



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2017-18/03

Date: 22-08-17

To

**The Chairman ,IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 25th August 2017 the Agenda of the meeting is enclosed .

I request your Approval

Thanking you

Ammy
CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Management

Yours faithfully

BS
IQAC Coordinator


AGENDA:

- 1) Planning and Conducting Parents Teacher Meet, Convocation Day & Alumni Meet
- 2) Planning of program for Fresher's day .
- 3) Planning of Subject allocation for 1st year Faculties .
- 4) Review on Fortnight Attendance & Syllabus coverage .
- 5) Academics quality Implementation on Workshops, Conferences .
- 6) Review on Accreditation and Quality Assurance .



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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 25th, 2017 in IQAC cell at 12 Noon.



Copy to :

Chairman –For kind Information

Director - For kind Information

All HOD's

All IQAC Members

MEMBERS ATTENDED MINUTES OF MEETING HELD ON

22nd August 2017

Attendance List:			
S.no.	Name	Present	Reason of Absence
1.	Mr.Prashanth Arutla	Y	
2.	Dr. S.V.S Rama Krishnam Raju	Y	GTM
3.	Mr. Surendra Reddy	Y	SSB
4.	Mr. K. Suresh	Y	Quf
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: 25-08-17

MINUTES OF IQAC MEETINGS

1) Planning and Conducting Parents Teacher Meet, Convocation Day & Alumni Meet.

Principal addressed the meeting and informed the Leads & Coordinators regarding the events to be conducted on 26th August - Parents Meet, Convocation Day, Alumni Meet and Fresher's Day and enquired regarding their opinions.

All Leads and Coordinators agreed for the Convocation Day, Alumni Meet and Parents Meet to be conducted on 26th – August. Principal enquired with Coordinators regarding the Chief Coordinator who will take incharge of Convocation event. Earlier it was decided by MECH Dept to conduct the event. Since Mech Coordinator is new, he has to discuss with their department and finalize by today evening (i.e. 25.08.17)

2) Planning of program for Fresher's day .

Opinions given by the Leads and Coordinators regarding Fresher's day:

Lead APL: Due to time constraint it is better to conduct Fresher's day on 28th August.

Lead TLE: Is it easy to conduct Convocation & Fresher's day on the same day?

EEE Coordinator: Instead of all events on one day it is better to have some other day.

H&S Coordinator: Parents expected Orientation day. Then Principal Sir replied that instead of conducting orientation session one day and giving guidelines to the students we have conducted induction programme for one week along with the guidelines

H&S Coordinator informed that we should take proposal from II yrs since this event to be conducted by them. Principal Sir informed H&S Coordinator to interact with students and by tomorrow (i.e. 26.08.17) students should propose 2 or 3 days.

Lead R&D: Some other day, seriousness will be less if we plan all the events on the same day.

MECH Coordinator : Some other day like 27th August

Alumni Coordinator : 27th August

Lead EEP : Some other day like 24th August or 26th August

ECE Coordinator : Some other day

CSE Coordinator : Some other day like 28th August

3) Planning of Subject allocation for 1st year Faculties .Principal & Dean informed all the Coordinators to submit the Fortnight attendance and syllabus coverage by today evening (i.e. 25.08.17). Principal enquired with Coordinators regarding feedback taken from the students. Preparatory exams daily two will be conducted one

in the morning and the other in the afternoon session. Mr. Rajeshwar gave a proposal that instead of conducting two exams on the same day it would be better to conduct daily one exam only. Principal suggested that from next preparatory exam onwards we shall plan accordingly because already schedule changed two times

- 4) **Review on Fortnight Attendance & Syllabus coverage** . Principal Sir instructed coordinators are responsible for completing the 2.5 units syllabus before 6th September. Arrange guest lecturers if necessary allot the subject to another faculty to complete the 2.5 unit's syllabus.

Review Meet: I have review meeting with chairman on every Monday. On every Saturday we are planning the meeting regarding Academics, NBA and NAAC reviews. In this meeting we will discuss the works, pending works and plan of action to complete the works.

- 5) **Academics quality Implementation on Workshops, Conferences** .

Principal sir informed that, to conduct Workshops and conferences for academics Quality Improvements to all HOD's and put up the proposals

- 6) **Review on Accreditation and Quality Assurance** . 1,4,5,6 of NBA Criteria's

Criteria	Dept	Status	If not completed reason	Dead Line for submission
1	EEE	Already Mailed	Completed	Completed
	ECE	Already Mailed	Completed	Completed
	CSE	Already Mailed	Completed	Completed
	Mech	Pending	Data Base missing	Mr. Anil reddy is the criteria head (30 th August) is the dead line
4	EEE	Completed	Completed	
	Mech	Completed	Completed	
	CSE	Completed	Completed	
	ECE	Completed	Completed	
5	EEE	Completed but faculty modification are there	Faculty modifications	(30 th August) is the dead line
	Mech	Pending	Mr. Anil Reddy is the criteria head. He is on leave today	(30 th August) is the dead line
	CSE	Already Mailed	Completed	
	ECE	Completed but faculty ratio is doubt	Completed	
6	EEE	Completed but not send the mail	Completed	

	Mech	Already mailed	Completed	
	CSE	Completed	Completed	
	ECE	Completed but not send the mail	Completed	

Principal updated the program heads. All the above criteria's should be completed and mailed to BMS expert by tomorrow 4 pm.

ACTION TAKEN REPORT

S. No	Task	Person Accountable	Deadline	Status
1	Planning and Conducting Parents Teacher Meet, Convocation Day & Alumni Meet	Criteria in charges	30.08.17	Completed
2	Planning of program for Fresher's day .	All HODs	26.08.17	COMPLETED
3	Planning of Subject allocation for 1st year Faculties	EEE, MECH, ECE , CSE Coordinators	25.08.17	COMPLETED
4	Review on Fortnight Attendance & Syllabus coverage .	EEE,MECH,ECE, CSE Coordinator	30.08.17	Completed
5	Academics quality Implementation on Workshops, Conferences .	All HODs		COMPLETED
6	Review on Accreditation and Quality Assurance .	Dean Accreditation		COMPLETED