



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.

October 15, 2018

CIRCULAR

All the members of IQAC are requested to attend the meeting scheduled to be held **on 20-10-2018 (Saturday) at 3.00 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 14-07-2018
2. Discussion on the indiscipline and ragging problems in the campus.
3. Discussion on the methods to improve the quality of Mid-Tests by distributing marks to some of the important sections.
4. Organizing special classes to lateral entry students, who take admission in the B.Tech II year.
5. Identification of subjects of B.Tech I year to IV year I semester in which maximum failure are there to organize remedial classes and counseling the faculty members.
6. Improving industry institution interaction by constantly sending the co-ordinators from each department to enter into MoUs, organizing bridge courses etc.
7. Discussion on the mentoring activity and preparing mentoring books which contain the information of individual students from I year to IV year.
8. Discussion on the purchase of books, back volumes, hand books, magazines and journals to library and also improve existing digital library.
9. Formation of various committees as per the UGC guidelines approved by HRD ministry.
10. Improving the standard of question papers set for mid-tests and end semester examination based on Bloom's Taxonomy methodology.
11. Any other matter with the permission of Chair.


PRINCIPAL

To

All the Members of IQAC

Copy to Executive Director for his kind information.



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 20.10.2018 at 3:00 p.m. in the Chambers of the 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.Aruna Varanasi	
6			Dr. V V S Balram	
7			Dr. K. Sasidhar	
8			Dr. S. P. V Subba Rao	
9			Dr. Bhargava	
10			Dr. A Purushotham	
11			Dr. K. Sitaram	
12			Dr. K S R Siva Sai	
13			Dr. M. Sukanya	
14			Dr. P. Venkat Reddy	
15	Special Invitee		Prof. K. Kishan Rao, Prof. of ECE	
16	Special Invitee		Prof. M. Komaraiah, Prof. of ME	
17	Member (From Local Society)	Sarpanch Yamnampet Ghatkesar	Corporator of Yamnampet, in Ghatkesar Municipality	
18	Members	Student	Ms. T. Pratyusha IV CSE 16311A0546	
19	Member	Alumni	Ketan Desh Pande Manager, Open Text Engineering , President Alumni Association of SNIST	
20	Member	Employer	Mr. Snehal Bhutrada, HR Manager, Zemoso Labs, Hyderabad.	
21	Member	Industrialist	J.Narender Reddy, Managing Director, Nucleonics Pvt. Ltd.	
22	Director - IQAC	Member Secretary	Dr.P V S Srinivas, Prof. CSE	



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Minutes of the IQAC Meeting held on 20.10.2018 at 3:00 p.m. in the Chambers of the Executive Director.

1. Review of the minutes of the meeting held on 14-07-2018
2. Discussion on the indiscipline and ragging problems in the campus.

It is observed that some of the students of B.Tech II year are teasing first year students during lunch time and while travelling in the Bus. Hence, it is decided to allot some of Teaching and Non-Teaching Staff to travel in buses which are plying in their route and see that no untoward incidents take place in the buses. The Bus Drivers and staff-members during free time can form into groups and they can monitor important locations such as parking places, canteen, tea-court, near labs and workshops and see that nobody gathers in these places.

3. Discussion on the methods to improve the quality of Mid-Tests by distributing marks to some of the important sections.

It is observed that some of the students are not concentrating in submitting assignments. Hence, apart from awarding marks for assignments, some marks can be earmarked for Test in the assignment questions and also some weightage is to be given for attendance so that by attending the classes regularly understanding capacity of the the subject will be improved and the student can perform well in the internal and external examinations similarly, it is decided to give some weightage for the class notes. The faculty member must frequently go round the class and see that everybody writes the notes from the PPTs and inspect the note books once in 15 days.

4. Organizing special classes to lateral entry students, who take admission in the B.Tech II year.

It is observed that the Diploma students getting admission into II year do not have good knowledge in mathematics, English and computer related subjects. Hence, it is decided to organize special classes from 4:30 pm to 7:00 pm, to improve their knowledge in these areas to improve their performance.

5. Identification of subjects of B.Tech I year to IV year I semester in which maximum failure are there to organize remedial classes and counseling the faculty members.

Controller of Examination is requested to give the results, where more than 20% failures are observed in particular subjects, so that remedial classes can be conducted and the faculty members who handled these subjects can be advised to attend FDP's when organized and the PPT's prepared by them must be checked by Senior Faculty members and take demonstration classes to find out the deficiencies and counsel the faculty members to update the knowledge.

6. Improving industry institution interaction by constantly sending the co-ordinators from each department to enter into MoUs, organizing bridge courses etc.

It is decided to prepare a brochure by each department indicating the strength of department, number of faculty members with Ph.Ds research publications, patents if any R&D projects sanctioned by various agencies, consultancy works taken up by the department etc. and the coordinators of the department can fix for appointment with the CEO of the company to improve interaction to obtain consultancy projects, internships of the students during vacation, and inviting them for campus placements and guest lectures etc.

7. Discussion on the mentoring activity and preparing mentoring books which contain the information of individual student from I year to IV year.

It is decided to print mentoring books and each faculty member will be assigned with 20 students, so that he has to call the parents whenever the attendance is less than 75% and backlog subjects are there. If many students are having backlogs, one of the senior faculty members, who dealt that subject is to be requested to take remedial classes. Every student's activity (curriculum, co-curriculum and extra-curricular activities) is to be recorded in that book and these details can be shown to the parents whenever they come to the college. The books prepared for B.Tech I year.

8. Discussion on the purchase of books, back volumes, hand books, magazines and journals to library and also improve existing digital library.

It is decided to inform the library committee to update the library and digital library so that the source of knowledge will be strengthened. The students and faculty members can make use of the library. The Librarian is to be informed to convene meetings regularly so that latest books and journals can be purchased.

9. Formation of various committees as per the UGC guidelines approved by HRD ministry.

- a) Planning & Evaluation committee
- b) Grievance and redressal-committee
- c) Examination committee
- d) Admission committee
- e) Library committee

- f) Students' welfare committee
- g) Internal complaints committee
- h) Extra-curriculum activities committee
- i) Academic Audit committee

It is decided to appoint number of committees to give academic and administrative freedom to the departments also that the problems of the institution can be discussed by the members of the committee and they can be presented to Principal and Executive Director to take necessary action for efficient working of the institution. The resolution of the committees can directly be implemented taking permission from management, wherever possible.

10. Improving the standard of question papers set for mid-tests and end semester examination based on Bloom's Taxonomy methodology.

To improve the standard of teaching-learning-methodology, the faculty members must refer to number of books, related journals, NPTEL Videos and prepare PPTs so that, students can be exposed to latest knowledge. While appointing paper-setters, care must be taken in selecting paper-setters, who can spend time and concentrate well on the subject to follow Bloom's Taxonomy methodology in setting the paper, so that quality of the students will be improved.

11. Any other matter with the permission of Chair.


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ACTION TAKEN REPORT ON THE MINUTES OF THE MEETING HELD ON 20-10-2018 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 14-07-2018		No comments are received and hence it is presumed minutes are approved.
2	Discussion on the indiscipline and ragging problems in the campus.	It is observed that some of the students of B.Tech II year are teasing first year students during lunch time and while travelling in the Bus. Hence, it is decided to allot some of Teaching and Non-Teaching Staff to travel in buses which are plying in their route and see that no untoward incidents take place in the buses. The Bus Drivers and staff-members during free time can form into groups and they can monitor important locations such as parking places, canteen, tea-court, near labs and workshops and see that nobody gathers in these places.	From each department faculty and supporting staff are identified to travel in the buses and oversee that no ragging takes place in buses. Further facility Physical Directors were asked to go through the campus and check to see that no ragging is present in the campus. Further front seats are allotted to Girls students so that they are isolated from Boys.
3	Discussion on the methods to improve the quality of Mid-Tests by distributing marks to some of the important sections.	It is observed that some of the students are not concentrating in submitting assignments. Hence, apart from awarding marks for assignments, some marks can be earmarked for Test in the assignment questions and also some weightage is to be given for attendance so that by attending the classes	Provision is being made in regulations to have assignment questions in Mid semester Examination and also in the end-semester examination so that the students take interest in completion of assignments. Attendance is also given weightage in the sessional marks so that they are regular in the class.

		regularly understanding capacity of the the subject will be improved and the student can perform well in the internal and external examinations similarly, it is decided to give some weightage for the class notes. The faculty member must frequently go round the class and see that everybody writes the notes from the PPTs and inspect the note books once in 15 days.	Class notes of the students are checked periodically and marks are awarded for the same.
4	Organizing special classes to lateral entry students, who take admission in the B.Tech II year.	It is observed that the Diploma students getting admission into II year do not have good knowledge in mathematics, English and computer related subjects. Hence, it is decided to organize special classes from 4:30 pm to 7:00 pm, to improve their knowledge in these areas to improve their performance.	The deficiencies of lateral students are identified and special classes in the Physics, Maths, Chemistry and English and Computer related subjects are being arranged during evening periods from 4:30 pm to 6:30 pm to all students.
5	Identification of subjects of B.Tech I year to IV year I semester in which maximum failure are there to organize remedial classes and counseling the faculty members.	Controller of Examination is requested to give the results, where more than 20% failures are observed in particular subjects, so that remedial classes can be conducted and the faculty members who handled these subjects can be advised to attend FDP's when organized and the PPT's prepared by them must be checked by Senior Faculty members and take demonstration classes to findout the deficiencies and counsel the faculty members to update the knowledge.	The subjects in which there are more than 20% failures are observed. A list of such candidates is prepared and HoD is directed to arrange remedial classes for these students in those subjects during evening from 4:30 pm to 6:30 pm.
6	Improving industry	It is decided to prepare a	Departments are encouraged

	<p>institution interaction by constantly sending the co-ordinators from each department to enter into MoUs, organizing bridge courses etc.</p>	<p>brochure by each department indicating the strength of department, number of faculty members with Ph.Ds research publications, patents if any R&D projects sanctioned by various agencies, consultancy works taken up by the department etc. and the coordinators of the department can fix for appointment with the CEO of the company to improve interaction to obtain consultancy projects, internships of the students during vacation, and inviting them for campus placements and guest lectures etc.</p>	<p>to sign MoU with reputed industries in and around Hyderabad to facilitate the training of students as part of Internship and to provide expert lecture by the industrial persons in emerging areas.</p>
7	<p>Discussion on the mentoring activity and preparing mentoring books which contain the information of individual student from I year to IV year.</p>	<p>It is decided to print mentoring books and each faculty member will be assigned with 20 students, so that he has to call the parents whenever the attendance is less than 75% and backlog subjects are there. If many students are having backlogs, one of the senior faculty members, who dealt that subject is to be requested to take remedial classes. Every student's activity (curriculum, co-curriculum and extra-curricular activities) is to be recorded in that book and these details can be shown to the parents whenever they come to the college. The books prepared for B.Tech I year.</p>	<p>Every teacher is provide a list of 15 students to mentor them about the academic and non-academic matters. The students data is being made to all the mentors along with his family background and other relevant information.</p>

8	<p>Discussion on the purchase of books, back volumes, hand books, magazines and journals to library and also improve existing digital library.</p>	<p>It is decided to inform the library committee to update the library and digital library so that the source of knowledge will be strengthened. The students and faculty members can make use of the library. The Librarian is to be informed to convene meetings regularly so that latest books and journals can be purchased.</p>	<p>HoDs are requested to prepare a list of books magazines and journals to be procured for the Library. All the HoDs have prepared the list and handed over list to Library for procurements of books, journals and magazines.</p>
9	<p>Formation of various committees as per the UGC guidelines approved by HRD ministry.</p> <p>a) Planning & Evaluation committee</p> <p>b) Grievance and redressal committee -</p> <p>c) Examination committee</p> <p>d) Admission committee</p> <p>e) Library committee</p> <p>f) Students' welfare committee</p> <p>g) Internal complaints committee</p> <p>h) Extra-curricular activities committee</p> <p>i) Academic Audit committee</p>	<p>It is decided to appoint number of committees to give academic and administrative freedom to the departments also that the problems of the institution can be discussed by the members of the committee and they can be presented to Principal and Executive Director to take necessary action for efficient working of the institution. The resolution of the committees can directly be implemented taking permission from management, wherever possible.</p>	<p>The Institute has formulated the committee as per UGC guidelines. The formation of various committees are given below. Each committee is headed by Chairman and activities are monitored by convener.</p>
10	<p>Improving the standard of question papers set for mid-tests and end semester examination based on Bloom's Taxonomy methodology.</p>	<p>To improve the standard of teaching-learning-methodology, the faculty members must refer to number of books, related journals, NPTEL presentations and prepare PPTs so that students can be exposed to latest knowledge. While</p>	<p>For each department a committee has been formed to go through the standard of the question papers and suggest remedies where ever there is deficiency in a standard of the question paper by removing his/her name in the list of panel of examiners.</p>

		appointing paper-setters, care must be taken in selecting paper-setters, who can spend time and concentrate well on the subject to follow Bloom's Taxonomy methodology in setting the paper, so that quality of the students will be improved.	
11	Any other matter with the permission of Chair		


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