



**HYDERABAD INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

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

Ref: HITAM/ IQAC//2017-18/02

Date: 20-01-18

To

**The Chairman, IQAC  
HITAM  
MEDCHAL**

Sir,

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

It is proposed to conduct IQAC meeting on 23<sup>rd</sup> January 2018 the Agenda of the meeting is enclosed.

I request your Approval

*Approved*  
*[Signature]*  
**CHAIRMAN  
IQAC  
Hyderabad Institute of  
Technology and Management**

Thanking you

Yours faithfully

*[Signature]*  
IQAC Coordinator



## **AGENDA:**

- 1) Industry project Proposals .**
- 2) Planning to conduct IIT – Madras – Internship Program .**
- 3) Proposals for NDL – NTPL Registrations .**
- 4) Discussion and planning on College events and Programs .**
- 5) Discussion on Fortnight Attendance and Improvement .**



**HYDERABAD INSTITUTE OF TECHNOLOGY AND  
MANAGEMENT**

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

Ref: HITAM/ IQAC//2017-18/01

Date: 22-01-18

**CIRCULAR**

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on January 23<sup>rd</sup>, 2018 in IQAC cell by 11 am.

  
Coordinator IQAC  


Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

**MEMBERS ATTENDED MINUTES OF MEETING HELD ON**

**20<sup>th</sup> January 2018**

<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	

# HYDERABAD INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC//2017-18/01

Date: 23-01-18

## MINUTES OF IQAC MEETINGS

### 1. Industry project Proposals .

- a. Industry Project proposals from ECE – 2, CSE -1, EEE – 1 to be submitted by 23<sup>rd</sup> Jan 2018.

### 2. Planning to conduct IIT – Madras – Internship Program

- a. Special focus on students for the coming summer vacation to plan for Internship programmes. Cutoff date is February 28<sup>th</sup>2018.

### 3. Proposals for NDL – NTPL Registrations .

- a. Students and staff course registrations to be done for NDL & NPTL. If any clarifications you can contact Mr. Morrish, This can be reviewed on 29<sup>th</sup> Jan 2018

### 4. Discussion and planning on College events and Programs .

The Events are scheduled from 9.00 a.m. to 1.00 pm.

- a. **Alumni Meet:** Mr.Naresh expressed that Interaction through phone calls and mails sent. Expected alumni students are 40. Check list will be submitted by today evening. Venue for Alumni Meet is F04, timings 11.00 to 11.30. Lunch arrangements in G11. Mr.Anjaneyulu and Mr.Khaleem will be interacting with the students. Then Dean and Mrs.Meezab suggested to form a team with CDC and IVYr students to communicate with Alumni. Principal informed Mr.Naresh regarding Alumni Society documentation, signatures to be taken from the alumni for the purpose of NAAC.
- b. **Cultural Events:** Mrs.Deepthi informed that Totally 7 events are planned from 10.30 p.m to 1.00 p.m. Student coordinators are 25. Participants expected are 50. Each event 3 coordinator faculty appointed. Even faculty can participate. No registrations. Principal and Mrs.Meezab suggested for student campaign to be done in the campus today and tomorrow regarding the event. Mrs.Meezab suggested Mrs.Deepthi to mention the Details of the event, venue, and organizer and display it in the notice board. Check list to be submitted by today evening
- c. **Flag hoisting:** Mrs.Vanaja expressed that flag hoisting is scheduled from 9.00 to 9.30. Dean expressed that as per Director Evaluation inputs no prize distributions,

no seating arrangements and no faculty speeches. Prize distribution for the events conducted will be given at the time of cultural events prize distribution. Mr. Sai chandu expressed regarding NCC parade with 4 students. Principal expressed to interact with the students and finalize by tomorrow regarding this. Mrs. Meezab suggested regarding discipline to be maintained by the staff and students, so a committee to be formed to take care of this and see that students not roam here and there and assemble at a single place for flag hoisting. Mrs. Meezab to inform the Canteen to start after 10 am on that day, in order to avoid students and staff in the canteen premises. Mrs. Meezab informed that Sweets will be provided with good quality and as per the budget estimation it will be finalized.

#### **5. Discussion on Fortnight Attendance and Improvement .**

Principal Sir instructed coordinators are responsible for completing the 2.5 units syllabus before 6<sup>th</sup> September. Arrange guest lecturers if necessary allot the subject to another faculty to complete the 2.5 unit's syllabus.

- a. **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.

## ACTION TAKEN REPORT

<b>S.no</b>	<b>Task</b>	<b>Person Accountable</b>	<b>Deadline</b>	<b>Status</b>
1	<b>Industry project Proposals .</b>	Mrs. Deepthi, Mr. Naresh & All HODs	23.01.18	completed
2	<b>Planning to conduct IIT – Madras – Internship Program .</b>	All HOD's and mentors	25.01.18	completed
3	<b>Planning to conduct IIT – Madras – Internship Program .</b>	All HOD's and mentors	25.01.18	completed
4.	<b>Proposals for NDL – NTPL Registrations .</b>	EEE,ECE,CSE	29.01.18	completed
5	<b>Discussion and planning on College events and Programs .</b>	Mr. Morrish	29.01.18	completed
6	<b>Discussion on Fortnight Attendance and Improvement .</b>	All HOD's	28.02.18	completed