

## Meeting of the IQAC Members

Ref: GMRIT/Cir/2018-19/3

Date: 18.12.2017

Time: 3:30 PM

Venue: Conference Hall

### Members present:

1	Dr. CLVRSV. Prasad	Principal
2	Dr. J. Raja Murugadoss	Vice Principal
3	Dr. V. Sreerama Murthy	Professor/CSE
4	Dr. Surya Narayan Dash	HOD-Chem
5	Dr. G. Ganesh Prabhu	HOD-Civil
6	Dr. A. Venkata Ramana	HOD - CSE
7	Dr. M. V. Nageswara Rao	HOD - ECE
8	Dr. P. Bharani Chandra Kumar	HOD - EEE
9	Dr. G. Sasikumar	HOD - PE
10	Dr. Ajit Kumar Rout	HOD - IT
11	Dr. V. Rambabu	HOD - ME
12	Dr. R. Lakshun Naidu	HOD - BSH
13	Dr. M. Krishna Prasad	Professor/Chem
14	Dr. B. Santhosh Kumar	Assistant Professor/CSE
15	Dr. G. Chandra Sekhar	Professor/EEE
16	Dr. V. Jagan Naveen	Professor/ECE
17	Mr. R. Gokulan	Assistant Professor/Civil
18	Mr. Ravi babu	Assistant Professor/PE
19	Ms. M. Jyothi	Asst. Professor/IT
20	Mr. Potta Murali	SAO
21	Mr. P. Vasanth Sai	Student - Mechanical
22	Ms. Vesalapu Bhargavi	Student - CSE

### Minutes of the Meeting:

#### Review of the Academic Audit held during December 14-15, 2018 – Dr. Kathirvelu to brief with the observations by the Auditors

Reviewed the Academic Audit held during Dec., 14-15, 2018. Dr. Kathirvelu briefed the detailed report of Auditing. It was observed that, some department need to have re audit in some criteria. It is planned to organize re audit after Pongal Holidays. HoDs of CSE, Chemical Engineering, Mechanical Engineering,

EEE and 1<sup>st</sup> year are requested to keep documents ready with appropriate way before re audit.  
HoDs are requested to take Auditors feedback in a positive way and prepare ATR by next auditing.

**SKILL GMRIT (Initiatives taken by non-circuit branches) – Concerned HoDs to brief**

HoD of CSE is requested to involve more number of students for Codethan. Department of EEE is planning for Gate Coaching classes from 2<sup>nd</sup> January, 2019.

**GMRIT Faculty Development Center – Vice Principal to brief**

Vice Principal briefed about GMRIT Faculty Development Center and informed that the training is started for problem solving skills for the faculty of ECE and EEE during post lunch of all working Saturdays by CSE Faculty.

**Technical Training Review**

Vice Principal reviewed the effectiveness of the technical training in all departments and reiterated to all the HoDs to inform the students that 90% attendance is needed for sitting in placement drive during the final year.

**Review of the Academic performance**

Reviewed the Academic Performance of all departments and it is reiterated to HoDs the department should maintain 85% pass percentage in all subjects in all the years at any point of time.

**Academic Audit on April, 26-27, 2019**

Vice Principal informed HoDs that, Academic Audit for the year 2018-19 is scheduled on April 26-27, 2019. In the external members.

**Faculty Internship**

HoDs are requested to share the faculty names for faculty internship by April 12, 2019 it is mandate that one faculty per



Coordinator (IQAC)

CC To:

- (a) Principal
- (b) Vice Principal
- (c) HoDs
- (d) IQAC Members
- (e) File

## Meeting of the IQAC Members

Ref: GMRIT/Cir/2018-19/2

Date: 03.10.2017

Time: 3:30 PM

Venue: Conference Hall

### Members present:

1	Dr. CLVRSV. Prasad	Principal
2	Dr. J. Raja Murugadoss	Vice Principal
3	Dr. V. Sreerama Murthy	Professor/CSE
4	Dr. Surya Narayan Dash	HOD-Chem
5	Dr. G. Ganesh Prabhu	HOD-Civil
6	Dr. A. Venkata Ramana	HOD - CSE
7	Dr. M. V. Nageswara Rao	HOD - ECE
8	Dr. P. Bharani Chandra Kumar	HOD - EEE
9	Dr. G. Sasikumar	HOD - PE
10	Dr. Ajit Kumar Rout	HOD - IT
11	Dr. V. Rambabu	HOD - ME
12	Dr. R. Lakshun Naidu	HOD - BSH
13	Dr. M. Krishna Prasad	Professor/Chem
14	Dr. B. Santhosh Kumar	Assistant Professor/CSE
15	Dr. G. Chandra Sekhar	Professor/EEE
16	Dr. V. Jagan Naveen	Professor/ECE
17	Mr. R. Gokulan	Assistant Professor/Civil
18	Mr. Ravi babu	Assistant Professor/PE
19	Ms. M. Jyothi	Asst. Professor/IT
20	Mr. Potta Murali	SAO
21	Mr. P. Vasanth Sai	Student - Mechanical
22	Ms. Vesalapu Bhargavi	Student - CSE

## Minutes of the Meeting:

### Review of the Academic Performance and Question Paper Standards

Reviewed the performance of the first midterm test results of final years of all the departments. It is informed and kept mandate for all HoDs to maintain a department pass percentage of 85% (in all the years). Also, it is further suggested to maintain in all internal tests so that it can be sustained in the semester end examinations. In case of any deviations or any feedback received from the students with regard classroom delivery from the Academic Monitoring Committee (AMC), it is suggested to call them, counsel them and to further motivate them to perform better.

Subsequently, the standards of the question papers are also reviewed to ensure the cognitive levels of the questions are in accordance with the assessment pattern as prescribed in the respective syllabus. HoDs are requested to monitor the same to avoid any kind of similar errors in the future.

### Review of the Progress of the 10<sup>th</sup> BoS Meeting on Sep. 15 & 21, 2018

Reviewed the status of 10<sup>th</sup> BoS meeting. HoDs are requested to send thanks giving letter to University nominee as a Chairperson of the respective BoS. Further they are requested to note down the following Agenda for the forthcoming BoS.

- a. Attainment of Program Outcomes as well as the cause/action taken for any deviations in the attainment at course level. COs and POs should be calculated as per the latest guidelines given by CoE while few days back
- b. Revisit the statements of PO, PSOs and PEOs and the respective mapping of courses, degree of mapping so on and so forth
- c. Modifications in the syllabus of AR 2016 and in M. Tech. programs

Also, it is strongly instructed to the Chairpersons as well as the Department Level Autonomous Coordinator

### Review of the Academic Performance

- ❖ Reviewed the academic performance of the students of all the departments. It is reiterated and kept mandate for all HoDs to maintain a department pass percentage of 85% (in all the years)
- ❖ In particular, it is informed to the HoDs of ECE, Chemical Engineering and Power Engineering to be double cautious ensuring the overall pass percentage of 85% at department level
- ❖ Also, Vice Principal reiterated (Discussed in the previous meetings) all the HoDs to personally interact with faculty having less than 85% pass percentage in the mid term test to understand the ground reality and motivate them to perform better in the coming tests and examination
- ❖ Vice Principal informed all HoDs to ensure quality of the question paper standards as well as to inform the faculty to upload the attendance regularly in EZ School
- ❖ HODs are requested to inform faculty to focus much on Lateral Entry students. HoD of Mechanical is requested to take care of the course OOPS through Java subject

Further, it is informed to all HoDs to visit few of the classes, in case of any requirement with regard to the monitoring of class delivery as a silent observer for better understating and often visit the laboratories to see the way the is being conducted

### Status of Value Added Course

HoDs are requested to furnish the details of Value Added Courses by October 1, 2018 through MIS.

### Review of preparation of even semester Time tables for the Academic year 2018-2019

Reviewed the preparation of Even Semester Time tables for the Academic year 2018-2019. The following points are resolved

- ❖ Resolved to include Technical Training in the regular time table from 2<sup>nd</sup> year onwards and requested to identify and forwards one Spoc to the undersigned. 3 hours/week is initially planned at the initial stage to give training as well as to expose to recent technologies (Under SKILL GMRIT)

- ❖ HoDs are requested to prepare department training calendars from 2<sup>nd</sup> to 4<sup>th</sup> years and requested to prepare a separate calendar for 6<sup>th</sup> semester It is reminded that December 8, 2018 Second Saturday will be a working day as per the earlier circular and will follow Monday Time Table order
- ❖ To have 5 hours on every Saturday, the duration of the period on Saturday reduced to 45 minutes Monday to Friday class work commences from 9 am to 4 pm as usual  
EC/CC and Term paper/mini project may be reduce to 2 hours from 3 hours subject to the approval of ACM



Coordinator (IQAC)

CC To:

- (a) Principal
- (b) Vice Principal
- (c) HoDs
- (d) IQAC Members
- (e) File

## Meeting of the IQAC Members

Ref: GMRIT/Cir/2018-19/1

Date: 03.07.2017

Time: 3:30 PM

Venue: Conference Hall

### Members Present:

1	Dr. CLVRSV. Prasad	Principal
2	Dr. J. Raja Murugadoss	Vice Principal
3	Dr. V. Sreerama Murthy	Professor/CSE
4	Dr. Surya Narayan Dash	HOD-Chem
5	Dr. G. Ganesh Prabhu	HOD-Civil
6	Dr. A. Venkata Ramana	HOD - CSE
7	Dr. M. V. Nageswara Rao	HOD - ECE
8	Dr. P. Bharani Chandra Kumar	HOD - EEE
9	Dr. G. Sasikumar	HOD - PE
10	Dr. Ajit Kumar Rout	HOD - IT
11	Dr. V. Rambabu	HOD - ME
12	Dr. R. Lakshun Naidu	HOD - BSH
13	Dr. M. Krishna Prasad	Professor/Chem
14	Dr. B. Santhosh Kumar	Assistant Professor/CSE
15	Dr. G. Chandra Sekhar	Professor/EEE
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17	Mr. R. Gokulan	Asst. Professor/Civil
18	Mr. Ravi babu	Assistant Professor/PE
19	Ms. M. Jyothi	Asst. Professor/IT
20	Mr. Potta Murali	SAO
21	Mr. P. Vasanth Sai	Student - Mechanical
22	Ms. Vesalapu Bhargavi	Student - CSE

## Minutes of the Meeting:

### **Follow up action for the members of the faculty who have attended the summer internship**

Reviewed the list of members of faculty who have gone for faculty internship at various industries during Summer Vacation around 38 members are undergone internship during this period. HoDs are requested to organize an Institute level presentation with a faculty who are undergone internship with in a 15 days after completion of the Internship period and follow GMRIT standard template for presentations.

### **Skill – GMRIT (HoD – CSE to report)**

- a. HoD CSE shared the details of sessions for Skill GMRIT, it starts from July 9, 2018 HoDs are requested to motivate the students to participate in coding contests.
  - b. HoDs of IT requested to plan for one fundamental course on **C / Oops through Java** for 4<sup>th</sup> year students of all departments once in a week (Wednesday)
  - c. HoD of Civil requested to plan for a fundamental program on **STAAD.Pro (Structural Analysis And Designing Program)** and inculcate students approach to improve drafting skills in second year, analysis skills in third year by coming to forth year students can able to do the projects.
- HoD of Mechanical Engineering requested to start ANSYS Mechanical Pro software sessions for students after post dinner.

### **Students Affairs Activity Calendar (Dr. Sasi Kumar to report with a hard copy)**

HoD PE, Dr. Sasikumar informed, Students Affairs Activity Calendar will be ready by June 25, 2018

### **Academic progress / Academic Audit phase – II (Dr. Bharani to report)**

It is resolved to conduct an Academic Audit phase –II on August 10, 2018. Dr. V. Chittibabu IQAC coordinator requested to coordinate. Planning to organize AMC Meeting on July 25, 2018 Dr. Bharani requested to coordinate.  
HoDs are requested to minute all the points in AMC meeting and review the same by next subsequent meetings.

### **Finalization of date and Agenda for the 10th BoS meeting**

- a. Finalized the dates for 10<sup>th</sup> BoS. The schedule is given below
  - **September 15, 2018** : CSE, Civil, Chemical and EEE
  - **September 22, 2018** : IT, ECE, Mechanical and PE
- b. HoDs are requested to revisit the PO's and understand the essence of each PO and do appropriate mapping. If any contents are need to be modified, they are requested to change it accordingly to suit the respective PO's put a meticulous care have a proper document and try to gather feedback on entire curriculum
- c. Chairperson's of all BoS are requested to work for 2020 Curriculum and also requested to collect the feedback from all stakeholders up to 4<sup>th</sup> Semester and plan to increase the number of credits come the interdisciplinary courses leading to products. Suggested to come up with

It is resolved to finalize the remuneration for BoS members during forthcoming Finance meeting

### **Status of mentoring**

Reviewed the mentoring in all departments. HoDs are requested to strengthen the mentoring process.

### **Progress of activities of Students affairs as per the calendar (HoD PE to report)**

Coordinator students affairs briefed the status of proposed activities of students affairs as per the calendar

**Any Other Matter**

- a. **Question paper pattern:** HoDs are requested to ensure that self-study topics should be covered in the question paper pattern and see that *4<sup>th</sup> and 5<sup>th</sup> Questions are from Self-study topic* questions it should be Italic font  
Reviewed the ATR of GC Meeting. Dean (R&D) requested to follow the ATR points and submit the follow-up action to undersigned by June 28, 2018.



Coordinator (IQAC)

CC To:

- (a) Principal
- (b) Vice Principal
- (c) HoDs
- (d) IQAC Members
- (e) File



## Meeting of the IQAC Members

**GMRIT / IQAC/ 2017 - 2018: 04**

**Date:** 03.04.2018

**Time:** 2:00PM

**Venue:** Conference Hall

### Members Present

- |     |                              |   |   |
|-----|------------------------------|---|---|
| 1.  | Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2.  | Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3.  | Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4.  | Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5.  | Dr. A.V. Ramana              | - | HoD-CSE                                 |
| 6.  | Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7.  | Dr. P. Kanchana Mala         | - | HoD-IT                                  |
| 8.  | Dr. V. Rambabu               | - | Controller of Examinations              |
| 9.  | Dr. M. Krishna Prasad        | - | HoD-Chem                                |
| 10. | Dr. A. Vijay Kumar           | - | HoD-Civil                               |
| 11. | Mr. M. Venkateswara Rao      | - | HoD – PE                                |
| 12. | Dr. D. Krishna Rao           | - | HoD-BSH                                 |
| 13. | Dr. S. N. Dash               | - | Internship                              |
| 14. | Dr. R. Lakshun Naidu         | - | ISO –MR                                 |
| 15. | Mr. P. Ramana                | - | Alumni member, Associate Professor –EEE |
| 16. | Mr. P. Murali                | - | Admin, Academics                        |
| 17. | Mr. Karthik Kumar M          | - | Student member-1, CSE                   |
| 18. | Mr. Bharat M                 | - | Student member-2, CSE                   |

## Minutes of the Meeting

1. **Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2017 - 2018: 03 held on 02.01.2018**
  - 1.1. The members reviewed the minutes of IQAC meeting dated 02.01.2018 and confirmed the same
2. **Status of the Skill GMRIT is reviewed**
3. **Reviewed the road map of the Academic Audit for the ACY 2018-2019 and New initiatives to strengthened**
  - 3.1. It is informed to all the HoDs that the forthcoming academic audits will be much strengthened to ensure the Systems, Processes and new Initiatives are in place and followed without any deviation. In this context, the undersigned requested the IQAC coordinator, Dr. V. Chitti Babu and other members, Dr. P. Bharani Chandra Kumar and Dr. M. Kathirvelu to coordinate the entire audit process for the next academic year 2018 – 2019
  - 3.2. In addition to the above the members of IQAC suggested to include the external experts from institutions of national repute to strengthen the academic process
  - 3.3. Vice Principal explained all the process related to academic audits and introduction of new assessment tools pertaining to Laboratory Course, Internship, Mini Projects, Projects, Term Paper and other necessary procedures for the conduct of Academic Monitoring Committee (AMC) and Course Coordinator Meeting. It is further informed to all the members to deploy these tools without any deviation from the next academic year onwards by sensitizing the faculty as well as students before the commencement of the classes.
4. **Reviewed the way forward of the One credit courses offered during the next semester**

  
Coordinator (IQAC)

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of April 2018.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

GMRIT / IQAC/ 2017 - 2018: 03

Date: 02.01.2018

Time: 4:00PM

Venue: Conference Hall

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. Raja Muruga Doss         | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5. Dr. A. V. Ramana             | - | HoD-CSE                                 |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Dr. P. Kanchana Mala         | - | HoD-IT                                  |
| 8. Dr. V. Rambabu               | - | Controller of Examinations              |
| 9. Dr. M. Krishna Prasad        | - | HoD-Chem                                |
| 10. Dr. A. Vijay Kumar          | - | HoD-Civil                               |
| 11. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 12. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 13. Dr. S. N. Dash              | - | Internship                              |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P.Murali                | - | Admin, Academics                        |
| 17. Mr. Karthik Kumar M         | - | Student member-1, CSE                   |
| 18. Bharat M                    | - | Student member-2, CSE                   |

## Minutes of the Meetings

**1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2017 - 2018: 02 held on 03.10.2017:**

The members reviewed the minutes of IQAC meeting dated 03.10.2017 and confirmed the same and initiated the detailed discussion on the following points:

- a. With the suggestions from the subject matter experts during the workshop on the use of ICT tools during November 2017, the Coordinator of IQAC had deliberation with the other members and introduced a new approach TPS (Think-Pair-Share) the existing format of CTLP with immediate effect.
- b. Further the members reviewed the proceedings of the above said workshop to understand the learning outcomes

**2. Internal & External Academic Audits**

- a. The Coordinator (IQAC) informed all the chairpersons of the various Boards of Studies that there will be an internal academic audit (Cycle #2) for ACY 2017-2018 during January 22-23, 2018. The list of auditors will be intimated at the time of opening meeting
- b. In addition to the above internal audit, there will one more external audit during May 28-30, 2018
- c. All the HoDs are kindly requested to inform the members of faculty to get ready for the internal & external audits

**3. Intimation of 9<sup>th</sup> BoS Meeting**

Dr. Krishna Prasad, Prof. In-charge of autonomous affairs informed the members of 9<sup>th</sup> BoS scheduled on 24-02-2017

**4. Scheduled Training for RBT and OBE for new members of faculty**

A training program will be scheduled on RBT and OBE on February 26 -28, 2018. The resource person for the workshop is Mr. R. Srinivasa Rao, Assistant Professor, and Department of Civil Engineering.

**5. Reviewed the status of faculty going for industry internship during summer vacation**

  
**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of April 2018.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

GMRIT / IQAC/ 2017 - 2018: 02

Date: 03.10.2017

Time: 2:00PM

Venue: Conference Hall

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5. Dr. A. V. Ramana             | - | HoD-CSE                                 |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Dr. P. Kanchana Mala         | - | HoD-IT                                  |
| 8. Dr. V. Rambabu               | - | Controller of Examinations              |
| 9. Dr. M. Krishna Prasad        | - | HoD-Chem                                |
| 10. Dr. J. Venkateswara Rao     | - | I/C HoD-Civil                           |
| 11. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 12. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 13. Dr. S. N. Dash              | - | Internship                              |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P. Murali               | - | Admin, Academics                        |
| 17. Mr. Karthik Kumar M         | - | Student member-1, CSE                   |
| 18. Mr. Bharat M                | - | Student member-2, CSE                   |

## Minutes of the Meeting

**1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2017 - 2018: 01 held on 27.06.2017**

The members reviewed the minutes of IQAC meeting dated 27.06.2017 and confirmed the same

**2. Resolved to plan SKILL GMRIT to improve the employability skills**

HoDs (CSE, IT) are requested to ensure and plan activities to improve the employability skills of the students

**3. Intimation of Two-Day faculty capacity building program and Sensitization program on CTLP**

a. The IQAC coordinator informed all the members that there will be a two day workshop on the use of ICT tools for teaching learning process and to reiterate the relevance of the above program in line with CTLP. Further, the Coordinator briefed that this program will be in association with IIT Bombay during November 25-27, 2017.

b. It is informed that there will be a sensitization program on CTLP for the new recruiters. Dr. A.V. Ramana is requested to coordinate.

**4. Schedule of 10th Academic Council Meeting**

Vice Principal informed all the members the 10th Academic Council Meeting of GMRIT is scheduled on 28.10.2017

**5. Reviewed the effectiveness of Skill GMRIT**

HoD (CSE) briefed the various activities of the Skill GMRIT and introduced a new approach of STAR RATING based on the number of hours of coding in a particular duration.

**6. Preparedness for the next academic regulation 2019**

Vice Principal requested the various chairpersons of the boards of studies to deploy the feedback mechanism on curriculum to capture the voice of the stakeholders as a matter of regular practice to develop the brand new curriculum under academic regulation 2019 while understanding the weakness and opportunities with that of one under academic regulation 2016. Further the members are kindly requested to design the curriculum to provide more academic flexibility by introducing semester abroad program, Career path, Language electives and other best practices.

**7. Review of the proceedings of the Internal & External Academic Audits held during January 23-24, 2017 and July 17-18, 2017 respectively**

d. The Coordinator (IQAC) along with the other members of the committee reviewed the proceedings of the above audit process at length

e. Further, based on the observations as reported by the external auditors, the auditee is requested to make necessary changes, if any. If necessary one more audit will be facilitated with internal auditors to ensure the changes are duly incorporated

f. Though the academic monitoring committee is well placed in the system, the members of IQAC requested all the heads of the departments to maximize the potential of the participative management for continuous improvements in the teaching learning process



**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of January 2017.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

**GMRT / IQAC / 2017 - 2018: 01**

**Date: 27.06.2017**

**Time: 02:00 PM**

**Venue: Conference Hall**

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### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5. Dr. A. V. Ramana             | - | HoD-CSE                                 |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 8. Dr. V. Rambabu               | - | Controller of Examinations              |
| 9. Dr. M. Krishna Prasad        | - | HoD-Chem                                |
| 10. Dr. G.Venkata Rao           | - | HoD-Civil                               |
| 11. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 12. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 13. Dr. S. N. Dash              | - | Internship                              |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Dr. T. S. Kishore           | - | Special Invitee                         |
| 16. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 17. Mr. P. Murali               | - | Admin, Academics                        |
| 18. Mr. Karthik Kumar M         | - | Student member-1, CSE                   |
| 19. Mr. Bharat M                | - | Student member-2, CSE                   |



## Minutes of the Meeting

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2016 - 2017: 04 held on 03.04.2017

The members reviewed the minutes of IQAC meeting dated 03.04.2017 and confirmed the same. Further, some of the key points are discussed at length to understand the effectiveness of the program and to reflect the outcome of the workshop for continuous improvement in the teaching learning process as well as curriculum development and revision

- a. Reviewed the effectiveness of the workshop on OBE & OBA with well renowned resource persons during May 17-18, 2017
- b. HoD (CSE) updated the status of the surprise visit to monitor the implementation of the CTLP to all the members

### 2. Intimation of the academic audit

The Coordinator (IQAC) informed the members that there will be an internal audit during July 03-04, 2017. Further, Vice Principal requested Dr. R. L. Naidu to coordinate the same.

### 3. Review on the Faculty Internship

- 3.1. Reviewed the quality of the faculty internship at industries and Dr. T.S. Kishore briefed the entire status with regard to the nature of the companies, nature of work assigned to the faculty and the learning outcomes. Also Dr. Kishore brief the initiatives related to faculty Friday seminar series of knowledge sharing among the peer group.

### 4. Actionable points for the forthcoming board of studies in line with the suggestions made by the expert committee during the 2<sup>nd</sup> cycle

To discuss the points related the industry engagement, introduction of layer learning, initiatives towards self-directed learning and to discuss the feedback received from various stakeholders reflecting the needs at regional, national and international. Also the chairpersons of various boards of studies are requested to seek other suggestions to enrich the curriculum to leverage the full potential of autonomy

### 5. Review of the status of the completion of the 1<sup>st</sup> batch of students under Full Semester Internship (FSI)

Dr. S.N. Dash brief the status of completion of the FSI and also explained the nature of companies, the works being assigned to the interns and the quality of the report being submitted. He also briefed this long term internship helped a lot to the students in enhancing the professionalism. Further, Dr. Dash briefed that the long term internship also helped lot to strengthen the relationship between industry and academia.

### 6. Alumni database update

The members reiterated the importance of the alumni for the holistic development of the institution. In this regard, the members appreciated HoD (EEE), the alumni coordinator for continuous monitoring of the alumni activities and their support in all academic activities.

### 7. One credit courses

- a. The members reviewed the industry engagement in the form of one-credit courses that are being offered and understand the status of completion, assessment and the feedback from the students & faculty. The Heads of the department appreciated the suggestions made by IQAC in the earlier meetings and appraised the members that this initiative is a good move to understand the best practices at industries for both faculty and students
- b. In addition to the above the chairpersons of various boards of studies expressed their opinion to offer this kind of one credit courses at least once in a semester to further strengthen the rapport with the industries in the next academic regulations



Coordinator (IQAC)

**Note:** The next meeting will be held tentatively in the 4<sup>th</sup> week of June 2017.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

**GMRT / IQAC/ 2016 - 2017: 04**

**Date:** 03.04.2017

**Time:** 3:00 PM

**Venue:** Conference Hall

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### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5. Dr. Srinivasa Prasad         | - | HoD-CSE                                 |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 8. Dr. V. Rambabu               | - | Controller of Examinations              |
| 9. Dr.S. K. Behara              | - | HoD-Chem                                |
| 10. Dr. G. Venkata Rao          | - | HoD-Civil                               |
| 11. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 12. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 13. Dr. S. N. Dash              | - | Internship                              |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P. Murali               | - | Admin, Academics                        |
| 17. Ms. G. Jahnvi               | - | Student member-1, EEE                   |
| 18. Mr. Raju Chintada           | - | Student member-2, EEE                   |

## Minutes of the Meetings

**1. Review of the minutes of the earlier IQAC meeting**

The members reviewed the minutes of IQAC meeting dated 02.01.2017 and confirmed the same

**2. Incubation of faculty capacity program for the new recruiters in the last year**

The Coordinator (IQAC) informed the members that there will be a grooming session as well as refresher course as per the following schedule

- c. Workshop on OBE & OBA with well renowned resource persons during May 17-18, 2017

**3. Audit of CTLP format**

HoD (CSE) informed all the members that there will be a surprise visit to monitor the classroom delivery as well as the audit of CTLP. Further, HoDs are requested to ensure that 30% of the delivery should be in the presentation mode.

**4. Preparedness for the forthcoming academic audits**

The members of IQAC informed all the members to get ready with the course files and other relevant documents for the forthcoming academic audits. As the current semester is about to complete, HoDs are requested to inform their respective members of faculty to calculate the attainment of program outcomes (POs) for the batch of students admitted during ACY 2013-2014. Further HoDs also required to compare the values of attainment against the target performance level

**5. Review of the quality of the research publications in the Scopus, SCI indexed journals**

The Coordinator of IQAC along with the professor in charge of R&D reviewed the status of the number of publications in Scopus and SCI indexed journals and also to understand that any kind of compliance being claimed on plagiarism.



**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 4<sup>th</sup> week of June 2017.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

**GMRIT / IQAC/ 2016 - 2017: 03**

**Date:** 02.01.2017

**Time:** 10:00 AM

**Venue:** Conference Hall

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### Members Present

- |     |                              |   |   |
|-----|------------------------------|---|---|
| 1.  | Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2.  | Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3.  | Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4.  | Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5.  | Dr. Srinivasa Prasad         | - | HoD-CSE                                 |
| 6.  | Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7.  | Dr. P. Kanchana Mala         | - | HoD-IT                                  |
| 8.  | Dr. V. Rambabu               | - | Controller of Examinations              |
| 9.  | Dr. S. K. Behara             | - | HoD-Chem                                |
| 10. | Dr. G. Venkata Rao           | - | HoD-Civil                               |
| 11. | Mr. M. Venkateswara Rao      | - | HoD – PE                                |
| 12. | Dr. D. Krishna Rao           | - | HoD-BSH                                 |
| 13. | Dr. R. Lakshun Naidu         | - | ISO –MR                                 |
| 14. | Mr. P. Ramana                | - | Alumni member, Associate Professor –EEE |
| 15. | Mr. P. Murali                | - | Admin, Academics                        |
| 16. | Ms. G. Jahnavi               | - | Student member-1, EEE                   |
| 17. | Mr. Raju Chintada            | - | Student member-2, EEE                   |

## Minutes of the Meeting

**1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2016 - 2017: 02 held on 01.10.2016:**

The members reviewed the minutes of IQAC meeting held on 01.10.2016 and confirmed the same

**2. Initiatives towards enhancing the quality of research project proposals for various funding agencies**

IQAC in association of the nucleus members of the R&D have proposed a three day faculty development program on “Familiarization of various funding schemes” and to reiterate the important aspects to maintain the quality of project proposals for possible funding during March 16-18, 2017.

**3. Initiation of conducting workshop on Outcome Based Accreditation (OBA)**

Vice Principal informed HoDs, with regard to the conduct of workshop on OBA during 17 – 18 May 2017 and requested HoD (CSE) to coordinate

**4. Incubation of faculty development program on the “Establishment of the Virtual Laboratory”**

The Coordinator (IQAC) informed the members that there will be a workshop in association with IIT Bombay an initiative of MHRD on the topic establishment of “Virtual Laboratory” during January 09-10, 2017.

**5. Internal Academic Audits**

- g. The Coordinator (IQAC) informed all the chairpersons of the various Boards of Studies that there will be an internal academic audit for ACY 2016- 2017 during January 23-24, 2017. The list of auditors will be intimated at the time of opening meeting
- h. All the HoDs are kindly requested to inform the members of faculty to get ready for the internal & external audits



**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of October 2016.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

**GMRIT / IQAC/ 2016 - 2017: 02**

**Date:** 01.10.2016

**Time:** 4:00 PM

**Venue:** Conference Hall

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### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5. Dr. Srinivasa Prasad         | - | HoD-CSE                                 |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Dr. M. V. Nageswara Rao      | - | HoD-ECE                                 |
| 8. Dr. P. Kanchana Mala         | - | HoD-IT                                  |
| 9. Dr. V. Rambabu               | - | Controller of Examinations              |
| 10. Dr. S. K. Behara            | - | HoD-Chem                                |
| 11. Dr. G. Venkata Rao          | - | HoD-Civil                               |
| 12. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 13. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P. Murali               | - | Admin, Academics                        |
| 17. Ms. G.Jahnavi               | - | Student member-1, EEE                   |
| 18. Mr. Raju Chintada           | - | Student member-2, EEE                   |

## Minutes of the Meeting

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2016 - 2017: 01 held on 01.07.2016:

The members reviewed the minutes of IQAC meeting and discussed some of the following points in detail:

- a. Reviewed the effectiveness of the programs organized on the topic "Recap of OBE" and "Question paper setting in the context of OBE addressing LOT and HOT". Further the Coordinator (IQAC) informed to all the members to reflect the outcomes of the workshop on an ongoing basis to enrich the curriculum

### 2. The members of IQAC ensured the initiatives taken towards leveraging the academic flexibility of the autonomy are discussed in the earlier BoS

### 3. Benchmark initiatives of the IQAC

The members of IQAC had a detailed deliberations and made an attempt to develop an innovative student centric teaching-learning pedagogy to break the monotony of lecture-based teaching-learning process. In this regard, the coordinator of IQAC has presented the detailed format and the implementation procedure of proposed approach viz. Cohesive Teaching Learning Processes (CTLP). Further, the coordinator briefed the importance of some of the elements of CTLP viz. Evocation, Self-reflection through Mind-Map, Student Summary and Stimulating questions. Accordingly, HoDs are requested to deploy this classroom delivery model in a phased manner and convert the existing static E-Courseware to this new format. In addition, it is informed that there will be a series of sessions to sensitize the faculty in this regard.

### 4. Sensitization of CTLP

The coordinator of IQAC has informed all the members that there will be a reinforcing session on CTLP on 15.10.2017. He requested Dr. A. V. Ramana (Professor of CSE) to coordinate the same accordingly.



Coordinator (IQAC)

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of October 2016.

#### Copy to:

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File



## Meeting of the IQAC Members

**GMRT / IQAC/ 2016 - 2017: 01**

**Date: 01.07.2016**

**Time: 3:00 PM**

**Venue: Conference Hall**

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### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. Raja Murugadoss          | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. M. V. Nageswara Rao      | - | HOD-ECE                                 |
| 5. Dr. Srinivasa Prasad         | - | HoD-CSE                                 |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Dr. P. S. Kuntia             | - | HoD-ECE                                 |
| 8. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 9. Dr. V. Rambabu               | - | Controller of Examinations              |
| 10. Dr. S. K. Behara            | - | HoD-Chem                                |
| 11. Dr. G. Venkata Rao          | - | HoD-Civil                               |
| 12. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 13. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P. Murali               | - | Admin, Academics                        |
| 17. Ms. G.Jahnavi               | - | Student member-1, EEE                   |
| 18. Mr. Raju Chintada           | - | Student member-2, EEE                   |

## Minutes of the Meeting

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 04 held on 08.03.2016

The members reviewed the minutes of IQAC meeting dated 08.03.2016 and confirmed the same. Further, Coordinator (IQAC) informed the members that the proceedings of the ongoing internal academic audit will be reviewed during the next IQAC meeting

### 2. Internal & External Academic Audits

- i. The Coordinator (IQAC) informed all the chairpersons of the various Boards of Studies that there will be an internal academic audit (Cycle #2) for ACY 2016-2017 during January, 2017. The list of auditors will be intimated at the time of opening meeting
- j. In addition to the above internal audit, there will one more external audit during July 17-18, 2017
- k. All the HoDs are kindly requested to inform the members of faculty to get ready for the internal & external audits

### 3. Faculty Capacity Building Programme

The Coordinator (IQAC) briefed the members that there will be a series of faculty development program to enhance the skill sets of the faculty towards Outcome Based Education and Accreditation (OBE & OBA).

3.1. Recap of OBE on September 24, 2016

3.2. Question paper setting in the context of OBE addressing lower order and higher order thinking skills on July 9, 2016

### 4. Reviewed the status of the compliance of SAR of B. Tech. IT (NBA)

The members of IQAC facilitated to review the preparation of Self-Assessment Report and Pre-Qualifier Report by taking necessary support from the heads of the department

### 5. Sensitization on GIAN program registration

- 5.1. HoDs are requested to inform eligible faculty to register in GIAN Web portal on or before 26th Sep., 2016 registration fee of Rs.500/- will be reimbursed and informed that, Dr. T.S. Kishore, Assistant Professor, Department of EEE will be the SPOC for GIAN Program he will circulate all details about the GIAN Programs
- 5.2. HoDs are requested to motivate 2 faculty from each department to participate in GIAN Programs during this semester. The list of identified faculty shall be submitted to the coordinator 28.09.2016

### 6. Sensitization on RBT in the Teaching-Learning Process

Members are planned to strengthen the Teaching- Learning Process in FOUR phases as mentioned below:

- 6.1.1. Phase -1 : Understanding of Revised Blooms Taxonomy with STEM Education by all faculty
- 6.1.2. Phase -2 : Modification of the existing/ new courses as per the RBT
- 6.1.3. Phase -3: Framing of Internal/External Question Papers as per RBT
- 6.1.4. Phase – 4: Content delivery as per RBT
- 6.2. Hence all the faculty are expected to get acquainted with the RBT by the end of September 2016. Therefore the content delivery part will be taken in due course of time
- 6.3. Mr. M. Venkateswara Rao, HoD- PE, has appraised about the modus operandi in strengthening of Teaching- Learning Process by using Revised Bloom's Taxonomy (RBT)

**7. Actionable points for the forthcoming board of studies in line with the suggestions made by the expert committee during the 2<sup>nd</sup> cycle**

To discuss the points related the industry engagement, introduction of layer learning, initiatives towards self-directed learning and to discuss the feedback received from various stakeholders reflecting the needs at regional, national and international. Also the chairpersons of various boards of studies are requested to seek other suggestions to enrich the curriculum to leverage the full potential of autonomy



**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of October 2016.

**Copy to:**

- a. Principal
- b. Vice Principal
- c. All HoDs with a request to inform the concerned members of the faculty
- d. File

## Meeting of the IQAC Members

**GMRT / IQAC/ 2015 - 2016: 04**

**Date: 08.03.2016**

**Time: 3:00 PM**

**Venue: Conference Hall**

### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal & Rector                      |
| 2. Dr. Raja Muruga Doss         | - | Vice Principal                          |
| 3. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 4. Dr. Birendra Biswal          | - | Associate Dean (R&D),                   |
| 5. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S),                   |
| 6. Dr. Srinivasa Prasad         | - | HoD-CSE,                                |
| 7. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 8. Dr. P. S. Kuntia             | - | HoD-ECE                                 |
| 9. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 10. Dr. V. Rambabu              | - | Controller of Examinations              |
| 11. Dr. S. K. Behara            | - | HoD-Chem                                |
| 12. Dr. G.Venkata Rao           | - | HoD-Civil                               |
| 13. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 14. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 15. Dr. S. N. Das               | - | Coordinator - Internships               |
| 16. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 17. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 18. Mr.P.Murali                 | - | Admin, Academics                        |
| 19. M. Devi Priyanka            | - | Student member-1, ECE                   |
| 20. Ms. M. L. S. R. Prasad      | - | Student member-2, ECE                   |

### Minutes of the Meeting

**1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 03 held on 02.01.2016**

The members reviewed the minutes of earlier IQAC meeting and confirmed the same. Based on the discussion the following points were discussed at length for continuous improvement.

- a. The members reviewed the proceedings of the internal audit organized by IQAC during 26<sup>th</sup> to 29<sup>th</sup> February, 2016. The points related to attainments of course outcomes, academic monitoring committee and feedback from the students on teaching learning process are reviewed at length to ensure continuous improvement.
- b. The members reviewed the feedback and the learning outcomes of the programs on “Patents & Copy Rights” and “Curriculum Design”. Also, the status of the completion of the internal workshop on Blooms Taxonomy is also Reviewed

**2. Intimation of internal academic audit #2**

- a. The coordinator (IQAC) informed the members that there will be internal academic audit (1<sup>st</sup> audit) during July 01-02, 2016. In this regard all the members are kindly requested to make necessary arrangements for the same.
- b. In the light of the above as well as the ongoing semester is getting close to end, the members are kindly requested to ensure the program outcomes are calculated for the students who were admitted during the ACY 2012-2013
- c. It is also reiterated to all the members to capture the student exit responses through exit survey form and to calculate the attainment of program outcomes as per the procedure

  
**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of July 2016.

**Copy to:**

- a. Principal
- b. Associate Dean (R&D)
- c. Associate Dean (F&S)
- d. All HoDs with a request to inform the concerned members of the faculty
- e. File

## Meeting of the IQAC Members

**GMRT / IQAC/ 2015 - 2016: 03**

**Date: 02.01.2016**

**Time: 2:00 PM**

**Venue: Conference Hall**

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### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal                               |
| 2. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech             |
| 3. Dr. Birendra Biswal          | - | Associate Dean (R&D),                   |
| 4. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S),                   |
| 5. Dr. Srinivasa Prasad         | - | HoD-CSE,                                |
| 6. Dr. T. Suresh Kumar          | - | HoD-EEE                                 |
| 7. Prof. P. S. Kuntia           | - | HoD-ECE                                 |
| 8. Dr. P. Kanchanamala          | - | HoD-IT                                  |
| 9. Dr. V. Rambabu               | - | Controller of Examinations              |
| 10. Dr. S. K. Behara            | - | HoD-Chem                                |
| 11. Dr. G.Venkata Rao           | - | HoD-Civil                               |
| 12. Mr. M. Venkateswara Rao     | - | HoD – PE                                |
| 13. Dr. D. Krishna Rao          | - | HoD-BSH                                 |
| 14. Dr. R. Lakshun Naidu        | - | ISO –MR                                 |
| 15. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE |
| 16. Mr. P. Murali               | - | Admin, Academics                        |
| 17. Mis. Devi Priyanka          | - | Student member-1, ECE                   |
| 18. Mr. M. L. S. R. Prasad      | - | Student member-2, ECE                   |

## Minutes of the Meeting

### 3. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 02 held on 08.10.2015

The members reviewed the minutes of IQAC meeting dated 08.10.2015 and confirmed the same.

### 4. Sensitization on the new guidelines of NBA under Tier-1

The Coordinator (IQAC) gave a detailed presentation and briefed the members with regard to the new guidelines proposed by National Board of Accreditation for Tier-1 institutions (Autonomous). Further, HoDs are requested to disseminate the same to the respective faculty members.

### 5. Faculty capacity building program on curriculum design

- a. The coordinator (IQAC) informed the members that there will be a three day workshop on curriculum design with the help of external resources. All the HoDs are kindly requested to inform the faculty to attend positively. Further, the HoDs are requested to organize an internal workshop on Bloom's Taxonomy to the respective members of faculty

### 6. Faculty internship at industries

The members of IQAC suggested all the HoDs to explore the possibilities of extending internship to the faculty at industries during the summer vacation. Further, Dr. T. S. Kishore, Associate Professor (EEE) to coordinate with all the heads of the departments.

### 7. Internal Academic Audit

The coordinator (IQAC) informed the members that there will be internal academic audit (2<sup>nd</sup> audit for the ACY 2015-2016) during February 26-29, 2016. In this regard all the members are kindly requested to make necessary arrangements for the same. Principal requested Dr. R. L. Naidu to coordinate the audit process.



**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 2<sup>nd</sup> week of March 2016.

#### Copy to:

- a. Principal
- b. Associate Dean (R&D)
- c. Associate Dean (F&S)
- d. All HoDs with a request to inform the concerned members of the faculty
- e. File

## Meeting of the IQAC Members

**GMRT / IQAC/ 2015 - 2016: 02**

**Date: 08.10.2015**

**Time: 3:00 PM**

**Venue: Conference Hall**

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### Members Present

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Dr. C. L. V. R. S. V. Prasad | - | Principal   |
| 2. Dr. V. Chitti Babu           | - | Coordinator –IQAC, HoD-Mech                                   |
| 3. Dr. S. V. Ramana             | - | Associate Dean (A), Professor In-charge of Autonomous Affairs |
| 4. Dr. Birendra Biswal          | - | Associate Dean (R&D),   |
| 5. Dr. M. V. Nageswara Rao      | - | Associate Dean (F&S),   |
| 6. Dr. Srinivasa Prasad         | - | HoD-CSE   |
| 7. Dr. T. Suresh Kumar          | - | HoD-EEE   |
| 8. Prof. P. S. Kuntia           | - | HoD-ECE   |
| 9. Dr. P. Kanchanamala          | - | HoD-IT  |
| 10. Dr. V. Rambabu              | - | Controller of Examinations                                    |
| 11. Dr. S. K. Behara            | - | HoD-Chem  |
| 12. Dr. G.Venkata Rao           | - | HoD-Civil   |
| 13. Mr. M. Venkateswara Rao     | - | HoD – PE  |
| 14. Dr. D. Krishna Rao          | - | HoD-BSH   |
| 15. Dr. R. Lakshun Naidu        | - | ISO –MR   |
| 16. Mr. P. Ramana               | - | Alumni member, Associate Professor –EEE                       |
| 17. Mr. P. Murali               | - | Admin, Academics  |
| 18. Ms. M. Devi Priyanka        | - | Student member-1, ECE   |
| 19. Mr. M. L. S. R. Prasad      | - | Student member-2, ECE   |



## Minutes of the Meeting

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2015 - 2016: 01 held on 29.06.2015

The members reviewed the minutes of IQAC meeting dated 29.06.2015 and confirmed the same.

### 2. The coordinator of IQAC briefed all the members of the IQAC as well as to the other concerned internal stakeholders viz. Professor in-charge of autonomous affairs, Controller of Examinations, Chairpersons of Various Boards of Studies with regard to the recommendations made by the expert committee for further improvement. Accordingly, the coordinator opened the discussion with all relevant stakeholders with the suggestions given by the NAAC peer team on 8<sup>th</sup> August 2015

2.1. **Fully utilize the potential of autonomy:** The coordinator highlighted the observation with regard to the point as cited above and opened the discussion. Based on an elaborate discussion, the members suggested to explore the following options and incorporate suitably in their respective curriculum after taking necessary approvals from the BoS and Academic Council.

- a. To provide more scope for continuous assessment
- b. Introduction of the self-study courses and self-study topics to inculcate the habit of self-directed learning
- c. To enhance the percentage of courses under Choice Based Credit System (CBCS)
- d. To introduce credited courses on employability skills under academic regulation-2016
- e. To introduce Industry driven courses
- f. To involve industry experts in the assessment process
- g. To introduce the concept of layer learning in the form of integrated courses
- h. To explore the option of open book examination to foster higher order thinking skills among the students

2.2. **Forge alliance with organizations/institutes of National/International repute for meaningful collaboration:** The members are requested to explore the possibility of signing MoU with reputed external partners for the possible collaborations viz. Academic collaborations, Collaborative research activities, Student and faculty exchange programme, Semester abroad programme, Collaborative Professional Development Activities etc.

2.3. **Establish Centre of Excellence with funding from Government Agencies**

2.4. **Improve Industrial Consultancy:** The members discussed in length to extend consultancy for the real time problems at industry. Based on the subsequent discussions, members suggested establishing the credentials of the faculty members by extending free consultancy services before getting into pure commercial mode of operation

2.5. **Introduce few Foreign Language Courses as Electives:** The Chairperson of the Board of Studies (BS & H) and Professor In-charge of Autonomous Coordinator are requested to explore the option of introducing foreign languages as language electives into the curriculum. Further they are requested to look into the curriculum of other reputed institutions for a better understanding on the context of the discussion to have this elective as common for all branches of engineering and technology

2.6. **Introduce Mandatory Industrial Training for the Faculty:** The members discussed the scope and benefits of mandatory industrial training for faculty. Subsequent to the discussion, the members identified Dr. T. S. Kishore, Professor of EEE as a SPOC and directed the respective HoD (EEE) to inform the same

to the concerned faculty to take it forward. Further the feasibility, challenges and limitations of the above are also discussed and it is decided to implement from academic year 2017 – 2018. Based on the total strength of the faculty strength of the respective department, the HoD can judiciously identify the numbers of faculty for mandate internship during summer and list shall be forwarded to Dr. T. S. Kishore

2.7. **IQAC should be made more proactive and frequent academic audits should be conducted:** Principal informed the members of IQAC to be more proactive and to more academic audits to ensure the systems and processes are in place.

**3. Modus Operandi for the Implementation of Full Semester Internship (FSI)**

FSI will be implemented from July, 2016 and Dr. S N Dash will be coordinating implementation of the Full Semester Internship. As per AR13 Modus Operandi for the Implementation of Full Semester Internship (FSI) is presented to all the members. To understand about the students preferences to FSI, It is resolved to collect the list of the students (current 5th semester) who are interested to go for Full Semester Internship either in 7th or 8th Semester.

**4. Plagiarism check for M. Tech. Thesis**

Associate Dean (R&D) is requested to check with JNTUK authorities about the procedure of using Plagiarism software available with them for M. Tech. thesis and Journals and to ensure the quality of the work.

**5. Alignment of ISO format in line with NBA & NAAC**

It was resolved to change current the ISO file formats in line with NBA & NAAC. MR-ISO is requested to call for a meeting with NBA and NAAC Coordinators to change all ISO formats consequently. The dead line for this alignment is Dec 30<sup>th</sup> 2015

**6. Quality improvement programs for faculty**

It is resolved to organize a Quality improvement program for internal faculty by inviting External subject Experts during summer vacation/Semester break from the next academic year. HoDs are requested to include the related expenditure in the next AOP.

**7. Faculty capacity building program on Research & Development**

b. Two day workshop on Patents & Copy rights during December 26-27, 2015. HoDs are kindly requested to nominate the faculty

  
**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of January 2016.

**Copy to:**

- a. Principal
- b. Associate Dean (A)
- c. Associate Dean (R&D)
- d. Associate Dean (F&S)
- e. All HoDs with a request to inform the concerned members of the faculty
- f. File

## Meeting of the IQAC Members

**GMRI / IQAC / 2015 - 2016: 01**

**Date: 25.06.2015**

**Time: 3:00 PM**

**Venue: Conference Hall**

### Members Present:

1. Dr. C. L. V. R. S. V. Prasad - Principal
2. Dr. V. Chitti Babu - Coordinator –IQAC, HoD-Mech.
3. Dr. S. V. Ramana - Associate Dean (A), Professor In-charge of Autonomous Affairs
4. Dr. Birendra Biswal - Associate Dean (R&D)
5. Dr. M. V. Nageswara Rao - Associate Dean (F&S)
6. Dr. Srinivasa Prasad - HoD-CSE
7. Dr. T. Suresh Kumar - HoD-EEE
8. Prof. B. I. Neelgar - HoD-ECE
9. Dr. P. Kanchanamala - HoD-IT
10. Dr. V. Rambabu - Controller of Examinations
11. Dr. S. K Behera - HoD-Chem
12. Dr. G. Venkata Rao - HoD-Civil
13. Mr. M. Venkateswara Rao - HoD – PE
14. Dr. D. Krishna Rao - HoD-BSH
15. Dr. R. Lakshun Naidu - ISO –MR
16. Mr. P. Ramana - Alumni member, Associate Professor –EEE
17. Mr. P. Murali - Admin, Academics
18. Ms. M. Devi Priyanka - Student member-1, ECE
19. Mr. M. L. S. R. Prasad - Student member-2, ECE

## Minutes of the Meeting:

### 1. Review of the minutes of the IQAC meeting: GMRIT / IQAC/ 2014 - 2015: 04 held on 30.03.2015:

1.1. The members reviewed the minutes of IQAC meeting dated 30.03.2015 and confirmed the same.

### 2. Internal & External Academic Audits

l. The Coordinator (IQAC) informed all the chairpersons of the various Boards of Studies that there will be an internal academic audit for ACY 2015- 2016 during June 29-30, 2015. The list of auditors will be intimated at the time of opening meeting

m. In addition to the above internal audit, there will external audit during July 22-23, 2016

n. All the HoDs are kindly requested to inform the members of faculty to get ready for the internal & external audits

### 3. Sensitization on NBA peer team visit:

3.1. HoDs are also requested to get all the document evidences ready for the data that was declared in NBA SSR/SAAR by 30th June.

3.2. Reviewed the preparations for NBA, it is resolved to conduct a sensitization on NBA for Faculty and supporting staff Associate Dean(A) and HoD EEE requested to organize the sensitization program.

3.3. HoDs are requested to organize a sensitization program for their respective students on 31st Aug and 1st Sep, 2015 in respective departments.

### 4. Sensitization on NAAC peer team visit:

4.1. Reviewed the preparations for NAAC peer team visit and members were informed that the peer team comprising of 3 members will be visiting the campus for inspection during 06<sup>th</sup> to 08<sup>th</sup> Aug, 2015

4.2. To avoid the duplications of works for NAAC/NBA teams visits, finalized the common checklist for both committee visits. HoDs are requested to see that all the significant documents would be available as per the checklist by 15<sup>th</sup> July, 2015 and make the department presentations ready by 15<sup>th</sup> July, 2015

4.3. Coordinator NAAC is requested to send the visit schedule to all HoDs and call for a meeting with Admin, HR, Accounts, IT support and Examination section on 5<sup>th</sup> July, 2015 and also requested to call for a meeting with IQAC members on 07<sup>th</sup> July, 2015

### 5. Sensitization on resolutions made in Academic Council Meeting:

5.1. Members are sensitized on various resolutions made in Academic council meeting held on 23<sup>rd</sup> May, 2015 for formal implementation.

5.2. As approved in the academic council, reviewed the implementation of the revised academic regulation, the implementation of MOOCs, implementation of revised grading pattern, revision of the CGPA cut-off for the award of degree class as per CBCS, details of the existing and new CGPA cut-off for the award of degree

### 6. Finalization of the NAAC department presentation:

6.1. Finalized the format for NAAC Department presentations, HoDs are requested to follow same format for department presentation and maintain hard copies of the presentations during NAAC committee visit.

6.2. Mr. M. Venkateswara Rao, HoD-PE requested to coordinate for cultural programs during NAAC committee visit.

6.3. Review of the document verification for NAAC Visit:

6.4. Reviewed the check list for NAAC committee visit and finalized the dates for Mock Audit for NAAC teams visit. The schedule is given below:

Date	Audit Area
13 <sup>th</sup> to 15 <sup>th</sup> July, 2015	Academic Departments
21 <sup>st</sup> and 22 <sup>nd</sup> July, 2015	Central facilities/Non Academic Departments

10 <sup>th</sup> to 12 <sup>th</sup> Aug, 2015	NBA Mock Audit at Central level ( Criteria 1, 2 & 3)
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6.5. The following members were nominated for Mock Audit team:

1. Dr.MV.Nageswara Rao - Professor in ECE & Associate Dean(S&S)
2. Dr.VSSR Gupta - Professor in BS&H
3. Mr.MVS Babu - Associate Professor, Mechanical Department

Members suggested to take one session for each department to verify all the relevant documents as per the checklist.

**7. Workshops & FDPs for the year 2015-16**

- 7.1. It is resolved to plan for 2 day faculty workshops/seminars for the Academic year 2015-16. All are advised to schedule the workshops from Dec, 2015 onwards and apply for external funding as well.

*V. Chittkesh*  
**Coordinator (IQAC)**

**Note:** The next meeting will be held tentatively in the 1<sup>st</sup> week of January 2016.

**Copy to:**

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