HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2023-24/01   Date: 08-07-2023

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

Sir,

Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 22nd July 2023 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

IQAC Coordinator

AGENDA:

1. AQAR reports of 2022-23
2. Compliance status and confirmation of the minutes of IQAC meeting (Ref:HITAM/IQAC/2022-23/04) held on 29.04.2023
3. Review of faculty conclave and faculty presentations.
4. Review of Proposal for organizing internships from swecha
5. Review of Proposal for Machine Learning Projects
6. Review of Proposal for organizing INNOFIESTA – National Level Symposim
7. Review of Proposal to conduct training on MATLAB
8. Planning for improving Academic Results and Backlog clearance
9. Review of Academic calendar for 2023-24
10. Any other points with permission of Chair
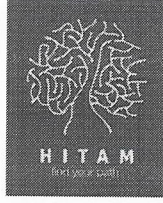
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2023-24/01

Date: 15-07-2023

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 22nd July 2023 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

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//2023-24/01   Date: 22-07-2023

MINUTES OF IQAC MEETINGS

AQAR report of 2022-23
Principal (Chairman of IQAC) addressed the committee members and asked Dean Academics to present AQAR report of 2022-23

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2022-23/04) held on 29.04.2023
At the directions of the Chair, the IQAC coordinator presented the action taken report against the last meeting. The minutes of the last meeting held on 29th April 2023 were confirmed. He also explained activities conducted in AY 2022-23 Semester II.

Review of faculty conclave and faculty presentations:
Principal asked Assistant Dean Academics to brief about the faculty conclave and faculty presentations.

Assistant Dean Academics presented the report on faculty conclave and faculty presentations. Committee appreciated Assistant Dean Academics for conducting faculty conclave and presentations successfully.

Review of Proposal for organizing internships from swecha
Dr. Rajeshwar presented the proposal, highlighting its value for students from CSE and ET. A ₹1,000 certificate fee, mandatory for eligible students, has not yet been communicated. Dr. Rajesh assured the program, conducted for the first time at HITAM, includes certification, internships, and mentorship by Dr. Gaurav Raina, unlike free training from TASK.

A minimum of 200 participants is required, targeting students with 0–2 backlogs. Dr. OP Suresh noted EEE students often choose external internships. The program is scheduled for 14–26 August 2023.

Committee members recommended the proposal.

Review of Proposal for Machine Learning Projects
Dr. Rajeshwar proposed offline training for 25 students in Machine Learning and NLP, starting July 29, 2023. The training is designed to support mini and major projects without disrupting ARVR students or existing project requirements. The committee approved the proposal.

Review of Proposal for organizing INNOFIESTA – National Level Symposim

The proposal for organizing INNOFIESTA, a national-level symposium, was discussed. Last year's event was deemed successful in participation and promotion, though cultural events were excessive. This year, cultural activities will be limited. Concerns were raised about date clashes with exams and last year's expenditure, which was around ₹1,30,000. Dr. Satish agreed to submit last year's budget and outcome reports. The committee will decide after receiving the reports and ensuring no academic conflicts.

Review of Proposal to conduct training on MATLAB

Dr. Rajesh presented a proposal for a 10-day MATLAB training and internship led by Mr. Jayaram from Bangalore. The program will involve 10 final-year students for internships, while second-year students will participate in learning sessions. Faculty member Mr. Kondal Rao will oversee the training. A minimum payment will be provided to interns, and a caution deposit will be collected to ensure attendance. All students expressed interest, and the committee recommended organizing the program.

Planning for improving Academic Results and Backlog clearance:

Committee recommended that including remedial and backlog classes in the time table will give the good results and students also can plan to attend the same.

Review of Academic calendar for 2023-24:

Committee reviewed and approved the same.

Principal windup the meeting since there is no other points to discuss by thanking the committee members.

IQAC Coordinator   IQAC Chairman

Task

S. No	Task	Accountable person	Status
1	Share the Last Year INNOFIESTA report with committee members	Dr. Sathish	

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2023-24/02   Date: 07-10-2023

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

      Sir,

      Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 21st October 2023 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

IQAC Coordinator

AGENDA:

1. Compliance status and confirmation of the minutes of previous IQAC meeting (Ref: HITAM/IQAC/2023-24/01) held on 22.07.2023
2. Review of FDP proposal on recent trends in Artificial Intelligence
3. Review of Proposal for renewal of CSI Student Chapter
4. Review of Proposal for conducting internal Hackthon for AICTE SMART INDIA HACKTHON 2023
5. Review of Proposal for Advanced Automatic Closed loop between fishes and algae – an AI model for Hydroponics and Aquaponics
6. Review of TASK Internship Training
7. Review of Proposal to conduct Online Faculty Development Program on Cloud Infrastructure in Association with AICTE
8. Review of AICTE & NIRF Ranking 2024 application
9. Review of New Admission status
10. Review of Autonomous I Year Academic calendar, syllabus and lesson plan
11. Review of Data, which will be uploaded in AISHE portal
12. Any other point with the permission of Chair

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2023-24/02

Date: 14-10-2023

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 21st October 2023 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

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//2023-24/02   Date: 21-10-2023

<u>MINUTES OF IQAC MEETINGS</u>

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2023-24/01) held on 22.07.2023

At the directions of the Chair, the IQAC coordinator presented the action taken report against the last meeting. The minutes of the last meeting held on 22nd July 2023 were confirmed.

Review of FDP proposal on recent trends in Artificial Intelligence

The Faculty Development Program (FDP) on recent trends in AI, planned by Dr. Rajeshwar Goud, faced concerns about scheduling during peak academic periods. Dr. Sathish questioned the feasibility for faculty with tight schedules, to which Dr. Goud clarified that it would involve only 20 participants, primarily third-year students with minimal classwork. Dr. Arvind suggested holding the FDP on three Saturdays during TLC slots to avoid disrupting academic duties. Mr. Surendra and Dr. OP Suresh emphasized the need for proper faculty deputation by departments. The team recommended conducting the FDP on Saturdays for better participation and effectiveness.

Review of Proposal for renewal of CSI Student Chapter

The proposal to renew the CSI Student Chapter was reviewed, with Mrs. Bindu Madhavi providing an overview. Dr. Siva emphasized the need to finalize an accountable person before further discussion, while Dr. Arvind highlighted the importance of identifying three faculty members for institutional membership. Mr. Vamsi questioned the issue with having the proposer and accountable person as the same individual and suggested moving chapters to relevant departments. Mrs. Madhavi clarified that coordinators from respective departments, such as Dr. Naidu for CSI, manage updates and renewals, which she consolidates. The proposal was recommended for processing after finalizing the accountable person and faculty members.

Review of Proposal for conducting internal Hackthon for AICTE SMART INDIA HACKTHON 2023

The proposal for conducting an internal hackathon for the AICTE Smart India Hackathon was reviewed, with Dr. Siva Prasad explaining delays due to prior events and scheduling conflicts, leaving limited time before the 30th September deadline to submit 35 ideas. Concerns were raised about short registration time, student interest, space constraints, and logistical challenges like tables, power supply, and prize money. Dr. Rajesh and Mr. Vamsi suggested using classrooms or online coordination to address these issues. Budget concerns

were highlighted, including prize money, with recommendations to reduce it. Given the time constraints and logistical hurdles, the committee recommended organizing the hackathon online for better feasibility.

Review of Proposal for Advanced Automatic Closed loop between fishes and algae – an AI model for Hydroponics and Aquaponics

The discussion on developing an AI-based closed-loop system for hydroponics and aquaponics, presented by Mr. Praveen from the META Centre, highlighted the need for AI sensor integration to improve accuracy in monitoring, replacing manual interventions. Mr. Praveen showcased potential projects for students. Dr. Rajesh suggested seeking IEEE Sensor Council funding and presenting the work to Mr. Maruti Rao during his visit. While efforts to secure a SERB grant were unsuccessful, Dr. Siva emphasized the importance of running the META Centre to claim emerging technologies and meet international collaboration requirements. Faculty members and Mr. Surendra supported the initiative, viewing it as a strategic investment. The committee recommended proceeding with the project and pursuing IEEE funding.

Review of TASK Internship Training

The proposal for TASK internship training was discussed, with Mr. Gupta presenting the details. Dr. Siva and Dr. Arvind suggested using CDC fees to cover TASK membership, while Dr. Rajesh proposed splitting the cost, with ₹770 funded by the college and ₹230 by the students, emphasizing student accountability. Dr. Arvind highlighted the benefits of TASK membership, including free training and placement opportunities in pool campuses, and recommended considering membership for all students. The committee recommended proceeding with the proposal.

Review of Proposal to conduct Online Faculty Development Program on Cloud Infrastructure in Association with AICTE

Dr.Satish from HOD CSE briefed the proposal, the committee recommended to organize.

Review of AICTE & NIRF Ranking 2024 application: Dean Accreditation shared the information uploading in AICTE portal, and proposed intake details, committee approved the same. He also shared the NIRF application data pertaining to IIIC, EDC, Innovation Cell, Startups, R&D, Consultancy and Sponsored projects towards NIRF, He mentioned that final review will be done in the month of December

Review of New Admissions status: IQAC Coordinator presented the admission data, committee members discussed on EEE and MECH branch, since the admission numbers is very low, asked Mr.Vamsi about the plan of action to fill the seats in those departments.

Mr.Vamsi mentioned that most of the students are showing interest in computer science and emerging technology courses, currently we successfully filled the lateral entry seats in IInd year EEE and MECH.

Review of Autonomous II Year Academic calendar, syllabus and lesson plan: Dean Academics displayed the Autonomous II year academic calendar, course structure and syllabus approved in academic council, recommended by committee.

Assistant Dean Academics mentioned that for II year subjects lesson plan was conducted successfully in presence of subject experts panel members.

Review of Data, which will be uploaded in AISHE portal: Principal asked Administrative officer to share the information which will be uploaded in AISHE portal for academic year 2023-24. IQAC recommended the same.

IQAC Coordinator

IQAC Chairman

Task

S. No	Task	Accountable person	Status
1	Pursuing IEEE funding for an AI model for Hydroponics and Aquaponics	Mr.Praveen	
2			
3			
4			
5			

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT
Affiliated to JNTUH, Approved By AICTE
Gowdavelly, Medchal - 501401

Ref: HITAM/ IQAC/2023-24/03   Date: 13-01-2024

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

    Sir,

    Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 27th January 2024 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

IQAC Coordinator

AGENDA:

1. Compliance status and confirmation of the minutes of previous IQAC meeting (Ref: HITAM/IQAC/2023-24/02) held on 21.10.2023
2. Review of Proposal for 3 days FDP on Recent trends on Electric Vehicles
3. Review of Proposal to Establishing VLSI –Centre of Excellence
4. Review of SSDC 2 weeks certification programme for CSE, ET –IIYrs by Dr.K.Satish Reddy
5. Review of Proposal on HR Conclave and Career Awareness Fair
6. Review of Proposal to conduct Hack Your Path 5.0 Hackthon
7. Review of Academic Audit Report
8. Review of Students feedback report
9. Any other points with the permission of Chair

Ref: HITAM/ IQAC/2023-24/03   Date: 20-01-2024

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 27th January 2024 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

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//2023-24/03   Date: 27-01-2024

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2023-24/02) held on 21.10.2023

At the directions of the Chair, the IQAC coordinator presented the action taken report against the last meeting. The minutes of the last meeting held on 21st October 2023 were confirmed.

Review of Proposal for 3 days FDP on Recent trends on Electric Vehicles

The committee reviewed the proposal for an FDP on Electric Vehicles by the EEE Department. Key discussions included ensuring full attendance by relieving internal faculty of other responsibilities, confirming the event is part of the department budget, and collaborating with IETE. Dr. Arvind emphasized mandatory participation of at least 20 faculty members from EEE, ECE, and Mechanical departments and suggested efforts to attract external participants, including diploma faculty. To accommodate faculty, it was recommended to conclude lab exams by February 14, 2024. The committee approved the proposal, recommending strategies to enhance offline participation.

Review of Proposal to Establishing VLSI –Centre of Excellence

The proposal to establish a VLSI Center of Excellence was reviewed, with Mrs. Bindu Madhavi briefing the committee. Dr. Siva noted that a space request had also been made for the Robotics Center, while Col. Subramaniam highlighted gaps in the maintenance of existing centers. Mr. Surendra suggested optimizing resources through defined processes and shared ownership. Mrs. Bindu Madhavi committed to taking ownership of the center, ensuring its alignment with curriculum and project work. Mr. Vamsi emphasized the potential for full placement of trained students by involving relevant industry contacts, which Mrs. Madhavi agreed to facilitate. The committee recommended establishing the center as proposed.

Review of SSDC 2 week's certification programme for CSE, ET –IIYrs by Dr.K.Satish Reddy

Dr. K. Satish Reddy proposed a two-week SSDC certification program for CSE and ET second-year students, suggesting external support due to limited outcomes from the current SSDC process. Dr. Arvind and Dr. Rajesh emphasized the need for institutional approval before altering the SSDC process and highlighted the additional payments made to SSDC in-charges. Concerns were raised by Col. Subramaniam about covering a semester's content in

one week, to which Dr. Reddy explained that HoDs would adjust timetables to meet session requirements. Dr. Devika mentioned integrating the Doing Engineering course as a PBL. The discussion concluded with a recommendation to conduct short-term training for students while reviewing the current SSDC activities and outcomes.

Review of Proposal on HR Conclave and Career Awareness Fair
Mr. Dipti proposed organizing an HR Conclave and Career Awareness Fair to build relationships with companies and provide industry insights to students. Dr. Satish suggested targeting companies offering higher packages, while Mrs. Bindu Madhavi and Dr. Devika recommended involving more companies to maximize impact. Budget concerns were raised by Dr. Rajesh and Col. Subramaniam, who also suggested including final-year students later. Mr. Vamsi clarified the event was not budgeted, targeting 200 students and 50 faculty, with no guaranteed placements. Suggestions included leveraging additional infrastructure, involving manufacturing companies like L&T, and reviewing HR conclave practices in other colleges. Dr. Devika questioned CDC coordinators' involvement, but Mr. Vamsi emphasized their necessity for event success. The recommendation was to reduce costs and increase company participation for better outcomes.

Review of Proposal to conduct Hack Your Path 5.0 Hackthon
Dr. K. Siva Prasad presented the proposal for "Hack Your Path 5.0," a hackathon aimed at fostering innovation and skill development. Concerns were raised about the tangible outcomes of hackathons, with Dr. Siva noting that around 20% of ideas progress to the next level. Questions arose regarding the inclusion of external students, coding skills of HITAM students, and the high prize budget of ₹45,000, which was justified by previous expenses. Training sessions for students were proposed, with initial focus on internal participants before extending to external ones. A registration fee of ₹150 was suggested, refundable for internal students who submit solutions. Alumni involvement and coordination with departments were emphasized. It was agreed to limit the hackathon duration to 9 AM to 4 PM for better management.

Review of Academic Audit Report: IQAC Coordinator explained that Academic audit with external experts is successfully completed in the first week of January 2024, he shared the auditors observation and suggestion with IQAC members. Action taken report will be shared with IQAC members in next quarterly meeting.

Review of Students feedback report: Principal asked Assistant Dean Academics to share the student feedback report along with action taken report, same has been shared and discussion takes place. Principal mentioned that academics wise there is few requirements that already taken action.

IQAC Coordinator   IQAC Chairman

Task

S. No	Task	Accountable person	Status
1	Action taken report on Academic audit	Mr.B.Surendra	
2	Action taken report on students feedback	Principal	
3	Revised budget proposal for HR Conclave	Mr.Deepti Ranjan	

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT
Affiliated to JNTUH, Approved By AICTE
Gowdavelly, Medchal - 501401

Ref: HITAM/ IQAC/2023-24/04   Date: 06-04-2024

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

      Sir,

      Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 20th April 2024 the Agenda of the meeting is enclosed.

      I request your Approval

      Thanking you

          Yours faithfully

          IQAC Coordinator

AGENDA:

1. Compliance status and confirmation of the minutes of previous IQAC meeting (Ref: HITAM/IQAC/2023-24/03) held on 27.01.2024
2. Review of Proposal to conduct workshop on Industrial Automation with SCADA
3. Review of Proposal for ISRO Robotic Challenge URSC
4. Review of Proposal to conduct "1" International conference on Hybrid Intelligent Technology Advancements in Multidisciplinary Research
5. Review of Proposal to Engagement of Alumni & Industry experts in coding practice on weekly basis
6. Review of Proposal for SSDC EEE Project
7. Any other points with permission of Chair

HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT
Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2023-24/04

Date: 13-04-2024

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 20th April 2024 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC

Copy to:

Chairman - For kind Information

Director - For kind Information

All IQAC Members

Ref: HITAM/ IQAC//2023-24/04   Date: 20-04-2024

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2023-24/03) held on 27.01.2024

At the directions of the Chair, the IQAC coordinator presented the action taken report against the last meeting. The minutes of the last meeting held on 27th January 2024 were confirmed.

Review of Proposal to conduct workshop on Industrial Automation with SCADA

Dr. OP Suresh presented a proposal for a workshop on industrial automation with SCADA. Dr. Arvind recommended aligning workshop projects with course-level projects to enhance relevance and industry connection. Dr. Devika inquired about the need for specific approval for a proposed ₹2,000 sponsorship from IEEE, to which Dr. Arvind suggested that event sponsorships be decided based on internal committee recommendations and approved by IQAC, the Principal, or the Chairman. The committee approved the proposal with a ₹5,000 sponsorship from IEEE and the remaining costs covered by the college.

Review of Proposal for ISRO Robotic Challenge URSC

Dr. K. Siva Prasad presented the proposal for the ISRO Robotic Challenge, in which HITAM is among 148 colleges selected for Level 1. Ten final-year students from IoT, MECH, and CSM participated, with a successful first round. The team requires ₹2 lakhs for robot components, currently borrowed from T-Works. ADDE proposed involving second- and third-year students for continuity and skill development, emphasizing that the project goes beyond academics, providing industrial exposure and career opportunities in robotics. The Principal and IQAC coordinator stressed the need for proper planning, documentation, and training to equip students with necessary skills and enhance employability. The proposal was recommended, with an emphasis on defining outcomes and ensuring technical knowledge transfer to future participants.

Review of Proposal to conduct "1" International conference on Hybrid Intelligent Technology Advancements in Multidisciplinary Research

Mr. Gupta proposed the International Conference on Hybrid Intelligent Technology Advancements in Multidisciplinary Research (ICHITAM) with a total budget of ₹6 lakhs, where ₹1 lakh is borne by the institution and the rest covered through registration fees of ₹10,000 per paper for WoS publication. Dr. Bindu Madhavi suggested collaborating with other colleges to optimize costs and increase submissions, targeting 70 papers and 150–200 participants. Concerns were raised about plagiarism checks, with Dr. Siva proposing

Grammarly as a cost-effective alternative. The committee recommended organizing the conference in August 2024 for better preparation and participation.

Review of Proposal to Engagement of Alumni & Industry experts in coding practice on weekly basis

Dr. Siva proposed engaging alumni and industry experts to mentor students in coding practice on a weekly basis, focusing on high-level competitions like ACM ICPC. While all departments and years are eligible, concerns were raised about the need for additional investment when regular classes and CDC training already cover coding. Dr. Siva emphasized the lack of practice and advanced problem-solving skills among students. Selection criteria for 75 students, the role of alumni, and payments were discussed, with Mr. Surendra justifying payments as motivational. Dr. Arvind and others highlighted the need for HOD involvement and consent. Strengthening GDSC was suggested, but biases were noted. The proposal was recommended, subject to submission of student selection rubrics, alumni content, and a detailed action plan.

Review of Proposal for SSDC EEE Project

Mr. Satyanarayana presented a proposal requesting funding for SSDC EEE projects, with plans to carry forward incomplete projects to the next semester. Dr. Siva suggested approving ₹3,000 for each project, to be released upon successful completion. Concerns were raised about ensuring projects remain with the college for future displays and demonstrations. While some projects leaned more toward electronics, multidisciplinary work was encouraged. Dr. Arvind emphasized the need for an action plan to complete pending projects. The committee recommended the proposal and retaining the projects with the college.

Principal wind up the meeting with thanks.

IQAC Coordinator   IQAC Chairman

Task

S. No	Task	Accountable person	Status
1	Submission of student selection rubrics, alumni content, and a detailed action plan for Proposal to Engagement of Alumni & Industry experts in coding practice on weekly basis	Dr.Siva Prasad	
2			
3			
4			
5			