



IQAC Meeting

TIME 11:00 AM 4th July, Friday, 2022 AT IQAC CHAMBER

Agenda:

1. Review of the Action Taken Report and Minutes of the meeting held on 26th April 2022.
2. Introducing of IQAC calendar (Academic Programs/Activities for Institutional Quality Improvement) from IQAC for the A.Y. 2022-23.
3. Organization of periodical meetings of the Department Level Committees and timely submission of Minutes and ATR.
4. Introducing a process of Controlled Documentation.
5. Review Result Analysis and ensure timely submission of analysis report and ATR to IQAC.
6. Ensuring timely submission of data for the A.Y. 2021-22 as per the new AQAR format along with the proofs. Also, data related to best practices carried out in the Institution. (NAAC/AQAR)
7. HODs are requested to calculate PO attainment for the current outgoing batch (Indirect Assessment) PSOs, PEOs, Feedback on facilities, and Students Satisfaction surveys shall also be taken from the students. HoDs are requested to check all the subjects from 1 to 8th Semester, subjects taken i.e (COs Indirect Survey).
8. Filling of PG Pre-qualifier for NBA, format already shared with HODs.
9. Academic Audit committee constitution and schedule of the Audit as per NAAC
10. HoDs are requested to update the latest publications of the faculty from time to time on a monthly basis.
11. A presentation will be arranged in the 3rd or 4th week of July to improve the Qualitative and Quantitative metrics of all the criteria.
12. Student Attendance to pursue continuously by Dy. Registrar.
13. Submission of Mentee - Mentor list, Faculty assignments for the entire semester to Deputy Registrar Mr. Heera Singh. And a session on mentoring will be organized by Dy. Registrar to all Years.
14. Preparation and circulation of Results Analysis Report by the Dy. Registrar; Assessment by the PAC; Further Review by IQAC in a time-bound manner.
15. Submission of completed Course Files of 1st, 2nd, and 3rd Years to Deputy Registrar Mr. Heera Singh.
16. Any other item(s) with the permission of the Chair.




Director-IQAC



IQAC MEETING SCHEDULED ON 04-07-2022 AT 12.00 PM AT IQAC OFFICE

MEMBERS PRESENT

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	Coordinator	Dr. D Kondayya	Professor, Mechanical Engineering	
4	Members from the Management	Dr. K T Mahhe	Chairman	
		Mr. K Abhijit Rao	CEO	
		Prof. C V Tomy	Director	
5	Heads of Departments	Dr. G V Praveen	Civil Engineering (CE)	
		Dr. Aruna Varanasi	Computer Science and Engineering (CSE)	
		Dr. C Bhargava	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	

6	Deans	Dr. D. Kondayya	Dean, Academics	
		Dr. Ameet Chavan	Dean-Innovation & Research	
		Dr. N Ch S N Iyengar	Dean, Library & Academic Research	<i>N Ch S N Iyengar</i>
		Dr. V Kumaraswamy	Associate Dean, Academics	<i>V Kumaraswamy</i>
7	Faculty Members representing departments	Dr. K V Seetharam	Professor, CE	<i>K Seetharam</i>
		Dr. V Jayaprakasan	Professor, ECE	
		Dr. Shruti B Choubey	Associate Professor, ECE <i>Go Associate Dean</i>	<i>Shruti B Choubey</i>
		Ms. N Swapna	Associate Professor, ECM	
		Mr. Ch. V Seshagiri Rao	Associate Professor, EEE	
		Dr. K. Sreenivasulu Reddy	Professor, ME	
		Dr. M V S Sudhakar	Assistant Professor, MS	<i>M V S Sudhakar</i>
		Dr. E Laxminarayana	Associate Professor, Chemistry	<i>E Laxminarayana</i>
		Ms. Rathod Kavita Varma	Assistant Professor, English	<i>Rathod Kavita Varma</i>
		Dr. R Umamaheshwar Rao	Associate Professor, Maths	<i>R Umamaheshwar Rao</i>
		Dr. Ravi Kumar Guntu	Assistant Professor, Physics	<i>Dr. Ravi Kumar Guntu</i>
8	Other Members	Ms. N P Seeja	Head, CWC	<i>N P Seeja</i>
		Mr. K Venkat Reddy	Controller of Examinations	<i>K Venkat Reddy</i>
		Mr. T V Ramana Rao	Academic Officer and Chief Warden, Nidhi Hostel	<i>T V Ramana Rao</i>
		Mr. Y Vasudeva Rao	Director, CDC	<i>Y Vasudeva Rao</i>
		Dr. Challa Srinivasa Rao	Assistant Professor, Programme Officer - NSS	
		Lt. Praveen Athota	Assistant Professor, Associate NCC Officer	
9	Nominee from Alumni, SNIST	Mr. Ketan Deshpande	President	
10	Industry representatives	Mr. Sangameshwar Reddy	Amazon India	
11	Student Representative	Ms. S.V. Soumya	Roll No.18311A05B2, CSE Student, Cell	
		Ms. N. Srigeethika	Roll No.19311A1212	
12	Special Invitee	Mr. Ch Sambaiah	Registrar	<i>Ch Sambaiah</i>
		Mr. Heera Rajput	Dy. Registrar	<i>Heera Rajput</i>
		Mr. Ashish Mittal	Group - CHRO	
		Mr. B. Ramesh Babu	Officer, Audits & Compliance	<i>B Ramesh Babu</i>

M. V. Ramana
Dr. B. Shashidhar Reddy HOD, Maths
Dr. D. Paramesh HOD-Physics
B. Ramesh Babu



Minutes of the Meeting of the IQAC held on 04/07/2022 at 12:00 hrs at the IQAC Chambers

MEMBERS PRESENT

1. Dr T Ch Siva Reddy, Principal & Chairman- IQAC
2. Dr B Indira Reddy, Director-IQAC
3. Dr D Kondayya, Professor, Coordinator-IQAC & Dean, Academics

Members from the Management

4. Mr K Abhijit Rao, CEO
5. Prof CV Tomy, Director - SNIST

Heads of Departments

6. Dr G V Praveen, HoD-Civil
7. Dr SPV Subba Rao, HoD-ECE
8. Dr D Mohan, HoD-ECM
9. Dr Sunil Bhutada, HoD-IT
10. Dr A Purushotham, HoD-MECH
11. Dr K Shirisha, HoD-CS
12. Dr T V Narayana Rao, HoD-IoT
13. Dr Md. Jaffer Sadiq, HoD-DS
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 Ameet Chavan, Dean-Innovation & Research
19. Dr N Ch S N Iyengar, Dean, Library & Academic Research
20. Dr V Kumaraswamy, Associate Dean, Academics

Faculty Members representing departments

21. Dr K V Seetharam, Professor, CE
22. Dr Shruthi B Choubey, Associate Professor & Associate Dean, ECE
23. Dr R Umamaheshwar Rao, Associate Professor, Maths
24. Dr MVS Sudhakar, Assistant Professor, MS
25. Dr Ravi Kumar Guntu, Assistant Professor, S & H

Other Members

26. Mr Y Vasudeva Rao, Director-CDC
27. Mr K Venkat Reddy, Controller of Examinations
28. Smt N P Seeja, Head-CWS
29. MrTV Ramana Rao, Academic Officer and Chief Warden, Nidhi Hostel
30. Mr B Ramesh Babu, Officer, Audits & Compliance

Special Invitees

31. MrCh Sambaiah, Registrar
32. MrHeera Singh, Dy. Registrar
33. Mr MV Ramana, Head-Procurement

At the outset, the Director-IQAC Dr. B Indira Reddy welcomed the members and appraised them that this meeting has been convened in order to have discussions and approvals for various items as listed in the agenda to streamline the Academic Activities in the Institution for qualitative purposes.

Before going for discussion on agenda items, the CEO Mr. K Abhijit Rao expressed his happiness for the institute's obtaining approval from the NBA for 3 years for all 5 branches. He has congratulated and appreciated the efforts of one and all who were involved in the accreditation activity.

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

MINUTES

1. Review of the Action Taken Report on the Minutes of the Meeting held on 26/04/2022

The Director-IQAC has read over the Action Taken Report on the Minutes of the last Meeting held on 26/04/2022. She has informed that appropriate action has been taken on the minutes of the meeting, and no action is pending.

Later, the IQAC has reviewed the point-wise action taken by the concerned departments, and ratified the same.

2. Introducing of IQAC calendar (Academic Programs/ Activities for Institutional Quality Improvement) from IQAC

The Director-IQAC has informed that the main task of the IQAC is to coordinate with all the functionalities in order to improve the quality. To work towards this direction, with the approval of the CEO, the IQAC has prepared a list of activities with time plan facilitating the departments for ensuring timely fulfillment. She has informed that the same has already been shared with all the members seeking their inputs, and the IQAC is pleased to value and incorporate any of the suggestions after review. She has also made a presentation on this for the perusal of the members.

The Director of the institute Prof CV Tomy has emphasized the importance of the maintenance of the quality through a systematic manner, and appreciated the proposal of the IQAC for undertaking the activities through a well-defined calendar.

After discussing the activities listed in the calendar, the CEO Mr K Abhijit Rao has introduced the IQAC Calendar for effective implementation on a priority basis. He has also requested all the HoDs to comply with the same and to extend maximum support to the IQAC in order to ensure the quality of the institute.

3. Organization of periodical meetings of the Department Level Committees and timely submission of the Minutes of the Meeting and Action Taken Reports.

The Director-IQAC has informed that different committees have been constituted at the departmental level with the cooperation of the HoDs. She has emphasized the need for the organization of meetings periodically to monitor and assess the teaching-learning process and timely sharing of the Minutes of the Meetings and Action Taken Reports with the IQAC. The IQAC if required may review it further and provide its recommendations for qualitative reasons. She has solicited cooperation from the departmental HoDs in this regard.

4. Introducing a process of Controlled Documentation

The Director-IQAC has expressed concern as to which document is effective in the department. Hence, she has suggested that there should be a mechanism for authenticating the final document. She has suggested that once any document is finalized by HOD at the departmental level, it may be authenticated by the Principal and forwarded to the IQAC to get the IQAC seal. The HoDs were suggested to consider this document(s) which were stamped by the IQAC so that there should not be any confusion about its authenticity which is required for accreditation reasons.

During the discussion, the Director-SNIST suggested always sending the signed copy of the minutes to the IQAC.

5. Review of Result Analysis by the PAC, and timely submission of analysis report to IQAC

The Director-IQAC has informed that the result analysis is to be carried out by the departments immediately after the results, and the same is to be reviewed by the Program Assessment Committee (PAC). The departments should ensure having regular meetings of the Program Assessment Committee, Departmental Advisory Board (DAB), Board of Studies (BoS), Course Committee (CC) and circulation of the Minutes of the Meetings along with Action Taken Reports to the IQAC.

She has further informed that the office of the Deputy Registrar has made an analysis of the Results for the last results. This analysis has to be reviewed by the Program Assessment Committee (PAC) and a review report is to be submitted to the IQAC within a reasonable time.

Upon discussion, it has been decided that the office of the Deputy Registrar is to share the Results Analysis Report with the HoDs on or before 10th July and the HoDs are to arrange for review by the PAC on a priority basis, and ensure submission of the review report on or before 12th July to the IQAC.

It has also been decided that from now onwards the office of the Deputy Registrar is to take care of the preparation and circulation of the Results Analysis Report among the HoDs; Assessment to be carried out by the PAC; and further review of the assessment of the PAC to be carried out by the IQAC in a time-bound manner as scheduled, the recommendations of which are to be adhered to by the departments.

6. Ensuring timely submission of AQAR data in the new format along with proofs for the Academic year 2021-22 along with the data of any best practices

Dr Indira Reddy has requested the Principal Dr T Ch Siva Reddy to kindly appraise the members of the importance of submission of the data for the AQAR to NAAC.

The Principal has informed that the IQAC has required specific data from the departments along with proof for preparation and submission of the Annual Quality Assurance Report (AQAR) to the NAAC at their end. The revised format has also been shared with the HoDs.

He has further informed that during the last assessment, the institute failed to submit some data about student support and progression, awards, NSS, NCC data, and other collaborative activities. However, the data was available to the institute, and if such data had been provided, the institute might have obtained an A++ grade. He has highlighted the need to focus on the criteria points where the institute got very few or zero points in the previous SSR. He has emphasized collecting and submitting apt data by all the departments, including the Physical Education Department, in the coming semester. Subsequently, he has made a brief presentation criteria-wise where the institute can get maximum metrics. He has suggested that the office of the Deputy Registrar and the Officer-Audits & Compliance may arrange a meeting in the second week of July 2022 with the Physical Education Department and the Director-Facilities so that they may be made aware of the submission of the data to the IQAC periodically.

He has further requested to prioritize sending the information in the new format, along with proofs and information on the best practices being followed at their departmental level.

He has suggested internal and external audits in advance once the data is collected from the concerned departments to avoid last-minute preparation.

During the discussion, Dean Research suggested finalizing the cyber security policy in consultation with the Director.

He has also suggested the submission of the collaborative projects through the office of the Dean-Innovation & Research.

7. Calculation of CO, PO attainments, PSOs, PEOs, collection of Students' feedback on facilities, conducting of SSS etc

The Principal has emphasized the calculation of attainments for (Course outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) for 2018-22 batch in order to meet the requirements of the NBA/NAAC.

He has also highlighted the importance of collection of Students' Feedback on Facilities and conducting of Students' Satisfaction Survey (SSS) from the passing out students. He has suggested the HoDs to ensure the collection of the data from the students before issuing the No Dues Certificate to them.

He has suggested for calculation of PO attainment for the current outgoing batch through indirect assessment, and submission of this information along with the PSOs and PEOs. He has also requested the HoDs to appraise the students of the importance of their feedback on facilities for improvising the quality in the institute, and ensure maximum number of students' participation in submission of feedback through Google Forms which will be shared with them in due course of time by the IQAC.

Director IQAC has also requested the HoDs to conduct SSSs and to share the information with the IQAC on priority basis as per the time schedule.

The Principal has suggested collecting the data as per NAAC and NBA formats.

8. Filling of NBA Pre-Qualifier applications for accreditation of PG Engineering Programs

The Principal has informed that the institute requires 75% of the courses should be accredited by NBA. Therefore, the institute should consider submission of applications for accreditation of PG Engineering Programs.

The PGPre-qualifier format has been shared with all the HoDs for filling the information. HoDs have to ensure submission of the duly filled-in Pre-Qualifier applications to the Principal/Director office and final copy to IQAC records.

9. Constitution of Academic Audit Committee and fixing of schedule for audit

The Principal has informed that the NAAC has specified conducting the Academic and Administrative Audit every year. In order to fulfill this requirement, there is a need to constitute the Academic Committee with the Principal as Chairperson and the Director-IQAC as Member-Convener, and to fix a time schedule for carrying out the academic audit on priority basis.

Upon discussion, it has been decided to constitute the Academic Audit Committee and to circulate the same to the Director-IQAC in furtherance of conducting the academic audit as early as possible.

10. Updating the publications of the faculty

The Director-IQAC has informed that it has been brought to the notice of the IQAC by the Dean-Innovation & Research that the list of publications of the faculty is not being updated from time to time. The Dean-Innovation & Research Dr Ameet Chavan has also highlighted that the publications which play pivotal role in NIRF rankings. The principal has informed that there is need to publish 2 publications in an academic year by Professors/ Associate and Asst. Prof with Ph.D.

In view of the importance of the research publications for accreditation purposes as well as National Institute Ranking Frame Work (NIRF) rankings, the Principal has requested all the HoDs to ensure updation of publications on a monthly basis.

11. Presentation on Qualitative and Quantitative Metrics

The Director-IQAC has informed that the Principal who is the Chairman of the IQAC has kindly consented to make a presentation on Qualitative and Quantitative Metrics of all the criteria of the NAAC. The IQAC is planning to arrange this presentation in the 1st or 2nd week of August. She has requested the HoDs to spare the time of the Faculty Coordinators who are assigned the NAAC work during that time.

12. Improvising the Attendance of the Students

The Director-IQAC has informed that the office of the Deputy Registrar has expressed concern that the attendance of the students is very poor.

As suggested by the CEO, the Deputy Registrar Mr Heera Singh Rajput has made a brief presentation about the attendance details and his ideology on improvising the same.

He has brought to the notice of the members that the faculty is posting the attendance on a daily-basis which is being monitored by his office. His office is planning to collect attendance of the students through Google Forms from the students to compare with the data posted by the faculty. Subsequently, the attendance information can be communicated to the parents as well.

He has consented to entirely monitor the attendance of the students from his office and assured for better results in a time plan.

The Director-IQAC has also requested the HoDS to focus on improving the attendance of the students.

Later, the proposal of continuously monitoring the attendance of the students by the office of the Deputy Registrar has been approved.

13. Submission of Mentor-Mentee list and Faculty assignments to the office of the Deputy Registrar

The Principal has informed that the Mentor-Mentee program should be conducted on a regular basis in order obtaining a realistic assessment of the learner's performance and for providing skilful development of the students' community.

The Director-IQAC has informed that the office of the Deputy Registrar is looking after the Mentor-Mentee program. She has requested all the HoDs to share the list of the Mentor-Mentee and the assignments of the faculty to the office of the Deputy Registrar to enable his office for effective function of the program.

The Deputy Registrar has informed that his planning to have a session for the Mentors to train them in dealing with the students and improving the slow learners. He has also expressed his consent to train the faculty in the use of Goggle forms for data collection, if required.

During the discussion, the Director-CDC Mr Vasudeva Rao has suggested maintenance of privacy and confidentiality when the data is collected through Google Forms.

14. Preparation and circulation of Results Analysis Report by the office of the Deputy Registrar, Assessment by the PAC; further review by IQAC in a time-bound manner

This point has already been covered under agenda item No.5.

15. Submission of completed Course Files of 1st, 2nd and 3rd years to the office of the Deputy Registrar

It has been decided to have a separate meeting with regard to Course Files and Lab Manuals.

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

Submission of the proposals to DST under FIST Program-2022:

The Principal has informed that the Department of Science and Technology (DST), Ministry of Science and Technology, Government of India has called for proposals for "Fund for Improvement of S&T Infrastructure in Universities and Higher Educational Institutions (FIST) Program - 2022". The principal has suggested CSE/IT Professors to come forward to apply in the area such as "Deep learning technologies" etc. He informed that ECE & Mechanical related proposals for the project are under preparation. He requested all the HoDs to pursue the notification available on the DST website, and prepare the proposals by 30-July.

The meeting ended with thanks.


DIRECTOR-IQAC




PRINCIPAL
CHAIRPERSON-IQAC

PRINCIPAL

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



Action Taken Report on the Minutes of the IQAC meeting held on 04-07-2022
at 12:00 Hrs. in the IQAC Chambers

S.No.	Agenda Item	Resolution	Action Taken
1.	Review of the Action Taken Report on the Minutes of the Meeting held on 26/04/2022	<p>The Director-IQAC has read over the Action Taken Report on the Minutes of the last Meeting held on 26/04/2022. She has informed that appropriate action has been taken on the minutes of the meeting, and no action is pending.</p> <p>Later, the IQAC has reviewed the point-wise action taken by the concerned departments, and ratified the same.</p>	Since no comments are received from the members, the minutes are presumed to be approved.
2.	Introducing of IQAC calendar (Academic Programs/ Activities for Institutional Quality Improvement) from IQAC	<p>The Director-IQAC has informed that the main task of the IQAC is to coordinate with all the functionalities in order to improvise the quality. To work towards this direction, with the approval of the CEO, the IQAC has prepared a list of activities with time plan facilitating the departments for ensuring timely fulfilment. She has informed that the same has already been shared with all the members seeking their inputs, and the IQAC is pleased to value and incorporate any of the suggestions after review. She has also made a presentation on this for the perusal of the members.</p> <p>The Director of the institute Prof CV Tomy has emphasized the importance of the maintenance of the</p>	All the concerned are being followed the IQAC calendar.

		<p>quality through a systematic manner, and appreciated the proposal of the IQAC for undertaking the activities through a well-defined calendar.</p> <p>After discussing the activities listed in the calendar, the CEO Mr K Abhijit Rao has introduced the IQAC Calendar for effective implementation on a priority basis. He has also requested all the HoDs to comply with the same and to extend maximum support to the IQAC in order to ensure the quality of the institute.</p>	
3.	Organization of periodical meetings of the Department Level Committees and timely submission of the Minutes of the Meeting and Action Taken Reports.	<p>The Director-IQAC has informed that different committees have been constituted at the departmental level with the cooperation of the HoDs. She has emphasized the need for the organization of meetings periodically to monitor and assess the teaching-learning process and timely sharing of the Minutes of the Meetings and Action Taken Reports with the IQAC. The IQAC if required may review it further and provide its recommendations for qualitative reasons. She has solicited cooperation from the departmental HoDs in this regard.</p>	<p>The Departments, whenever they conduct meeting, are submitting the minutes of the meeting to IQAC.</p>
4.	Introducing a process of Controlled Documentation	<p>The Director-IQAC has expressed concern as to which document is effective in the department. Hence, she has suggested that there should be a mechanism for authenticating the final document. She has suggested that once any document is finalized by HOD at the departmental level, it may be authenticated</p>	<p>Some of the Departments/ Sections are only following this practice. There is a need to follow by all concerned departments /sections.</p>

		<p>by the Principal and forwarded to the IQAC to get the IQAC seal. The HoDs were suggested to consider this document(s) which were stamped by the IQAC so that there should not be any confusion about its authenticity which is required for accreditation reasons.</p> <p>During the discussion, the Director-SNIST suggested always sending the signed copy of the minutes to the IQAC.</p>	
5.	Review of Result Analysis by the PAC, and timely submission of analysis report to IQAC	<p>The Director-IQAC has informed that the result analysis is to be carried out by the departments immediately after the results, and the same is to be reviewed by the Program Assessment Committee (PAC). The departments should ensure having regular meetings of the Program Assessment Committee, Departmental Advisory Board (DAB), Board of Studies (BoS), Course Committee (CC) and circulation of the Minutes of the Meetings along with Action Taken Reports to the IQAC.</p> <p>She has further informed that the office of the Deputy Registrar has made an analysis of the Results for the last results. This analysis has to be reviewed by the Program Assessment Committee (PAC) and a review report is to be submitted to the IQAC within a reasonable time.</p> <p>Upon discussion, it has been decided that the office of the Deputy Registrar is to share the Results Analysis Report</p>	<p>All the HoDs are requested to submit the Result Analysis. As soon as they receive by IQAC, will be reviewed by PAC.</p>

		<p>with the HoDs on or before 10th July and the HoDs are to arrange for review by the PAC on a priority basis, and ensure submission of the review report on or before 12th July to the IQAC.</p> <p>It has also been decided that from now onwards the office of the Deputy Registrar is to take care of the preparation and circulation of the Results Analysis Report among the HoDs; Assessment to be carried out by the PAC; and further review of the assessment of the PAC to be carried out by the IQAC in a time-bound manner as scheduled, the recommendations of which are to be adhered to by the departments.</p>	
6.	<p>Ensuring timely submission of AQAR data in the new format along with proofs for the Academic year 2021-22 along with the data of any best practices</p>	<p>Dr Indira Reddy has requested the Principal Dr T Ch Siva Reddy to kindly appraise the members of the importance of submission of the data for the AQAR to NAAC.</p> <p>The Principal has informed that the IQAC has required specific data from the departments along with proof for preparation and submission of the Annual Quality Assurance Report (AQAR) to the NAAC at their end. The revised format has also been shared with the HoDs.</p> <p>He has further informed that during the last assessment, the institute failed to submit some data about student support and progression, awards, NSS, NCC data, and other collaborative activities. However, the data was available to the institute, and if such data had been provided, the institute might</p>	<p>Since the due date for submission of AQAR for the A.Y. 2021-22 by December 2022, IQAC started collecting the data from the various departments and sections.</p> <p>All the HoDs are requested to nominate criterion-wise faculty representatives for collecting the departmental data and submit the same to IQAC for filling up AQAR.</p> <p>The Principal, Dr. T.Ch. Siva Reddy identified some Criteria points where the institute got very few or zero points in the previous SSR.</p> <p>The Principal conducted a meeting on 20-07-2022 with the following sections/departments and had given PowerPoint Presentation to create awareness for providing and maintaining data as per NAAC requirements.</p> <ol style="list-style-type: none"> 1. NCC & NSS Coordinators 2. Physical Directors 3. Estate In charges 4. Accounts Dept.

	<p>have obtained an A++ grade. He has highlighted the need to focus on the criteria points where the institute got very few or zero points in the previous SSR. He has emphasized collecting and submitting apt data by all the departments, including the Physical Education Department, in the coming semester. Subsequently, he has made a brief presentation criteria-wise where the institute can get maximum metrics. He has suggested that the office of the Deputy Registrar and the Officer-Audits & Compliance may arrange a meeting in the second week of July 2022 with the Physical Education Department and the Director-Facilities so that they may be made aware of the submission of the data to the IQAC periodically.</p> <p>He has further requested to prioritize sending the information in the new format, along with proofs and information on the best practices being followed at their departmental level.</p> <p>He has suggested internal and external audits in advance once the data is collected from the concerned departments to avoid last-minute preparation.</p> <p>During the discussion, Dean Research suggested finalizing the cyber security policy in consultation with the Director.</p> <p>He has also suggested the submission of the collaborative projects through the office of the Dean-Innovation & Research.</p>	<p>5. Library Section 6. Academic Section 7. Procurement Section etc.</p>
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7	<p>Calculation of CO, PO attainments, PSOs, PEOs, collection of Students' feedback on facilities, conducting of SSS etc</p>	<p>The Principal has emphasized the calculation of attainments for (Course outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) for 2018-22 batch in order to meet the requirements of the NBA/NAAC.</p> <p>He has also highlighted the importance of collection of Students' Feedback on Facilities and conducting of Students' Satisfaction Survey (SSS) from the passing out students. He has suggested the HoDs to ensure the collection of the data from the students before issuing the No Dues Certificate to them.</p> <p>He has suggested for calculation of PO attainment for the current outgoing batch through indirect assessment, and submission of this information along with the PSOs and PEOs. He has also requested the HoDs to appraise the students of the importance of their feedback on facilities for improvising the quality in the institute, and ensure maximum number of students' participation in submission of feedback through Google Formats which will be shared with them in due course of time by the IQAC.</p> <p>Director IQAC has also requested the HoDs to conduct SSSs and to share the information with the IQAC on priority basis as per the time schedule.</p> <p>The Principal has suggested collecting the data as per NAAC and NBA formats.</p>	<p>All the HoDs are requested to take feedback from the passed-out students 2018-22 batch on the following and submit the Analysis Report to IQAC</p> <p>a) POs b) Curriculum and c) Infrastructure</p> <p>In addition, the IQAC has been collecting the Student Satisfaction Survey from (2018-22 batch) students on Teaching-Learning Process-2021-22 (for B.Tech IV Yr, M.Tech& MBA). So far 870 students have participated in the survey.</p>
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8	Filling of NBA Pre-Qualifier applications for accreditation of PG Engineering Programs	<p>The Principal has informed that the institute requires 75% of the courses should be accredited by NBA. Therefore, the institute should consider submission of applications for accreditation of PG Engineering Programs.</p> <p>The PGPre-qualifier format has been shared with all the HoDs for filling the information. HoDs have to ensure submission of the duly filled-in Pre-Qualifier applications to the Principal/Director office and final copy to IQAC records .</p>	All the concerned HoDs are requested to start preparations for filling up of NBA Pre-Qualifier
9	Constitution of Academic Audit Committee and fixing of schedule for audit	<p>The Principal has informed that the NAAC has specified conducting the Academic and Administrative Audit every year. In order to fulfil this requirement, there is a need to constitute the Academic Committee with the Principal as Chairperson and the Director-IQAC as Member-Convener, and to fix a time schedule for carrying out the academic audit on a priority basis.</p> <p>Upon discussion, it has been decided to constitute the Academic Audit Committee and to circulate the same to the Director-IQAC in furtherance of conducting the academic audit as early as possible.</p>	<p>The Department Level Audit Committees have been formed.</p> <p>The templates of the institute-specific audit format and the department-specific format have been prepared. The department-specific format has been shared with the HoDs to conduct the internal audit and submit the report to the IQAC on or before 20.10.2022.</p> <p>The members of the internal institute-specific Academic and Administrative Audit Committee were identified,</p> <p>Subsequently, the external AAA Committee is also being identified in consultation with the Principal Sir/ Director Sir.</p> <p>The schedule of the audit is also being finalized.</p>
10	Updating the publications of the faculty	The Director-IQAC has informed that it has been brought to the notice of the IQAC by the Dean-Innovation & Research that the list of publications of the faculty is not being updated from time to time. The Dean-Innovation & Research Dr AmeetChavan has also highlighted that the	All the HoDs are updating the publications data on monthly basis.

		<p>publications which play pivotal role in NIRF rankings. The principal has informed that there is need to publish 2 publications in an academic year by Professors/ Associate and Asst. Prof with Ph.D.</p> <p>In view of the importance of the research publications for accreditation purposes as well as National Institute Ranking Frame Work (NIRF) rankings, the Principal has requested all the HoDs to ensure updation of publications on a monthly basis.</p>	
11	Presentation on Qualitative and Quantitative Metrics	<p>The Director-IQAC has informed that the Principal who is the Chairman of the IQAC has kindly consented to make a presentation on Qualitative and Quantitative Metrics of all the criteria of the NAAC. The IQAC is planning to arrange this presentation in the 1st or 2nd week of August. She has requested the HoDs to spare the time of the Faculty Coordinators who are assigned the NAAC work during that time.</p>	<p>The Principal conducted a meeting on 20-07-2022 with the following sections/departments and had given PowerPoint Presentation to create awareness for providing and maintaining data as per NAAC requirements.</p> <ol style="list-style-type: none"> 1. Director-Facilities & Security 2. Deputy Registrar (Academic) 3. Head-Finance 4. NCC Officer 5. NSS Program Coordinator 6. Physical Directors 7. Head-Procurement 8. Assistant Manager-Estate <p>IQAC is planning to arrange a meeting with the Departmental NAAC AQAR Coordinators shortly. The Principal and the Director - IQAC will give a presentation to emphasize the significance of AQAR and how to collect and submit the required data.</p>
12	Improvising the Attendance of the Students	<p>The Director-IQAC has informed that the office of the Deputy Registrar has expressed concern that the attendance of the students is very poor.</p>	<p>As decided, the Deputy Registrar Mr Heera Singh Rajput has been continuously monitoring the attendance part.</p>

		<p>As suggested by the CEO, the Deputy Registrar Mr HeeraSingh Rajput has made a brief presentation about the attendance details and his ideology on improvising the same.</p> <p>He has brought to the notice of the members that the faculty is posting the attendance on a daily-basis which is being monitored by his office. His office is planning to collect attendance of the students through Google Forms from the students to compare with the data posted by the faculty. Subsequently, the attendance information can be communicated to the parents as well.</p> <p>He has consented to entirely monitor the attendance of the students from his office and assured for better results in a time plan.</p> <p>The Director-IQAC has also requested the HoDS to focus on improving the attendance of the students.</p> <p>Later, the proposal of continuously monitoring the attendance of the students by the office of the Deputy Registrar has been approved.</p>	
13	Submission of Mentor-Mentee list and Faculty assignments to the office of the Deputy Registrar	<p>The Principal has informed that the Mentor-Mentee program should be conducted on a regular basis in order obtaining a realistic assessment of the learner's performance and for providing skilful development of the students' community.</p> <p>The Director-IQAC has informed that the office of the</p>	<p>The Deputy Registrar Mr Heera Singh Rajput has been requested to look into this matter.</p>

		<p>Deputy Registrar is looking after the Mentor-Mentee program. She has requested all the HoDs to share the list of the Mentor-Mentee and the assignments of the faculty to the office of the Deputy Registrar to enable his office for effective function of the program.</p> <p>The Deputy Registrar has informed that his planning to have a session for the Mentors to train them in dealing with the students and improving the slow learners. He has also expressed his consent to train the faculty in the use of Goggle forms for data collection, if required.</p> <p>During the discussion, the Director-CDC Mr Vasudeva Rao has suggested maintenance of privacy and confidentiality when the data is collected through Google Forms.</p>	
14	Preparation and circulation of Results Analysis Report by the office of the Deputy Registrar, Assessment by the PAC; further review by IQAC in a time-bound manner	This point has already been covered under agenda item No.5.	---
15	Submission of completed Course Files of 1st, 2nd and 3rd years to the office of the Deputy Registrar	It has been decided to have a separate meeting with regard to Course Files and Lab Manuals.	<p>The respective HoDs have already ensured preparation of Course Files and the Lab Manuals.</p> <p>The Deputy Registrar has informed that he is yet to receive the Lesson Plans from the HoDs to fulfil the plan for making them available in a student portal online.</p>
16	Any other item(s) with the permission of the Chair	<i>Submission of the proposals to DST under FIST Program-2022:</i>	The following faculty members have submitted their proposals.

		<p>The Principal has informed that the Department of Science and Technology (DST), Ministry of Science and Technology, Government of India has called for proposals for "Fund for Improvement of S&T Infrastructure in Universities and Higher Educational Institutions (FIST) Program - 2022". The principal has suggested CSE/IT Professors to come forward to apply in the area such as "Deep learning technologies" etc. He informed that ECE & Mechanical related proposals for the project are under preparation He requested all the HoDs to pursue the notification available on the DST website, and prepare the proposals by 30-July.</p>	<ol style="list-style-type: none"> 1. Dr SPV SubbaRao , Prof. & Head - CSE, (Rs.51 lakh Project) submitted proposal to FIST 2. Science and Technology Hub - Submitted DST Project (Rs 53 lakhs Project) Dr T Rama Swamy, Dr T .Ch Siva Reddy, Dr C V Tomy, Dr SPV SubbaRao,Dr J Chattopadhyay & Dr S Krishna 3. Massive MIMO Technology for Its Effective Implementation in 5G Communication Networks for enhancing Energy efficiency and Spectrum efficiency (Rs 23 lakhs Project) proposal submitted by Dr SPV SubbaRao , Dr J Chatopadhyay, Dr T Rama Swamy Project submitted for SERB under SURE Category (Science and Engineering Research Board -State University Research Excellence (SERB-SURE) 4. Project submitted for SERB under power grant Category by Dr Shruhi bharghava, Dr Abhisek Choubhey(Rs 30 lakhs)
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Dr. B. Indira Reddy
Director - IQAC