



**HYDERABAD INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

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

Ref: HITAM/ IQAC/2018-19/03

Date: 10-08-18

To,

**The Chairman, IQAC  
HITAM  
MEDCHAL**

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

It is proposed to conduct IQAC meeting on 13<sup>th</sup> August 2018 as per the Agenda of the meeting is enclosed.

I request your Approval

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

Thanking you

Yours faithfully

*B.S.P.*  
IQAC Coordinator

**AGENDA:**

- 1. Planning on Improvement of Attendance**
- 2. Orientation Programme & Anti Ragging**
- 3. Planning to Review of Syllabus coverage**
- 4. Review on Mentoring Students in academics .**
- 5. Planning to conduct Parents Meet & Alumni Meet**
- 6. Discussion on Subject allocation.**
- 7. Planning of Lab Audits.**
- 8. Planning on Improvement of Pass Percentage.**



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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 from 4:00 PM to 06:00 PM.



Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

**MEMBERS ATTENDED MINUTES OF MEETING HELD ON**

**13<sup>th</sup> August 2018**

**Attendance List:**

S.no.	Name	Present	Reason of Absence
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 Bhagavathulu	Y	
11.	Mr. Ayush Kumar Dwivedi	Y	
12.	Ms.Sri Vardhini	Y	
13.	Dr.Subramanyam	Y	

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Date: 13-08-18

## **MINUTES OF IQAC MEETINGS**

### **1. Orientation Programme & Anti Ragging**

Principal Sir addressed the HOD's regarding Attendance issues, Syllabus coverage in all departments.

- i. Principal informed H&S coordinator that some Labs already finished, if the Syllabus coverage is not completed, allocate the faculty to classes to finish.
- ii. Principal enquired EEE HOD about the Control systems subject, why the syllabus is lagging, HOD replied that we will finish as early as possible, we have planned Guest lectures for 2.5 units.
- iii. ECE HOD informed that about Control systems subject and told Principal Sir that they planned for Guest lectures.
- iv. Mech HOD informed that they are lagging in 2 subjects for 2<sup>nd</sup> year.
- v. CSE HOD informed that in 3 subjects- Web technologies, MEFA, BEFA, we are lagging.
- vi. Principal enquired with H&S Uma Maheshwar Singh about the First year attendance issues, Singh replied that Out of 7 students, 4 students having attendance less than 56%. Principal Sir advised Singh sir to verify with students.
- vii. Principal enquired with CSE Ila Chandana regarding the students who are having less attendance, CSE HOD replied that in 3<sup>rd</sup> year one student is having 44% of attendance, we have already informed to their parents. Dean explained about that student to Principal Sir that we have counseled him many times.

### **2. Planning to Review of Syllabus coverage.**

- a. Principal addressed the Meeting about the Orientation Programme scheduled on 17.08.18 from 9.30 am to 12.00 Noon. H&S HOD informed that total seven committees are formed for this Programme. The Chief coordinators will be from H& S Department and supporting staff to be nominated by HODs one Faculty for each committee from the departments. HODs to communicate about the staff list nominated in which area by tomorrow morning to H&S HOD.

- b. Reception Committee: Reception Committee to guide the students and parents to the Programme venue and after the Orientation to guide them to the respective departments, library, labs etc. Mrs. Suchi Tiwari, Mrs. Pavana Lakshmi, Mrs. Annapurna are the coordinators for the Committee from H&S Department. Supporting staff required from the other Departments is 10.
- c. Stage Committee: This Committee is formed to look after the stage decoration like lamps, garlands, mike arrangements and see that the Programme is conducted in a smooth way.
- d. Coordinating Committee: This Committee is formed for the smooth functioning of the event and co-coordinating the students and parents to assemble in the venue and guide them to the classes after Orientation programme.
- e. Transport Committee: Mr. Veera Reddy & Mr. Lakshmi Narayana are appointed as coordinators to guide the parents regarding parking of their vehicles.
- f. Refreshment Committee: Mr. Uppalaiah, Mr. Kumaraswamy are the Co-ordinates for this Committee. Supporting Staff required is 8. We can utilize Ayahs and Attenders for this purpose.
- g. Project Display Committee: This Committee to guide the students and parents to the departmental labs and projects to be displayed. Principal expressed that a review to be conducted on this projects presentation

Principal discussed with the Anti-Ragging Committee Members regarding the precautions to be taken to avoid Ragging in the College Campus. Committee Members to check majorly in 4 areas i.e. Canteen during lunch break, College Buses, Campus Gate, Gandimaisamma area. Committees to appoint staff and monitor majorly in these areas during morning, lunch and evening session. Meeting to be conducted tomorrow for the bus in charges and Committee members to take measures to avoid ragging.

SSG Team informed about the committees planned for Orientation Programme. For each Committee 3 to 4 SSG Members and the remaining supporting students are from non SSG Team.

- h. Escorting Committee
- i. Designing Committee
- j. Out Source Committee
- k. Presentations
- l. Stage Committee
- m. Publication Committee
- n. Discipline Committee
- o. Media Committee

### **3. Planning to Review of Syllabus coverage.**

All HODs are informed to submit the syllabus coverage and consolidated Fortnight attendance need to send by Monday to the Principal.

### **4. Review on Mentoring Students in academics .**

Mentor records formats to be prepared and spiral binding to be completed by

**5. Planning to conduct Parents Meet & Alumni Meet**

- a. Principal Sir addressed the meeting and informed the Leads & Coordinators regarding the events to be conducted on 15<sup>th</sup> August 2018 - Parents Meet, Alumni Meet and Fresher's Day and enquired regarding their opinions.

**6. Discussion on Subject allocation**

Principal and all IQAC team discussed on subject allocation with different approaches and special care

**7. Labs Audit:**

- a. Chairman addressed all the HOD'S to do the lab audits before 16<sup>th</sup> Aug 2018 and submit report as soon as possible

**8. Planning on Improvement of Pass Percentage**

- a. Results of every individual department have been improved subject wise by 20% and need to improve overall result of department which is not reached to our target.

## **ACTION TAKEN REPORT**

<b>S. No</b>	<b>Task</b>	<b>Accountable</b>	<b>Deadline</b>	<b>Status</b>
1	<b>Planning on Improvement of Attendance</b>	All HOD's	20.08.18	completed
2	<b>Planning to Review of Syllabus coverage</b>	All HOD's	Before 1 <sup>st</sup> mid term	completed
3	<b>Review on Mentoring Students in academics</b>	All HOD's	16 <sup>th</sup> AUG 2018	completed
4	<b>Planning to conduct Parents Meet &amp; Alumni Meet</b>	All HOD's	By the End of the semester	completed
6	<b>Orientation Programme &amp; Anti Ragging</b>	All mentors and HOD's, Alumni coordinator	15 <sup>th</sup> August 2018	completed
7	<b>Discussion on Subject allocation</b>	All HOD's and Anti Ragging committee	17.08.18	Completed
8	<b>Planning to Lab Audits</b>	All HOD's	Before 1 <sup>st</sup> mid term	completed
9	<b>Planning on Improvement of Pass Percentage</b>	All HOD's	17.08.18	completed