



**HYDERABAD INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

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

Ref: HITAM/ IQAC/2017-18/04

Date: 15-12-17

To

**The Chairman, IQAC  
HITAM  
MEDCHAL**

Sir,

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

It is proposed to conduct IQAC meeting on ~~23rd~~ 28th December 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

*[Signature]*  
IQAC Coordinator

## **AGENDA:**

- 1) Verification of Attendance Registers of all faculties to improve the Attendance of Students.**
- 2) Review of Mid Marks, Lab & External Marks .**
- 3) Discussion on Subject Allocation.**
- 4) Discussion and Implementation on Professional Bodies.**
- 5) Planning & Preparation on Time tables and Academic Calendar .**
- 6) Review on Accreditation and Quality Assurance.**
- 7) Academic Audit By MGIT with Budget proposal.**



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Date: 18-12-17

**CIRCULAR**

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on December 23<sup>rd</sup>, 2017 in IQAC cell by 10 am.



Copy to :

Chairman –For kind Information

Director - For kind Information

All HOD's

All IQAC Members

**MEMBERS ATTENDED MINUTES OF MEETING HELD ON**

**23<sup>rd</sup> December 2017**

<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 Bhagavathulu	Y	
11.	Mr. Ayush Kumar Dwivedi	Y	
12.	Ms.Sri Vardhini	Y	
13.	Dr.Subramanyam	Y	

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Date: 23-12-17

## **MINUTES OF IQAC MEETINGS**

### **1) Verification of Attendance Registers of all faculties to improve the Attendance of Students.**

Principal informed all the Coordinators to update the students attendance registers with the attendance uploaded to JNTUH. Registers to be updated with topics,, lesson plan, mid marks & average everything should be filled up and signatures to be done by the Coordinators every fortnight and the registers should be submitted on 25-12-17

### **2) Review of Mid Marks, Lab & External Marks .**

All the Coordinators are informed to display the mid marks, internal lab marks with break up in the notice boards. Labs in charges are responsible for display of marks. It should be a routine process of displaying the marks before uploading. Coordinators to verify the External lab exams before submission.

### **3) Discussion on Subject Allocation.**

Principal enquired with Coordinators regarding subject allocation whether it is allotted as per the process. Subject allocation should be through IQAC. Cofaculty should be trained in all experiments. Certification Report to be given by the Coordinators on the training taken by the Faculty lab wise and they are able to handle the labs.

### **4) Discussion and Implementation on Professional Bodies.**

Chapters to be formed then we will recommend Institutional activities to run in the College. For every Professional body three members should be nominated, concerned faculty should be responsible, Coordinator should be the facilitator, HOD is accountable. Professional bodies to be linked up with the local head office and gradually we can tie up with them. Activities to be conducted in the College and outside as well. Wednesday proposal will be finalized regarding the Professional bodies. Any activities planned under Professional bodies should be conducted in the beginning of the Semester without disturbing academics.

### **5) Planning & Preparation on Time tables and Academic Calendar .**

Dean informed all the Coordinators to conduct Department Meetings and take proposals from the staff regarding the events planning. On 29<sup>th</sup> December, meeting is schedule with Chairman Sir and Coordinators to give presentation department wise about their plans for the coming Semester.

Coordinators proposed for technical training session to be scheduled in the time table for IV Yrs. Coordinators also proposed the training programmes for IYr and III Yrs. as well.

### **6) Review on Accreditation and Quality Assurance.**

Any lab requirements pending in the departments Coordinators can place proposals and get them sanctioned.

Principal informed Coordinators to be available themselves in the Corridors during 9.00 to 9.30 am in the morning and afternoon at 1.20 pm. in the canteen premises to monitor that students attend the classes

Without roaming in the corridors.

**7) Academic Audit By MGIT with Budget proposal.**

Principal addressed the Meeting and informed all the HODs and Coordinators that there will be a review meet by Chairman Sir Wednesday (29<sup>th</sup> December) on: MGIT – Audit report Status Dr. Shatter Sir inputs and commitment department wise Time tables for the next Semester commencement and targets All the HODs to give their presentation department wise. Principal enquired with HODs regarding the MGIT - Audit report status dept. wise and informed HODs to be prepared for the presentation. They have to give their report. Standard format for Lab Manuals to be maintained in the College Students attendance registers any changes required as per expert inputs may be suggested Dean academics to enquire that all Academic projects are in-house or field project. Strengthen the department library Improvement of course files I Yr. Time table 1 hr. to be allotted for NSS and 1 hr. for library In the Labs separate table to be arranged for the faculty instead of computer table. Course objectives and outcomes in the respective theory and labs should be displayed in the departments. Space provisions for keeping the equipment's in the lab Paintings in the lab premises and machinery if required Standard format of MGIT – Audit report with suggestions, status, responsible and deadline to be prepared. Dr. Shettar Sir inputs and commitments should be presented department wise stating the actions taken and person responsible Principal Sir suggested to reduce the lab hrs. And compensate for training programme for II – II Sem, III – II Sem .EPICS and Affinity hrs. to be planned after college hrs. NAAC Files to be kept updated in the departments by 29<sup>th</sup> December. If required the faculty to stay back after working hrs. and complete the task

## ACTION TAKEN REPORT

<b>S. No</b>	<b>Task</b>	<b>Person Accountable</b>	<b>Deadline</b>	<b>Status</b>
1	<b>Verification of Attendance Registers of all faculties to improve the Attendance of Students.</b>	EEE, MECH, ECE, CSE Coordinators	25-12-17	completed
2	<b>Review of Mid Marks, Lab &amp; External Marks .</b>	EEE, MECH, ECE, CSE HODS AND LAB INCHARGES	After exams	completed
3	<b>Discussion on Subject Allocation.</b>	EEE, MECH, ECE, CSE HODS	As early as possible	completed
4	<b>Discussion and Implementation on Professional Bodies.</b>	EEE, MECH, ECE, CSE HODS	1 <sup>st</sup> week of January	completed
5	<b>Planning &amp; Preparation on Time tables and Academic Calendar .</b>	EEE, MECH, ECE, CSE HODS AND LAB INCHARGES	29 <sup>th</sup> December 2017	completed
6	<b>Review on Accreditation and Quality Assurance.</b>	EEE, MECH, ECE, CSE Coordinators	25-12-17	completed
7	<b>Academic Audit By MGIT with Budget proposal.</b>	EEE, MECH, ECE, CSE Coordinators	25-12-17	completed