HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2019-20/01   Date: 12-07-2019

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

       Sir,

       Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 20th July 2019 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

IQAC Coordinator

Coordinator, IQAC
Hyderabad Institute of Technology & Management

AGENDA:

1. Review of previous IQAC meeting (Ref: HITAM/IQAC/2018-19/04) held on 13.04.2019
2. Review of Institutional Strategic Objectives
3. Proposal to conduct Three Workshops, conducting by FMAE and Mechanical Department HITAM.
4. R&D manual (which includes all policies)
5. Computer centre enhancement with upgradation of systems.
6. R&D Lab establishment
7. 5 projectors with accessories.
8. 5 Laptops for classrooms and others.
9. Software procurement (MATLAB, Dream spark)
10. Any other agenda with the permission of Chair.
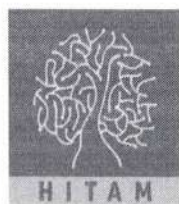
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2019-20/01   Date: 15-07-2019

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 20th July 2019 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

Coordinator, IQAC
Hyderabad Institute of Technology & Management

Copy to:

Chairman - For kind Information

Director - For kind Information

All IQAC Members

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC//2019-20/01   Date: 20-07-2019

MINUTES OF IQAC MEETINGS

Review of previous IQAC meeting (Ref: HITAM/IQAC/2018-19/04) held on 13.04.2019
Principal (Chairman of IQAC) addressed the committee members and reviewed minutes of previous meeting held on 13th Apr 2019. He also explained activities conducted in AY 2018-19 Semester II.

Review of Institutional Strategic Objectives: Principal asked HoD's to suggest the new dates for NAAC documentation updated same in Strategic objective document.
Arvind sir explained to all the HoD's regarding NAAC documentation, and requested HoD's to inform the criteria owner that they need to be submit documentation through HoD's so that Hod will aware.
HoD's suggested that conducting one meeting first week of July with criteria owner will make better understand about NAAC documentation process.
Arvind sir expressed that if faculty ready with syllabus & course structure before getting approval from NAAC it would be easy for us to submit to JNTUH. Also requested HoD's to coordinate with faculty on the same.

- All the Criteria owners need be submit Quality and Quantity metrics to Principal and Dean Accreditation
- Meeting with Criteria owners should conduct
- Functional MOU's at least one per criteria need be identify and draft
- New rooms and labs requirement
- Establishing center of Excellence. Only Mech dept. CAD Cam operational, rest of them like Solor Installation, Wind mill and Mechine learning projects, Embedded system, VLSI and Rapid prototype are pending
- HoD's are asked to furnish the existing data and the set targets for the academic year 2019-20 on Publications, Funded Project, Consultancy Internship, Academic Projects, Placements and Patents

FMAE & HITAM: Host Three Workshops:
Every year, FMAE conducts various off-road vehicles competitions including FKDC Season 4, FFS India – Season 3 and QBDC - Season 5 in year 2020.
In this workshop, FMAE mentors will release the rule book and give important instructions to registered team members to build the vehicles.
This workshop is free for all team members.
HITAM will be the host Centre to conduct these workshops, where in participants coming from various states across India.

Principal and other IQAC members expressed that this workshop will help students to learn on the field and HITAM for its branding.

IQAC recommends to host the training.

R&D manual (which includes all policies): Because of R&D Manual not Circulated to all IQAC Team Members on time then based on need will finalize in the next meeting. As per NAAC requirements R&D manual is prepared with all the Document and circulate to All IQAC members as early as possible

Computer centre enhancement with upgradation of systems: Proposed requirement is for upgrading 50 systems with 20 lakhs budget. Proposal to be circulated with all requirements and available infrastructure among the IQAC team members and to be finalized in next meeting.

R&D Lab establishment: Dean Accreditation Expressed to Propose R&D Lab must club With EPICS Center and can be shown as R&D center. Proposal to be circulated with all requirements and available infrastructure by Concerned Person to the IQAC team members and to be finalized in next meeting. This proposal to be discussed in the next meeting.

5 projectors with accessories: At present we have 23 projectors and out of them 15 are in working condition, and 8 are under repair. All classrooms to be digital class rooms for that purpose we are planning for the purchase of 5 projectors with audio.

IQAC recommends repair of eight projector and procurement of additional five projectors.

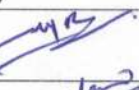**5 Laptops for class rooms and others:** Dean Accreditation proposed for 5 laptops to be allocated in the classrooms.
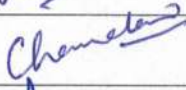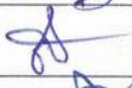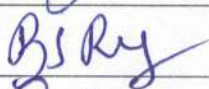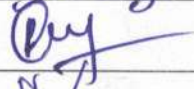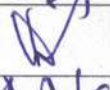
IQAC recommends to set up dedicated laptops for projector usage

Software procurement (MATLAB, Dream spark): Principal expressed to put Budget proposal of MATLAB and Dream spark software with detailed report by respective persons in charge to the IQAC team members and to be finalized in next meeting

IQAC Coordinator

IQAC Chairman

MEMBERS ATTENDED MINUTES OF MEETING

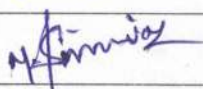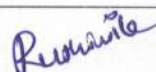| Name	Designation	Attendance	Signature
Dr. Gopalkrishna Joshi	Honorary Chairman of IQAC		Online
Dr. J. Shiva Kumar	Chairman of IQAC		
Mr. Prashanth Arutla	Management		Online
Dr. S. Arvind	Faculty		
Mr. Daniel Prabhakar	Faculty		
Dr. P. Ila Chandana	Faculty		
Dr. Rahul Vivek Purohit	Faculty		
Dr. M. Sreeramulu	Faculty		
Dr. O. P. Suresh	Faculty		
Mr. R. Umamaheswhar Singh	Faculty		
Mr. Surendra Bandi	IQAC Coordinator		
Mr. M. Rajeshwar	Faculty		
Dr. S. V. Devika	Faculty		
Mr. Morrish Kumar	Faculty		
Mrs. K. Bindu Madhavi	Faculty		
Mr. J. Hari Krishna	Industry		Online
Mr. Srinivas	Employer		
Mr. Sriram Bhagavathulu	Alumni		
Mr. Ayush Kumar Dwivedi	Alumni		Online
Mr. Ruthvik	Student		

Task

S. No	Task	Accountable person	Status
1	FMAE & HITAM : Host Three Workshops Seminar hall booking	Mr.Morrish & sai chandu	30th July 2019
2	R&D manual Circulation softcopy	Dr. Devika	22nd July 2019
3	Computer centre proposal with all report	Dr.Ila chandana	27th July 2019
4	R&D Lab establishment	Dr.Aravind	24th July 2019
5	Software procurement (MATLAB, Dream spark)	Dr.Suresh Dr.ila chandana	24th July 2019
6	All the Criteria owners need be submit Quality and Quantity metrics to Principal and Dean Accreditation	HoD's	30th July 2019
7	Meeting with Criteria owners should conduct	Principal	1st or 2nd August 2019
8	Functional MOU's at least one per criteria need be identify and draft	HoD's	24th July 2019
9	New rooms and labs requirement	HoD's & Faculties	30th Nov 2019
10	Establishing center of Excellence Only Mech dept. CAD Cam operational. Rest of them like Solor Installation, Wind mill and Mechine learning projects, Embedded system, VLSI and Rapid prototype are pending	HoD's	Before NAAC inspection
11	HoD's are asked to furnish the existing data and the set targets for the academic year 2019-20 on Publications, Funded Project, Consultancy Internship, Academic Projects, Placements and Patents	HoD's	29th July 2019

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2019-20/02   Date: 04-10-2019

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

      Sir,

      Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 12th October 2019 the Agenda of the meeting is enclosed.

   I request your Approval

      Thanking you

                Yours faithfully

                IQAC Coordinator

Coordinator, IQAC
Hyderabad Institute of Technology & Management

AGENDA:

1. Review of previous IQAC meeting (Ref: HITAM/IQAC/2019-20/01) held on 20.07.2019
2. Review of Proposal to MSME
3. Review of Tool for NBA (OBE Implementation)
4. Audit of NAAC Documentation and Preparations
5. Proposal of Oxford English Assessment for first year students
6. Proposal for starting EWB(Engineers Without Boarders) Chapter at HTIAM
7. Review of Quadbike (Rev Clusters) Proposal
8. Allocating Budget from CDC for student membership
9. Review of proposal from IoT center (attached).
10. Any other agenda with the permission of Chair.
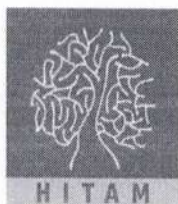
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2019-20/02

Date: 07-10-2019

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 12th October 2019 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

Coordinator, IQAC
Hyderabad Institute of Technology & Management

Copy to:

Chairman - For kind Information

Director - For kind Information

All IQAC Members

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC//2019-20/02

Date: 12-10-2019

MINUTES OF IQAC MEETINGS

Review of previous IQAC meeting (Ref: HITAM/IQAC/2019-20/01) held on 20.07.2019
Principal (Chairman of IQAC) addressed the committee members and reviewed minutes of previous meeting held on 20th July 2019. He also explained activities conducted in AY 2019-20 Semester I.

Review of Proposal to MSME: MSME called for submission of proposals to encourage startups. The committee has reviewed the draft proposals submitted by members and shortlisted two proposals for submission.

Review of Tool for NBA (OBE Implementation): The committee reviewed the proposals submitted for procurement of software tool towards the implementation and documentation of OBE and recommended same for the procurement.

Audit of NAAC Documentation and Preparations: Criteria owners submitted the data, the committee audited and suitable suggestions were given.

Proposal of Oxford English Assessment for first year students:
IQAC recommends to take the assessment for the current batch of students in first semester English as a course with suggestions of coming up with plan for making it success.
Competency English to be improved is the requirement.
700 to be paid by students if not cleared.
What if the students do not take?
How does it help in improving the English language?

Proposal for starting EWB (Engineers Without Borders) Chapter at HTIAM:
Recommended to go ahead with starting the chapter.
Any financial/technical and logistics support required
Summary of the previous items in terms of Action Taken Report

Review of Quadbike (Rev Clusters) Proposal:
Students have come up with proposing - FMAE academy, internship courses, representing HITAM In Expo, Introduce SAE by 2020, Network with R&D Automobile and paper publishing. These allow us to get free registration (74000 INR) and concession in other registration of events
Verify MoU and obligations for providing HITAM space.
Last year 4.4 lacs budget was spent by college
Students - delayed budget sanction was the reason in poor quality of the outcome

Plan of action to prepare with timeline, responsible person, support required, budget timeline.
Publish in social media tag your idea in YouTube and work with them.
Analyses as a team tag to Tata, Mahindra, and other companies, etc...
Space for working in HITAM is recommended
In the first presentation of September first week need to be present the work you completed till now.
60000INR budget is recommended for now and each member's team head need to present before the IQAC team during September 1st week.
Sharing the sheet is compulsory to all the IQAC team members.

Allocating Budget from CDC for student membership:
IEEE registrations-Top 10 academically strong students to be taken registrations
Fees may be from CDC trainings budget
Benefits to be given to these registered students
Involvement of students in IEEE activities to be monitored
IEEE day on 1st October to be organized by II, III ECE and EEE students
EEE & ECE faculty to register into IEEE membership
Benefits of memberships should be shared with all the stakeholders
Alumni sessions to the students on importance of IEEE membership for higher education
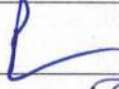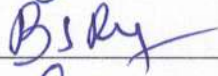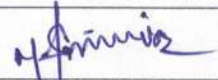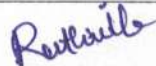
Review of proposal from IoT center (attached):
Required 60 chairs, blackboard, Rack bulk purchase or internal adjusted can be done
Proposed budget is Rs.36000.
Suggestions is to stack the chairs then we can accommodate 60 chairs in a room.
AO Ravi will do the needful.
Total 15 system required for SSDC and 10 systems are available five more required. Four members use one system
At least by hackathon Time systems need to be ready
On 17th Oct 19 Centre inauguration planned special guests are from MNC Company CEO Intel Company Director may come.

IQAC Coordinator   IQAC Chairman

MEMBERS ATTENDED MINUTES OF MEETING

Name	Designation	Attendance	Signature
Dr. Gopalkrishna Joshi	Honorary Chairman of IQAC		Online
Dr. J. Shiva Kumar	Chairman of IQAC		
Mr. Prashanth Arutla	Management		Online
Dr. S. Arvind	Faculty		
Mr. Daniel Prabhakar	Faculty		B. R
Dr. P. Ila Chandana	Faculty		Chandna
Dr. Rahul Vivek Purohit	Faculty		
Dr. M. Sreeramulu	Faculty		
Dr. O. P. Suresh	Faculty		
Mr. R. Umamaheswhar Singh	Faculty		
Mr. Surendra Bandi	IQAC Coordinator		BS Rdy
Mr. M. Rajeshwar	Faculty		
Dr. S. V. Devika	Faculty		
Mr. Morrish Kumar	Faculty		
Mrs. K. Bindu Madhavi	Faculty		
Mr. J. Hari Krishna	Industry		Online
Mr. Srinivas	Employer		Srinivas
Mr. Sriram Bhagavathulu	Alumni		
Mr. Ayush Kumar Dwivedi	Alumni		Online
Mr. Ruthvik	Student		Ruthvik

Task

S. No	Task	Accountable person	Status
1	Resubmit the Oxford proposal for current batch of students	Mrs. Vanaja	20th Oct 2019
2	Submit the EWB Chapter Application	Mr. Santosh Naik	22th Oct 2019
3	Arranging of Awareness session regarding membership for students	Lead-IIB	14th Oct 2019
4	Submission of Checklist for EWB inauguration	Mr. Sanotosh Naik	28th Oct 2019
5	Refinement of On Duty Clause in Policy of attending workshops	Lead-R&D	28th Oct 2019
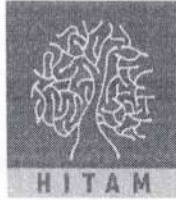
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2019-20/03   Date: 03-01-2020

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

     Sir,

     Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 11th January 2020 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

IQAC Coordinator

Coordinator, IQAC
Hyderabad Institute of Technology & Management

AGENDA:

1. Review of previous IQAC meeting (Ref: HITAM/IQAC/2019-20/01) held on 20.07.2019
2. Review of Institutional Presentation for NAAC Visit
3. Awareness session on Mapping POs in Mid Exam Question Paper
4. Review of GCSP Proposal
5. Proposal for IETE Membership
6. Making NPTEL Courses Mandatory for all the faculty
7. Proposal to purchase SCADA Hardware
8. Proposal to subscribe SWAYAM Prabha Channels
9. Review of request for sponsorship of QDBC
10. Any other agenda with the permission of Chair.
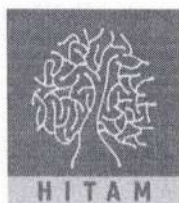
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2019-20/03   Date: 06-01-2020

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 11th January 2020 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

Coordinator, IQAC
Hyderabad Institute of Technology & Management

Copy to:

        Chairman - For kind Information

        Director - For kind Information

        All IQAC Members

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC//2019-20/03   Date: 11-01-2020

MINUTES OF IQAC MEETINGS

Review of previous IQAC meeting (Ref: HITAM/IQAC/2019-20/02) held on 12.10.2019
Principal (Chairman of IQAC) addressed the committee members and reviewed minutes of previous meeting held on 12th October 2019. He also explained activities conducted in AY 2019-20 Semester I.

Review of Institutional Presentation for NAAC Visit: Principal presented the Institutional ppt, committee members suitable suggestions were given.

Awareness session on Mapping POs in Mid Exam Question Paper: Mr.Surendra shared AICTE guidelines for writing COs, Mapping with POs and relevance of Bloom's Taxonomy in lesson plan. The committee recommended to implement the same, inline with NBA requirement as well.

Review of GCSP Proposal: The committee reviewed the proposal and recommended the same.
- Identification of Internal Experts (GCSP Mentors)
- Identifying interested Scholars/students with research aspirations with following qualities
  - Highly committed
  - Capable of interacting with researchers and local communities
  - Leadership qualities
  - Time management
- Identify the domains with faculty competency Domains Identified:
  - Secure Cyber Space
  - Virtual Reality
  - Advance Health Informatics
  - Advanced Personalized Learning
  - Restore and Improve Urban Infrastructure
  - Make Solar Energy Economical
  - Provide Access Clean Water

Proposal for IETE Membership:
Dr. Abraham explained the procedure to take the IETE Membership, Fees, and Benefits of HITAM becoming IETE Professional Activity Center
Mr. Rajeshwar expressed that it will be burdening faculty if we do not have sufficient number of useful activities and benefit

Mrs. Bindu Madhavi expressed that there is ISTE student chapter coming up for registration and what should the students look for

Mr. Surendra expressed that faculty might feel burden for now but they get a life membership

Principal expressed that it will be useful as an institution and individual as well.

Recommended to take membership with the support of college and recovered from the faculty not exceeding 1000 per month till complete fee is recovered.

Making NPTEL Courses Mandatory for all the faculty:

Making every faculty to take up one NPTEL course.

Courses related to the subjects teaching in the current semester to be encouraged.

This may be linked to PMS and accreditation requirement. There is no direct weightage for NIRF for NPTEL Courses. Exemption to the faculty who are in IGIP Certification course.

Recommended to take one NPTEL Course which is relevant to the course handling in a year.

Proposal to purchase SCADA Hardware:

Three batches of students can carry out the major projects comfortably with the equipment.
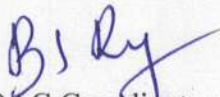
All the students can be given exposure.

IQAC recommended the proposal

Proposal to subscribe SWAYAM Prabha Channels:

IQAC recommended the proposal and suggests to have the television in the digital library with the channels set up.

Review of request for sponsorship of QDBC:

Matching fund of 30,000 is recommended. Additional details like the status of components used in the previous year and quotations are asked to submit by Monday (13th Jan 2020) for further consideration.

IQAC Coordinator

IQAC Chairman

MEMBERS ATTENDED MINUTES OF MEETING

Name	Designation	Attendance	Signature
Dr. Gopalkrishna Joshi	Honorary Chairman of IQAC		Online
Dr. J. Shiva Kumar	Chairman of IQAC		
Mr. Prashanth Arutla	Management		Online
Dr. S. Arvind	Faculty		
Mr. Daniel Prabhakar	Faculty		B.M
Dr. P. Ila Chandana	Faculty		Chandana
Dr. Rahul Vivek Purohit	Faculty		
Dr. M. Sreeramulu	Faculty		
Dr. O. P. Suresh	Faculty		
Mr. R. Umamaheswhar Singh	Faculty		
Mr. Surendra Bandi	IQAC Coordinator		BS Ry
Mr. M. Rajeshwar	Faculty		Ry
Dr. S. V. Devika	Faculty		
Mr. Morrish Kumar	Faculty		
Mrs. K. Bindu Madhavi	Faculty		
Mr. J. Hari Krishna	Industry		Online
Mr. Srinivas	Employer		
Mr. Sriram Bhagavathulu	Alumni		
Mr. Ayush Kumar Dwivedi	Alumni		Online
Mr. Ruthvik	Student		Ruthvik

Task

S. No	Task	Accountable person	Status
1	Nil		
2			
3			
4			
5			