



**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.

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**February 11, 2019**

**CIRCULAR**

All the members of IQAC are requested to attend the meeting scheduled to be held **on 16-2-2019 (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 17-12-2018.
2. Conducting of academic survey (i.e. exit survey, Alumni Survey, Parents survey employers, survey, and analysing them to alter or improve the current syllabus.
3. Training of the students during summer vacation in the various softwares available in the department, which were purchased during TEQIP Phase-I and Phase-II.
4. Organising orientation program for newly joined faculty members for two weeks from 2:00 PM to 4:30 PM.
5. Encouraging the students to participate in the seminars, National level workshops / Hackathons and other events organized by IITs, NITs, IIIT & other Engineering colleges.
6. Encouraging the students and faculty to register for on-line courses organized by NPTEL, which will be useful in getting good job, students can also register for Mooc's programmes.
7. 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 16.2.2019 at 2:00 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	





## **SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY**

(An Autonomous Institution)

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### **Minutes of the IQAC Meeting held on 16.2.2019 at 2:00 p.m. in the Chambers of the Executive Director.**

1. Review of the minutes of the meeting held on 17-12-2018.

The minutes of the meeting held on 17-12-2018 were discussed and approved.

2. Conducting of academic survey (i.e. exit survey, Alumni Survey, Parents survey employers, survey, and analyzing them to alter or improve the current syllabus.

It is decided to inform the HoDs to conduct surveys and take feedback from outgoing students, alumni, employers and parents. The opinion of feed back is very important document and we have to take number of decisions to organize bridge courses, guest lectures, industrial visits, and altering /improving/deleting existing syllabus in some subjects or starting new subjects based on the need of the market.

IQAC is requested to prepare and collect Student Satisfaction Survey (SSS) as per the NAAC format.

3. Training of the students during summer vacation in the various softwares available in the department, which were purchased during TEQIP Phase-I and Phase-II.

Each department has purchased software under TEQIP phase-I & II for the benefit of faculty and students. The faculty members can make use of them for publication of papers or for their Ph.D work wherever possible. If some workshops are organized utilizing the existing software, inviting some experts from the industry, the students are exposed to latest knowledge and they can get good job and this information can be used in future.

4. Organizing orientation program for newly joined faculty members for two weeks from 2:00 PM to 4:30 PM.

All the newly joined faculty members must undergo the orientation programme on time management, teaching learning skills, class room management, importance of using, working models and practical aspects etc. during afternoon session so that the regular class work will not be suffered. The senior faculty can share their experiences and some experts from other leading institutions can be invited. Micro-teaching can also be organized, so that the deficiencies of the faculty members can be pointed out.

5. Encouraging the students to participate in the seminars, National level workshops / Hackathons and other events organized by IITs, NITs, IIIT & other Engineering colleges.

Students must be encouraged to participate in national level events organized by IIT's and NITs, so that they gain good knowledge and their performance in real life will be improved students can also be placed well during on-campus or off-campus interviews.

6. Encouraging the students and faculty to register for on-line courses organized by NPTEL, which will be useful in getting good job, students can also register for MOOCs.

All the faculty members and students are to be encouraged to register for on-line courses and also submit assignments in-time to obtain good certificate students can also make use of MOOCs available on NPTEL website.

  
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To  
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**Action Taken Report On The Minutes Of The Meeting Held On 16-2-2019 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 17-12-2018.	The minutes of the meeting held on 17-12-2018 were discussed and approved.	No comments are received and hence it is deemed to be approved.
2	Conducting of academic survey (i.e. exit survey, Alumni Survey, Parents survey employers, survey, and analyzing them to alter or improve the current syllabus.	It is decided to inform the HoDs to conduct surveys and take feedback from outgoing students, alumni, employers and parents. The opinion of feed back is very important document and we have to take number of decisions to organize bridge courses, guest lectures, industrial visits, and altering /improving/deleting existing syllabus in some subjects or starting new subjects based on the need of the market.	Every year at the end of the academic year, exit survey from the outgoing batch of students is taken. The employers when they visit college for campus selection the feedback is taken. Every semester parents meeting is arranged and feedback is obtained. Alumni Feedback is being sought whenever they visit the campus. IQAC is responsible for preparing and collecting Student Satisfaction Survey (SSS) as per the NAAC format.
3	Training of the students during summer vacation in the various software available in the department, which were purchased during TEQIP Phase-I and Phase-II.	Each department has purchased software under TEQIP phase-I & II for the benefit of faculty and students. The faculty members can make use of them for publication of papers or for their Ph.D work wherever possible. If some workshops are organized utilizing the existing software, inviting some experts from the industry, the students are exposed to latest knowledge and they can get good job	Campus recruitment training (CRT) is arranged for final year students since beginning of the semester train them to face the campus interviews. Experts from industries are also invited to address the students and train them for better placements.



		and this information can be used in future.	
4	Organizing orientation program for newly joined faculty members for two weeks from 2:00 PM to 4:30 PM.	All the newly joined faculty members must undergo the orientation programme on time management, teaching learning skills, class room management, importance of using, working models and practical aspects etc. during afternoon session so that the regular class work will not be suffered. The senior faculty can share their experiences and some experts from other leading institutions can be invited. Micro-teaching can also be organized, so that the deficiencies of the faculty members can be pointed out.	At the beginning of every semester, orientation program is arranged to newly joined young faculty members. They were trained particularly in preparation of class notes, delivery of lectures, checking up class notes of students and monitoring their response in the class.
5	Encouraging the students to participate in the seminars, National level workshops / Hackathons and other events organized by IITs, NITs, IIIT & other Engineering colleges.	Students must be encouraged to participate in national level events organized by IIT's and NITs, so that they gain good knowledge and their performance in real life will be improved students can also be placed well during on-campus or off-campus interviews.	Students are encouraged by the college to participate in curricular, co-curricular games and sports activities conducted by the college and other sister institutions. Last year nearly 450 students participated in various activities conducted by the college and other institutions.
6	Encouraging the students and faculty to register for on-line courses organized by NPTEL, which will be useful in getting good job, students can also register for MOOCs.	All the faculty members and students are to be encouraged to register for on-line courses and also submit assignments in-time to obtain good certificate students can also make use of MOOCs available on the NPTEL website.	1395 Students and Faculty from all the departments have done the online NPTEL courses. SNIST is also a local Chapter of NPTEL.

  
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Yamnapet (V), Ghatkesar (M)  
Medchal (Dist), Telangana-501 301