



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2016-17/04

Date: 22-12-16

To

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 29th December 2016 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

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

[Signature]
IQAC Coordinator


AGENDA:

1. Attendance Improvement planning with remedial classes implementation .
2. Faculty Recruitments with quality teaching members
3. Internal Academic Audit planning with MGIT College .
4. FDP Program planning and implementation
5. Planning to Start NAAC Works
6. Reviewing Attendance registers from all faculty to implement effective attendance improvement
7. All department Budget proposals .



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CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on December 29th, 2016 in IQAC cell by 2pm.

Coordinator IQAC



Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

MEMBERS ATTENDED MINUTES OF MEETING HELD ON
29th December 2016

Attendance List:			
S.no.	Name	Present	Reason of Absence
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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MINUTES OF IQAC MEETINGS

1. Attendance Improvement planning with remedial classes implementation

As per JNTU instructions, Principal informed all the HODs to give attendance to II – I students during the time of Advanced Supplementary Examinations. By today evening (29.10.16) HOD's to update the attendance and submit in the Examination Branch. After complete verification it should be signed by the HOD. Dean informed that lesson plan presentation scheduled on Monday is postponed to Thursday. On Monday we are having another event and all the faculty to be present on Monday

2. Faculty Recruitments with quality teaching members

Principal informed about the faculty status list as given below by all the departments

BRANCH	Faculty as per AICTE norms	Existing	Still Faculty required
EEE	12	8	1 Ph.D
MECH	36	13	18 (including 2 Ph.D)
ECE	31	13	7 (including 2 Ph.D)
CSE	31	12	9 (including 2 Ph.D.)
H&S	32	23	9

3. Internal Academic Audit planning with MGIT College

It is informed to all HODs to submit Internal Audit status by 30.12.16. Inter Department audit to be completed next week. HODs to give two Senior & responsible faculty names for the purpose of inter department audit by 30.12.16.

4. FDP Program planning and implementation

FDP programmes to be planned during this semester break. For Non-Teaching staff also training required. OBE workshops also to be conducted.

5. Planning to Start NAAC Works

Mrs. Devika Lead R&D addressed the Meeting and informed the team about the criteria's and timelines. All Coordinators are advised to coordinate and support mentors by making the task complete in the given timeline. HODs/ Coordinators to maintain data in hard copy for future

inspection. Principal informed Coordinators to utilize co-faculty for these works. SSR to be completed by January 21st and then it will be placed in the website from January 21st.

6. Reviewing Attendance registers from all faculty to implement effective attendance improvement

Principal presented the consolidated attendance status from all faculty and the plan to implement effective attendance improvement to students . The IQAC team recommended the same for implementation.

7. All department Budget proposals

All HODs are informed to submit the Budget proposals regarding software's purchase of equipment's etc.



ACTION TAKEN REPORT

S. No	Task	Accountab person	Deadline	Status
1.	Attendance Improvement planning with remedial classes implementation	All HOD's	29.12.16	Completed
2.	Faculty Recruitments with quality teaching members	All HOD's	21.01.17	Completed
3.	Internal Academic Audit planning with MGIT College	All HOD's and all faculties	Semester break	Completed
4.	FDP Program planning and implementation	All HOD's	29.12.16	Completed
5.	Planning to Start NAAC Works	All HOD's	21.01.17	Completed
6	Reviewing Attendance registers from all faculty to implement effective attendance improvement	All HOD's and all faculties	21.01.17	Completed
7	All department Budget proposals	All HOD's and all faculties	21.01.17	Completed