



IQAC Meeting(3rd Meeting A.Y. 2022-23)

Schedule: Saturday, the 4th February 2023 at 11:00 hrs

Venue: IQAC Chambers

AGENDA

1. Review of the Action Taken Report on the Minutes of the Meeting held on 12th October 2022 (**Director-IQAC**)
2. Presentation of the summary of the Department-wise Internal Academic Audit Report (**Director-IQAC**)
3. Presentation of NAAC-AQAR for the A.Y. 2021-22.
4. Presentation of the benchmarks document as given by NAAC 2022 Dec, criteria-wise for each key indicator (quantitative metrics)
5. Review of Best Practices of the Institution.
6. Discussion on the Distinctiveness of the Institution.
7. Action to be taken on Criteria Specific Metrics, where there is a need for improvement.
8. Action Plan of the IQAC for quality enhancement in –
 - (a) Teaching-Learning Process (TLP). Presentation by Dean-Academics
 - (b) Nomination of Quality Circles. Presentation by Director-IQAC
 - (c) College Website
9. Research & Innovation activities progress by **Associate Dean-Innovation & Research**
10. Quality parameters/reforms in the examination procedure taken for Error-Free Evaluation (**Controller of Examinations**)
11. Presentation on the placements for the Academic Year 2021-22 (**Director-CDC**), Measures for improvement in number and CTC. Action Plan for 2023-24 Placements.
12. Any other item(s) with the permission of the Chair


Director-IQAC


Chairperson-IQAC



IQAC MEETING SCHEDULED ON 04-02-2022 AT 11.00 AM AT IQAC CHAMBER

ATTENDANCE SHEET

S.No.	Position in IQAC	Name	Designation	Signature
1	Chairperson	Dr. T Ch Siva Reddy	Principal	
2	Director	Dr. B Indira Reddy	Professor, Information Technology	
3	Members from the Management	Dr. K T Mahi	Chairman	
		Mr. K Abhijit Rao	CEO	
		Prof. C V Tomy	Director	
4	Heads of Departments	Dr. G V Praveen	Civil Engineering (CE)	
		Dr. Aruna Varanasi	Computer Science and Engineering (CSE)	
		Dr. C Bhargava / Dr. Shanthi	Electrical and Electronics Engineering (EEE)	
		Dr. SPV Subba Rao	Electronics and Communication Engineering (ECE)	
		Dr. D Mohan	Electronics and Computer Engineering (ECM)	
		Dr. Sunil Bhutada	Information Technology (IT)	
		Dr A Purushotham	Mechanical Engineering (ME)	
		Dr. P Venkat Reddy	Science and Humanities (S&H)	
		Dr. A Sandhya Rani	Management Studies (MS)	
		Dr. K Shirisha	CSE-Cyber Security	
		Dr. T V Narayana Rao	CSE-Internet of Things	
		Dr. Md. Jaffer Sadiq	CSE-Data Science	
		Dr T. V Rajinikanth	CSE-Artificial Intelligence & Machine Learning	

		Dr. E Laxminarayana	Head - Chemistry	<i>Signature</i>
		Dr. B. Shashidar Reddy	Head - Mathematics	<i>Signature</i>
		Dr. D. Paramesh	Head - Physics	<i>Signature</i>
		Ms. N.P. Seeja / <i>Ashly Shan</i>	Head - English / <i>Faculty English</i>	<i>Signature</i>
5	Deans	Dr. D. Kondayya	Dean, Academics	<i>Signature</i>
		Dr. N Ch S N Iyengar	Dean, Library & Academic Research	
		Dr. V Kumaraswamy	Associate Dean, Academics	<i>Signature</i>
		Dr. Shruti B Choubey	Dean -Innovation	
6	Other Members	Mr. Y Vasudeva Rao	Director, CDC	<i>Signature</i>
		Dr. K. Anup Kumar	Controller of Examinations	
		Mr. T V Ramana Rao	Dy. Registrar	<i>Signature</i>
		Mr. Heera Rajput	Dy. Registrar	
		Mr. B. Ramesh Babu	Officer, Audits & Compliance	<i>Signature</i> 24/02/2023
7	Nominee from Alumni, SNIST	Mr. Ketan Deshpande	President	
8	Industry representatives	Mr. Sangameshwar Reddy	Amazon India	
9	Student Representative	Ms. S.V. Soumya	Roll No.18311A05B2, CSE Student, Cell	
		Ms.N. Srigeethika	Roll No.19311A1212	



Minutes of the Meeting of the IQAC held on 4th February 2023 at 11:00 hrs in IQAC Chambers

Members present

1. Dr T Ch Siva Reddy, Principal & Chairperson-IQAC
2. Dr B Indira Reddy, Director-IQAC

Members from the Management

3. Prof CV Tomy, Director-SNIST

Heads of Departments

4. Dr G V Praveen, HoD-Civil
5. Dr Aruna Varanasi, HoD-CSE
6. Dr SPV Subba Rao, HoD-ECE
7. Dr D Mohan, HoD-ECM
8. Dr Sunil Bhutada, HoD-IT
9. Dr A Purushotham, HoD-ME
10. Dr K Shirisha, HoD-CSE-CS
11. Dr T V Narayana Rao, HoD-CSE-IoT
12. Dr Md Jaffer Sadiq, HoD-CSE-DS
13. Dr T V Rajinikanth, HoD-CSE-AI & ML
14. Dr A Sandhya Rani, HoD-MS
15. Dr E Laxminarayana, HoD-Chemistry
16. Dr B Shashidar Reddy, HoD-Maths
17. Dr D Paramesh, HoD-Physics

Deans

18. Dr D Kondayya, Dean Academics
19. Dr V Kumaraswamy, Associate Dean, Academics

Other Members

20. Mr Y Vasudeva Rao, Director-CDC
21. Mr T V Ramana Rao, Deputy Registrar
22. Mr B Ramesh Babu, Officer, Audits & Compliance

Dept. representatives

23. Dr P. Sharath Kumar, Faculty of EEE Dpt.
24. Ms Ashly Shams - Faculty of English Dept.

At the outset, the Director of the IQAC, **Dr B Indira Reddy** has welcomed the Director, Principal & Chairperson and other members of the IQAC to the meeting. She has informed that this periodical meeting is convened to review the Action Taken Report (ATR) on the minutes of the previous meeting as well as to review and discuss on the points relevant for quality enhancement at the departmental and institutional level in view of the recent academic audit conducted at the department level, key indicator benchmarks and quantitative metrics, institutional best practices and the distinctiveness, research and innovation activities, placement progress along with the AQAR data for the Academic Year 2021-22 to be submitted to the NAAC, etc.

She has expressed her gratitude to the members of the audit committee members for meticulously conducting the department-wise internal audit. She has also expressed here happiness towards the cooperation from all the departments for the audit. She has requested the Principal to constitute the external AAA Committee so that the IQAC will schedule and complete the external audit by the end of February 2023.

Later, Dr Indira Reddy has taken the agenda points for discussion as below:

Minutes

1. Review on the Action Taken Report on the Minutes of the meeting held on 12/10/2022

Dr Indira Reddy has summarized the decisions of the previous meeting and the Action Taken by the respective departments on the points appropriate to them. She has expressed her sincere thanks to all the departments for effective compliance of the decisions of the IQAC. She has briefed the ATR as below:

- a) The departments are following the controlled document system.
- b) The IQAC has conducted the Student Satisfaction Survey (SSS) and analyzed the feedback.
- c) The IQAC has received the AQAR data from the departments.
- d) The IQAC has completed first and second level department-wise internal audits, and is planning to conduct the final level external audit during this month once the external audit committee is constituted by the Principal.
- e) The office of the Dean-Innovations has received the alumni data from all the HODs and it is maintaining and updating the data in the Yukti Portal. The office is planning to conduct an orientation program on incubation to enhance the start-ups and innovation projects.
- f) The CDC has been adhering to implement the rules for improving the attendance of the students in the CET and the placement drives. It is conducting the student counseling programs in front of the parents. the CDC is sharing all the JDS and absentees information to all the HoDs, PFCs and the Compilation team for motivating the students towards training and placement activities.

- g) The information on the Value Added Course, Student Development programs for NIRF rankings. The HoDs will update the COs on the NBA Portal as and when it is ready.
- h) The departments are also putting efforts for improvising the students attendance in the class work. The HoDs are cross-checking the attendance registers. The Deputy Registrar is communicating the consolidated attendance details to the students and parents. The students were informed that they are not permitted to write examinations if they do not put the aggregate percentage of attendance.
- i) The AICTE-IDEA Lab has been made as a central common facility, facilitating the students and faculty to engage, explore experience, express and excel.
- j) The IQAC has conducted a one-day workshop on "Defining COs, CO-PO Attainment and CO-PO Calculations on 22/10/2022 for the benefit of the institutional faculty. The IQAC is also planning to conduct a national-level workshop on OBE as a certified program.

The IQAC has expressed its satisfaction with the action taken as above.

Resolution:

It has been resolved that the Action Taken Report on the Minutes of the Meeting held on 12/10/2022 has been approved.

2. Presentation of the summary of the department-wise Internal Academic Audit Report

Dr Indira Reddy has reported that with the cooperation of the all the departments and the Audit Committee members, the department-wise internal audit has been conducted at two levels. She has summarized the observations and suggestions of the audit committee(s) as below for enhancement of the departmental quality:

1. Student-faculty ratio can be improved in view of the existing attrition rate and requirements of national-level accreditations.
2. Lesson plan is an important tool of the accreditation agencies for assessing the progress of the syllabus completion. It has to be properly documented.
3. Quality of B. Tech projects must be improved which may be of helpful for qualitative paper publications.
4. More faculty can be motivated towards research activities to get peer reviewed publications.
5. Poor knowledge about CO PO among the faculty.
6. Poor functioning of departmental committees (No meetings, no minutes, no action plans). Proper documentation is also suggested.

7. Needs attention to improve the quality of the teaching-learning process.
8. Action Plan is to be devised and adhered to on the feedback of the stakeholders.
9. Faculty can be encouraged to have professional membership at least in one of the professional bodies like IEEE, ACM, ISTE, IET, IAENG, NITTSD.
10. It would be better to educate the faculty on how to write proposals for getting research projects based on the newest technological applications.
11. Poor filing system in some departments. Streamlining of the data with good summary sheets with appropriate filing and indexing system would be helpful in easy access of the records. It would also save the time to which the departments consume a lot in search of a document.
12. Lack of technical and support staff.
13. Senior teachers must be involved and made responsible.

Resolution:

It has been resolved as below:

- a) All the departments are to seriously consider the observations and suggestions of the internal audit committee to rectify the discrepancies before finalization of the schedule for external audit.
- b) The Principal is to constitute the External Academic and Administrative Audit Committee as soon as possible.
- c) The IQAC is to schedule the external audit in consultation with the Principal, Director, HoDs and the External Audit Committee members. The Director, Prof. CV Tomy, also expressed that the External Audit is a critical part and advised all the Departments to make the documents ready by considering the remarks/suggestions of the Internal Auditors.
- d) Prof. SPV Subba Rao, Head, ECE, suggested to consider the recommendations given by NAAC & NBA during their visit.

3. Presentation of the NAAC-AQAR for the Academic Year 2021-22

Dr Indira Reddy has briefed the status of the AQAR for the A.Y.2021-22.

She has brought to the notice of all that NAAC has extended the time for submission till 28th February 2023.

At this point of time, Dr CV Tomy has expressed concern about the non-maintenance of the records of Club activities.

As of now, the IQAC has complied the AQAR and it is ready to submit.

Resolution:

It has been resolved that the IQAC is to ensure approval of the Principal for the AQAR data and submit the same to the NAAC within the stipulated time.

4. Presentation of the benchmarks document as given by the NAAC criteria-wise during December 2022 for each key indicator (quantitative metrics)

The Principal **Dr T Ch Siva Reddy** has made a statistical PowerPoint Presentation detailing the criteria-wise key indicators, benchmarks and the quantitative metrics for all the seven criteria. He has highlighted on the following key indicators:

- a) The certificate and value added courses, diploma programs offered by the institute and the online courses like MOOCs/ SWAYAM/ e-PG Pathshala/ NPTEL, percentage of programs that have components of field projects, research projects, internships, would play a pivotal role under curriculum enrichment criteria. Students performance and learning outcomes is also one of the very important key indicator.
- b) Students participation in extension activities such as NCC, NSS, Sports Clubs, Technical Fest, etc. are also the key indicators.
- c) Faculty profile, percentage of full time faculty with PhD qualification, their teaching experience, revenue generation, consultancy, publications, patents, awards and achievements are some of the key indicators.
- d) The time taken in declaration of the results by the institute and the percentage of redressal of the grievances of the students in evaluation, would play a vital role under the key indicator "Evaluation Process and Reforms". In view of this, the institute shall ensure completion of the evaluation process and declaration of results within 3 weeks time.
- e) Research activities, receipt of grants from external funding agencies, percentage of faculty having research projects, percentage of faculty recognized as research Guides would significantly play an important role under the key indicator, Resource Mobilization for Research.
- f) Alumni engagement and Placements would also give weightage.
- g) IT and Infrastructural facilities, Library and Learning Resources, Maintenance of Camus Infrastructure are also the key indicators in the accreditation process.
- h) Implementation of e-governance is also one of the prime key indicators under Criterion-VI.
- i) Institutional values, social responsibilities and best practices are also the key indicators under Criteria VII.

He has requested all the HoDs to study the various key indicators as prescribed by the NAAC and focus on getting maximum weightage metrics.

Resolution:

It has been resolved as below:

- (a) The IQAC is to share the PPT of the Key Indicators as presented by the Principal with all the HoDs for their reference.
- (b) The Principle requested all the HoDs to monitor the teaching standards of the newly appointed faculty.

5. Review of the Best Practices of the Institution

The Principal Dr Siva Reddy has made a presentation on the best practices that are currently followed by the institution for student development and promotion of research such as establishment of a dedicated Centre for Writing and Communication (CWC) to improve the writing and communication skills of the students; establishment of Career Development Cell (CDC) for offering campus enhancement training programs and arranging placement drives, and establishment of a Video Centre for producing e-learning materials, etc.

Dr Siva Reddy has requested all the HoDs to give priority to study the best practices that are followed in other Higher Institutes of Learning, and may submit the proposals for the consideration of the institute.

6. Discussion on the Distinctiveness of the Institution

Later, Dr Siva Reddy has informed that the institute has its own distinct in building a platform to support students creativity. The institute has established Sreenidhi Hub in 5,000 sqft, an incubation facility to support the innovative ideas of the students to turn to reality, with an investment of Rs.47 lakhs.

He has requested all the HoDs to encourage the students to make utilize of this facility.

7. Action Plan of the IQAC for quality enhancement in

(i) Teaching-Learning Process (TLP)

At the request of the Director-IQAC, the Dean-Academics Dr D Kondayya has made a presentation on the factors that are prime for enhancing teaching-learning process. He has informed that the NAAC has shared best practices of 160 HEIs accredited with 'A' or A++ and the AICTE has published best practices of the AICTE approved institutions.

Some of the Best Practices which can be practiced in SNIST are as follows:

1. Project Based Learning – PBL
2. Self learning: NPTEL / COURSE ERA etc
3. Engineering Clinic
4. Regrouping of Courses to Provide New Subject Combinations:
5. Co-teaching with Industry personnel
6. Flipped classroom
7. Snap Talk

(ii) Nomination of quality Circles

Dr Indira Reddy has informed that the IQAC is exploring the possibility of identifying Quality Circles in the lines of the NAAC parameters to identify improvements in their respective work areas using various techniques for analyzing and solving work-related problems coming in the way of achieving and sustaining excellence leading to mutual upliftment of employees as well as the organization.

She explained Quality Circles with an example (Quality Circle for consultancy). She requested CDC Director to help in establishing the contacts between the Consultancy Quality Circle of SNIST and the Employers.

Resolution:

1. The proposal of identifying Quality Circles across departments has been approved in principle. The IQAC is to share a detailed proposal with the Principal and Director in consultation with the HoDs.
2. In order to enhance TLP the listed best practices be brought into real practice
3. Internal quality audit for question paper setting and assessment

8. Presentation on the progress of the Research & Innovation activities

The Director, Dr CV Tomy has made a statistical presentation on the progress of the Research & Innovation activities for the reference of the IQAC. He has informed that the departments are sending the monthly reports on the research and innovation activities and the progress is reviewed by the Director.

Resolution:

1. Director Prof. C.V. Tomy, to finalize the Research Policy.
2. Patents and Publications to be filed with the College Name in principle.
3. List of B.Tech Projects from all the branches for the current Final Year must be submitted to the Director with a copy to IQAC.
4. Quality publications to be improved.
5. February 28th is to be observed as Science Day.
6. Academic discipline to be taken seriously.

9. Quality parameters / reforms in the examination procedure taken for error-free evaluation

The discussion on this agenda point has been deferred as the Controller of Examinations is on other official duty.

10. Presentation on the placements for the A.Y. 2021-22 by Director CDC, measures for improvement in number and CTC. Action Plan for 2023-24 placements.

- a. The Director-CDC has made the statistical presentation of the placements of the last academic year as well as the status of the placements for the current year.
- b. He expressed most of the students are good at technical skills but poor in communication skills and their confidence levels are very low.
- c. He emphasized that the LORs should be routed through CDC.
- d. Placements Policy Draft will be released by 9th Feb. Implementing fine on Non-Accepting Offers
- e. Placements will Start in March.
- f. Tentative List of Companies will be shared with all HODs by 11th Feb 23

11. Any other item(s) with the permission of the Chair

- a) Upon the request of Director-IQAC, Prof. C.V. Tomy, Director of the Institute has suggested that the required teaching/non-teaching staff may be recruited, HR department may consider negotiations and fixation of the emoluments. This will not only save the expenses for advertisement but also facilitate speedy recruitment with suitable candidates as per the requirement of the end-users.
- b) The students shall have to take permission from the HoDs/Director for their participation in the extension activities, particularly in NCC, NSS and Club activities. The HoDs are responsible for ensuring maintenance of students' records and submission of a copy to the IQAC in this regard.
- c) The IQAC will be the Single Point of Contact as the custodian of the information as received from the departments, to submit to the statutory bodies as and when required.
- d) The institutional affiliation is required to be followed in case of research publications and filing of patent applications, of the faculty and students.
- e) The stipend on internships to the students may be routed through the institute.

- f) Dr. K. Shirisha, Head, CSE(CS), expressed that the high configuration systems are required for research work. The Principal suggested to use the system available in SPDC.
- g) The Director, IQAC, reiterated that the departments shall focus working towards proper documentation, work according to benchmarks stated by NAAC in promotion of curriculum development, incorporation of value added courses, online certification, research activities, students performance and learning outcome, alumni engagement, students placements, students participation and achievement in extension activities, implementation of e-governance etc. so that the institute would get **A++** accreditation in the next cycle.

In her concluding remarks, Dr Indira Reddy has requested all the HoDs, Deans and Directors to continue their cooperation and support towards the quality enhancement of the activities of the IQAC.

Finally, the meeting ended with thanks.

B. L. *[Signature]*
13/02/2023
Director-IQAC

[Signature]
Chairperson-IQAC

PRINCIPAL

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