

MLRIT/IQAC/GC/2016-17/04

Date: 29-03-2017


CIRCULAR – IQAC

IQAC Member Meeting is to be held on 05-04-2017 at 10:30. AM The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

Members:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
5	Dr. R. Karthik	Dean R&D	Member Teacher
6	Dr. V. Radhika Devi	Prof& HOD – S&H	Member Teacher
7	Mr. G. Prabhakar Reddy	Controller of Examinations	Member Admin
8	Mr. P.Ravi Chandra	Head Placements	Member Admin
9	Mr. Veera Reddy	Head, Sports	Member Admin
10	Mr. Lakshmi pati	NSS Coordinator	Member Community Representative
11	Mr. Mani Ratnam	Alumni, MLRIT	Member Alumni
12	Mr. Shiva Kumar	Team Leader, CYIENT	Member, External Expert
13	Mr. Rajiv Aramadaka	CATIA Brand Leader, India, Dassault Systemes	Member Industrialist
14	Badam Venkata Santosh	14R21A0309 III B.Tech Mechanical Engineering	Member Student


PRINCIPAL
MLR Institute of Technology
Laxman Reddy Avenue, Dundigal,
Quthbullapur, Hyderabad-43.
TELANGANA, INDIA.

AGENDA POINTS

1. Review of meeting strategic plan and implementation held on 16-12-2016
2. Status of workshops/FDP/Guest lectures conducted by the departments
3. To conduct academic and administrative audit
4. Status on internships for pre-final year students.
5. Placements of final year and scope for higher education
6. Research projects and consultancy activities
7. Infrastructure development and library expansion for the upcoming year.
8. Any other point with the permission of the chair.

Director IQAC

Chairman IQAC

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1. Principal, MLRIT
2. Director, MLRIT
3. All IQAC Members
4. IQAC File

Director
IQAC
MLR Institute of Technology

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Outhbullapur, Hyderabad-43.
TELANGANA, INDIA.

MLRIT/IQAC/2016-17/MoM/4

05-04-2017

Minutes of Meeting of IQAC

As per the circular dated 29-03-2017, MLRIT/IQAC/GC/2016-17/4, the meeting of all the members of IQAC, MLRIT, Dundigal, held on 05-04-2017 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. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
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Quthbullapur, Hyderabad-43,
TELANGANA, INDIA.

Minutes of Meeting

The Chairman, IQAC welcomed the members for the meeting.

1. Review of meeting strategic plan and implementation held on 16-12-2016

- The reports on the points/decisions in the previous meeting were discussed.
- The IQAC members appreciated the efforts put in by the head placements for improving the on-campus recruitments.

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

- All the HoDs individually presented the report on number of FDPs and Guest lectures conducted in their departments and number of faculty who attended the FDPs outside the college.
- It is decided to conduct International Conference in Compute Science Engineering in association with Spriger in 2017.

Action by HoDs

3. To conduct academic and administrative audit

- It is decided to conduct one external and one internal audit for the AY before the closing of the semester.

Action by IQAC Chairman

4. Status on internships for pre-final year students.

- IQAC members appreciated the increase in the number of students going on internship in various departments and the efforts put in by the faculty and HoDs.
- Strategies to improve further were discussed.

Action by Head, Training and Placements

5. Placements of final year and scope for higher education

- Head, Training and placements presented a detailed report on number of students placed and companies visited during the AY 2016-17

Action by Head, Training and Placements

6. Research projects and consultancy activities

- Dean R&D presented a consolidated report on the R&D activities taking place during the AY 2016-17 like funded project proposals sent/approved, paper publications in conferences and journals, student projects, utilization of budget allotted.

Action by Dean R&D

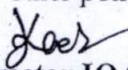
7. Infrastructure development and library expansion for the upcoming year.


- IQAC appreciated the efforts put in for developing the indoor stadium and cricket ground.
- IQAC identified the necessary areas to be developed for the upcoming AY in terms of infrastructure, human resources, library resources etc.,

Action by Principal

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


- No other point was discussed in the meeting


Director IQAC


Chairman IQAC

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- All IQAC Members
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MLRIT/IQAC/GC/2016-17/03

Date: 12-12-2016


CIRCULAR – IQAC

IQAC Member Meeting is to be held on 16-12-2016 at 10:30. AM The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

Members:

Sl. No	Name	Member Details	IQAC Designation
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AGENDA POINTS

1. Review of IQAC meeting held on 08-09-2016
2. To improve placements for final years and pre placement training for III B.Tech Students
3. To attend the grievances received from stakeholders.
4. Preparations of AQAR for Academic year 2016-17
5. Preparation of strategic plan for the academic year 2017-18
6. Submission of funded project proposals
7. To concentrate on institutional rankings
8. Action report on previous meeting points
9. Any other topic with the permission of the chair.

Jas

Director IQAC

Poy

Chairman IQAC

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MLRIT/IQAC/2016-17/MoM/3

16-12-2016

Minutes of Meeting of IQAC

As per the circular dated 12-12-2016, MLRIT/IQAC/GC/2016-17/03, The meeting of all the members of IQAC, MLRIT, Dundigal, held on 16-12-2016 at 10:30AM. The following members were present for the meeting:

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Minutes of Meeting

The Chairman, IQAC welcomed the members for the meeting.

1. Review of IQAC meeting held on 08-09-2016

- a. The reports on the points/decisions in the previous meeting were discussed.
- b. It is identified and appreciated that the number of faculty enrolled for NITTTR training on pedagogical teaching methods and IUCEE international faculty certification.

2. To improve placements for final years and pre placement training for III B.Tech Students

- a. Head Training and Placements presented the plan for conducting the campus recruitments for the III B.Tech students.
- b. Detailed report of the number of companies willing to visit and are in the waiting list was presented and IQAC members suggested inviting core companies by enhancing the visibility of the college.

Action by Head, Training and Placements

3. To attend the grievances received from stakeholders.

- a. The feedback from the variety of stakeholders is considered in developing the ethical, curricular, co-curricular and infrastructural development of the college.
- b. It is decided to make it a regular practice of recording the suggestions for improvement and implement them for overall development.

Action by Principal & Hods

4. Preparations of AQAR for Academic year 2016-17

- a. It is decided to start the preparation of AQAR report for the current AY

Action by IQAC Chairman

5. Preparation of strategic plan for the academic year 2017-18

- a. IQAC members worked on identifying the gaps in the current AY in various aspects of student participation and directed dean academics to prepare a strategic plan for smoothly conducting the academic activities.
- b. This was kept for revision and discussion in the next meeting with some improvements suggested.

Action by Dean, Academics

6. Submission of funded project proposals

- a. IQAC suggested that submitting project/FDP/Workshop etc., proposals to the funding agencies would bear credentials to the faculty as well as the college. In this regard, Dean, R&D is directed to provide necessary information to all the HoDs and Faculty on timely basis.
- b. It is also suggested to appoint panel members for scrutinizing the proposals before submission and suggest for the improvement of the quality.

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Action by Dean R&D

7. To concentrate on institutional rankings

- a. IQAC identified that in order to attract talent, it is necessary to compete with premium institutes and create space among top colleges in the country.
- b. All the heads are directed to work towards enhancing the visibility of the institute under various headings and complete the application process for various institutional rankings by keeping the ready the data required.

Action by HoDs

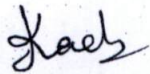
8. Action report on previous meeting points

- a. IQAC coordinator presented a brief action plan of the decisions taken in the previous meeting

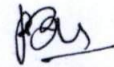
Action by IQAC Chairman

9. Any other topic with the permission of the chair.

- a. No other item was discussed in the meeting



Director IQAC



Chairman IQAC

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- IOAC
1. Principal, MLRIT
 2. Director, MLRIT
 3. All IQAC Members
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MLRIT/IQAC/GC/2016-17/02

Date: 01-09-2016

CIRCULAR – IQAC

IQAC Member Meeting is to be held on 08-09-2016 at 10:30. AM The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

Members:

Sl. No	Name	Member Details	IQAC Designation
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AGENDA POINTS

1. Review on previsions IQAC meeting held on 06/08/2016
2. Result analysis and CO and PO attainment of 2015-16.
3. MOU's with industries/research institutions and modernization of the labs.
4. NPTEL courses for faculty and students
5. To concentrate on improving skills for making students industry ready
6. To establish centers of excellences in various departments
7. Encourage students to take up professional society memberships and participate in competitions/activities conducted by them.
8. To equip both junior and senior faculty with suitable teaching learning tools and skills to deal with students.
9. Action report on the points discussed in the previous meeting.
10. Any other item with the permission of the chair.

Kal

Director IQAC

Director
IQAC

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Chairman IQAC

[Signature]

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MLRIT/IQAC/2016-17/MoM/2

08-09-2016

Minutes of Meeting of IQAC

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TELANGANA, INDIA.

Minutes of Meeting

The Chairman, IQAC welcomed the members for the second meeting of IQAC

1. Review on previsions IQAC meeting held on 06/08/2016

- a. The action reports on the points/decisions in the previous meeting were discussed.
- b. The success of ICAAMM 2016 was highly appreciated by the IQAC members.

2. Result analysis and CO and PO attainment of 2015-16.

- a. As it marked the end of first AY with autonomous status, the I B.Tech results were analyzed. IQAC members noted the drawbacks and hiccups in the existing course curriculum and also jotted down the feedback from the faculty members.
- b. The CO-PO attainment for the previous academic year was analyzed for all branches and it is directed to identify subjects which are showing low pass percentage should be prioritized.

Action by HoDs

3. MOU's with industries/research institutions and modernization of the labs.

- a. Department of Aeronautical Engineering had an MoU with NAL for establishing research laboratories in long run.
- b. It is decided to establish Advanced composites lab and Aerodynamics lab in association with NAL.
- c. It is identified that laboratories in each department needed to be modernized and proposals for the same are to be sent to AICTE for modernization under MODROBS scheme.

Action by Dean, R&D

4. NPTEL courses for faculty and students

- a. Being an autonomous college, IQAC identified self-learning as a key aspect for professional development of both students and faculty. Therefore, it is decided that every faculty member and student would enroll for at least one NPTEL course related to their core, during the semester.
- b. IQAC decided to consider reimbursement of examination fees for the faculty after successful completion of the course along with a cash incentive that would invite more faculty participation.

Action by HoDs

5. To concentrate on improving skills for making students industry ready

- a. Head, training and placements suggested that the aptitude and soft skill training should be offered as part of the curriculum such that the students are not overburdened.
- b. IQAC members reviewed the same along with Dean Academics and accepted with minor changes.

Action by Head Placement & training

6. To establish centers of excellences in various departments

- a. It is decided to establish CoEs in all departments which would act as hubs for learning trending technologies in the concerned departments.
- b. In this regard, the following CoEs were approved



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- i. Department of Aeronautical engineering – Centre of Excellence for Simulation, Digital Manufacturing, Flight Simulation
- ii. Department of ECE – Cadence, MATLAB, Embedded & Robotics, Lab View
- iii. Departments of CSE & IT– Mobile Application Development, Cloud Computing & Big data

The above CoEs would be expanding activities for both faculty and student empowerment.

Action by HoDs

7. Encourage students to take up professional society memberships and participate in competitions/activities conducted by them.

- a. IQAC suggested that in order to achieve all round development of a student, it is important to make them an integral part of professional societies by organizing, participating in the competitions/activities held by those societies.
- b. Professional societies like AeSI, SAE, CSI, IEEE, and IEI were listed and Heads are requested to act in enrolling memberships.

Action by HoDs

8. To equip both junior and senior faculty with suitable teaching learning tools and skills to deal with students.

- a. IQAC suggested to the faculty members that though technically good and qualified, it is necessary to have patience to deal with students with different backgrounds. To bridge this gap, IQAC suggested faculty members to complete AICTE approved courses on Research methodology, OBE, NITTTR in order to establish self-sufficiency.

Action by Dean, Academics

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

- a. IQAC coordinator presented a brief action plan of the decisions taken in the previous meeting

Action by IQAC Chairman

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

- a. It is decided to improve and work on the outreach activities carried out by the colleges.

Director IQAC

Chairman IQAC

- Copy to: Director
IQAC
MLR Principal, MLR Institute of Technology
2. Director, MLRIT
 3. All IQAC Members
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MLRIT/IQAC/GC/2016-17/01

Date: 01-08-2016

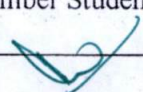
CIRCULAR – IQAC

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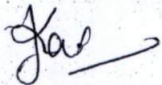
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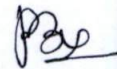

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AGENDA POINTS

1. Responsibilities and functions of IQAC
2. Preparation of the Standard Operating Procedures (SOP)
3. Teaching – Learning methodologies and strategic planning for the AY 2016-17
4. Design of curriculum and course structure for the upcoming AY 2016-17
5. Developing infrastructure for student projects
6. To groom students towards developing creativity and carrying out innovative engineering solutions.
7. Preparation and approval of academic calendars for both UG and PG
8. Placement analysis of AY 2015-16
9. Allocation of budget for R&D and consultation projects
10. Organizing National/International conferences/FDP/Guest lecture/Workshops/Awareness programs
11. Recruitment notification for 2016-2017
12. To develop infrastructural facilities suited for autonomous colleges.
13. Any other item with the permission of the chair.



Director IQAC



Chairman IQAC

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Director
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MLRIT/IQAC/2016-17/MoM/1

06-08-2016

Minutes of Meeting of IQAC

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Minutes of Meeting

The Chairman, IQAC welcomed the members for the first meeting of IQAC and introduced Prof. Chugh, Dean- CSE as the director for IQAC.

The Chairman appreciated the efforts put in by all the members, stakeholders for successfully achieving NAAC with 'A' grade.

1. Responsibilities and functions of IQAC

- a. The Chairman briefed the functions and responsibilities of the newly formed IQAC.
- b. The team is directed to chalk out a plan for qualitatively developing the deliverability through the college.
- c. Various aspects related to academics, administration and overall college management were jotted down.
- d. The team identified quality circles under the following headings
 - i. Teaching – Learning Process
 - ii. Research & Development
 - iii. Syllabus, Examination & Evaluation
 - iv. Governance
 - v. Career Guidance & Placement
 - vi. Sports & Extension

Action by IQAC Chairman and HoDs

2. Preparation of the Standard Operating Procedures (SOP)

- a. Dean Academics presented the SOPs prepared in coordination with the HoDs, for smoothly conducting the academic activities.
- b. IQAC members approved the SoPs for conducting labs, course files, assignments and active learning sessions with necessary modifications suggested.
- c. SoPs for smoothly conducting the micro projects which are planned from the AY 2016-17 were finalized.
- d. It is decided that these SOPs would act as guidelines for the faculty.

Action by Dean Academics and HoDs

3. Teaching – Learning methodologies and strategic planning for the AY 2016-17

- a. IQAC members suggested introducing audio – visual aids in teaching to make the classroom activity more interesting.
- b. Mute visuals/videos related to the subject of duration not more than 5 minutes, will be played in the class with faculty explaining in the background.
- c. It is also suggested that faculty can send video links related to the topic one day before to enable better understanding.

Action by Dean Academics



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4. Design of curriculum and course structure for the upcoming AY 2016-17

- a. R16 course structure and syllabus for I-IV semesters was discussed and the BoS meetings were scheduled by individual departments. The suggestions given by industry experts and alumni were deeply analyzed in framing the course structure.

Action by HoDs

5. Developing infrastructure for student projects

- a. IQAC members identified and discussed the importance of building separate space for students to explore professional society activities in each department.
- b. As a part of this Aero and Mechanical Departments were given separate project rooms for developing flying/working models.
- c. Developing Centers of Excellence in programming, Embedded and Robotics for ECE, CSE and IT departments was also approved.

Action by HoDs & AO

6. To groom students towards developing creativity and carrying out innovative engineering solutions.

- a. A separate independent Centre of Excellence for Innovation and Entrepreneurship (SRUSHTI) was proposed by the HoDs through which students would be groomed in enhancing their skills, exploring engineering beyond their core subjects, carryout innovative projects, apply for patents etc.,
- b. It is decided that this center would act as a platform for self-launching by the students in their career.

Action by HoDs & AO

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

- a. Dean Academics presented the academic calendars for the AY 2016-17 and the IQAC approved the academic calendars for the upcoming AY 2016-17

Action by Dean Academics

8. Placement analysis of AY 2015-16

- a. Head, Training and placements presented the detailed statistics of the number of companies visited and the number of students placed.
- b. It is decided that the skill gap between the academics and industry has to be bridged.
- c. IQAC suggested the placement officer to recruit separate staff for in-house skill development programs.

Action by Head, Training & Placement

9. Allocation of budget for R&D and consultation projects

- a. Dean R&D and other members suggested that providing incentives to the faculty members for publishing papers would invite consistent participation from all the faculty members.

- b. It is decided to allocate an interim budget for the incentives to establish a research oriented atmosphere.
- c. A foolproof plan for allocating seed money for research activities and its proper utilization to be made.
- d. To encourage active participation, IQAC suggested providing seed money for all the faculty members.

Action by Dean, R&D

10. Organizing National/International conferences/FDP/Guest lecture/Workshops/Awareness programs

- a. It is decided that all departments would conduct at least one International conference in collaboration with eminent publishers
- b. The first ICAAMM 2016 in collaboration with Elsevier by the departments of aeronautical and mechanical engineering attracted a good number of papers from various parts of the world.
- c. The Convenor, ICAAMM 2016 Dr. MSN Gupta, informed that the selected papers will be published in the Materials Today journal within a short while. He is in constant touch with the publishers.

Action by HoDs

11. Recruitment notification for 2016-2017

- a. IQAC suggested conducting recruitments for teaching faculty and selecting those with suitable experience and better teaching capabilities.
- b. It is decided to recruit more doctorates from premium institutes to accelerate the R&D activities.

Action by HoDs

12. To develop infrastructural facilities suited for autonomous colleges.

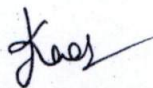
- a. It is decided to construct an indoor stadium in the college premises to accommodate and encourage students with sports background by providing proper training facilities.
- b. It is also decided to expand the seating capacity of the existing auditorium for large gatherings and construct seminar halls in each department for small events.

Action by Principal

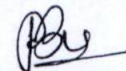
13. Any other item with the permission of the chair.

- a. IQAC discussed the possibility of using the ICT in all aspects and advised the COE and Dean Academics to work in that direction.

Action by CoE & Dean, Academics



Director IQAC



Chairman IQAC

Copy to:

1. Principal, MLRIT
2. Director, MLRIT
3. All IQAC Members
4. IQAC File
Director



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