

# 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: 07.06.2022

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 09.06.2022 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. Action taken report for previous minutes
2. Academic Calendar for the Academic year 2022-2023
3. Student induction program for First B. Tech students
4. Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2022-2023
5. Placement Statistics
6. Infrastructure and facilities

  
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 09.06.2022.

**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 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 Centre	Member
7	Dr. V. Vara Lakshmi	Dean of Research external project & 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	Mrs. Leela Sravanthi	HOD Information Technology	Member
13	Mr. R. Mallikarjuna	HOD, Computer Science and Information Technology	Member
14	Mr. U. Sudhakar	HOD, Mechanical Engineering	Member
15	Dr. N. Srinivas	HOD, Electronics and Communication Engineering	Member
16	Dr. M. Saravanan	HOD, Civil Engineering	Member



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17	Dr. A. Vinod	HOD, Electrical and Electronics Engineering	Member
18	Dr. B. Rebecca	HOD, Computer Science and Engineering (Data Science)	Member
19	Dr. Parvez	HOD, Computer Science and Engineering (AI&ML)	Member
20	Ms. K. Jayasri	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	Mr. M. Adithya	B. Tech-VII Semester (Mechanical)	Member
29	Ms. K. Vidya Bharathi	B. Tech – VII Semester (ECE)	Member
30	Mr. E. Jagadish	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: Action taken for previous minutes**

**Item No. 2: Academic Calendar for the Academic year of 2022-2023**

**Item No. 3: Student induction program for First B. Tech students**



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**Item No. 4: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y.  
2022- 2023**

**Item No.5: Placement Statistics**

**Item No.6: Infra structure and Facilities**

**Item No.1: Action taken for previous minutes**

**Suggestion: Review of Academic Quality**

**Action taken:** A task force has been formed to implement the Academic Quality Assurance Framework across departments, with regular reviews to ensure compliance. Student feedback has been analyzed, and action plans are being developed to improve teaching and student support. Faculty effectiveness has been assessed, leading to the proposal of a revised workload distribution model. Curriculum committees are revising programs to align with industry needs, while collaborations with businesses and experts are being strengthened to enhance input and expand internship opportunities.

**Suggestion: Quality Initiatives**

**Action taken:** Reviewing the advanced labs proposal, making internships mandatory with credits, and developing value-added courses. Induction programs are planned, and special language classes for rural students have been introduced. A proposal for a Skill Enhancement and Research Division is underway, while awareness programs and facility audits are being planned. The student engagement office is working to boost event participation.

**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.

**Suggestion: Annual Performance IIC**

**Action taken:** The suggestions from the Dean of the IIC on the 2021-2022 annual report have been reviewed. In response, the institution enhanced innovation by partnering with external hubs and expanding the mentorship program. Additional workshops and a new funding model for student start-ups were introduced. A streamlined reporting system and a dedicated fund for IIC projects were also established to support sustainable growth in innovation and entrepreneurship.



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## **Suggestion: Discussion on Budget Utilization 2021-22 and proposal 2022-2023**

**Action taken:** Departments have been reminded to submit budget utilization reports for A.Y. 2021-22 by the deadline, with follow-up actions to ensure timely and accurate submissions. Additionally, departments have been notified of the submission deadlines for the 2022-23 budget proposals, with a reminder to be sent one week before the due date.

## **Item No.2: Academic Calendar for the Academic year of 2022-2023**

The Dean of Academics presented the tentative academic calendar for 2022-2023, detailing semester schedules, examination timelines, holidays, and academic activities. The calendar is designed to ensure seamless academic operations.

## **Item No.3: Student induction program for First B. Tech students**

An induction program is scheduled to be conducted in the First week of November 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. 4: Recruitment of New faculty in order to maintain faculty-student ratio for A.Y. 2022- 2023**

The IQAC Coordinator has recommended the recruitment of additional faculty members for the academic year 2024-2025 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.

## **Item No.5: Placement Statistics A.Y. 2021-2022**

The Placement and Training Cell presented the placement statistics for the academic year 2021-2022. Leading companies, including Revature, Accenture, Wipro, Zen Technologies, Hexaware, Capgemini, and Sapiens, offered students job opportunities with competitive salary packages. A total of 727 job offers were made during the year.

## **Item No.6: Infra structure 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.



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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	
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9	Mrs. K. Sravanthi	Member	
10	Mr. I. Adum Babu	Member	
11	Mr. R. Srinivas Reddy	Member	
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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	Dr. B. Rebecca	Member	
19	Dr. Parvez	Member	
20	Ms. K. Jayasri	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	



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28	Mr. M. Adithya	Member	<i>Ag</i>
29	Mrs. K. Vidya Bharathi	Member	<i>Vidya</i>
30	Mr. E. Jagadish	Member	<i>Jagadish</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: 10.09.2022

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 12.09.2022 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. Action taken report for Previous Minutes
2. Proposal for Conducting Traditional/fresher's Day in December
3. Attainment of course outcomes, program outcomes & program specific outcomes
4. Progress report of research and development activities
5. Review on NBA

  
Principal

Copy to:

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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 12.09.2022.

**The following members were present:**

S. No	Name	Designation	Portfolio
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2	Ms. Anushreya Reddy	Secretary	Member
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IQAC Co Ordinator following points were discussed in the Meeting

**Item No.1: Action taken report for previous minutes**

**Item No.2: Proposal for Conducting Traditional/fresher's Day in December**

**Item No.3: Attainment of course outcomes, program outcomes & program specific outcomes**

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

**Item No.5: Review on NBA**



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Chairperson Initiated to discuss on the following Agenda

## **Item No.1: Action taken report for previous minutes**

IQAC appraised the members and present the action taken report in accordance with the resolution/suggestions made.

### **1. Suggestion:** Academic Calendar for the Academic year of 2022-2023

**Action Taken:** The academic calendar for 2022-2023 was approved with minor adjustments, including buffer days before exams. Examination and holiday timelines were finalized, and the calendar was shared with departments for implementation. A follow-up will be done in the next meeting to ensure smooth execution.

### **2. Suggestion:** Student Induction Program

**Action Taken:** A task force has been formed to implement the Academic Quality Assurance Framework across departments, with regular reviews to ensure compliance. Student feedback has been analyzed, and action plans are being developed to improve teaching and student support. Faculty effectiveness has been assessed, leading to the proposal of a revised workload distribution model. Curriculum committees are revising programs to align with industry needs, while collaborations with businesses and experts are being strengthened to enhance input and expand internship opportunities.

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

2022- 2023

**Action Taken:** The administration has begun the recruitment process for additional faculty to maintain the optimal FSR for 2024-2025. Advertisements are published, and applications are under review. An FSR review for 2023-2024 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.

### **4. Suggestion:** Placement Statistics A.Y. 2021-2022

**Action Taken:** The Placement and Training Cell enhanced partnerships with companies like Accenture, Wipro, and Capgemini to increase job opportunities. Efforts were made to improve pre-placement training and conduct regular follow-ups with companies to secure competitive offers. A review of placement strategies was also carried out to improve student engagement and company interaction.

### **5. Suggestion:** Infra structure and Facilities

**Action Taken:** Members reviewed infrastructure, including classrooms, labs, and the library, and suggested improvements. Maintenance schedules were reviewed, with



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immediate upgrades to seating and lab equipment. A plan for library expansion and future facility enhancements is underway to meet institutional needs.

## **Item No.2: Proposal for Conducting Traditional/Fresher's Day in December**

As the new academic session begins, I would like to propose organizing the Traditional/Fresher's Day in December first week 2022. This event will provide a warm welcome to new students while embracing our cultural heritage. The event-related budget, venue, and schedule require discussion and finalization.

## **Item No.3: Attainment of course outcomes, program outcomes & program specific outcomes**

The IQAC Coordinator has outlined the guidelines for the attainment of Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs). These guidelines are designed to ensure alignment with academic objectives and to facilitate the systematic evaluation of student performance. All departments are required to adhere to these guidelines to maintain consistency and achieve the desired educational outcomes. Timely implementation and regular assessment are crucial for continuous improvement in academic quality.

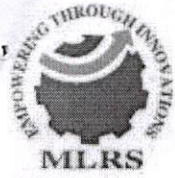
## **Item No.4: Progress report of research and development activities**

Dean, Research and Development presented the progress report of center for the Academic Year 2021- 22. The summary of research activities as follows,

- Total publications 104
- Journal publications 29
- Conference publications 71
- H index of 19
- Citation counts of 397
- I-10 index of 40

## **Item No.5: Review on NBA**

The progress of NBA-related work was reviewed, with Heads of Departments (HODs) presenting the Self-Assessment Report (SAR), which was evaluated along with constructive suggestions for improvement. The review adhered to NBA guidelines, reinforcing the accreditation process and promoting continuous quality enhancement.



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22	Dr. K. Veeraiah	Member	O.C.
23	Mr. R. Hemanth	Member	Hemanth
24	Mr. V. Sandeep	Member	Sandeep
25	Mr. P. Sameer kumar	Member	Sameer
26	Sri. D. Narayana rao	Member	Narayana
27	Mr. K. Satyanarayana	Member	Satyanarayana
28	Mr. M. Adithya	Member	Adithya
29	Ms. K. Vidya Bharathi	Member	Vidya
30	Mr. E. Jagadish	Member	Jagadish
31	Mrs. S.K. Hima bindhu	Member	S.K. Hima Bindhu
32	Mrs. K. Chaithanya	Convener	K. Chaithanya



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## CIRCULAR

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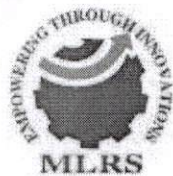
### **Agenda for the meeting:**

1. Action taken report for previous minutes
2. Submission of Course files
3. Preparation for pre qualifier of NBA
4. Discussion on academic Calendar for next session
5. Submission of Curricular and Co-curricular activities
6. Encouraging the faculty to enroll for NEP program
7. Scheduled NBA Inspection for the First Week of February

  
Principal

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IQAC Co Ordinator following points were discussed in the Meeting

**Item No.1: Action taken report for previous minutes**

**Item No.2: Submission of Course files**

**Item No.3: Preparation for pre qualifier of NBA**

**Item No.4: Discussion on academic Calendar for next session**

**Item No.5: Submission of Curricular and Co-curricular activities**



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**Item No.6: Encouraging the faculty to enroll for NEP program**

**Item No.7: Scheduled NBA Inspection for the First Week of February**

**Chairperson Initiated to discuss on the following Agenda**

**Item No.1: Action taken report for previous minutes**

**1. Suggestion:** Student induction program for First B. Tech students

**Action Taken:** The Student Induction Program for First B. Tech students (1st–15th September, 2023) included presentations from the Principal and Deans, department-specific sessions with industry experts, and discussions on human values and ethics. The program received positive feedback and met its objectives, helping students understand their academic and career paths.

**2. Suggestion:** Proposal for Conducting Traditional/Fresher's Day in December

**Action Taken:** The proposal to hold the Traditional/Fresher's Day in December 2022 was approved. The budget, covering venue and logistics, was reviewed and approved. The main auditorium has been booked, and the event schedule is being finalized. A committee is overseeing the planning, with next steps including finalizing the program, budget, and promotion.

**3. Suggestion:** Attainment of course outcomes, program outcomes & program specific outcomes

**Action Taken:** Guidelines for attaining COs, POs, and PSOs have been shared with departments, focusing on alignment with academic goals. Departments must integrate these outcomes into curricula, with measurable assessments. A timeline for implementation is set, with regular monitoring and a robust assessment system in place. Departments will report progress to IQAC, and faculty will receive training to ensure consistency and academic excellence.

**4. Suggestion:** Progress report of research and development center

**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.

**5. Suggestion:** Review on NBA

**Action Taken:** The Self-Assessment Reports (SAR) were reviewed per NBA guidelines, identifying areas for improvement. Suggestions were made to enhance documentation, refine metrics, and align activities with NBA standards. Each department has created an improvement plan, and workshops, along with follow-up meetings, are scheduled to



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support continuous quality development. Proposed improvements will be implemented promptly, with ongoing feedback to strengthen the accreditation process.

## **Item No.2: Submission of Course files**

The submission of course files to IQAC is essential to ensure that the CO-PO mapping and course requirements are met effectively. These files must include all relevant materials, such as syllabi, session plans, Bloom's Taxonomy, and assessment tools, all aligned with the prescribed curriculum to maintain academic standards and foster continuous quality improvement.

## **Item No.3: Preparation for pre qualifier of NBA**

The preparation for the pre-qualifier of NBA accreditation is underway. The Mechanical, Civil, ECE, and CSE departments are scheduled for a criteria-wise mock inspection to evaluate and improve documentation. This process will help identify areas for enhancement and ensure alignment with NBA accreditation standards.

## **Item No.4: 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.5: Submission of Curricular and Co-curricular activities**

All coordinators are requested to ensure the submission of curricular and co-curricular activities from their respective departments. This process is essential for the effective tracking and evaluation of student involvement in both academic and extracurricular activities. Please ensure that all necessary documentation is submitted by the specified deadline for proper review and record-keeping.

## **Item No.6: 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.

## **Item No.7: Scheduled NBA Inspection for the First Week of February**

The NBA inspection is scheduled for the first week of February, and it is essential for all departments to review their documentation, teaching methodologies, and infrastructure to ensure



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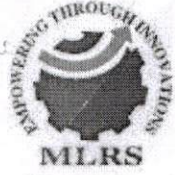
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alignment with NBA standards. Mock inspections will help identify gaps, with faculty involvement crucial for ensuring accreditation readiness and continuous quality improvement.

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	Mrs. Leela Sravanthi	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	Dr. B. Rebecca	Member	
19	Dr. Parvez	Member	
20	Ms. K. Jayasri	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	



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26	Sri. D. Narayana rao	Member	<i>See</i>
27	Mr. K. Satyanarayana	Member	<i>Satyanarayana</i>
28	Mr. M. Adithya	Member	<i>Ag</i>
29	Ms. K. Vidya Bharathi	Member	<i>Vidya</i>
30	Mr. E. Jagadish	Member	<i>Jagadish</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: 10.03.2023

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 13.03.2023 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. Action taken report for previous minutes
2. Planning of Faculty Development Program (FDP) During Summer Vacation
3. Quality Initiatives
4. Discussion on Budget Utilization 2022-23 and proposal 2023-2024
5. Training and Placement
6. Annual performance of Institution Innovation cell

  
Principal

### Copy to:

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



**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 13.03.2023.

**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 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 Centre	Member
7	Dr. V. Vara Lakshmi	Dean of Research external project & 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	Mrs. Leela Sravanthi	HOD Information Technology	Member
13	Mr. R. Mallikarjuna	HOD, Computer Science and Information Technology	Member
14	Mr. U. Sudhakar	HOD, Mechanical Engineering	Member
15	Dr. N. Srinivas	HOD, Electronics and Communication Engineering	Member
16	Dr. M. Saravanan	HOD, Civil Engineering	Member



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17	Dr. A. Vinod	HOD, Electrical and Electronics Engineering	Member
18	Dr. B. Rebecca	HOD, Computer Science and Engineering (Data Science)	Member
19	Dr. Parvez	HOD, Computer Science and Engineering (AI&ML)	Member
20	Ms. K. Jayasri	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	Mr. M. Adithya	B. Tech-VII Semester (Mechanical)	Member
29	Ms. K. Vidya Bharathi	B. Tech – VII Semester (ECE)	Member
30	Mr. E. Jagadish	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:** Action taken report for previous minutes

**Item No.2:** Planning of Faculty Development Program (FDP) During Summer Vacation

**Item No.3:** Quality Initiatives



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**Item No.4:** Discussion on Budget Utilization 2022-23 and proposal 2023-2024

**Item No.5:** Training and Placement

**Item No.6:** Annual performance of Institution Innovation cell

**Chairperson Initiated to discuss on the following Agenda**

**Item No.1: Action taken report for previous minutes**

**1. Suggestion:** Submission of Course files

**Action Taken:** Departments have been instructed to submit complete course files, including syllabi, session plans, Bloom's Taxonomy, and assessment tools, for CO-PO mapping and curriculum alignment. Files are being reviewed to ensure academic standards and continuous improvement, with regular monitoring for timely submission.

**2. Suggestion:** Preparation for pre qualifier of NBA

**Action Taken:** The Mechanical, Civil, ECE, and CSE departments are reviewing documentation and conducting mock inspections to ensure alignment with NBA standards, identify gaps, and make necessary improvements for accreditation readiness.

**3. 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.

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

**Action Taken:** All department coordinators have been reminded to submit the necessary documentation for curricular and co-curricular activities by the specified deadline. The submission process is being monitored to ensure timely compliance, and follow-up reminders will be sent to guarantee proper documentation for tracking, evaluation, and record-keeping.

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

**Action Taken:** Informational sessions raised NEP awareness, with faculty supported in enrollment and integration. Follow-up tracking ensured participation, leading to improved teaching, technology use, and holistic learning.

**6. Suggestion:** Scheduled NBA Inspection for the First Week of February

**Action Taken:** To prepare for the NBA inspection in February, all departments are reviewing and updating their documentation, teaching methods, and infrastructure. Mock



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inspections are underway, with faculty involvement to ensure readiness. A follow-up meeting will track progress and address any issues.

## **Item No.2: Planning of Faculty Development Program (FDP) During Summer Vacation**

The planning of the Faculty Development Program (FDP) during summer vacation aims to enhance faculty skills, update them on emerging trends, and improve teaching methodologies. It focuses on professional growth, research advancements, and industry-academic collaboration, ensuring continuous learning and development for educators.

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

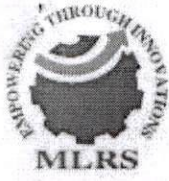
- Advanced laboratories to be added in the curriculum
- Internship to be mandatory in the curriculum and assign some credits
- Value added courses to be identified in relevance to the present industry requirements
- Conduction of Induction program for both students and faculty members
- Special language 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: Discussion on Budget Utilization 2022-23 and proposal 2023-2024**

The meeting discusses the budget utilization for the A.Y. 2022-23 across all departments, ensuring the submission of reports within the designated deadline. Furthermore, budget proposals for the academic year 2023-24 were deliberated, underscoring the necessity of adherence to the stipulated submission timeline.

## **Item No.5: Training and Placement**

The Placement Coordinator proposed organizing focused training sessions for B. Tech third-year students to enhance their skill sets and prepare them for future placement opportunities. Additionally, it was resolved to conduct placement pre-assessment tests for final-year students to evaluate their readiness and identify areas for improvement. These initiatives aim to strengthen students' competencies, align them with industry expectations, and improve overall placement outcomes. The proposed plan emphasizes a structured approach to student development, ensuring they are well-prepared for competitive recruitment processes.



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## Item No.6: Annual performance of Institution Innovation cell

The Dean of the Institution's Innovation Council (IIC) presented the annual performance report for the academic year 2022-2023. The presentation highlighted key achievements, initiatives, and contributions of the IIC in fostering innovation and entrepreneurship within the institution.

### 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 Bushanam	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	Mrs. Leela Sravanthi	Member	
13	Mr. R. Mallikarjuna	Member	
14	Mr. U. Sudhakar	Member	
15	Dr. N. Srinivas	Member	
16	Dr. M. Sarvanan	Member	
17	Dr. A. Vinod	Member	
18	Dr. B. Rebecca	Member	
19	Dr. Parvez	Member	
20	Ms. K. Jayasri	Member	
21	Dr. K. Ashok	Member	
22	Dr. K. Veeraiah	Member	
23	Mr. R. Hemanth	Member	
24	Mr. V. Sandeep	Member	



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25	Mr. P. Sameer kumar	Member	<i>Shwas</i>
26	Sri. D. Narayana rao	Member	<i>Naras</i>
27	Mr. K. Satyanarayana	Member	<i>Sauhaya</i>
28	Mr. M. Adithya	Member	<i>Ay</i>
29	Ms. K. Vidya Bharathi	Member	<i>Vidya</i>
30	Mr. E. Jagadish	Member	<i>Jagadish</i>
31	Mrs. S.K. Hima bindhu	Member	<i>S.K. Hima Bindhu</i>
32	Mrs. K. Chaithanya	Convener	<i>K. Chaithanya</i>