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GURU NANAK INSTITUTE OF TECHNOLOGY

20.08.2019

Minutes of Meeting of IQAC held in the Board Room on 20.08.2019

Internal Quality Assurance meeting was conducted on 20th August 2019 at 2:00 PM in Board Room of GNIT campus. The members were requested to make it convenient to attend the meeting.

Agenda:

1. Review of Teaching Learning Process
2. Result Analysis and Steps taken for Improvement
3. Course files, Lab Audit ,Feedback reports and Actions taken
4. R & D - SCI Publication, Funding and Patents
5. Placement Activities and Pre-placement Training Program
6. EDC
7. Proposed Conferences and Workshops
8. NBA for IT, EEE and Civil

The following members were presented:

1.	Dr. S. Sreenatha Reddy	Principal, GNIT	Chairperson
2.	Dr. AK Goyal	Vice-Principal, GNIT	Member
3.	Dr. R. Dhanasekaran	Professor, Mechanical	IQAC Coordinator
4.	Dr. B. Vijaya Kumar	HOD-Mech	Member
5.	Dr. S. Deepajothi	HOD-CSE, GNIT	Member
6.	Dr. D. Stalin Alex	HOD-IT, GNIT	Member
7.	Dr. Mrutyunjay Das	HOD-EEE, GNIT	Member
8.	Dr. Ravi Shankar Mishra	Professor, ECE, GNIT	Member
9.	Dr. G. Srinivas	HOD-H&S, GNIT	Member
10.	Dr. B. Madhusudan	HOD-MBA, GNIT	Member
11.	Dr. T. Vijay Kumar	Professor, ECE, GNIT	Member
12.	Mr. Vinay Chopra	Head Placements	Member
13.	Mr. Srinivas Pothapragda	CEO, Ostilio	Expert

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The following members were absent for the meeting:

1. Mr. Venugopal, Managing Director, Fluid Power Systems, Industry Representative (due to prior commitment)

The following points were discussed in the meeting for the futher needful action at the department level

1. **A Review on the Teaching Learning Process:**

   Principal, GNIT briefed on the various steps initiated during the meeting for the improvement of academics. The steps initiated are:

   1. Attendance improvement of the students by conveying massages to parents and counseling the students who have below 75% attendance
   2. HODs to ensure that students attend the classes with proper dress code.
   3. Planning for special classes for lateral entry students.
   4. Preparation of Assignment and tutorial question paper with bloom's texonomy
   5. Level of Mid exam question paper with scheme of evaluation

   HOD to take necessary steps

2. **Result Analysis and Steps taken for Improvement:**

   1. Review of previous semester results & analysis
   2. The principal expressed his best wishes to the departments who had performed well in the second semester of academic year 2018-19. Principal further adviced to conduct remedial classes to slow learners for further improvement.

   Academic Advisory Committee to take necessary steps

3. **Course files, Feedback reports, Actions taken:**

   1. Dr. AK Goyal, Vice-Principal, mentioned that the course files of all the faculty members of all departments were verified, necessary suggestions have been passed on for improvements in the quality of assignments.
   2. Vice-Principal also suggested preparing the course file according to Outcome Based Education (OBE) and incorporating Bloom's Taxonomy for the midterm question papers.
   3. Principal enquired with Vice-Principal and IQAC coordinator the names of faculty members' whose feedback was not up to the mark and the action to be taken.

   Vice-Principal for necessary action

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4. R & D – Funding, Patents:

IQAC appraised about the following:

a) Total 9 project proposals submitted to DST and CSIR during the 2018-19 academic year for funding.

b) Total 3 MODROB (**Modernisation and Removal Obsolescence**) proposals were submitted for funding to AICTE.

c) Proposal submitted to the Ministry of MSME for establishment of Business Incubation(BI) Centre

Vice-Principal and Coordinator IQAC for necessary action

d) To inform the coordinators of the forthcoming International Conferences-2020 to submit the proposals to funding agencies like DST/DSIR/DRDO/CSIR by 20th October 2019. They may consult the Vice Principal in this regard.

Conference Convener action taken

e) Explore further possibilities for submission of project proposals to UGC and other funding organizations.

Vice-Principal for necessary action

5. EDC:

The principal appreciated the work done by EDC. Different activities were organized like Entrepreneurship awareness drive by National Entrepreneurship Network-Wadhwani Foundation and other agencies. The Association of Lady Entrepreneurs of India (ALEAP) initiated and MOU signed.

Dr T. Vijay Kumar Cordinator, EDC for necessary action

6. Proposed Conferences and Workshops:

The following Workshops/Conferences have been planned:

1. 9th International Conference on Innovations in Electronics and Communications Engineering ICIECE-2020
2. 8th International Conference on Innovations in Computer Science and Engineering. ICICSE-2020
3. 5th International Conference on Innovations in Electrical and Electronics Engineering ICIEEE-2020
4. 3rd International Conference on Innovations in Mechanical Engineering ICIME-2020

The principal suggested that every department should conduct at least one quality workshop/ seminars in an academic year.

Conveners of the Conferences/Workshops for necessary action

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7. **Placement Activities and Pre-placement Training Program**

   Principal appreciated the training and placements head, placement coordinators and HOD of all departments for more number of students selected in placements drives and emphasized on rigorous training program by pre placement training cell specifically in logical and reasoning training and soft skill which help them to gain confidence for the upcoming placements.

   Placement Head and Coordinators for necessary action

   Internship – External & Internal

   Placement head suggested registering AICTE Internshala for Internship of all year students to do

   Internship coordinator for necessary action

8. **NBA for IT, EEE and Civil:**

   The principal congratulated the department of ECE, CSE, and Mechanical for achieving the NBA extension up to 2022. Vice-Principal has been advised to discuss the above with Principal.
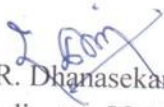
   Vice-Principal for necessary action

9. **Various activity**

   Principal appreciated the IQAC and respected coordinator for conducted various events such that ICIECE 2k19, ICICSE 2019, ICIEEE 2019, FDP and Go-kart and also instructed to IQAC to monitor forthcoming various events like IGNITE 2020, TEDx, Annual Day, GNI CHAK DE 2020, Winter fest.

   IQAC for necessary action

The principal summarized the various points discussed in the meeting.
The meeting ended with a Vote of Thanks to the Chair.

Dr. R. Dhanasekaran
Coordinator, IQAC

Dr. S. Sreenatha Reddy
Principal
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GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 28.11.2019

Minutes of Meeting of IQAC held in the Board Room on 28.11.2019

The following Members were presented:

- Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
- Dr. A K Goyal, Dean-Academics
- Dr. Kedaranath, HoD, ECE
- Dr. Deepajothi, HoD, CSE
- Dr. Mrityunjayadas, HoD, EEE
- Dr. B.Vijaya Kumar, HoD, ME
- Dr. G Srinivas, HoD, H & S
- Dr. Madhusudan, HoD, MBA
- Dr. T. Vijaya Kumar, Prof., ECE
- Mr. Madhusudan, HoD I/c, CE
- Mr. Jeevan, Asst. Prof., Exam Branch
- Mr. Ramesh P, Librarian
- Mr. B. Ramesh, Physical Director
- Mr. Kashipathi, O.S.
- Mr. Anthony, A.O.
- Dr. R. Dhanasekaran, IQAC Coordinator

The meeting was conducted at IQAC Office on 28 November 2019, at 2:00 p.m. chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

The Agenda was as follows:

- Confirmation of the previous Minutes of Meeting held on 20-08-2019
- Review of Teaching-learning process and Academic audit for Outcome Based Education
- Review on Course files, Labs Audit, Feedback reports and Action to be taken

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- R & D Proposals, Awards, Publications and Resource mobilization
- Placement Activities and Pre-placement Training Programs
- Best Practices and Physical facilities
- Infrastructure and Learning Resources
- Academic and Administrative Audit
- Environment Audit
- Discussion for NAAC Inspection
- Any other point/issue with the permission of the IQAC Chairperson.

Minutes

- The Chairperson welcomed all the members for the meeting. IQAC Coordinator requested the Chairperson to confirm the previous minutes of 20 August 2019. The Coordinator delivered his presentation on Agenda points: Review of Teaching learning process, Academic Audit for Outcome Based Education and Administrative Audit.
- Dean Academics informed that student satisfaction survey has to be administered and the results obtained from the survey could be used for identification of critical issues. He also added in B.Tech II Sem two lab periods should be engaged and 1 period has to be conducted for Remedial and Revision classes for failed students. He further insisted that the faculty members should use software tool to conduct tests, assignment presentations and quizzes.
- Chairperson also added that Best practices on Placement Training and Add-on Certification Courses should be continued and Physical facilities be inspected and properly maintained in view of the forthcoming JNTUH FFC, NAAC and AICTE Inspections.
- IQAC coordinator requested the members to express their views on the forthcoming various inspections and department related other issues.
- The Chairperson requested to have project seminars to be conducted in the respective department. He further proposed that the percentage of faculty members using ICT tools has to be improved for enhancing the Teaching-Learning process. He also recommended to use plagiarism software for the detection / prevention of plagiarism in academic reports. With reference to NIRF, he insisted that the faculty contribution in terms of number of faculty with PhD, publications and 'i' and 'h' index need to be improved for NIRF raking. He also added that the details on provision of seed money to faculty members, revenue generated through consultancy, comparison of critical NIRF data with peer institutions, strengthening of alumni interaction/contribution and best practices.
- Next meeting should be conducted on March 2020.

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Agenda Point	Action Plan	Responsibility	Target Date
Best Practices	Placement training to be provided to all students	Placement and Training Cell	Immediate effect
Curricular Aspects	Additional coaching classes and use Software tool for test, assignment and etc.,	HoDs	One month
Audit	Academic Audit	Principal, Dean Academics and IQAC Coordinator	Three Months
	Administrative Audit		
	Environment Audit		

Dr. R. Dhanasekaran

Coordinator, IQAC

Dr. S. Sreenatha Reddy

IQAC Chairperson

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GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 14.03.2020

Minutes of Meeting of IQAC held in the Board Room on 14.03.2020

The meeting was conducted at IQAC Office on 14 March 2020, at 3:00 p.m. chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

The Agenda was as follows:

- Confirmation of the previous Minutes of Meeting held on 28-11-2019
- Review of Teaching-learning process and Academic audit for Outcome Based Education
- I B.Tech I Semester Result Analysis and Measures to be taken for the improvement
- Review on Course files, Labs Audit, Feedback reports and Action to be taken
- R & D Proposals, Awards, Publications and Resource mobilization
- Placement Activities and Pre-placement Training Programs
- Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress
- Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM PORTAL
- Use Google Classroom software tool to conduct tests, assignment presentations and quizzes
- Planning and preparations for 'Chak de' Sports activities, Tech-fest 'IGNITE' and cultural activities for College Annual Day-2020
- Best Practices and Physical facilities
- Infrastructure and Learning Resources
- Discussion for Submission of Autonomous Application
- Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

- Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
- Dr. A K Goyal, Dean-Academics
- Dr. Madhusudan, HoD, CE

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- Dr. Kedaranath, HoD, ECE
- Dr. Deepajothi, HoD, CSE
- Dr. Mrityunjayadas, HoD, EEE
- Dr. B.Vijaya Kumar, HoD, ME
- Dr. G Srinivas, HoD, H & S
- Dr. Madhusudan, HoD, MBA
- Dr. T. Vijaya Kumar, Prof., ECE
- Mr. Jeevan, Asst. Prof., Exam Branch
- Mr. Ramesh P, Librarian
- Mr. B. Ramesh, Physical Director
- Mr. Kashipathi, O.S.
- Mr. Anthony, A.O.
- Dr. R. Dhanasekaran, IQAC Coordinator
- Mr. Krishna Chaitanya, Asst. Prof., EEE
- Mr. Vinay, Asst. Prof., CSE
- Mr. Y. Radha Krishna, Assoc. Prof., H & S
- Mr. C. Ramakanth Reddy, Asst. Prof., H & S

- The Chairperson welcomed all the members for the meeting. IQAC Coordinator requested the Chairperson to confirm the previous minutes of 20 August 2019. The Coordinator delivered his presentation on Agenda points: Review of Teaching learning process and Academic Audit for Outcome Based Education. I B.Tech I Semester Results Analysis was also made.

- The Chairperson congratulated HOD-H & S and the faculty members on obtaining 65.4% results. The measures to be taken were discussed for further improvement. HOD - H&S was instructed to identify good faculty members for Remedial classes.

- In I B.Tech II Sem two lab periods should be engaged and 1 period has to be conducted for Remedial and Revision classes for failed students. He further insisted that the faculty members should use Google Classroom software tool to conduct tests, assignment presentations and quizzes.

- Chairperson insisted that student centric learning should be made into practice and more on-line courses should be encouraged. He informed that the students should be encouraged to undertake more courses from NPTEL, GIAN, and SWAYAM PORTAL. He also added that geographical advantage of our institution should be leveraged for placement activities. There was also discussion on Placement activities and Pre-placement training programmes.

- Best practices on Placement Training and Add-on Certification Courses should be continued and Physical facilities be inspected and properly maintained in view of the forthcoming JNTUH FFC, Autonomous and AICTE Inspections.

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Minutes

- Confirmed the Previous Minutes of Meeting held on 20 August 2019
- Academic audit should be made for Outcome Based Education
- Remedial and Revision classes have to be conducted for I B.Tech I Sem failed students
- Review should be done on Course files, Labs Audit, Feedback reports and Actions to be taken
- Use Google Classroom software tool to conduct tests, assignment presentations and quizzes
- Preparations for R & D Proposals, Awards, Publications and Resource mobilization should done
- Encouraging for more Placement activities and Pre-placement training programs
- Guidance should be given for students appearing for GRE, TOEFL, GATE, IELTS, PTE, etc. for their progress
- Preparations are to be made to conduct 'Chak de' on 20 and 21 March, 2020 and encourage more participants from outside colleges
- Autonomous Application should be submitted shortly and Preparations to be made
- Preparations should be done to organize 'IGNITE-2020' on 3 April, 2020 and College Annual Day on 4 April, 2020
- Budget requirements for organizing College Annual Day should be prepared by HOD-H&S
- International Conference should be organized in July, 2020 in the departments of CE/ME
- Corona Virus (COVID-19) Awareness Program should be conducted by NSS Cell
- Entrepreneurship Development Cell has to improve its activities
- Parents-Teachers Meeting should be conducted shortly
- One faculty member should be nominated from H & S Department to organize General Events like Eminent Personalities' Birthdays, etc.
- All the faculty members should have 2 publications (First Author-at least one) for processing Appraisal form
- 1:15 faculty-student ratio has to be maintained from the A.Y. 2020-21
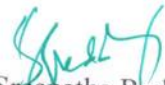- Next meeting should be conducted on June 2020.

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Agenda Point	Action Plan	Responsibility	Target Date
Strengthening of Placement	Placement training to be provided to all students	Placement and Training Cell	Immediate effect
Strengthening of Higher Education	Additional coaching classes and use Software tool for test, assignment and etc.,	HoDs	One month
Strengthening Career Guidance	Exclusive centre for Career guidance to be formed	Placement and Training Cell	Three months
Value added courses for the students	Increasing the number of value added courses for the students external experts	HoDs	Six months

Dr. R. Dhanasekaran
Coordinator, IQAC

Dr. S. Sreenatha Reddy
IQAC Chairperson
Principal
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GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 10.06.2020

Minutes of Meeting of IQAC held in the Board Room on 10.06.2020

The following Members were presented:

- Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
- Dr. A K Goyal, Dean-Academics
- Dr. Madhusudan, HoD, CE
- Dr. Kedaranath, HoD, ECE
- Dr. Deepajothi, HoD, CSE
- Dr. Mrityunjayadas, HoD, EEE
- Dr. B.Vijaya Kumar, HoD, ME
- Dr. G Srinivas, HoD, H & S
- Dr. Madhusudan Reddy, HoD, MBA
- Mr. Jeevan, Asst. Prof., Exam Branch
- Mr. Ramesh P, Librarian
- Mr. B. Ramesh, Physical Director
- Mr. Kashipathi, O.S.
- Mr. Anthony, A.O.
- Dr. R. Dhanasekaran, IQAC Coordinator
- Mr. Vinay Kumar, Asst. Prof., CSE
- Mr. Y. Radha Krishna, Assoc. Prof., H & S
- Mr. C. Ramakanth Reddy, Asst. Prof., H & S

The meeting was conducted through Google Meet on 10 June 2020, at 10:00 p.m. chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

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The Agenda was as follows:

- Confirmation of the previous Minutes of Meeting held on 14.03.2020
- Covid 19

- Review of Teaching-learning process and Academic audit for Outcome Based Education
- Review on Course files, Labs Audit, Feedback reports and Action to be taken
- R & D Proposals, Awards, Publications and Resource mobilization
- Placement Activities and Pre-placement Training Programs
- Best Practices, Infrastructure and Learning Resources
- Academic and Administrative Audit
- Discussion for Autonomous Inspection
- Any other point/issue with the permission of the IQAC Chairperson.

Minutes

- The Chairperson welcomed the IQAC members and explained the importance of the meeting in order to enhance and upgrade quality in all aspects.
- Coordinator requested the Chairperson to confirm the previous minutes of 14 March 2020. The Coordinator delivered his presentation on Agenda points: Review of Teaching learning process, Academic Audit for Outcome Based Education, Best Practices and Administrative Audit.
- Various academic, accreditation and research activities, where faculty members need to focus were highlighted by Principal, Chairperson IQAC.
  - Curriculum and Innovation – Dean Academics
  - Research: Major and Minor projects, research publications, research funds sactioned/received, research budget – All HoDs
  - Accreditation: Autonomous and arranging workshop to the faculty for the same – Dr. B. Kedharnath, HoD-ECE
  - NIRF Ranking – Dr. S. Jayanthi, HoD-IT
  - ARIIA and IIC – Dr. R. Dhanasekaran, Professor-ME
  - Innovation Cell – Dr. S. Deepajothi, HoD-CSE
  - IDEA Cell – Dr. B. Kedharnath, HoD-ECE
  - IPR Cell – Dr. Madhusudan Reddy, HoD-MBA
- Dean Academics informed that the faculty members should use software tool to conduct online classes, tests, assignment presentations and quizzes.
- Chairperson also added that Best practices on Placement Training and Add-on Certification Courses should be continued and Physical facilities are inspected and properly maintained in view of the forthcoming Autonomous and AICTE Inspections.

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- IQAC coordinator requested the members to express their views on the forthcoming various inspections and department related other issues. He thanked HoD – CSE and IT and his team for going to organize an international conference and the effects taken to successfully publish the research articles in Scopus indexed journals.
- The Chairperson requested to have project seminars to be conducted through online in the respective department. He further proposed that the percentage of faculty members using ICT tools has to be improved for enhancing the Teaching-Learning process. He suggested the IQAC coordinator to identify the team members for Academic audit. He also added that the details on provision of seed money to faculty members, revenue generated through consultancy, comparison of critical NIRF data with peer institutions, strengthening of alumni interaction/contribution and best practices.
- The Chairperson and Dean Academics informed the IQAC coordinator & members to look into the data requirements for AQAR Submission for the year 2019-2020.
- The Chairperson requested to give the awareness and display poster about the Covid 19 and follow the SoP.
- Next meeting should be conducted on September 2020.

Agenda Point	Action Plan	Responsibility	Target Date
Best Practices	Placement training to be provided to all students	Placement and Training Cell	Immediate effect
Curricular Aspects	Additional coaching classes and use Software tool for test, assignment and etc.,	HoDs	One month
AQAR report	The data requirement for AQAR submission	IQAC coordinator and members	Three Months
Covid 19	Awareness and Display the poster	All HoDs	Immediate effect
Audit	Academic Audit	Principal, Dean Academics and IQAC Coordinator	Three Months
	Administrative Audit		
	Environment Audit		

Dr. R. Dhanasekaran
Coordinator, IQAC

Dr. S. Sreenatha Reddy
IQAC Chairperson
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