



**BONAM VENKATA CHALAMAYYA ENGINEERING COLLEGE
(AUTONOMOUS)**

(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada
Accredited by NAAC with 'A' Grade)
Odalarevu-533210, East Godavari Dist., Andhra Pradesh

Internal Quality Assurance Cell (IQAC)

NOTICE

Ref :BVCE/IQAC/2025-26

Date: 14-05-2026

To

All the Internal members of IQAC,
Bonam Venkata Chalamayya Engineering College (A),
Odalarevu, Allavaram Mandal,
Dr. B.R.Ambedkar Konaseema Dist.

Sir/Madam,


Subject: IQAC Meeting at 09.30 A.M. on **14-05-2026-Reg.**

This is to inform and invite all the members of IQAC to attend the **Internal Quality Assurance Cell** meeting of our Institution on **14-05-2026, at 02.00 P.M.** in the Acharya Sadan (Principal Chamber), Bonam Venkata Chalamayya Engineering College, Odalarevu.

Agenda:

1. **Appointment of Module Coordinators.**
2. **Roles and Responsibilities of Module Coordinators**
3. **Conversion of R&D Problems into Internships**
4. **Any other item with the permission of the Chair**

Thanking You,


(Dr. S. Srikanth)
Coordinator -IQAC


(Dr. GVNSR Ratnakara Rao)
Chairman-IQAC



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Members present

S.No.	Name of the Person	Designation	Position
1	Dr. G.V.N.S.R. Ratnakara Rao	Principal, BVCE	Chairman
2	Dr. A. Pravin	Vice-Principal	Member
3	Dr. K. Hanumanthu	HOD (Civil)	Member
4	Dr. M. Naveen Srinivas	HOD (MEC)	Member
5	Dr. T. Saran Kumar	HOD (ECE)	Member
6	Dr. B.S.N. Murthy	HOD (CSE & IT)	Member
7	Dr. A. Ramakrishna	HOD (CAD, AIM & CSM)	Member
8	Mrs. A. Durga Madhuri	HOD (S&H)	Member
9	Dr. N.S.N.L.P. Raju	Controller of Exams, In-charge	Member
10	Dr. K. Rajasekhar	Officer, IIIC	Member
11	Mr. A.Y.R.V. Prasad	Administrative Officer	Member
12	Dr. S. Srikanth	HOD (EEE)	Convener

(Dr. S. Srikanth)
Coordinator -IQAC

(Dr. GVNSR Ratnakara Rao)
Chairman-IQAC



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MINUTES OF THE IQAC MEETING HELD ON 14-05-2026 IN ACHARYA SADAN AT 02:00 pm.

1. Appointment of Module Coordinators

It was resolved that each department shall appoint Module Coordinators for every specialized academic area or course domain in the prescribed format communicated by IQAC. The appointment shall ensure effective monitoring, coordination, and continuous improvement of academic activities across departments.

2. Roles and Responsibilities of Module Coordinators

- The Module Coordinator shall coordinate with the Head of the Department (HOD), Course Coordinators, and Course Instructors regarding academic planning and implementation.
- The Module Coordinator shall convene meetings with Course Coordinators to finalize lesson plans and ensure preparation of course files before the commencement of the semester.
- The Module Coordinator shall conduct periodic meetings with Course Coordinators to review course delivery, lesson plans, course files, and academic progress.
- The Module Coordinator shall oversee the preparation and moderation of Mid and End Examination question papers and ensure proper collection, verification, and analysis of course attainments from Course Coordinators.
- The Module Coordinator shall conduct periodical review meetings on course attainments and academic performance analysis and recommend corrective actions wherever necessary.

3. Conversion of R&D Problems into Internships

It was resolved to identify potential Research and Development problems and convert them into internship opportunities after detailed discussions with faculty members and students.

The meeting concluded with a vote of thanks proposed by the IQAC Coordinator.

(Dr. S. Srikanth)
Coordinator -IQAC

(Dr. GVNSR Ratnakara Rao)
Chairman-IQAC