

## **MIT/S/IQAC/Meeting(1)/2015-16/25-08-2015**

### **Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the first IQAC Meeting was convened on 25/08/2015 between 4.00 pm & 5.00 pm at Board Room.

#### **Agenda**

1. Strengthening of Curricular & Co-Curricular activities
2. Effective usage of Moodle
3. Propagation of MOOCs
4. Conduction of Remedial classes
5. Introducing of Foreign Languages
6. Forming of Students Quality Assurance Cell (SQAC)
7. Any other matter with the permission of the Chair

At the outset, Dr. C. Yuvaraj, Principal, who is also the IQAC Chairman for this institution has congratulated all IQAC members.

During the meeting, he has stressed upon the following points.

1. All IQAC members should shoulder the responsibility in strengthening both curricular & co-curricular activities of the institution. He has advised Dr. B. Rama Kumar, Autonomous Coordinator, who is appointed as IQAC Coordinator to monitor closely regular class & laboratory works, and to convene the meetings for CRs, Class teachers, and HoDs to improve the quality of education. He further suggested preparing Semester Micro Planner with all academic events, so that all departments would follow accordingly. Further, he has also asked to obtain year planners from each department for conduction of Guest Lectures / Symposiums / Seminars / Workshops / Conference etc and to release at the beginning of every academic year.
2. He further reminded to monitor whether all faculty uploading the syllabus, handouts, lecture notes etc to the Moodle. He further said that the students should upload their assignments to the Moodle only, as it is the policy of the institution. He has advised to strengthen the Moodle team to monitor all these activities and to train both faculty & students accordingly.
3. Discussing on Massive Open Online Courses (MOOCs), he suggested to see that the students are encouraged to take self-learning online courses from the international providers like edX, Coursera, Udacity, Udemy etc.

4. Answering to a question, the Principal has stressed upon necessity of conduction of Remedial classes for the benefit of the students. He further added that separate attendance should be maintained for it.
5. Further, the Principal has informed the members that the institution has started foreign languages like Japanese, Spanish & German for improvement of employability of the students. He has requested all the members to promote these languages, so that many students will be benefited.
6. The IQAC coordinator informed all the members that the institution intended to start Students Quality Assurance Cell (SQAC) also to make the students as partners in academic activities and for that a circular was issued.
7. He has opined to convene IQAC meetings every two months, to review the progress of the past events and to plan for future activities.

The meeting was concluded at 5.00 pm.

**(Dr. C. Yuvaraj)**

**Principal**

Copy for kind information to:

1	Dr. B. Rama Kumar	Professor & Autonomous Coordinator
2	Mrs.M.Prathibha	SAO (G)
3	Mr. B. Sreekanth	Asst. Professor & SAO (Academics&Planning Cell)
4	Mr. V. Maruthi Prasad	Asst. Professor &Public Relations Officer
5	Mrs. D. Athar Samina Khan	Asst. Professor &Students Welfare Officer
6	Mr. K.V.V.Raaju	Asst. Professor &NSS Program Officer
7	Mr. J. Saravanababu	Assoc. Professor &Senior Placement Officer
8	Dr. Ch. Rama Prasada Rao	Dean - IIIC
9	Dr. C. Kamal Basha	Assoc. Professor & NBA Chief Coordinator
10	Dr. V. Ramachandra Prasad	Professor & TEQIP Coordinator
11	Dr. Suryanarayana Raju Pakalapati	Professor
12	Dr. K. Saritha	Asst. Professor
13	Dr. Dinesh Sharma	Assoc. Professor
14	Mr. V. Vamsidhar	Member(Management)
15	Ms.Nagarathna	Member(Alumni)
16	Mr.T.G.Ravi Kumar	Member(Local Society)
17	Mr.AjithaPrabhu	Member (Industrialist)

MADANAPALLE INSTITUTE OF TECHNOLOGY AND SCIENCE, MADANAPALLE  
**MITS/IQAC/Meeting(2)/2015-16/29-10-2015**

**Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the second IQAC Meeting was convened on 29/10/2015, between 04.00pm to 05.00 pm at Board Room.

**Agenda:**

1. Review on first IQAC meeting agenda points
2. Introducing of Mentoring
3. Improving Students Academic Quality
4. Recommencing of GATE coaching
5. Any other matter with the permission of the Chair

During the meeting, the agenda points were discussed more elaborately.

1. At the outset, Dr. C. Yuvaraj, IQAC Chairman has reviewed the progress of first IQAC points. Dr. B. Rama Kumar, IQAC Coordinator updated members on the actions that were taken up to accomplish the previous tasks. He said that meetings were conducted with the Class Representatives of all branches & programmes on 26/10/2015 and another meeting with Class Teachers on 28/10/2015.

He further said that training for faculty & students were arranged on usage of Moodle and all faculties have uploaded their content to the Moodle and students have also uploaded their assignments to the Moodle.

Also, the students were enlightened on MOOCs and posters were also published across the campus. Also, he informed the team members that necessary action was taken for remedial classes for the students who were unsuccessful in previous semester. He has also intimated that about 50 students have got enrolled for foreign languages and classes were commenced.

2. The Principal has informed that the Management is keen in restarting the Mentoring process for the benefit of the students. Responsibility for preparation of Mentoring books to circulate among all faculties was given to the IQAC Coordinator.
3. Later, discussions were held to enhance the skills of the students. Members opined to provide rigorous training to the students on English language, Communication and Technical Skills. They further advised to introduce Oxford Achievers and Business

English Course (BEC) for improving their English skills. Similarly, the departments to arrange various technical sessions and extra classes to improve the technical dexterities of the students.

4. The Principal has informed the members that the institution has taken necessary steps to recommence the GATE coaching for III & IV students.

The meeting was concluded at 5.00 pm.

**(Dr. C. Yuvaraj)**

**Principal**

Copy for kind information to:

1	Dr. B. Rama Kumar	Professor & IQAC Coordinator
2	Mrs.M.Prathibha	SAO (G)
3	Mr. B. Sreekanth	Asst. Professor & SAO (Academics & Planning Cell)
4	Mr. V. Maruthi Prasad	Asst. Professor & Public Relations Officer
5	Mrs. D. Athar Samina Khan	Asst. Professor & Students Welfare Officer
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13	Dr. K. Saritha	Asst. Professor
14	Dr. Dinesh Sharma	Assoc. Professor
15	Mr. V. Vamsidhar	Member(Management)
16	Ms.Nagarathna	Member(Alumni)
17	Mr.AjithaPrabhu	Member(Industrialist)
18	Mr.T.G.Ravi Kumar	Member(Local Society)

MADANAPALLE INSTITUTE OF TECHNOLOGY AND SCIENCE, MADANAPALLE  
**MITS/IQAC/Meeting(3)/2015-16/11/04/2016**

**Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the third IQAC Meeting was convened on 11/04/2016, between 04.00 pm to 05.00 pm at Board Room.

**Agenda**

1. Progress on previous issues
  2. Feedback
  3. Any other matter with the permission of the Chair.
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1. The previous issues were reviewed
  2. It was informed by the IQAC Coordinator that initiation was taken to collect the plans of the faculty, who have got <4 scale point, in the first feedback that was given by the students for the current semester, during Feb. 2016.
  3. Members opined that feedback should have 10 points and questions need to be changed in feedback system.
  4. It was opined that the Course Coordinators & Class teachers of respective programmes to take care of the quality of the course material/lecture notes and other content that is uploaded in the Moodle.
  5. Discussions were also made on encouraging of students to take up Mini-Projects, to enhance their skills.

The meeting was concluded at 4.00 pm to 5.00pm.

**(Dr. C. Yuvaraj)**

**Principal**

Copy for kind information to:

1	Dr. B. Rama Kumar	Professor & IQAC Coordinator
2	Mrs. M. Prathibha	SAO (G)
3	Mr. B. Sreekanth	Asst. Professor & SAO (Academics & Planning Cell)
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12	Dr. Suryanarayana Raju Pakalapati	Professor
13	Dr. K. Saritha	Asst. Professor
14	Dr. Dinesh Sharma	Assoc. Professor
15	Mr. V. Vamsidhar	Member(Management)
16	Ms. Nagarathna	Member(Alumni)
17	Mr. AjithaPrabhu	Member(Industrialist)
18	Mr. T.G.Ravi Kumar	Member(Local Society)

## **MITS/IQAC/Meeting (1)/2016-17/Dated: 18/10/2016**

### **Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the first IQAC Meeting for the academic year 2016-17 was convened on 18/10/2016, between 04.00 pm to 05.30 pm at Conference Room.

#### **Agenda**

1. Status of Industry Internship for final year students.
  2. Introduction of IOT, Big Data Analytics, BEC and other advanced courses in the curriculum.
  3. Provision of credits for BEC, IELTS, TOFEL & GATE
  4. Status of MOOCs, GATE & Moodle
  5. Status of Remedial Classes
  6. Status of Departmental Meetings
  7. Discussion on Academic Audit
  8. Discussion on Disciplinary Measures
  9. Any other matter with the permission of the chair
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1. It was informed to all departments to contact the industries to provide Internships to the final year Autonomous Students during 2017.
  2. Members opined that infrastructure is to be set up for IOT and Big Data Analytics Labs. IQAC Coordinator advised the departments to submit the proposals to the Principal at the earliest possible time, so as to submit the same to the Management for approval. He further advised to prepare the syllabus and get the approvals of the BoS & Academic Council.
  3. It was opined that by the members to introduce credit based special courses like BEC, IELTS, TOFEL in the curriculum, to enhance the skills of the students.
  4. Also opined to conduct GATE classes for both Pre-final & Final year students, as there are lots of advantages with the GATE score. The members were informed that the departments of EEE, ECE, ME & CSE have already started the GATE coaching for final year students and during the next semester arrangements would be made for the pre-final year students.
  5. IQAC advised all departments to offer few more new advanced courses under Open Electives category.
  6. He further reminded to monitor whether all faculty uploading the syllabus, handouts, lecture notes etc to the Moodle. He has advised to strengthen the Moodle team to monitor all these activities.

7. Discussing on Massive Open Online Courses (MOOCs), he suggested to send a request letter to the UGC for introducing few more online courses through SWAYAM to cater needs of the Institution.
8. The IQAC coordinator has also stressed upon necessity of conduction of Remedial classes for the students from disadvantaged sections. He further added that separate attendance should be maintained for it.
9. He further said that departmental meetings should be conducted time to time as per the given schedule.
10. He advised all members to take necessary initiation to collect the feedback on curriculum from all stake holders, preferably from students and parents.
11. It was proposed to conduct one Academic Audit per semester. He further said that the prepared definitions will be forwarded to the all department coordinators to review the points which are given in the academic audit forms.
12. Principal has advised the disciplinary committee to take utmost care to improve the regularity of the students.

The meeting was concluded at 5.30pm.

**(Dr. C. Yuvaraj)**

**Principal**



Copy for kind information to:

### **I. All IQAC Members**

1	Dr. B. Rama Kumar	Professor & IQAC Coordinator
2	Mrs.M.Prathibha	SAO (G)
3	Mr. B. Sreekanth	Asst. Professor & SAO (Academics&Planning Cell)
4	Mr. V. Maruthi Prasad	Asst. Professor &Public Relations Officer
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16	Mr.T.G.Ravi Kumar	Member(Local Society)
17	Mr.AjithaPrabhu	Member (Industrialist)

### **II .All HoDs**

1	Dr. C. Kamal Basha	HoD of EEE
2	Dr. M. Thamarai	HoD of ECE
3	Dr. P. Suryanarayana Raju	HoD of ME
4	Dr. M. Sreedevi I/c	HoD of CSE
5	Dr.M.Chittaranjan	HoD of CIVIL
6	Dr. R. Thulasiram Naidu	HoD of HUM
7	Dr. M. Sudhakar Reddy	HoD of Maths
8	Dr. Virendra Kumar Verma	HoD of Physics
9	Dr. Sovan Roy	HoD of Chemistry
10	Dr. B. Rasheeda Begum	HoD of English
11	Dr. D. Pradeep Kumar	HoD of MBA
12	Dr. G. Santhoshi	Ho D of MCA