



**HYDERABAD INSTITUTE OF TECHNOLOGY AND
MANAGEMENT**

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

Ref: HITAM/ IQAC/2022-23/01

Date: 15-07-2022

To,

**The Chairman, IQAC
HITAM,
MEDCHAL.**

Sir,

Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 29th July 2022 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully



IQAC Coordinator

AGENDA:

1. AQAR reports of 2021-22
2. Compliance status and confirmation of the minutes of IQAC meeting (Ref:HITAM/IQAC/2021-22/04) held on 23.04.2022
3. To review of proposal for 3 Days FDP from department of English
4. To review of faculty conclave and faculty presentations.
5. To review of NBA expert team report on EEE & MECH.
6. To review of INNO-FIESTA 2022.
7. Planning for improving Academic Results and Backlog clearance
8. To review of Academic calendar for 2022-23
9. To review of HR22 I Year Academic calendar, syllabus and lesson plan
10. Any other points with permission of Chair



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**Affiliated to JNTUH, Approved By AICTE
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Ref: HITAM/ IQAC/2022-23/01

Date: 23-07-2022

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 29th July 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 INSTITUTE OF TECHNOLOGY AND MANAGEMENT

**Affiliated to JNTUH, Approved By AICTE
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Ref: HITAM/ IQAC//2022-23/01

Date: 29-07-2022

MINUTES OF IQAC MEETINGS

AQAR report of 2021-22

Principal (Chairman of IQAC) addressed the committee members and asked Dean Academics to present AQAR report of 2021-22

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2021-22/04) held on 23.04.2022

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 23rd April 2022 were confirmed. He also explained activities conducted in AY 2021-22 Semester II.

To review of proposal for 3 Days FDP from department of English:

Principal asked H&S HoD to brief about the FDP.

H&S HoD briefed about the FDP, and seeking approval for expenditure for the FDP. Same has been approved by committee.

To 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.

To review of NBA expert team report on EEE & MECH:

Principal congratulated both the departments and asked Mr.Surendra to present the report submitted by NBA expert team. Committee discussed on the same. Principal asked EEE & MECH HoDs to go through the report in details and where ever we are not scored maximum marks HoDs to submit the action plan so that it will helpful to score maximum marks in next NBA inspection cycle. Both HoDs are agreed to submit the action plan.

To review of INNO-FIESTA 2022:

Dean IIC explained about the proposal to conduct 2 days event and put up the budget required. Committee discussed the same and approved.

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.

To review of Academic calendar for 2022-23:

Committee reviewed and approved the same.

To review of HR22 I Year Academic calendar, syllabus and lesson plan:

Principal mentioned that we are introducing integrated courses in HR22 syllabus, so allocating the class rooms and labs as required is important, HoDs need to take care of that. Principal asked Assistant Dean Academics to conduct the lesson plan presentation for all the first year subjects.

Principal shown HR22 proposed course structure and taken the approval from the committee members.

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

IQAC Coordinator



IQAC Chairman
CHAIRMAN
IQAC
Hyderabad Institute of
Technology and Management

Task

S. No	Task	Accountable person	Status
1	AQAR report 2021-22 preparation	Dean Accreditation	<i>Done</i>
2	Review and action plan for NBA team report.	EEE & MECH HoDs	<i>Done</i>



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**Affiliated to JNTUH, Approved By AICTE
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Ref: HITAM/ IQAC/2022-23/02

Date: 07-10-2022

To,

**The Chairman, IQAC
HITAM,
MEDCHAL.**

Sir,

Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 22nd October 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/2022-23/01) held on 29.07.2022
2. To review of IIITH Research affiliate proposal renewal
3. To review and renewal of Ioncudos for OBE
4. To review of AICTE & NIRF Ranking 2023 application
5. To review of New Admission status
6. To review of Autonomous I Year Academic calendar, syllabus and lesson plan
7. To review of Data, which will be uploaded in AISHE portal
8. Any other point with the permission of Chair



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

Ref: HITAM/ IQAC/2022-23/02

Date: 15-10-2022

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 22nd October 2022 in IQAC cell from 10:30 am to 11:30 am.

Coordinator IQAC



Copy to:

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Director - For kind Information

All IQAC Members

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

Ref: HITAM/IQAC//2022-23/02

Date: 22-10-2022

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2022-23/01) held on 29.07.2022

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 29th July 2022 were confirmed.

To review of IIITH Research affiliate proposal renewal: Principal asked Dean IIC to present the report on IIITH Research affiliate program for the last year. Since the outcome of the program is satisfactory committee recommended to renew the same.

To review and renewal of Ioncudos for OBE: IQAC Coordinator explained about Ioncudos software uses and importance, since this tool using from long period in the college, committee members are recommended to renew.

To review of AICTE & NIRF Ranking 2023 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 IIC, 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

To 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.

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 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 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.



IQAC Coordinator



IQAC Chairman
CHAIRMAN

IQAC

Hyderabad Institute of
Technology and Management

Task

S. No	Task	Accountable person	Status
1	Briefing NRIF submitted data in next quarterly IQAC meeting	Dean Accreditation	Done
2	—		
3	—		
4	—		
5	—		



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**Affiliated to JNTUH, Approved By AICTE
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Ref: HITAM/ IQAC/2022-23/03

Date: 05-01-2023

To,

**The Chairman, IQAC
HITAM,
MEDCHAL.**

Sir,

Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 21st January 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/2022-23/02) held on 22.10.2022
2. To review of 10 Days FDP on New Frontiers IOT and ML for smart world.
3. To review of proposal for Hack your path 4.0
4. To review of ICT Academy membership
5. To review of AR VR Laboratory
6. To review of Biometric Attendance for Students
7. To review of Academic Audit Report
8. To review of Students feedback report
9. To review of TAFRC data to upload in portal
10. To review of proposal for employability assessment
11. Any other points with the permission of Chair



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**Affiliated to JNTUH, Approved By AICTE
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Ref: HITAM/ IQAC/2022-23/03

Date: 12-01-2023

CIRCULAR

Sub: IQAC Meeting- Intimation to the IQAC Members

An Internal Quality assurance Cell (IQAC) Meeting will be held on 21st January 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

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

Ref: HITAM/ IQAC//2022-23/03

Date: 21-01-2023

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2022-23/02) held on 22.10.2021

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 22nd October 2022 were confirmed.

To review of 10 Day FDP on New Frontiers IOT and ML for smart world: Dr. Sathish (ECE) briefed the proposal. Principal explained that the proposal has come from Prof. K. Prakash of NIT Warangal. Institutional responsibility is to get 60 participants who can pay 750 INR each. We asked ET, ECE & CSE departments to host it. Dr. Sathish mentioned that event will be for ten days four hours each day. Two hours in the morning and two hours in the evening. Discussion opened by the committee

Committee recommended to conduct the FDP, if faculty are shown interest and register for it.

To review of proposal for HACK Your Path 4.0: Mr. Suresh (CDC) briefed the proposal. Principal inquired what are the themes for the event and number of participants. What is the criteria for selection?. Dr. Sathish Reddy replied that major applications are based on web development and AI based. Mr. Suresh updated that the number of participants will be 150 and organizing team of 10 people. The participants need to submit their ideas in groups. Shortlisted ideas will be notified to the proposers and will be invited for the event.

Committee reviewed and recommended the proposal.

To review of ICT Academy Membership: Mr. Vamsi briefed the proposal by ICT Academy. Principal inquired the status of other courses and other colleges. Mr. Harsha updated the details that there are 18 colleges in Hyderabad and one college dropped in which HITAM is invited to be part of it. In order to carryout trainings, we need to take the membership of ICT Academy.

Dr. Satish Reddy expressed that the computer labs have to be made ready prior to the trainings. Committee members recommended to go ahead with the proposal.

To review of AR VR Laboratory: Dr. Satish Reddy briefed the proposal of establishment of CoE on ARVR by ARK Info solutions Ltd. Principal mentioned that it is perpetual. The subscription of training courses is for one year.

Dr. Satish Reddy – The 5 lakhs amount is sponsored as part of the company's CSR (Corporate Social Responsibility).

Dr. Siva – There are only two hardware units and 25 software units mentioned in the proposal. Can we do it with only two devices?

Dr. Satish Reddy – Yes. We need multiple terminals for software usage and simulation and two units of hardware is sufficient for learning and developing applications. We can start from 2nd year and continue to 3rd and 4th year.

Dr. Siva – Any additional payment for certification for students.

Dr. OP Suresh – Is there any limit on the number of students?

Dr. Satish Reddy – Training is part of the subscription and students will have to pay if they apply for certification. There is no limit on the number of students for subscription of trainings. We propose it for 50 to 100 students initially as per the available lab infrastructure which is compatible with the Unity 3D.

Committee recommended the proposal.

To review of Biometric Attendance for Students: Col. Subramaniam briefed the proposal including the details of the points at which the biometric devices are planned to be installed.


To review of Academic Audit Report: IQAC Coordinator explained that Academic audit with external experts is successfully completed in the first week of January 2023, 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.

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.



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	Student biometric devices installation	Col. Subramanyam	Done
4			
5			



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Ref: HITAM/ IQAC/2022-23/04

Date: 15-04-2023

To,

**The Chairman, IQAC
HITAM,
MEDCHAL.**

Sir,

Sub: Request For approval - IQAC Meeting – Regarding

It is proposed to conduct IQAC meeting on 29th April 2023 the Agenda of the meeting is enclosed.

I request your Approval

Thanking you

Yours faithfully



BSR

IQAC Coordinator

AGENDA:

1. Compliance status and confirmation of the minutes of previous IQAC meeting (Ref: HITAM/IQAC/2022-23/03) held on 21.01.2023
2. To review of proposal for NDT Course Training and certification
3. To review of Review of proposal for organizing workshop on self-confidence by Supriya for third year students
4. To review of proposal for purchase of admissions software
5. To review of proposal for Research paper Hackathon for faculty
6. Any other points with permission of Chair



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Date: 21-04-2022

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Ref: HITAM/ IQAC//2022-23/04

Date: 29-04-2023

MINUTES OF IQAC MEETINGS

Compliance status and confirmation of the minutes of IQAC meeting (Ref: HITAM/IQAC/2022-23/03) held on 21.01.2023

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 January 2023 were confirmed.

To review of proposal for NDT Course training and certification: Dr. Satish Reddy briefed the proposal. Principal expressed that there is an issue of backlogs with the students from Mechanical Engineering, we need to allow the students with only one or zero backlogs. Dr. Satish Reddy & SNS Santosh replied that we have taken the students who have four or less backlogs. Dr. Sathish Reddy mentioned that initially it was proposed only for final year students, but we were not getting 30 registrations. After we added third years, we are getting 30 in which thirds years are 15.

Committee opened the discussion, and recommended after taking feedback from individual member.

To review of proposal for organizing workshop on self-confidence by Supriya for third year students: Mr. Vamsi briefed the context. Mr. Dipti Ranjan explained the proposal. Dr. Siva expressed that the current third year students are tightly occupied. There is not time for them to take anymore activities. Dr. Arvind mentioned that can we do couple of sessions to CSC and CSO and extend it to other classes based on the feedback. Principal mentioned that we can do the sessions just after the first mid exams as they have already missed some academics as it is.

Committee recommended the proposal.

To review of proposal for purchase of admission software: Mr. Harsha briefed the proposal for purchasing the CRM tool. The tool helps to track the applications, follow up for faster and accurate lead management. Dr. Arvind mentioned that we have an option in existing BeeS software to use for admissions process. Principal expressed that the BeeS may have the option but need to look at the commercials prior.

Committee requested to submit the quotation for admission software, it will be discussed in next meeting and finalized.

To review of proposal for Research paper Hackthon for faculty: Dr.Rajesh briefed the proposal.

Mrs. UM Singh - How can research activities can be done in one day?

Dr. Rajesh - We do the session weekly, not just one day.

Dr. Arvind - If it's done weekly, we cannot call it Hackathon.

Dr. Rajesh - The idea is faculty to sit at one place and spend time in research.

Dr. Arvind - There has to be a dedicated place for it. So, we have to have R&D center and carry out the research activities at the same place.

Dr. Satish Reddy - Will the faculty come forward? Do they have time?

Dr. Rajesh - We have to inculcate the research and PBL culture among the faculty.

Dr. Lokeswara - What the faculty will be doing throughout the day?

Committee recommended the proposal.

Principal wind up the meeting with thanks.



IQAC Coordinator



IQAC Chairman
CHAIRMAN
IQAC

Hyderabad Institute of
Technology and Management

Task

S. No	Task	Accountable person	Status
1	Admission software quotations from different vendors	AO	Done
2			
3			
4			
5			