

**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2016-17/02

Date: 01-04-17

To

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 5th April 2017 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

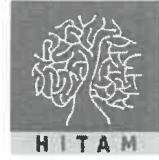
Yours faithfully

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

BSR
IQAC Coordinator

AGENDA:

1. Review for Auditing of academics with all Criteria's
2. Planning to conduct Residential Classes for Backlog Students .
3. Laboratory Audit with all Photo Shoots .
4. Subject Allocation to faculties for Upcoming Years .
5. Lab Verification Review and Experiment Execution Checking .
6. Library Audit & Stock Verification .
7. Review of Mini Project / Major Project with status .
8. Parents / Students visit for verification of answer scripts .
9. Conducting OBE & English Training to All Teaching and Non-Teaching Faculties.



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Date: 3-04-17

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on April 5th, 2017 in IQAC cell by 11am.

Coordinator IQAC



Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

MEMBERS ATTENDED MINUTES OF MEETING HELD ON

5th April 2017

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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Date: 05-04-17

MINUTES OF IQAC MEETINGS

1. Review for Auditing of academics with all Criteria's

Principal addressed the meeting regarding the planning of tomorrow's (06-04-17) inspection and advised the following points.

Lab wise Stock registers, Lab Manuals, display boards, experiments list and Invoices and others to be kept updated

At the time of labs verification, lab coordinator must be there. Arrange strong faculty at the time of lab visit.

AECS lab is pending and 6 new labs establishments in mechanical department is pending, electrical works in new labs will be taken care of Mr. Srinivas EO.

Video coverage will be taken care by Mr. Srinivas EO with the help of the Mr. Mahender and team.

Library - List of files, newly added books and syllabus books to be kept ready. J-Gate invoices, hard copy, PO and bank transactions to be kept ready. Verify the accession register last page signature is completed or not.

Conduct meeting in the departments and give the strict instructions to staff how to behave at the time of visit.

Principal Sir enquired about any A-faculty coming any problem. Dept coordinators expressed that there is no problem. All faculty certificates must be kept in one folder along with originals of PAN, Aadhar and Form – 16

Principal Sir informed HODs to inform to new faculty that during JNTU registrations salary is shown consolidated and after SCM they are given 6th pay.

Dean Academics informed that without any deviation take care of all class work parallel. Evening we will conduct a review meet by that time keep ready all files.

2. Planning to conduct Residential Classes for Backlog

Students

Dean addressed the Meeting and informed to the Coordinators regarding the Residential Classes to be started from May 2nd onwards and these classes are planned for boys only. Based on the last year II / II, III /II results with identified subjects &, Faculty support classes are planned from 4 pm to 7 pm for the next day exam, and after that admin staff will look after their preparations, mentoring during night in the College itself. Dean requested Coordinators to focus on the faculty support from 4 pm to 7pm and ensure Mentors to communicate to the parents regarding the programme. Dean informed that

Accommodation will be provided in the College without any charges for food and it will be bared by the Institution itself. This is the complete scenario of the Residential classes. Dean suggested HODs to pick up Senior Faculty, with the support of the Mentors & CDC Team and explain the parents about the Residential classes.. The same pattern Will be conducted for I years

3. Laboratory Audit with all Photo Shoots .

Dean informed coordinators to keep all the department labs in perfect condition and achievers to be available in the lab for photo session. No leaves to be sanctioned for the lab in charges and lab assistants tomorrow 06.04.17. Mr. Naresh, Alumni Coordinator will be the in charge for this.

4. Subject Allocation to faculties for Upcoming Years .

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. Lab Verification Review and Experiment Execution Checking .

Principal informed Coordinators that Lab In charge must be from Functional Faculty those who are teaching the same subject theory and supporting staff with two Co faculties and one lab assistant. Lab In charge is solely responsible for the lab and not the lab assistants, and he must be capable of doing all the experiments. Prof. Dattatreya and Prof. Mallaparaju already started inspecting the labs for readiness for the next Semester. If any requirements needed put up a Letter for prerequisite.

6. Library Audit & Stock Verification

Principal informed HODs to plan for Stock verifications once the external labs are completed. Plan for inter department teams for stock verification. For Library audit for 28,000 volumes we require six team members to verify the Issues and timings.

7. Review of Mini Project / Major Project with status .

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 Yr. 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.

8. Parents / Students visit for verification of answer scripts .

Principal informed Coordinators that mail has been sent to parents regarding the verification of mid answer scripts on 27th and 28th of April. So, the entire Faculty must be

available, Coordinators to look after this. Please allow them to verify the Answer scripts and any changes we should allow and record the complaints received in the format sent by Mr. Surendra to HODs. If Faculty on leave/ OD they must arrange alternate arrangement.

9. Conducting OBE & English Training to All Teaching and Non-Teaching Faculties.

Dean informed Coordinators about the OBE certification course result, out of 53 – 6 resigned, 7 not attended, 27 pass and 20 below 60%. As per the earlier communication we are planning to deduct the cost of the course from the salaries for those who have not attended the programme and not qualified. English Training modules are 16 – Already we completed 8 modules, on Friday a test will be conducted and as per the score they have to make themselves improve, if any improvement is not seen regarding the communications then the cost of the training will be Deducted from salaries.

Outcome of Meeting

S.No	Task	Person Accountable	Deadline	Status
1	Review for Auditing of academics with all Criteria's	All HODs and lab Incharges	06.05.17	Completed
2	Planning to conduct Residential Classes for Backlog Students .	HODs to follow up with Mentors	28.04.17	Completed
3	Laboratory Audit with all Photo Shoots .	All HODs	06.04.17.	Completed
4	Subject Allocation to faculties for Upcoming Years .	All HODs	Before summer vacation slot	Completed
5	Lab Verification Review and Experiment Execution Checking .	HODs to follow up with Mentors	27 th and 28 th of April	Completed
6	Library Audit & Stock Verification .	Principal	Before summer vacation	Completed
7	Review of Mini Project / Major Project with status .	Project coordinators	06.01.17	Completed
8	Parents / Students visit for verification of answer scripts .	HODs to follow up with Mentors	28.04.17	Completed
9	Conducting OBE & English Training to All Teaching and Non-Teaching Faculties.	HR	06.04.17.	Completed