEE)



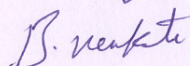
3) Mr. A Radha krishna - HOD (Mech)



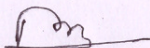
4) Mr. Y Narsimha Rao - HOD (MBA)



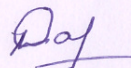
5) Ms. B Venkati - HOD (Civil)



6) Mr. T V R Mohana Rao - Professor (S&H)



7) Mr. B Nagarjuna Singh - HOD (ECE) - Convener/Director, IQAC



8) Fathe Mohammad – Member



### Key initiatives taken by IQAC were

- a. The Internal Quality Assurance Cell (IQAC) has conducted a blended (both online and offline) mode of Induction Programme to the UG students of 2021-22 admission, from 22nd to 29th August 2021. The staff of the college addressed the fresher's and during various sessions the students were introduced about the institution, its teaching – learning process, infrastructure, basic amenities, etc.
- b. The guidelines for conducting Academic Seminars, Workshops, Guest Lectures, Extension Lectures in the Institution were prepared and the same were approved by IQAC.
- c. Consolidated the feedback received from the students and placed it before the high level committee for analysis. The individual feedback forms were sent to the concerned teachers and the Departments were directed to conduct the department meetings exclusively for discussing this matter and initiate rectifying measures to improve the quality of the teaching and learning.



### **Future plans**

1. To print and publish all academic regulations in force as a handbook for the ease of administrative convenience and to equip faculty members and administrative staff for smooth functioning of the system.
2. To ensure the campus more environment friendly and green.
3. Request every Academic Departments to submit proposals about the possible extension/ community programmes which shall be commenced from next academic year.
4. To design a new App for online feedback from next academic year onwards.



01.04.21

To  
The Principal  
MIET  
Jaggayyapet

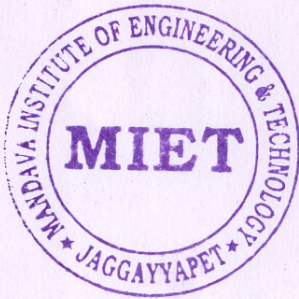
Respected Sir,

**Sub:** Approval to conduct **Faculty Orientation Program on "Student Centered Pedagogy Methods"** organised by IQAC at MIET-reg.

In contemplation to conduct this **programme**, the scheme is to deliver the objective of **"Student Centered Pedagogy Methods"** to students and faculty. On this account kindly provide guidance and support to conduct this programme during 12<sup>th</sup> April 21.

Thanking You Sir.

*Day*  
*D. Nagarajuna Singh*



*Approved*  
*(Signature)*

**PRINCIPAL**  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology

Approved by AICTE - Affiliated to JNTUK

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## Report on

### Faculty orientation Program on "Student-Centred Pedagogy Methods"

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology, Jaggayyapet on 12<sup>th</sup> April 2021.

The Program Outcomes are evolved through a process of discussion and deliberations chiefly coordinated by the department academic committee comprising of the Head of Department and 2 senior members of the department faculty involving discussions/inputs with/from the following representation groups and in the spirit of larger objectives of under graduate programs in engineering as laid out by AICTE, State Higher education council, Affiliating University (JNTUK) and also from the programme specific criteria and Graduate attributes published by international professional bodies.

#### Program Team:

**Resource Person:** Dr.B. Prajna

Prof. CSE, ANITS, Vizag

**Patron:** Dr B Syam, Principal

**Convener:** B Nagarjuna Singh, Director, IQAC

**Number of Participants:** 38 Members (15- Faculty, 23-Students)

#### Resource Person Overview:

Addressing the different learning needs and diversity of students, a student-centric teaching-learning process is adopted by the faculty using ICT-based teaching learning strategies. Defining a clear course outcomes and schedule; the institute also initiated certificate and value-added courses for desirous students. The institution is equipped with modernized pedagogy and excellent infrastructure, which is upgraded periodically. We are leading on co-curricular and extra-curricular fronts, industrial visits, training workshops and projects for multidimensional growth of the students. Spacious well-equipped labs, AV-fitted smart classrooms, 24-h WiFi, computer facilities, pilot-plant, e-studio and informatively decorated corridors encompass the progressive and environment-friendly campus. The library houses books from a wide range of subjects including international journals and magazines.



## **About the Program:**

The recent transition from faculty centric learning to student centric learning has paved a path for the institutions to self-assess and derive their own assessment methodologies for improving the quality of education which in-turn shall produce quality students for the betterment of the society. The universities and the engineering institutions have to follow certain guidelines specified by AICTE as well as discipline-specific accrediting bodies like ACM, IEEE, CSAB, and others, to design curriculum. In addition, department recognizes the need for accountability to all of its stakeholders: students, faculty, staff, administration, parents, alumni, employers. Assessment data provides evidence to all of these groups that department is scrupulously monitoring its progress towards its goals.

Assessment is a teaching and management tool, designed to provide departments and units with quality information on which to improve learning and base organizational decisions. It is a process of defining a program or unit's mission, developing desired outcomes, continuously monitoring progress towards those outcomes, communicating results, and using those results to make improvements.

Assessment is founded on a set of overall institutional outcomes, drawn from the institution's mission. Program level learning outcomes are developed from these outcomes; course level learning outcomes are developed from program outcomes; and lesson level outcomes arise from the outcomes of the course. All are designed to achieve the institute's set outcomes.

The results of outcomes assessment from courses and programs provide empirical data for departments to develop their own annual and long-range plans. At the institutional level, this information, as well as information from assessment of institutional outcomes, is analyzed and coordinated within the scope of the institution's mission and its projected resources and priorities to develop its recommendations for resource allocation and longrange planning.

## **Schedule of Activities:**

Day and Date: 12<sup>th</sup> April, 2021

Venue: Online Mode

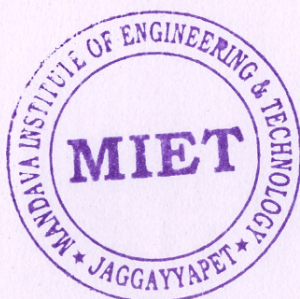
## **Objectives of Program:**

- Defining the Vision & mission and identify the Educational objectives of the program.
- Identifying the most important learning outcomes of the program in correlation to the Graduate Attributes.
- Ensure that students have adequate opportunities to achieve the set outcomes.
- Defining the process to assess progress towards the set outcomes.
- Develop the assessment plan.



- Carry out the assessment.
- Collect, analyze, communicate, and report on the findings.

*Prof*  
*B. Nagarajana* *Sec*



A handwritten signature in green ink, consisting of a stylized 'A' with a horizontal line extending to the right.

**PRINCIPAL**  
**Mandava Institute of Engineering & Technology**  
**Vidya Nagar, JAGGAYYAPET - 521126**  
**Krishna Dist. (A.P.)**



01<sup>st</sup> February, 2022.

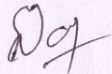
To  
The Principal  
MIET  
Jaggayyapet

Respected Sir,

**Sub:** Approval to conduct **Orientation program on "Experiential and Peer Learning"** organised by IQAC at MIET-reg-reg.

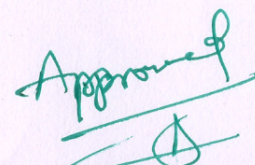
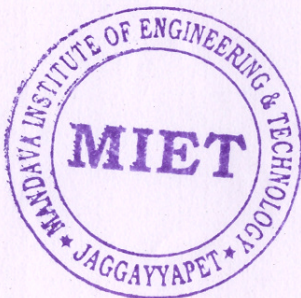
In contemplation to conduct this **programme**, the scheme is to deliver the objective of the "**Experiential and Peer Learning**" to students and faculty. On this account kindly provide guidance and support to conduct this programme during 07<sup>th</sup> February, 2022.

Thanking You Sir.



Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



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Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology

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## Report on

### Orientation program on "Experiential and Peer Learning"

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology, Jaggayyapet on 07<sup>th</sup> February, 2022.

Part of an on-going research project on inter-year team-working in design education, this paper looks at the cumulative effect of consecutive group projects as a learning experience. Design process today places emphasis on multidisciplinary teams and in this context designers need to be particularly skilled for collaborative working, perhaps becoming facilitators and teamwork experts. The inter-year teamwork format seems valuable in giving students experience of heterogeneous team working; managing different backgrounds, different knowledge levels and different approaches. We present aspects of experiential and peer learning most clearly identified by this student cohort and discuss insights that may be useful for improving teaching input in project based teamwork contexts.

#### Program Team:

**Resource Person:** Dr.M.V.S.Sairam

Professor & Dean, Academics (UG), GVPCE(A).

**Patron:** Dr B.Syam, Principal

**Convener:** B Nagarjuna Singh, Dean, IQAC

**Number of Participants:** 62 Members (20- Faculty, 42- Students)

#### Resource Person Overview:

Our research focuses on Inter-Year team projects carried out by students from their 3rd to 5th year of design studies. During their third year of study, students will work on two consecutive five month long projects in heterogeneous teams of 3 to 6 students. The teams include students of different year groups, the first project combining 3rd and 5th year students, and the second combining 3rd and 4th year students. After these two long team projects which represent one day a week of in-school study and tutorial time, students will spend the first half of their 4th year in internships before returning to the school and working in two more long team projects, this time as senior members, once at the end of their 4th year and then at the start of their fifth year. Nearly all of these projects run with an external industrial or research partner. Previous research on this cumulative study model seemed to show that these



team projects progressively equip students for working in heterogeneous teams, which if proved - would seem to be a valuable skill for design students. In describing design thinking attributes, the horizontal bar represents one's ability to connect with others and use the other's expert knowledge. Cross functional teams are needed today due to the complex nature of developing high volume products which now involves an increasing number of specialists who must work together.

### **About the Program:**

Experiential learning is described as the process whereby knowledge is created through the transformation of experience. Experiential learning also has a long history in the context of teamworking. Members of a team may separately have one of the four learning styles defined by Kolb, (diverging, assimilating, converging, accommodating) and by reflection and conversation on team experiences, meaningful learning can occur. In replying to our survey we feel that students have probably undergone a process of reflection, identifying experiences that have been transformed into learning. We divide comments into three categories, experiences linked to personal evolution, linked to understanding good team-work practice and comments linked to good team-management practice. In these second two categories numerous comments suggest that students tried to reapply learning in subsequent team projects and in their internships. Many students also directly mention that the experience in one project helped them for the next, with a key point being gaining confidence and understanding what to do in the team, "I had gained autonomy; the fact that I was coached on the preceding project let me know what I should do". We list here the most often mentioned points.

In terms of peer learning, many students identify "tools" and software and sketching skills, particularly in their first long project, where as a third year student they have one or more 5th year "managers". I learnt drawing techniques, 2D and 3D software that I still use today. The other main category mentioned in peer-learning is management, and more specifically organisation and time management, a typical reply; "I discovered what the work of a manager is (organisation, anticipation, calm)". The fact that many students in the school are aware of the importance of team projects seems to generate something close to a tacit contract, where particularly in the first 3rd year project students expect to learn tools and management skills from their 5th year team partners. Many comments in our research reinforce this idea, both positively, and in terms of frustration when this learning has not taken place. The "teaching" aspect of peer learning is also frequently cited as a source of pride, and pleasure in teamwork. Although the school puts in place these opportunities for peer learning, many comments from students suggest that the school's role is not identified, and they feel there is too much reliance on using students to teach other students.

### **Schedule of Activities:**

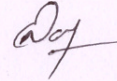
Day and Date: 07<sup>th</sup> February, 2022

Venue: MIETSeminar Hall

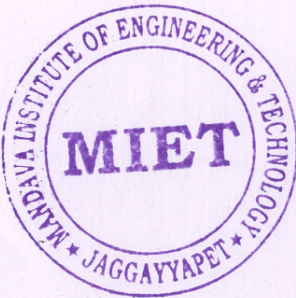


## Objectives of Program:

- Attending to the context in which the peer learning strategy is to be introduced.
- Focussing on learning outcomes and objectives and matching these to peer learning strategies.
- Ensuring congruence between the peer learning strategies and assessment tasks.
- Preparing staff and students for different learning approaches, roles and responsibilities.
- Introducing peer learning strategies and managing the process.
- Creating positive conditions for learning.



N. NAGARAJUNA SINGA



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Vidya Nagar, JAGGAYAPET - 521175  
Krishna Dist. (A.P.)



13.09.2021

To


The Principal  
MIET  
Jaggayapet.

Respected Sir,

**Sub:** Approval to conduct Awareness Programme on NAAC Proceedings organized by IQAC at MIET-req-reg.

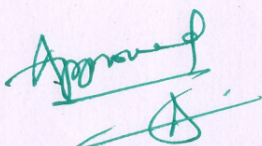
- As per the suggestions made by Honourable Chairman Mr.Sridhar Sir, that it is more advantageous to conduct a Awareness programs for all faculty members of our institution to enhance their skills towards **NAAC Proceedings**. In order to conduct this Awareness Program, our institute has to take care of the following expenditure as per the norms specified by them. Hence kindly extend your support and accord approval for the expenditure to conduct this Awareness program during 20.09.2021.

Thanking You Sir.

  
Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



  
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Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology  
Approved by AICTE - Affiliated to JNTUK

## Report on Awareness Programme on NAAC Proceedings

Awareness Programme was Organized by the IQAC at Mandava Institute of Engineering and Technology, on 20.09.2021. The title of the Programme is "**NAAC Proceedings**". The aim and scope of this program is to train and provide Knowledge on NAAC. The purpose of the accreditation by NAAC is to promote and recognize excellence in technical education in colleges and universities - at both the undergraduate and post graduate levels.

### Program Team:

**Resource Person:** Prof. Ramakrishna, Dean, School of Core Engineering, VFSTR

**Chief Patron:** Dr B Syam, Principal

**Convener:** B. Nagarjuna Singh, Director, IQAC

**Number of Participants:** 23

### Resource Person Overview:

Prof. Ramakrishna, Dean, School of Core Engineering, VFSTR. NAAC is one such autonomous accrediting body in India, which deals with the accreditation of engineering and various technical institutions based on the quality of education being offered. The guidelines outlined by the NAAC act as parameters to certify institutions.

Any higher education institution (HEI) willing to apply and successfully get accredited from the NAAC needs to ensure that all guidelines are followed strictly and every document or information that needs to be submitted is free from any errors and is 100% authentic.

### About the Program:

National Assessment and Accreditation Council (NAAC) has brought in new spirit into its process of Assessment and Accreditation (A&A). This has been attempted as a continuance of the NAAC's concern for ensuring that its processes are in tune with local, regional and



global changes in higher education scenario. The current process of A&A is being adopted from July 2017. The main focus of the revision process has been to enhance the redeeming features of the accreditation process and make them more robust, objective, transparent and scalable as well as make it ICT enabled. The Revised Accreditation Framework is completely online. This current benchmarked methodology has Qualitative metrics which is assessed by the Peer Team and quantitative metrics validated by third party. To bring in distinctiveness and professional elements of the disciplines of Higher Education into the accreditation manuals, NAAC has appropriately diversified its A&A process so as to adequately capture the unique features of the discipline in Higher Education. Apart from general Manuals for Universities, Autonomous Colleges, and Affiliated Colleges, separate Manuals and QIFs have been developed for Teacher Education, Sanskrit Universities, Medical and Health Sciences, Open and Distance Education and Dual mode Universities. To make the HEIs familiarise with the current methodology, NAAC has been organising awareness programmes. In tune with this an Awareness Programme for Teacher Education Institutions was organized.

Six Days Awareness Program on NAAC Proceedings on Accreditation Framework (RAF), jointly organised by Mizoram University and Higher & Technical Education. In technical sessions, Dr. Sujata P Shanbhag, Deputy Adviser, NAAC has described about the overview of NAAC Online Accreditation and Assessment Process in general and Dr. S. Srikanta Swamy, Academic Consultant, NAAC explained about the manual of Teacher Education Institutions and the process to prepare for accreditation.

In the afternoon session, the participants were divided into five groups and each group worked on different criteria. They also discussed on each metric of the assigned criteria, the documents, data required for each metric. Each group presented their observation and feedback which was followed by open discussion and concluding remarks.

### **Technical Session - I**

The resource person Prof. Ramakrishna presented on 'Relevance of Assessment and Accreditation.' In course of his dynamic presentation, he flagged certain important points which the institutions should focus upon. Those points may be summarised as follows:

- NAAC framework for assessment and accreditation is unique to any other country and the assessment is based on Global Good Practices and Norms.
- Quality Assurance is a must and therefore quality assessment is to be accepted as a pleasant and productive challenge.
- NAAC is instituted to help institutions to help and achieve quality assurance and face the challenge.
- Students, the main stakeholders should not lose maximum benefit simply because the authorities of the college do not dare to face the challenge of NAAC Assessment. It is an opportunity denied to the students to venture to different Universities and institutions for further studies within and outside the country.
- Relevance and need for SWOT and documentation.
- IQAC should be empowered to take necessary action and bring a change for the better.



- Since Best Practice can significantly contribute to the development of the institution, identifying Best Practice is the need of institution.

## **Technical Session II**

The resource person Prof. Ramakrishna presented on 'An Overview of Revised Accreditation Framework' with well sequential and structured Power Point Presentation and highlighted changes that have been introduced in revised assessment and accreditation framework. Some of the important points were highlighted as follows:

- Importance of strict adherence to timeline.
- Need to read relevant documents.
- Frequent visit of NAAC website, dashboard, Standard Operating Procedure.
- Need to give importance in preparing SSR, once it is submitted it cannot be edited.
- Provision of optional metrics.
- Timeline for DVV queries.
- As Students Satisfaction Survey has been introduced in the revised framework, details and awareness of the students should also be addressed.

## **Panel Discussion & Interaction Session**

At the discussion and interaction sessions participants from various colleges raised their questions and sought clarification on issues relating to logistic fee, Peer team visit, IIQA submission and others. Since most of the procedures and proceedings are based on ICT enabled, therefore, NAAC may consider upon the practical problem faced by the institutions so that solution may also be worked out.

## **Schedule of Activities:**

Day and Date: 20<sup>th</sup> September, 2021

Venue: MIET Seminar Hall

## **Objectives of Program:**

- NAAC's role is to improve the quality of higher education in India continuously.
- It provide authoritative and reliable feedback on the quality of an institution's teaching and learning, research, knowledge transfer, and institutional management.



- To use various innovative Teaching Learning Methods.

Day



A handwritten signature in green ink, consisting of a stylized 'A' with a horizontal line extending to the right.

PRINCIPAL  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)



20<sup>th</sup> September, 2021.

To  
The Principal  
MIET  
Jaggayyapet

Respected Sir,

**Sub:** Approval to conduct **Orientation for students on "MOOCS"** organised by IQAC at MIET-req-reg.

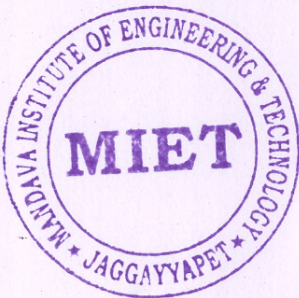
In contemplation to conduct this **programme**, the scheme is to deliver the objective of the **"MOOCS"** to students and faculty. On this account kindly provide guidance and support to conduct this programme during 27<sup>th</sup> September, 2021.

Thanking You Sir.

*Day*

Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



*Approved*  
*[Signature]*

PRINCIPAL  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology  
Approved by AICTE - Affiliated to JNTUK

## Report on

### Orientation for students on “MOOCS”

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology, Jaggayyapet on 27<sup>th</sup> September 2021.

Moocs is a free and open source Learning Management System. It is completely Web-based, no software to install. Let's teachers create course websites and let students access them. Course websites can contain class notes, audio/video files, quizzes, assignments, discussion forums, and much more. Modular object-oriented dynamic learning environment. Free and open-source software is software that is liberally licensed to grant users the right to use, copy, study, change, and improve its design through the availability of its source code.

#### Program Team:

**Resource Person:** Mr M. Rama Krishna Murthy

Senior Faculty in Math for JEE prep(Main and Advanced)

Hyderabad, Telangana, India.

**Patron:** Dr B. Syam, Principal

**Convener:** Mr. B. Nagarjuna Singh, Dean, IQAC

**Number of Participants:** 54 students

#### Resource Person Overview:

Mr. M. Rama Krishna Murthy, senior faculty said that MOOCS is essentially a website that has a number of templates and resources that can be used and adapted as required. At a simple level it makes it easy for those people with no experience of creating websites to place resources online for sharing.

Moocs has been designed to support social constructivist models of learning. The first learning module describes this in some detail.

Moocs can be used for the different needs of different people. Here are some ways in which it can be used:

- to share resources, online ... 24/7 availability.
- to enable communication ... forums, chat, messaging.
- to add interactivity ... quizzes, communication tools, learning objects.



- to enable collaboration ... wikis, the glossary and database tools.
- to allow for distance learning ... available on the web.
- to support blended learning ... used in conjunction with traditional face to face teaching.
- to reduce teacher workload ... online assignment submission and marking, self-marking quizzes.

### **About the Program:**

A learning management system (LMS) is an application for the administration, documentation, tracking, reporting and delivery of education courses or training programs. An LMS should be able to:

- automate administration
- use self-service and self-guided services – (buffet type service)
- assemble and deliver learning content
- consolidate educational programmes
- support both synchronous and asynchronous learning
- personalize content and enable knowledge reuse
- deliver online training.

Your instructor may choose to show only one topic or week at a time, all content, or make only specific topics available to you at any given time. The content layout is decided by the instructor and so every course will be different. However, the Moocs elements contained in each course will be the same such as quizzes, forums (discussions), and homework submissions.

The areas on the left and right side of the course are called “Blocks”. Each course may contain different blocks, but the most common blocks include: Activities My Courses People Administration.

The Participants link located in the People block lists all of the students and instructors enrolled in the course. You can click a name link to access another user’s profile. To see your instructor’s profile and contact information, select Instructor from the Current role drop-down box, and then click on the appropriate link to access his/her profile.

Although it is recommended that you follow the guidelines that your instructor provides for the course, in addition to the front page content links, you may also access Resources and Activities from the Activities block. The content of the Activities block is dependent upon the activities in the course. Common activities include: Assignments: projects, papers, and other activities assigned by your instructor Forums: News forums, Announcements, Discussion forums Quizzes: Lists the quizzes and tests in your course. Resources: Lists of course prepared files and resources by the instructor (syllabus, checklists, lecture materials, etc.)




## Schedule of Activities:

Day and Date: 27<sup>th</sup> September, 2021

Venue: MIET Seminar Hall

## Objectives of Program:

- Log into Moocs
- Edit their profile in Moocs and change their email address if desired.
- Describe how communication between teachers & students works in Moocs.
- Name two methods of communicating in Moocs.
- Post to a discussion forum.
- Submit an online assignment.
- Find Moocs help.

  
Dr. NAGARTUNA SINGH



**PRINCIPAL**  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





# Mandava Institute of Engineering and Technology

(Sponsored by Sri Siva Kameswari Educational Society)

Approved by AICTE, New Delhi, Affiliated to JNTU Kakinada

FF

VIDYA NAGAR, JAGGAIAHPET - 521 175, NTR Dist., A.P., India.

Ref: Ref No. MIET/2022/CC/7

Date: 02/05/2022

Date: .....

## OFFICE ORDERS

### (IQAC/ISO Related Activity Committee)

A Committee has been constituted with the following members, under the coordinator ship of **Mr Fathe Mohamad, Associate Professor in MECH Department** and he is appointed as Management Representative (MR). The committee consists of the DMRs for each department. The Committee has to prepare the documentation, procure all the required data, certificates if any. MR has to conduct the regular audit.

#### DMRs:

1. Mr. D Venkateswarlu - HOD (CSE)
2. Mr. K chakrapani - HOD (EEE)
3. Mr. A Radha krishna - HOD (Mech)
4. Mr. Y Narsimha Rao - HOD (MBA)
5. Ms. B Venkati - HOD (Civil)
6. Dr.G Venkateswara Rao - Professor (S&H)
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC
8. Fathe Mohammad – Member



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Krishna Dist. (A.P.)





# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to JNTU Kakinada)

VIDYA NAGAR, JAGGAIAH PET- 521175, KRISHNA DIST., A.P., INDIA

www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2022-23 /1

Date: 21-10-2022

## **IQAC Committee**

### **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 28.10.2022 at 10.00 am in the IQAC office.



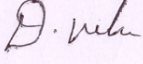
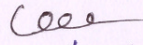
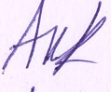
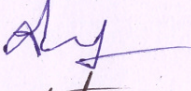
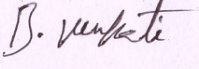
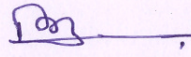
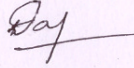
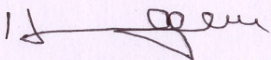
  
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Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)



**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 10.00 am on  
28.10.2022 in the office of the IQAC**

**Members Present**

1. Mr. D Venkateswarlu - HOD (CSE) 
2. Mr. K chakrapani - HOD (EEE) 
3. Mr. A Radha krishna - HOD (Mech) 
4. Mr. Y Narsimha Rao - HOD (MBA) 
5. Ms. B Venkati - HOD (Civil) 
6. Mr. T V R Mohana Rao - Professor (S&H) 
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
8. Fathe Mohammad – Member 

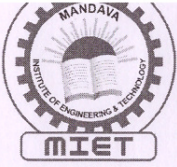
The meeting was chaired by the Director, IQAC. He addressed the meeting and discussed the steps to improve academic quality.

1. the committee resolved to send reminders to the Heads of the Department requesting to submit the Academic Master Plan on or before April 30<sup>th</sup>
2. It was recommended that after consultation with the management, the procedures of Administrative Audit may be implemented in the college

The meeting came to an end at 10.30 a.m.

B Nagarjuna Singh  
Director IQAC





# MANDAVA INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to JNTU Kakinada)

VIDYA NAGAR, JAGGAIAH PET- 521175, KRISHNA DIST., A.P., INDIA

www.mandava.ac.in, E-mail: mietenggcollege@gmail.com, Phone: 08654 226868, 226768

Ref: MIET/IQAC/ 2022-23 /2

Date: 29-04-2023

## **IQAC Committee**

### **CIRCULAR**

All members of the IQAC Committee are requested to attend a meeting to be held on 06.05.2023 at 02.00 pm in the IQAC office.



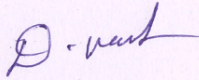
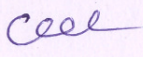


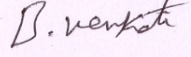
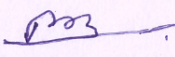
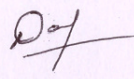

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Mandava Institute of Engineering and Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)



Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) held at 02.00 pm on  
06.05.2023 in the office of the IQAC

Members Present

1. Mr. D Venkateswarlu - HOD (CSE) 
2. Mr. K chakrapani - HOD (EEE) 
3. Mr. A Radha krishna - HOD (Mech) 
4. Mr. Y Narsimha Rao - HOD (MBA) 
5. Ms. B Venkati - HOD (Civil) 
6. Mr. T V R Mohana Rao - Professor (S&H) 
7. Mr. B Nagarjuna Singh - HOD (ECE) - Director, IQAC 
8. Fathe Mohammad – Member 

The meeting was chaired by the Director, IQAC. The following decisions were taken.

1. The committee resolved to send reminders to the Heads of the Department requesting to submit the Academic Master Plan on or before April 30<sup>th</sup>
2. It was recommended that after consultation with the management, the procedures of Administrative Audit may be implemented in the college

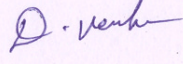
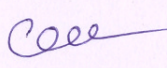
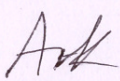
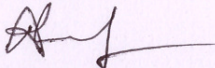
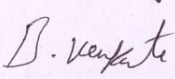
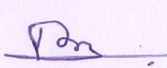
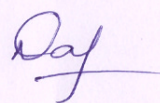

The meeting came to an end at 02.30 p.m.

B Nagarjuna Singh  
Director IQAC



## IQAC ANNUAL REPORT 2022-23

The academic year 2022-23 has witnessed the recuperation of the college from the Covid 19 pandemic. Shifting back from online to offline classes has enliven the college back to normal. The IQAC has played its role in bringing back a learner centric environment in the Institution. The team members for IQAC for the academic year 2022-23 are as follows:

- 1) Mr. D Venkateswarlu - HOD (CSE) 
- 2) Mr. K chakrapani - HOD (EEE) 
- 3) Mr. A Radha krishna - HOD (Mech) 
- 4) Mr. Y Narsimha Rao - HOD (MBA) 
- 5) Ms. B Venkati - HOD (Civil) 
- 6) Mr. T V R Mohana Rao - Professor (S&H) 
- 7) Mr. B Nagarjuna Singh - HOD (ECE) - Convener/Director, IQAC 
- 8) Fathe Mohammad – Member 

### Key initiatives taken by IQAC were

1. Initiated the processes of data preparation for the NAAC accreditation
2. Remedial coaching classes (subject: English) were conducted for UG Students (slow learners). These classes were highly beneficial for the students. They showcased improved performance after attending these sessions.
3. During this crisis period, the students of the Institution were given consistent counselling under the guidance of the Students Counselling Cell in association with IQAC.

### Future plans

- 1) Expansion of online library facilities should be initiated.
- 2) The remote access to the library, if implemented will be highly beneficial for the teachers and students of the Institution.
- 3) To increase greenery and green initiatives.



26.06.2022

To

The Principal  
MIET  
Jagayyapet.

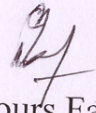
Respected Sir,

**Sub:** Approval to conduct **Workshop on E-Content Development Tools** organised by IQAC at MIET-reg-reg.

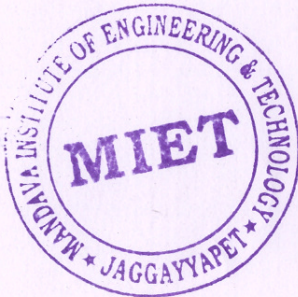
As per the suggestions made by Honourable Chairman Dr M.Sridhar, that it is more advantageous to conduct a **Workshop** for all faculty members of our institution to enhance their skills.

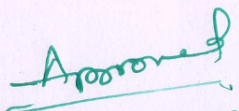
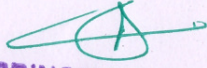
In order to conduct this **Workshop**, our institute has to take care of the following expenditure as per the norms specified by them. Hence kindly extend your support and accord approval for the expenditure to conduct this Workshop during 28.06.2022 - 29.06.2022.

Thanking You Sir.

  
Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



  
  
**PRINCIPAL**  
Mangaya Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521 105  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology

Approved by AICTE - Affiliated to JNTUK

## Reports on

### A Two Days Workshop on E-Content Development Tools

A Two days Workshop Program was Organized by the IQAC at Mandava Institute of Engineering and Technology, on 28.06.2022 -29.06.2022.

Knowledge and information can be sourced by utilizing E-Learning technology. E-learning is a web based blended interactive way of digital learning that is electronically delivered. For electronic learning it becomes essential to develop e-content with the varieties of tools available. There exist many e-content delivery platforms to exhibit our content. Some of the basic tools for developing interactive e-content, simple delivery platforms and grading tools are explained in this paper. In developing country like India E-Learning can raise the level of education, literacy and economic development. Learning anything, anywhere, at any time is the current scenario.

#### Program Team:

**Resource Person:** Dr.G Venkateswara Rao, Professor in Maths.

**Chief Patron:** Dr B Syam, Principal

**Convener:** B Nagarjuna Singh, Co-ordinator, IQAC

**Number of Participants:** 35

#### Resource Person Overview:

Dr.G Venkateswara Rao, Professor in Maths told that the focus of governments for the past few years has been to achieve three important goals – “access, equality and excellence”. Although substantial progress has been made over the years a lot more needs to be done to achieve all the three goals, particularly on the excellence front. The Ministry of HRD and regulatory bodies have initiated a series of reforms and have also introduced several schemes to bring ‘quality’ to the top agenda of Indian Higher Education.



## About the Program:

E-learning is the future learning system from school education to higher education and even for faculty members. Currently, E-courses are available for school education, diploma, degree, post graduates, research scholars and faculty members. There is a enormous growth rate in the tools used for designing a learning management system. The actual challenge here is we need to develop Interactive course that are both rich in content and are interesting to the viewer. Many tools such as E-Content generators, screen casting tools, audio and video creator, animations, simulators, grading tools, content management tools, survey tools, editorial calendars and many more are available to create a rich and powerful delivery platform. E-learning growth rate in India is less compared to other developing countries.

The E-content delivery platform known as LMS (Learning Management System) is a server-based or cloud based software program. LMS has information about courses, the users and course content. A learning management system provides a platform to teach and learn without depending on the time and space boundaries. Anybody can take any course in which they are interested. Learning Management System is a software application that manages various functions like administration of classrooms online, documentation for various courses, tracking the progress of the user, reporting of training programs, online events and grading the users. Most of the LMS have the following features : Registration and Enrolment options to teachers and students, Adding and Deleting Courses by the University and Educational Bodies, Set different Roles for users and managing user account, Setting the course calendar, Upload and Retrieve Assignment and Resources. LMS is used by students, teachers and administrators. LMS can be used by anyone who is interested in conducting the online classes and who wants to store and retrieve the student's documents. The modules can be grouped under the following category:

- Content Manager
- Course Manager
- Catalogue Manager
- User Profile Manager
- University Consortium Manager
- Learning Planner and Calendar

Some of the popular LMS software available in market are Canvas, MindFlash, LearnUpon, Moodle, Blackboard, Talentless and BridgeLMS. One of the easy to work with and free online software available is the Canvas. Canvas upon simple registration allows us to create our own course in teacher's mode and also we can join any number of course as student. It supports content in various formats, e.g. multimedia, video, and text. User can have any number of modules and pages inserted into it. The option provides way to insert any number files uploaded to the Canvas which the student can view. Animations, Simulations, Interactive contents, Audio files and screen casting can be added to our course. This paves way for the learner to properly understand the concept and have a clear idea. We can also provide assignments to the students evaluate and grade them easily.



## Schedule of Activities:

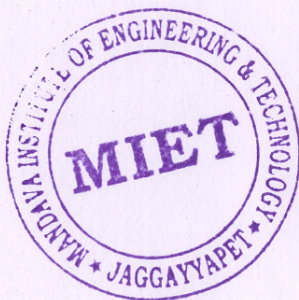
Day and Date: 28 -29 June, 2022

Venue: VIEW Seminar Hall

## Objectives of Program:

- Benefits of learning because technical education is expensive, opportunities are limited, and economic disparities exist.
- Enabled in multiple languages using multi-lingual courseware.
- E-learning platform, SWAYAM developed by MHRD and AICTE which offers many E-courses.
- E-learning can increase the level of education and more number of peoples can be educated which paves way for the economic development of the country.

*By*  
B. NAGARJUNA SINGH



*(Signature)*  
PRINCIPAL  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYAPET - 521175  
Krishna Dist. (A.P.)



27<sup>th</sup> November, 2022

To  
The Principal  
MIET  
Jaggayyapet

Respected Sir,

**Sub:** Approval to conduct **Faculty Orientation on “Counselling Techniques”** organised by IQAC at MIET-reg-reg.

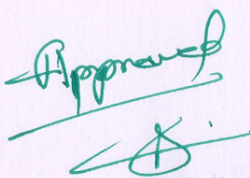
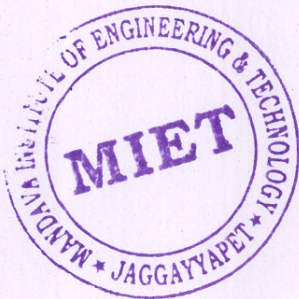
In contemplation to conduct this **programme**, the scheme is to deliver the objective of the “**Counselling Techniques**” to students and faculty. On this account kindly provide guidance and support to conduct this programme during 04<sup>th</sup> December 2022.

Thanking You Sir.



Yours Faithfully,

Internal Quality Assurance Cell (IQAC)



PRINCIPAL  
Mandava Institute of Engineering & Technology  
Vidya Nagar, JAGGAYYAPET - 521175  
Krishna Dist. (A.P.)





# MANDAVA

Institute of Engineering & Technology

Approved by AICTE - Affiliated to JNTUK

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## Report on

### Faculty Orientation on “Counselling Techniques”

A 1- Day Program was organised by the IQAC at Mandava Institute of Engineering and Technology, Jaggayapet 04<sup>th</sup> December, 2022.

The resource persons have suggested the faculty to refer particular cases that are to be referred to trained counsellors so that timely help can be provided to the students. They have also clarified many of the doubts that the faculty members raised regarding identifying students.

#### Program Team:

**Resource Person:** Dr. Poosapati Padmaja,

Professor, Dept. of IT, ANITS, VSP

**Patron:** Dr B Syam, Principal

**Convener:** B Nagarjuna Singh, Director, IQAC

**Number of Participants:** 32 Members (22- Faculty, 10- Students)

#### Resource Person Overview:

Dr. Poosapati Padmaja, Professor, Dept. of IT, ANITS. Guidance and counselling have come to play a significant role in the field of education. Guidance, in simple terms means, to direct or provide assistance to someone who needs help. Counselling refers to professional services provided to an individual who is facing a problem and needs help to overcome the problem. Counselling is considered to be an integral and central part of guidance.

Guidance and counselling is oriented to helping students understand themselves, become self-sufficient in making realistic and positive selections and grow in human relationships and concerns. Guidance, hence, should prepare students for adult life as well as help them acquire appropriate attitudes and values that facilitate them to become productive and dynamic members of their communities. Primarily, the guidance programme should help young people and children to develop a positive self-image and a sense of identity, create a set of beliefs and a value system that will guide their behaviour and actions.



## About the Program:

The programme began with opening remarks by Dr. Poosapati Padmaja, Professor, Dept. of IT, ANITS who spoke about the significance of the programme. Further the resource persons oriented the faculty members on various ways of identifying the students and their needs for counselling. The faculty members were given guidance on rapport building which is very important factor in counselling process.

They also outlined the symptoms that can be identified among the students as the faculty members interact with the students. The resource persons have explained about inter and intra personal communications that need to be developed to understand the basic problems of the students.

They have explained the faculty responsibility towards student well-being and providing services collaboratively with compassion, respect, and sensitivity to students' unique challenges. They stressed the importance of confidentiality that needs to be maintained for counselling and mentoring students who share their functional problems.

The resource persons have suggested the faculty to refer particular cases that are to be referred to trained counsellors so that timely help can be provided to the students. They have also clarified many of the doubts that the faculty members raised regarding identifying students.

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## Schedule of Activities:


Day and Date: 04<sup>th</sup> December, 2022

Venue: MIET Seminar Hall

## Objectives of Program:

- To help the faculty to identify the students who needs psychological counselling.
- Providing appropriate and suitable counselling to the students on time.
- Informing the faculty about proper guidelines to asses a student and
- To make the faculty ready to helping the students need on right time in right way.



  
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