



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2016-17/01

Date: 22-01-17

To

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 27th January 2017 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

Approved
CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Management

BSB
IQAC Coordinator



AGENDA:

1. Review on Accreditation works
2. Planning for Improvement of Attendance to slow Learners
3. Review on Syllabus coverage for all Departments
4. Faculty leave register Verification
5. Feed back and Result Analysis
6. NBA works Review



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CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on January 27th, 2017 in IQAC cell by 10:00 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

27th January 2017

Attendance List:			
S.no.	Name	Present	Reason of Absence
1.	Mr.Prashanth Arutla	Y	
2.	Dr. S.V.S Rama Krishnam Raju	Y	hls.
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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MINUTES OF IQAC MEETINGS

1. Review on Accreditation works

Principal informed all HODs / Coordinators to nominate efficient faculty from their departments for the AICTE works. Principal informed Academic Coordinator that all the Works related to AICTE to be completed before the deadline i.e. **31.01.17**.

2. Planning for Improvement of Attendance to slow Learners

Principal informed all the HODs to send messages to the students who are less than 50% attendance. Mentors need to counsel the students and undertaking letters to be taken. It is the responsibility of the Mentors to send messages to the absent students every week end. HODs to discuss about this in the department meetings and explain about the role of the mentor. All HODs to submit a detailed report about the messages and counseling on **29.01.17**

3. Review on Syllabus coverage for all Departments

MECH Coordinator informed that they are lagging in syllabus for two subjects and they are planning for extra classes next week. Dean informed that – STM – New faculty to be recruited and DAA, MS they are conducting extra classes for completion of the syllabus.

4. Faculty leave register Verification

All HODs to update leave register of the staff in the departments. Faculty should fill the details while they are availing the leave and when they are compensating these classes. HODs to Counsel the Faculty who have not completed the classes.

5. Feed back and Result Analysis

Principal informed all HODs to take class feed back in the first week of every month so that counseling can be done to the faculty after the feedback is taken for effective teaching. IQAC Team planned to improve Result analysis by conducting Remedial Classes and follow innovative pedagogy with Revision test conduction.

6. NBA works Review Points explained by Dr. Joshi & Dr. Ashok Shetter:

- In Criteria 2: Mapping of Courses with Programme outcomes should be done.
- Taking into consideration of University curriculum plan Programs with the courses offered. Whatever identification at this time you are doing gaps, those are based on the Curriculum. Gaps can be totally unmapped.

- For each course write CO, PO relationship.
- For each of the gaps identified specification actions and delivery dates and subject lectures to be done. Write a common list for the whole programme.
- PO2, PO3 can be attained in the Mini Projects. In this Semester whatever activities you have done, deliver in that entire report. Be specific and give the data in statistical figures.
- Lesson plan should contain Model question papers.
- Pedagogy, Innovation projects explain how you are strengthening the normal teaching. Some Innovations are taken by the Programme to analyze teaching programme.
- Institutional Programmes include Lesson plan. Prepare the Institutional programmes in such a way that you should inspire the team.
- EPICS activities can also be shown under Institutional programmes.
- Facts should be given in the data and you should write your own figures from data.
- From Next semester onwards plan model question papers in Lesson plans
- Faculty should design with an intention that the students should come under L3-L4 categories. It is the responsibility of the Faculty.
- SAR --Plan labs, Projects, Theory which is to be mapped in PO.
- Student's performance – Template layout should be given at Institutional level. All marks will be calculated for the current semester only.
- Criterion: 3. 2. 2: Target for COS differs from course to course. You have to prepare the target percentage and based on that you decide them to 3,2,1,0 categories.
- Criterion: 3. 2. 1: In programme Outcome there are direct and indirect attainment, But in Course outcome only direct attainment to be considered.
- Pre- qualifier is the main criteria once if you satisfy this you can proceed with SAR.
- If any clarifications needed regarding criteria 2,3,7 we will guide you.

ACTION TAKEN REPORT

S.no	Task	Person Accountable	Deadline	Status
1	Review on Accreditation works	EEE HOD, MECH HOD, ECE HOD, CSE HOD	29.01.17	completed
2	Planning for Improvement of Attendance to slow Learners	Academic Coordinator	31.01.17	Completed
3	Review on Syllabus coverage for all Departments	EEE HOD, MECH HOD, ECE HOD, CSE HOD	Before I mid term	completed
4	Faculty leave register Verification	NBA coordinator	29.01.17	Completed
5	Feed back and Result Analysis	EEE HOD, MECH HOD, ECE HOD, CSE HOD	31.01.17	Completed
6	NBA works Review	EEE HOD, MECH HOD, ECE HOD, CSE HOD	29.01.17	Completed