



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2018-19/04

Date: 22-05-19

To

**The Chairman
IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding


It is proposed to conduct IQAC meeting on 31st May 2019 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you


**CHAIRMAN
IQAC**
Hyderabad Institute of
Technology and Management

Yours faithfully


IQAC Coordinator



AGENDA:

1. Proposal on PL-SQL by CSE department .
2. Renewal of IONCODUS Tools
3. Workshop on Design and Implementation of survey Instrument.
4. Revision of R&D manual (Including all policies).
5. Establishment of Computer centre with lab occupancy .
6. Up gradation of R&D Lab .
7. Software procurement (MATLAB, Dream spark)
8. Proposal from EEE-SSDC for deputing faculty on training.
9. Proposal to conduct Three Workshops, conducting by FMAE And Mechanical Department HITAM.
10. Proposal on Task Registration .
11. 3 Days workshop on Machine learning and Python .
12. Quad bike Design challenge , Baja baggy 800, shell Eco marathon.
13. lecture capturing studios .
14. Proposal of Oxford English Assessment for first year students - Vanaja
15. Review of Quadbike (Rev Clusters) Proposal - Morrish and Students
16. Workshop on Quad Champ.
17. Workshop on Electric Design.
18. Review and recommendation of HITAM R&D Policy
19. Review of proposal for inauguration of HITAM EWB Chapter



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CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on May 31st, 2019 in IQAC cell by 10 am.


Coordinator IQAC


Copy to:

Chairman –For kind Information

Director - For kind Information

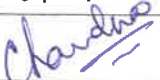








All HODs

All IQAC Members

Internal Quality Assurance Cell

Hyderabad Institute of Technology and Management (HITAM)

Attendance sheet of meeting held on 31 May 2019

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

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MINUTES OF IQAC MEETINGS

- 1. Proposal on PL-SQL Workshop by Ragavendra Gupta CSE department.**
Set target for faculty those who participate in this FDP 15 faculty from CSE department have to take part Outcome of the workshop needs to be checked in line with institutional objectives 11th to 15th September is proposed date and fixed H& S HOD and Principal to identify the faculty nomination for the workshop IQAC recommends to organize the workshop
- 2. Renewal of IONCUDOS tools .**
Entire IQAC team expressed an opinion to renew. IQAC recommends to renew the subscription of the tool.
- 3. Workshop on design and Implementation of survey instrument**
Collect the Feedback from Previous Attended faculty.Can't be taken up without complete details. Prepare Standard format and follow .
- 4. Revision of R&D manual (which includes all policies) .**
As per NAAC requirements R&D manual is prepared with all the policies, but it is not circulated. Lead R&D expressed that she shall circulate to the team members, and in case any suggestions and inputs we shall include and finalize in the next meeting.
- 5. Computer centre proposal with lab occupancy**
Proposed requirement is for 100 systems with 40 lakhs budget. Proposal to be circulated to the team members and to be finalized in next meeting.
- 6. R&D Lab establishment / smart class room :**
Lead R&D proposed for systems in R&D lab and suggested we can establish either R&D Lab, Smart class room or Computer center. Chairman informed Lead R&D to collect information from the colleges who are having R&D lab, regarding the space and other requirements for establishment of R&D Lab. This proposal to be discussed in the next meeting.
- 7. Software procurement (MATLAB, Dream spark) :** Dean Accreditation proposed for software procurement for Accreditation purpose. The cost of MATLAB software is around 5 lakhs. Chairman enquired regarding the outcomes. Lead R&D informed that this can be utilized for CDC & SSSDC.
- 8. Proposal from EEE – SSSDC for deputing faculty on training :** Principal proposed training for Mr.Satyanarayana – EEE Dept in PLC & SCADA for SSSDC. Mr.Suresh expressed that the training program is for 2 months One month program is scheduled from 24/6/19 and another 1 month in winter. Chairman expressed that no issues

9. FMAE & HITAM : Host Three Workshops :

Like every year, FMAE is going to conduct various off-road vehicles competitions including FKDC Season 4, FFS India – Season 3 and QBDC - Season 5 in year 2020.

In this workshop, FMAE mentors will release the rule book and give important instructions to registered team members to build the vehicles.

This workshop is free for all team members.

HITAM will be the host Centre to conduct these workshops , where in participants will coming from various states across India.

Principal and other IQAC members sir expressed this workshop will help HITAM for its branding other Benefits we can proceed as a committee

10. Task Registration:

Task registration is for all students More benefits for lifetime membership are registered fees can be taken from CDC .From NPTEL / TASK they can pay immediate action for 50 students .Create the awareness and then prepare the procedure.

11. 3 Days workshop on Machine learning and Python .:

IQAC Recommended .workshop is for students and target student 60 .400 per each online registration open for all branches.Satya Kumar Palli will show hands on experience Session can be conducted 3 and half units covered in JNTU syllabus optional subject covers one section. Aravindh sir requested to conduct for 90 students if place is required we can adjust the place and we can arrange the Workshop .

12. Quad bike Design challenge , Baja baggy 800, shell Eco marathon:

IQAC not Recommended for this proposal 3 lakhs for Quad bike and we want to restrict to 1.6 lakhs .To complete next project is for 6 lacs Baga bujgy .50000 immediate required Immediately .IQAC requested for further sponsorship from the company .

Uma maheswar Singh asked last year we spent 4.8 lacs so this year we are expecting outcomes from 42 students they must give account for every 42 students work.

Session is arranged for the students can present their work before the IQAC team

proposal is processed to next week because of some reasons mentioned .IQAC is expecting paper presentations after completing the project outcome need to be presented.

13. lecture capturing studios:

long videos may not possible to record .In YouTube channel want to create video size should be 5 to 10 minutes so that every user can utilize and watch the time

because now a days people doesn't have time to watch the videos long videos Even NPTEL videos are also reducing the decreasing their time.This is also useful in Accreditation, Continuous learning , and flipped class room .

14. Proposal of Oxford English Assessment for first year students – Vanaja

IQAC recommends to take the assessment for the current batch of students in first semester English as a course with suggestions of coming up with plan for making it success. Competency English to be improved is the requirement.700 to be paid by students if not cleared. What if the students do not take - How does it help in improving the English language. Proposal for starting EWB(Engineers Without Boarders) Chapter at HTIAM - Santosh Naik Recommended to go ahead with starting the chapter. Any financial/technical and logistics support required Summary of the previous items in terms of Action Taken Report

15. Review of Quadbike (Rev Clusters) Proposal - Morrish and Students

Students have come up with proposing - FMAE academy, internship courses, representing HITAM In Expo, Introduce SAE by 2020, Network with R&D Automobile and paper publishing. These allow us to get free registration (74000 INR) and concession in other registration of events Verify MoU and obligations for providing HITAM space. Last year 4.4 lacs budget was spent by college Students - delayed budget sanction was the reason in poor quality of the outcome Plan of action to prepare with timeline, responsible person, support required, budget timeline. Publish in social media tag your idea in YouTube and work with them. Analyses as a team tag to Tata, Mahindra, and other companies, etc... Space for working in HITAM is recommended In the first presentation of September first week need to be present the work you completed till now. 60000 INR budget is recommended for now and each member's team head need to present before the IQAC team during September 1st week. sharing the sheet is compulsory to all the IQAC team members.

16. Workshop on Quad Champ

Target of 80 registrations to be planned to accomplish and postpone the event if the target registrations are not done. Outcomes of this workshop will be students acquiring knowledge of design and agriculture fertilizers monitoring and that leads to major projects After designing, participants will have competition and winner and runner up are awarded with prizes .Multidisciplinary students will participate .Suggested to have a discounted registration fees for IEEE , ISTE And CSI members .Total budget 56000 take a challenge to register for 80 members. IQAC recommends the workshop provided 80 registrations happen and suggests to postpone till the required number of registrations happen.

17. Two days electric design workshop first day working solutions and second day software part

Outcome of the workshop is to increase the technical skills of students and increase of field exposure Students will learn on lighting requirements of a room considering the windows and other objects in the room. At the end of the workshop Students will calculate required light in all Areas of electric fields 300 rupees for registration fees target audience 70 members and 62 registered IQ AC recommends to organize the event without offering lunch so that the budget is optimized.

18. Review and recommendation of HITAM R&D Policy

Policy need to verified with the external person and then define

19. Review of proposal for inauguration of HITAM EWB Chapter

Committee need to form and inaugurate the EWB chapter with students involvement .

ACTION TAKEN REPORT

S.No	AGENDA	Accountable person	Status/Deadline
1.	Proposal Course File soft copy need to mail To Dr.Gopal Krishna Joshi sir and take inputs .	Mrs.Bindu madhavi	05-06-19
2.	Proposal soft copy need to mail To Dr.Gopal Krishna Joshi sir and take inputs .	Mrs.Bindu madhavi	05-06-19
3.	To check the relevance of the workshop to HITAM	Mr.Surendra	13-06-19
4.	Identifying mandatory faculty who are attending in FDP	Principal and CSE HOD	30-06-19
5.	Collect the Feedback from Previous Attended faculty on EER workshop	Mr.Surendra	13-06-19
6.	FMAE & HITAM Host Three Workshop Seminar hall booking	Mr.Morrish & sai chandu	10-07-19
7.	R&D manual Circulation softcopy	Dr. Devika	8-07-19
8.	Computer centre proposal with all report	Dr.Ila chandana	12-07-19
9.	R&D establishment / smart class room	Dr.Aravind	10-07-19
10.	Software procurement (MATLAB, Dream spark)	Dr.Suresh Dr.ila chandana	10-07-19
11.	Task Registration	Mr . suresh CDC	5-08-19
12.	3 Days workshop on	Mr.Gupta/Dr.Ila chandana	5-08-19

	Machine learning and Python .		
13.	lecture capturing studios:	Mrs . Pallavi	08-08-19
14.	Resubmit the Oxford proposal for current batch of students	Mrs. Vanaja	20 Aug 2019
15.	Submit the EWB Chapter Application	Mr. Santosh Naik	22 Aug 2019