Ref: HITAM/ IQAC/2021-22/01   Date: 05-07-2021

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

     Sir,

     Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 17th July 2021 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully

IQAC Coordinator

AGENDA:

1. AQAR reports of 2020-21
2. Compliance status and confirmation of the minutes of IQAC meeting (Ref:HITAM/IQAC/2020-21/04) held on 18.04.2021
3. To review of SCM preparations
4. To review of JNTUH affiliation application
5. To review of Readiness for JNTUH FFC
6. Planning for improving Academic Results and Backlog clearance
7. To review of Academic calendar for 2021-22
8. To review of II, III & IV Year Academic calendar, syllabus and lesson plan
9. To review of proposal for purchasing of Autonomous software
10. Any other points with permission of Chair
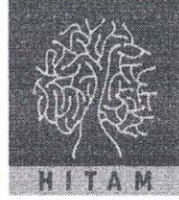
Ref: HITAM/ IQAC/2021-22/01   Date: 10-07-2021

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 11th July 2020 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//2021-22/01 Date: 17-07-2021

MINUTES OF IQAC MEETINGS

AQAR report of 2020-21

Principal (Chairman of IQAC) addressed the committee members and asked Dean Academics to present AQAR report of 2020-21

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2020-21/04) held on 18.04.2021

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 18th April 2021 were confirmed. He also explained activities conducted in AY 2020-21 Semester II.

Review of SCM preparations:

Principal asked HR and Administration officer to present the complete faculty list and along with their ratification details.

HR shown the faculty who are not ratified, principal asked HR team to complete the internal SCM of those faculty. Principal asked Administration officer to inform the faculty about required documents for SCM.

Principal requested HoDs to train their department faculty who are attending the SCM.

To review of JNTUH affiliation application:

Administration officer presented the data which uploaded in JNTUH affiliation portal, asked IQAC team suggestion, discussion happen on increasing and decreasing of intake branch wise and all the IQAC members are recommended for proposed intake.

To review of readiness for JNTUH FFC:

Principal mentioned that as per the proposed intake, we are fulfilling the requirements of infrastructure and laboratories. He declared that all laboratories equipment were audited with internal subject experts and leadership team.

Planning for improving Academic Results and Backlog clearance:
Principal mentioned that with the help of programming office, guest lectures are organized for critical subjects in all branches. IQAC committee recommended to include backlog and remedial classes regular time table for the students who are having backlogs.

To review of Academic calendar for 2021-22:
Principal explained since we are autonomous for I years academic calendar is prepared. He mentioned that this is the unique calendar among the autonomous colleges in surrounding, and this will give befit to students to clear the backlogs in advance supplementary examinations which will be conducted after the II semester examinations. All the IQAC members agreed and recommended.

To review of II, III & IV Year Academic calendar, syllabus and lesson plan:
Principal mentioned to the members that even though we are autonomous II, III & IV year students will come under JNTUH, so we are following the JNTUH calendar, Principal asked Assistant Dean Academics to explain the details about syllabus and lesson plan for next academic year.

Assistant Dean Academic mentioned lesson plan presentation were completed successfully in presence of panel of subject experts, few suggestions were made by panel to some faculty who are handling subject first time.

To review of proposal for purchasing of Autonomous software:
Principal asked IQAC coordinator to display the comparison of three different tools 1.BEES Software, 2.Webpros and 3.IonEMS.

By considering the requirements of Autonomous software IQAC committee discussed and recommended the BEES software.

IQAC Coordinator

IQAC Chairman
CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Managem

Task

S. No	Task	Accountable person	Status
1	AQAR report 2020-21 preparation	Dean Accreditation	Done
2	Conducting internal SCM for new faculty	HR	Done
3	Backlog and remedial classes including in regular time table	HoDs	Done
4	FFC preparation	AO & HoDs	Done
5	Getting approval for Autonomous software	Principal	Done
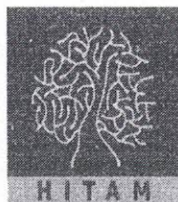
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2021-22/02   Date: 11-10-2021

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

  Sir,

  Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 23rd October 2021 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/2021-22/01) held on 17.07.2021
2. Discussion of resuming Aadhaar Biometric Attendance System
3. To review of Faculty details to upload in AICTE portal
4. To review of AICTE CII Industry linked survey report
5. To review of NIRF Ranking 2022 application
6. To review of New Admission status
7. To review of Autonomous I Year Academic calendar, syllabus and lesson plan
8. To review of Faculty selection list for professor cadre
9. To review of Data, which will be uploaded in AISHE portal
10. To review of proposal to establish "Nano materials research laboratory"
11. To review of proposal of CISCO lab setup at HITAM for CCNA certification
12. Any other point with the permission of Chair
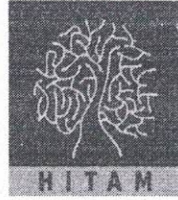
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT
Affiliated to JNTUH, Approved By AICTE
Gowdavelly, MEDCHAL - 501401

Ref: HITAM/ IQAC/2021-22/02   Date: 16-10-2021

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 23rd October 2021 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//2021-22/02   Date: 23-10-2021

<u>MINUTES OF IQAC MEETINGS</u>

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2021-22/01) held on 17.07.2021
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 17th July 2021 were confirmed.

Discussion of resuming Aadhaar Biometric Attendance System: Principal mentioned that as per JNTUH instructions all colleges under JNTUH are expected to start biometric attendance system for faculty which was stopped during covid19. He mentioned that Administrative officer already sent the biometric machines for serving so that we will be ready once the JNTUH announce the dates to commence the biometric attendance.

To review of Faculty details to upload in AICTE portal: IQAC Coordinator displayed faculty who left the institution and faculty who joined the institution same changes will be uploaded in AICTE portal. After discussion about faculty requirement as per the AICTE for proposed intake it is recommended by IQAC committee.

To review of AICTE CII Industry linked survey report: Principal asked Assistant Director Doing Engineering (ADDE) to explain about the CII survey and required information. ADDE mentioned that this survey total depends on how institute collaborated with Industries like MOUs, Internships, Industrial visits and Placements etc.

ADDE displayed the information which will be uploaded in AICTE CII survey, IQAC committee recommended the same.

To review of NIRF Ranking 2022 application: Dean Accreditation shared the 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 as the timeline is December 31st 2021, we have to compile the details of funded projects.

To review of New Admissions status: IQAC Coordinator presented the admission data in 1st phase of counseling.

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

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

To review of Faculty selection list for professor cadre: Principal asked IQAC coordinator to display the circular from JNTUH and nominated faculty names from HITAM. IQAC committee recommended the same.

To 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 2020-21. IQAC recommended the same.

To review of proposal to establish "Nano materials research laboratory": Dr.Srinivasa Pradeep proposed to establish "Nano materials research laboratory", after the discussion committee members asked to put this proposal on hold since there is different kind of opinions and asked to resubmit the proposal in internal IQAC meeting, same will be discussed in next external quarterly IQAC meeting.

To review of proposal of CISCO lab setup at HITAM for CCNA certification: Dr. K. Sivaprasad explained the benefits of CCNA training for the students of all branches. The proposal will add value to learning and branding. Dr. K. Sivaprasad to get more details like the experience of other colleges, MOU, scope of faculty training offline and cost of certification. Based on the inputs on these points, the proposed may be recommended.

IQAC Coordinator

IQAC Chairman
CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Management

Task

S. No	Task	Accountable person	Status
1	Additional details about CISCO lab setup at HITAM for CCNA certification	Dr.K.Sivaprasad	Done
2	Resubmit the proposal for "Nano materials research laboratory"	Dr.Srinivasa Pradeep	Pending
3	Briefing NRIF submitted data in next quarterly IQAC meeting	Dr.S.Arvind, Dean Academics	Done
4			
5			
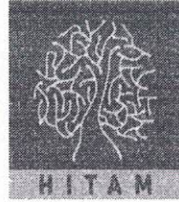
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT
Affiliated to JNTUH, Approved By AICTE
Gowdavelly, Medchal - 501401

Ref: HITAM/ IQAC/2021-22/03   Date: 10-01-2022

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

  Sir,

  Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 22nd January 2022 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/2021-22/02) held on 23.10.2021
2. To review of Academic Audit Report
3. To review of Students feedback report
4. To review of AICTE Lilavathi 2021-22 Award application
5. To review of HR-21 II Year syllabus
6. To review of TAFRC data to upload in portal
7. To review of proposal for employability assessment
8. To review of proposal for establishing VLSI center of excellence
9. To review of IIITH research affiliate program status.
10. Any other points with the permission of Chair
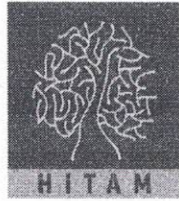
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2021-22/03   Date: 18-01-2022

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 22nd January 2022 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//2021-22/03   Date: 22-01-2022

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2021-22/02) held on 23.10.2021
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 23rd October 2021 were confirmed.

To review of Academic Audit Report: IQAC Coordinator explained that Academic audit with external experts is successfully completed in the first week of January 2022, he shared the auditors observation and suggestion with IQAC members. Action taken report will be shared with IQAC members in next quarterly meeting.

To 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 and facilities wise Canteen vendor need to change proposal already received from few vendors decision will be taken after meeting with Canteen committee.

To review of AICTE Lilavathi 2021-22 Award application: Dr.S.V.Devika shared the AICTE Lilavathi award application with members, she mentioned that already in the year 2020-21 HITAM received AICTE Lilavathi award for women empowerment under the theme literacy, now we are applying for "women entrepreneurship" theme.

To review of HR-21 II Year syllabus: Dr.S.Arvind, Dean Academic presented the II year autonomous syllabus, he mentioned that in 2nd BoS meeting this syllabus got approved. IQAC members recommended the same.

To review of TAFRC data to upload in portal: Administrative Officer mentioned that this time Telangana government implemented a portal to upload the information about institution. Data which going to be uploaded in TAFRC portal is shared by AO and same is recommended by IQAC.

To review of proposal for employability assessment: Mr.Madan Harathi mentioned that Cocubes is only assessment which is an industry metric based. This Indus training is to complete Cocubes and the same, few queries raised by IQAC committee members,

Mr.Madan Harathi will submit the table specifying the budget from first year to final year for taking it to approval.

To review of proposal for establishing VLSI center of excellence: Mrs.K.Bindu Madhavi briefed the proposal, IQAC committee recommended the proposal and asked to Mrs.K.Bindu Madhavi to re-submit the proposal with necessary quotations for all the mentioned items.

To review of IIITH research affiliate program status: Mr.B.Surendra, IQAC coordinator shared the MOU with IIITH, since there is gap in the planned program and the actual implementation, Dr.Sugandha is coordinating with IIITH to take the best out of the program. Same as recommended by IQAC committee.

IQAC Coordinator

IQAC Chairman
CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Management

Task

S. No	Task	Accountable person	Status
1	Action taken report on Academic audit	Mr.B.Surendra	Done
2	Action taken report on students feedback	Principal	Done
3	Re-submit the proposal for employability assessment tool	Mr.Madan Harathi	Done
4	Re-submit the proposal for establishing VLSI center of excellence	Mrs.K.Bindu Madhavi	Done
5			
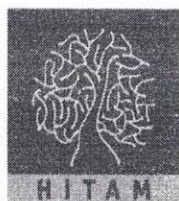
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Affiliated to JNTUH, Approved By AICTE
Gowdavelly, Medchal - 501401

Ref: HITAM/ IQAC/2021-22/04   Date: 11-04-2022

To,

The Chairman, IQAC
HITAM,
MEDCHAL.

     Sir,

     Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 23rd April 2022 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/2021-22/03) held on 22.01.2022
2. To review of HR-22 regulations
3. To review of HR-22 Autonomous Course Structure
4. To review of HR-22 I Year syllabus
5. To review of CSE & ECE NBA Compliance Report
6. To review of EEE & MECH NBA documentation and preparation
7. To review of proposal for establishing Teaching & Learning center
8. To review of proposal for purchase of MATLAB & Simulink software
9. Any other points with permission of Chair
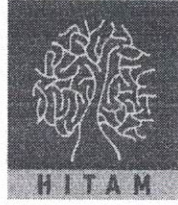
HYDERABAD INSTUITE OF TECHNOLOGY AND MANAGEMENT

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

Ref: HITAM/ IQAC/2021-22/04   Date: 16-04-2022

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 23rd April 2022 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//2021-22/04   Date: 23-04-2022

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2021-22/03) held on 22.01.2022

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 January 2022 were confirmed.

To review of HR-22 regulations: Dr.S.Arvind, Dean Academics presented the HITAM HR-22 regulations, he mentioned that this regulations will be approved in next Academic council meeting. IQAC committee suggested some changes in internal evaluation procedure. Dr.S.Arvind make note of suggestion expressed by committee.

To review of HR-22 Autonomous Course Structure: Dr.S.Arvind, Dean Academics mentioned that along with regulations autonomous course structure will be change, he shared new course structure with members. Discussion takes place on integrated courses, IQAC committee made some suggestion and same as been noted by Dr.S.Arvind.

To review of HR-22 I Year syllabus: Dr.S.Arvind, Dean Academic shared the draft autonomous syllabus for HR-22 I Year B.Tech, committee members reviewed and suggested changes in the syllabus.

To review of CSE & ECE NBA Compliance Report: Dean Accreditation is presented the compliance report, and mentioned that same will be submitted to NBA in the month of May.

To review of EEE & MECH NBA documentation and preparation: IQAC Committee deputed an audit team to conduct an internal audit for NBA documentation of EEE & ME. After completing audit team will share the report with committee members.

To review of proposal for establishing Teaching & Learning center: Dr.Sugandha Singh briefed the proposal. There is no financial requirement to start the center. Two to three faculty from each department will be chosen and training are carried out. IQAC committee recommended and advised to have an action plan for the next one year to start the center.

To review of proposal for purchase of MATLAB & Simulink software: Dr.O.P.Suresh briefed the proposal, committee recommended and requested Dr.O.P.Suresh to produce the comparative statement with different vendors in next internal IQAC meeting for discuss and finalize the vendor.

IQAC Coordinator

IQAC Chairman

CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Managemer

Task

S. No	Task	Accountable person	Status
1	Action plan for the next one year to start the Teaching & Learning center	Dr.Sugandha Singh	Done
2	Comparative statement for MATLAB & Simulink software	Dr.O.P.Suresh	Done
3			
4			
5			