



CMR Institute Of Technology

(UGC Autonomous)

Approved by AICTE, Permanently Affiliated to JNTUH, NBA Accredited
(Kandlakoya(V), Medchal Road, Hyderabad-501401)

INTERNAL QUALITY ASSURANCE CELL



No: 2019-20/CMRIT/IQAC/0001

Dated: 05-07-2019

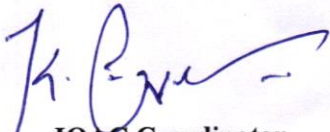
Minutes of IQAC Meeting held on 5th July, 2019

The Coordinator IQAC welcomed all the members and requested to have discussion over points mentioned as per the agenda circulated and any other item with permission of the chair or coordinator or on the request of any other member.

The following are the points discussed in the meeting and recorded MOM along with ATR

Item No	Item Description	Action Taken
1	Approval of Previous IQAC Meeting MOM/ATR.	Coordinator informed to the members that whatever points discussed intimated to respective in-charges regarding initiating necessary action.
2	Identify Department Level Quality Control Committees to take care at department level activities, which will meet fortnightly basis to set targets within the department on various issues and monitor activities of faculty and students.	Dean IQAC & HODs take care of constituting Department Level Quality Control Committees.
3	Identify IQAC-Coordination Committee to monitor day to day activities of department in relation to institution which will meet every month to record academic progress and to suggest on institutional level activities.	All HODs/ICs/Coordinators of Cells/Departments become members by virtue of position in IQAC Internal Coordination Committee.
4	Acquaint the process of NBA / NAAC / UGC / JNTUH /NIRF /IIIRA & other major ranking agencies to all the faculty members both at department and institute level through respective committees for Quality education and Sustainable Development.	IQAC Coordinator, Deans, Professors, & HODs form as team and address faculty members of different departments separate during academic year as scheduled by IQAC.
5	Develop necessary formats and improvise existing formats for ease of operation and put correspondence in website subject to security threats.	IQAC Coordinator & HOD'S together develop various formats and circulate to different departments.
6	Submission of monthly progress reports by all the departments in softcopy under AQAR format.	All HODs submit progress reports at department level will be coordinated by Dean IQAC for uploading abstracts with systems department.
7	All the committee/cells should record all their meetings and upload in department website or with systems administrator such as notice of meeting, agenda, MOM, resolutions and ATR.	Systems Administrators along with one senior professor of CSE department take care of collecting, validating and uploading into respective department/institute website.
8	Procedure to be adopted for monitoring student technical and non technical club activities and recording their events.	HODs should identify one faculty member to take care of correspondence of student club activities.
9	Recording of technical professional association activities and to setup targets for technical magazines, bulletins and journals.	HOD should identify one senior professor for each activity, magazines, bulletins and journals and maintain correspondence in separate file and report to HOD/IQAC.
10	Set up targets for a minimum number of FDPs, conferences, workshops, and seminars.	HOD should department calendar with all those activities and event report maintain correspondence in separate file and report to IQAC.

11	Set up benchmarks & targets R&D activities, preparation of proposals for various funding agencies. Improving accreditation ratings through API of teachers.	Dean R&D setup bench marks for R&D, Consultancy and Extension activities of various departments and cells and help in preparation R&D proposal to various private and government funding agencies.
12	Regular meeting of R&D Cell with HODs.	Dean R&D submit schedule of meetings and report R&D progress in various department indifferent spheres.
13	Continuous stakeholder feedback mechanism for setting-up of targets and accomplishment both course and programme outcomes.	H&S HOD collect analyze & prepare ATR on Institutional infrastructure, facilities and surround society. TPO take care of Alumni, Employer, and Industry HODs take care at department level stakeholders IQAC coordinator faculty feedback with systems in-charge .
14	Both institution and departments should maintain extensive consolidate calendar.	HODs at department level & Coordinator IQAC at institution level.
15	Decide on Next IQAC Meeting.	Dean IQAC advised to conduct IQAC Meeting with a frequency of every quarter i.e preferably in the first week of October, 2018.


IQAC Coordinator


Principal

Copy to Office of the Director, Committee Members & HODs.



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INTERNAL QUALITY ASSURANCE CELL



No: 2019-20/CMRIT/IQAC/0002

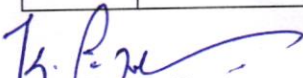
Dated: 05-10-2019

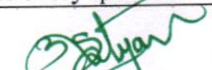
Minutes of IQAC Meeting held on 5th Oct, 2019

The Coordinator IQAC welcomed all the members and requested to have discussion over points mentioned as per the agenda circulated and any other item with permission of the chair or coordinator or on the request of any other member.

The following are the points discussed in the meeting and recorded MOM along with ATR

Item No.	Item Description	Action Taken
1	Approval of Previous IQAC Meeting MOM/ATR dated 05-07-2019.	Coordinator informed to the members that ATR implemented as advised by the IQAC Members.
2	Review of monthly progress reports by all the departments in softcopy under AQAR format.	All HODs submit progress reports at department level will be coordinated by Dean IQAC for uploading abstracts with systems department.
3	There should be at least one activity should take place in all sections of NBA/NAAC quality perspective in each department/institution.	Intimated to all HODs to take necessary action under supervision of IQAC Coordinators.
4	Enrolment of both students and faculty for MOOCs, NPTEL, MOODLES, SWAYAM. Courses. Staff of our institute should actively be the resources persons for various outside world activities and act as key resource persons and keynote speakers in various seminars, conferences, symposiums, FDPS, Workshops, Technical Fests, Guest Speakers.	HOI, IQAC Coordinator, HODs, Professors, and Deans should activate their links and extent LOUs with various government and industrial enterprises in addition to surround engineering colleges.
5	All the committee/cells should record all their meetings and upload in department website or with systems administrator such as notice of meeting, agenda, MOM, resolutions and ATR.	Systems Administrators along with one senior professor of CSE department take care of collecting, validating and uploading into respective department/institute website.
6	Review of R&D Cell progress.	Dean R&D submit schedule of meetings and report R&D progress in various department in different spheres.
7	Development initiative for e-content with more accuracy and picture video and audio clarity.	Systems Administrator, HODs of S&H and CSE should initiate from their department and guide other departments in editing and uploading in website.
8	Faculty diary should be maintained with attendance of their classes, CLs, Permissions, Examination Duties, ODs, external & Internal Examiners for labs and projects.	Content should be developed by IQAC Coordinator & H&S HOD in consultation with HOI and Department Heads monitor maintenance of diary.
9	Decide on Next IQAC Meeting.	Dean IQAC advised to conduct IQAC Meeting with a frequency of every quarter.


IQAC Coordinator


Principal

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INTERNAL QUALITY ASSURANCE CELL



No: 2019-20/CMRIT/IQAC/0003

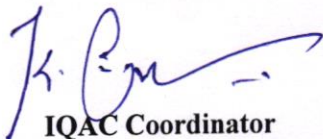
Dated: 05-01-2020

Minutes of IQAC Meeting held on 5th Jan, 2020

The Coordinator IQAC welcomed all the members and requested to have discussion over points mentioned as per the agenda circulated and any other item with permission of the chair or coordinator or on the request of any other member.

The following are the points discussed in the meeting and recorded MOM along with ATR

Item No	Item Description	Action Taken
1	Approval of Previous IQAC Meeting MOM/ATR dated 06-10-2019.	Coordinator informed to the members that ATR implemented as advised by the IQAC Members regarding previous meeting
2	Review of monthly progress reports of various departments.	Principal should issue a circular for strict adherence of AQAR formats even for department level progress reports except institute level information.
3	Review of quality enhancement initiatives at department level should be monitored by both IQAC and Principal.	Principal & IQAC Coordinator periodically review the activities conducted by various departments, cells and committees.
4	Review of department level academic progress.	All Deans and In-charges of various cells & committees submit their report to HOI & IQAC about various initiatives and outreach programmes taken up by their respective department, cell & committee.
5	Development initiative for e-content with more accuracy and picture video and audio clarity.	Systems Administrator, HODs of S&H and CSE should initiate from their department and guide other departments in editing and uploading in website.
6	All the faculty members should maintain a personal file with their time to time with proof of their credentials.	HODs of various departments check time to time personal file of staff whether updated or not.
7	Decide on Next IQAC Meeting.	Dean IQAC advised to conduct IQAC Meeting with a frequency of every quarter


IQAC Coordinator


Principal

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No: 2019-20/CMRIT/IQAC/0004

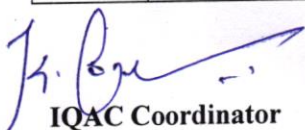
Dated: 11-05-2020

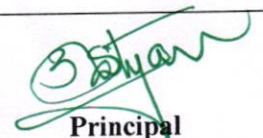
Minutes of IQAC Meeting held on 05th April, 2020

The Coordinator IQAC welcomed all the members and requested to have discussion over points mentioned as per the agenda circulated and any other item with permission of the chair or coordinator or on the request of any other member.

The following are the points discussed in the meeting and recorded MOM along with ATR

Item.No	Item Description	Action Taken
1	Approval of Previous IQAC Meeting MOM/ATR of 05-01-2020.	IQAC Coordinator briefed about implementation of ATR and adaptability of AQAR format at department level in filing Information in certain slots.
2	Participation with various ranking agencies for AY 2020-21 and how to attract good quality students and better institutional rankings both private and government agencies.	IQAC Coordinator, Deans, Professors, & HODs should initiate measure to improve ranking through API and by organizing various student centered programmes.
3	Review of achievement of targets for a minimum number of FDPs, conferences, workshops, and seminars by all departments or not. Lagging department to be spotted out with reasons	IQAC coordinator, Seek information from all HODs and report to HOI on lagging departments with explanation.
4	Review of benchmarks & targets R&D activities, preparation of proposals for various funding agencies. Improving accreditation ratings through API of teachers	All HODs should report to Dean R&D and Coordinator IQAC, in turn inform to HOI.
5	Initiative towards publication of course material into Text Books, Work Books and Lab Manuals with ISBN series with notified publishers.	HODs, Professors & Deans of respective department should take initiative at I-B.Tech Level later proceed other semesters.
6	Publication of student projects both at UG/PG level in conferences and indexed journals of national and international repute.	UG/PG Project Coordinators, Guides/ Supervisors and HOD put together identify work of student publishable in reputed conferences and journals. However, they should take necessary care to avoid unwanted names in publications.
7	Review on stakeholder feedback analysis for constructive improvement.	H&S HOD collect analyze & prepare ATR on Institutional infrastructure, facilities and surround society. TPO take care of Alumni, Employer, and Industry HODs take care at department level stake holders IQAC coordinator faculty feedback with systems in-charge.
8	Improvement measures and difficulties in administrative Academic Audit reviewed	IQAC Coordinator intimated AAA went in lines of JNTUH FFC and all the departments should maintain records to this affect.
9	Measures to improve NIRF ranking and enable active participation with various rating agencies and secure better ranking for the institution.	Dean IQAC and HODs to convey the same through departmental meetings.
10	Decide on Next IQAC Meeting.	Dean IQAC advised to conduct IQAC Meeting during July, 2020.


IQAC Coordinator


Principal

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