



**HYDERABAD INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

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

Ref: HITAM/ IQAC//2018-19/03

Date: 18-02-19

**To**

**The Chairman  
IQAC  
HITAM  
MEDCHAL**

**Sir,**

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

It is proposed to conduct IQAC meeting on 23rd February 2019 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

*B.K. Singh*  
**CHAIRMAN  
IQAC**  
Hyderabad Institute of  
Technology and Management

Yours faithfully

*BB*  
IQAC Coordinator

## AGENDA:

1. Reimbursement of difference amount to GSF Participant
2. IIEECP Phase II Payment – Retake policy
3. University Innovation Fellow – UIF – Stanford D School - Application
4. Review on IIC (Institution Innovation Cell) in HITAM .
5. Proposal to have Virtual lab Outreach .
6. Revised Proposal from Lead R&D on paper publications policy
7. Proposal for External Hard Disk for NPTEL Offline Video Courses
8. Proposal to participate in National Swachchatha Summit and Awards
9. Proposal to purchase MATLAB Software.
10. Request from Students for sponsorship to attend Hack on Hills.
11. Request to print college magazine (monthly).
12. Proposal to sponsor University Innovation fellows.
13. Starting a New Initiative for Grand Challenges Scholar Program.
14. Lab requirements for new courses introduced for the academic year 2019.
15. Review of proposal for organizing one day National Conference on Recent Challenges in Engineering Science & Technology by CSE Department.
16. Review of Agreement for conducting Training & Certifications between HITAM and Design Labs authorized training partner of AutoDesk.
17. Proposal for Training in Mean Stack, Python, Cloud, AI/ML/DL.
18. MoU with National Taiwan University and Provident University.



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Date: 20-02-19

**CIRCULAR**

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on february 23rd, 2019 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> FEB 2019**

Name	Designation	Attendance	Signature
Dr. Gopalkrishna Joshi	Honorary Chairman of IQAC	Y	
Dr. BK Singh	Chairman of IQAC	Y	GTM
Dr. J Shiva Kumar	Principal	Y	
Mr.Prashanth Arutla	Management	Y	GTM
Dr. Aravind	Faculty	Y	GTM
Mr. Daniel Prabhakar	Faculty	Y	
Dr. Ila Chandana	Faculty	Y	
Dr. Rahul Purohit	Faculty	Y	
Dr. Sreeramulu	Faculty	Y	
Dr. O. Suresh	Faculty	Y	O.P. Suresh.
Mr. Umamaheswhar Singh	Faculty	Y	
Mr. Surendra Bandi	IQAC Coordinator	Y	
Mr. Rajeshwar	Faculty	Y	
Dr. Devika	Faculty	Y	
Mr. Morrish Kumar	Faculty	Y	
Mrs. Bindu Madhavi	Faculty	Y	
Mr. J.Hari Krishna	Industry	Y	
Mr. Srinivas	Employer	Y	
Mr. Sriram Bhagavathulu	Alumni	Y	B. Srinivasulu
Mr. Ayush Kumar Dwivedi	Alumni	Y	
Mr. Ruthvik	Student	Y	

# **HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

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Ref: HITAM/ IQAC//2018-19/03

Date: 23-02-2019

## **MINUTES OF IQAC MEETINGS**

- 1. Reimbursement of difference amount to GSF Participant:**  
Reimbursement of difference amount to GSF Participant is recommended .
- 2. IIEECP Phase II Payment**  
IIEECP Phase II Payment – recommended with further proceeding Faculty completed the Phase II. Rs. 7000 for Phase II should be reimbursed from the faculty.
- 3. University Innovation Fellow – UIF – Stanford D School - Application**  
University Innovation Fellow – UIF – Stanford D School – Application to be applied and progressed .Recommended to take up and details to be circulated among all members. Can be taken up in the next IQAC Meeting.Recommended with an undertaking that five new members are added with self funding. Director asked Dean-Academics to circulate all details among the members.
- 4. Review of IIC (Institution Innovation Cell)**  
Review of IIC (Institution Innovation Cell) Lead-TLP briefed about IIC. Dean – CDC shared about the calendar and process to be followed. Competition will be conducted and institutions will be awarded . Governing Council Head Chairman Sir – Institutional calendar is not yet prepared. How does this help? We can bring other activities too under IIC if relevant. To have next update on 2<sup>nd</sup> Feb
- 5. Proposal to have Virtual lab Outreach :**  
Invitation mailed for Virtual lab Outreach - Mrs. Bindu Madhavi Our students will get eligibility to participate. Required setup is minimum 50 systems and 1mbps connection with firefox  
Dean Academics- Asked for course content.  
Bindhu Madhavi- After accepting request they will sent course content.  
Surendra- Need commitment from faculty. Virtual lab includes Experimenting & testing.  
Devika – Remained as said by Ashok Shetter and Mallikarjun Babu that Need to set a virtual lab beyond the curriculum.  
Chairman Sir – How will it help students ?  
Devika-It Help in accreditation.  
Surendra – Students can access at home.  
Bindhu Madhavi- One Faculty from each department will be selected Bindhu Madhavi-Target in virtual lab is to give 2 virtual experiments per year.

Chairman-let us start by two experiments.Suresh- Search in website subject wise and cross check the availability of experiments.

Chairman- Task to Dean Academics to Nominate 4 people and communicate and conduct the sessions and start. IQAC Recommends for above proposal .

**6. Revised Proposal from Lead R&D on paper publications policy :**

Dr. Devika- There are 2 types of paper publications:1)Publication-Scopous,IEEE,Elsevier,Springer. 2) Indux Journal Publication.Suresh –suggested Full Amount refund, Department segregation In Science encourage only free journals which are not paid(only printing charges applicable)

Dean Academics- Open access journals . Dean CDC- Institutional requirement, Target to publish . Chairman - Journals - how many required and what is our target as per Accreditations. IQAC Recommends for above proposal

**7. Proposal for External Hard Disk for NPTEL Offline Video Courses – Mr. Morrish Kumar**

Mr. Morrish explained - Existing videos in the library are outdated and not complete. It is required to enrich digital library. We can motivate students to access library if offline videos are available. Mr. Surendra – In what way the offline videos help better than the existing online courses on NPTEL Portal. Dr. IlaChandana – When all the content is already available in the portal, what is the extra benefit? Mr. Morrish – The Hard disk in the library will have the full and complete courses. Dr. Shakti – Can there be one or two instead of all three? It is recommended to subscribe and optimize utilization with the involvement of departments. Accessing the lectures in the library and incorporating in the course file. IQAC Recommends for above proposal

**8. Proposal to participate in National Swachchatha Summit and Awards – Dr. Devika HITAM is eligible to apply under Green Building. Entry fee is Rs. 40000 (Plus GST). Mr. Singh – Is there any prize money? Mr. Morrish – Good to apply Dr.Shakti – Recommending Recommended to participate. IQAC Recommends for above proposal**

**9. Proposal to purchase MATLAB Software – HoD, EEE Dr. Suresh – Considering research aspects, lab requirements of EEE and other department’s usages it is recommended to purchase the software. Other open source tools and student versions are also not supporting as required. Dr. Suresh will inquire about the cloud version of MATLAB for limited users.Need to verify if accepted as per norms. Dept of Mechanical to give the scope of MATLAB for the dept. IQAC Recommends for above proposal**

**10. Request from Students for sponsorship to attend Hack on Hills – Dr. Shakthi Ganesh NIT – Harimpur, Himachal Pradesh. Seven students have been shortlisted. Accommodation – Rs. 3000 & Travel – Rs. 19,600: Total – Rs. 22,600. Students requested for sponsorship..Academic record and discipline of the students should be verified. Can be reimbursed (Partial or Full based on achievement) after the event. Undertakings from students and parents have to be taken. 50% of the travel may be sponsor. Insurance should be ensured before sending. Ensure parent consent and interactions are done.Incentive may be recommended once they accomplish. Sponsorship will be in the form of reimbursement after successful participation.**

Request from ECE Students for seed funding for academic projects – HoD, ECETwo projects – Project cum startup – products will be commercialize and put up in the

college. To monitor the attendance and update the parents instantly. Exact details should be further taken from the students. IQAC Recommends for above Request

**11. Request for fund to print college magazine (monthly) :**

Revenue should be generated from the club itself. IQAC Recommends for above Request

**12. Proposal to sponsor University Innovation fellows:**

Institution can help UIF – 30 students applied. Four will be attending. \$ 4000 (31<sup>st</sup> March 2019 ) Ms. Hema Mahajan & Mr. Vinod are guiding the students. Google sponsored last year. We can seek support from TASK and other companies. The faculty mentors may be asked to share the progress in the next IQAC Meeting. Mr. Saichandu – Departments are not aware. Would be good, if all the faculty are updated on the initiative. Recommended to take it forward. IQAC Recommends for above Request

**13. Starting a New Initiative for Grand Challenges Scholar Program – Recommended to apply, start understand the guidelines and share among the department. Meeting should be conducted just after the awareness sessions**

**14. Lab requirements for new courses introduced for the academic year 2019 :**

Budget proposals IoT Lab requirement will be fulfilled by reorganizing lab time tables ensuring permitted lab occupancy. Coordination with ECE department is required. 30 Systems with higher configuration will be shared from EEE department ensuring permitted lab occupancy. Need to upgrade server for better performance ECE New lab requirements to be compared with the competitive quotations and raise purchase orders for the essential requirements EEE Scope of SciLab in place of MATLAB to be checked and make alternative arrangements to meet the requirements. Quotation for new electrical lab has to be compared with competitive quotation and raise purchase order. MEC ICS Lab equipment with SCADA software to be inquired from competitive vendor and raise purchase order Check the condition of 4S Petrol engine and process procuring as per the requirement. H&S Procure chemistry/physics requirements Arrange alternative for discussion room Have the lab time tables without deviating the maximum occupancy policy of the university. A Committee of four members. Dr. Shakti Ganesh, Dr. Devika, Mr. Vinod & Ms. Bindu Madhavi to review the technical authenticity and novelty to recommend funding.

**15. Review of proposal for organizing one day National Conference on Recent Challenges in Engineering Science & Technology by Mr. Raghavendra Gupta, CSE Director – Sub thrust areas to be identified. Every department should organize one National Conference. Quality of conference depends on - Where are the papers going to be published? Who are the speakers? Spread the communication within the network and set target of receiving papers. Recommended to proceed with the amendments suggested.**

**16. Review of Agreement for conducting Training & Certifications between HITAM and Design Labs authorized training partner of AutoDesk, - Mr. Singaiah, Mechanical Engineering, Singaiah – Training is in progress under CDC& SSSDC. Target is to establish AutoDesk Design Club. We can organize Design Competition at HITAM. The Design Labs organizes certification. Rs. 2700 is the fees per student for certification. Director - Motivate students to register for certification. Dean CDC – Three courses are asked by students two hours each (3D Printing/CNC/AutoCAD).**

HoDs have taken opinion of students requested to provide 6 days in this semester only to implement certification courses for Mechanical students Recommended to sign after inquiring the placement assurance.

17. **Proposal for Training in Mean Stack, Python, Cloud, AI/ML/DL** by Mr. Ponnusunder, AT&T, CSC, Rotary Club. Pitching for COE proposal and English training proposal from LAZ digital Recommended to pitch the CoE.  
English training proposal may be compared with the existing training program and recommended for first year only. Proposal to be put up to the Chairman – Specifying space, rent and etc. UIF – Financial proposal to be put up to Chairman
18. **MoU with National Taiwan University and Provident University.** 6<sup>th</sup> March – Who will be travelling to Taiwan to make base MoU's Institution's Presentation to be made for the same purpose. AICTE also recommended to have such MoUs. Top 200 Universities. IQAC Recommends for above Proposal .



## ACTION TAKEN REPORT

S.No	Agenda	Accountability	Status
1.	Reimbursement of difference amount to GSF Participant	Mr.Surendra CSE Department	Completed
2.	IIEECP Phase II Payment – Retake policy	Mr.Rajeswar CSE Department	Completed
3.	University Innovation Fellow – UIF – Stanford D School - Application	Mr.Surendra CSE Department	Completed
4.	Review on IIC (Institution Innovation Cell) in HITAM	Mr.Surendra CSE Department	Completed
5.	Proposal to have Virtual lab Outreach	Mrs.Bindumadhavi, ECE	Completed
6.	Revised Proposal from Lead R&D on paper publications policy	Mrs.S.V.Devika ,ECE	Completed
7.	Proposal for External Hard Disk for NPTEL Offline Video Courses	Mr.Morrish, MECH	Completed
8.	Proposal to participate in National Swachchatha Summit and Awards	Mrs.S.V.Devika ECE	Completed
9.	Proposal to purchase MATLAB Software	Dr.Suresh O.P, EEE	Completed
10	Request from Students for sponsorship to attend Hack on Hills	Mr.Shakti Ganesh DEAN ACADEMICS	Completed
11	Request to print college magazine (monthly).	Mrs.Bindumadhavi ,ECE	Completed
12	Proposal to sponsor University Innovation fellows	Mr.Surendra CSE Department	Completed
13	Having MoU with National Taiwan University and Provident University	Mr.Surendra CSE Department	Completed
14	Starting a New Initiative for Grand Challenges Scholar Program	Mrs.Hemamahajan CSE	Completed
15	Lab requirements for new courses introduced for the academic year 2019	All Hod's	Completed
16	Review of proposal for organizing one day National Conference on Recent	Mrs.Ila Chandana CSE	Completed

	Challenges in Engineering Science & Technology by CSE Department.		
17	Review of Agreement for conducting Training & Certifications between HITAM and Design Labs authorized training partner of AutoDesk.	Mr.Daniel Prabhakar.,CDC	Completed
18	Proposal for Training in Mean Stack, Python, Cloud, AI/ML/DL	Mr.Surendra CSE Department	Completed