

CMRIT/IQAC/MOM/AY 2022-23/1

DATED: 18-08-2022

### Minutes of IQAC Meeting

IQAC meeting for Academic Session 2022-23 was held on 18<sup>th</sup> August 2022 at 11.30 AM. The following members attended the meeting.

No.	Affiliation to IQAC	Name	Designation
1	Management Member	Ch. Gopal Reddy	Secretary & Correspondent CMRIT
2	Management Nominee	Dr. M. Janga Reddy	Director, CMRIT
3	Chairman	Dr. B. Satyanarayana	Principal, CMRIT
4	Faculty Member	Mr. D. Upendra Chary	Controller of Examinations
5	Faculty Member	Dr. M. Eswara Reddy	Librarian
6	Faculty Member	Mr. P.S.R.K. Sarma	Administrative Officer
7	Faculty Member	Dr. Vinit Kumar Gunjan	Dean, Academic & Planning
8	Faculty Member	Mr. M. Mahipal Reddy	Computer Centre, Incharge
9	Faculty Member	Prof. A. Prakash	Prof., CSE
10	Faculty Member	Mr.G.Venkat Ramana	Assoc. Prof., ME
11	Faculty Member	Mr. K.Srinivas	Assoc. Prof., CE
12	Faculty Member	Mr. K. Niranjan Reddy	Assoc. Prof., ECE
13	Faculty Member	Mr. P. Pavan Kumar	Assoc. Prof., CSE
14	Faculty Member	Dr.A.Usha Bala	Prof. H&S
15	Faculty Member	Mr. G. Uma Maheshwara Rao	Assoc. Prof., MBA
16	Faculty Member	Dr. M. Srinivas	Prof., MBA
17	Local Society Member	Mr. R. Sridhar	Local Society (NHRD)
18	Alumni Member	Mr. S. Nitish Kumar Reddy	Alumni
19	Student Member	Mr. M. Akshith	Student
20	Industry Member	Mr. Ashish Chintakayala	Industry Representative
21	IQAC Coordinator	Dr. K. Praveen Kumar	Assoc. Prof., ECE

Principal, Dr. B. Satyanarayana greeted and welcomed the members to the meeting. IQAC Coordinator, Dr. K. Praveen Kumar briefed the members regarding the initiatives proposed by IQAC and coordinated discussion with members on various topics as per agenda of the meeting.

#### Agenda 1: Review of minutes of last IQAC Meeting

The minutes of the last meeting conducted on 12/02/2022 were readout with a formal discussion. Review of action taken for all the initiatives was taken.

## **Agenda 2: Initiatives proposed and taken by IQAC**

IQAC Coordinator Dr. K. Praveen Kumar presented initiatives taken by IQAC and review of implementation of following IQAC initiatives was taken.

- 1 Induction lecture for Freshman Engineering, B.Tech, M.Tech classes at the start of academic year and semester by HOD and senior faculty of the department.
- 2 Academic collaborations (Faculty Development and Academic Collaborations)
- 3 Remedial Classes for slow learners
- 4 Benchmarking of all activities of the institution
- 5 Preparation of SOP for research centers
- 6 To improve stakeholders involvement (Alumni meet, parent meet, industry meet, Coffee with Alumni, etc.)
- 7 Stakeholders feedback and ATR
- 8 Sharing of softcopy of departmental and institute level newsletter and magazine.
- 9 Strengthening of teaching learning process
- 10 Assessment and Evaluation sheet
- 11 Project Exhibition
- 12 CSR Funding
- 13 NAAC Preparations

## **Agenda 3: Issues open for discussion**

### **A) Review of mentoring and counselling activity**

Presently the mentoring procedure commences with allotment of a batch of 15-20 students to the assigned faculty-mentor of that semester. It was discussed to continue with the same practice. Other option discussed was to form mentoring batches at first year level and continue with the assigned mentor for four years, till the student completes graduation. At first year level, class and batches may be assigned to class in charge and mentors. Mentor for batch "A" will be the class in charge and will be coordinating mentoring activity of all batches of the assigned class with all assigned mentors. Class in-charge will be the senior faculty of the department.

It was decided to have a detailed discussion regarding this other option stated before implementation.

### **B) Implementation of initiatives in view of NEP 2020.**

Various initiatives that can be taken in the institute for effective implementation of NEP were discussed. Following points with reference to NEP were discussed in detail.

1. Multidisciplinary Education
2. Office of international affairs
3. Multiple entry and exit
4. SWAYAM MOOCs
5. Online programs
6. Alumni Connect
7. Research and Development Cell
8. Academic collaboration between Indian and foreign universities
9. Accreditation
10. Industry institute Linkage

It was discussed to initiate various activities to promote the implementation of NEP. Discussion was also held on proposed Two-day faculty development workshop on "Implementation of NEP and Alumni Connect".

C) NAAC preparations

Review of NAAC preparations was taken.

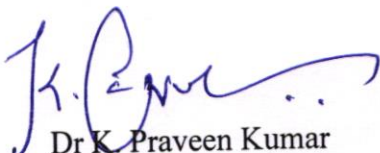
D) Academic and Administrative Audit 2021-22 of all departments.


Discussion was held on conduction of academic and administrative audits of all the departments for the academic year 2021-22.

**Agenda 5:** Any other item with the permission of chair

Principal, Dr. B. Satyanarayana highlighted the importance of interaction with industry in providing real life exposure to students. He also highlighted the importance of involvement of external stake holders for promoting interaction with outside world.

Dr. B. Satyanarayana summarized the meeting and proposed vote of thanks.

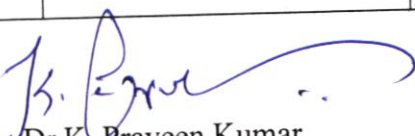
  
Dr. K. Praveen Kumar  
Coordinator, IQAC


  
Dr. B. Satyanarayana  
Principal

**Action Taken Report**  
IQAC Meeting held on 18<sup>th</sup> August 2022

Action taken report for the IQAC meeting held on 18<sup>th</sup> August 2022.

S.No.	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC Meeting	Minutes of meeting confirmed and approved.	Noted.
02	Action taken report on the proposals of last meeting	Action taken report for the last meeting was discussed and confirmed.	Noted.
03	Review of mentoring and counselling activity	Review of implementation of mentoring and counselling activity was taken. Implementation of Vertical monitoring in place of existing system was discussed.	Mentoring and counselling committee has been asked to take the review from all departments for final decision.
04	Implementation of initiatives in view of NEP 2020	Discussion on various key aspects of NEP 2020 was held. It was decided to arrange sessions to create more awareness among faculty.	Department of Computer Engineering has been asked to organize Two-day faculty development workshop on "Implementation of NEP and Alumni Connect".
05	NAAC preparations	Review of NAAC preparations was taken.	Committees have been formed at institute level for checking of course file and personal files of the faculty. Check list for lab checking was also shared with the departments.
06	AQAR 2020-21	AQAR 2020-21 was discussed at a length. It was decided that more focus has to be given on student centered activities and participation of students in NPTEL activities.	Head of Departments have been instructed to do the needful to motivate students for joining NPTEL courses.
07	Academic and Administrative Audit 2021-22 of all departments	Discussion was held on conduction of AAA of all the departments for the academic year 2021-22.	Formats finalized were shared with departments and planning for conduction of AAA for A.Y. 2021-22 was initiated.
08	Any other item with the permission of chair	Involvement of stakeholders for enhancing interaction with outside world.	Department were instructed to conduct industry, parent and alumni meet for improved interaction with stakeholders.

  
Dr. K. Praveen Kumar  
Coordinator, IQAC

  
Dr. B. Satyanarayana  
Principal

CMRIT/IQAC/MOM/AY 2022-23/2

DATED: 21-11-2022

### Minutes of IQAC Meeting

IQAC meeting for Academic Session 2022-23 was held on 21<sup>th</sup> November 2022 at 11.30 AM. The following members attended the meeting.

No.	Affiliation to IQAC	Name	Designation
1	Management Member	Ch. Gopal Reddy	Secretary & Correspondent CMRIT
2	Management Nominee	Dr. M. Janga Reddy	Director, CMRIT
3	Chairman	Dr. B. Satyanarayana	Principal, CMRIT
4	Faculty Member	Mr. D. Upendra Chary	Controller of Examinations
5	Faculty Member	Dr. M. Eswara Reddy	Librarian
6	Faculty Member	Mr. P.S.R.K. Sarma	Administrative Officer
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15	Faculty Member	Mr. G. Uma Maheshwara Rao	Assoc. Prof., MBA
16	Faculty Member	Dr. M. Srinivas	Prof., MBA
17	Local Society Member	Mr. R. Sridhar	Local Society (NHRD)
18	Alumni Member	Mr. S. Nitish Kumar Reddy	Alumni
19	Student Member	Mr. M. Akshith	Student
20	Industry Member	Mr. Ashish Chintakayala	Industry Representative
21	IQAC Coordinator	Dr. K. Praveen Kumar	Assoc. Prof., ECE

Principal, Dr. B. Satyanarayana greeted and welcomed the participants. IQAC Coordinator, Dr. K. Praveen Kumar briefed the members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

**Agenda 1:** Review of minutes of last IQAC Meeting

The minutes of the last meeting conducted on 18/08/2022 were readout before embarking on the formal discussion. Review of action taken for all the initiatives was taken.

**Agenda 2:** Initiatives proposed and taken by IQAC

IQAC Coordinator Dr. B. Satyanarayana presented initiatives taken by IQAC and review of implementation of following IQAC initiatives was done.

- Guidelines and questionnaire for graduate exit survey forms to be distributed to parents and alumni for PO and PSO attainment were shared with all departments.
- It was proposed to formulate committee for proposing the guidelines for Project and PBL (project based Learning) projects. It was also suggested to organize PBL project exhibition.

**Agenda 3: Issues open for discussion**

A) Conduction of Academic and Administrative audit for A.Y. 2021-22

Detailed discussion was held on the conduction of Academic and administrative Audit for the A.Y. 2021-22. All the panel members including the Heads of the Departments were briefed about the formats to be followed for audit. It was decided to conduct audit in the last week of December and schedule for the same will be prepared by IQAC.

B) Filing of AQAR 2021-22

Review of filling of AQAR 2021 – 22 was taken and it was decided to have a meeting with NAAC steering Committee members to discuss and finalize AQAR 2021-22.

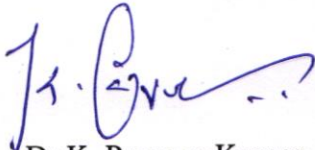
C) Discussion on OBE Implementation Manual

Outcome based philosophy is followed in all the departments. To bring more uniformity in the implementation of Outcome Based Education manual was discussed at length and was modified with minor suggestions.

**Agenda 4: Any other item with the permission of the chair**

Principal, Dr. B. Satyanarayana highlighted the importance of innovation and startup related activities and implementation of NEP through certain initiatives such as registration of students for academic bank of credits. Also, it was decided to have a separate tab on institute website for NEP.

Dr. B. Satyanarayana summarized the minutes and proposed the vote of thanks.



Dr K. Praveen Kumar  
Coordinator, IQAC

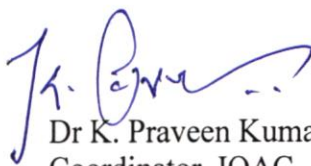



Dr. B. Satyanarayana  
Principal

**Action Taken Report**  
IQAC Meeting held on 21<sup>th</sup> November 2022

Action taken report for the fifth IQAC meeting held on 21<sup>st</sup> November 2022.

Sr.No	Agenda Item	Resolution	Action taken
01	Review of minutes of last IQAC Meeting	Minutes of meeting were confirmed and approved.	Noted.
02	Initiatives proposed and taken by IQAC	Initiatives proposed by IQAC were discussed and approved. 1. Guidelines for feedback survey on PO PSO attainment from stakeholders. 2. Formulation of committee for preparing Project and PBL project guidelines. 3. Organization of exhibition for PBL projects.	1. Feedback survey on PO PSO attainment from stakeholders 2. Committee was formulated for preparing guidelines for Final year Project. 3. PBL project exhibition organization for A.Y. assigned to ISTE students' Chapter.
03	<b>Issues open for discussion</b>		
A	Conduction of academic and administrative audit for A.Y. 2021-22	Decided to conduct AAA for 21-22 in the last week of December 2022.	AAA of all departments was conducted during 2 <sup>nd</sup> to 13 December 2022 providing all the guidelines issued.
B	Discussion on OBE implementation manual	Decided to finalize OBE implementation manual.	OBE implementation manual circulated to all departments for effective implementation.
C	NEP Initiatives	Organization of NEP implementation workshop and registration of all the students for Academic Bank of Credits. Separate tab to be created for NEP on institute website.	Department of civil engineering has been assigned to organize a Two-day workshop on "NEP Implementation–Alumni Engagement".  Controller of Examination has been asked to initiate the process of registration of students for academic bank of credits.  NEP tab created on institute website.

  
Dr. K. Praveen Kumar  
Coordinator, IQAC

  
Dr. B. Satyanarayana  
Principal

CMRIT/IQAC/MOM/AY 2022-23/3

DATED: 09-05-2023

### Minutes of IQAC Meeting

IQAC meeting for Academic Session 2022-23 was held on 9<sup>th</sup> May 2023 at 11.30 AM. The following members attended the meeting.

No.	Affiliation to IQAC	Name	Designation
1	Management Member	Ch. Gopal Reddy	Secretary & Correspondent CMRIT
2	Management Nominee	Dr. M. Janga Reddy	Director, CMRIT
3	Chairman	Dr. B. Satyanarayana	Principal, CMRIT
4	Faculty Member	Mr. D. Upendra Chary	Controller of Examinations
5	Faculty Member	Dr. N.Kalpalatha	Librarian
6	Faculty Member	Mr. K.Praveen Kumar	Administrative Officer
7	Faculty Member	Dr. Vinit Kumar Gunjan	Dean, Academic & Planning
8	Faculty Member	Mr. M. Mahipal Reddy	Computer Centre, Incharge
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19	Student Member	Mr. M. Akshith	Student
20	Industry Member	Mr. Ashish Chintakayala	Industry Representative
21	IQAC Coordinator	Dr. K. Praveen Kumar	Assoc. Prof., ECE

Principal, Dr. B. Satyanarayana opened the meeting with welcome note, IQAC Coordinator, Dr. K. Praveen Kumar briefed members about communication from NAAC.

#### Agenda 1: Review of minutes of last IQAC Meeting

The minutes of the last meeting conducted on 21/11/2022 were readout with a formal discussion. Review was taken up on the actions taken for all the initiatives.

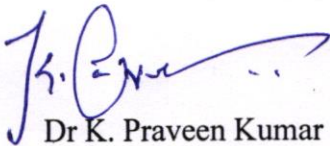
#### Agenda 2: Preparations for visit of NAAC peer team

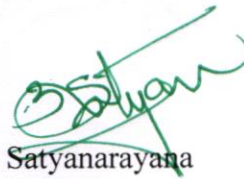
- Principal Dr. B. Satyanarayana provided guidelines and following decisions have been taken.
- Any pending work related to infrastructure to be communicated to higher authorities on war-footing basis.
  - Website to be updated on priority basis. Departments and concerned Faculty members should communicate required changes to Institute level website coordinator.
  - All the laboratories to be kept ready with all aspects, including project lab and department library.



2. Website to be updated on priority basis. Departments and concerned Faculty members should communicate required changes to Institute level website coordinator.
3. All the laboratories to be kept ready with all aspects, including project lab and department library.
4. Every department should identify and invite parents, alumni, employers and industry persons for the scheduled interaction with NBA peer team.
5. Knowledge walls, instructional boards should be fitted at proper places.
6. HODs presentations should be in line with Principal's presentation.
7. Awareness sessions on OBE to be organized for students.
8. Meeting of all HODs and finance officer to be scheduled for discussion on financial aspects.

Dr. B. Satyanarayana summarized the meeting with best wishes to all the departments and proposed the vote of thanks.


  
Dr K. Praveen Kumar  
Coordinator, IQAC


  
Dr. B. Satyanarayana  
Principal

**Action taken report**  
IQAC Meeting held on 09<sup>th</sup> May 2023

Action taken report for the IQAC meeting held on 09<sup>th</sup> May 2023.

S.No	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC Meeting	Minutes of meeting confirmed and approved.	Noted.
02	Preparations for visit of NAAC peer team	Review of the work carried out by all departments was taken. Decided to take follow up regarding pending work with respect to infrastructure. Website to be updated. Decided to have mock visit to each department. Lab development. Involvement of stakeholders. Presentations by HOD should be in line with Principal presentation. OBE awareness session for faculty and students.	Following actions were taken. Instructions issued to concerned office staff. All ILC coordinators were instructed to update all the details regarding respective portfolio. Departments were asked to identify experts for respective department. Guidelines regarding Project lab and department library were given to departments in HODs meeting. Departments were asked to identify alumni, parents and industry persons for better interaction with departments. Principal's presentation was shared with the departments. At institute level and at department level awareness sessions and workshops were organized.

  
Dr. K. Praveen Kumar  
Coordinator, IQAC

  
Dr. B. Satyanarayana  
Principal