



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.

9/12/2019

CIRCULAR

All the members of IQAC are requested to attend the meeting scheduled to be held **on 14-12-2019 (Saturday) at 2.00 p.m.** in the Chambers of the Executive Director to discuss the following Agenda.

Agenda:

1. Review of the minutes of the meeting held on 17-8-2019.
2. Organizing programs and workshops in association with NASSCOM and Institution of engineers.
3. Conducting Exit Survey to B.Tech.IV year students and submitting the report after analysis the reports.
4. Conducting of Parent-Teacher meeting atleast once in a semester, so that the parents can interact with the faculty members and make suitable decisions to improve the performance of the students.
5. Strengthening the activities of Technical Associations in each department.
6. Discussion on the preparation of COs, POs and PEOs by the for each subject and labs, taking mid test marks and analyse.
7. Organising special lectures by Senior faculty members who have good knowledge in Research activity, publication of papers.
8. Organising faculty development programmes during mid semester gap to acquire knowledge in the latest fields, so that such subjects can be introduced in the curriculum as regular subjects or electives.
9. Any other matter with the permission of Chair.

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


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



SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY

(An Autonomous Institution)

Yamnapet, Ghatkesar, R. R. Dist., Hyderabad – 501 301

Minutes of the IQAC Meeting held on 14.12.2019 at 2.00 p.m. in the Chambers of Executive Director.

Members Present:

Sl.No	Designation	Nominee	Name	Signature
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	Members	Teachers	Dr. K. Basava Raju, Professor of CSE	
6			Dr. Shaik Subhani, Associate Professor of IT	
7			Ms. V. Padmavathi, Associate Professor of ECM	
8			Dr. Y. Sreenivasulu, Associate Professor of ECE	
9			Mr. Ch.V. Seshagiri Rao, Associate Professor of EEE	
10			Dr. K. Srinivasulu Reddy, Professor of MECH	
11			Dr. N. Venkatesh, Assistant Professor of Civil Engg.	
12			Dr. G.P.L. Jayasree, Associate Professor of BT	
13			Dr. E.Laxminarayana, Associate Professor of S&H	
14			Dr. P.S. Viswanadh, Assistant Professor of MBA	

15	Special Invitee		Dr. K. Kishan Rao, Professor of ECE	<i>Kleau</i>
16	Special Invitee		Dr. M. Komaraiah, Professor of Mechanical Engineering	<i>MC</i>
17	Nominee from	From Local Society	Ms. P. Aruna, Ex.Sarpanch of Gram Panchayat , Yamnampet	<i>—</i>
18		Student	Ms. T. Pratyusha IV CSE 16311A0546	<i>Pratyusha</i>
19		Alumni	Mr. Ketan Desh Pande, Manager, Open Text Engineering , President Alumni Association of SNIST	<i>—</i>
20		Employer	Ms. Snehal Bhutrada, HR Manager, Zemoso Labs, Hyderabad.	<i>Not available</i>
21		Industrialist	Mr. J. Narender Reddy, Managing Director, Nucleonics Pvt. Ltd.	<i>—</i>
22	Director	Member Secretary	Dr. P V S Srinivas, Professor of CSE	<i>PS</i>



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 14.12.2019 at 3:00 p.m. in the Chambers of the Executive Director.

1. Review of the minutes of the meeting held on 17-8-2019.

The minutes of the meeting held on 17-8-2019 were discussed and approved.

2. Organizing programs and workshops in association with NASSCOM and Institution of engineers.

It is decided to develop contacts and interaction with NASSCOM and institution of engineers, so that NASSCOM can organize courses for the benefit of CSE, IT, ECM students and the retired engineers in I.E can share their experiences when we organize workshops and our students will be benefitted very much. HoDs and Senior faculty members can approach them and make use of their talents.

3. Conducting Exit Survey to B.Tech.IV year students and submitting the report after analysing the reports to take appropriate actions.

All the HoDs are to conduct exit survey in the proforma and based on the information given by the outgoing students, analysis is to be done and suggestions made by the students are to be implemented in the curriculum. The deficiencies pointed out by the students in the teaching-learning process, laboratory equipment to attend immediately.

4. Conducting of Parent-Teacher meeting atleast once in a semester, so that the parents can interact with the faculty members and make suitable decisions to improve the performance of the students.

It is decided to organise parent-teacher meetings frequently, so that the parents can see the performance of his ward, (i.e.) attendance, mid-test marks and backlogs if any, so that necessary measures will be taken to improve the performance of weak students. The parents work in the industries, R&D organisations can suggest the improvement made in the existing syllabus. We can also take the parents' feedback about the institution which is very important for NAAC & NBA.

5. Strengthening the activities of Technical Associations in each department.

Encourage the students to organise technical events, TED talks, guest lectures, which improves the technical knowledge and they can have latest information.

6. Discussion on the preparation of COs, POs and PEOs by the for each subject and labs, taking mid test marks end semester examination marks and analyze.

It is decided to inform the faculty members to prepare the COs, POs, attainment levels for each theory and lab courses, taking Mid-Test marks, and end semester exam marks so that each and every one of the faculty members will be well-versed with calculations of outcomes and their importance and the faculty members can also explain about outcome of the subject which he is teaching. This will make every faculty member & every student will have better knowledge and at the time of NBA and NAAC inspections, every one can easily face the inspection.

7. Organising special lectures by Senior faculty members who have sound knowledge in Research activity and publishing of papers.

There are many faculty members without Ph.D and who could not publish atleast two papers and they have not even registered for Ph.D. The members of IQAC feel that senior faculty members who got number of publications and made the students to publish papers, can be requested to deliver lectures to all the faculty members as to how to

- a) Select the topic in a relevant field.
- b) Carryout the literature survey.
- c) Applying for research funds by joining with seniors having Ph.D.
- d) Search for equipment, testing facilities etc.

8. Organising faculty development programmes during mid semester gap to acquire knowledge in the latest fields, so that such subjects can be introduced in the curriculum as regular subjects or electives.

Organising faculty development programs during mid semester gap to acquire knowledge in the latest fields, so that such subjects can be introduced in the curriculum as regular subjects or electives, whenever syllabus in modified.

All the HoDs are informed to conduct departmental committee meetings to organise faculty development programmes during mid-semester gap, so that we can invite experts from industries or research organisation who are engaged in these specialised tasks. The knowledge gained can be imparted to students by organising bridge courses or as part of teaching beyond curriculum. Each department can choose the topics such as

- a) Cyber security
- b) Artificial intelligence
- c) Machine learning and deep learning.
- d) Robotics and Automation
- e) Embedded systems
- f) Internet of things (IoT)

To
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**ACTION TAKEN REPORT ON THE MINUTES OF THE MEETING HELD ON 14-12-2019 AT
2:00 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 17-8-2019.	The minutes of the meeting held on 17-8-2019 were discussed and approved.	Since no comments are received from the members, it is presumed that the minutes are approved.
2	Organizing programs and workshops in association with NASSCOM and Institution of engineers.	It is decided to develop contacts and interaction with NASSCOM and institution of engineers, so that NASSCOM can organize courses for the benefit of CSE, IT, ECM students and the retired engineers in I.E can share their experiences when we organize workshops and our students will be benefitted very much. HoDs and Senior faculty members can approach them and make use of their talents.	Correspondence is being in progress with NASSCOM by the departments of CSE, IT and ECM for the benefit of SNIST students.
3	Conducting Exit Survey to B.Tech.IV year students and submitting the report after analysing the reports to take appropriate actions.	All the HoDs are to conduct exit survey in the proforma and based on the information given by the outgoing students, analysis is to be done and suggestions made by the students are to be implemented in the curriculum. The deficiencies pointed out by the students in the teaching-learning process, laboratory equipment to attend immediately.	Action being taken in this direction, the analysis of survey can be carried out.
4	Conducting of Parent-Teacher meeting atleast once in a semester, so that the parents can interact with the faculty members and make suitable	It is decided to organise parent-teacher meetings frequently, so that the parents can see the performance of his ward, (i.e.) attendance, mid-test marks and backlogs if any, so that necessary measures will be taken to improve the	Every semester Institute conducts Parent/Teacher meeting and feedback of the parents are analysed and if any comments are received, the same being informed to college management also the comments of parents

	decisions to improve the performance of the students.	performance of weak students. The parents work in the industries, R&D organisations can suggest the improvement made in the existing syllabus. We can also take the parents' feedback about the institution which is very important for NAAC & NBA.	are incorporated in NAAC.
5	Strengthening the activities of Technical Associations in each department.	Encourage the students to organise technical events, TED talks, guest lectures, which improves the technical knowledge and they can have latest information.	Every department has a technical association managed by the group of students under adviser from faculty. Regular activities are being conducted by Technical association of each department.
6	Discussion on the preparation of COs, POs and PEOs by the for each subject and labs, taking mid test marks end semester examination marks and analyse.	It is decided to inform the faculty members to prepare the COs, POs, attainment levels for each theory and lab courses, taking Mid-Test marks, and end semester exam marks so that each and every one of the faculty members will be well-versed with calculations of outcomes and their importance and the faculty members can also explain about outcome of the subject which he is teaching. This will make every faculty member & every student will have better knowledge and at the time of NBA and NAAC inspections, every one can easily face the inspection.	Committee is being formed to prepare course wise, COs and POs and PEOs and same being incorporated in NAAC SSR.
7	Organising special lectures by Senior faculty members who have sound knowledge in Research activity and publishing of papers.	There are many faculty members without Ph.D and who could not publish atleast two papers and they have not even registered for Ph.D. The members of IQAC feel that senior faculty members who got number of publications and made the students to publish papers, can be requested to deliver lectures to all the faculty members as to how to	Every department invite experts in emerging fields to deliver expert lectures for the benefit of students and faculty FDP are also being organized by inviting expert, to deliver lectures in the new professional electives introduced in the curriculum.

		<p>a) Select the topic in a relevant field.</p> <p>b) Carryout the literature survey.</p> <p>c) Applying for research funds by joining with seniors having Ph.D.</p> <p>d) Search for equipment, testing facilities etc.</p>	
8	<p>Organising faculty development programmes during mid semester gap to acquire knowledge in the latest fields, so that such subjects can be introduced in the curriculum as regular subjects or electives.</p>	<p>Organising faculty development programs during mid semester gap to acquire knowledge in the latest fields, so that such subjects can be introduced in the curriculum as regular subjects or electives, whenever syllabus is modified.</p> <p>All the HoDs are informed to conduct departmental committee meetings to organise faculty development programmes during mid-semester gap, so that we can invite experts from industries or research organisation who are engaged in these specialised tasks. The knowledge gained can be imparted to students by organising bridge courses or as part of teaching beyond curriculum. Each department can choose the topics such as</p> <p>a) Cyber security</p> <p>b) Artificial intelligence</p> <p>c) Machine learning and deep learning.</p> <p>d) Robotics and Automation</p> <p>e) Embedded systems</p> <p>f) Internet of things (IoT)</p>	

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