



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC//2014-15/01

Date: 05-01-16

To

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

It is proposed to conduct IQAC meeting on 08th Jan 2016 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

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

DSH
IQAC Coordinator



AGENDA:

1. Establishment of Centre of Excellence
2. Discussion on Mentor records format
3. Institutional Academic Calendar preparation
4. Staff workload Revision
5. Student Internships
6. Course Files format and preparation
7. Academic Project Review
8. Affinity activities Review
9. Review of HITAM Application to NIRF – MHRD



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CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 08th January 2016 in IQAC cell by 2 pm.



Copy to:

Chairman –For kind Information

Director - For kind Information

All HODs

All IQAC Members

MEMBERS ATTENDED MINUTES OF MEETING HELD ON
8th January 2016

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		GTM
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	B.L.K
11.	Mr. Ayush Kumar Dwivedi	Y	
12.	Ms.Sri Vardhini	Y	
13.	Dr.Subramanyam	Y	

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MINUTES OF IQAC MEETINGS

1. Centre of Excellence

The status of establishment of COE's is taken up for review department wise

Mr. Pullaiah (ECE HOD): Proposals, estimation costs, quotations will be submitted . Fixed Projector is required to be installed in the COE lab. We are planning to visit COE's established in JNTU & GITAM university tomorrow (i.e. 09.01.2016). Tie up with external resources for training. Mr. S. Sridhar Reddy (CSE HOD): The COE is to be established in F09. Full time training to be given to the faculty. We have 4 project batches under this area. We have to tie up with external sources for getting training for the internal sources. Mr. Anil Reddy (MECH HOD): The COE planned is Robotics. A revised estimated cost for lab will be submitted today (ie. 08.01.2016). We require more space for this COE, so we are planning to utilize G6, Projector is available. Almirahs are to be provided to place equipments. Revised proposal to be given. Faculty training to be given by external resources. Structural cost will be submitted on Monday (i.e 10.01.2016)Mr. Suresh (EEE HOD): The COE proposal is related to Solar Project. The Project is to be established on the top of the building. A training room also to be provided for giving training. The total estimated cost is of about 7.5 lakhs. We have to tie up with external sources Surabhi Educational Society for getting training for the students of about 20 numbers along with a faculty. The software required is PV. We have 5 Project batches in the area. The estimated proposals, infrastructure, training programmers for the students to be submitted with a detailed report by today evening (i.e. 08.01.2016)

2. **Mentor records format:** Mentor records formats to be prepared and spiral binding to be completed by 10.01.16.
3. **Institutional Academic Calendar:** Institutional Academic Calendar to be prepared & Events to be planned based on the Academic Calendar. Tech fest to be planned in the month of February during the Semester break.
4. **Staff Workloads revisions:** As per the previous discussions maximum subject allocation to be given to Outstanding faculty. For extra work load faculty if you have any suggestions regarding remuneration you can discuss.
5. **Internship Policy:** If students get long Internship (3 months) the Institution can prepare policy to follow strictly, College Academic Committee members agreed for this policy.

6. **Course Files:** Every fortnight in the department Meeting HODs to verify with the Faculty individually whether the work planned by them as per the course file schedule is executed, in written with signature and the same to be filed. Evaluation report to be prepared and submitted by all the HODs by 28.01.16.
7. **Academic Projects:** It is proposed to appoint a dedicated Project Coordinator from each department who will be the in charge for the Major Projects to interact with the students regarding the Projects and get status of the project by 28.01.16
8. **Affinity Activities:** For every faculty weekly 4hrs schedule is given for Affinity activities as work load. Only 30% of the students are involved in affinity activities and rest of them are free not involving in any other activities like library, sports area etc. The affinity club activities are executed at the lowest level. Facilitators to be appointed on willingness. It is mandatory for II Yr. and III yr. students to participate in affinity activities. The Facilitators have to give a weekly report and attendance to be given to students. More than one facilitator will be provided to guide the students. Minutes of the Meeting to be submitted to the Director after each meeting. Fixed place to be displayed by facilitators for Affinity activities.

9. NIRF – MHRD :

It is decided to participate in NIRF Ranking .

ACTION TAKEN REPORT

S. No	TASK	Accountable person	Deadline	Status
1	Mentor records format and updating	All HODs and Principal	10.01.16	Completed
2	Course Files Evaluation Report to be submitted	All HODs	28-01-16	Completed
3	Staff Workloads	All HODs	10.01.16	Completed
4	Institutional Academic Calendar	Academic committee	15.01.16	Completed
5	Center for excellence	All HODs	10.01.16	Completed
6	Academic Projects	All project coordinators	28-01-16	Completed
7	Affinity Activities and Facilitators to be appointed	Affinity club in charge	15.01.16	Completed
8	Internship Policy	College Academic Committee/HR	11.01.16	Completed