



**HYDERABAD INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

**Affiliated to JNTUH, Approved By AICTE  
Gowdavelly, MEDCHAL - 501401**

Ref: HITAM/ IQAC//2016-17/03

Date: 10-08-16

**To**

**The Chairman, IQAC  
HITAM  
MEDCHAL**

**Sir,**

**Sub: Request For approval - IQAC Meeting - Regarding**

It is proposed to conduct IQAC meeting on 13<sup>th</sup> August 2016 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

*Approved*  
**CHAIRMAN  
IQAC  
Hyderabad Institute of  
Technology and Management**

*BSP*  
IQAC Coordinator

**AGENDA:**

- 1) Review of students attendance and planning to improve Results
- 2) Initiatives to improve attendance
- 3) Planning of Parent teacher meeting to Improve the quality of students Academics
- 4) Slow Learners and Average learners Students Review
- 5) Advance Learners Students activities
- 6) Planning of Orientation Program in college with academic Committee
- 7) Anti Ragging committee Review and Action Taken
- 8) Implementation OBE in Curriculum as a Part of Academics



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**CIRCULAR**

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on August 13<sup>th</sup> 2018 in IQAC cell by 1pm.

  
Coordinator IQAC  


Copy to:

Chairman –For kind Information

Director - For kind Information

All HOD's

All IQAC Members

**MEMBERS ATTENDED MINUTES OF MEETING HELD ON**

**13<sup>th</sup> August 2016**

<b>Attendance List:</b>			
<b>S.no.</b>	<b>Name</b>	<b>Present</b>	<b>Reason of Absence</b>
1.	Mr.Prashanth Arutla	Y	
2.	Dr. S.V.S Rama Krishnam Raju	Y	
3.	Mr. Surendra Reddy	Y	
4.	Mr. K. Suresh	Y	
5.	Mr.S.Hanumanlu	Y	
6.	Mr.Rajeshwar	Y	
7.	Mrs.S.V.Devika	Y	
8.	Mrs.Baby Theresa	Y	
9.	Mr.Vinay Singh	Y	
10.	Mr. Sreeram Bhagavathula	Y	
11.	Mr. Ayush Kumar Dwivedi	Y	
12.	Ms.Sri Vardhini	Y	
13.	Dr.Subramanyam	Y	

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Date: 13-08-16

## **MINUTES OF IQAC MEETINGS**

### **1) Review of students attendance and planning to improve Results**

Principal informed all the HODs to close the attendance up to 25<sup>th</sup> Aug, taking into consideration about the Assignments submitted, previous Academic performance & Parents visit. HODs to prepare the list and discuss with Principal regarding the finalization of attendance by tomorrow.

### **2) Initiatives to improve attendance - Taking Undertaking letters from students with poor attendance**

Principal informed HODs to take undertaking letters from the students who did not acquire the required credits to promote for II yr and also who applied for Re-counting / Revaluation, if sufficient credits are not added they will not claim for attendance and Mid Exams

### **3) Planning of Parent teacher meeting to Improve the quality of students Academics**

Principal Sir addressed the meeting and informed the Leads & Coordinators regarding the events to be conducted on 15<sup>th</sup> August and Parents teacher Meet. And send messages/calls to the parents and students by today regarding PT meeting

### **4) Slow Learners and Average learners Students Review**

Principal informed all HODs to send the list of Advance learner students who are attending the classes. List to be submitted by today evening (13.08.16). Special classes, Guest lectures to be planned for Advance learner students and 1<sup>st</sup> unit to be revised to them today and tomorrow.

### **5) Advance Learners Students activities**

Principal informed all HODs to send the list of Advance learner students who are attending the classes. List to be submitted by today evening (13.08.16). Special classes, Guest lectures to be planned for Advance learner students and 1<sup>st</sup> unit to be revised to them today and tomorrow.

### **6) Anti Ragging committee Review and Action Taken**

Principal informed all HODs to make visits in the Morning and evening at 4 pm at the gate to avoid ragging. Each HOD should monitor their floors and appoint a Faculty from their department to conduct rounds and see that ragging will not happen in the Campus. Concentrate majorly in rest areas this process should be continued till Fresher's day.

### **7) Implementation OBE in Curriculum as a Part of Academics**

Dean enquired about the course plans with the HODs and informed them to submit in a zip folder with department name to Mr.Rajeshwar by today evening. **(13.08.16)**. Dean informed to HODs that after Mid Exams faculty should implement OBE format delivery to start in the full extent without any fail. From Each department one faculty should check whether the question papers are matched as per the OBE and then it should be sent to the Examination Branch.

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## ACTION TAKEN REPORT

<b>S no</b>	<b>Task</b>	<b>Person Accountable</b>	<b>Deadline</b>	<b>Status</b>
1	<b>Review of students attendance and planning to improve Results</b>	All HODs	06.09.16	Completed
2	<b>Taking Undertaking letters from students</b>	All HODs	18.08.16	Completed
3	<b>Planning of Parent teacher meeting to Improve the quality of students Academics</b>	All HODs All Mentors	25.08.16	Completed
4	<b>Slow Learners and Average learners Students Review</b>	All HODs	16.08.16	Completed
5	<b>Advance Learners Students activities</b>	All HODs All Mentors	30.08.16	Completed
6	<b>Planning of Orientation Program in college with academic Committee</b>	All HODs and anti-ragging committee	visits in the campus, Morning and evening at 4 pm	Completed
7	<b>Anti Ragging committee Review and Action Taken</b>	All HODs All Mentors	23.08.16	Completed
8	<b>Implementation OBE in Curriculum as a Part of Academics</b>	All HODs and anti-ragging committee	visits in the campus, Morning and evening at 4 pm	Completed