

GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 22.09.2022

GNIT/IQAC/01/22-23

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

The meeting was conducted at IQAC Office on 22 September 2022, at 3:00 p.m. chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

The Agenda was as follows:

1. Confirmation of the previous Minutes of Meeting held on 15-06-2022
2. Action taken report on previous meeting
3. Review of Teaching-learning process
4. Academic Audit for Outcome Based Education
5. Usage of Google Classroom software tool
6. Conduction of exams.
7. Recruitment of New faculty.
8. Review on Course files, Labs Audit, Feedback reports and Action to be taken
9. R & D Proposals, Awards, Publications and Resource mobilization
10. Placement Activities and Pre-Placement Training Programs.
11. Best Practices and Physical facilities,
12. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM.
13. Review on AQAR 2021-22 submission
14. Remedial Classes for the better placement opportunities.
15. Evening Study Classes for Hostel Students for better results.
16. Infrastructure and Learning Resources
17. Discussion for Submission of NBA Application for ECE and CSE and inspection for IT.
18. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
2. Dr. SanjeevShrivastava, Dean – Academics and R & D
3. Dr. A.K Goyal, Controller of examination
4. Mr. Venugopal, Managing Director, Fluid Power System – Industry
5. Mr. Srinivas Pothapragda, CEO, Ostilio - Industry

6. Dr. R. Dhanasekaran, Coordinator, IQAC
7. Dr. B. Vijaya Kumar, HoD, ME
8. Dr. S. P. Yadav, HoD, ECE
9. Dr. B. Santhosh Kumar, HoD, CSE
10. Dr. S. Jayanthi, HoD, IT
11. Dr. Nagaraja Kumari, HoD, EEE
12. Dr. G Srinivas, HoD, H & S
13. Dr. Madhusudhan Reddy, HoD, MBA
14. Prof. K. Vijayalakshmi, HoD, CE
15. Dr. S. M. Subash, Associate Professor, CE

Discussion

The Chairperson, Dr. S. Sreenatha Reddy, welcomed all the members for the meeting. Dr. R. Dhanasekaran, IQAC Coordinator, requested the Chairperson to confirm the previous minutes of 15 June 2022. The Coordinator delivered his presentation on Agenda Points: Academic Audit for Outcome Based Education, Usage of Google Classroom software tool, Conduction of exams, Recruitment of New faculty, Review on Course files, Labs Audit, Feedback reports and Action to be taken, R & D Proposals, Awards, Publications and Resource mobilization etc. All members participated in the discussion for the agenda points in the meeting.

Minutes

1. Previous Minutes of Meeting, dated 15 June 2022 were confirmed by the Chairperson.
2. Following table implies the action taken report on previous meeting.

Agenda No. of previous meeting	Decision	Remarks
3.	In light of the upcoming JNTUH FFC, the Chairperson gave orders to all Department Heads to maintain the student faculty ratio and all amenities. In light of the impending physical inspection for the course AIDS approval, the Chairperson instructed the Emerging Technologies (ET) HoD to keep all the labs in good working condition.	Inspection Completed and affiliated for all courses.
4.	Outcome-based education attained by the usage of PowerPoint presentations, student seminars, quizzes, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industry visits, symposiums, and webinars.	Remedial classes were conducted for weak students and all study materials were shared to students through Google Classroom.
5.	Chairperson suggested the IQAC coordinator to improve the team members for Academic Audit. All	Audit has been done by AAC coordinators.



	are instructed to continue for the successful OBE.	
6.	The Chairperson insisted that the faculty members should use Google Classroom software tool to maintain the subject file and class file of their respective classes. Also conduct tests, assignment, presentations and quizzes.	HoDs verified and all faculty members used the Google Classroom tool in effective manner.
7.	Review should be done on Course files, Labs Audit, Feedback reports and Actions to be taken.	Course file report and feedback report has been submitted by all department heads.
8.	Preparations for R&D Proposals, Awards, Publications and Resource mobilization should do by each department. HoD and Concerned Coordinator are asked to motivate the faculty members to give a quality publication. Various academic, accreditation and research activities are need to be focus by all faculty members. This was highlighted by Principal, Chairperson IQAC.	R&D Coordinators worked on these and submitted the various proposals under SERB and AICTE. Also some faculty gave publications.
9.	Chairperson also added that Placement Training and Add-on Certification Courses should be continued.	Placement and pre-placement activities has been done without any deviation.
10.	Chairperson 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.	More students from each department are going for higher studies through faculty guidance. Best practices were submitted.
11.	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.	Each department conducted average 4 programs related to Innovation, IPR and Startup which leads the students to work on idea/Prototype & Startup.
12.	The Chairperson informed the IQAC and NAAC coordinator & members to look into the data requirements for AQAR Submission for the year 2021-2022.	IQAC & NAAC Cordinators are asked to collect the AQAR data and submit for verification by the end of November Month.
13.	The Chairperson instructed all Department Heads to assign faculty members for Remedial classes. Remedial and Revision classes have to be conducted to reduce the backlogs and make them eligible for	Remedial Classes are conducted as per the schedule for the weak students.



	placement. Also instructed to share the solved previous question papers and question bank with solution to the students for better results.	
14.	The Chairperson instructed HoD- H&S to conduct the evening study classes for the hostel students and also conduct remedial classes for the students depend upon the performance in Mid Examination.	Evening classes conducted specially for hostel students and interested day scholar students for the benefit of them.
15.	All the Department Heads are instructed by chairperson to plan for the Fresher Day for the fresher and Farewell day for the final year students. Also further instructed to conduct the Annual day – 2022.	Fresher's day, Farewell day and College Annual day was well organized and completed.
16.	Chairperson instructed the Infrastructure Coordinators to make proper arrangement for infrastructure and learning resources.	The administrative officer and librarian maintaining those resources in effective way.
17.	Chairperson instructed the Department of CSE and ECE to submit the prequalifier and to be prepared for the upcoming NBA inspection.	Pre-Qualifier and SAR was submitted and awaiting for the inspection for departments CSE, IT & ECE.

3. PowerPoint presentations, student seminars, tests, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industry visits, symposiums, and webinars are all used to achieve outcome-based education.
4. The chairperson made a suggestion to the IQAC coordinator to strengthen the Academic Audit team. Everyone is told to keep going to complete the OBE successfully.
5. The Chairperson insisted that the faculty members use the Google Classroom software programme to keep track of their different courses' subject files and class files. Additionally, give quizzes, presentations, assignments, and examinations.
6. All heads are instructed to support the controller of examination for the conduction of Mid an End Semester Examinations. All students and invigilators are asked to follow the rules and regulations given by the exam cell. Subject coordinators are asked to follow the scheme of evaluation for their subjects and submit the proper key after the end semester exam.
7. Chairperson instructed the entire department heads to recruit the new faculty of their respective department and asked to follow the student faculty ratio as per AICTE.
8. The course files, lab audit, feedback reports, and actions that need to be taken should all be reviewed.
9. Each department should make the necessary preparations for R&D proposals, awards, publications, and resource mobilisation. The HoD and the Concerned Coordinator are tasked with inspiring the faculty to submit a high-caliber publication. The various

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academic, accreditation, and research activities require all faculty members to pay attention. This was stressed by the principal and chairperson of IQAC.

10. The Chairperson also said that Add-on Certification Courses and Placement Training should continue.
11. The chairperson also emphasized the importance of strengthening alumni interaction and contribution, providing seed money to faculty members, consulting revenue generation, comparing critical NIRF data with peer institutions, and best practices.
12. The chairperson urged that more online courses should be promoted and that student-centric learning should be put into practise. He advised that further courses from NPTEL, GIAN, and SWAYAM PORTAL should be taken by the students.
13. The chairperson gave the coordinator and members of the IQAC and NAAC instructions to review the information needed to submit an AQAR for the fiscal year 2021–2022. By the second week of December, the principal must receive the AQAR.
14. All department heads received a directive from the chairperson to designate faculty for remedial classes. To clear the backlogs and make the students placeable, remedial and revision classes must be held. Additionally directed to distribute to the students the question bank with solutions and previously answered test papers for better outcomes.
15. The Chairperson gave the HoD- H&S instructions to run nighttime study sessions for hostel students as well as remedial sessions for students depending on their performance in the midterm.
16. The Chairperson gave the Infrastructure Coordinators instructions to set up the necessary infrastructure and educational resources.
17. The Department of CSE and ECE was offered to a go by the chairperson to submit the SAR and be ready for the upcoming NBA inspection.
18. Next meeting should be conducted on December 2022.

The Principal summarized the various points discussed in the meeting and ended the meeting with vote of thanks.


Dr. R. Dhanasekaran
Coordinator, IQAC


Dr. S. Sreenatha Reddy
Principal & IQAC Chairperson
Principal
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P.R. Dist-511 506

Copy to:

- Dean – Academics, R & D
- IQAC Coordinator
- All IQAC Members and file



GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 05.12.2022

GNIT/IQAC/02/22-23

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

The meeting was conducted at IQAC Office on 5 December 2022, at 3:00 p.m. chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

The Agenda was as follows:

1. Confirmation of the previous Minutes of Meeting held on 15-06-2022
2. Action taken report on previous meeting
3. Review of Teaching-Learning process
4. Usage of Google Classroom software tool
5. Conduction of exams.
6. Review on Course files, Labs Audit, Feedback reports and Action to be taken
7. R & D Proposals, Awards, Publications and Resource mobilization
8. Placement Activities and Pre-Placement Training Programs.
9. Best Practices and Physical facilities,
10. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM.
11. Review on AQAR 2021-22 submission
12. Infrastructure and Learning Resources
13. Discussion on NBA Inspection for ECE, CSE and IT.
14. Review on NIRF 2021-22 submission
15. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
2. Dr. Sanjeev Shrivastava, Dean – Academics and R & D
3. Mr. Venugopal, Managing Director, Fluid Power System – Industry
4. Mr. Srinivas Pothapragda, CEO, Ostilio - Industry
5. Dr. R. Dhanasekaran, Coordinator, IQAC
6. Dr. B. Vijaya Kumar, HoD, ME & Controller of examination
7. Dr. S. P. Yadav, HoD, ECE

8. Dr. B. Santhosh Kumar, HoD, CSE
9. Dr. S. Jayanthi, HoD, IT
10. Dr. Nagaraja Kumari, HoD, EEE
11. Dr. G Srinivas, HoD, H & S
12. Dr. Madhusudhan Reddy, HoD, MBA
13. Prof. K. Vijayalakshmi, HoD, CE
14. Dr. S. M. Subash, Associate Professor, CE

Discussion

The Chairperson, Dr. S. Sreenatha Reddy, welcomed all the members for the meeting. Dr. R. Dhanasekaran, IQAC Coordinator, requested the Chairperson to confirm the previous minutes of 15 June 2022. The Coordinator delivered his presentation on Agenda Points: Academic Audit for Outcome Based Education, Usage of Google Classroom software tool, Conduction of exams, Recruitment of New faculty, Review on Course files, Labs Audit, Feedback reports and Action to be taken, R & D Proposals, Awards, Publications and Resource mobilization etc. All members participated in the discussion for the agenda points in the meeting.

Minutes

1. Previous Minutes of Meeting, dated 22 September 2022 were confirmed by the Chairperson.
2. Following table implies the action taken report on previous meeting.

Agenda No. of previous meeting	Decision	Remarks
3.	PowerPoint presentations, student seminars, tests, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industry visits, symposiums, and webinars are all used to achieve outcome-based education.	For achieving the outcome based education all the faculty members are followed the mentioned tools in effective manner.
4.	The Chairperson made a suggestion to the IQAC coordinator to strengthen the Academic Audit Team. Everyone is told to keep going to complete the OBE successfully.	Academic Audit Members checked the department files periodically and report to the Principal.
5.	The Chairperson insisted that the faculty members use the Google Classroom software programme to keep track of their different courses' subject files and class files. Additionally,	HoDs verified and all faculty members used the Google Classroom tool in effective manner.



	give quizzes, presentations, assignments, and examinations.	
6.	All the Head of the Departments are instructed to support the controller of examination for the conduction of Mid an End Semester Examinations. All students and invigilators are asked to follow the rules and regulations given by the exam cell. Subject coordinators are asked to follow the scheme of evaluation for their subjects and submit the proper key after the end semester exam.	As per the rules and regulation the students and faculty members supported for the smooth conduction of examination.
7.	Chairperson instructed the respective Head of the Departments to recruit the new faculty of their respective department and asked to follow the student faculty ratio as per AICTE.	As per the norms of AICTE various faculty members are recruited.
8.	The course files, lab audit, feedback reports, and actions that need to be taken should all be reviewed.	Course file report and feedback report has been submitted by all department heads.
9.	Each department should make the necessary preparations for R&D proposals, awards, publications, and resource mobilization. The HoD and the Concerned Coordinator are tasked with inspiring the faculty to submit a high-caliber publication. The various academic, accreditation, and research activities require all faculty members to pay attention. This was stressed by the Principal and Chairperson of IQAC.	R&D Coordinators worked on these and submitted the various proposals under SERB and AICTE. Also some faculty gave publications.
10.	The Chairperson also said that Add-on Certification Courses and Placement Training should continue.	Placement and pre-placement activities has been done without any deviation.
11.	The Chairperson also emphasized the importance of strengthening alumni interaction and contribution, providing seed money to faculty members, consulting revenue generation, comparing critical NIRF data with peer institutions, and best practices.	Each department conducted average 4 programs related to Innovation, IPR and Startup which leads the students to work on idea/Prototype & Startup. Best practices were submitted.
12.	The chairperson urged that more online courses should be promoted and that student-centric learning should be put into practice. He advised that further courses from NPTEL, GIAN, and SWAYAM PORTAL should be taken by the students.	More students from each department are going for higher studies and enrolling for various courses through faculty guidance.

13.	The Chairperson gave the Coordinator and Members of the IQAC and NAAC instructions to review the information needed to submit an AQAR for the fiscal year 2021–2022. By the second week of December, the Principal must receive the AQAR.	IQAC & NAAC Coordinators are asked to collect the AQAR data and submit for verification by the second week of December.
14.	All the Head of the Departments received a directive from the Chairperson to designate faculty for remedial classes. To clear the backlogs and make the students place able, remedial and revision classes must be held. Additionally directed to distribute to the students the question bank with solutions and previously answered test papers for better outcomes.	Remedial classes were conducted for weak students and all study materials were shared to students through Google Classroom.
15.	The Chairperson gave the HoD- H&S instructions to run evening study sessions for hostel students as well as remedial sessions for students depending on their performance in the midterm.	Evening classes conducted specially for hostel students and interested day scholar students for the benefit of them.
16.	The Chairperson gave the Infrastructure Coordinators instructions to set up the necessary infrastructure and educational resources.	The administrative officer and librarian maintaining those resources in effective way.
17.	The Department of CSE and ECE was offered to a go by the chairperson to submit the SAR and be ready for the upcoming NBA inspection.	Pre-Qualifier and SAR was submitted and awaiting for the inspection for departments CSE, IT & ECE.


3. PowerPoint presentations, student seminars, quizzes, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industry visits, symposiums, and webinars are all utilized to facilitate successful teaching and learning. In order to accomplish outcome-based education, it will also be implemented.
4. The Chairperson insisted that the faculty members manage the subject files and class files for their various courses using the Google Classroom software platform. Give tests, presentations, assignments, and quizzes as well.
5. All Heads are instructed to assist the Controller of Examinations in the administration of the midterm and final exams for the semester. The norms and regulations provided by the exam cell are expected to be followed by all students and invigilators. Subject coordinators are required to follow the assessment criteria for their courses and turn in the correct key following the final test of the semester.
6. It is important to examine the course materials, lab audit, feedback reports, and necessary actions.

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7. Each department needs to make the appropriate preparations for resource mobilization, publications, prizes, and R&D proposals. It is the responsibility of the HoD and the Concerned Coordinator to motivate the faculty to produce an excellent publication. All faculty members must focus on the numerous academic, accreditation, and research initiatives. The Principal and IQAC Chairperson emphasized this.
8. The Chairperson also said that Add-on Certification Courses and Placement Training should continue.
9. The Chairperson also emphasized the importance of strengthening alumni interaction and contribution, providing seed money to faculty members, consulting revenue generation, comparing critical NIRF data with peer institutions, and best practices.
10. The chairperson urged that more online courses should be promoted and that student-centric learning should be put into practice. He advised that further courses from NPTEL, GIAN, and SWAYAM PORTAL should be taken by the students.
11. The coordinator, members of the IQAC, and the NAAC were given instructions by the chairperson to review the data required to submit an AQAR for the fiscal year 2021–2022. The AQAR must be delivered to the principal by the second week of December.
12. The Chairperson gave the Infrastructure Coordinators instructions to set up the necessary infrastructure and educational resources.
13. The Inspection was planned to be conducted from 23rd December to 25th December 2022. Chairman instructed the head of CSE, ECE and IT to be ready for a physical inspection.
14. The Chairperson gives the coordinator and other NIRF members the task of reviewing the information needed to submit an NIRF report for the academic year 2021–2022. By the final week of December NIRF coordinator asked to submit the NIRF data to the Principal.
15. Next meeting should be conducted on March 2023.

The Principal summarized the various points discussed in the meeting and ended the meeting with vote of thanks.


Dr. R. Dhanasekaran
Coordinator, IQAC


Dr. S. Sreenatha Reddy
Principal & IQAC Chairperson
Principal
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Copy to:

- Dean – Academics, R & D
- IQAC Coordinator
- All IQAC Members and file

GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 03.03.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

The meeting was conducted at IQAC Office on 3 March 2023, at 2:00 P.M. chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

The Agenda was as follows:

1. Confirmation of the previous Minutes of Meeting held on 05-12-2022
2. Action taken report of previous meeting
3. Review of Teaching-Learning Process and Academic Audit for Outcome Based Education
4. B.Tech I Semester Result Analysis and Remedial Classes for the improvement
5. Review on Course files, Labs Audit, Feedback Reports and Action to be taken
6. R & D Proposals, Awards, Publications and Resource mobilization
7. Placement Activities and Pre-Placement Training Programs
8. Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM PORTAL
9. Usage of Google Classroom software tool
10. Best Practices (Innovation) and Physical facilities
11. Academic and Administrative Audit by AAC members
12. Infrastructure and Learning Resources
13. Discussion on NBA result.
14. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
2. Dr. Sanjeev Shrivastava, Dean – Academics and R & D
3. Dr. B. Vijay Kumar, Controller of examination
4. Mr. Venugopal, Managing Director, Fluid Power System – Industry
5. Mr. Srinivas Pothapragda, CEO, Ostilio - Industry
6. Dr. R. Dhanasekaran, Coordinator, IQAC
7. Dr. S. P. Yadav, HoD, ECE
8. Dr. B. Santhosh Kumar, HoD, CSE
9. Dr. S. Jayanthi, HoD, IT
10. Dr. Nagaraja Kumari, HoD, EEE
11. Dr. G. Srinivas, HoD, H & S
12. Dr. Madhusudhan Reddy, HoD, MBA
13. Dr. S. M. Subash HoD, CE
14. Prof. K. Vijayalakshmi, Ist Year B.Tech Coordinator
15. Dr. P. Venkanna, Assistant Professor., H & S

Discussion

The Chairperson welcomed all the members for the meeting. IQAC Coordinator requested the Chairperson to confirm the previous Minutes of 5th December 2022. The Coordinator delivered his presentation on Agenda Points: Review of Teaching-Learning Process and Academic Audit for Outcome Based Education, B.Tech I Semester Result Analysis and Remedial Classes for the improvement etc.

Minutes

1. Previous Minutes of Meeting, dated 5th December, 2022 were confirmed by the Chairperson.
2. The following table implies the action taken report on previous meeting.

Agenda No. of previous meeting	Decision	Remarks
2.	Review of Teaching-Learning process	All HoD's reviewed all the parameters periodically and submitted the report.
3.	Usage of Google Classroom software tool	All study materials shared to students through google classroom.
4.	Conduction of exams	Exams are conducted as per the instructions received from exam branch.
5.	Review on Course files, Labs Audit, Feedback reports and Action to be taken	Course file report and feedback report has been submitted by all the Departments Heads.
6.	R & D Proposals, Awards, Publications, IPR and Resource mobilization	R&D Coordinators worked on these and submitted the various proposals under SERB and AICTE. Also some faculty gave publications.
7.	Placement Activities and Pre-Placement Training Programs.	Placement and pre-placement activities has been done without any deviation.
8.	Best Practices and Physical facilities	Each department conducted an average of 4 programs related to Innovation, IPR and Startup which leads the students to work on idea/Prototype & Startup.
9.	Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM.	More students from each department are going for higher studies through faculty guidance.
10.	Review on AQAR 2021-22 submission	Application was reviewed by all the criterion coordinators.
11.	Infrastructure and Learning Resources	The administrative officer and librarian maintaining those resources in effective way.

12.	Discussion on NBA Inspection for ECE, CSE and IT.	Inspection took place from 23.12.22 to 25.12.22.
13.	Review on NIRF 2021-22 submission	GNIT also participated in NIRF ranking by submitting the application.

3. Power Point Presentations, student seminars, quizzes, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industrial visits, symposiums, and webinars should all be regularly used in outcome-based education.
4. B.Tech I Semester Results Analysis was made. The Chairperson instructed all the Heads of the Departments to assign faculty members for Remedial classes. Remedial and Revision classes have to be conducted for B.Tech I Sem failed students. He further insisted that the faculty members should use Google Classroom software tool to conduct tests, assignment presentations and quizzes.
5. Review should be done on Course files, Labs Audit, Feedback reports and Actions to be taken.
6. Preparations for R & D Proposals, Awards, Publications and Resource mobilization should do by each department. HoD and Concerned Coordinator are asked to motivate the faculty members to give a quality publication.
7. Chairperson also added that Best practices on Placement Training and Add-on Certification Courses should be continued.
8. Chairperson insisted that Student Centric Learning should be made into practice and more online courses should be encouraged. He informed that the students should be encouraged to undertake more courses from NPTEL, GIAN, and SWAYAM PORTAL.
9. Use Google Classroom software tool to conduct tests, assignment presentations and quizzes. He further proposed that the percentage of faculty members using ICT tools has to be improved for enhancing the Teaching-Learning process.
10. As a best practice the curriculum gaps to be filled by the conduction of guest lectures, Industrial visits and innovative related programs.
11. Academic and administrative audit should be made by AAC members for strengthening the institution.
12. Chairperson instructed the Infrastructure Coordinators to make proper arrangement for infrastructure and learning resources.
13. NBA results possibly release at month of March or April.
14. Next meeting should be conducted in June 2023.

The Principal summarized various points discussed in the meeting and ended the meeting with vote of thanks.


Dr. R. Dhanasekaran
Coordinator, IQAC

Copy to:

- Dean – Academics, R & D
- IQAC Coordinator
- All IQAC Members and file


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

Date: 09.06.2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

The meeting was conducted at IQAC Office on 09 June 2023, at 2:00 p.m chaired by IQAC Chairperson and Principal Dr. S. Sreenatha Reddy.

The Agenda was as follows:

1. Confirmation of the previous Minutes of Meeting held on 03-03-2023
2. Action taken report on previous meeting
3. Discussion on forthcoming University Inspection for affiliation and approval for the course AI & DS.
4. Review of Teaching-Learning Process
5. Academic Audit for Outcome Based Education
6. Usage of Google Classroom software tool
7. Review on Course files, Labs Audit, Feedback reports and Action to be taken
8. R & D Proposals, Awards, Publications and Resource mobilization
9. Placement Activities and Pre-Placement Training Programs.
10. Best Practices and Physical facilities,
11. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM.
12. Review on AQAR 2021-22 submission
13. Remedial Classes for the better placement opportunities.
14. Evening StudyClasses for Hostel Students for better results.
15. Planning and preparations for Fresher's Day, Farewell and for College Annual Day-2022
16. Infrastructure and Learning Resources
17. Discussion for Submission of NBA Application for CE and EEE.
18. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. S. Sreenatha Reddy, IQAC Chairperson and Principal
2. Dr. SanjeevShrivastava, Dean – Academics and R & D
3. Dr. B. Vijay Kumar, Controller of examination
4. Mr. Venugopal, Managing Director, Fluid Power System – Industry
5. Mr. SrinivasPothapragda, CEO, Ostilio - Industry
6. Dr. S. M. Subash, Coordinator, IQAC
7. Dr. S. P. Yadav, HoD, ECE
8. Dr. B. Santhosh Kumar, HoD, CSE
9. Dr. S. Jayanthi, HoD, IT

10. Dr. NagarajaKumari, HoD, EEE
11. Dr. G Srinivas, HoD, H & S
12. Dr. Madhusudhan Reddy, HoD, MBA
13. Dr. S. M. Subash, HoD, CE
14. Prof. K. Vijayalakshmi, Ist Year B.Tech Coordinator
15. Dr. P Venkanna, Assistant Professor., H & S

Discussion

The Chairperson, Dr. S. Sreenatha Reddy, welcomed all the members for the meeting. Dr. S. M. Subash, IQAC Coordinator, requested the Chairperson to confirm the previous minutes of March 3, 2023. The Coordinator delivered his presentation on Agenda Points: Discussion on forthcoming University Inspection for affiliation and approval for the course AIDS, Review of Teaching-Learning process and Academic Audit for Outcome Based Education, Usage of Google Classroom software tool etc. All members participated in the discussion for the agenda points in the meeting.

Minutes

1. Previous Minutes of Meeting, dated March 3, 2023 were confirmed by the Chairperson.
2. The following table implies the action taken report on previous meeting.


Agenda No. of previous meeting	Decision	Remarks
3.	Power Point Presentations, student seminars, quizzes, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industrial visits, symposiums, and webinars should all be regularly used in outcome-based education.	HoDs verified and all faculty members used the tools in effective manner.
4.	B.Tech I Semester Results Analysis was made. The Chairperson instructed all the Head of the Departments to assign faculty members for Remedial classes. Remedial and Revision classes have to be conducted for B.Tech I Sem failed students. He further insisted that the faculty members should use Google Classroom software tool to conduct tests, assignment presentations and quizzes.	Remedial classes were conducted for weak students and all study materials were shared to students through Google Classroom.
5.	Review should be done on Course files, Labs Audit, Feedback reports and Actions to be taken.	Course file report and feedback report has been submitted by all department heads.
6.	Preparations for R & D Proposals, Awards, Publications and Resource mobilization should do by each department. HoD and Concerned Coordinator are asked to motivate the faculty members to give a quality publication.	R&D Coordinators worked on these and submitted the various proposals under SERB and AICTE. Also some faculty gave publications.
7.	Chairperson also added that Best practices on Placement Training and Add-on Certification Courses should be continued.	Placement and pre-placement activities has been done without any deviation.
8.	Chairperson insisted that student centric learning should	More students from each


	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.	department are going for higher studies through faculty guidance. Best practices were submitted.
9.	Use Google Classroom software tool to conduct tests, assignment presentations and quizzes. He further proposed that the percentage of faculty members using ICT tools has to be improved for enhancing the Teaching-Learning process.	The usage of ICT tools has been improved.
10.	As a best practice the curriculum gaps to be filled by the conduction of guest lectures, Industrial visits and innovative related programs.	Each department conducted various guest lectures and programs related to Innovation, IPR and Startup. Also went for Industrial visit which leads the students to have a practical exposure.
11.	Academic and administrative audit should be made by AAC members for strengthening the institution.	Audit has been done by AAC coordinators.
12.	Chairperson instructed the Infrastructure Coordinators to make proper arrangement for infrastructure and learning resources.	The administrative officer and librarian maintaining those resources in effective way.
13.	NBA results possibly release in month of March or April.	The NBA results came in a positive way by giving three years' accreditation for the departments of CSE, IT & ECE.
14.	All the Department Heads are instructed by chairperson to plan and conduct the Annual Day.	Annual Day was conducted in the month of April 2023.

3. In light of the upcoming JNTUH FFC, the Chairperson gave orders to all the Head of the Departments to maintain the Student Faculty Ratio and all amenities. In light of the impending physical inspection for the course AI-DS approval, the Chairperson instructed the Emerging Technologies (ET)HoD to keep all the labs in good working condition.
4. Outcome-Based Education attained by the usage of PowerPoint presentations, student seminars, quizzes, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industry visits, symposiums, and webinars.
5. Chairperson suggested the IQAC coordinator to improve the team members for Academic Audit. All are instructed to continue for the successful OBE.
6. The Chairperson insisted that the faculty members should use Google Classroom software tool to maintain the subject file and class file of their respective classes. Also conduct tests, assignment, presentations and quizzes.
7. Review should be done on Course files, Labs Audit, Feedback reports and Actions to be taken.
8. Preparations for R&D Proposals, Awards, Publications and Resource mobilization should do by each department. HoD and Concerned Coordinator are asked to motivate the faculty members to

- give a quality publication. Various academic, accreditation and research activities are need to be focused by all faculty members. This was highlighted by Principal, Chairperson IQAC.
9. Chairperson also added that Placement Training and Add-on Certification Courses should be continued.
 10. Chairperson 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.
 11. Chairperson insisted that student centric learning should be made into practice and more online courses should be encouraged. He informed that the students should be encouraged to undertake more courses from NPTEL, GIAN, and SWAYAM PORTAL.
 12. The Chairperson informed the IQAC and NAAC coordinator & members to look into the data requirements for AQAR Submission for the year 2021-2022.
 13. The Chairperson instructed all the Head of the Departments to assign faculty members for Remedial classes. Remedial and Revision classes have to be conducted to reduce the backlogs and make them eligible for placement. Also instructed to share the solved previous question papers and question bank with solution to the students for better results.
 14. The Chairperson instructed HoD- H&S to conduct the evening study classes for the hostel students and also conduct remedial classes for the students depend upon the performance in Mid Examination.
 15. All the Department Heads are instructed by chairperson to plan for the Fresher Day for the fresher and Farewell day for the final year students. Also further instructed to conduct the Annual day – 2023.
 16. Chairperson instructed the Infrastructure Coordinators to make proper arrangement for infrastructure and learning resources.
 17. Chairperson instructed the Department of CE and EEE to submit the prequalifier and to be prepared for the upcoming NBA inspection.
 18. Next meeting should be conducted on September 2023.

The Principal summarized the various points discussed in the meeting and ended the meeting with vote of thanks.


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Copy to:

- Dean – Academics, R & D
- IQAC Coordinator
- All IQAC Members and file