



# MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

## CIRCULAR

Date: 15.06.2021

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 17.06.2021 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

### **Agenda for the Meeting:**

1. Approval of Minutes of meeting held on March 2021
2. Academic calendar for the academic year 2021-2022
3. Successfully four new UG programs in Computer Science and information technology
4. Conduction of class work virtually and procurement of learning management system
5. Student Induction Program.
6. Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2021-2022

  
Principal

### **Copy to:**

1. All Deans/HODs/Establishment section.
2. All the members of the Committee.
3. Administrative Office.



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## INTERNAL QUALITY ASSURANCE CENTRE

### MINUTES OF THE MEETING

Dr. K. Venkateswara Reddy Principal, and Chairperson IQAC, welcomed the IQAC members of the Quarterly meeting held on 17.06.2021.

**The following members were present:**

| S. No | Name                      | Designation   | Portfolio   |
|-------|---------------------------|---|-------------|
| 1     | Dr. K. Venkateswara Reddy | Principal   | Chairperson |
| 2     | Ms. Anushreya Reddy       | Secretary   | Member      |
| 3     | Mr. K. Naga Bushanam      | Controller of Examination                                     | Member      |
| 4     | Dr. B. Ravi Prasad        | Dean of Academics and HOD<br>Computer Science and Engineering | Member      |
| 5     | Dr. G. Narsing rao        | Dean of Research and Development                              | Member      |
| 6     | Dr. G. Amarnath           | Dean of Innovation and Incubation<br>Centre                   | Member      |
| 7     | Dr. V. Vara lakshmi       | Dean of Research external project &<br>schemes                | Member      |
| 8     | Mr. Y. Appa rao           | Dean of Student Affairs                                       | Member      |
| 9     | Mrs. K. Sravanthi         | Dean of Student council & clubs                               | Member      |
| 10    | Mr. I. Adum Babu          | Dean of HR  | Member      |
| 11    | Mr. R. Srinivas Reddy     | Dean of Public & Brand building                               | Member      |
| 12    | Dr. Manikannan            | HOD Information Technology                                    | Member      |
| 13    | Mrs. M. Aruna             | HOD, Computer Science and<br>Information Technology           | Member      |
| 14    | Mr. U. Sudhakar           | HOD, Mechanical Engineering                                   | Member      |
| 15    | Dr. N. Srinivas           | HOD, Electronics and Communication<br>Engineering             | Member      |
| 16    | Dr. M. Saravanan          | HOD, Civil Engineering  | Member      |
| 17    | Dr. A. Vinod              | HOD, Electrical and Electronics<br>Engineering                | Member      |



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|----|------------------------|--|----------|
| 18 | Mrs. Ch. Sravani       | HOD, Computer Science and Engineering (Data Science)   | Member   |
| 19 | Mrs. D. Bhavya Varma   | HOD, Computer Science and Engineering (AI&ML)          | Member   |
| 20 | Dr. Vignesh            | HOD, Computer Science and Engineering (Cyber Security) | Member   |
| 21 | Dr. K. Ashok           | HOD, Freshman Engineering                              | Member   |
| 22 | Dr. K. Veeraiah        | HOD, Master of business administration                 | Member   |
| 23 | Mr. R. Hemanth         | Senior Software engineer, IBM, Industrialist           | Member   |
| 24 | Mr. V. Sandeep         | CEO, ARCEDO Systems, Industrialist                     | Member   |
| 25 | Mr. P. Sameer Kumar    | Manager, Learning Links Foundation, Alumini            | Member   |
| 26 | Sri. D. Narayana rao   | Rtd. Senior Non-commissioned officer (NCO) stakeholder | Member   |
| 27 | Mr. K. Satyanarayana   | Municipal Commissioner, Dundigal                       | Member   |
| 28 | Ms. M. Navya           | B. Tech-VII Semester (ECE)                             | Member   |
| 29 | Mr. A. Sai kiran Reddy | B. Tech – VII Semester (IT)                            | Member   |
| 30 | Mr. D. Lokesh Kumar    | MBA – III Semester                                     | Member   |
| 31 | Mrs. S.K. Hima bindhu  | Associate Dean, IQAC                                   | Member   |
| 32 | Mrs. K. Chaithanya     | Dean of IQAC   | Convener |

IQAC Co Ordinator following points were discussed in the Meeting

**Item No.1: Approval of Minutes of meeting held on June 2021**

**Item No.2: Academic calendar for the academic year 2021-2022**

**Item No.3: Successfully four new UG programs in Computer Science and information Technology**



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**Item No.4: Conduction of class work virtually and procurement of learning management system**

**Item No.5: Student Induction Program.**

**Item No.6: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2021-2022**

Chairperson Initiated to discuss on the following items of agenda

**Item No.1: Approval of Minutes of meeting held on June 2021**

**Suggestion: Attainment of course outcomes, program outcomes & Program specific outcome**

**Action taken:** The attainment of course, program, and program-specific outcomes has been ensured through curriculum alignment, regular assessments, faculty development, and student performance monitoring. Continuous evaluation, feedback integration, and adherence to accreditation standards have been implemented to enhance learning effectiveness.

**Suggestion: Discussion on Budget**

**Action taken:** Departments have been reminded to submit budget utilization reports for A.Y. 2020-21 by the deadline, with follow-up actions to ensure timely and accurate submissions. Additionally, departments have been notified of the submission deadlines for the 2021-22 budget proposals, with a reminder to be sent one week before the due date.

**Suggestion: Infrastructure and Facilities**

**Action taken:** A comprehensive audit of current infrastructure is conducted, followed by a clear improvement plan with set timelines and budgets. Qualified contractors are selected for implementation, ensuring compliance with safety and sustainability standards. Regular monitoring and maintenance are established to ensure long-term functionality and user satisfaction Submission

**Suggestion: Submission of Curricular and Co-curricular activities**

**Action taken:** A structured documentation process has been established, submission deadlines have been set, faculty oversight has been ensured, and digital tracking systems have been utilized to monitor student participation and compliance with curricular and co-curricular requirements.



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## **Item No.2: Academic calendar for the academic year 2021-2022**

The Dean of Academics presented the tentative academic calendar for 2021-2022, detailing semester schedules, examination timelines, holidays, and academic activities. The calendar is designed to ensure seamless academic operations

## **Item No.3: Successfully four new UG programs in Computer Science and Engineering**

Chairperson discussed about introducing four new UG programs in Computer Science and Information Technology as mentioned below:

1. Computer Science and Engineering (Artificial Intelligence & Machine Learning)
2. Computer Science and Engineering (Data Science)
3. Computer Science and Engineering (Cyber Security)
4. Computer Science and Information Technology.

## **Item No.4: Conduction of class work virtually and procurement of learning management system**

To maintain academic continuity and mitigate potential disruptions, the institution will transition to virtual learning. A comprehensive Learning Management System (LMS) will be implemented to facilitate the delivery of coursework, interactive learning experiences, and timely assessment. This proactive approach ensures uninterrupted education and provides students with flexible access to learning resources.

## **Item No.5: Student Induction Program**

IQAC Committee proposed the conduction in Induction program for UG First year student for the current academic year. An induction program is scheduled to be conducted in the last week of August to create awareness among first-year students. The program will feature presentations by the Principal and Deans, along with department-level sessions led by industry experts, focusing on human values and professional ethics

## **Item No.6: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2021-2022**

The IQAC Coordinator has recommended the recruitment of additional faculty members for the academic year 2021-2022 to maintain an optimal Faculty-Student Ratio (FSR). This strategic move aims to enhance the quality of education by ensuring adequate faculty resources to effectively support student learning, research, and overall academic development.



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The meeting concluded with thanks to the members

| S. No | Name                      | Portfolio   | Signature |
|-------|---------------------------|-------------|-----------|
| 1     | Dr. K. Venkateswara Reddy | Chairperson |           |
| 2     | Ms. Anushreya Reddy       | Member      |           |
| 3     | Mr. K. Naga Bhushanam     | Member      |           |
| 4     | Dr. B. Ravi Prasad        | Member      |           |
| 5     | Dr. G. Narsing rao        | Member      |           |
| 6     | Dr. G. Amarnath           | Member      |           |
| 7     | Dr. V. Vara lakshmi       | Member      |           |
| 8     | Mr. Y. Appa rao           | Member      |           |
| 9     | Mrs. K. Sravanthi         | Member      |           |
| 10    | Mr. I. Adum Babu          | Member      |           |
| 11    | Mr. R. Srinivas Reddy     | Member      |           |
| 12    | Dr. Manikannan            | Member      |           |
| 13    | Mrs. M. Aruna             | Member      |           |
| 14    | Mr. U. Sudhakar           | Member      |           |
| 15    | Dr. N. Srinivas           | Member      |           |
| 16    | Dr. M. Saravanan          | Member      |           |
| 17    | Dr. A. Vinod              | Member      |           |
| 18    | Mrs. Ch. Sravani          | Member      |           |
| 19    | Mrs. D. Bhavya Varma      | Member      |           |
| 20    | Dr. Vignesh               | Member      |           |
| 21    | Dr. K. Ashok              | Member      |           |
| 22    | Dr. K. Veeraiah           | Member      |           |
| 23    | Mr. R. Hemanth            | Member      |           |
| 24    | Mr. V. Sandeep            | Member      |           |
| 25    | Mr. P. Sameer kumar       | Member      |           |
| 26    | Sri. D. Narayana rao      | Member      |           |
| 27    | Mr. K. Satyanarayana      | Member      |           |
| 28    | Ms. M. Navya              | Member      |           |
| 29    | Mr. A. Sai kiran Reddy    | Member      |           |



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|----|-----------------------|----------|-------------------------|
| 30 | Mr. D. Lokesh Kumar   | Member   | <i>Lokesh</i>           |
| 31 | Mrs. S.K. Hima bindhu | Member   | <i>S.K. Hima Bindhu</i> |
| 32 | Mrs. K. Chaithanya    | Convener | <i>K. Chaithanya</i>    |



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## CIRCULAR

Date: 20.09.2021

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 22.09.2021 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

### **Agenda for the Meeting:**

1. Approval of Minutes of meeting held on June 2021
2. Planning of NSS Activities
3. Training and Placement
4. Progress report of Research and development activities
5. Organization of webinars, FDPs and seminars on latest trends in engineering and management

  
Principal

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## INTERNAL QUALITY ASSURANCE CENTRE

### MINUTES OF THE MEETING

Dr. K. Venkateswara Reddy Principal, and Chairperson IQAC, welcomed the IQAC members for the Quarterly meeting held on 22.09.2021.

**The following members were present:**

| S. No | Name                      | Designation   | Portfolio   |
|-------|---------------------------|---|-------------|
| 1     | Dr. K. Venkateswara Reddy | Principal   | Chairperson |
| 2     | Ms. Anushreya Reddy       | Secretary   | Member      |
| 3     | Mr. K. Naga Bushanam      | Controller of Examination                                     | Member      |
| 4     | Dr. B. Ravi Prasad        | Dean of Academics and HOD<br>Computer Science and Engineering | Member      |
| 5     | Dr. G. Narsing rao        | Dean of Research and Development                              | Member      |
| 6     | Dr. G. Amarnath           | Dean of Innovation and Incubation<br>Centre                   | Member      |
| 7     | Dr. V. Vara lakshmi       | Dean of Research external project<br>& schemes                | Member      |
| 8     | Mr. Y. Appa rao           | Dean of Student Affairs                                       | Member      |
| 9     | Mrs. K. Sravanthi         | Dean of Student council & clubs                               | Member      |
| 10    | Mr. I. Adum Babu          | Dean of HR  | Member      |
| 11    | Mr. R. Srinivas Reddy     | Dean of Public & Brand building                               | Member      |
| 12    | Dr. Manikannan            | HOD Information Technology                                    | Member      |
| 13    | Mrs. M. Aruna             | HOD, Computer Science and<br>Information Technology           | Member      |
| 14    | Mr. U. Sudhakar           | HOD, Mechanical Engineering                                   | Member      |
| 15    | Dr. N. Srinivas           | HOD, Electronics and<br>Communication Engineering             | Member      |
| 16    | Dr. M. Saravanan          | HOD, Civil Engineering  | Member      |
| 17    | Dr. A. Vinod              | HOD, Electrical and Electronics<br>Engineering                | Member      |



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| 19 | Mrs. D. Bhavya Varma   | HOD, Computer Science and Engineering (AI&ML)          | Member   |
| 20 | Dr. Vignesh            | HOD, Computer Science and Engineering (Cyber Security) | Member   |
| 21 | Dr. K. Ashok           | HOD, Freshman Engineering                              | Member   |
| 22 | Dr. K. Veeraiah        | HOD, Master of business administration                 | Member   |
| 23 | Mr. R. Hemanth         | Senior Software engineer, IBM, Industrialist           | Member   |
| 24 | Mr. V. Sandeep         | CEO, ARCEDO Systems, Industrialist                     | Member   |
| 25 | Mr. P. Sameer Kumar    | Manager, Learning Links Foundation, Alumini            | Member   |
| 26 | Sri. D. Narayana rao   | Rtd. Senior Non-commissioned officer (NCO) stakeholder | Member   |
| 27 | Mr. K. Satyanarayana   | Municipal Commissioner, Dundigal                       | Member   |
| 28 | Ms. M. Navya           | B. Tech-VII Semester (ECE)                             | Member   |
| 29 | Mr. A. Sai kiran Reddy | B. Tech – VII Semester (IT)                            | Member   |
| 30 | Mr. D. Lokesh Kumar    | MBA – III Semester                                     | Member   |
| 31 | Mrs. S.K. Hima bindhu  | Associate Dean, IQAC                                   | Member   |
| 32 | Mrs. K. Chaithanya     | Dean of IQAC   | Convener |

IQAC Co Ordinator following points were discussed in the Meeting

**Item No.1: Approval of Minutes of meeting held on June 2021**

**Item No.2: Planning of NSS Activities**

**Item No.3: Training and Placement**

**Item No.4: Progress report of Research and development activities**



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## **Item No.5: Organization of webinars, FDPs and seminars on latest trends in engineering and management**

Chairperson Initiated to discuss on the following items of agenda

### **Item No.1: Approval of Minutes of meeting held on June 2021**

#### **Suggestion: Academic calendar for the academic year 2021-2022**

**Action Taken:** The suggestions for the Academic Calendar 2023-2024 were reviewed and necessary adjustments were incorporated. The final calendar was approved for implementation

#### **Suggestion: Successfully four new UG programs in Computer Science and Engineering**

**Action taken:** Four new UG programs in Computer Science and Engineering have been successfully introduced, with curriculum development, faculty recruitment, and infrastructure enhancement completed to support academic excellence.

#### **Suggestion: Conduction of class work virtually and procurement of learning management system**

**Action taken:** Class work has been conducted virtually, and a Learning Management System has been procured and implemented to enhance online teaching, learning, and academic management.

#### **Suggestion: Student Induction Program**

**Action taken:** Based on members' suggestions, the college held an Induction program in August 2021 with interactive sessions, campus tours, and motivational talks to help new students connect with the campus community.

#### **Suggestion: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2021-2022**

**Action Taken:** The administration has begun the recruitment process for additional faculty to maintain the optimal FSR for 2021-2022. Advertisements are published, and applications are under review. An FSR review for 2020-2021 has been completed, with a recruitment plan in place for the required departments. Faculty development programs and teaching resources are being aligned with this process.



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## **Item No.2: Planning of NSS Activities**

The NSS Coordinator outlined the annual activity plan, including a blood donation camp, the Haritha Haram plantation drive, and awareness programs. These initiatives promote social responsibility and community service, with execution details to be shared with relevant departments.

## **Item No.3: Training and Placement**

The Placement Coordinator proposed training sessions on communication skills and aptitude for third-year B. Tech students, along with pre-assessment tests for final-year students. These initiatives aim to enhance placement readiness and reflect the institution's commitment to career development.

## **Item No.4: Progress report of Research and development centre**

Dean, Research and Development presented the progress report of center for the Academic Year 2020- 21. The summary of research activities as follows,

- Total publications 84
- Journal publications 22
- Conference publications 59
- H index of 16
- Citation counts of 235
- I-10 index of 30

## **Item No.5: Organization of webinars, FDPs and seminars on latest trends in engineering and management**

The institution plans to organize webinars, Faculty Development Programs (FDPs), and seminars on emerging trends in engineering and management. These initiatives aim to enhance knowledge exchange, keep participants updated on industry advancements, and support continuous professional development.

## **Item No.7: Attainment of course outcomes, Program outcomes and program specific outcomes**

The IQAC Coordinator presented a comprehensive impact analysis, highlighting achievements, areas for improvement, and strategies for quality enhancement. Emphasizing continuous improvement, the analysis reinforced the institution's commitment to academic excellence and operational efficiency.



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The Meeting concluded with thanks to the members

| S. No | Name                      | Portfolio   | Signature |
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| 2     | Ms. Anushreya Reddy       | Member      |           |
| 3     | Mr. K. Naga Bhushanam     | Member      |           |
| 4     | Dr. B. Ravi Prasad        | Member      |           |
| 5     | Dr. G. Narsing rao        | Member      |           |
| 6     | Dr. G. Amarnath           | Member      |           |
| 7     | Dr. V. Vara lakshmi       | Member      |           |
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| 18    | Mrs. Ch. Sravani          | Member      |           |
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| 27    | Mr. K. Satyanarayana      | Member      |           |
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|----|-----------------------|----------|-------------------------|
| 30 | Mr. D. Lokesh Kumar   | Member   | <i>Lokesh</i>           |
| 31 | Mrs. S.K. Hima bindhu | Member   | <i>S.K. Hima Bindhu</i> |
| 32 | Mrs. K. Chaithanya    | Convener | <i>K. Chaithanya</i>    |



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## CIRCULAR

Date: 09.12.2021

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 10.12.2021 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

### **Agenda for the Meeting:**

1. Approval of Minutes of meeting held on September 2021
2. To discuss about collaborations and getting MoUs from external academic and research Institutions, companies etc.
3. Discussion on academic calendar for next session
4. Discussion on results
5. Encouraging the faculty to enroll for NEP programmes

  
Principal

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## INTERNAL QUALITY ASSURANCE CENTRE

### MINUTES OF THE MEETING

Dr. K. Venkateswara Reddy Principal, and Chairperson IQAC, welcomed the IQAC members for the Quarterly meeting held on 10.12.2021.

**The following members were present:**

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| 2     | Ms. Anushreya Reddy       | Secretary   | Member      |
| 3     | Mr. K. Naga Bushanam      | Controller of Examination                                     | Member      |
| 4     | Dr. B. Ravi Prasad        | Dean of Academics and HOD<br>Computer Science and Engineering | Member      |
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| 8     | Mr. Y. Appa rao           | Dean of Student Affairs                                       | Member      |
| 9     | Mrs. K. Sravanthi         | Dean of Student council & clubs                               | Member      |
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| 11    | Mr. R. Srinivas Reddy     | Dean of Public & Brand building                               | Member      |
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| 16    | Dr. M. Saravanan          | HOD, Civil Engineering  | Member      |
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| 19 | Mrs. D. Bhavya Varma   | HOD, Computer Science and Engineering (AI&ML)          | Member   |
| 20 | Dr. Vignesh            | HOD, Computer Science and Engineering (Cyber Security) | Member   |
| 21 | Dr. K. Ashok           | HOD, Freshman Engineering                              | Member   |
| 22 | Dr. K. Veeraiah        | HOD, Master of business administration                 | Member   |
| 23 | Mr. R. Hemanth         | Senior Software engineer, IBM, Industrialist           | Member   |
| 24 | Mr. V. Sandeep         | CEO, ARCEDO Systems, Industrialist                     | Member   |
| 25 | Mr. P. Sameer Kumar    | Manager, Learning Links Foundation, Alumni             | Member   |
| 26 | Sri. D. Narayana rao   | Rtd. Senior Non-commissioned officer (NCO) stakeholder | Member   |
| 27 | Mr. K. Satyanarayana   | Municipal Commissioner, Dundigal                       | Member   |
| 28 | Ms. M. Navya           | B. Tech-VII Semester (ECE)                             | Member   |
| 29 | Mr. A. Sai kiran Reddy | B. Tech –IV Semester (IT)                              | Member   |
| 30 | Mr. D. Lokesh Kumar    | MBA – III Semester                                     | Member   |
| 31 | Mrs. S.K. Hima bindhu  | Associate Dean, IQAC                                   | Member   |
| 32 | Mrs. K. Chaithanya     | Dean of IQAC   | Convener |

IQAC Co Ordinator following points were discussed in the Meeting

**Item No.1: Approval of Minutes of meeting held on September 2021**

**Item No.2: To discuss about collaborations and getting MoUs from external academic and research Institutions, companies etc**

**Item No.3: Discussion on academic Calendar for next session**

**Item No.4: Review and Analysis of Semester Results**



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## **Item No.5: Encouraging the faculty to enroll for NEP program**

Chairperson Initiated to discuss on the following items of agenda

### **Item No.1: Approval of Minutes of meeting held on September 2021**

#### **Suggestion: Planning of NSS Activities**

**Action taken:** The NSS Coordinator, Concerned Departments, and Student Volunteers will monitor and evaluate student participation and engagement in NSS activities, assess the impact of initiatives on students and the community, and implement necessary improvements based on feedback to enhance future programs.

#### **Suggestion: Training and Placement**

**Action taken:** Skill development programs, industry collaborations, internship opportunities, and recruitment drives have been successfully implemented to enhance training and placement outcomes.

#### **Suggestion: Progress report of Research and development activities**

**Action Taken:** The Research and Development Centre achieved 104 publications in 2022-23. Future goals include increasing faculty involvement in high-impact journals, fostering collaborations, securing funding, and enhancing international conference participation. The Centre will focus on improving the H-index and I-10 index, while promoting visibility through platforms like Google Scholar.

#### **Suggestion: Organization of webinars, FDPs and seminars on latest trends in engineering and management**

**Action taken:** Webinars, Faculty Development Programs (FDPs), and seminars on the latest trends in engineering and management have been successfully organized to enhance knowledge sharing and professional development.



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## **Item No.2: To discuss about collaborations and getting MoUs from external academic and research Institutions, companies etc**

We aim to establish strategic collaborations and MoUs with leading academic, research, and industry partners to drive innovation, expertise exchange, and joint research. These partnerships foster mutual growth and contribute to addressing global challenges.

## **Item No.3: Discussion on academic calendar for next session**

A discussion on the academic calendar for the next session focused on outlining key dates for the commencement of classes, examinations, holidays, and other academic activities. The meeting emphasized the importance of aligning the schedule with institutional goals and ensuring a balanced timeline to support effective teaching, learning, and student engagement.

## **Item No.4: Review and Analysis of Semester Results**

A discussion on semester results should look at important factors like student performance, teaching quality, and course effectiveness. Reviewing these areas can help identify strengths and areas that need improvement. Giving feedback and planning ahead will help solve challenges and improve academic results.

## **Item No.5: Encouraging the faculty to enroll for NEP program**

Encouraging faculty participation in National Education Policy (NEP) programs is essential for aligning our institution with current educational trends. These programs will enable faculty to adopt innovative teaching strategies, integrate technology, and promote holistic, skill-based learning, contributing to their professional development and enhancing student outcomes.



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The following Members were Present.

| S. No | Name                      | Portfolio   | Signature |
|-------|---------------------------|-------------|-----------|
| 1     | Dr. K. Venkateswara Reddy | Chairperson |           |
| 2     | Ms. Anushreya Reddy       | Member      |           |
| 3     | Mr. K. Naga Bhushanam     | Member      |           |
| 4     | Dr. B. Ravi Prasad        | Member      |           |
| 5     | Dr. G. Narsing rao        | Member      |           |
| 6     | Dr. G. Amarnath           | Member      |           |
| 7     | Dr. V. Vara lakshmi       | Member      |           |
| 8     | Mr. Y. Appa rao           | Member      |           |
| 9     | Mrs. K. Sravanthi         | Member      |           |
| 10    | Mr. I. Adum Babu          | Member      |           |
| 11    | Mr. R. Srinivas Reddy     | Member      |           |
| 12    | Dr. Manikannan            | Member      |           |
| 13    | Mrs. M. Aruna             | Member      |           |
| 14    | Mr. U. Sudhakar           | Member      |           |
| 15    | Dr. N. Srinivas           | Member      |           |
| 16    | Dr. M. Saravanan          | Member      |           |
| 17    | Dr. A. Vinod              | Member      |           |
| 18    | Mrs.Ch. Sravani           | Member      |           |
| 19    | Mrs. D. Bhavya Varma      | Member      |           |
| 20    | Dr. Vignesh               | Member      |           |
| 21    | Dr. K. Ashok              | Member      |           |
| 22    | Dr. K. Veeraiah           | Member      |           |
| 23    | Mr. R. Hemanth            | Member      |           |
| 24    | Mr. V. Sandeep            | Member      |           |
| 25    | Mr. P. Sameer kumar       | Member      |           |
| 26    | Sri. D. Narayana rao      | Member      |           |
| 27    | Mr. K. Satyanarayana      | Member      |           |
| 28    | Ms. M. Navya              | Member      |           |



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|    |                        |          |                         |
|----|------------------------|----------|-------------------------|
| 29 | Mr. A. Sai kiran Reddy | Member   | <i>Sai</i>              |
| 30 | Mr. D. Lokesh varma    | Member   | <i>Lokesh</i>           |
| 31 | Mrs. S.K. Hima bindhu  | Member   | <i>S.K. Hima Bindhu</i> |
| 32 | Mrs. K. Chaithanya     | Convener | <i>K. Chaithanya</i>    |



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## CIRCULAR

Date: 07.03.2022

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 08.03.2022 at 11:00 AM in the board room. All members are requested to adjust their schedules accordingly to ensure their participation.

### **Agenda for the Meeting:**

1. Approval of Minutes of meeting held on December 2021
2. Review of Academic Quality
3. Quality Initiatives
4. Infrastructure and Facilities
5. Annual performance of Institution Innovation cell
6. Discussion on Budget Utilization 2021-22 and proposal 2022-2023

  
Principal

### **Copy to:**

1. All Deans/HODs/Establishment section.
2. All the members of the Committee.
3. Administrative Office.



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## INTERNAL QUALITY ASSURANCE CENTRE

### MINUTES OF THE MEETING

Dr. K. Venkateswara Reddy Principal, and Chairperson IQAC, welcomed the IQAC members for the Quarterly meeting held on 08.03.2022.

**The following members were present:**

| S. No | Name                      | Designation   | Portfolio   |
|-------|---------------------------|---|-------------|
| 1     | Dr. K. Venkateswara Reddy | Principal   | Chairperson |
| 2     | Ms. Anushreya Reddy       | Secretary   | Member      |
| 3     | Mr. K. Naga Bushanam      | Controller of Examination                                     | Member      |
| 4     | Dr. B. Ravi Prasad        | Dean of Academics and HOD<br>Computer Science and Engineering | Member      |
| 5     | Dr. G. Narsing rao        | Dean of Research and Development                              | Member      |
| 6     | Dr. G. Amarnath           | Dean of Innovation and Incubation<br>Centre                   | Member      |
| 7     | Dr. V. Vara lakshmi       | Dean of Research external project &<br>schemes                | Member      |
| 8     | Mr. Y. Appa rao           | Dean of Student Affairs                                       | Member      |
| 9     | Mrs. K. Sravanthi         | Dean of Student council & clubs                               | Member      |
| 10    | Mr. I. Adum Babu          | Dean of HR  | Member      |
| 11    | Mr. R. Srinivas Reddy     | Dean of Public & Brand building                               | Member      |
| 12    | Dr. Manikannan            | HOD Information Technology                                    | Member      |
| 13    | Mr. R. Mallikarjuna       | HOD, Computer Science and<br>Information Technology           | Member      |
| 14    | Mr. U. Sudhakar           | HOD, Mechanical Engineering                                   | Member      |
| 15    | Dr. N. Srinivas           | HOD, Electronics and Communication<br>Engineering             | Member      |
| 16    | Dr. M. Saravanan          | HOD, Civil Engineering  | Member      |
| 17    | Dr. A. Vinod              | HOD, Electrical and Electronics<br>Engineering                | Member      |



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|    |                        |  |          |
|----|------------------------|--|----------|
| 18 | Mrs. Ch. Sravani       | HOD, Computer Science and Engineering (Data Science)   | Member   |
| 19 | Dr. Parvez             | HOD, Computer Science and Engineering (AI&ML)          | Member   |
| 20 | Dr. Vignesh            | HOD, Computer Science and Engineering (Cyber Security) | Member   |
| 21 | Dr. K. Ashok           | HOD, Freshman Engineering                              | Member   |
| 22 | Dr. K. Veeraiah        | HOD, Master of business administration                 | Member   |
| 23 | Mr. R. Hemanth         | Senior Software engineer, IBM, Industrialist           | Member   |
| 24 | Mr. V. Sandeep         | CEO, ARCEDO Systems, Industrialist                     | Member   |
| 25 | Mr. P. Sameer Kumar    | Manager, Learning Links Foundation, Alumini            | Member   |
| 26 | Sri. D. Narayana rao   | Rtd. Senior Non-commissioned officer (NCO) stakeholder | Member   |
| 27 | Mr. K. Satyanarayana   | Municipal Commissioner, Dundigal                       | Member   |
| 28 | Ms. M. Navya           | B. Tech-VII Semester (ECE)                             | Member   |
| 29 | Mr. A. Sai kiran Reddy | B. Tech –IV Semester (IT)                              | Member   |
| 30 | Mr. D. Lokesh varma    | MBA – III Semester                                     | Member   |
| 31 | Mrs. S.K. Hima bindhu  | Associate Dean, IQAC                                   | Member   |
| 32 | Mrs. K. Chaithanya     | Dean of IQAC   | Convener |

IQAC Co Ordinator following points were discussed in the Meeting

**Item No.1: Approval of Minutes of meeting held on December 2021**

**Item No.2: Review of Academic Quality**

**Item No.3: Quality Initiatives**

**Item No.4: Infrastructure and Facilities**

**Item No.5: Annual performance of Institution Innovation cell**

**Item No.6: Discussion on Budget Utilization 2021-22 and proposal 2022-2023**



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**Chairperson Initiated to discuss on the following items of agenda**

**Item No.1:** Approval of Minutes of meeting held on December 2021

**Suggestion:** To discuss about collaborations and getting MoUs from external academic and research Institutions, companies etc

**Action taken:** Collaborations have been established, and Memorandums of Understanding (MoUs) have been successfully secured with external academic and research institutions, along with industry partners, to promote knowledge exchange and innovation.

**Suggestion:** Discussion on academic calendar for next session.

**Action Taken:** The IQAC reviewed and suggested adjustments to the 2022-2023 academic calendars for better alignment with faculty and student schedules. The Dean of Academics made the revisions, and the revised calendar was approved and circulated to all departments.

**Suggestion:** Review and Analysis of Semester Results.

**Action taken:** A systematic review and analysis of semester results have been conducted, performance trends have been identified, and academic improvements have been implemented to enhance student outcomes.

**Suggestion:** Encouraging the faculty to enroll for NEP program

**Action taken:** Faculty enrollment in the NEP program has been successfully encouraged through awareness sessions, guidance, and institutional support to enhance their professional development.

**Item No.2: Review of Academic Quality**

- Discussion on the implementation of the Academic Quality Assurance Framework.
- Analysis of student feedback and performance data.
- Review of faculty teaching effectiveness and workload.
- Assessment of curriculum relevance and industry linkages



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## **Item No.3: Quality Initiatives**

- Advanced laboratories to be added in the curriculum
- Internship to be mandatory in the curriculum and assign some credits
- Value added courses to be identified in relevance to the present industry requirements
- Conduction of Induction program for both students and faculty members
- Special language communication classes for students who joined from rural background
- Establishment of skill enhancement and research consultancy division for effective functioning
- Increase number of awareness programs on outreach and inclusive activities
- Regular audit of physical and academic supporting facilities
- Improve Student participation in sports and cultural events organized by the national and interstate/University level

## **Item No.4: Infrastructure and Facilities**

We are here to discuss our infrastructure facilities, including classrooms, laboratories, and the library, ensuring they meet academic standards. This involves reviewing maintenance procedures, identifying and addressing any gaps, and exploring future improvements and expansions aligned with institutional growth.

## **Item No.5: Annual performance of Institution Innovation cell**

The Dean of the Institution's Innovation Council (IIC) presented the annual performance report for the academic year 2021-2022. The presentation highlighted key achievements, initiatives, and contributions of the IIC in fostering innovation and entrepreneurship within the institution.

## **Item No.6: Discussion on Budget Utilization 2021-22 and proposal 2022-2023**

The meeting discusses the budget utilization for the A.Y. 2021-22 across all departments, ensuring the submission of reports within the designated deadline. Furthermore, budget proposals for the academic year 2022-23 were deliberated, underscoring the necessity of adherence to the stipulated submission timeline.



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The following Members were Present

| S. No | Name                      | Portfolio   | Signature |
|-------|---------------------------|-------------|-----------|
| 1     | Dr. K. Venkateswara Reddy | Chairperson |           |
| 2     | Ms. Anushreya Reddy       | Member      |           |
| 3     | Mr. K. Naga Bhushanam     | Member      |           |
| 4     | Dr. B. Ravi Prasad        | Member      |           |
| 5     | Dr. G. Narsing rao        | Member      |           |
| 6     | Dr. G. Amarnath           | Member      |           |
| 7     | Dr. V. Vara lakshmi       | Member      |           |
| 8     | Mr. Y. Appa rao           | Member      |           |
| 9     | Mrs. K. Sravanthi         | Member      |           |
| 10    | Mr. I. Adum Babu          | Member      |           |
| 11    | Mr. R. Srinivas Reddy     | Member      |           |
| 12    | Dr. Mani Kannan           | Member      |           |
| 13    | Mr. R. Mallikarjuna       | Member      |           |
| 14    | Mr. U. Sudhakar           | Member      |           |
| 15    | Dr. N. Srinivas           | Member      |           |
| 16    | Dr. M. Saravanan          | Member      |           |
| 17    | Dr. A. Vinod              | Member      |           |
| 18    | Mrs. Ch. Sravani          | Member      |           |
| 19    | Dr. Parvez                | Member      |           |
| 20    | Dr. Vignesh               | Member      |           |
| 21    | Dr. K. Ashok              | Member      |           |
| 22    | Dr. K. Veeraiah           | Member      |           |
| 23    | Mr. R. Hemanth            | Member      |           |
| 24    | Mr. V. Sandeep            | Member      |           |
| 25    | Mr. P. Sameer kumar       | Member      |           |
| 26    | Sri. D. Narayana rao      | Member      |           |
| 27    | Mr. K. Satyanarayana      | Member      |           |
| 28    | Ms. M. Navya              | Member      |           |



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|    |                         |          |                  |
|----|-------------------------|----------|------------------|
| 29 | Mrs. A. Sai kiran Reddy | Member   | Sai              |
| 30 | Mrs. D. Lokesh varma    | Member   | Lokesh           |
| 31 | Mrs. S.K. Hima bindhu   | Member   | S.K. Hima Bindhu |
| 32 | Mrs. K. Chaithanya      | Convener | K. Chaithanya    |