

## Meeting of the IQAC Members

**GMRIIT / IQAC/ 2015 - 2016: 01**

**Date:** 25.06.2015

**Time:** 3:00 PM

**Venue:** Conference Hall

### Members Present:

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal   |
| 2. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech.                                  |
| 3. Dr. S. V. Ramana             | - | Associate Dean (A), Professor In-charge of Autonomous Affairs |
| 4. Dr. Birendra Biswal          | - | Associate Dean (R&D)  |
| 5. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S)  |
| 6. Dr. Srinivasa Prasad         | - | HoD-CSE   |
| 7. Dr. T. Suresh Kumar          | - | HoD-EEE   |
| 8. Prof. B. I. Neelgar          | - | HoD-ECE   |
| 9. Dr. P. Kanchanamala          | - | HoD-IT  |
| 10. Dr. V. Rambabu              | - | Controller of Examinations                                    |
| 11. Dr. S. K Behera             | - | HoD-Chem  |
| 12. Dr. G. Venkata Rao          | - | HoD-Civil   |
| 13. Mr. M. Venkateswara Rao     | - | HoD – PE  |
| 14. Dr. D. Krishna Rao          | - | HoD-BSH   |
| 15. Dr. R. Lakshun Naidu        | - | ISO –MR   |
| 16. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE                       |
| 17. Mr. P. Murali               | - | Admin, Academics  |
| 18. Ms. M. Devi Priyanka        | - | Student member-1, ECE   |
| 19. Mr. M. L. S. R. Prasad      | - | Student member-2, ECE   |

## Minutes of the Meeting:

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2014 - 2015: 04 held on 30.03.2015:

- 1.1. The members reviewed the minutes of IQAC meeting dated 30.03.2015 and confirmed the same.

### 2. Internal & External Academic Audits

- The Coordinator (IQAC) informed all the chairpersons of the various Boards of Studies that there will be an internal academic audit for ACY 2015- 2016 during June 29-30, 2015. The list of auditors will be intimated at the time of opening meeting
- In addition to the above internal audit, there will external audit during July 22-23, 2016
- All the HoDs are kindly requested to inform the members of faculty to get ready for the internal & external audits

### 3. Sensitization on NBA peer team visit:

- HoDs are also requested to get all the document evidences ready for the data that was declared in NBA SSR/SAAR by 30th June.
- Reviewed the preparations for NBA, it is resolved to conduct a sensitization on NBA for Faculty and supporting staff Associate Dean(A) and HoD EEE requested to organize the sensitization program.
- HoDs are requested to organize a sensitization program for their respective students on 31st Aug and 1st Sep, 2015 in respective departments.

### 4. Sensitization on NAAC peer team visit:

- Reviewed the preparations for NAAC peer team visit and members were informed that the peer team comprising of 3 members will be visiting the campus for inspection during 06<sup>th</sup> to 08<sup>th</sup> Aug, 2015
- To avoid the duplications of works for NAAC/NBA teams visits, finalized the common checklist for both committee visits. HoDs are requested to see that all the significant documents would be available as per the checklist by 15<sup>th</sup> July, 2015 and make the department presentations ready by 15<sup>th</sup> July, 2015
- Coordinator NAAC is requested to send the visit schedule to all HoDs and call for a meeting with Admin, HR, Accounts, IT support and Examination section on 5<sup>th</sup> July, 2015 and also requested to call for a meeting with IQAC members on 07<sup>th</sup> July, 2015

### 5. Sensitization on resolutions made in Academic Council Meeting:

- Members are sensitized on various resolutions made in Academic council meeting held on 23<sup>rd</sup> May, 2015 for formal implementation.
- As approved in the academic council, reviewed the implementation of the revised academic regulation, the implementation of MOOCs, implementation of revised grading pattern, revision of the CGPA cut-off for the award of degree class as per CBCS, details of the existing and new CGPA cut-off for the award of degree

### 6. Finalization of the NAAC department presentation:

- Finalized the format for NAAC Department presentations, HoDs are requested to follow same format for department presentation and maintain hard copies of the presentations during NAAC committee visit.
- Mr. M. Venkateswara Rao, HoD-PE requested to coordinate for cultural programs during NAAC committee visit.
- Review of the document verification for NAAC Visit:
- Reviewed the check list for NAAC committee visit and finalized the dates for Mock Audit for NAAC teams visit. The schedule is given below:

Date	Audit Area
13 <sup>th</sup> to 15 <sup>th</sup> July, 2015	Academic Departments

21 <sup>st</sup> and 22 <sup>nd</sup> July, 2015	Central facilities/Non Academic Departments
10 <sup>th</sup> to 12 <sup>th</sup> Aug, 2015	NBA Mock Audit at Central level ( Criteria 1, 2 & 3)

6.5. The following members were nominated for Mock Audit team:

1. Dr.MV.Nageswara Rao - Professor in ECE & Associate Dean(S&S)
2. Dr.VSSR Gupta - Professor in BS&H
3. Mr.MVS Babu - Associate Professor, Mechanical Department

Members suggested to take one session for each department to verify all the relevant documents as per the checklist.

**7. Workshops & FDPs for the year 2015-16**

- 7.1. It is resolved to plan for 2 day faculty workshops/seminars for the Academic year 2015-16. All are advised to schedule the workshops from Dec, 2015 onwards and apply for external funding as well.

  
Coordinator (IQAC)

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of January 2016.

**Copy to:**

- a. Principal
- b. Associate Dean (A)
- c. Associate Dean (R&D)
- d. Associate Dean (F&S)
- e. All HoDs with a request to inform the concerned members of the faculty
- f. File

## Meeting of the IQAC Members

**GMRT / IQAC/ 2015 - 2016: 02**

**Date:** 08.10.2015

**Time:** 3:00 PM

**Venue:** Conference Hall

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal   |
| 2. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech                                   |
| 3. Dr. S. V. Ramana             | - | Associate Dean (A), Professor In-charge of Autonomous Affairs |
| 4. Dr. Birendra Biswal          | - | Associate Dean (R&D),   |
| 5. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S),   |
| 6. Dr. Srinivasa Prasad         | - | HoD-CSE   |
| 7. Dr. T. Suresh Kumar          | - | HoD-EEE   |
| 8. Prof. P. S. Kuntia           | - | HoD-ECE   |
| 9. Dr. P. Kanchanamala          | - | HoD-IT  |
| 10. Dr. V. Rambabu              | - | Controller of Examinations                                    |
| 11. Dr. S. K. Behara            | - | HoD-Chem  |
| 12. Dr. G.Venkata Rao           | - | HoD-Civil   |
| 13. Mr. M. Venkateswara Rao     | - | HoD – PE  |
| 14. Dr. D. Krishna Rao          | - | HoD-BSH   |
| 15. Dr. R. Lakshun Naidu        | - | ISO –MR   |
| 16. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE                       |
| 17. Mr. P. Murali               | - | Admin, Academics  |
| 18. Ms. M. Devi Priyanka        | - | Student member-1, ECE   |
| 19. Mr. M. L. S. R. Prasad      | - | Student member-2, ECE   |

## Minutes of the Meeting

**1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 01 held on 29.06.2015**

The members reviewed the minutes of IQAC meeting dated 29.06.2015 and confirmed the same.

**2. The coordinator of IQAC briefed all the members of the IQAC as well as to the other concerned internal stakeholders viz. Professor in-charge of autonomous affairs, Controller of Examinations, Chairpersons of Various Boards of Studies with regard to the recommendations made by the expert committee for further improvement. Accordingly, the coordinator opened the discussion with all relevant stakeholders with the suggestions given by the NAAC peer team on 8<sup>th</sup> August 2015**

**2.1. Fully utilize the potential of autonomy:** The coordinator highlighted the observation with regard to the point as cited above and opened the discussion. Based on an elaborate discussion, the members suggested to explore the following options and incorporate suitably in their respective curriculum after taking necessary approvals from the BoS and Academic Council.

- a. To provide more scope for continuous assessment
- b. Introduction of the self-study courses and self-study topics to inculcate the habit of self-directed learning
- c. To enhance the percentage of courses under Choice Based Credit System (CBCS)
- d. To introduce credited courses on employability skills under academic regulation-2016
- e. To introduce Industry driven courses
- f. To involve industry experts in the assessment process
- g. To introduce the concept of layer learning in the form of integrated courses
- h. To explore the option of open book examination to foster higher order thinking skills among the students

**2.2. Forge alliance with organizations/institutes of National/International repute for meaningful collaboration:** The members are requested to explore the possibility of signing MoU with reputed external partners for the possible collaborations viz. Academic collaborations, Collaborative research activities, Student and faculty exchange programme, Semester abroad programme, Collaborative Professional Development Activities etc.

**2.3. Establish Centre of Excellence with funding from Government Agencies**

**2.4. Improve Industrial Consultancy:** The members discussed in length to extend consultancy for the real time problems at industry. Based on the subsequent discussions, members suggested establishing the credentials of the faculty members by extending free consultancy services before getting into pure commercial mode of operation

**2.5. Introduce few Foreign Language Courses as Electives:** The Chairperson of the Board of Studies (BS & H) and Professor In-charge of Autonomous Coordinator are requested to explore the option of introducing foreign languages as language electives into the curriculum. Further they are requested to look into the curriculum of other reputed institutions for a better understanding on the context of the discussion to have this elective as common for all branches of engineering and technology

- 2.6. **Introduce Mandatory Industrial Training for the Faculty:** The members discussed the scope and benefits of mandatory industrial training for faculty. Subsequent to the discussion, the members identified Dr. T. S. Kishore, Professor of EEE as a SPOC and directed the respective HoD (EEE) to inform the same to the concerned faculty to take it forward. Further the feasibility, challenges and limitations of the above are also discussed and it is decided to implement from academic year 2017 – 2018. Based on the total strength of the faculty strength of the respective department, the HoD can judiciously identify the numbers of faculty for mandate internship during summer and list shall be forwarded to Dr. T. S. Kishore
- 2.7. **IQAC should be made more proactive and frequent academic audits should be conducted:** Principal informed the members of IQAC to be more proactive and to more academic audits to ensure the systems and processes are in place.
3. **Modus Operandi for the Implementation of Full Semester Internship (FSI)**  
FSI will be implemented from July, 2016 and Dr. S N Dash will be coordinating implementation of the Full Semester Internship. As per AR13 Modus Operandi for the Implementation of Full Semester Internship (FSI) is presented to all the members. To understand about the students preferences to FSI, It is resolved to collect the list of the students (current 5th semester) who are interested to go for Full Semester Internship either in 7th or 8th Semester.
4. **Plagiarism check for M. Tech. Thesis**  
Associate Dean (R&D) is requested to check with JNTUK authorities about the procedure of using Plagiarism software available with them for M. Tech. thesis and Journals and to ensure the quality of the work.
5. **Alignment of ISO format in line with NBA & NAAC**  
It was resolved to change current the ISO file formats in line with NBA & NAAC. MR-ISO is requested to call for a meeting with NBA and NAAC Coordinators to change all ISO formats consequently. The dead line for this alignment is Dec 30<sup>th</sup> 2015
6. **Quality improvement programs for faculty**  
It is resolved to organize a Quality improvement program for internal faculty by inviting External subject Experts during summer vacation/Semester break from the next academic year. HoDs are requested to include the related expenditure in the next AOP.
7. **Faculty capacity building program on Research & Development**  
a. Two day workshop on Patents & Copy rights during December 26-27, 2015. HoDs are kindly requested to nominate the faculty

  
Coordinator (IQAC)

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of January 2016.

**Copy to:**

- a. Principal
- b. Associate Dean (A)
- c. Associate Dean (R&D)
- d. Associate Dean (F&S)
- e. All HoDs with a request to inform the concerned members of the faculty
- f. File

## Meeting of the IQAC Members

**GMRIT / IQAC/ 2015 - 2016: 03**

**Date:** 02.01.2016

**Time:** 2:00 PM

**Venue:** Conference Hall

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 3. Dr. Birendra Biswal          | - | Associate Dean (R&D),                   |
| 4. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S),                   |
| 5. Dr. Srinivasa Prasad         | - | HoD-CSE,                                |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Prof. P. S. Kuntia           | - | HoD-ECE                                 |
| 8. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 9. Dr. V. Rambabu               | - | Controller of Examinations              |
| 10. Dr. S. K. Behara            | - | HoD-Chem                                |
| 11. Dr. G.Venkata Rao           | - | HoD-Civil                               |
| 12. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 13. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P. Murali               | - | Admin, Academics                        |
| 17. Mis. Devi Priyanka          | - | Student member-1, ECE                   |
| 18. Mr. M. L. S. R. Prasad      | - | Student member-2, ECE                   |

## Minutes of the Meeting

**1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 02 held on 08.10.2015**

The members reviewed the minutes of IQAC meeting dated 08.10.2015 and confirmed the same.

**2. Sensitization on the new guidelines of NBA under Tier-1**

The Coordinator (IQAC) gave a detailed presentation and briefed the members with regard to the new guidelines proposed by National Board of Accreditation for Tier-1 institutions (Autonomous). Further, HoDs are requested to disseminate the same to the respective faculty members.

**3. Faculty capacity building program on curriculum design**

- a. The coordinator (IQAC) informed the members that there will be a three day workshop on curriculum design with the help of external resources. All the HoDs are kindly requested to inform the faculty to attend positively. Further, the HoDs are requested to organize an internal workshop on Bloom's Taxonomy to the respective members of faculty

**4. Faculty internship at industries**

The members of IQAC suggested all the HoDs to explore the possibilities of extending internship to the faculty at industries during the summer vacation. Further, Dr. T. S. Kishore, Associate Professor (EEE) to coordinate with all the heads of the departments.

**5. Internal Academic Audit**

The coordinator (IQAC) informed the members that there will be internal academic audit (2<sup>nd</sup> audit for the ACY 2015-2016) during February 26-29, 2016. In this regard all the members are kindly requested to make necessary arrangements for the same. Principal requested Dr. R. L. Naidu to coordinate the audit process.



**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 2<sup>nd</sup> week of March 2016.

**Copy to:**

- a. Principal
- b. Associate Dean (R&D)
- c. Associate Dean (F&S)
- d. All HoDs with a request to inform the concerned members of the faculty
- e. File



## Meeting of the IQAC Members

**GMRT / IQAC/ 2015 - 2016: 04**

**Date:** 08.03.2016

**Time:** 3:00 PM

**Venue:** Conference Hall

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal & Rector                      |
| 2. Dr. Raja Muruga Doss         | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. Birendra Biswal          | - | Associate Dean (R&D),                   |
| 5. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S),                   |
| 6. Dr. Srinivasa Prasad         | - | HoD-CSE,                                |
| 7. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 8. Dr. P. S. Kuntia             | - | HoD-ECE                                 |
| 9. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 10. Dr. V. Rambabu              | - | Controller of Examinations              |
| 11. Dr. S. K. Behara            | - | HoD-Chem                                |
| 12. Dr. G.Venkata Rao           | - | HoD-Civil                               |
| 13. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 14. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 15. Dr. S. N. Das               | - | Coordinator - Internships               |
| 16. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 17. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 18. Mr.P.Murali                 | - | Admin, Academics                        |
| 19. M. Devi Priyanka            | - | Student member-1, ECE                   |
| 20. Ms. M. L. S. R. Prasad      | - | Student member-2, ECE                   |

## Minutes of the Meeting

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 03 held on 02.01.2016

The members reviewed the minutes of earlier IQAC meeting and confirmed the same. Based on the discussion the following points were discussed at length for continuous improvement.

- a. The members reviewed the proceedings of the internal audit organized by IQAC during 26<sup>th</sup> to 29<sup>th</sup> February, 2016. The points related to attainments of course outcomes, academic monitoring committee and feedback from the students on teaching learning process are reviewed at length to ensure continuous improvement.
- b. The members reviewed the feedback and the learning outcomes of the programs on “Patents & Copy Rights” and “Curriculum Design”. Also, the status of the completion of the internal workshop on Blooms Taxonomy is also Reviewed

### 2. Intimation of internal academic audit #2

- a. The coordinator (IQAC) informed the members that there will be internal academic audit (1<sup>st</sup> audit) during July 01-02, 2016. In this regard all the members are kindly requested to make necessary arrangements for the same.
- b. In the light of the above as well as the ongoing semester is getting close to end, the members are kindly requested to ensure the program outcomes are calculated for the students who were admitted during the ACY 2012-2013
- c. It is also reiterated to all the members to capture the student exit responses through exit survey form and to calculate the attainment of program outcomes as per the procedure

  
Coordinator (IQAC)

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of July 2016.

#### Copy to:

- a. Principal
- b. Associate Dean (R&D)
- c. Associate Dean (F&S)
- d. All HoDs with a request to inform the concerned members of the faculty
- e. File