

Minutes of Meeting of IQAC held on 10-04-2020

The online meeting of all the members of IQAC, MLRIT, Dundigal, held on 10-04-2020 at 10:30 hrs. 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 Chandra	Head Placements	Member Admin
15	Dr. N V Raja Sekhar Reddy	Head Training	Member Admin
16	Mrs.K. 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	Managing Director, SVS Products (P) Ltd and SVS Food Processing (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	Accounts Officer	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

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

I. Review of meeting held on 23-12-2019

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

II. Syllabus completion through online classes

- a. In view of COVID – 19 Pandemic, scope of syllabus completion, effectiveness and conducting exams through online platform was discussed
- b. All the HoD's are directed to discuss the ongoing online class work status with both faculty and students and take necessary measures to improve quality and active participation.

Action to be taken by all HoD's

III. Organizing online FDP's and workshops for faculty and student empowerment

- a. For effective utilization of lock down period. AICTE sanctioned FDPs and workshops to be conducted online due to covid lockdown. Applying permissions for the same was considered.
- b. The faculty is to be well informed about the workshops being conducted in order to empower themselves.

Action by all HoDs

IV. Encouraging the faculty and students for completing certifications through TATA Steel, Course Era, Swayam, MOOCS, etc.,

- a. Faculty members and students to learn and adapt to new technologies through various platforms like Swayam, Course Era, Tata Steel, CSI, Mathworks etc.,
- b. It's decided that faculty members and students are encouraged to see this pandemic as an opportunity to enhance their skills and equip themselves with new skills required.

Action by all HoDs

**V. Discussion on uncertain conditions due to COVID-19 and its effect on examinations.
(specially Final year)**

- a. Discussed on the difficulties/possibility of conducting the final project viva voce for the passing out batch of 2020 in online mode.
- b. To get necessary permissions from affiliated university for conducting online project viva-voce and other examinations.
- c. It is decided to wait for further instructions from government and UGC for conducting examinations of other semesters.

Action by CoE

VI. Possibility of organizing ICAAMM 2020 through online platform

- a. ICAAMM 2020 organized by Department of Aeronautical and Mechanical Engineering, is shifted to online mode, and the authors are informed the same through e-mails.
- b. It is decided that ZOOM conferencing app would be an apt platform for conducting the conference.

Action by Convener ICAAMM

VII. Encouraging faculty and students to develop interventions for helping the society to face the crisis.

- a. Faculty and students are encouraged to develop solutions for the societal benefit to successfully fight back the current situation.
- b. It is decided to manufacture masks, PPE Kits, effective sanitization methods etc.,

Action by Head, CIE

VIII. Infrastructure development

- a. Developing infrastructure by carrying out heavy construction works as the students are not available in the campus was seen a very good opportunity.

Action by Principal

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

No other point was discussed


Director IQAC


Chairman IQAC

Signatures of the IQAC Members

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18	Mr. D. Narender Reddy	Managing Director, SVS Products (P) Ltd and SVS Food Processing (P) Ltd.	Member Industry	
19	Mr. C. Yuktresh	IT Specialist & Community Manager IBM	Member Alumni	
20	Mr. M. Ganesh	Administrative Officer	Member Admin	
21	Mr. K Narsimlu	Accounts Officer	Member Admin	
22	Mr. Ganesh Lambat	Teacher-Parent-Aero Dept.	Member stakeholder	Not present
23	Mr. B Anil Kumar Reddy	17R25A0314- Member SAE Collegiate Club	Student & Member Local society	

Minutes of Meeting of IQAC held on 23-12-2019

The meeting of all the members of IQAC, MLRIT, Dundigal, held on 23-12-2019 at 14:30 hrs. The following members were present for the meeting:

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

I. Review of IQAC meeting held on 10-9-2019

- a. The committee reviewed the reports received from the department coordinators of IQAC on the items discussed in previous meeting.
- b. IQAC appreciated the increase in internship offers for the students as a prospective measure of development.

II. Design of Curriculum and Syllabus for new UG & PG programs

- a. The design of curriculum and course structure for upcoming new UG & PG programs was discussed (MLR20 regulations).
- b. Curriculum design has to be followed by considering the Recruiters feedback, stake holders feedback, Alumni feedback.

Action by respective HoDs

III. Review on ICAAMM 2020 and National Science Fair(NSF) 2020

- a. The count of the number of papers received and reviewed for the upcoming ICAAMM 2020 and the no of papers are under review by the experts.
- b. Formation of the jury panel for the conference.
- c. The registrations of the number of projects for NSF 2020 and formation of Jury panel were discussed.

Action by Aero and Mech HoDs

IV. Review on ongoing student projects and proposals for publishing in journals

- a. Evaluation of the Mini Project and recommendations were discussed.
- b. Road map of Major Project was discussed to improve the quality of projects.
- c. Scope of student projects for being published in reputed journals was discussed.

Action by HoDs

V. Preparations of AQAR for Academic year 2019-20

- a. Preparation of the consolidated data and back up as per the template of NAAC AQAR for the academic year 2019-20.

Action by Director, IQAC and Chairman, IQAC

VI. Preparation of NAAC Cycle-II

- a. Preparation of the SSR and back up as per the template of NAAC for the second cycle.
- b. IQAC suggested identifying senior faculty members as coordinators for each criterion.

Action by Director, IQAC and Chairman, IQAC

VII. Preparation of strategic plan for the placements during academic year 2020-21

- a. Based upon the students' performance in the examinations and the no of students recruited a plan has to be prepared in order to optimize the areas where we need improvements.

Action by Head Placement and Training

VIII. Organizing workshops on research methodologies, IPR, Entrepreneurship etc.,

- a. Empowering and encouraging faculty for carrying out research and apply for patents.
- b. Encourage the faculty and students for applying at least 3 patents per semester from each department.

Action by IPR Cell

IX. Review on NIRF ranking

- a. No of consultancy projects, internships and placements will be having an effect on NIRF ranking, need to form a road map in order to increase our rank band.

Action by respective HoDs

X. Any other item with the permission of Chairman

There was no discussion on other topic.


Director IQAC


Chairman IQAC

Signatures of the IQAC Members

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

Minutes of Meeting of IQAC held on 10-09-2019

The meeting of all the members of IQAC, MLRIT, Dundigal, held on 10-09-2019 at 14:30 hrs. 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
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At the start of the meeting, Chairman welcomed Honorable members of IQAC

I. Revising previous meeting points and implementation process.

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 department and are invited to share their knowledge on the real time experience through the lectures, seminars, internships, virtual mock interviews etc.,
- c. Feedback is taken from the alumni students who are working in the core industry related to the 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

- a. 2018-19 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
- b. Conducting remedial classes for the subjects having low pass percentage
- c. All the subject faculty should calculate CO-PO attainment and analyze the results for further improvement

Action by HoDs

IV. Applying for new courses

- a. Discussion is held on to demanded courses and it is finally concluded to apply for the Cyber Security, Artificial Intelligence and Machine Learning and CSIT.
- b. It is decided to apply for the approval of the Regulatory Authorities to conduct the Courses by filing the required documents and also plan for the necessary infrastructure and Human resources.

Action by Principal

V. Discussion on MOU's and ongoing projects, paper publications

- a. Dean R&D briefed about progress of all ongoing projects and given the report on all proposals and paper publications under review.
- b. It is decided to encourage the faculty to publish papers in ICAAMM-2020 being conducted on 24-25 July 2020
- c. Selected student projects to be published in ICAAMM-2020.
- d. The ongoing funded project status and the portals currently open for proposal submission were discussed.

Action to be taken up by Dean R&D

VI. Discussion on SWAYAM, MOOC's, TATA STEEL and NPTEL

- a. All the heads of the department discussed about the self-learning courses and their importance on platforms like SWAYAM, MOOC's, Tata steel and NPTEL course which would enhance the skills of the students and faculty.
- b. It is decided that all the students and faculty members should register for the self-learning courses.
- c. It is suggested that every department would appoint a faculty coordinator for smooth flow of the process.

Action taken by HODs

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

- a. Dean academics and HODs 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, Placements and Training

VIII. Internships for the students

- a. The III & IV B. Tech students are encouraged to apply for internships at various companies like TASL, Boeing, Tecumseh, Machine Tools and other companies/industries and also through platforms like Internshala.

Action by Dean, Placements and Training

IX. Review on competitions like SAE, BAHA, Smart India Hackathon

- a. Students are to be encouraged to participate in national and international events conducted by professional societies
- b. Department coordinators to work on identifying the student coordinators who would take the leadership to the next level and encourage their peers to participate in the competitions.

Action to be taken by respective HoDs and Faculty coordinators

X. Quality of I year Students

- a. The first year course work and the performance of students is analyzed

Action by HnS HoD

XI. Any other item with the permission of the chair

- a. The members have decided to continually monitor the implementation above activities by taking the status reports from the respective coordinators in each department.

There being no other item, the meeting was concluded with the vote of thanks proposed by Coordinator, IQAC.


Director IQAC


Chairman IQAC

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23	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society	

Minutes of Meeting of IQAC held on 24-05-2019

The meeting of all the members of IQAC, MLRIT, Dundigal, held on 24-05-2019 at 10:30AM. 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
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At the start of the meeting, Chairman welcomed Honorable members of IQAC

Minutes of Meeting

I. Teaching – Learning methodologies for the AY 2019-2020

- 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 and it was decided that faculty members would mandatorily use mute videos not more than 5 minutes long, during the class work (wherever applicable).
- c. Discussed to enhance the quality of projects related to respective departments 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 for achieving program outcomes
- e. Directing the faculty members to complete the faculty training programs conducted by NITTT, AICTE, IUCEE etc.,

Action to be taken by Dean Academics and HoD's.

II. Encouraging the students for national and international competitions

- a. The departments of Aeronautical and Mechanical engineering are advised to conduct more programs at college level under SAE collegiate club and improve student participation for competitions outside the college
- b. The in-charge faculty members are to be assigned in each department to train the students on applying, writing technical reports, presentation and encourage them to participate in events like Smart India Hackathon, Anveshana, Elan and Vision by IIT H, SAE-ADC, and national level competitions conducted by various IIT's and private colleges

Action to be taken by the respective Hods and Head, CIE

III. Planning internal and external academic and administrative audit

- a. One internal audit and one external audit is to be conducted during the AY 2019-20.
- b. The Management Information system, HoD Performances, faculty performance and the overall department performance has to be evaluated.

Action to be taken by the respective HoDs

IV. Preparation and ratification of academic calendars

- a. The tentative academic calendars prepared by 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

V. Placement analysis of AY 2018-19

- a. The data related to companies visited, type of jobs offered, employability skills noted.
- b. Areas where students have to improve or to be trained are identified and discussed with concerned HoDs.
- c. Efforts required by the non-circuit courses like Aero and Mechanical branch students are discussed

Action to be taken by placement officer and Head, CRT

VI. Enhancing technical skills to improve placements

- a. Placement officer and head CRT presented the feedback given by the recruiters regarding the student performance and their requirements.
- b. Based on the feedback, it is decided that the students should be encouraged to actively participate in major and minor projects both as a team and individually.
- c. To impart programming skills to all the students irrespective of branch.
- d. Expanding the SCOPE and encouraging students to join voluntarily.
- e. Revising the papers of previous interviews.
- f. Conducting classes on important subjects in placement point of view.

Action to be taken by Head, CRT and HoDs

VII. Organizing training workshops on LMS tools for faculty members

- a. Creating awareness among faculty to use LMS tools like canvas, GCR, Moodles etc.,,
- b. Enable the faculty to use LMS for their respective subjects and updating it periodically.

Action by All HoDs

VIII. Allocation of budget on R&D

- a. The IQAC members noted the budget presented by Dean, R&D and approved with minor changes
- b. Allocation of funds for encouraging faculty to publish papers in reputed journals by providing incentives was appreciated.
- c. Identifying Scopus and Sci indexed journals
- d. Providing access to various digital and printed journals/articles for faculty and students
- e. Upgrading the existing facilities for enabling research.

Action plan by R&D Dean

IX. Organizing international conferences and National science fairs

- a. Identifying dates for the international conference and tying up with esteemed publishing organizations for publishing the proceedings

- b. 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. Convener ICAAMM directed to chalk out the plan for organizing the conference in June-July 2020

Action plan by the respective HoDs

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

- a. All HoDs were directed to collect data related to NIRF and other institutional rankings and submit for the respective coordinators in time.
- b. The entire faculty should take active role in promoting the college and work towards their department visibility.

Action plan by HoDs & NIRF coordinator

XI. Strategic planning for AY 2019-2020 by dean academics

- a. Scope of the syllabus and number of hours needed for completing the syllabus
- b. Academic activities in line with the academic calendar
- c. Planning activities like technical fair etc., without disturbing the academic activities.

Action plan by Dean Academics

XII. IT integration and reforms in examination cell

- a. It is decided to carry out online valuation for both mid-term and external exams from the AY 2019

XIII. Recruitment for the AY 2019-20

- a. Recruitment notification for the AY for faculty, admin, library to be given
- b. It is decided to invite panel members from reputed institutes to select the candidates for the posts of Associate Professor and higher grades.
- c. IQAC suggested that orientation of the candidate towards research can be considered as the primary criteria for selection.

Action by all HoDs

XIV. Any other item with the permission of the chair

No other item was discussed


Director IQAC


Chairman IQAC

Signatures of the IQAC Members

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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 Chandra	Head Placements	Member Admin	
15	Dr. N V Raja Sekhar Reddy	Head Training	Member Admin	
16	Mrs. K. 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	Managing Director, SVS Products (P) Ltd and SVS Food Processing (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	Accounts Officer	Member Admin	
22	Mr. Ganesh Lambat	Teacher-Parent-Aero Dept.	Member stakeholder	Not Present
23	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society	