



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2015-16/02

Date: 10-04-16

To,

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 22nd April 2016 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

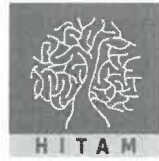
Yours faithfully

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

BSR
IQAC Coordinator

AGENDA:

1. Academic Works Review and improve the Quality
2. Adjunct Faculty Implementation and planning
3. All Department Lab Equipment Audit planning
4. Syllabus & Fortnight attendance review .
5. AICTE Inspection works Review and improve the Quality



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Date: 21-04-16

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on April 22nd, 2016 in IQAC cell by 3 pm.


Coordinator IQAC


Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

MEMBERS ATTENDED MINUTES OF MEETING HELD ON
22nd April 2016

Attendance List:			
S.no.	Name	Present	Reason of Absence
1.	Mr.Prashanth Arutla	Y	
2.	Dr. S.V.S Rama Krishnam Raju	Y	W.S.
3.	Mr. Surendra Reddy	N	GTM
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	D.L.H
11.	Mr. Ayush Kumar Dwivedi	Y	Return
12.	Ms.Sri Vardhini	Y	
13.	Dr.Subramanyam	Y	

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Date: 22-04-16

MINUTES OF IQAC MEETINGS

1. Academic Works Review and improve the Quality

II & III Yr we have 8 worst cases of attendance shortage of MECH: 6, ECE: 1 CSE:1. We want to verify how many messages were sent through Mentors and how communication is sent to the parents who are having shortage of attendance with proof.

Dean Academics enquired the HODs to give the plan of actions we can re-implement and execute the best for increasing the attendance percentage

Action Plan for the students who are having shortage of attendance to be discussed now:

1) ECE: Communication is sent to the students parents who are having shortage of attendance. 3 Parents came and met and gave letters for the reasons students not attending the classes and agreed for sending their students regularly.

II & III Yrs

Below 35% - 5 (Re-admitted students not attending from the beginning)

Below 50% - 9

Below 65% - 48

Home visit is planned for the attendance shortage students

2) EEE: II Yr & III Yr

Below 10% - 01 (Discontinued and he left the college)

3) MECH: II Yr & III Yr

Below 35% - 11

Below 50% - 44

Home visit is planned for the attendance shortage students. A register is maintained in the department for the students who are shortage of attendance and they have to sign in the register Morning and Evening daily.

4) CSE: II YR

Below 35% - 9 (Home visits conducted for 3 students, 1 student discontinued)

Below 50% - 20

III YR

Below 35% - Nil

2. Adjunct Faculty Implementation and planning

Adjunct Faculty with 10 yrs. experience with essential qualifications have to be invited for adding value to the existing courses.

3. All Department Lab Equipment Audit planning

All HODs submitted the Lab Equipment reports. Equipment Audit will be conducted in all the departments within 3 days. Heads of the departments are requested to ensure the arrangements.

4. Syllabus & Fortnight attendance review

All HODs are informed to submit the syllabus coverage and consolidated Fortnight attendance need to send by 25 April 2016 to the Principal.

5. AICTE Inspection works Review and improve the Quality

It is decided to go through the updated requirements of the AICTE and JNTU in terms of faculty and infrastructure. All the departments are requested to submit proposals accordingly.



ACTION TAKEN REPORT

S. No	Task	Accountable person	Deadline	status
1	AICTE data	Principal	15.05.16	Completed
2	Syllabus & Fortnight Attendance	All HODs All Mentors	25.04.16	Completed
3	Academic works	All HODS	26.04.16	Completed
4	Lab Equipment Audit	All HODS	25.04.16	Completed