



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC/2017-18/02

Date: 05-04-19

To

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 10th April 2018 and the Agenda of is enclosed.

I request your Approval

Thanking you

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

Yours faithfully

ESD
IQAC Coordinator


AGENDA:

- 1. Effective Implementation of Labs in Academics**
- 2. Improvement of Attendance & Syllabus coverage**
- 3. Proposal to conduct workshops and Conferences .**
- 4. Planning and discussion on Subject Allocation**
- 5. Students Skill Development Cell team review**
- 6. Review on Mini project/ Major project.**
- 7. Review on Students Feedback .**
- 8. Review on Result Analysis .**



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Date: 07-04-18

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on April 10th, 2018 in IQAC cell by 4 pm.

Coordinator IQAC

Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

MEMBERS ATTENDED MINUTES OF MEETING HELD ON
10th April 2018

Attendance List:			
S.no.	Name	Present	Reason of Absence
1.	Mr.Prashanth Arutla	Y	
2.	Dr. S.V.S Rama Krishnam Raju	Y	ml.
3.	Mr. Surendra Reddy	Y	B.S.R.
4.	Mr. K. Suresh	Y	Self
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	Self
10.	Mr. Sreeram Bhagavathulu	Y	B.L.H
11.	Mr. Ayush Kumar Dwivedi	Y	Self
12.	Ms.Sri Vardhini	Y	Self
13.	Dr.Subramanyam	Y	Self

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Date: 10-04-18

MINUTES OF IQAC MEETINGS

1. **Effective Implementation of Labs in Academics**

HODs have given their inputs regarding the labs as below:

EEE: Physical Labs – 8, No partition required, one new lab proposal is given and Purchase order is submitted. Boxing shed can be utilized for this lab.

ECE: Physical labs- 16, DICA – new lab one room to be allotted.

MECH: Physical Labs – 12, Engg. Workshops partition is essential. Old equipments to be replaced with new equipment and proposal will be submitted by 16/04/18.

H&S: Physical labs -6, Partition to be done in chemistry lab or second chemistry labs is required.

CSE : Physical Labs -13, CP Labs, F09 & S09 partition is essential & can accommodate all 13 labs

2. **Improvement of Attendance & Syllabus coverage**

Dean informed that as per the review conducted with HODs on 17/4/18 totally three subjects are lagging in syllabus and HODs have given assurance for completing the syllabus by today evening. Totally – 23 students are having Less than 25% attendance, parents visited the college. I yr, six students having less than 35%, this week they turned up with 10% improvement. EEE – 2 students improved their attendance percentage. CSE 2 not turned up ECE – 1 student not turned up Principal informed HODs to plan for home visits. Lab registers (Stock, invoice, name boards) to be kept ready.

3. **Proposal to conduct workshops and Conferencés :**

Principal sir informed that, to conduct Workshops and conferences for academics Quality Improvements to all HOD's and put up the proposals

4. **Planning and discussion on Subject Allocation :**

Dean enquired with Coordinators regarding the subject allocation whether it is done by previous track record and interest. Principal informed all Coordinators to instruct the Faculty to submit the lesson plans and course files before availing Summer Vacation. Faculty who are having

Additional roles may be allocated two same theory subjects and for the rest of the faculty two theory subjects may be different along with the labs.

5. **Students Skill Development Cell team review:**

Principal addressed the Meeting and reviewed regarding the Status report of SSDC Program and target completion for present II yr. students. If any pending should be completed during the summer vacation. Report to be submitted by 30.04.18 on this. Next year curriculum/ course should be designed by consulting with respective core industry people and also consider placements in core areas and planning of trainings of resource

persons during summer vacation (if required).Every SSDC program should submit a report on certification conducted, No. of projects done and student participating in that competitions during this Academic year 2017-18 and report should be submitted by 30.04.18.Next year (i.e. 2018-19) each SSDC must plan high level certification programme, (National level and International level certifications programmes) high level projects and multi discipline projects must be planned and participation in High level competitions (National /International)

6. Review on Mini project/ Major project.

Principal enquired with Coordinators regarding the Mini Projects and informed to see that the Mini Projects are completed during Summer Vacation. From the next Year onwards, plan in such a way that the Mini projects are completed by the end of III – II itself. IV Year Projects to be started in the IV - I Semester itself. Principal informed to Coordinators that our aim is to identify the Faculty and train from outside and we have to conduct Mini and Major Projects in the campus with our resources and with our equipment's. Principal informed that we are establishing COE for ECE Dept. Micro controllers for which Mr. Vinod is sent for one month industrial training. After completion of the training program we planned for certification Program for students from 4pm to 7pm.

7. Review on Students Feedback .

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.

8. Review on 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

ACTION TAKEN REPORT

S. No	Agenda	Task	Date	Status
1	Effective Implementation of Labs in Academics	All Hod's	05/05/18	Completed
2	Improvement of Attendance & Syllabus coverage	All Hod's	24/04/18	Completed
3	Proposal to conduct workshops and Conferences	All Hod's	30/04/18	Completed
4	Planning and discussion on Subject Allocation	All Hod's	30/04/18	Completed
5	Students Skill Development Cell team review	All center Incharges	28/04/18	Completed
6	Review on Mini project/ Major project.	All project coordinators	during Summer Vacation	Completed
7	Review on Students Feedback	All Hod's	24/04/18	Completed
8	Review on Result Analysis .	All Hod's	30/04/18	Completed