



# 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:20.06.2023

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 22.06.2023 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. Commencement of Academic Classes for B. Tech II, III, IV Years
3. Analysis of Student Placement (Academic Year 2022-2023)
4. Faculty NEP Program
5. Academic Calendar for the Academic Year 2023-2024
6. Faculty Development Programs
7. Student induction program for First B. Tech students

  
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 22.06.2023

**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	Dr. 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
17	Dr. A. Vinod	HOD, Electrical and Electronics Engineering	Member
18	Dr. B. Rebecca	HOD, Computer Science and Engineering (Data Science)	Member



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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. J. Lokesh Varma	B. Tech-V Semester (CSM)	Member
29	Mr. A. Amruth	B. Tech – VI Semester (IT)	Member
30	Mr. K. Prashanth	MBA – II 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:** Commencement of Academic Classes for B. Tech II, III, IV Years

**Item No.3:** Analysis of Student Placement (Academic Year 2022-2023)

**Item No.4:** Faculty NEP Program

**Item No.5:** Academic Calendar for the Academic Year 2023-2024



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**Item No.6:** Faculty Development Programs

**Item No.7:** Student induction program for First B. Tech students

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

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

**1. Suggestion: Planning of Faculty Development Program (FDP) During Summer Vacation**

**Action Taken:** The institution has planned a Faculty Development Program (FDP) during the summer vacation as per the suggestion. The schedule, topics, and resource persons are being finalized to ensure effective implementation.

**2. 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.

**3. Suggestion: Discussion on Budget Utilization 2022-23 and proposal 2023-2024**

**Action Taken:** Departments have been reminded to submit budget utilization reports for A.Y. 2022-23 by the deadline, with follow-up actions to ensure timely and accurate submissions. Additionally, departments have been notified of the submission deadlines for the 2023-24 budget proposals, with a reminder to be sent one week before the due date.

**4. Suggestion: Training and Placement**

**Action Taken:** Skill workshops for B. Tech third-year students and pre-assessment tests for final-year students were conducted. Targeted training and feedback mechanisms ensure continuous skill enhancement.

**5. Suggestion: Annual performance of Institution Innovation cell**

**Action Taken:** The suggestions from the Dean of the IIC on the 2022-2023 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



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a dedicated fund for IIC projects were also established to support sustainable growth in innovation and entrepreneurship.

## **Item No.2: Commencement of Academic Classes for B. Tech II, III, IV Years**

The academic classes for B. Tech II, III, and IV-year students will commence as per the academic calendar. Faculty members are advised to ensure smooth initiation of lectures and lab sessions, prioritizing syllabus coverage and maintaining academic quality. Students are reminded to complete registration formalities before classes begin.

## **Item No. 3: Analysis of Student Placement (Academic Year 2022-2023)**

The institution recorded excellent placements, with students securing positions in leading companies. The average salary package witnessed a significant increase compared to the previous year, reflecting the institution's strong academic foundation and industry relevance.

## **Item No. 4: Faculty NEP Program**

Faculty members are encouraged to participate in NEP training programs to align with the evolving educational framework. These programs will help faculty integrate innovative teaching strategies and enhance student learning outcomes.

## **Item No. 5: Academic Calendar for the Academic Year 2023-2024**

The Dean of Academics presented the tentative academic calendar for 2023-2024, detailing semester schedules, examination timelines, holidays, and academic activities. The calendar is designed to ensure seamless academic operations.

## **Item No. 6: Faculty Development Programs**

The institution emphasizes faculty growth through workshops, seminars, and conferences focused on teaching innovations, research methodologies, and higher education trends.

## **Item No. 7: Student induction program for First B. Tech students**

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



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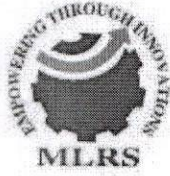
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The meeting concluded with thanks to the members

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	Dr. 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	
26	Sri. D. Narayana rao	Member	



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27	Mr. K. Satyanarayana	Member	<i>Satyanarayana</i>
28	Mr. J. Lokesh Varma	Member	<i>Lokesh</i>
29	Mr. A. Amruth	Member	<i>A</i>
30	Mr. K. Prashanth	Member	<i>Prashanth</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: 02.09.2023

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 04.09.2023 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. Allocation metric wise in charges for AQAR submission
3. Proposal for Conducting Traditional/fresher's Day in November
4. Progress report of research and development activities
5. Plan of action for academic year 2023-24

  
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 04.09.2023.

**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
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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. J. Lokesh Varma	B. Tech-V Semester (CSM)	Member
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30	Mr. K. Prashanth	MBA – II 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: Allocation metric wise in charges for AQAR submission**

**Item No.3: Proposal for Conducting Traditional/Fresher's Day in November**

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



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## Item No.5: Plan of action for academic year 2023-24

Chairperson Initiated to discuss on the following Agenda

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

#### 1. Suggestion: Commencement of Academic Classes for B. Tech II, III, IV Years

**Action Taken:** Academic classes for B. Tech II, III, and IV-year students commenced as per the academic calendar. Faculty ensured smooth initiation of lectures and labs, focusing on syllabus coverage and academic quality. Students were reminded to complete registration before classes began.

#### 2. Suggestion: Analysis of Student Placement (Academic Year 2022-2023)

**Action Taken:** The institution conducted training sessions, industry workshops, and strengthened company ties to boost placements. Placement trends are monitored to ensure continued growth in salaries and job profiles.

#### 3. Suggestion: Faculty NEP Program

**Action Taken:** Faculty members were encouraged to enroll in NEP training programs. Several have completed the sessions, applying innovative teaching strategies to enhance student learning and align with the evolving educational framework.

#### 4. Suggestion: Academic Calendar for the Academic Year 2023-2024

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

#### 5. Suggestion: Faculty Development Programs

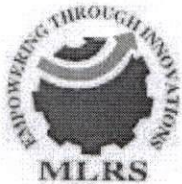
**Action Taken:** Workshops, seminars, and conferences enhanced teaching, research skills, and awareness of education trends, leading to improved faculty engagement.

#### 6. Suggestion: Orientation Day Celebrations

**Action Taken:** Based on members' suggestions, the college held an Orientation Day in August 2023 with interactive sessions, campus tours, and motivational talks to help new students connect with the campus community.

### Item No.2: Allocation metric wise in charges for AQAR submission

Dean IQAC informed the committee members about submission of AQAR 2023-24. The committee advised to allocate metric wise in charges for AQAR 2023-24 submission. The respective criteria in charges are responsible for data collection and submission.



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## **Item No.2: Student induction program for First B. Tech students**

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.3: Proposal for Conducting Traditional/Fresher's Day in November**

As the new academic session begins, I propose organizing the Traditional/Fresher's Day in November 2023. 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.4: Progress report of research and development activities**

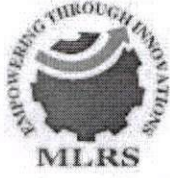
Dean, Research and Development presented the progress report of center for the Academic Year 2022- 23. The summary of research activities as follows,

- Total publications 88
- Journal publications 58
- Conference publications 24
- H index of 22
- Citation counts of 610
- I-10 index of 72

## **Item No.5: Plan of action for academic year 2023-24**

Chairperson presented the plan of action for Academic year 2023-24. The following points were discussed in the meeting.

- Preparation of perspective plan 2023-28, Sustainability & Initiative phase.
- NIRF Rank
- Execution of academic peer feedback on curriculum
- All the class rooms are fully equipped with the lecture capturing system.
- Initiation towards more student and faculty diversity
- One among the top 10 institutes in Telangana State
- To promote research culture among the entire faculty. The following initiatives have been taken
  - Seed money for more eligible faculty
  - Research incentives
- Regular conduction of environment, energy and green audit.
- Extended activities on outreach and inclusivity



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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. J. Lokesh Varma	Member	Lokesh
29	Mr. A. Amruth	Member	Am
30	Mr. K. Prashanth	Member	Prashanth
31	Mrs. S.K. Hima bindhu	Member	S.K. Hima Bindhu
32	Mrs. K. Chaithanya	Convener	K. Chaithanya



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## CIRCULAR

Date: 13.12.2023

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### Agenda for the meeting:

1. Action taken report for previous minutes
2. Syllabus Preparation for R22 Regulation – B. Tech, M. Tech and MBA
3. Discuss on Student Workshops and Internships Opportunities
4. Discussion on academic calendar for next session
5. Quality Initiatives
6. Planning of NSS Activities

  
Principal

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**The following members were present:**

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1	Dr. K. Venkateswara Reddy	Principal	Chairperson
2	Ms. Anushreya Reddy	Secretary	Member
3	Mr. K. Naga Bushanam	Controller of Examination	Member
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26	Sri. D. Narayana rao	Rtd. Senior Non-commissioned officer (NCO) stakeholder	Member
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30	Mr. K. Prashanth	MBA – II 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: Syllabus Preparation for R22 Regulation – B. Tech, M. Tech and MBA.**

**Item No.3: Discuss on Student Workshops and Internships Opportunities**



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

**Item No.5: Quality Initiatives**

**Item No.6: Planning of NSS Activities**

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

**Suggestion: Allocation metric wise in charges for AQAR submission**

**Action taken:** Metric-wise in-charges have been assigned for AQAR 2023-24 submission as per the committee's suggestion. Metric-wise in-charges have been assigned for AQAR 2023-24 submission, ensuring systematic data collection, verification, and timely submission. A structured reporting system and regular reviews ensure efficiency and NAAC compliance.

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

**Action taken:** A Student Induction Program was successfully conducted for first-year B. Tech students to familiarize them with the institution's academic structure, facilities, and support services.

**Suggestion: Proposal for Conducting Traditional/Fresher's Day in November**

**Action taken:** The proposal for Traditional/Fresher's Day in November has been approved. An organizing committee has been formed to manage event planning, logistics, and student participation. Arrangements for the venue, cultural performances, and necessary approvals are in progress to ensure a well-coordinated and successful event

**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: Plan of action for academic year 2023-24**

**Action taken:** The Plan of Action for 2023-24 was put into action to improve academics and overall institutional development. It focused on updating the curriculum, training faculty, engaging students, and promoting research. Regular evaluations and industry partnerships helped keep everything on track with the institution's goals.



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## **Item No.2: Syllabus Preparation for R22 Regulation – B. Tech, M. Tech and MBA**

Prepare a syllabus for the R22 regulation in B. Tech, M. Tech, and MBA programs that aligns with academic standards and meets industry expectations. The syllabus should clearly define measurable learning outcomes and ensure a balanced approach between theoretical knowledge and practical application.

## **Item No.3: Discuss on Student Workshops and Internships Opportunities**

Advantage of opportunities in student workshops and internships, it is important to stay proactive and engaged. Regularly checking college announcements emails, and departmental notice boards will help identify relevant workshops and internship openings.

The placement cell is an essential resource for securing internships and participating in industry-sponsored workshops. Additionally, involvement in extracurricular activities and student clubs can provide exposure to workshops and collaborations with companies, offering further opportunities for professional development.

## **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: 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
- Regular activities to be planned under alumni chapters



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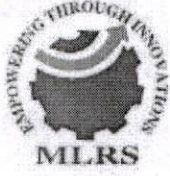
## Item No.6: Planning of NSS Activities

The NSS Coordinator presented the proposed plan of activities for the current academic year, which includes initiatives such as a blood donation camp, the Haritha Haram tree plantation drive, and various awareness programs. These activities aim to engage students in social and environmental causes, fostering a sense of responsibility and community service. The detailed schedule and execution strategies will be shared with all concerned departments for implementation.

### 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	Dr. K. Sravanthi	Member	
10	Dr. 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	

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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	Naras
27	Mr. K. Satyanarayana	Member	Satyana
28	Mr. J. Lokesh Varma	Member	Lokesh
29	Mr. A. Amruth	Member	A
30	Mr. K. Prashanth	Member	Prashanth
31	Mrs. S.K. Hima bindhu	Member	S.K. Hima Bindhu
32	Mrs. K. Chaithanya	Convener	K. Chaithanya



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## CIRCULAR

Date: 20.03.2024.

A meeting of the Internal Quality Assurance Centre (IQAC) is scheduled for 22.03.2024 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. Review of Academic Quality
3. Planning of Faculty Development Program (FDP) During Summer Vacation.
4. Conducting classes for Gate students
5. Implementation and Preparation of Syllabus for R-24 Regulation
6. Proposal for Enhancing Outcome-Based Education (OBE)

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. R. Murali prasad Principal, and Chairperson IQAC, welcomed the IQAC members for the Quarterly meeting held on 22.03.2024.

The following members were present:

S. No	Name	Designation	Portfolio
1	Dr. R. Murali prasad	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	Dr. K. Sravanthi	Dean of Student council & clubs	Member
10	Dr. 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
17	Dr. A. Vinod	HOD, Electrical and Electronics Engineering	Member
18	Dr. B. Rebecca	HOD, Computer Science and Engineering (Data Science)	Member



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19	Dr. Parvez	HOD, Computer Science and Engineering (AI&ML)	Member
20	Ms. K. Jayasree	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. B. Mounika	B. Tech-V Semester (IT)	Member
29	Mr. A. Tharun	B. Tech – VI Semester (CSE)	Member
30	Ms. K. Shivani	MBA – II 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:** Review of Academic Quality

**Item No.3:** Planning of Faculty Development Program (FDP) During Summer Vacation

**Item No.4:** Conducting classes for Gate students

**Item No.5:** Implementation and Preparation of Syllabus for R-24 Regulation

**Item No.6:** Proposal for Enhancing Outcome-Based Education (OBE)

**Item No.7: Review on R&D**

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

**Suggestion: Syllabus Preparation for R22 Regulation – B. Tech, M. Tech and MBA**

**Action taken:** The syllabus for the R22 Regulation was successfully prepared and finalized for B. Tech, M. Tech, and MBA programs. A curriculum committee reviewed and updated the content to align with industry trends and academic standards. After necessary approvals, the syllabus was communicated for implementation.

**Suggestion: Discuss on Student Workshops and Internships Opportunities**

**Action taken:** To make the most of workshops and internships, students should stay active and informed. Checking college announcements, emails, and notice boards regularly can help them find relevant opportunities. Using the placement cell and joining extracurricular activities or student clubs can also give them valuable industry exposure and help in their professional growth.

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

**Action taken:** The academic calendar for the next session was thoroughly discussed and finalized in consultation with the academic committee. Key academic activities, including semester schedules, examination dates, holidays, and co-curricular events, were planned to ensure smooth execution. The finalized calendar was reviewed for compliance with regulatory guidelines and institutional requirements. After approval, it was communicated to all stakeholders for implementation.

**Suggestion: Quality Initiatives**

**Action taken:**

1. Assign responsibilities to relevant departments and faculty members.
2. Establish timelines for implementation and regular review.
3. Monitor progress and make adjustments as necessary.

**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.

**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

**Item No.3: 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.4: Conducting classes for Gate students**

Our college is offering expert-led GATE coaching classes with a structured subject-wise curriculum, providing 50 to 60 hours of instruction per subject. The program includes 52-55 hours for Mathematics, 60 hours for Digital Electronics, 30 hours for Aptitude, and 60 hours for Electromagnetic & Networking. To ensure continuous progress, weekly exams are conducted, and a comprehensive study plan is implemented to equip students with the essential skills and knowledge needed to succeed in the GATE examination.

#### **Item No.5: Implementation and Preparation of Syllabus for R-24 Regulation**

The institution has implemented the R-24 regulation for the first-year B. Tech students, with a committee reviewing the progress of the new regulation. Under this framework, the total course marks are divided into two primary components: **External Marks**, accounting for 60% of the total, and **Internal Marks**, comprising the remaining 40%.

The **Internal Marks** are further distributed across several categories:



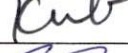
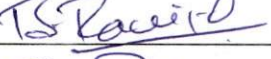

- **Observation and Record:** 10 marks
- **Daily Viva:** 10 marks
- **Experiment:** 10 marks

The average score across these categories contributes to 10 marks. Additionally, **Internal Examination Viva**, **Internal Examination**, and a **Presentation (PPT)** are each valued at 10 marks, contributing to a total of 40 marks for the internal component.

#### **Item No.6: Proposal for Enhancing Outcome-Based Education (OBE)**

The proposal to enhance Outcome-Based Education (OBE) focuses on aligning the curriculum with industry standards and promoting clear learning outcomes and measurable competencies. It aims to improve student engagement, retention, and employability through innovative teaching strategies, technology integration, and continuous assessment. Faculty development and industry collaborations are key to ensuring the education system remains dynamic and responsive to evolving demands.

The meeting concluded with thanks to the members

S. No	Name	Portfolio	Signature
1	Dr. R. Murali prasad	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	<i>Am</i>
7	Dr. V. Vara Lakshmi	Member	<i>V.L.</i>
8	Mr. Y. Appa rao	Member	<i>Y Appa</i>
9	Dr. K. Sravanthi	Member	<i>K. Sravanthi</i>
10	Dr. I. Adum Babu	Member	<i>I. Adum Babu</i>
11	Mr. R. Srinivas Reddy	Member	<i>R. Srinivas Reddy</i>
12	Mrs. Leela Sravanthi	Member	<i>Leela</i>
13	Mr. R. Mallikarjuna	Member	<i>R. Mallikarjuna</i>
14	Mr. U. Sudhakar	Member	<i>U.S.</i>
15	Dr. N. Srinivas	Member	<i>N. Srinivas</i>
16	Dr. M. Sarvanan	Member	<i>M. Sarvanan</i>
17	Dr. A. Vinod	Member	<i>A. Vinod</i>
18	Dr. B. Rebecca	Member	<i>Rebecca</i>
19	Dr. Parvez	Member	<i>Parvez</i>
20	Ms. K. Jayasree	Member	<i>K. Jayasree</i>
21	Dr. K. Ashok	Member	<i>K. Ashok</i>
22	Dr. K. Veeraiah	Member	<i>K. Veeraiah</i> <i>OC</i>
23	Mr. R. Hemanth	Member	<i>Hemanth</i>
24	Mr. V. Sandeep	Member	<i>Sandeep</i>
25	Mr. P. Sameer kumar	Member	<i>P. Sameer kumar</i>
26	Sri. D. Narayana rao	Member	<i>D. Narayana rao</i>
27	Mr. K. Satyanarayana	Member	<i>Satyanarayana</i>
28	Ms. B. Mounika	Member	<i>B. Mounika</i>
29	Mr. A. Tharun	Member	<i>Tharun</i>
30	Ms. K. Shivani	Member	
31	Mrs. S.K. Hima bindhu	Member	<i>S.K. Hima Bindhu</i>
32	Mrs. K. Chaithanya	Convener	<i>K. Chaithanya</i>