

Minutes of Meeting of IQAC held on 25-03-2019

The meeting of all the members of IQAC, MLRIT, Dundigal, held on 25-03-2019 at 10:30 AM. The following members were present for the meeting:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. K. Srinivas Rao	Principal	Chairman
3	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Director
4	Dr. R. Karthik	Dean R&D	Member Teacher
5	Dr. P. C. Rao	Dean Academics	Member Teacher
6	Dr. Radhika Devi	Prof& HOD – S&H	Member Teacher
7	Dr. SVS Prasad	Prof& HOD –ECE	Member Teacher
8	Dr. M V Narsimha Rao	Prof& HOD – MBA	Member Teacher
9	Dr. N Chandrashekar Reddy	Prof& HOD – CSE	Member Teacher
10	Dr.G Kiran Kumar	Prof. & HOD –IT	Member Teacher
11	Mr. M. Venkateshwar Reddy	Assoc Prof& HOD - Mech	Member Teacher
12	Mr. N. Uday Ranjan Goud	Assistant Prof – Aero	Member Teacher
13	Mr. G. Prabhakar Reddy	Controller of Examinations	Member Admin
14	Mr. P.Ravi Chandran	Head Placements	Member Admin
15	Dr. N V Rajashekar Reddy	Head Training	Member Admin
16	Mrs. Neeraja	Head – Women’s Grievance cell	Member Admin
17	Mr. Emmanuel Gosula	Senior Resource Development Manager- Epam systems Ltd	Member Employer
18	Mr. D. Narender Reddy	MD Balaji Pipe Industries & SVS Food processors (P) Ltd	Member Industry
19	Mr. C. Yuktesh	IT Specialist & Community Manager IBM	Member Alumni
20	Mr. M. Ganesh	Administrative Officer	Member Admin
21	Mr. K Narsimlu	Accountant	Member Admin
22	Mr. Ganesh Lambat	Teacher-Parent-Aero Dept.	Member stakeholder
23	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society

I. Review of meeting strategic plan and implementation held on 15-12-2018

The committee reviewed the reports received from the department coordinators of IQAC on the items discussed in previous meeting.

II. Status of workshops/FDP/Guest lectures conducted by the departments

- a. A consolidated report on FDP's/Guest lectures conducted by various departments was submitted.
- b. Discussion on potential areas, the schedule and planning for the FDP to be conducted during the summer was carried out. The heads of the respective department should chalk out a suitable title and plan the FDP during summer.

Action by HoDs

III. To conduct academic and administrative audit

- a. Academic audit and administrative audit has been planned
- b. It is decided to conduct one internal and one external audit

Action by AO

IV. Status on internships for pre-final year students

- a. The Dean, placements presented a consolidated report on number of students undergoing internships
- b. Various strategies to identify and approach core companies in respective fields were discussed.
- c. The strategies for converting these companies into potential employers were also discussed.
- d. To conduct necessary training sessions for students to crack the exams by TCS, Infosys etc.,

Action by Dean, Placement and Training

V. Placements of final year and scope for higher education

- a. MoU's with foreign universities for enhancing student's higher education opportunities
- b. The Dean, Placements presented a report on companies visited, in pipe line for conducting on and off campus placements for the 2019 batch students.
- c. A consolidated report on number of offer letters issued, TCS -ion, INFOSYS drives etc., was presented.

Action by Dean, Placement and Training

VI. Research projects and consultancy activities

- a. A report on ongoing funded projects and newly accepted proposals was presented by Dean R&D
- b. It is decided to submit proposals to the projects/schemes which are not time constrained and open all year long like Women scientist scheme, DST.

- c. Consultancy activity of various departments was presented by the respective HoDs.
- d. Strategies to improve the number of companies for consultancy projects were discussed.

Action plan by Dean R&D

VII. Infrastructure development and library expansion for the upcoming year.

- a. Development of infrastructure and enabling AV aids in class rooms
- b. Increasing number of book volumes in the library along with journal subscriptions and establishing digital library

Action plan by HoDs and Management

VIII. Any other point with the permission of the chair.

No other points were discussed


Director IQAC


Chairman IQAC

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Minutes of Meeting of IQAC held on 15-12-2018

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At the start of the meeting, Chairman welcomed Honorable members of IQAC

I. Review of IQAC meeting held on 08-09-2018

The committee reviewed the reports received from the department coordinators of IQAC on the items discussed in previous meeting.

II. Review on ongoing funded projects and preparing proposals for new projects

- a. R& D Dean presented a review on ongoing projects and the list open for sending proposals with various national organizations

Action by Dean R&D

III. Placement for the III B. Tech students

- a. Identifying potential companies and approaching HR's for carrying out the recruitment process
- b. Strategically planning for imparting necessary skills to the students as required by the industry.

Action by Placemen Dean

IV. To conduct events for building awareness on Innovation and Entrepreneurship

- a. It is decided to conduct in-house step by step programs for building innovative and entrepreneurial skills in the students.
- b. It is decided to provide strategic planning and necessary funding arrangements for the potential start-up proposals received from the students

Action by the Head, Centre of Innovation and Entrepreneurship

V. To attend the grievances received from stake holders.

- a. The feedback received from stake holders regarding various aspects like curriculum, infrastructure, faculty quality, and others has been analyzed.
- b. Possibilities of adapting to the suggestions made by them and implementing them in various phases were discussed.

Action by all HoDs

VI. Preparation of NBA Tier - I

- a. NBA accreditation for Tier-I: SAR to be prepared
- b. Heads and Coordinators for various criteria in the SAR were assigned.
- c. It is decided that the Aero HoD would be the overall coordinator and periodic meetings would be conducted for reviewing the progress of the NBA: SAR

Action by all HoD's

VII. Review on institutional rankings

- a. Applying for NIRF and other institutional rankings
- b. Coordinators were appointed for the same to carry out the process smoothly

Action by HoDs

VIII. Action report on previous meeting points

The IQAC coordinator presented the action plan implanted after previous meeting

IX. Any other topic with the permission of chair.

No other topics discussed


Director IQAC


Chairman IQAC

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22	Mr. Ganesh Lambat	Teacher-Parent-Aero Dept.	Member stakeholder	
23	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society	Not present

Minutes of Meeting of IQAC held on 05-09-2018

The meeting of all the members of IQAC, MLRIT, Dundigal, held on 05-09-2018 at 02:30 PM. The following members were present for the meeting:

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1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. K. Srinivas Rao	Principal	Chairman
3	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Director
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23	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society

At the start of the meeting, Chairman welcomed Honorable members of IQAC

I. Review on previsions IQAC meeting held on 18/05/2018

The decisions made in the previous meeting and their implementation process was reviewed.

II. Utilizing alumni to enhance the employability skills of the students.

- a. Alumni interaction with the current students will be conducted to help the students of pre-final and final year to plan their career.
- b. Top 10 Alumni students would be identified for each departments and utilized to share the knowledge on their real time experience through the lectures , seminars, conferences, workshops and expert talks, internships, industry consultancy and mentoring etc.,
- c. Feedback is taken from the alumni students who are working in the core industry related to the core subjects of respective departments.
- d. These feedbacks are planned to be utilized for the curriculum development, establishment of centre of excellence for Students and Faculty to gain hands on Experience and also involve in executing the Projects.

Action by HoDs

III. Result analysis and CO and PO attainment of II Semester of 2017-18.

2017-18 II Semester results were analyzed and it is decided to go ahead with necessary measures to be taken to improve the results. The following were decided

- a. Conducting remedial classes for the subjects having low pass percentage
- b. CO-PO attainment

Action by HoDs

IV. To improve the activities through centers of excellence of various departments.

- a. Centers of Excellence were identified in each department. It is decided these centres would play a pivotal rule in carrying out activities like guest lectures, training workshops, and up skilling the students as per industry requirements.

Action by HoDs

V. Discussion on MOU's with industries/research institutions and ongoing projects.

Dean R&D presented a consolidated report on

- a. Progress of all ongoing funded projects
- b. Proposals and paper publications under review/published/accepted.
- c. It is Decided to approach industries related to each department through a MoU(s) for both faculty and student empowerment.
- d. To encourage faculty apply for funded projects through platforms like DST, SERB, AICTE etc., as on when they are open.

Action by Dean, R&D and HoDs

VI. Discussion on SWAYAM and NPTEL courses

- a. A report stating the number of faculty and students who completed the NPTEL and other self-paced courses was presented by the respective HoDs
- b. Discussion on the effectiveness of self-learning courses was carried out and it is decided that all the students and faculty members would be encouraged for registering for the courses.
- c. Every department would appoint a faculty coordinator for smooth flow of the process.

Action taken by HOD's

VII. Conducting soft skill training for III-II students.

- a. Dean academics and HOD's discussed about the Campus recruitment training for the III-II students to improve the placements. It is finally decided to give training for III-II students on Aptitude, English including core subjects.
- b. Training schedule has to be included in the regular class time table

Action by Dean Placement & Training

VIII. Review and encouraging the students to undergo internships.

- a. The III & IV B. Tech students are encouraged to apply for internships at various companies like TASL, Boeing, DRDO Machine Tools and other companies/industries and also through platforms like Internshala.
- b. It is decided that maximum number of students from each department would be sent for doing internships which would enhance their employability skills.

Action by HoDs

IX. To conduct AMC of the Laboratory equipment and procure new equipments

- a. It is decided to conduct AMC for the lab equipments in all departments and Purchase Orders to be placed for new equipment/software needed.

Action to be taken by HoDs

X. Expanding the library

- a. It is decided to add new volumes to be inducted in the library
- b. Subscription to the existing journals to be revised and proposal for new journal subscriptions to be purchased.

Action by HoDs and chief librarian

XI. Review on competitions like SAE, BAHA, SUPRA, CSI etc.,

- a. To prepare students for competitions conducted by various professional societies like SAE, CSI, IEEE, IAAA etc.,
- b. It is decided that the interested student would be guided to complete their major and minor project works with an aim of participating in the national competitions.

Action by project coordinators

XII. To conduct the workshop for faculty on research methodology

- a. To encourage faculty to take up research activity and apply for higher education (Ph.D)
- b. To empower faculty with IPR and encourage them to apply for patents under various heads.

Action by Dean R&D

XIII. Action report on the points discussed in previous meeting.

Consolidated report on activities finalized / discussed in previous meeting was presented by the IQAC Coordinator.

XIV. Any other item with the permission of the chair.

No other items discussed


Director IQAC


Chairman IQAC

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At the start of the meeting, Chairman welcomed Honorable members of IQAC

1. Review of the Standard Operating Procedure (SOP)

It was brought to the notice of all members that some of the SOPs need to be reviewed and based on the changes at the policies even the SOPs need to be changed. All members agreed to the proposal.

Action to be taken by Vice Principal and Dean Academics

2. Teaching – Learning methodologies and strategic planning for the AY 2018-19 – Dean Academics.

- a. The revised SoP submitted by dean academics for conducting active learning classes to improve student engagement during the class work has been noted and approved.
- b. Discussed on introducing audio-visual aid in the classroom
- c. Discussed to enhance the quality of projects and improving student participation. It is decided that projects would aim for participating in national competitions and take part in community service.
- d. Improving the quality of assignments and other processes for achieving program outcomes by individual students
- e. Directing and guiding the faculty members to complete the faculty training programs conducted by NITTT, IUCEE etc.,

Action to be taken by Dean Academics

3. Design of curriculum and course structure for the upcoming AY 2018-19

- a. IQAC members noted the MLR18 Structure and all the heads of the departments were requested to prepare the curriculum and course structure keeping in view the latest technologies and skill oriented subjects.
- b. IQAC also directed all the HoDs to consider the stakeholders feedback to design MLR18 syllabus.

Action to be taken by Dean Academics and HoD's

4. Encouraging the students for participating in competitions held outside the college.

The coordinator IQAC presented that during 2017-18 a good number of students participated in technical competitions and brought laurels to the college. The same strategy was requested to be followed for the academic year 2018-19.

Action to be taken by HoD's

5. To conduct gender sensitization to all faculty and students

It was felt that by raising awareness of gender equality concerns should be given to both faculty and students. This can be achieved by conducting various sensitization campaigns, training centers, workshops, programs etc. All the members agreed to the proposal.

Action to be taken by HOD H&S

6. Improve the activities of NSS by integrating the micro projects with society issues.

The chairperson of IQAC pointed concerted efforts have to be made for encouraging the students to work along with the adults in rural areas, thereby developing their character, social consciousness and commitment, discipline and healthy and helpful attitudes towards the community

Action to be taken by HOD's and NSS Coordinator

7. Preparation and ratification of academic calendars for both UG and PG

- a. The tentative academic calendars prepared by dean academics in consultation with the CoE for the AY 2019-2020, for UG & PG courses have discussed and accepted with minor changes.
- b. The same has been disseminated to all the stake holders

Action to be taken by the CoE

8. Placement analysis of AY 2017-18 and identifying technical skills as required by the industry for improving placements.

- a. The placement officer presented the analysis of number of students placed for the A.Y.2017-18. Though the number of placements is encouraging, it was felt that consistent efforts must be put to identify the technical skills as per the latest industry standards and accordingly train the students. It is suggested that efforts should be made to invite core companies for respective branches to conduct on-campus recruitments/internships.
- b. The efforts put in through Center of Excellence for live training and recruitment process in Collaboration with Virtusa was appreciated.

Action to be taken by Training & Placement officer and HoDs

9. Review and Allocation of budget for R&D

The Dean R&D presented his report on the number of papers published and the projects that are under consideration. It was highlighted that the quality of papers needs to be focused apart from the quantity of publications.

The IQAC members noted the budget proposed by dean R&D and approved with minor changes

Action to be taken by Dean R&D

10. Organizing National/International conferences/FDP/Guest lecture/Workshops/Awareness programs for the AY 2018-19.

- a. Convener ICAAMM 2018 submitted the status of upcoming international conference ICAAMM 2018.
- b. AQAC suggested for Picking up dates like birthdays of eminent scientists, professors who contributed significantly to development of science and conducting competitions both internally and externally for the students.
- c. Every department would invite people from industry, academics who are doing prominent work in the related areas for addressing the students.
- d. All the department heads were requested to submit their proposals on organizing National/International conferences/FDP/Guest lecture/Workshops/Awareness program for the AY 2018-19.

Action plan by the respective department heads

11. Applying for NIRF, career 360, Outlook rankings etc.

- a. Collecting data related to competitions activities, journal publications, periodically and apply for NIRF and other rankings
- b. Promoting the college, setting up the goals and identifying the setbacks

Action plan by the respective department heads

12. Recruitment notification for 2019-2020 through online

- a. Faculty and other staff requirements are collected from all the wings of the college.
- b. It is decided to give online notification and public advertisement for recruitment of staff members under various heads
- c. Online resume collection, bifurcation and interview call letters to be generated

Action to be taken by HoDs and Administration Officer


13. Preparation of AQAR for AY 2017-18

The coordinator IQAC requested all the quality circle heads to submit a report of the activities conducted under each circle so that AQAR can be prepared for the A.Y.2017-18.

Action to be taken by Director IQAC

14. Any other item with the permission of the chair.

Since there was no item for further discussion the meeting was concluded with vote of thanks by the Director IQAC


Director IQAC


Chairman IQAC

Signatures of the IQAC Members

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15	Dr. N V Rajashekar Reddy	Head Training	Member Admin	
16	Mrs. Neeraja	Head – Women's Grievance cell	Member Admin	
17	Mr. Emmanuel Gosula	Senior Resource Development Manager- Epam systems Ltd	Member Employer	
18	Mr. D. Narender Reddy	MD Balaji Pipe Industries & SVS Food processors (P) Ltd	Member Industry	
19	Mr. C. Yuktesh	IT Specialist & Community Manager IBM	Member Alumni	
20	Mr. M. Ganesh	Administrative Officer	Member Admin	
21	Mr. K Narsimlu	Accountant	Member Admin	
22	Mr. Ganesh Lambat	Teacher-Parent-Aero Dept.	Member stakeholder	
23	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society	