



**SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY**  
(An Autonomous Institution)  
Yamnampet, Pocharam Mandal, Medchal Malkajgiri Dist., Telangana – 501 301

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**CIRCULAR**

17<sup>th</sup> December, 2020

All the members of IQAC are requested to participate through Online Google Meet scheduled to be held on 19.12.2020 (Saturday) at 2:00 p.m.

1. Review of the minutes of the meeting held on 17.07.2020.
2. Participation and submission of Cos, Pos, PEOs and attainment levels for the academic years 2019-20 – which are needed for various purposes.
3. A seminar on New Education Policy proposed by Dr. Samalla Krishna
4. Printing of Student Mentoring books for this year admissions
5. Organizing industrial Guides Meet - 2020
6. Collection of skills in demand by studying news papers an advertisement and in job portal
7. Submission of AQAR for the A.Y. 2017-18 within 15 days from the date of opening of edit option.
8. Conduct of Alumni Meet 2020 on 26-12-2020.
9. Faculty workload along with the duties and responsibilities allotted.
10. The AQAR format has to be filled for the year 2019-20. The format is already sent to all faculties as per the NAAC format by mail to all the teachers of the college.
11. Timetables for the Mid – I examinations is as follows.
12. Any other point with the permission of the chair.

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

  
**PRINCIPAL**

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



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**Minutes of the IQAC meeting held on 19.12.2020 (Saturday) at 2:00 p.m. through Google Meet online.**

**1. Review of the minutes of the meeting held on 17.07.2020.**

The minutes of the meeting held on 17.07.2020 were discussed and approved.

**2. Participation and submission of COs, POs, PEOs and attainment levels for the academic years 2019-20 – which are needed for various purposes.**

COs, POs, PEOs and attainment levels analysis is completed by all the departments i.e. CSE, ECM, EEE, MECH, IT, Civil and ECE.

**3. A seminar on New Education Policy proposed by Dr. Samalla Krishna**

New Education Policy - The soft copy of the Proceedings of the Seminar conducted on New Education Policy by Dr. Krishna Samalla and Dr. E. Laxminarayana will be sent on or before i.e. 12-12-2020 to all Departments. Dr. E. Laxminarayana is requested to fix a convenient date and time after 16<sup>th</sup> December, 2020 for Dr. Mrinalini to give a lecture on Ethics and Morals to I year students.

**4. Printing of Student Mentoring books for this year admissions**

Approval from CEO is awaited for printing of student mentoring books for this year admissions. A mail is to be sent to CEO for finalizing the format of mentoring books which can be sent for printing.

A request shall be sent to CEO for requesting to approve for sending mentoring books to students through online for filling up of the information and asking the students to send the filled in mentoring books back to their concerned mentor / college through email for further necessary action. **A request letter to be sent to our CEO through whatsapp on 15<sup>th</sup> Dec 2020 for his kind approval.**

**5. Organizing industrial Guides Meet - 2020**

Industrial Guides Meet for year 2020 is planned and will be held on 12<sup>th</sup> Dec 2020, 3:00 PM through online mode ( Google meet) for the department of ECE, EEE and ECM. All the Industry guides are informed about the schedule. The other engineering departments of the college will have the industry guides meeting on by coming Saturday i.e on 19-12-2020. There was an opportunity to the Executive Director to the talk to the industrial guides in the online meeting of each department. In future he wishes to have interaction with the industry guides for elaborate discussions related to industry institute interaction in the form of internships , mini projects and major projects and also research and consultancy activities.

**6. Collection of skills in demand by studying news papers an advertisement and in job portal**

HoDs are requested to nominate one faculty member from each department on 12-12-2020 to Library to make Skills in Demand Analysis by going through the news papers, advertisements and job portals.

**7. Submission of AQAR for the A.Y. 2017-18 within 15 days from the date of opening of edit option.**

A letter received from NAAC office for up gradation of AQAR submitted for 2017-18 within 15 days from the date of opening of the edit option dated 14<sup>th</sup> December, 2020. After completion of AQAR for 2017-18, the IQAC team is requested to work on AQAR for 2019-20.

**8. Conduct of Alumni Meet 2020 on 26-12-2020.**

Prof. K. Kishan Rao and Dr. T. Ramaswamy are requested to submit a report on the suggestions made by the distinguished Alumni for the improvement of curriculum, infrastructure, skills in demand by the industry etc.

All the HoDs are requested to send the department wise Alumni Meeting report to Principal's and Executive Director's office on or before Thursday 31<sup>st</sup> December, 2020.

**9. Faculty workload along with the duties and responsibilities allotted.**

All the HoDs are requested to submit the Faculty workload along with the duties and responsibilities allotted to them at the departmental and college level to the Principal's Office on or before 02-01-2021 with a copy marked to the Executive Director.

**10. The AQAR format has to be filled for the year 2019-20. The format is already sent to all faculties as per the NAAC format by mail to all the teachers of the college.**

The hard copies are also sent to the coordinators of each department. The college requests the IQAC Cell Dr. D. Kondaiah and others nominated for each department may complete this work by the end of the January, 2021. Overall guidelines can be taken from our Principal who is well versed.

**11. Timetables for the Mid – I examinations is as follows:**

Morning test – 10:00 AM to 12:00 Noon Afternoon test - 2.30 PM to 4.30 PM

The timings for the mock test will also be the same. It is better to conduct two examinations on the same day. The tests subjects be decided and informed to the students. The question papers for mock test be prepared especially in difficulty subjects.

**12. Any other point with the permission of the chair.**


**Mid – III Question paper format and dates of examination:**

The Question Papers format should consists the following:

- 4 Questions out of 6 questions to be answered. Each question carries 15 marks
- $15 \times 4 = 60$  marks, scale down to 18 marks for A-17 regulations (III Year and IV Year) and 23 marks for A-18 regulations (II Year).
- The tentative the Mid III examinations will start from 18<sup>th</sup> January 2021 onwards.

To  
All Deans, Directors, HoDs and all Members of IQAC

Copy to Executive Director for his kind information.

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



## SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY

(An Autonomous Institution)


Yamnampet, Pocharam Mandal, Medchal Malkajgiri Dist., Telangana – 501 301

Minutes of the IQAC meeting held on 19.12.2020 (Saturday) at 2:00 p.m. through Google Meet online.

### MEMBERS OF IQAC

| Sl.No | Name  | Position in Current Engagements | Position in IQAC           |
|-------|---|---------------------------------|----------------------------|
| 1     | Dr.T.Ch.Siva Reddy                                    | Principal                       | Chairperson                |
| 2     | Dr.P. Narasimha Reddy                                 | Executive Director              | Management Representative  |
| 3     | Mr.Ch. Sambaiah                                       | Registrar                       | Sr. Administrative Officer |
| 4     | Mr.T. Radhakrishna,                                   | Admin. Officer                  | Sr. Administrative Officer |
| 5     | Dr. K. Basava Raju                                    | Professor of CSE                | Member                     |
| 6     | Dr. Shaik Subhani                                     | Assoc. Professor of IT          | Member                     |
| 7     | Ms. V. Padmavathi                                     | Assoc. Prof. of ECM             | Member                     |
| 8     | Dr. Y. Sreenivasulu                                   | Assoc. Prof. Of ECE             | Member                     |
| 9     | Mr. Ch.V. Seshagiri Rao                               | Assoc. Prof. of EEE             | Member                     |
| 10    | Dr. E. Laxminarayana                                  | Assoc. Prof. of S&H             | Member                     |
| 11    | Dr. N. Venkatesh                                      | Asst. Prof. of Civil Engg.      | Member                     |
| 12    | Dr. P.S. Viswanadh,                                   | Asst. Prof. of MBA              | Member                     |
| 13    | Dr. K. Kishan Rao                                     | Professor of ECE                | Special Invitee            |
| 14    | Dr. M. Komaraiah                                      | Prof. of Mech. Engg.            | Special Invitee            |
| 15    | Ms. P. Aruna, Ex.Sarpanch of Gram Panchayat Yamnampet | From Local Society              | Member                     |
| 16    | Ms. Khwaja Bilkhis, IV CSE Roll No.17311A0592         | Student                         | Member                     |

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|----|---|----------------------|-------------|
| 17 | Mr. Ketan Desh Pande,<br>Manager, Open Text Engineering ,<br>President Alumni Association of<br>SNIST         | Alumni               | Member      |
| 18 | Mr. Karthik Abhirama Krishna,<br>Campus Recruitment Head,<br>Tata Consultancy Services Limited,<br>Hyderabad. | Employer             | Member      |
| 19 | Mr. J. Narender Reddy,<br>Managing Director, Nucleonics<br>Pvt. Ltd.  | Industrialist        | Member      |
| 20 | Dr. D. Kondayya   | Prof. of Mech. Engg. | Coordinator |

  
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**Action Taken Report on the Minutes of the IQAC meeting held on 19.12.2020 (Saturday) at 2:00 p.m. through Google Meet online.**

| S.No. | Item No.   | Resolution   | Action Taken   |
|-------|--|--|--|
| 1.    | Review of the minutes of the meeting held on 17.07.2020.   | The minutes of the meeting held on 17.07.2020 were discussed and approved.   | Since no comments are received from the members, it is presumed that the minutes are approved.                                     |
| 2.    | Participation and submission of Cos, Pos, PEOs and attainment levels for the academic years 2019-20 – which are needed for various purposes. | COs, POs, PEOs and attainment levels analysis is completed by all the departments i.e. CSE, ECM, EEE, MECH, IT, Civil and ECE.   | All the Departments have completed the COs, POs, PEOs and attainment levels analysis.  |
| 3.    | A seminar on New Education Policy proposed by Dr. Samalla Krishna  | <u>New Education Policy</u> - The soft copy of the Proceedings of the Seminar conducted on New Education Policy by Dr. Krishna Samalla and Dr. E. Laxminarayana will be sent on or before i.e. 12-12-2020 to all Departments. Dr. E. Laxminarayana is requested to fix a convenient date and time after 16 <sup>th</sup> December, 2020 for Dr. Mrinalini to give a lecture on Ethics and Morals to I year students. | A National Webinar on New Education Policy – 2020 was conducted on 19-11-2020 and brought out the proceedings in the form of Book. |
| 4.    | Printing of Student Mentoring books for this year admissions   | Approval from CEO is awaited for printing of student mentoring books for this year admissions. A mail is to be sent to CEO for finalizing the format of mentoring books which can be sent for printing.<br><br>A request shall be sent to CEO for requesting to approve  | A decision was taken to send the Mentors Format to the Students through online and collect the information and analyze the inputs. |

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|    |   | for sending mentoring books to students through online for filling up of the information and asking the students to send the filled in mentoring books back to their concerned mentor / college through email for further necessary action. A request letter to be sent to our CEO through whatsapp on 15 <sup>th</sup> Dec 2020 for his kind approval.   |   |
| 5. | Organizing industrial Guides Meet - 2020  | Industrial Guides Meet for year 2020 is planned and will be held on 12 <sup>th</sup> Dec 2020, 3:00 PM through online mode ( Google meet) for the department of ECE, EEE and ECM. All the Industry guides are informed about the schedule. The other engineering departments of the college will have the industry guides meeting on by coming Saturday i.e on 19-12-2020. There was an opportunity to the Executive Director to the talk to the industrial guides in the online meeting of each department. In future he wishes to have interaction with the industry guides for elaborate discussions related to industry institute interaction in the form of internships , mini projects and major projects and also research and consultancy activities. | Industrial Guides Meet was conducted on 12 <sup>th</sup> and 19 <sup>th</sup> December, 2020 by various departments and the minutes were drafted.<br><br>The suggestions given by Industry Experts were considered and they will be incorporated in the next revision of Syllabus by all the departments. |
| 6. | Collection of skills in demand by studying news papers an advertisement and in job portal | HoDs are requested to nominate one faculty member from each department on 12-12-2020 to Library to make Skills in Demand Analysis by going through the news papers, advertisements and job portals.   | Faculty members nominated by various departments have collected the information by going through the Newspapers and a comprehensive report submitted on "Skills in Demand"  |

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|-----|---|--|--|
| 7.  | Submission of AQAR for the A.Y. 2017-18 within 15 days from the date of opening of edit option.   | A letter received from NAAC office for up gradation of AQAR submitted for 2017-18 within 15 days from the date of opening of the edit option dated 14 <sup>th</sup> December, 2020. After completion of AQAR for 2017-18, the IQAC team is requested to work on AQAR for 2019-20.  | AQAR for the A.Y. 2017-18 has been upgraded.   |
| 8.  | Conduct of Alumni Meet 2020 on 26-12-2020.  | <p>Prof. K. Kishan Rao and Dr. T. Ramaswamy are requested to submit a report on the suggestions made by the distinguished Alumni for the improvement of curriculum, infrastructure, skills in demand by the industry etc.</p> <p>All the HoDs are requested to send the department wise Alumni Meeting report to Principal's and Executive Director's office on or before Thursday 31<sup>st</sup> December, 2020.</p> | Alumni meet was conducted on 26-12-2020.   |
| 9.  | Faculty workload along with the duties and responsibilities allotted.   | All the HoDs are requested to submit the Faculty workload along with the duties and responsibilities allotted to them at the departmental and college level to the Principal's Office on or before 02-01-2021 with a copy marked to the Executive Director.  | All the HoDs have submitted the workload of required information.                                      |
| 10. | The AQAR format has to be filled for the year 2019-20. The format is already sent to all faculties as per the NAAC format by mail to all the teachers of the college. | The hard copies are also sent to the coordinators of each department. The college requests the IQAC Cell Dr. D. Kondaiah and others nominated for each department may complete this work by the end of the January, 2021. Overall guidelines can be taken from our Principal who is well versed.   | As the date is extended to May 2021, it is decided to submit the AQAR after the NAAC Peer team's visit |

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|-----|--|---|---|
| 11. | Timetables for the Mid – I examinations is as follows. | <p>Morning test – 10:00 AM to 12:00 Noon Afternoon test - 2.30 PM to 4.30 PM</p> <p>The timings for the mock test will also be the same. It is better to conduct two examinations on the same day. The tests subjects be decided and informed to the students. The question papers for mock test be prepared especially in difficulty subjects.</p>   | The timetable were prepared and Mid examinations were conducted accordingly.        |
| 12. | Any other point with the permission of the chair.      | <p><b><u>Mid – III Question paper format and dates of examination:</u></b></p> <p>The Question Papers format should consists the following:</p> <ul style="list-style-type: none"> <li>• 4 Questions out of 6 questions to be answered. Each question carries 15 marks</li> <li>• 15x4 = 60 marks, scale down to 18 marks for A-17 regulations (III Year and IV Year) and 23 marks for A-18 regulations (II Year).</li> <li>• The tentative the Mid III examinations will start from 18<sup>th</sup> January 2021 onwards.</li> </ul> | Mid - III Question papers were prepared as per the decision and test was conducted. |

  
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