



HOLY MARY INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, and Permanent Affiliation to JNTUH, Accredited by NAAC 'B' Grade)
Bogaram (V), Keesara (M), Medchal (Dist), Hyderabad, Telangana State

Ref: HITS/IQAC/01/2023-24

Date:15.04.2023

CIRCULAR

The IQAC Meeting is planned on 15th April 2023 at 11.00 am in the Principal's chamber. All members are requested to please make it convenient to attend the same with previous data.

Dr.Saravanan
IQAC Coordinator

- Copy to:**
1. The Principal
 2. Dean (s)
 3. All HoD(s)
 4. All External Members



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Internal Quality Assurance Cell

Minutes of Meeting held on **15th April 2023** in **Principal's Chamber** at **11.00 A.M.**

Members:-

S.No	IQAC Post	Name	Institute Designation
1	Member from Management	Dr.JBV Subrahmanyam	Principal
2	Chairperson	Dr.Solmon	IQAC coordinator
3	Coordinator	Dr.Saravanan	Associate Professor-EEE
4	Administrative Officer	Mr.Prabhakar	AO
5	Administrative Officer	Mr.Satyanarayana	Campus manager
6	Members	Mr.harish	HoD-CE
7	Members	Dr. Basheer	HoD-CSE
8	Members	Dr. Jeevan	HoD-ME
9	Members	Dr.Sateesh	Dean R & D
10	Member from Local Society	Mr.venkatesh	Local society member
11	Member from Alumni	Mr.Ch.Kamal	Alumni-EEE
12	Member from Employee	Dr.siva Mr.mallikarjun	NAAC Committee Members
13	Department Co-ordinators	Mr.M.Harish Kumar Mr.radha krishna Dr.naik Dr.Krishna hari Dr.Prasad Dr.p.Patnaik	Associate Professor-CE Professor-EEE Professor-ME Associate Professor-ECE Associate Professor-CSE Associate Professor-S&H



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Agenda:

- ❖ Welcome note by Chairperson and review of minutes of last meeting.
- ❖ Appraisal on Academic activities, Research Activities and Placement orientated activities and other activities during last academic year (2022-23).
- ❖ Academic Plan during A.Y. 2023-24
- ❖ Value added courses, Placement orientated training and Creating research spark
- ❖ Faculty development programs on Creative Teaching Techniques
- ❖ Prepare a road map for **renewal** of NAAC SSR Preparation and final submission
- ❖ Any other discussion

IQAC minutes of meeting held on 15th April 2023:

- 1) The meeting started with a welcome note by Chairperson.
- 2) The minutes of last meeting were reviewed and all the points were stand completed.
- 3) IQAC briefed the various activities conducted during the Academic Year 2021-22. Apart from other activities.

IQAC highly appreciated for

- The International conference "RECENT TRENDS IN CIVIL ENGINEERING AND WATER RESOURCE ENGINEERING (RTCWRE-2022) conducted by Civil Department on 10-08-2022 & 11-08-2022
 - National conference NCEEET-2022, Two Day Workshop On "Electrical Simulation Using Pspice and Matlab", An awareness program on "3D" Printing
 - NSS Activities like SWACHH BHARATH, Road Safety Awareness Program and Tree Plantation.
- 4) The IQAC reviewed the academic plan and plan of action for next academic year (2023-24), and stressed on OBE system and delivery on content beyond the syllabus,
 - 5) IQAC Committee stressed on placement orientated training and conducting tests, value added courses. Further, motivating the students to carry on Micro projects and create research sparks in their mind.
 - 6) It is suggested to conduct FDP on Creative Teaching Techniques, Stress Management and Classroom communication Method to Faculty members to enhance their effectiveness in teaching.
 - 7) The IQAC chairperson informed the RENEWAL of NAAC SSR submission to all the IQAC members and insisted the departments to fulfill all the requirements for renewal of NAAC

Any other discussion: nil



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- 8) The IQAC Coordinator briefed co-curricular and extra curricular activities participated by the students during the academic year 2021-22. Moreover, it is insisted that active participation of the students in Paper presentation, Exhibiting models in the Project Expo and attending the In-plant training.
- 9) It is explored that the financial support to faculty members for their intellectual i.e publications of technical papers in Journals, Conference proceeding, Patent, Books and attending the workshop and seminars. .
- 10) The IQAC offered suggestions towards OBE; Real time applications orientated Projects, Digital Library and new format for Course file.
- 11) The Chair person insisted to prepare the equipment and consumables requirements for the Academic Year 2023-24
- 12) The meeting came to an end with elaborate discussion, IQAC Coordinator has offered thanks to the Chairperson and Members.

Dr.Saravanan
IQAC Coordinator



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IQAC - Action taken report Dated: 15th April 2023

S.No.	Resolution	Action Taken
1)	The IQAC stressed on OBE system and delivery on content beyond the syllabus	The course Plan and Question papers are coined by OBE. Further, PEOs-POs-Cos mapping is done for every subject and delivered beyond the syllabus.
2)	Conduct FDP on Creative Teaching Techniques, Stress Management and Class room communication Method to Faculty members to enhance their effective teaching	Conducted FDP on Creative Teaching Techniques, Stress Management and Class room communication Method on 25.09.2022 to 29.09.2022
3)	IQAC urges to create research spark in the mind of young budding engineers	More number of students participated in Paper presentation, carrying on Micro projects, Exhibiting models in the Project Expo and attending the symposia and conferences
4)	Committee suggested to offer more concentration on mold the students to current industrial expectation	Students of II, III, & IV years are undergoing Industrial visit and In plant training
5)	IQAC emphasized on conducting Technical aptitude test, Analytical reasoning Test, Mock Interview and communication skills classes for final year students.	The TPO conducting Technical aptitude and Analytical reasoning Tests periodically. Further, Mock interview and classes for communication skill are being conducted to the students. Apart from this CRT program was conducted to IV Year students during 9th to 11th August 2022
6)	Value Added Courses	Training on software packages and programming languages is being offered to the students periodically from external resources. Moreover, Training on RIVIT is offered to III year Civil Engineering students during 05th to 08th October 2022 Training on AUTO CAD was offered to II year students during 09.11.2022 to 12.11. 2022

Dr.Saravanan
IQAC Coordinator