Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC), MLR Institute of Technology, Dundigal, Hyderabad was held at 11.00 am on 04th April 2023 in the conference hall, SR block on the campus.

Members Present:

S. No.	Name	Member Details	IQAC Details
1.	Dr. K. Srinivas Rao	Principal	Chairman, IQAC
2.	Prof. S. Srinath	Ex-Director, IQAC,UoH	External member
3.	Mr. Shanthi Kumar	Vice President, EPAM	External member
4.	Prof. D. B. Ramachary	Prof. of Chemistry,UoH	External member
5.	Mr. Dwijesh	Dept. of Aeronautical Engg	External member
6.	Mr. Akhilesh	CEO, Z9 Labs Pvt Ltd	External member
7.	Dr. Radhika Devi	Prof.& Dean	Head, IQAC
8.	Ms. Shreya Reddy	Director	Member Management
9.	Mr. G. Prabhakara Reddy	Controller of Examinations	Member Admin
10.	Dr. M. Satyanarayana Gupta	Prof. & HOD - Aero	Member Teacher
11.	Dr. A. Arulananth*	Assoc. Prof. - ECE	Member Teacher
12.	Dr. A. Balaram	Prof. & I/c HOD - CSE	Member Teacher
13.	Dr. N. V. Raja Shekhar Reddy	Prof. & HOD - IT	Member Teacher
14.	Dr. P. Subhashini	Assoc. Prof. & HOD – CSE & IT	Member Teacher
15.	Prof.M. Venkateswar Reddy	Prof. & HOD - ME	Member Teacher
16.	Dr. A. Sudhakar	Prof. & HOD - EEE	Member Teacher
17.	Dr. Ch. Achi Reddy	Assoc.Prof. & HOD – S&H	Member Teacher
18.	Dr. M. V. Narasimha Rao	Prof. & HOD - MBA	Member Teacher
19.	Dr. Rajan Singh	Assoc. Prof. – ECE	Deputed Member Teacher
20.	Ms. Swetha	Assoc. Prof. – ECE	Deputed Member Teacher
21.	Mr.K. Sai Prasad	Assoc.Prof.& I/c HoD AIML	Member Teacher
22.	Prof. Chiranjeevi	Prof. & HOD CSDS	Member Teacher
23.	Dr.T.Arun	Assoc. Prof S&H & Incharge R&D	Member Teacher
24.	Dr.Vivek Anand	Assoc. Prof AERO & Incharge IPFC	Member Teacher

* Dr. A. Arulananth has attended the meeting in place of Dr. S. V. S. Prasad, HOD – ECE.

The meeting started with the Chairman's welcome to all members to discuss the academic audit related expert's suggestion and proposed plan of actions from each department and IQAC. First, the chair congratulated the IQAC for the successful completion of academic audit of Computer Science / IT and allied departments, and other key centre of excellence of the institute.

.As per the Chair's advice regarding order of the agenda points, Head IQAC firstly presented the expert's suggestions and respective proposals in a point to point manner, in the meeting.

Agenda No.1

Proposals from IQAC–

Suggestions	Proposals	Remarks
Course outcomes in most the courses are not meeting the Bloom's Taxonomy	Exclusive workshop for the faculty coordinators will be announced	All members agreed
Attracting good faculty seems to be challenging	HR dept. was advised to publicize various research incentives, along with special mention in website.

Also it was proposed that in the website, the name of the faculty receiving incentives be notified under star faculty. | Dr. T. Arun added to also notify the same on various social networking sites. |
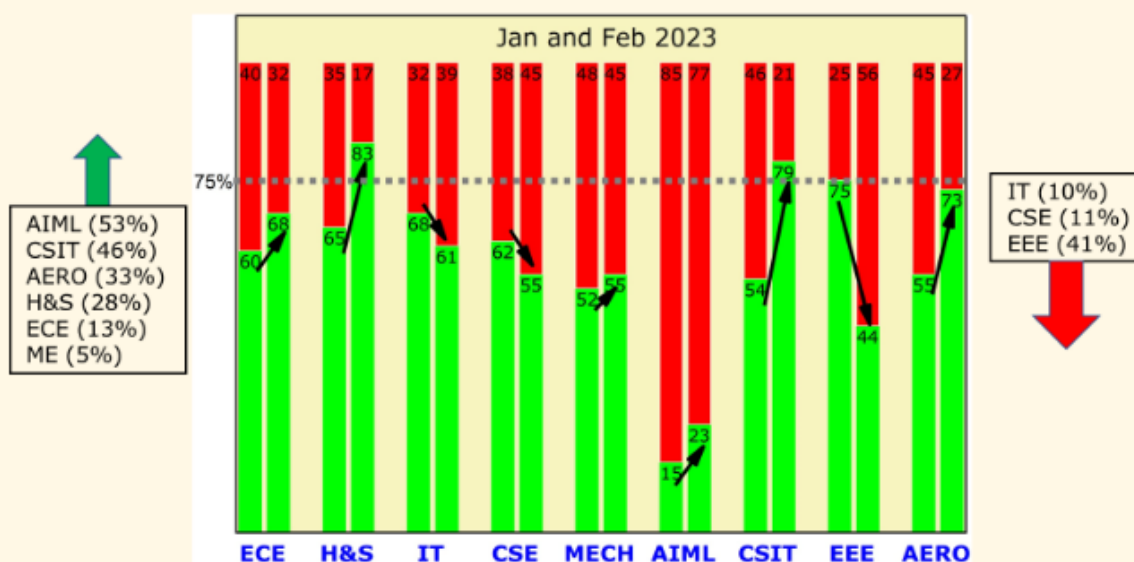| Course attainments are not shown properly in the course files. | Though the attainments were calculated, on the day of audit they could not produce the documents. Suggested to designate one specific in-charge to preserve the audited files with all necessary proofs.. | All members agreed. |
FIP need to have rubrics for assessment in line with TTT Program	Rubrics will be included from the next FIP	All members agreed
Feedback form should include a memo/text field for any suggestions	Student Feedback form modified.	All members agreed
Self-evaluation report and course files audit frequency should be rationalized	It is decided that once the subject allotment is done, the course file will be verified for all the units in the beginning itself. There will be ONLY two audits. One in the beginning	All members agreed

	Another at the course end. In between surprise audit.	
Course allocation to be completed at least one month before starting of the semester.	To be addressed at the department end.	All HODs agreed to allocate subjects one month in advance..
Course files need to be ready before starting of the semester	Agreed by IQAC provided the subject allocation along with subject expert - one month in advance.	All HODs agreed.
Multiple teachers offering same course should collectively prepare only single lecture notes	The proposal is not agreed as this may negatively affect quality of teaching.	All members agreed
Digital copies (with plagiarism of less than 20%) can also allowed	Can be allowed with plagiarism report < 20 %.	HOD, AERO advised to consider plagiarism report up to 30 %. The Chair also agreed and approved the point. **Digital copies with plagiarism report < 25-30% will be considered.**
Possible Academic Autonomy to be given to the faculty members	Attention was drawn that academic autonomy in assessing the students in CIE for 15 marks already exists.	All members agreed. From AR22 regulations different assessment methods were suggested
AICTE 2019 guidelines have to be adopted for promotion of faculty members	Promotion policy will be framed and put forth for approval in June meeting.	All members agreed.
360-degree feedback is missing.	Will be implemented from June 2023 after thoroughly understanding the implications on the institute and faculty.	All members agreed
Backlogs policy ... A student should not carry backlogs of the first two years till 4th year of study.	The institute has already existing policy on this and is being followed. The first and second yr faculty to specially monitor and motivate the students to clear the backlogs.	The point was agreed unanimously by all members.

|		
No outreach activity is seen in the entire college	Target- 5% for each dept.	Dr. A. Arulananth pointed out about the problems in approval of duty-leaves. Head, IQAC emphasized that all such leaves applied in-prior with sufficient HOD noting were approved, and assured members for the same. Further in response to a query about the figure of 5 %, it was cleared that for every quarter the depts. have to meet the target of 5%..
IQAC has to take initiative in conducting lectures on "How to write Research proposals" "National Education Policy-2020" "Academic Bank of Credits" "Technical Writing" "Plagiarism & Ethics".	Faculty Empowerment Programs Planned Research Proposals – Prof. Srinath, Director IQAC, HCU – April 2023 NEP-2020 – Prof. Abdul Salman, Prof. School of CSE, HCU – May 2023 ABC – Prof. Y. Narsimhulu Director, HRDC, HCU-June 2023 Technical Writing Plagiarism & Ethics – Prof. Veena Kumar, Executive Director, IUCEE	All members welcomed the move. Dr. M.S.N. Gupta suggested that experts from different universities/IITs to be invited instead of one single institute / university. The point was agreed and head IQAC requested the members also to suggest names of the experts.
Special Proposal from IQAC. **Subject Allotment & Audit** Formation of subject-cluster of all subjects, and mandatorily submission to Principal' office followed by IQAC.	The HoD shall nominate the required no. of faculty for each course in semester along with the course coordinator., one month before the commencement of semester.	
	The subject coordinator has to verify the course file for all the class notes for five units along with Bloom's taxonomy & real-time applications etc, followed by final verification & comments from IQAC. In a semester, the course file will be submitted twice to the IQAC, start and end of the semester in addition of any surprise check.	

|	
Agenda no. 2 **Report of Faculty Self Appraisals (dept. wise)**	Head, IQAC presented the analysis of Faculty Self Appraisals score for Jan, and Feb -2023.

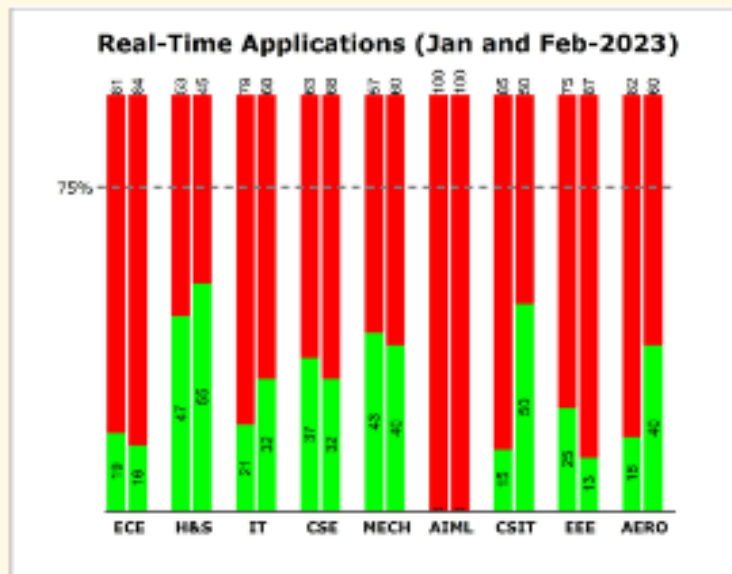**% of Faculty members attained ≥75 appraisal marks on a scale of 100**

Jan and Feb 2023

AIML (53%)
CSIT (46%)
AERO (33%)
H&S (28%)
ECE (13%)
ME (5%)

IT (10%)
CSE (11%)
EEE (41%)

Categories: ECE, H&S, IT, CSE, MECH, AIML, CSIT, EEE, AERO

% of Faculty members attained ≥75 appraisal marks on a scale of 100

Jan and Feb 2023 (H & S)

Physics, Maths, Chemistry, English

% of Faculty members attained ≥75 % appraisal marks on a scale of 5

Bloom's (Jan and Feb-2023)

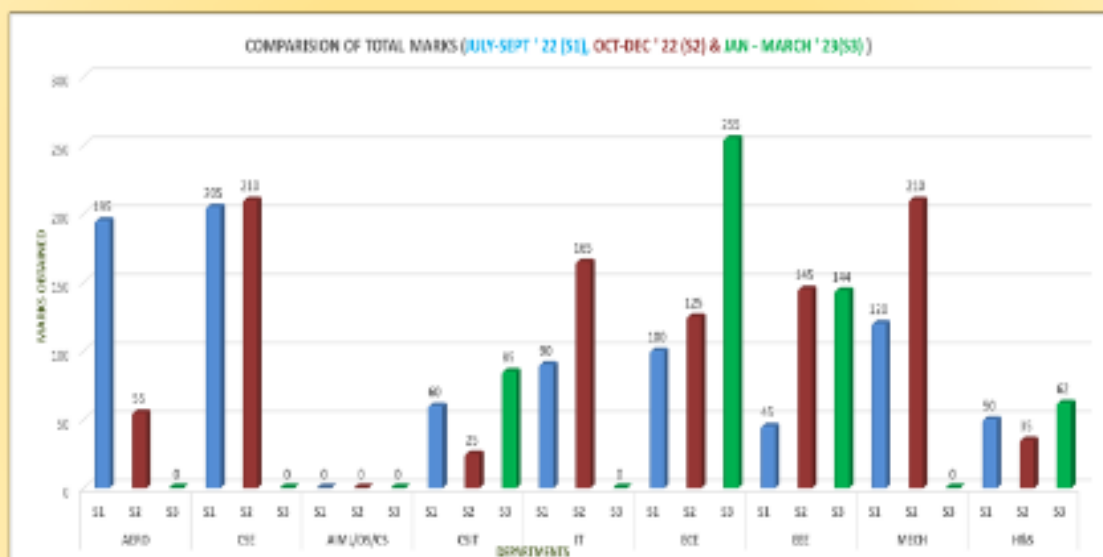**% of Faculty members attained ≥75 % appraisal marks on a scale of 5**

Real-Time Applications (Jan and Feb-2023)

% of Faculty members attained ≥75 % appraisal marks on a scale of 15

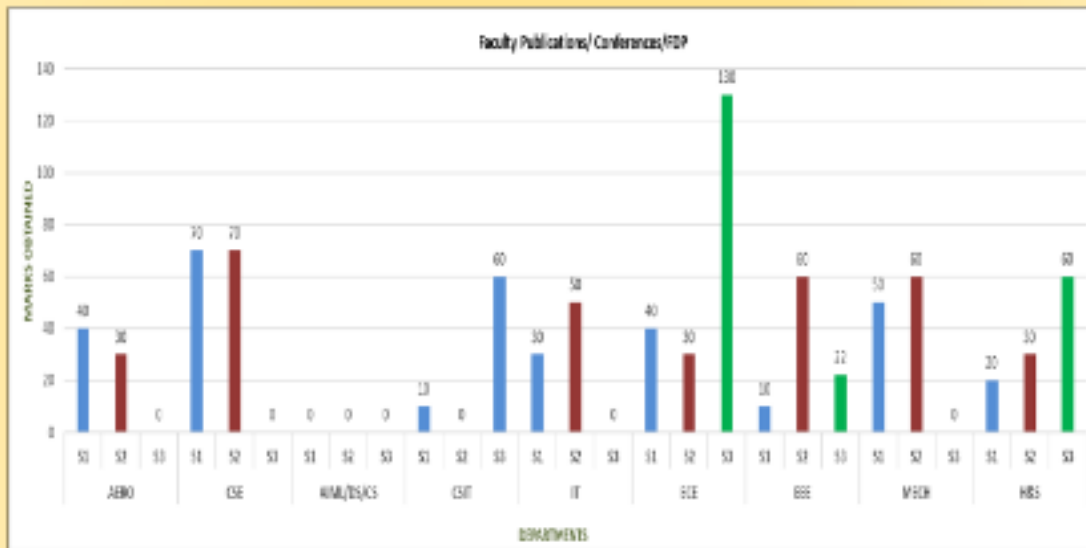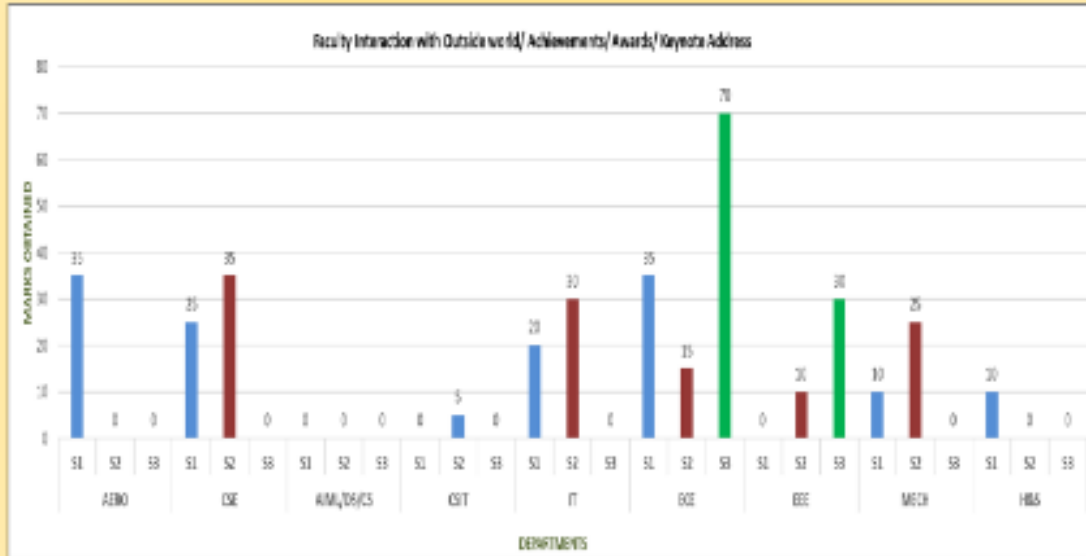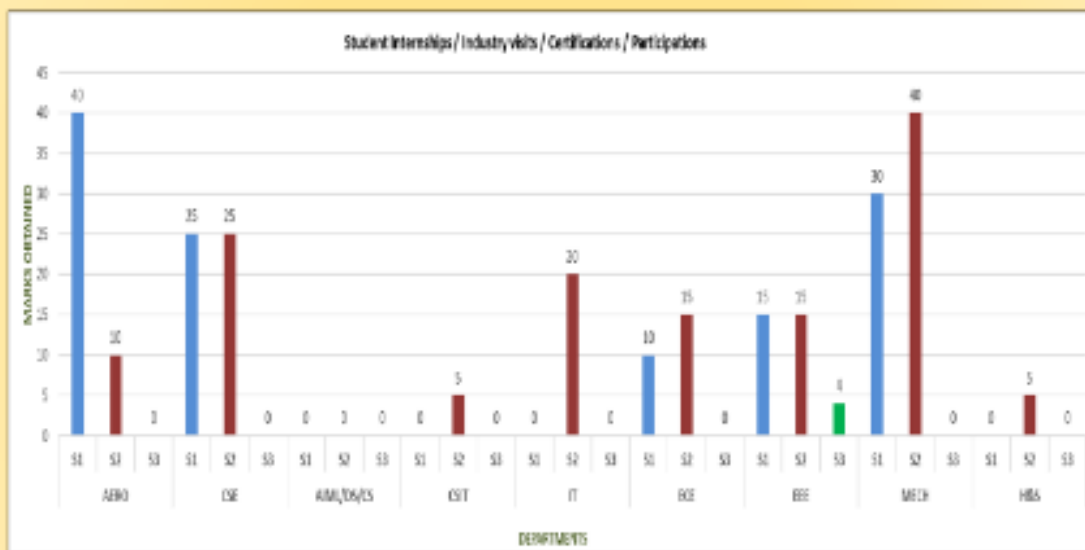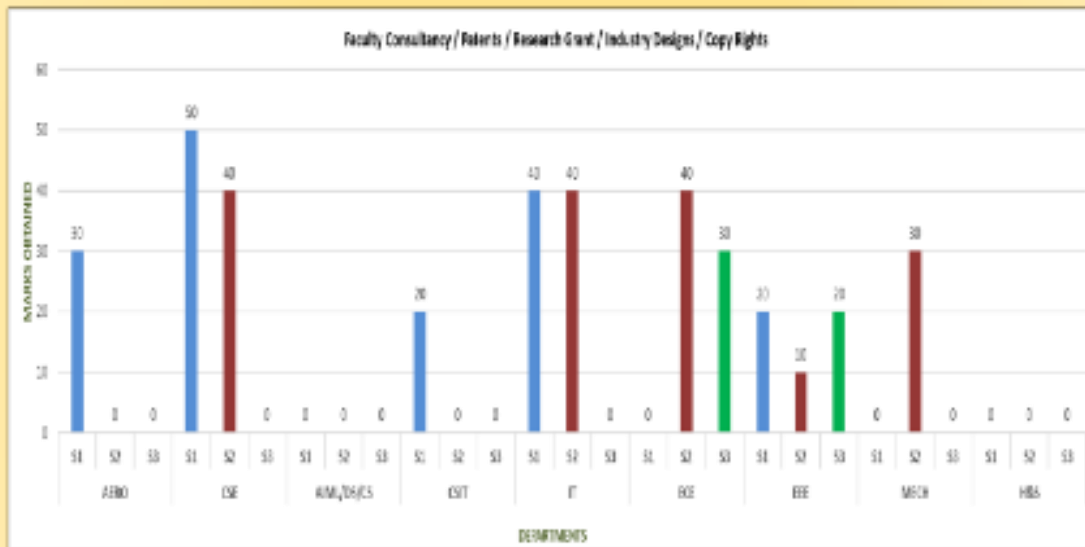Active Learning Strategies (Jan and Feb-2023)
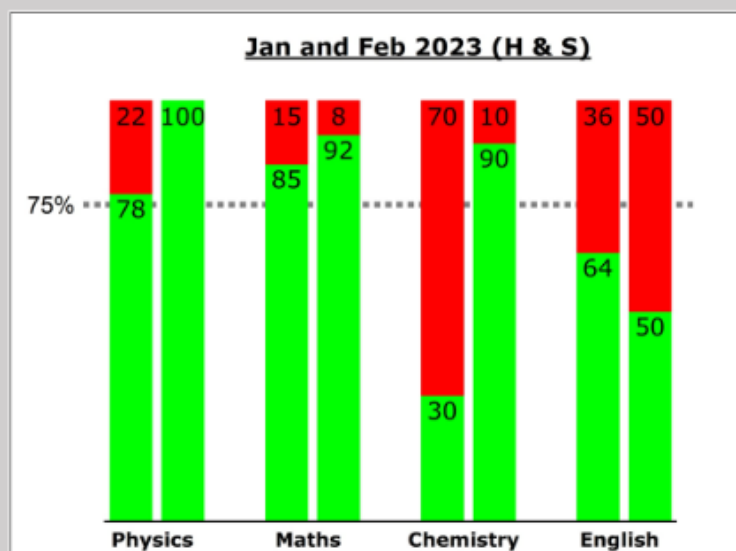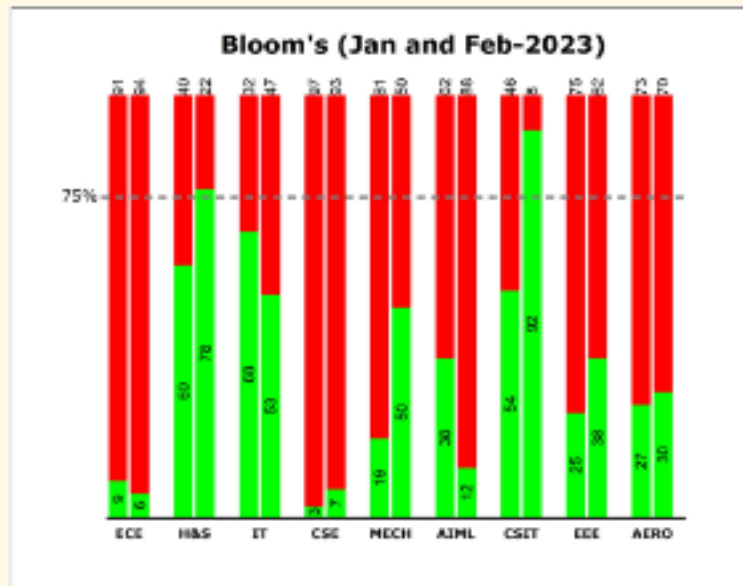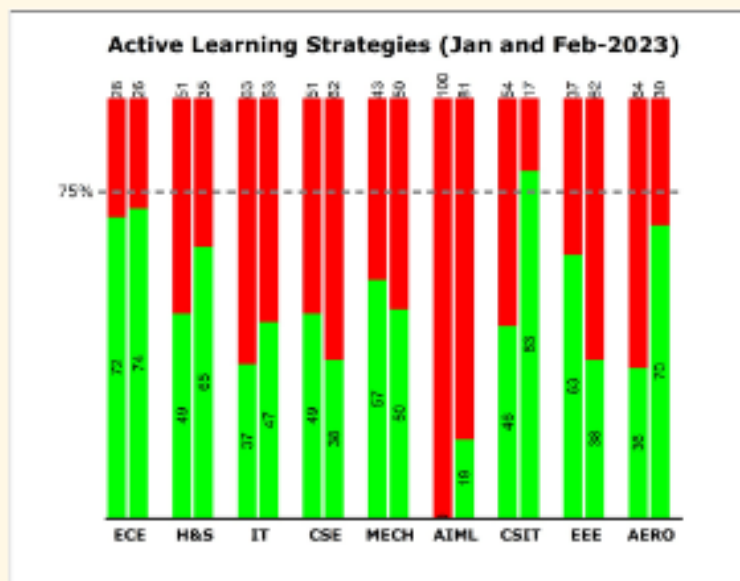
The graphs were presented to highlight the areas to be improved especially in Bloom's and real-time applications. Although there was a signifiant improvement in the score for AIML faculty members, however, it is still well below the threshold. HoDs requested the Head IQAC to provide them the details of the faculty mebers lagging in the some of mentioned parameters. Head, IQAC assured them for the same.

Agenda No.3 **Report of HoDs Quarterly Audit**	Head, IQAC presented the analysis report of HoDs three quarterly audit.

COMPARISION OF TOTAL MARKS (JULY-SEPT ' 22 (S1), OCT-DEC ' 22 (S2) & JAN – MARCH ' 23(S3))

Faculty Interaction with Outside world/ Achievements/ Awards/ Keynote Address

Faculty Publications/ Conferences/FDP

Faculty Consultancy / Patents / Research Grant / Industry Designs / Copy Rights

Student Internships / Industry visits / Certifications / Participations

Student Project Presentations / Design Challenges / Professional Societies

The quaterly audit report marks of all dept. for tha last quarters were presented, and discussed in detail to identify the key areas to be improved. HoDs thanked the Head, IQAC for the insightful data presnted.

Agenda No. 4
Proposal for reforms in Examination Reform

Setting of SEE Question Papers	• It is proposed to moderate the question paper one day in advance to the examination. • For each subject, four sets of question papers are set, two each by two experts. • It is the duty of the moderator to review the paper & double- check whether they are according to the syllabus, design, blueprint and curriculum. • The question papers are given to the moderators one day in advance of the Semester End Examination in the afternoon to verify &moderate if needed. • Both the sets of question papers after moderation are kept in safe custody of the controller of Examination. The two sets will be named as SET-A and SET-B randomly. • On the day of examination, one hr. before the exam, the principal declares the set no. of the question paper to be given.
The Controller of Examinations raised concern with respect to question paper leakage issue and the repercussions. The Head IQAC tried to convince the members that the proposal would resolve the issue of very early reporting to the exam branch in the morning for moderation and related issues. The proposal is set for further discussion.

Agenda no. 5 Proposals from CIE, IP cell, R&D	• Revised incentive policy now includes citation also. • Every month dept. coordinator shall present the dept. R/D activity. • R/D cell was also advised to form different cluster based on expertise of faculty. All the depts. were advised to conduct flagship conference in every two-years. However, this should be planned in some coordination to avoid multiple events in a single year.

In the end of the meeting, Head IQAC thanked the Chair for presiding the meeting, and also thanked to all HoDs/In charges for their support and suggestions.

Head, IQAC also highlighted and thanked IQAC members-Dr. Rajan Singh and Dr. P. Pramod Kumar for the contribution in the analysis of the data and preparing graphs/charts. Head, IQAC also thanked Mrs.Ch. Aruna, Assistant, IQAC for her contribution in preparation of all documents.

(Dr. K. Srinivas Rao)   (Dr. Radhika Devi)

Chairman & Principal   Head IQAC