



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

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

Date: 03-10-18

To

**The Chairman, IQAC
HITAM
MEDCHAL**

Sir,

Sub: Request For approval - IQAC Meeting - Regarding

HITAM IQAC Meeting has been proposed to schedule for 09 Oct 2018 with the attached agenda as per availability of members. You are requested to kindly approve for further proceedings.

Thanking you

Yours faithfully


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


IQAC Coordinator



AGENDA:

- 1. Proposal to participate in QUAD BIKE DESIGN CHALLENGE SEASON - 4**
- 2. Proposal for attending international conference ICTIEE 2019 from EPICS**
- 3. Proposal for Engineering Education Research Workshop for faculty during December 2018**
- 4. New ERP proposal for institution Quality Improvement**
- 5. New recommendations in course file and time tables from Lead-EEP**
- 6. Review of MoUs - Palle Srujana, Block chain etc.**
- 7. Review of Chapters/Clubs/Committees functioning**
- 8. Proposal by Anjali T of ECE 3rd year for financial support to attend Bali Asia International MUN (Model United Nations).**
- 9. Grievance Redress Tool as per AICTE**
- 10. Registration of faculty for ICTIEE workshops**
- 11. Students registration for SCALE**
- 12. Faculty registration for EDC workshop at SRIX**
- 13. Lead R&D on paper publications - Review of policy**
- 14. Lead R&D on NPTEL registrations - Review of polciy**



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CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on October 9th, 2018 in IQAC cell at 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 9th
OCTOBER 2018

Attendance List:			
S.no.	Name	Present	Reason of Absence
1	Dr. BK Singh	Y	GITM
2	Mr.Prashanth Arutla	Y	Handwritten signature
3	Dr. Shakthi Ganesh	Y	GITM
4	Dr. Ravi Kumar	Y	GITM
5	Mr. Daniel Prabhakar	Y	B. J. M
6	Dr. Ila Chandana	Y	Chandana
7	Dr. Rahul Purohit	Y	R
8	Dr. Raghuram Mohan Reddy	Y	GITM
9	Dr. O. Suresh	Y	O.P. Suresh.
10	Mr. Umamaheswhar Singh	Y	MS
11	Mr. Surendra	Y	Surendra
12	Mr. Rajeshwar	Y	Rajeshwar
13	Mr. J.Hari Krishna	Y	Handwritten signature
14	Mr. Srinivas	Y	Handwritten signature
15	Mr. Sriram Bhagavathula	Y	Handwritten signature
16	Ms. T.Yeshasvini Reddy	Y	Yeshasvini Reddy

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MINUTES OF IQAC MEETINGS

- 1. Proposal to participate in QUAD BIKE DESIGN CHALLENGE SEASON – 4**
Students have presented the proposal.
 - Director asked to project the financial requirements
 - Dr. Raghu inquired about the project specifications. Appreciated the proposal and asked to incorporate the details like how many students would get benefit and what institution gets out of the event.
 - Dr. Ravi suggested to have meeting at department level and inquired on sponsorships from industry? Students updated that they approached the sponsors
 - Director advised students prepare further and workout the budget after approaching all the sponsors.
- 2. Proposal for attending ICTIEE 2019 from EPICS.**
Team suggested having internal conference and having more number of papers, in 2019. Recommended to sponsor as per the proposal.
- 3. Proposal for Engineering Education Research Workshop for faculty**
during December 2018. Team Recommended to organize.
Criterion for deputing – Exemption for Ph.Ds.
Director asked for complete schedule of content (all five days – day wise and session wise) so that the targeted participants can be chosen. Suggested to have a workshop on teaching methodologies
Dr. Purohit suggested to have workshop on Research Methodologies
Dr. Raghu proposed to have NITTTR trainings at HITAM.
External registrations will be finalized in next meeting
- 4. New ERP proposal:** Three vendors have given demonstrations.
One more is scheduled for 20th Nov. Tool will be finalized by 22nd November 2018
- 5. New recommendations in course file and time tables from Lead-EEP**
Index cards – Soft/Hard Copies to maintain
Faculty Profile – Office hours / open hours / consultation hours
Time table – 4.5 days academics & 1.5 days for CDC/Certification/Extra-curricular hours
– Call SSG for next meeting and take students opinion on new practices in time tables without short breaks.
- 6. Review activities of MoUs – Palle Srujana, Block chain**
ISNT Call for progress report of all before next IQAC

7. Review of Chapters/Clubs/Committees functioning

Call for progress report of all before next IQAC. Respective persons in charge will share the report

Clubs – CDC

Chapters – Departments / Dean Academics

Committees – Principal

8. National Wrestling Championship – Request for Rs. 30000 towards food and fitness Sponsorship to be given on a bigger platform so that others get motivated. Students have presented the financial proposal and calendar of events.

Director asked that how would they manage time during their exams.

Students updated that Sponsorship of one lakh was assured from one company.

Director suggested to explore more sponsorship from industry and departments as well.

HOD – mechanical assured one lakh contribution from the department.

Students were advised to explore more funding opportunities and while continuing to work on the product.

9. Proposal from Ms. Anjali of ECE to attend MUN in Indonesia.

Need to get some more authentications from the applicant. By 2nd Jan 2019 with the supporting documents

10. Deputing faculty for EER Workshop

Director suggested to nominate relevant people who would use the tools considering their interest too.

Principal suggested to offer it for the faculty who are using innovative pedagogies.

Lead EEP to share the content of the workshop and departments to plan participants by 4th December 2018.

Prepare brochure for one week FDP.

Lead R&D to check with ISTE for collaboration

Workout the details

11. Registration of faculty for ICTIEE workshops and List of participants as attached is recommended.

12. Students registration for SCALE

Registration of 10 students = Rs. 30000

Take representation from all the branches

13. Faculty registration for EDC workshop at SRIX

One faculty to be registered = Rs. 3000

14. Proposal from Lead R&D on paper publications

There are 2 types of paper publications: 1) Publication-Scopus, IEEE, Elsevier, Springer.

2) Index Journal Publication. Suresh – suggested Full Amount refund, Department segregation In Science encourage only free journals which are not paid (only printing charges applicable) Dean Academics- Open access journals . Dean CDC- Institutional requirement, Target to publish . Chairman - Journals - how many required and what is our target as per Accreditations. IQAC Recommends for above proposal

ACTION TAKEN REPORT

S. No	Task	Accountable person	Deadline	Status
1	Proposal to participate in QUAD BIKE DESIGN CHALLENGE SEASON - 4	Mr. Morrish Kumar	By 5 th Nov 2018	Completed
2	Proposal for attending international conference ICTIEE 2019 from EPICS	EPICS coordinator	By 31st Oct 2018	Completed
3	Proposal for Engineering Education Research Workshop for faculty during December 2018	Lead-EEP	By 12 th Oct 2018	Completed
4	New ERP proposal for institution Quality Improvement	AO	By 20 th Oct 2018	Completed
5	New recommendations in course file and time tables from Lead-EEP	All HOD's	By 20 th Oct 2018	Completed
6	Review of MoUs - Palle Srujana, Block chain etc.	EPICS coordinator	By 31st Oct 2018	Completed
7	Review of Chapters/Clubs/Committees functioning	Ms. Srilatha	By 20 th Oct 2018	Completed
8	Proposal by Anjali T of ECE 3rd year for financial support to attend Bali Asia International MUN (Model United Nations).	Mrs. Bindu Madhavi	By 12 th Oct 2018	Completed
9	Proposal for Grievance Redress Tool as per AICTE	All HOD's	December 2018	Completed
10	Registration of faculty for ICTIEE workshops	EPICS coordinator	By 31st Oct 2018	Completed
11	Students registration for	HOD of ECE	02/01/2019	Completed

	SCALE			
12	Faculty registration for EDC workshop at SRIX	Lead R&D	12 th Oct 2018	Completed
13	Proposal from Lead R&D on paper publications	Lead R&D	12 th Oct 2018	Completed
14	Proposal from Lead R&D on NPTEL registrations	Mr.Morish	12 th Oct 2018	Completed