SNIST
Sreenidhi Institute of Science and Technology
AUTONOMOUS

SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY
(An Autonomous Institution, Accredited by NAAC with 'A' Grade and NBA of AICTE)
(Recipient of TEQIP Phase I and Phase II under World Bank Assistance)
Yamnampet, Ghatkesar, Hyderabad 501 301.

July 08, 2020

CIRCULAR

All the members of IQAC are requested to attend the meeting scheduled to be held **on 17.07.2020 (Friday)** in the Chambers of the Executive Director to discuss the following Agenda:

Agenda:

1. Review of the minutes of the meeting held on 14.12.2019.

2. Discussion on teaching more number of IT related subjects to Non-IT students.

3. Introducing Soft Skills in the curriculum at B.Tech. III Year level to benefit the students in placement.

4. Organizing online teaching to the students during COVID -19, Pandemic time.

5. Convening of MOCK BoS meetings at departmental level with the help of the faculty members revising the syllabus of existing syllabus and introducing the new subjects.

6. Convening BoS, Joint BoS and Academic Council meetings for approving B.Tech. III & IV Year Syllabus of A-18, regulations and B.Tech. I & II Year Syllabus of A-20 regulations.

7. Organizing Faculty Development Programs (online) during COVI -19 period by inviting experts from outside so that the faculty members from our institution and other institutions will be benefited.

8. Discussion on improving R&D, Consultation activities in the institution.

9. Discussion on establishing various Clubs and Committees to improve the leadership qualities of the students.

10. Encouraging the students to prepare and appear for certification programmes organized by Microsoft, Goggle etc.

11. Discussion on organizing Orientation Program to the newly joined students and their parents after the admission.

12. Discussing on the preparations made for on-line teaching and off-line exams during COVID -19 periods.

13. Discussion on the establishment of Incubation Centres in each department.

14. Conducting Skills in Demand Survey frequently by individual departments to obtain information from News Papers, various websites.

15. Any other matter with the permission of Chair.

PRINCIPAL

PRINCIPAL
Sreenidhi Institute of Science and Technology
Yamnampet ... aar (M)
Medchal (Dist), Telangana-501 301

To
All Deans, Directors, HoDs & Members of IQAC
Copy to Executive Director for his kind information.

Minutes of the IQAC Meeting held on 17-07-2020 (Friday) at 3.00 p.m. in the Chambers of Executive Director.

Members:

Sl.No	Designation	Nominee	Name
1	Chairperson	Principal	Dr.T.Ch.Siva Reddy, Principal
2	Management Representative	Executive Director	Dr.P.Narasimha Reddy, Executive Director
3	Senior Administrative Officers	Registrar	Mr.Ch.Sambaiah, Registrar
4		Admin. Officer	Mr.T.Radhakrishna, Admn. Officer
5		Special Officer on Duty	Mr. B. Ramesh Babu
6	Members	Teachers	Dr. K. Basava Raju, Professor of CSE
7			Dr. Shaik Subhani, Associate Professor of IT
8			Ms. V. Padmavathi, Associate Professor of ECM
9			Dr. Y. Sreenivasulu, Associate Professor of ECE
10			Mr. Ch.V. Seshagiri Rao, Associate Professor of EEE
11			Dr. K. Srinivasulu Reddy, Professor of MECH
12			Dr. N. Venkatesh, Assistant Professor of Civil Engg.
13			Dr. E.Laxminarayana , Associate Professor of S&H
14			Dr. P.S. Viswanadh, Assistant Professor of MBA

(Dr. PVSSrm)

15	Special Invitee		Dr. K. Kishan Rao, Professor of ECE
16	Special Invitee		Dr. M. Komaraiah, Professor of Mechanical Engineering
17	Nominee from	From Local Society	Ms. P. Aruna, Ex.Sarpanch of Gram Panchayat , Yamnampet
18		Student	Ms. Khwaja Bilkhis, IV CSE - 17311A0592
19		Alumni	Mr. Ketan Desh Pande, Manager, Open Text Engineering , **President Alumni Association of SNIST**
20		Employer	Mr. Karthik Abhirama Krishna, Campus Recruitment Head, Tata Consultancy Services Limited, Hyderabad
21		Industrialist	Mr. J. Narender Reddy, Managing Director, Nucleonics Pvt. Ltd.
22	Director	Member Secretary	Dr. P V S Srinivas, Professor of CSE

(Dr. P.V.S.Srinivas)
Director - IQAC.

SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY
(An Autonomous Institution)
Yamnampet, Ghatkesar, R. R. Dist., A.P. – 501 301

Minutes of the IQAC Meeting held on 17.07.2020 (Friday) at 3:00 p.m. in the Chambers of the Executive Director.

1. **Review of the minutes of the meeting held on 14.12.2019.**

   The minutes of the meeting held on 14.12.2019 were reviewed and approved.

2. **Discussion on teaching more number of IT related subjects to Non-IT students.**

   It is decided to offer Design and Analysis of Algorithm, Cyber Security, Artificial Intelligence etc. to Non-IT Students which will enhance the knowledge in the Computer related areas. The students can be placed in IT Sector with this knowledge.

3. **Introducing Soft Skills in the curriculum at B.Tech. III Year level to benefit the students in placement.**

   All the members unanimously agreed to introduce Soft Skills in the curriculum for B.Tech. III Year Students to benefit them in their placements as the organizations are giving more importance to soft skills.

4. **Organizing online teaching to the students during COVID -19, Pandemic time.**

   As per the decisions of UGC and JNTUH, it is decided to organize on-line classes to B.Tech, M.Tech & MBA Students and arrange best teachers to handle the classes as the teaching will be heard by parents and the Society. Maximum case is to be taken to see that the faculty members teaching the subject must prepare good PPTs and give notes whenever possible to acquire good knowledge and thorough understanding of the subjects.

5. **Convening of MOCK BoS meetings at departmental level with the help of the faculty members for revising the syllabus of existing syllabus and introducing the new subjects.**

   "Design thinking as a stream" of Subjects can be introduced as it is very essential in the software organizations.

   It is decided to reduce the credits for each branch of Engineering by eliminating obsolete subjects or combining the syllabus of two subjects by eliminating unnecessary portion of syllabus. and introducing latest subjects in the revised syllabus based on the AICTE guidelines.

   Introducing group projects in B.Tech. III Year I & II Semester and IV Year I Semester, summer internships, training and presentation of technical seminars are to be strengthened so that student's improvements in theory and practical knowledge will be improved.

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The students are to be encouraged to register for NPTEL MOOCS subjects and obtain appreciation from those organizations so that these subjects will enhance their capacity of thinking.

6. **Convening BoS, Joint BoS and Academic Council meetings for approving B.Tech. III & IV Year Syllabus of A-18, regulations and B.Tech. I & II Year Syllabus of A-20 regulations.**

The Syllabus of B.Tech. III & IV Year (A-18) regulations, B.Tech. I & II Years of (A-20) regulations has to be revised and reformed to suit the industries. The Principal, Dean (Academic), Chairman BoS are requested to convene the meetings. The revised syllabus and academic regulations are to be approved in the concerned BoS, Joint BoS and finally in Academic Council for the Academic Year 2020-21.

7. **Organizing Faculty Development Programs (online) during COVI -19 period by inviting experts from outside so that the faculty members from our institution and other institutions will be benefited.**

It is decided to organize number of FDPs in the latest filed. The faculty members are to be trained by inviting experts from the industries, R&D Organizations and leading education institutions, so that the faculty members can easily take classes with full confidence and students will feel happy in the fields, when new topics and new subjects are introduced.

8. **Discussion on improving R&D, Consultation activities in the institution.**

All the HoDs, Principal & Dean (Academic) are to encourage the faculty members to apply for Seed Money from the management and take up research work and publish papers. Based on the results obtained, they can apply for research grants from AICTE, DST, ISRO, UGC etc.

The knowledge gained through In-house projects and R&D projects sanctioned by various agencies will be helpful for consultancy works. In this process, the faculty members can publish papers and best results can be sent for patent also.

9. **Discussion on establishing various Clubs and Committees to improve the leadership qualities of the students.**

All the HoDs and Senior Faculty members have to encourage the students to participate in Literary Club, Sports and Games Club, Robotics Club, IC^2 Club, Adastra, Arts Club, NCC, NSS or Departmental Associations when the students take active part in such activities, they can perform well in the placements, as their written and communication skills, team building skills, life-long self-learning skills, problem solving skills are developed.

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10. **Encouraging the students to prepare and appear for certification programmes organized by Microsoft, Goggle etc.**

As most of the jobs are in software sector, all the students irrespective of their core branch, they must have additional knowledge in the software area, and they must be encouraged to appear for Certification Programmes in the area of Computer Science and also in the area of their specialization to get good placements.

11. **Discussion on organizing Orientation Program to the newly joined students and their parents after the admission.**

The students and their parents are to be informed about the Anti-ragging measures taken by the management in the buses, in the canteen and in the classrooms so that there will not be any ragging incidents during the last 25 years.

They must also be informed about the teaching-learning facilities, class-room ambience, canteen, laboratories, research activities, strengthening of the departments etc. Students must be informed about the importance of regularity to the classes, award of degree, special subjects introduced for the placements etc. The students and parents must feel happy by joining the college by listening and actually seeing the strengths of the college.

12. **Discussing on the preparations made for on-line teaching and off-line exams during COVID -19 periods.**

The Estate Department is to be informed about the measures to be taken for hygienic conditions, sanitizatioin, thermal testing, maintaining physical distance at every place by the faculty and the students.

13. **Discussion on the establishment of Incubation Centres in each department.**

All the HoDs and Senior Faculty must be informed to concentrate on establishing incubation centres in the department based on the research activity, faculty strength and facilities available in the departments. This will give better indication about the department during the JNTUH, NBA and NAAC inspections.

14. **Conducting Skills in Demand Survey frequently by individual departments to obtain information from News Papers, various websites.**

The Skills in Demand Survey will give better idea about the requirements needed to obtain jobs. If particular subjects are not taught in the syllabus, department must organize guest lectures, bridge courses, so that the students are well versed with the latest information and they will be better placed. The HoDs must discuss the special courses to be introduced in the curriculum in the Departmental Committee meetings and Advisory Committee meetings and take their opinion.

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ACTION TAKEN REPORT ON THE MINUTES OF THE MEETING HELD ON 17.07.2020 (Friday) AT 3:00 PM IN THE CHAMBERS OF THE EXECUTIVE DIRECTOR

S.No.	Item No.	Resolution	Action Taken
1	Review of the minutes of the meeting held on 14-12-2019.	The minutes of the meeting held on 14-12-2019 were reviewed and approved.	Since no comments are received from the members, it is presumed that the minutes are approved.
2	Discussion on teaching more number of IT related subjects to Non-IT students.	It is decided to offer Design and Analysis of Algorithm, Cyber Security, Artificial Intelligence etc. to Non-IT Students which will enhance the knowledge in the Computer related areas. The students can be placed in IT Sector with this knowledge.	The HoDs of CSE and IT have prepared the Curriculum with regard to the Design and Analysis of Algorithm, Cyber Security, Artificial Intelligence, and the same is being offered to the Non-IT students.
3	Introducing Soft Skills in the curriculum at B.Tech. III Year level to benefit the students in placement.	All the members unanimously agreed to introduce Soft Skills in the curriculum for B.Tech. III Year Students to benefit them in their placements as the organizations are giving more importance to soft skills.	With the help of the English Faculty, the HoD, S&H has prepared the Curriculum with regard to the Soft Skills subject. The same is introduced from this academic yer for the benefit of the B.Tech. III year students.
4	Organizing online teaching to the students during COVID -19, Pandemic time.	As per the decisions of UGC and JNTUH, it is decided to organize on-line classes to B.Tech, M.Tech & MBA Students and arrange best teachers to handle the classes as the teaching will be heard by parents and the Society. Maximum case is to be taken to see that the faculty members teaching the subject must prepare good PPTs and give notes whenever possible to acquire good knowledge and thorough understanding of the subjects.	The SAP of the institute has made necessary arrangements for conducting online classes smoothly without any interruption. The HoDs have communicated the decision of the CAC to their faculty to come well prepared with the good PPTs so that the online classes can be taken as efficiently as possible. They have also been suggested to give notes to the students.

| 5 | Convening of MOCK BoS meetings at departmental level with the help of the faculty members for revising the syllabus of existing syllabus and introducing the new subjects. | "Design thinking as a stream" of Subjects can be introduced as it is very essential in the software organizations.

It is decided to reduce the credits for each branch of Engineering by eliminating obsolete subjects or combining the syllabus of two subjects by eliminating unnecessary portion of syllabus. and introducing latest subjects in the revised syllabus based on the AICTE guidelines.

Introducing group projects in B.Tech. III Year I & II Semester and IV Year I Semester, summer internships, training and presentation of technical seminars are to be strengthened so that student's improvements in theory and practical knowledge will be improved.

The students are to be encouraged to register for NPTEL MOOCS subjects and obtain appreciation from those organizations so that these subjects will enhance their capacity of thinking. | Design Thinking has been introduced in the subjects

The latest subjects such as Design thinking, AI &ML, AND IoT have been included in the syllabus as per the guidelines of the AICTE.

As decided in the CAC meeting, the HoDs have initiated to introduce Group Projects. The students are appraised of the benefits of the Group projects. Further, they are encouraged to register for NPTEL MOOCs subjects |
| 6 | Convening BoS, Joint BoS and Academic Council meetings for approving B.Tech. III & IV Year Syllabus of A-18, regulations and B.Tech. I & II Year Syllabus of A-20 regulations. | The Syllabus of B.Tech. III & IV Year (A-18) regulations, B.Tech. I & II Years of (A-20) regulations has to be revised and reformed to suit the industries. The Principal, Dean (Academic), Chairman BoS are requested to convene the meetings. The revised syllabus and academic regulations are to be approved in the concerned BoS, Joint BoS and finally in Academic Council for the Academic Year 2020-21. | As decided in the CAC meeting, the meetings are being convened to review and revised the regulations. After finalization of the regulations, the same will be placed before the BoS, Joint BoS and subsequently before the Academic Council for approval at their end. |

7	Organizing Faculty Development Programs (online) during COVI -19 period by inviting experts from outside so that the faculty members from our institution and other institutions will be benefited.	It is decided to organize number of FDPs in the latest filed. The faculty members are to be trained by inviting experts from the industries, R&D Organizations and leading education institutions, so that the faculty members can easily take classes with full confidence and students will feel happy in the fields, when new topics and new subjects are introduced.	All the HoDs have informed that they must organize FDPs. They will finalize the schedule of the FDPs once they receive confirmation fromt he invited speakers.
8	Discussion on improving R&D, Consultation activities in the institution.	All the HoDs, Principal & Dean (Academic) are to encourage the faculty members to apply for Seed Money from the management and take up research work and publish papers. Based on the results obtained, they can apply for research grants from AICTE, DST, ISRO, UGC etc. The knowledge gained through In-house projects and R&D projects sanctioned by various agencies will be helpful for consultancy works. In this process, the faculty members can publish papers and best results can be sent for patent also.	Dean (R&D), HoDs, Dept. Coordinators of R&D. All the faculty are requested to concentrate on the research in addition to their regular teaching work. They were invited to seek seed fund from the SNIST, and if yielded fruitful results, different funding agencies such as AICTE, DST, ISRO, UGC can be approached for further grants. The faculty were also informed about the Consultancy policy guidelines.
9	Discussion on establishing various Clubs and Committees to improve the leadership qualities of the students.	All the HoDs and Senior Faculty members have to encourage the students to participate in Literary Club, Sports and Games Club, Robotics Club, IC^2 Club, Adastra, Arts Club, NCC, NSS or Departmental Associations when the students take active part in such activities, they can perform well in the placements, as their written and communication skills, team building skills, life-long self-learning skills, problem solving skills are developed.	The students are being encouraged accordingly. Senior Faculty were identified as coordinators for each club.

10	Encouraging the students to prepare and appear for certification programmes organized by Microsoft, Goggle etc.	As most of the jobs are in software sector, all the students irrespective of their core branch, they must have additional knowledge in the software area, and they must be encouraged to appear for Certification Programmes in the area of Computer Science and also in the area of their specialization to get good placements.	The HODs of CSE and IT have informed that they are identifying best agencies that offer Certification Programs in the Computer Science area. Once the agencies are finalized, the Programs can be offered through MoUs and the students can be encouraged..
11	Discussion on organizing Orientation Program to the newly joined students and their parents after the admission.	The students and their parents are to be informed about the Anti-ragging measures taken by the management in the buses, in the canteen and in the classrooms so that there will not be any ragging incidents during the last 25 years. They must also be informed about the teaching-learning facilities, class-room ambience, canteen, laboratories, research activities, strengthening of the departments etc. Students must be informed about the importance of regularity to the classes, award of degree, special subjects introduced for the placements etc. The students and parents must feel happy by joining the college by listening and actually seeing the strengths of the college.	The students were informed about the anti-ragging measures taken. They were also cautioned about the disciplinary and the penal proceedings in case of involvement. The students were also informed about the various facilities that are available in the college during the course of their instructions. The students were also informed about the mandatory attendance of the college, training and placement activities etc.
12	Discussing on the preparations made for on-line teaching and off-line exams during COVID -19 periods.	The Estate Department is to be informed about the measures to be taken for hygienic conditions, sanitizatioin, thermal testing, maintaining physical distance at every place by the faculty and the students.	The Estate Department has been informed to regularly monitor and ensure the maintenance of hygienic condition, sanitization, thermal testing, social distancing etc in view of the Covid-19 restrictions.
13	Discussion on the establishment of Incubation Centres in each department.	All the HoDs and Senior Faculty must be informed to concentrate on establishing incubation centres in the	The Dean (R&D) has informed that he has prepared and communicated certain

		department based on the research activity, faculty strength and facilities available in the departments. This will give better indication about the department during the JNTUH, NBA and NAAC inspections.	guidelines for the establishment of the Incubation Centres. All the HoDs were requested to concentrate on the establishment of the Incubation Centres.
14	Conducting Skills in Demand Survey frequently by individual departments to obtain information from News Papers, various websites.	The Skills in Demand Survey will give better idea about the requirements needed to obtain jobs. If particular subjects are not taught in the syllabus, department must organize guest lectures, bridge courses, so that the students are well versed with the latest information and they will be better placed. The HoDs must discuss the special courses to be introduced in the curriculum in the Departmental Committee meetings and Advisory Committee meetings and take their opinion.	All HoDs have informed that they are planning to organize guest lectures, and bridge courses. They informed that they have requested the senior faculty of their department to make suggestions for the special courses to be introduced so that the same can be discussed at their Departmental Committee meetings and the proceedings will be submitted to the IQAC.

To
All Deans, Directors, HoDs and all Members of IQAC
Copy to Executive Director for his kind information.

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