

### Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC), MLR Institute of Technology, Dundigal, Hyderabad was held at 1.30 P. M. on 10<sup>th</sup> November, 2023 in the conference room, SR block on the campus.

Members present:

S. No.	Name	Member Details	IQAC Details
1.	Dr. K. Srinivas Rao	Principal	Chairperson, IQAC
2.	Mr. M. Dhiren Reddy	Member Management	Member, IQAC
3.	Mr. M. Shreya Reddy	Member Management	Member, IQAC
4.	Dr. Radhika Devi	Dean, S&H	Dean IQAC & Member Secretary
5.	Dr. M. Satyanarayana Gupta	HOD, Dept. of Aero	Member, IQAC
6.	Dr. S. V. S. Prasad	HOD, Dept. of ECE	Member, IQAC
7.	Dr. A. Balaram*	HOD, Dept. of CSE	Member, IQAC
8.	Dr. N. V. Raja Shekhar Reddy	HOD, Dept. of IT	Member, IQAC
9.	Dr. P. Subhashini	HOD, Dept. of CSIT	Member, IQAC
10.	Mr. K. Sai Prasad	HOD, Dept. of AIML	Member, IQAC
11.	Dr. M. Chiranjeevi	HOD, Dept. of DS	Member, IQAC
12.	Mr. M. Venkateswar Reddy	HOD, Dept. of ME	Member, IQAC
13.	Dr. A. Sudhakar	HOD, Dept. of EEE	Member, IQAC
14.	Dr. Ch. Achi Reddy	HOD, Dept. of S&H	Member, IQAC
15.	Dr. M. V. Narasimha Rao	HOD, Dept. of MBA	Member, IQAC
16.	Mr. G. Prabhakara Reddy	Controller of Examinations	Member, IQAC
17.	Mr. M. Ganesh*	Admin Officer	
18.	Dr. P. Pramod Kumar	Assoc. Prof., Dept. of ME	Coordinator, IQAC
19.	Dr. Rajan Singh	Assoc. Prof., Dept. of ECE	Coordinator, IQAC
20.	Dr. K. Aravind	Assist. Prof., Dept. of S&H	Head TLC, Member IQAC

\*Dr. N. Sirisha attended the meeting in place of Dr. A. Balaram, and Mr. M. Ganesh was absent.

The meeting started with the Chairman's welcome to all members to IQAC meeting. Prior to delving into the agenda items, the Chairman urgently drew attention to two specific points for all departments to focus on –

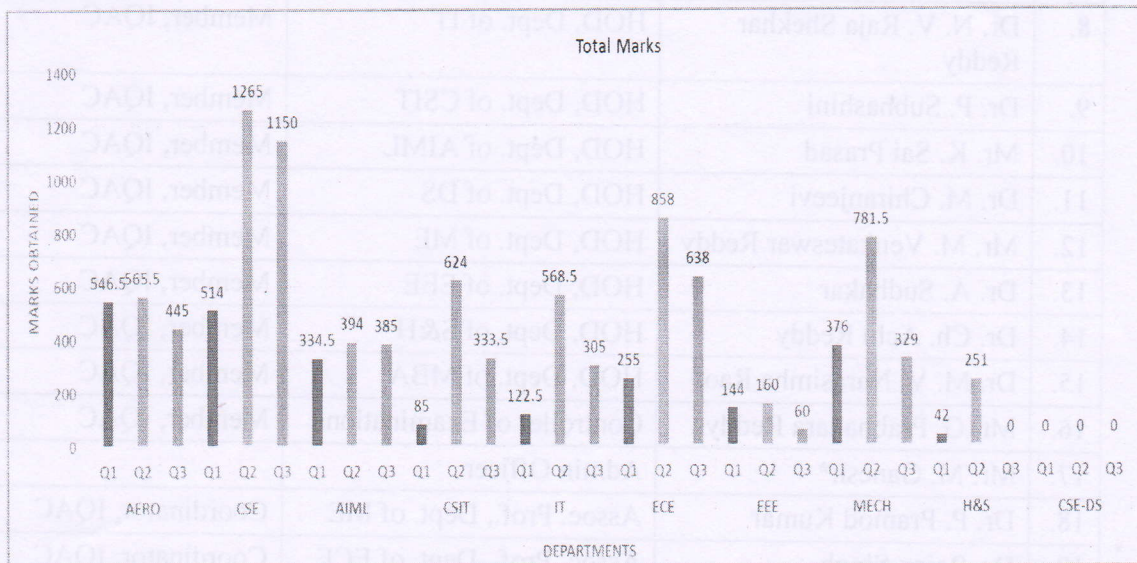
- Timely completion of all mentoring files.
- Adherence to AR-22 academic regulations concerning examination patterns and evaluation schemes, especially for the faculty members teaching second year classes. All the HoDs were informed to conduct a special meeting to create awareness of AR-22 regulations.

Subsequent to this, the Chair advised the Dean of IQAC to commence with the presentation. The Dean expressed gratitude to the Chair, welcomed all the members, and initiated the presentation.

### Agenda No. 1: Analysis report of HoD Dairy (July-Sept 2023)

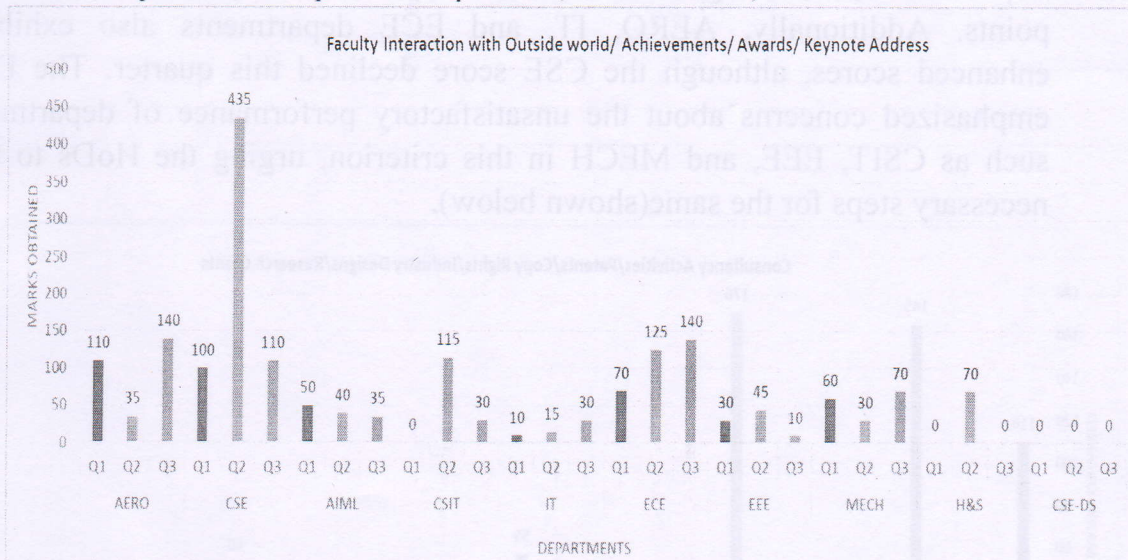
The Dean, IQAC commenced the presentation of the performance report for all departments, for the said quarter. The following points were highlighted –

- The overall scores of each department have decreased in comparison to the previous quarter (April-June 2023). Dean brought this to the attention of all Heads of Departments (HoDs). Total scores for all departments are shown below.

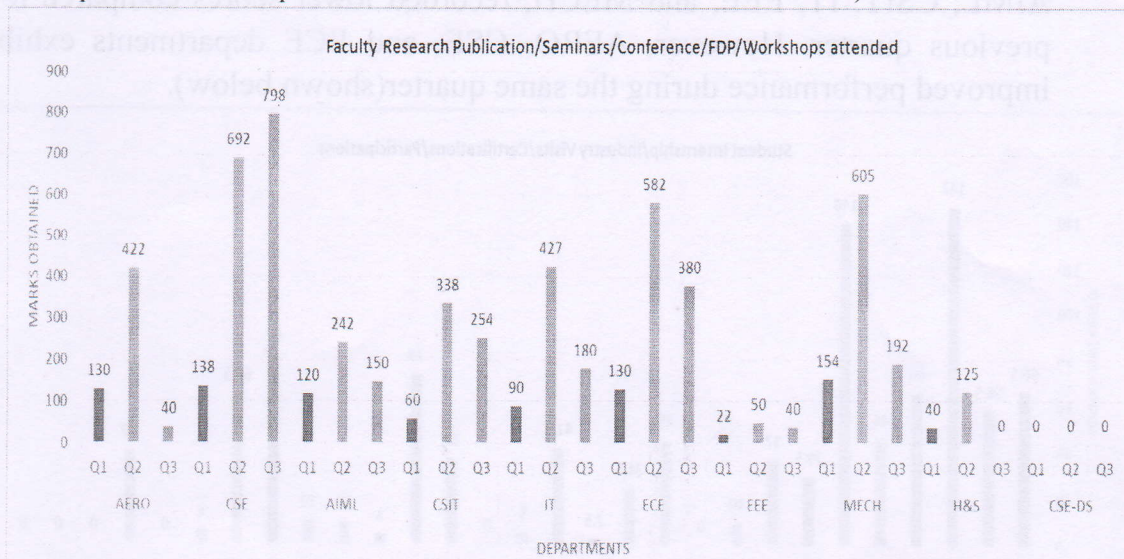


- Furthermore, Dean expressed disappointment regarding the non-submission of the HoD diary from the CSE-DS department. The Chairman also expressed dissatisfaction and directed the HoD to ensure strict adherence from the next quarter. It was also underlined that no proofs were submitted against the claims from H&S department for the said quarter, and Dean advised HoD (H&S) to ensure the same for the coming quarters.
- The scores for all departments across various criteria were shared, and a predominantly similar trend was noted. Following points were highlighted.

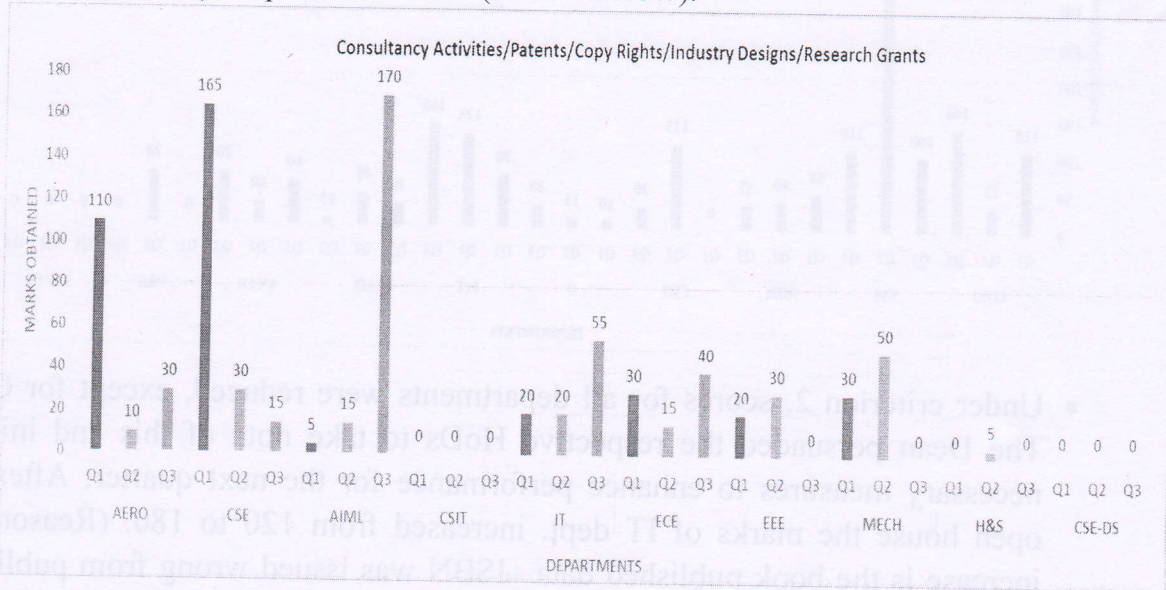
- In criterion 1 (Faculty Interaction with the Outside World), departments namely AERO, IT, ECE, and MECH, showed improvement in their scores compared to the previous quarter (shown below).



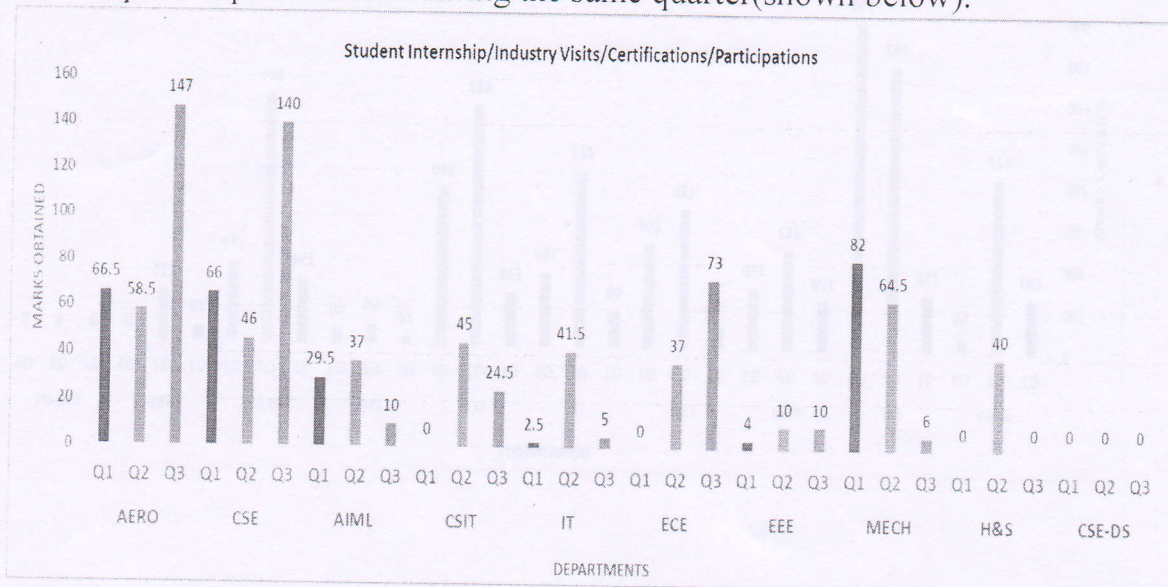
- Under criterion 2, scores for all departments were reduced, except for CSE. The Dean persuaded the respective HoDs to take note of this and initiate necessary measures to enhance performance for the next quarter. After the open house the marks of IT dept. increased from 120 to 180. (Reason for increase is the book published data –ISBN was issued wrong from publisher side initially and after report from IQAC , the authors verified with the publisher and presented the new ISBN that was correct).



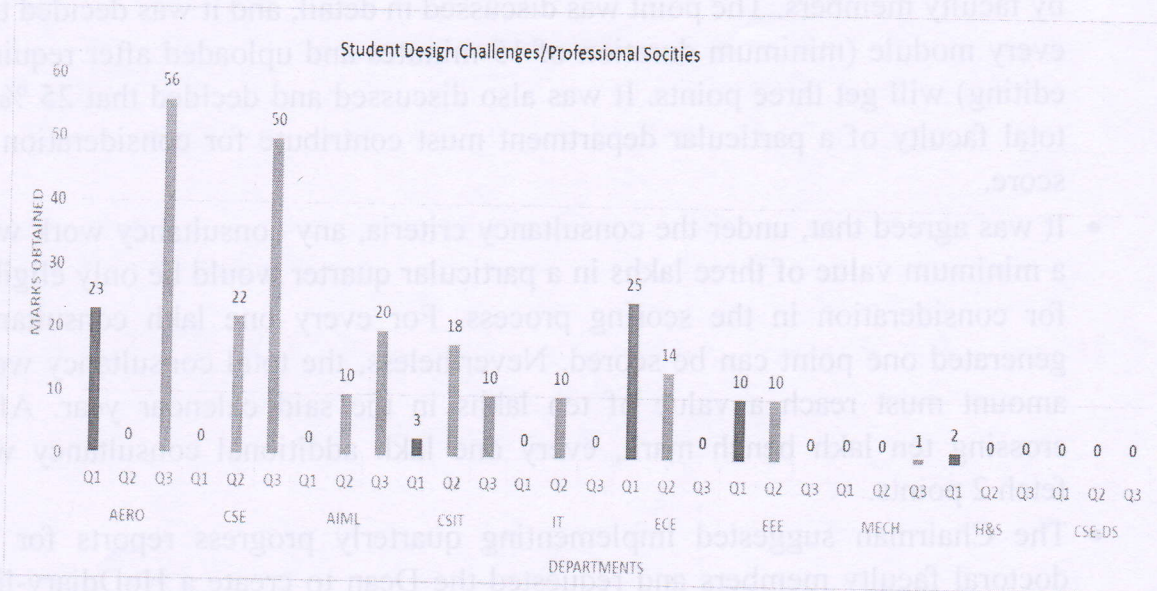
- In criterion 3, the AIML department demonstrated a noteworthy improvement, achieving a score of 170 compared to the previous quarter's 15 points. Additionally, AERO, IT, and ECE departments also exhibited enhanced scores, although the CSE score declined this quarter. The Dean emphasized concerns about the unsatisfactory performance of departments such as CSIT, EEE, and MECH in this criterion, urging the HoDs to take necessary steps for the same (shown below).



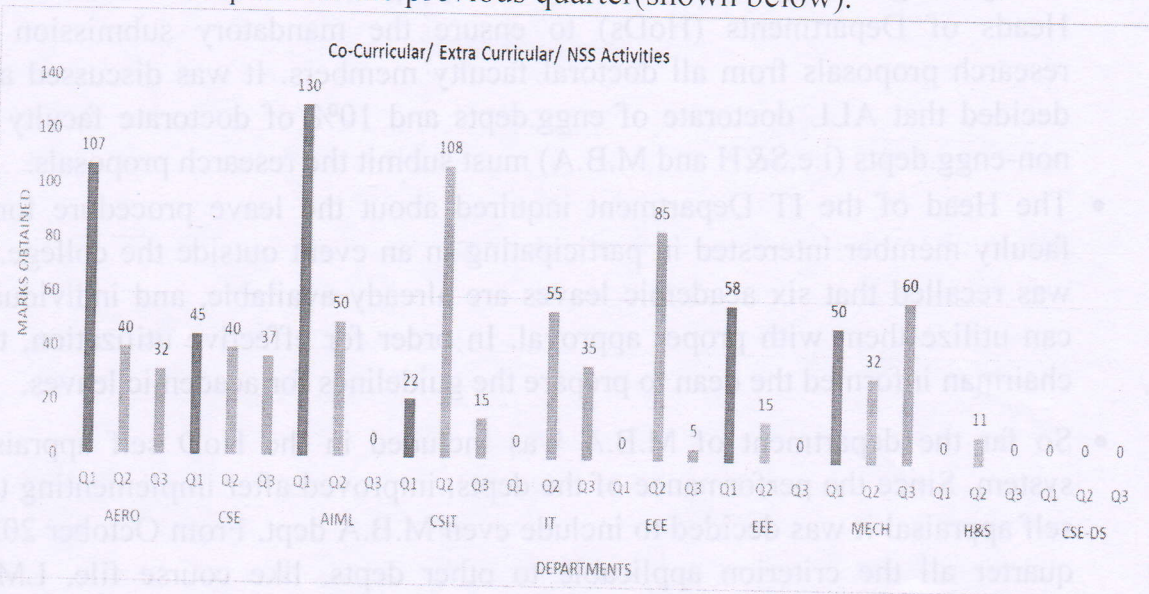
- In the fourth criterion as well, the majority of departments, that include AIML, CSIT, IT, EEE, and MECH, recorded lower scores compared to the previous quarter. However, AERO, CSE, and ECE departments exhibited improved performance during the same quarter (shown below).



- In the 'Student Design Challenges/Professional Societies' criterion, only the AERO, CSE, and AIML departments saw an increase in their scores from the previous quarter. Conversely, CSIT, IT, ECE, and MECH departments recorded lower scores (shown next).



- In criterion 6, all departments, with the exception of MECH, registered lower scores compared to the previous quarter (shown below).



Here, the Dean underscored the importance of departments' quarterly performance, expressing the hope that subsequent analyses will aid departments in pinpointing areas for potential improvement by optimizing their resources. The entire exercise is anticipated to contribute to enhancing the institute's performance in the upcoming NAAC/NBA accreditation.

During the discussion of HoD diary, following points were deliberated, and a consensus was reached.

- HoD, Aero proposed some changes in score distribution in E-content creation by faculty members. The point was discussed in detail, and it was decided that every module (minimum duration of 15 minutes and uploaded after required editing) will get three points. It was also discussed and decided that 25 % of total faculty of a particular department must contribute for consideration of score.
- It was agreed that, under the consultancy criteria, any consultancy work with a minimum value of three lakhs in a particular quarter would be only eligible for consideration in the scoring process. For every one lakh consultancy generated one point can be scored. Nevertheless, the total consultancy work amount must reach a value of ten lakhs in the said calendar year. After crossing ten lakh bench mark, every one lakh additional consultancy will fetch 2 points.
- The Chairman suggested implementing quarterly progress reports for all doctoral faculty members and requested the Dean to create a HoDdiary-like format for the same within the next two weeks.
- Recognizing the significance of research proposals, the Chairman directed Heads of Departments (HoDs) to ensure the mandatory submission of research proposals from all doctoral faculty members. It was discussed and decided that ALL doctorate of engg.depts and 10% of doctorate faculty of non-engg.depts (i.e.S&H and M.B.A) must submit the research proposals.
- The Head of the IT Department inquired about the leave procedure for a faculty member interested in participating in an event outside the college. It was recalled that six academic leaves are already available, and individuals can utilize them with proper approval. In order for effective utilization, the chairman informed the dean to prepare the guidelines for academic leaves.
- So far the department of M.B.A was included in the HoD self appraisal system. Since the performance of the depts. improved after implementing the self appraisal it was decided to include even M.B.A dept. From October 2023 quarter all the criterion applicable to other depts. like course file, LMS, Workshops etc will be evaluated. The HoD M.B.A was advised to create awareness among the faculty of the dept. The Dean informed the HoD that IQAC will support them by arranging some workshops to the faculty.

## Agenda No. 2: PBAS implementation – Observations

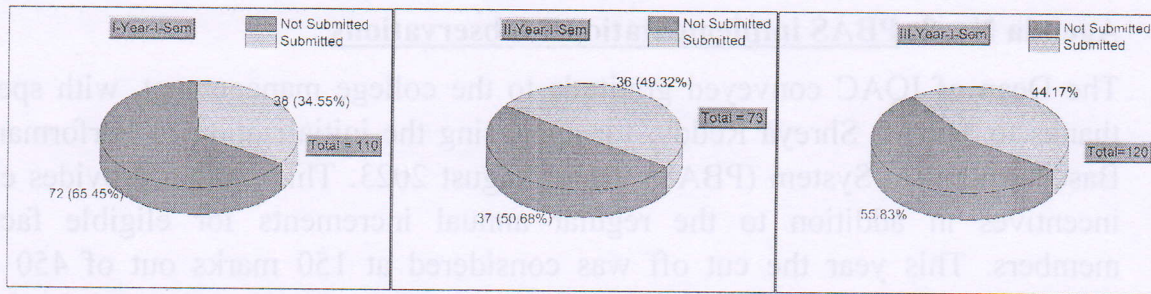
The Dean of IQAC conveyed gratitude to the college management, with special thanks to Mr. M. Shreya Reddy, for approving the initialization of Performance-Based Appraisal System (PBAS), from August 2023. This system provides extra incentives in addition to the regular annual increments for eligible faculty members. This year the cut off was considered at 150 marks out of 450 that excludes the paper publication points. Majority of the faculty were unenthusiastic in submission of forms/data during the monthly audit. The percentage of faculty scoring above 150 marks in each dept. is shown below.

Dept	% of Faculty receiving PBAS
AERO	60%
AIML	10%
CSE	57%
CSIT	58%
CSE-DS	0%
ECE	45%
EEE	42%
IT	46%
MEC	65%
S&H	20%

An open house was declared on 11<sup>th</sup> Nov, 2023, from 12:00 noon to 2:00 p.m. for all faculty members interested in engaging with IQAC members regarding their doubts in PBAS scores. The open house was also to assist faculty members in identifying areas for improvement in the upcoming appraisal. The Chairman also urged all Heads of Departments (HoDs) to encourage faculty members in their respective departments to utilize the opportunity.

## Agenda No. 3: E-Audit of Course-Files

The progress report of E-audit under monthly progress appraisal was shared. For the current academic year, audit of the course-file related documents is being audited by IQAC through college Moodle system ([lms.mlrit.ac.in](https://lms.mlrit.ac.in)). Dean highlighted that in spite of the event calendar being already notified and uploaded year-wise in Moodle, almost less than fifty percent faculty members have uploaded the required documents for audit. Furthermore, Dean also shared the data of LMS usage till date by faculty members across different years.



During the discussion following points were considered:

- The Head of the Department (HoD) for AERO raised concerns about the challenges arising from the multiple ERPs currently in use across the college for various tasks. The HoD urged for the adoption of a single platform capable of managing both academic and non-academic functions.
- Other members also suggested for a single platform.
- To obtain an accurate status update, the Chairman summoned the individual in charge and requested an update on the system's progress. Mr. T. Nagarjuna (In charge ERP) addressed various queries from the members and reported that he is diligently collaborating with various departments to resolve issues.
- Additionally, Mr. T. Nagarjuna mentioned being in communication with the parent agency to implement necessary modifications and address bug fixes. The Chairman directed the person in charge and all Heads of Departments (HoDs) to expedite the uploading of course outcomes (COs), particularly for second-year subjects, as CIE-I is scheduled from 20<sup>th</sup> November for these classes. This initiative aims to ensure the prompt availability of the OBE sheet for all subjects through the ERP.

The Dean of IQAC shared that, as the migration to the new ERP system is still in progress, the audit process cannot be halted. However, it was assured that once the full migration is complete and the necessary interfaces are enabled in the new ERP system, IQAC will promptly shift all its activities to the new system.

The Dean also presented sample documents uploaded by faculty members and requested all Heads of Departments (HoDs) to advise faculty members within their departments to exercise caution when uploading course-file related documents for audit, as some of the documents are deemed unsuitable for examination.

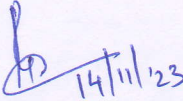
**Agenda No. 4 & 5: Infrastructure usage issues and Stock Register as per NAAC**

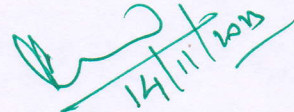
- It was also observed that the current status of maintenance-related tasks in various labs is not up to the mark and necessitates immediate attention. Dean, IQAC also raised the necessity of UPS connection for the installed smart boards in the different smart classes.
- Additionally, the Chairman raised concerns about the minimal utilization by faculty members of the complaint register available in their offices, expressing apprehension that some faculty members might not be aware of this facility. It was also decided that the complaint register will now be made available at the Admin office, and a circular regarding the same will be issued.
- The Dean of IQAC also sought the opinions of all Heads of Departments on the potential implementation of specific training sessions for lab staff as needed. The Chairman reiterated the same sentiment and urged Heads of Departments to ensure the prompt and proper completion of all maintenance-related tasks.

After all the agenda points were discussed, Ms. Shreya Reddy, Management & IQAC member raised concerns regarding the non-submission of HoDs appraisal by certain departments. The Dean was informed to devise a policy for such cases.

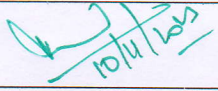
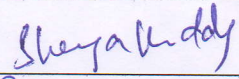
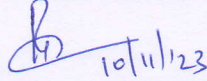


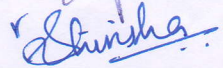
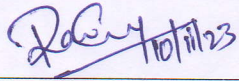

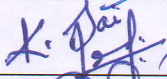
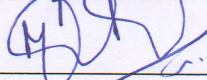
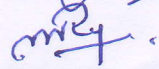

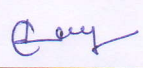
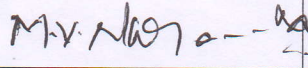
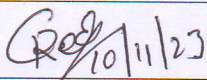

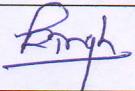
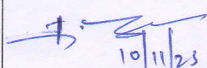
With no other points for discussion the Dean thanked all the IQAC members in their constant support in the smooth functioning. All the HoDs were also thanked for their cooperation. It was emphasised by the dean that the data submitted by the depts. to IQAC is NOT to prove but to improve only.

The meeting concluded with vote of thanks by the chairman.

  
Dean IQAC

  
Chairman IQAC

Members present for the IQAC meeting held on 10<sup>th</sup> November 2023:

S. No.	Name	Member Details	Signature
1.	Dr. K. Srinivas Rao	Chairperson, IQAC, Principal	 10/11/23
2.	Mr. M. Dhiren Reddy	Member Management	
3.	Ms. M. Shreya Reddy	IQAC Member & <sup>Member</sup> Management	
4.	Dr. Radhika Devi	Dean S&H, and IQAC Member Secretary	 10/11/23
5.	Dr. M. Satyanarayana Gupta	HOD, Dept. of Aero	
6.	Dr. S. V. S. Prasad	HOD, Dept. of ECE	
7.	Dr. A. Balaram	I/C HOD, Dept. of CSE	
8.	Dr. N. V. Raja Shekhar Reddy	HOD, Dept. of IT	 10/11/23
9.	Dr. P. Subhashini	HOD, Dept. of CSIT	
10.	Dr. K. Sai Prasad	I/C HOD, Dept. of AIML	
11.	Dr. M. Chiranjeevi	HOD, Dept. of DS	
12.	Mr. M. Venkateswar Reddy	HOD, Dept. of ME	
13.	Dr. A. Sudhakar	HOD, Dept. of EEE	
14.	Dr. Ch. Achi Reddy	HOD, Dept. of S&H	
15.	Dr. M. V. Narasimha Rao	HOD, Dept. of MBA	
16.	Mr. G. Prabhakara Reddy	Controller of Examinations	 10/11/23
17.	Mr. M. Ganesh	Admin Officer, MLRIT	
18.	Dr. P. Pramod Kumar	Coordinator IQAC, Assoc. Prof., Dept. of ME	
19.	Dr. Rajan Singh	Coordinator IQAC, Assoc. Prof., Dept. of ECE	
20.	Dr. K. Aravind	Head TLC, IQAC, Asst. Prof., Dept. of S&H	 10/11/23

Circular No.: MLRIT/IQAC/2023/19

Date: 23.08.2023


## CIRCULAR

**Subject:** IQAC Meeting - Reg

A meeting of the IQAC will be held on 26-8-2023 from 2:00 p.m. onwards in the conference room to discuss the following agenda:

1. Confirmation of the proceedings of the last meeting held on 4<sup>th</sup> April 2023.
2. Review of the Feedback analysis reports A.Y.2022-23
3. Review of result analysis batch wise till date.
4. Review of Annual Quality Assurance Report (including the external audit and actions taken thereof).

All the HoDs, CoE, R&D in-charge and IQAC members are requested to make it convenient to attend the meeting.

  
23/8/23  
Dean, IQAC

  
PRINCIPAL

Copy submitted to: The Secretary for Information

Copy to: All HODs for information and N.A.

ECE	CSE	IT	Mech	Aero	EEE	MBA	S&H	Exam cell	T&P cell	Transport	Phy.Edu	Library

1. A.O. / Office File

2. Dean s

## Minutes of the Meeting

A meeting of the internal quality assurance cell (IQAC), MLR Institute of Technology, Dundigal, Hyderabad was held at 2.00 PM on 26<sup>th</sup> Aug. 2023 in the conference room, AK block on the campus.

### Members Present:

S. No.	Name	Member Details	IQAC Details
1.	Dr. K. Srinivas Rao	Principal	Chairperson, IQAC
2.	Prof. S. Srinath	Ex-Director IQAC, University of Hyderabad.	External member
3.	Mr. Shanthi Kumar	Director, Workforce Planning & Management, EPAM Systems	External member
4.	Mr. Narender Reddy	Industrialist, SVS Pipes	External member
5.	Mr. K. Rishith	Roll No.20R21A026, CSE dept	Student Nominee
6.	Mr. Akhilesh	Alumni Nominee Member	Alumni Nominee Member
7.	Ms. Shreya Reddy	Management Member	Member
8.	Dr. Radhika Devi V	Dean S & H	Dean IQAC & Member Secretary
9.	Dr. M.S.N. Gupta	Head Dept. of Aero.	Member
10.	Mr. K. Sai Prasad	Head Dept. of AIML	Member
11.	Dr. A. Balaram	Head Dept. of CSE	Member
12.	Dr. P. Subhashini	Head Dept. of CSIT	Member
13.	Dr. M. Chiranjeevi	Head Dept. of DS	Member
14.	Dr. S.V.S. Prasad	Head Dept. of ECE	Member
15.	Dr. A. Sudhakar	Head Dept. of EEE	Member
16.	Dr. N. V. Rajashekar Reddy	Head Dept. of IT	Member
17.	Prof. M. Venkateswar Reddy	Head Dept. of ME	Member
18.	Dr. M. V. Narasimha Rao	Head Dept. of MBA	Member
19.	Dr. Ch. Achi Reddy	Head Dept. of S&H	Member
20.	Prof. G. Prabhakara Reddy	Controller of Examinations	Member
21.	Dr. P. Pramod Kumar	Assoc. Prof., ME	IQAC Ex officio member
22.	Dr. Rajan Singh	Assoc. Prof., ECE	IQAC Ex officio member
23.	Dr. K. Arvind Kumar	Assistant Prof. – S & H	IQAC Ex officio member

The meeting started with the Chairman's welcome to all members to IQAC meeting. Following this, the Chair advised Dean, IQAC to proceed for the presentation. Dean, IQAC thanked the Chair and started the presentation.

## Agenda No.1

### Confirmation of the proceedings of the last meeting held on 4<sup>th</sup> April 2023

Dean, IQAC presented the minutes and proceedings of the previous meeting conducted on April 4<sup>th</sup>, 2023. During this segment of the meeting, members reviewed the recorded minutes followed by its approval. (Minutes of previous meeting - Annexure-I)

## Agenda No. 2

### Review of the Feedback analysis (Student Satisfaction Survey) reports A.Y.2022-23

Dean, IQAC presented the students Feedback analysis (Student Satisfaction Survey) reports.

Survey questions	BRANCHES													Grand Total
	AERO	AIML	CSE	CSE-AIML	CSE-CS	CSE-DS	CSIT	ECE	EEE	First yr	IT	MBA	MEC	
Average of How much of the syllabus was covered in the class?	3.96	4.18	4.16	4.19	4.18	4.05	3.88	4.03	4.40	3.78	4.14	3.51	4.70	4.11
Average of How well did the teachers prepare for the classes?	4.27	4.21	4.23	4.31	4.29	4.29	4.12	4.21	4.29	4.32	4.21	4.33	4.61	4.26
Average of How well were the teachers able to communicate?	4.10	4.03	4.23	4.33	4.24	4.25	3.99	4.12	4.21	4.33	4.21	4.41	4.65	4.23
Average of The teacher's approach to teaching can best be described as	3.78	3.64	3.84	3.90	3.89	3.89	3.66	3.71	3.95	4.01	3.84	3.99	4.36	3.85
Average of Fairness of the internal evaluation process by the teachers.	4.32	4.36	4.31	4.38	4.36	4.45	4.10	4.17	4.48	4.42	4.37	4.45	4.59	4.34
Avg. of was your perform in assign. discussed with you?	4.06	4.18	3.99	3.96	4.07	4.13	3.89	4.01	4.36	4.14	4.10	4.23	4.70	4.08

Average of The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.	3.74	3.79	3.98	3.69	4.02	3.82	3.62	3.74	3.93	4.00	3.96	4.03	4.57	3.91
Average of The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.	3.60	4.00	3.87	3.73	4.01	3.93	3.60	3.70	4.00	4.01	3.93	3.87	4.43	3.87
Average of The institution provides multiple opportunities to learn and grow	3.91	4.08	4.09	3.98	4.16	4.08	3.95	3.87	4.17	4.25	4.11	4.05	4.55	4.07
Average of Teachers inform you about your expected competencies, course outcomes and programme outcomes.	4.00	4.28	4.21	4.18	4.27	4.17	4.14	3.89	4.31	4.29	4.26	4.12	4.66	4.18
Average of Your mentor does a necessary follow-up with an assigned task to you.	4.13	4.00	4.15	4.09	4.23	4.10	3.97	4.01	4.21	4.28	4.16	4.12	4.73	4.15
Average of The teachers illustrate the	4.08	4.23	4.21	4.21	4.33	4.28	4.09	4.07	4.21	4.44	4.22	4.39	4.74	4.23

concepts through examples and applications														
Average of The teachers identify your strengths and encourage you with providing right level of challenges.	3.64	3.87	3.91	3.79	3.98	3.92	3.65	3.68	4.05	4.10	3.96	4.10	4.53	3.90
Average of Teachers are able to identify your weaknesses and help you to overcome them	3.61	3.67	3.80	3.80	3.85	3.88	3.40	3.58	4.10	4.08	3.87	3.99	4.55	3.82
Average of The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.	3.82	4.10	4.03	4.00	4.05	4.06	3.88	3.87	4.07	4.24	4.05	3.99	4.49	4.02
Average of The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem-solving methodologies for	3.84	3.92	4.06	4.05	4.14	4.08	3.81	3.86	4.12	4.21	4.09	4.09	4.58	4.05

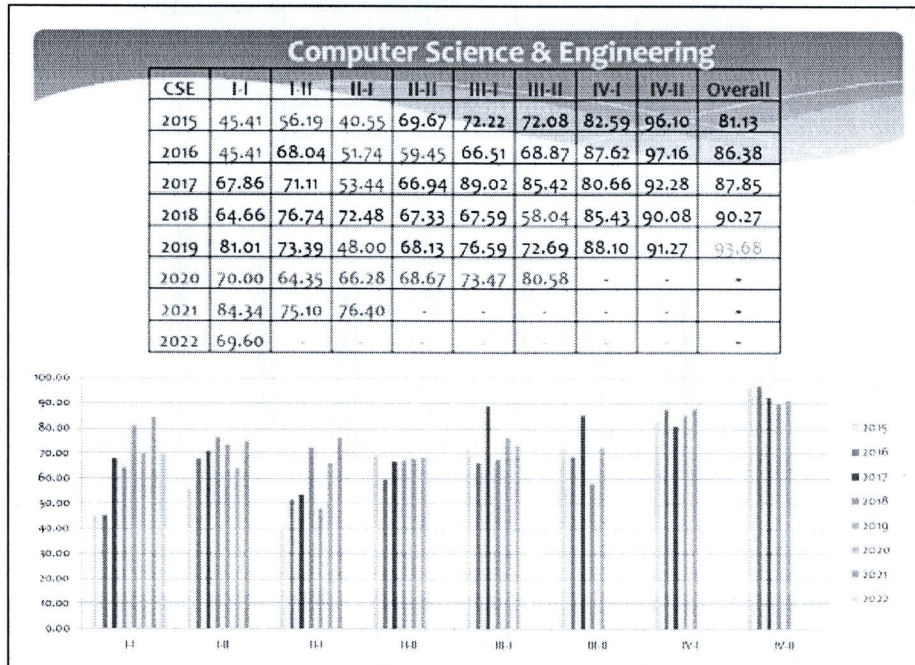
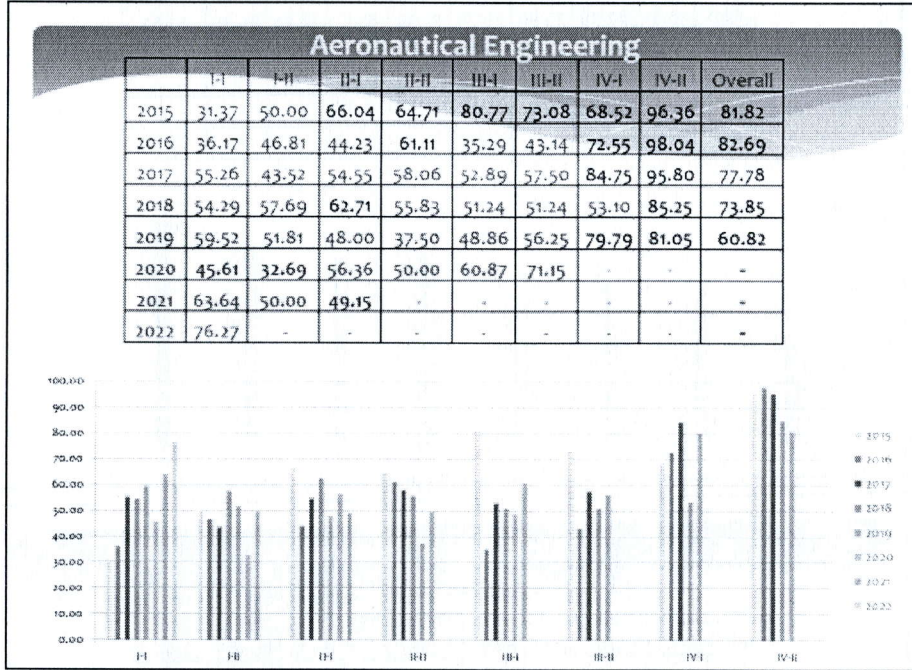
enhancing learning experiences.															
Average of Teachers encourage you to participate in extracurricular activities.	3.60	3.62	3.93	3.76	4.00	3.90	3.63	3.64	3.95	4.03	4.00	4.23	4.48	3.90	
Average of The overall quality of teaching-learning process in your institute is very good.	3.87	4.03	4.09	3.96	4.13	4.02	3.77	3.94	4.24	4.38	4.03	4.11	4.57	4.05	
Average of What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.	3.87	3.62	3.71	3.50	3.83	3.61	3.67	2.88	3.71	3.56	3.63	3.67	4.41	3.58	
Average of Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.	3.73	3.92	4.05	4.00	4.14	4.10	3.74	3.86	4.21	4.19	4.13	4.10	4.53	4.05	
<b>TOTAL AVERAGE</b>	<b>3.90</b>	<b>3.99</b>	<b>4.04</b>	<b>3.99</b>	<b>4.11</b>	<b>4.05</b>	<b>3.83</b>	<b>3.84</b>	<b>4.15</b>	<b>4.15</b>	<b>4.06</b>	<b>4.09</b>	<b>4.57</b>	<b>4.03</b>	

The analysis was taken on a point scale of 5. From the overall statistics it is clear that some areas like percentage of teachers using ICT to be improved, especially dept. of ECE needs to focus on the same. Dept of CSIT needs to focus on teachers identifying the students' weaknesses and help in overcoming them. Overall, all depts. should focus in improving the student satisfaction levels.

### Agenda No. 3

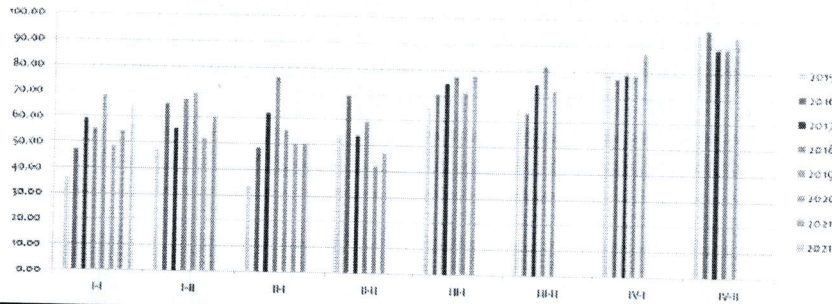
#### Review of result analysis, batch wise till date:

Dean, IQAC requested CoE to present the students results report for all the batches year wise. Following is the branch wise, batch wise result analysis presented.



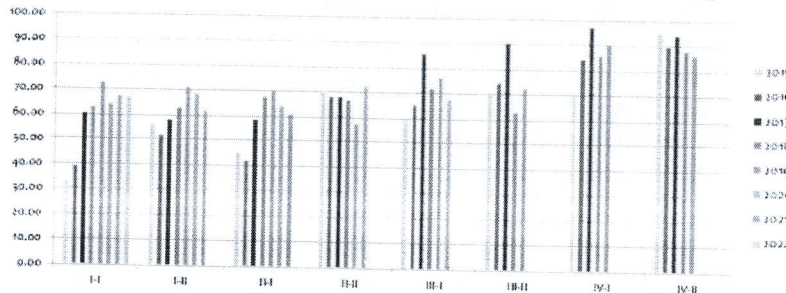
## Electronics & Communication Engineering

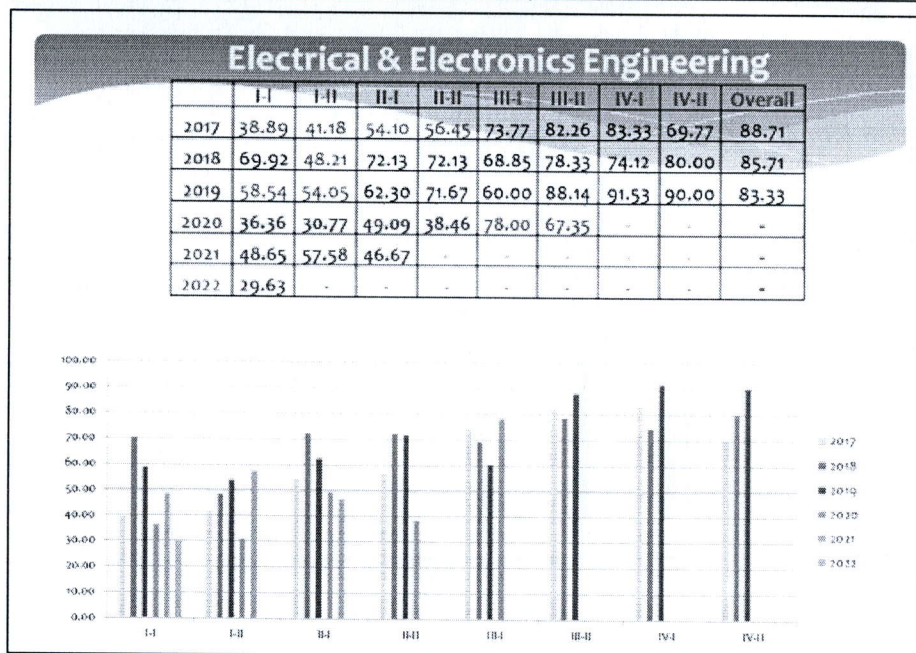
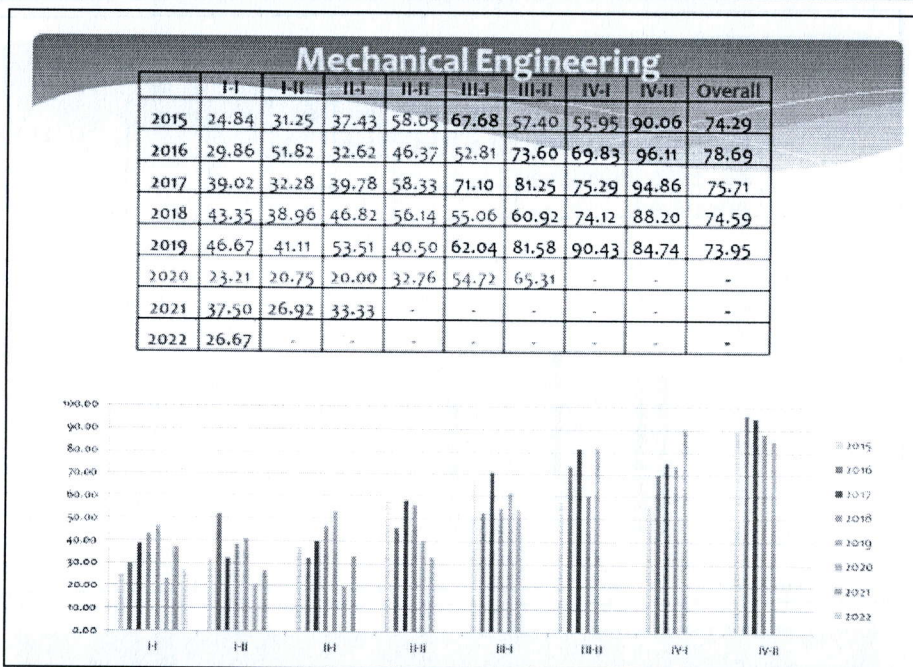
ECE	I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Overall
2015	36.32	47.95	33.60	53.04	64.98	65.44	79.28	96.04	79.40
2016	47.21	65.50	48.88	69.50	70.47	63.81	77.20	96.55	83.77
2017	59.32	55.70	62.21	53.82	74.71	74.90	79.31	89.35	85.55
2018	55.36	67.39	75.90	59.76	77.39	82.17	78.46	89.35	87.83
2019	68.24	69.30	55.60	41.87	71.55	72.36	87.22	93.53	76.69
2020	48.73	52.27	49.80	47.28	77.73	65.47	-	-	-
2021	53.97	60.89	50.55	-	-	-	-	-	-
2022	64.66	-	-	-	-	-	-	-	-

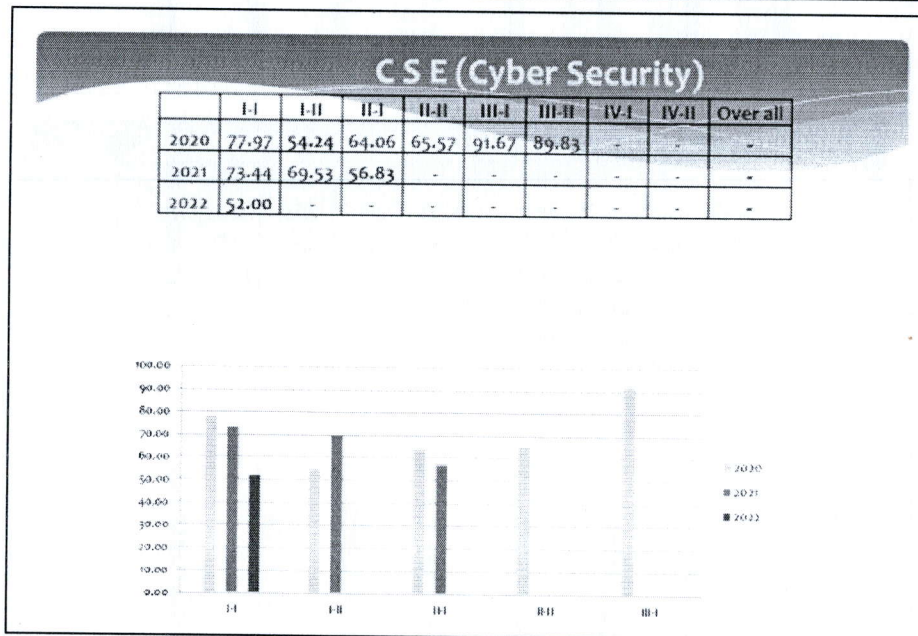
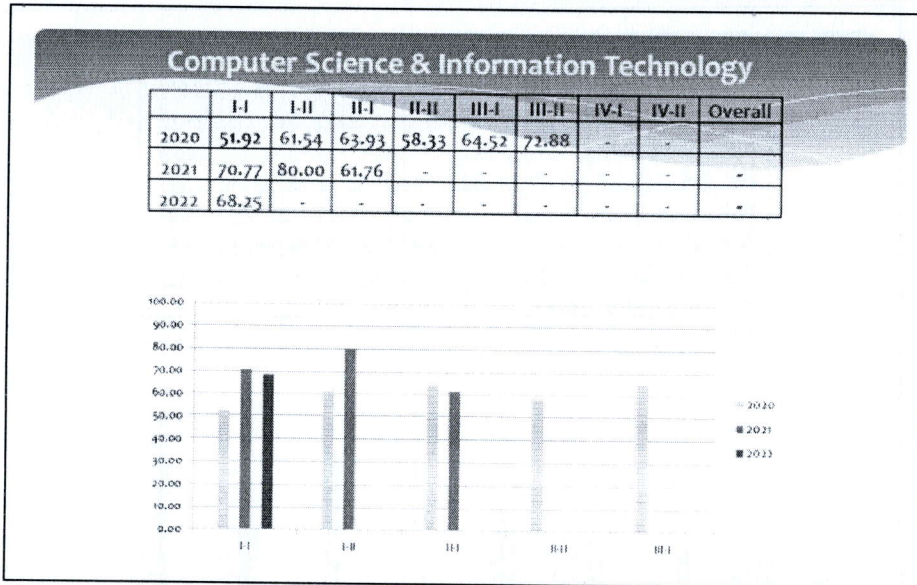


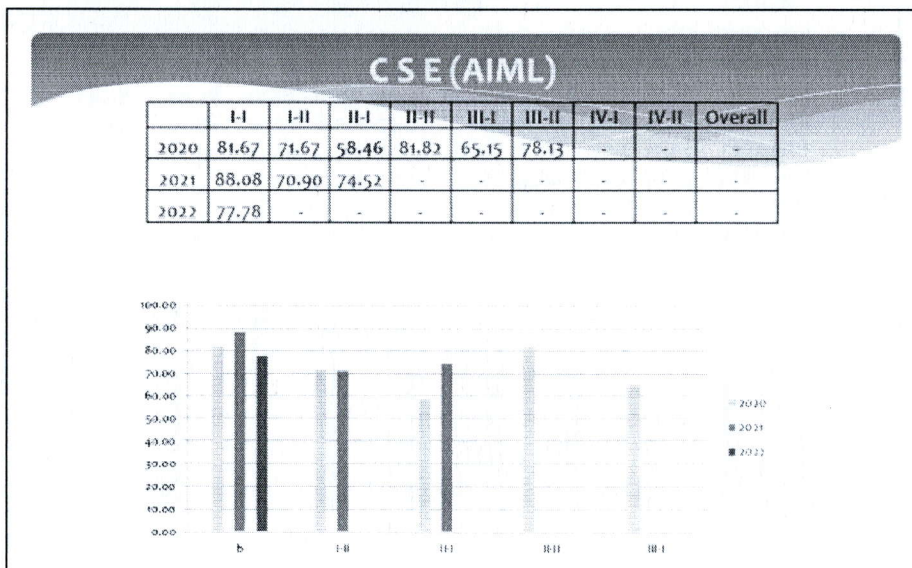
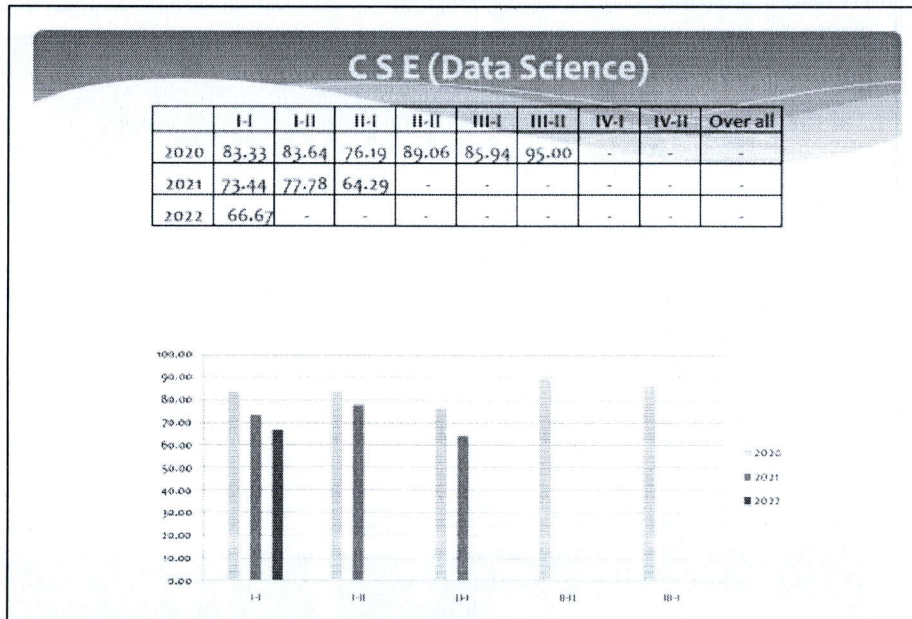
## Information Technology

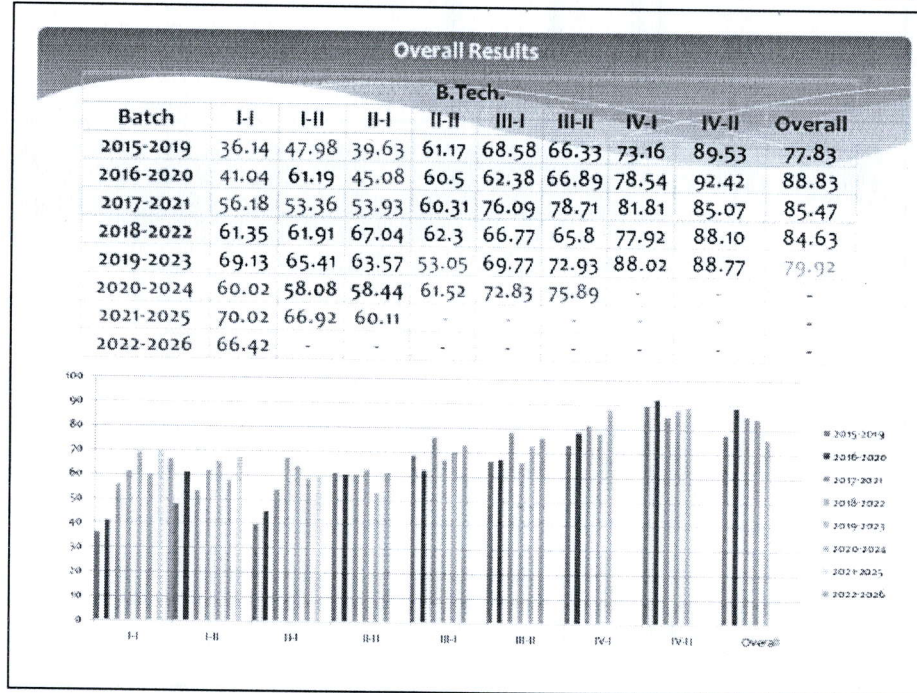
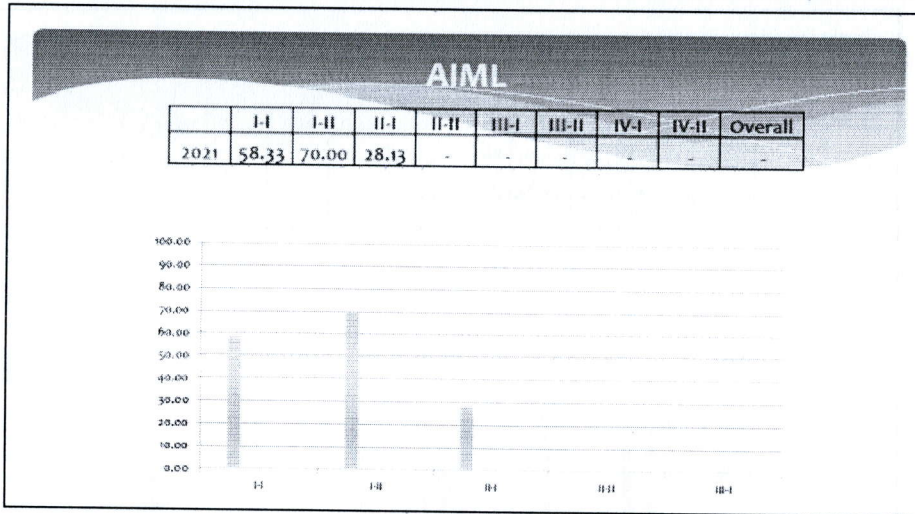
	I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Overall
2015	32.76	56.14	45.10	70.00	60.00	70.83	70.83	95.92	76.92
2016	38.98	51.79	41.82	67.92	65.38	74.51	84.31	90.19	72.55
2017	60.53	58.04	58.26	67.86	85.58	90.57	97.17	94.33	91.51
2018	62.50	62.71	67.69	66.93	71.94	62.79	86.05	87.97	80.45
2019	72.78	71.02	70.53	57.51	75.81	72.49	90.43	86.09	79.58
2020	64.12	68.29	63.98	72.53	67.57	78.26	-	-	-
2021	67.55	61.50	60.58	-	-	-	-	-	-
2022	67.22	-	-	-	-	-	-	-	-

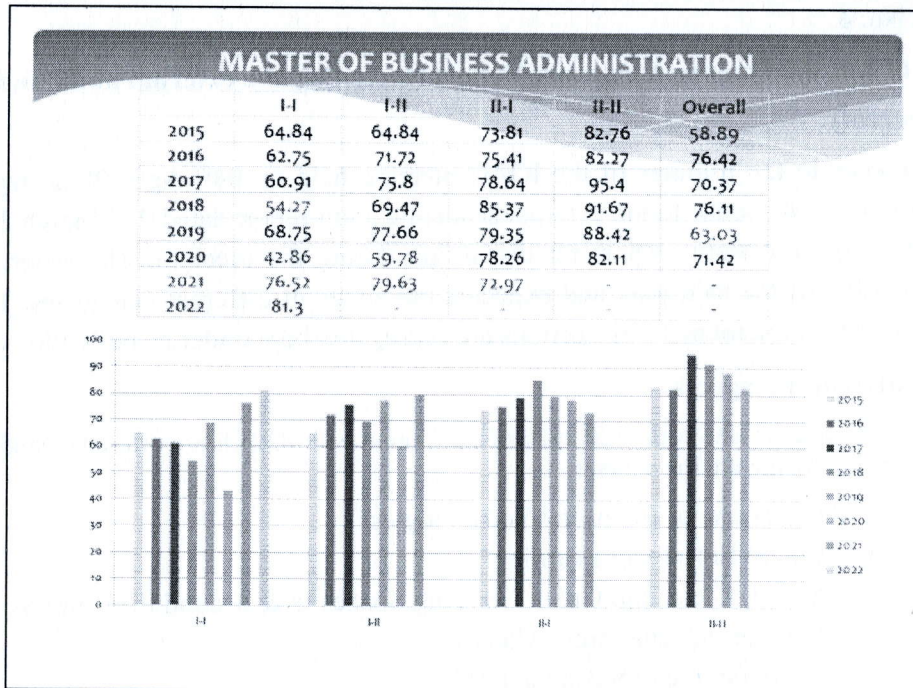












### MASTER OF TECHNOLOGY

Aerospace Engineering						Embedded Systems					
	I-I	I-II	II-I	II-II	Over all		I-I	I-II	II-I	II-II	Over all
2015	70.83	100	100	100	100	2015	88.00	68.18	90.91	100	100.00
2019	80	100	100	100	100	2016	71.43	80.95	57.14	100	100
2020	20	60	100	100	100	2017	56.00	56.52	100	100	100
2021	50	0	100	-	-	2018	60.00	60.00	83.33	100	100
						2019	66.67	83.33	93.33	100	100
						2020	60.00	77.78	70.00	100	100
						2021	60.00	50.00	100	-	-
						2022	100.00	-	-	-	-

Computer Science & Engineering					
	I-I	I-II	II-I	II-II	Over all
2016	47.06	60	100	100	100
2017	100	100	100	100	100
2018	75.00	33.33	80.00	100	100
2019	50.00	100	66.67	100	100
2020	72.73	88.89	100	100	100
2021	80.00	50.00	20.00	-	-
2022	100.00	-	-	-	-

Thermal Engineering					
	I-I	I-II	II-I	II-II	Over all
2016	10.00	83.33	90.91	100	100
2017	54.55	40.00	100	100	100
2018	57.14	71.43	71.43	100	100
2019	50.00	88.89	62.5	100	100
2020	42.86	18.18	91.67	100	100
2021	80.00	100	100	-	-
2022	100	-	-	-	-

∑ Calculation : Numbers of Passed/Attended

From the overall analysis it is noted that

1. AERO, ECE, MEC, CSE- The final year result has dropped and it is recommended that the HoDs should have a mechanism to track the progress.

## Agenda No. 4

### Review of Annual Quality Assurance Report (including the external audit and actions taken thereof)

With reference to the minutes of the IQAC meeting held on 04<sup>th</sup> April 2023, regarding the Plan of Action in response to the external academic audit report dated 21<sup>st</sup> March 2023, Dean, IQAC presented the status report for discussion during the meeting. The report comprises implementation of the said plan and expected outcomes in different categories. The various suggestions and implementations / actions are segregated here under as per NAAC criterion.

#### I. Curricular Aspects

- New courses in line with NEP 2020 in association with IUCEE are offered to students from II year. Following are the courses:
  - a. “Overview of Emerging Technologies”
  - b. “Social Emotional Learning”
  - c. “Smart, Clean and Green Learning Spaces in & around the Campus”
  - d. “Self service analytics: Alteryx”
  - e. “Leadership and Sustainability”
- Course on Basics of Entrepreneurship, Advanced Entrepreneurship are offered as electives in association with National Entrepreneur Network (NEN), Wadhvani foundation.

#### II. Teaching, Learning, and Evaluation

In order to ensure active engagement of students in classes different pedagogies are used. Special training sessions to the faculty are conducted by TLC of MLRIT.

##### Faculty Induction Program (FIP)

At MLRIT, Teaching, Learning Center (TLC) under the umbrella of Internal Quality Assurance Cell (IQAC) is regularly conducting Faculty Induction Program (FIP) for all newly joined faculty members across all the departments. The duration of each FIP is of one-week and it covers all key modules including Bloom’s Taxonomy, Writing Effective Course Outcomes, Modern Tools Usage, CO-PO Attainments, Active-Learning Strategies, Examination Rule and Regulations important for teaching, learning and assessment.

A brief of three FIPs conducted in months Jan-23, Feb-23 and April-23; and further plans are given below.

Dates	No. of Participants
<b>Conducted</b>	
06/01/23 – 11/01/23	27
27/02/23 – 04/03/23	11
01/04/23 – 06/04/23	10
<b>Planned</b>	
2 <sup>nd</sup> Week of September	
1 <sup>st</sup> Week of December	

## Faculty Conclave (FC)

As Faculty conclave fosters a culture of continuous learning and improvement, TLC-IQAC conducts Faculty Conclave for all the faculty members who have successfully completed their FIPs every year. In this series TLC has completed two FCs in the first-half of the current calendar year.

A brief of two faculty conclaves conducted in months May-23 and Aug-23 is given below.

Conducted	
Dates	No. of Participants
08/05/23 & 15/05/23	36
12/08/23 & 13/08/23	59

## Teaching Evaluation and Development (TED) Talks

Teaching Evaluation and Development (TED) Talks offer a unique and valuable platform for teachers to enhance their content delivery in the classroom. These talks serve as a vehicle for professional growth, knowledge exchange and cultivation of effective teaching practices. These benefits generally include Pedagogical Innovation, Inspiration and Motivation, Effective Communication, Multimedia and Modern-Tools Integration for Effective Teaching, Student-Centric Approach, and Feedback and Self-Reflection.

Details of TED talks happened and the upcoming ones are given below.

	Dates	No. of Participants
<b>Conducted</b>		
I Year faculty	1 <sup>st</sup> week of May	32
<b>Planned</b>		
II, III Year faculty	1 <sup>st</sup> week of September	

## Faculty Empowerment Program (FEP)

The programs included workshop/seminar on different domains including Pedagogical Workshops and Training, Technology Integration, Research support, Mentorship and Peer Support Initiatives, Leadership Development Programs, Interdisciplinary Collaborations, Community Engagement and Outreach, and Work-Life Balance and Well-being.

A brief of FEP courses organised till Aug-23 and the ones planned after it is given below.

S. No	Title	Dates
<b>Conducted</b>		
1	One-day Workshop on Problem Solving Using C++	
2	NPTEL Courses on Teaching, Learning and Assessments	Swayam Jan-Apr Cycle
<b>Planned</b>		
3	NPTEL Courses on Teaching, Learning and Assessments	Swayam July-Dec Cycle
4	One-day Workshop on Application Bloom's Taxonomy	
5	Three-day Workshop on Teaching Pedagogies for MBA Faculty	

Apart from the above below points were implemented:

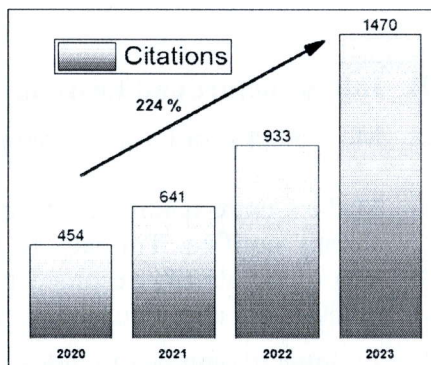
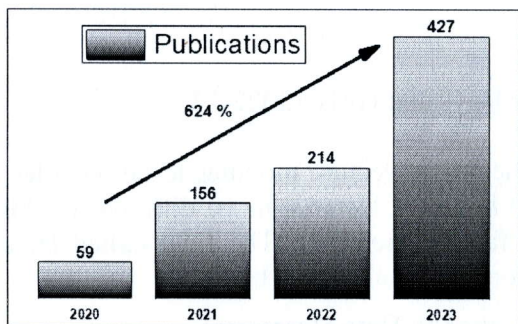
- After the course completion all faculty must submit the course file with course attainments mandatorily and the same be preserved in the depts.
- Students feedback form is revised to incorporate memo/text.
- E-Audit of the course-file contents except lecture notes is now initiated across all departments using the institute LMS.
- HODs to allot the courses one month before starting of the semester.
- Faculty members can prepare/upload 2.5 units documents before commencement of the semester and rest all before end of first CIE.
- Individual lecture notes for each faculty are required, considering faculty diverse teaching methodologies.
- Digital notes with less than 20 % plagiarism are allowed for the interested faculty.
- 360<sup>0</sup> feedback draft is now final, after due diligence the same shall be made available

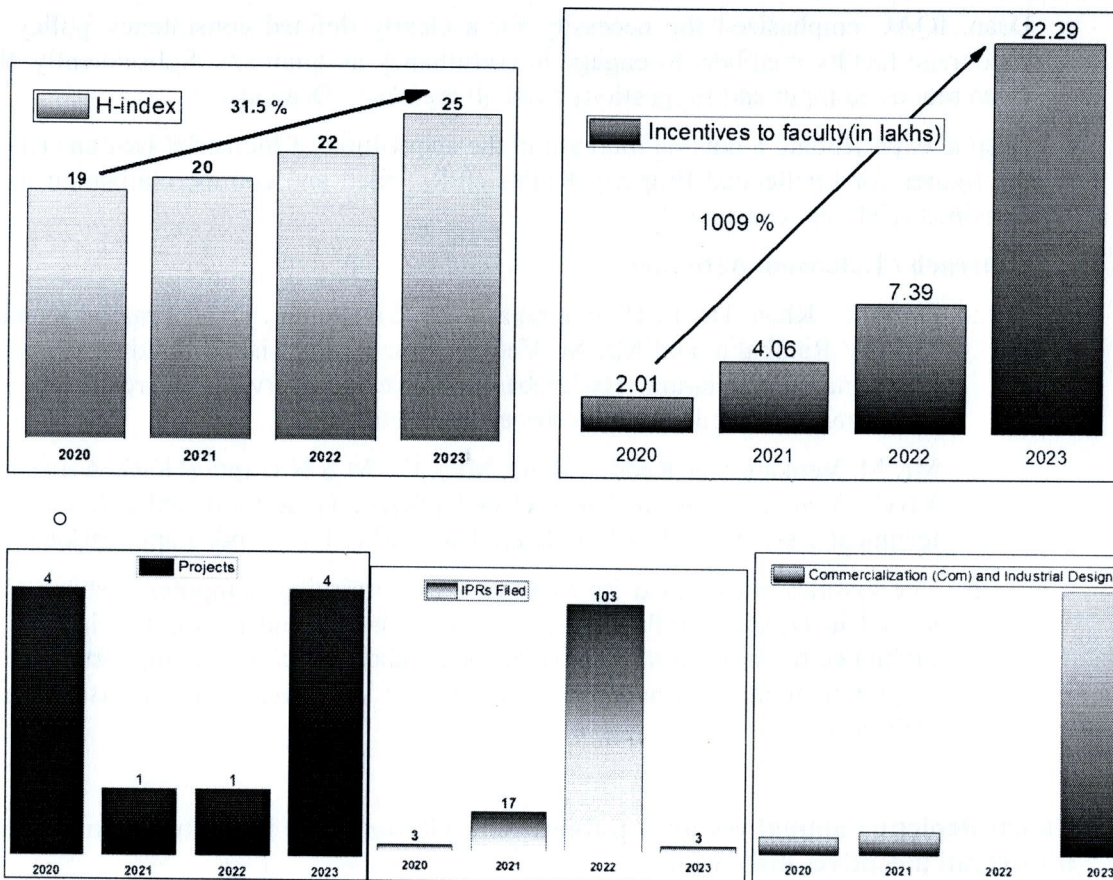
### Research, Innovation, and Extensions

- The Dean, IQAC presented the annual data concerning research publications, citations, the institute's h-index, and the overall incentives disbursed to eligible faculty members. Each attendee expressed their appreciation to the college management for spearheading the research incentives initiative.
- To further accelerate the SCI/SCIE indexed journal publications, Dean, IQAC suggested formation of different Domain Research Clusters (DRC) based on doctorate faculty members' expertise area. Rest all other faculty members in the departments should be included in DRC for inclusive performance at department level.
- In light of the limited count of funded projects within the various departments, Dean, IQAC suggested all HODs to undertake proactive measures aimed at increasing the volume of applications for funded projects.

- Dean, IQAC emphasized the necessity for a clearly defined consultancy policy to encourage faculty members to engage in consultancy assignments. Subsequently, the Dean requested input and suggestions from all members. Dean also
- Despite experiencing a notable increase in the acquisition of Industrial Designs (IDs), the figures for Intellectual Property Rights (IPRs) filed and commercialization have remained relatively constant.
- **Outreach / Extension Activities:**
  - Dr. Anaz Khan, Dr. L. Bhanuprakash, Dr. Sivakumar, Dr. P Pramod Kumar, Mr. GV Rambabu, and Mr. M. Venkateswar Reddy visited ‘Midwest Energy Pvt. Limited’ Bollaram, Hyderabad and extended services on rectifying the problems associated with batteries efficient utilization.
  - Mr. M. Venkateswar Reddy (HOD, ME), Dr. M S N Gupta (HOD, Aero), Dr. Vivek Anand, Dr. Anaz Khan visited DRDL, Hyderabad and offered their technical assistance related to material suitability for intended applications.
  - The institution extended its assistance by furnishing computer systems to a school in Dundigal village as part of its outreach endeavors. The institution facilitated the provision of sugarcane and bakery machines to support the self-employment and rural women's development initiatives as part of its outreach activities.

**Charts depicting annual research publications, citations, the institute's h-index, and the overall incentives disbursed.**





### III. Infrastructure and Learning Resources

- More blocks for hostel accommodation for Boys and Girls. (2022-23)
- Media Centre is now full-functioning. Schedule of lecture modules to be recorded is already notified. Till date, as many as 40 hours of lectures in 10 different modules have been already recorded by different faculty members. The final edited lecture modules are also uploaded on YouTube. Some links are given below.
  1. <https://youtu.be/6Li2mMrkxLs> (Introduction to Data Structures)
  2. [https://youtu.be/-IQ\\_mnpBJeI](https://youtu.be/-IQ_mnpBJeI) (Data Structures-Linked lists)
- A new ERP system is now in place and all data related to students, faculty, staff, and institute are being mapped in it.
- An FDP is being planned on Open Educational Resources (OER).

#### IV. Student Support and Progression

- Measures taken for effective usage of Clubs / Chapters / Societies Technical and non-technical club rules are reframed.
- All members have to renew the membership on yearly basis.
- All club members have to maintain 65 % attendance excluding event days.
- All such members must not have total backlogs greater than 3.
- New Clubs were formed for ME and EEE dept.
- Monthly activities sheets from concern club in charges and reports are submitted.

#### V. Governance, Leadership, and Management

- Quarterly department review is implemented across all departments

After the implementation of quarterly audit of the departments, it is noted that there is a very good progress in all criterions. Following tables present the progress noted from July 2022 till June 2023.

HoDs Monthly Audit Report July-Sep 2022									
MLR Institute of Technology									
SNO	Dept	NAME OF THE HOD	SCORE						HoD
			I	II	III	IV	V	VI	
		Maximum Marks----- >	40	80	80	40	30	30	300
1	AERO	M.Sathyanaarayana Guptha	35	40	30	40	30	30	195
2	CSE	E.Anupriya	25	70	50	25	15	20	205
3	AIML	K.Sai Prasad	NS	NS	NS	NS	NS	NS	NS
4	CSIT	P.Subhashini	0	10	20	0	15	15	60
5	IT	N.V.Rajashekar Reddy	20	30	40	0	0	0	90
6	ECE	S.V.S.Prasad	35	40	0	10	10	5	100
7	EEE	A.Sudhakar	0	10	20	15	0	0	45
8	Mech	M.Venkateshwar Reddy	10	50	0	30	10	20	120
9	H&S	CH.Achi Reddy	10	20	0	0	10	10	50

HoDs Monthly Audit Report Sep-Dec 2022									
MLR Institute of Technology									
SNO	Dept	NAME OF THE HOD	SCORE						AUDIT
			I	II	III	IV	V	VI	
		Maximum Marks ----->	40	80	80	40	30	30	300
1	AERO	M.Sathyanaarayana Guptha	15	60	20	40	30	30	195
2	CSE	E.Anupriya	35	70	40	25	20	20	210
3	AIML	K.Sai Prasad	NS	NS	NS	NS	NS	NS	0
4	CSIT	P.Subhashini	5	0	0	5	0	15	25
5	IT	N.V.Rajashekar Reddy	30	50	40	20	15	10	165
6	ECE	S.V.S.Prasad	15	30	40	15	10	15	125
7	EEE	A.Sudhakar	10	60	10	15	25	25	145
8	Mech	M.Venkateshwar Reddy	25	60	30	40	25	30	210
9	H&S	CH.Achi Reddy	0	30	0	5	0	0	35

HoDs Monthly Audit Report Jan- Mar 2023									
MLR Institute of Technology									
SNO	Dept	NAME OF THE HOD	SCORE						AUDIT
			I	II	III	IV	V	VI	
Maximum Marks----- >			<-----No Limit----->						
1	AERO	M.Sathyararayana Guptha	110	130	110	66.5	23	107	546.5
2	CSE	Dr.Balaram	100	138	165	66	.	45	514
3	AIML	K.Sai Prasad	50	120	5	29.5	0	130	334.5
4	CSIT	P.Subhashini	0	60	0	0	3	22	85
5	IT	N.V.Rajashekar Reddy	10	90	20	2.5	0	0	122.5
6	ECE	S.V.S.Prasad	70	130	30	0	25	0	255
7	EEE	A.Sudhakar	30	22	20	4	10	58	144
8	Mech	M.Venkateshwar Reddy	60	154	30	82	0	50	37
9	H&S	CH.Achi Reddy	0	60	0	0	2	0	62

HoDs Monthly Audit Report April-June 2023									
MLR Institute of Technology									
SNO	Dept	NAME OF THE HOD	SCORE						HoD
			I	II	III	IV	V	VI	
1	AERO	M.Sathyararayana Guptha	35	422	10	58.5	0	45	570.5
2	CSE	A.Balaram	435	692	30	46	22	40	1265
3	AIML	K.Sai Prasad	40	242	15	37	15	50	394
4	CSIT	P.Subhashini	115	338	0	45	18	108	624
5	IT	N.V.Rajashekar Reddy	15	427	20	41.5	10	55	568.5
6	ECE	S.V.S.Prasad	125	582	15	37	14	85	858
7	EEE	A.Sudhakar	45	50	30	10	10	15	160
8	Mech	M.Venkateshwar Reddy	30	605	50	64.5	0	32	781.5
9	H&S	CH.Achi Reddy	70	125	5	40	0	11	251

### Institutional Values & Best Practices

- Rubrics for assessment in line with Technical Teachers Training Program Faculty is being followed for Faculty Induction Program.
- Quarterly department audit is one of the best practices that IQAC has started from 2022 onwards.
- Rubrics have been used for assessment in recently concluded Faculty Conclaves in the month of May and Aug -2023.
- Faculty appraisal form is redesigned as per AICTE 2019 regulations and is being used for current calendar year increments / promotions.
- Total number of available CLs are increased from 12 to 15.

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

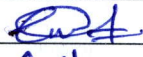
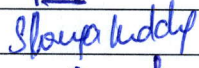



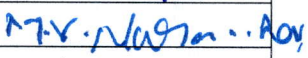
  
(Dr. V. Radhika Devi)

  
(Dr. K. Srinivas Rao)

Dean IQAC, Member Secretary

Principal, Chairperson, IQAC

Members present for the IQAC meeting held on 26<sup>th</sup> August 2023:

S. No.	Name	Member Details	Signature
1.	Dr. K. Srinivas Rao	Chairperson, IQAC -Principal	
2.	Prof. S. Srinath	External member Ex-Director IQAC, University of Hyderabad.	
3.	Mr. Shanthi Kumar	External member Director, Workforce Planning & Management, EPAM Systems	
4.	Mr. Narender Reddy	Industrialist, SVS Pipes	
5.	Mr. K. Rishith	Roll No.20R21A026, CSE dept	
6.	Mr. Akhilesh	Alumni Nominee Member	
7.	Ms. Shreya Reddy	Management Member	
8.	Dr. M.S.N. Gupta	Head Dept. of Aero.	
9.	Mr. K. Sai Prasad	Head Dept. of AIML	
10.	Dr. A. Balaram	Head Dept. of CSE	
11.	Dr. P. Subhashini	Head Dept. of CSIT	
12.	Dr. M. Chiranjeevi	Head Dept. of DS	
13.	Dr. S.V.S. Prasad	Head Dept. of ECE	
14.	Dr. A. Sudhakar	Head Dept. of EEE	
15.	Dr. N. V. Rajashekar Reddy	Head Dept. of IT	
16.	Prof. M. Venkateswar Reddy	Head Dept. of ME	
17.	Dr. M. V. Narasimha Rao	Head Dept. of MBA	
18.	Dr. Ch. Achi Reddy	Head Dept. of S&H	
19.	Prof. G. Prabhakara Reddy	Controller of Examinations	
20.	Dr. P. Pramod Kumar	Assoc. Prof., ME	
21.	Dr. Rajan Singh	Assoc. Prof., ECE	
22.	Dr. K. Arvind Kumar	Assistant Prof. – S & H	
23.	Dr. Radhika Devi V	Dean S & H and IQAC Member Secretary	

Cir.No: MLRIT/IQAC/2023/8

Date: 28.03.2023

## CIRCULAR

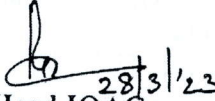
### Sub: IQAC Meeting– reg

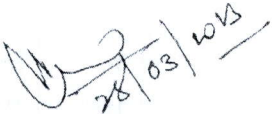
The Academic Audit of Computer Science / IT and allied departments are done on 21<sup>st</sup> March 2023. Attached is the report of the same. The incharges of CIE, IP Cell, R&D and HoDs of concerned departments are informed to go through the report and propose plan of actions for the suggestions given.

A meeting to discuss the above points is scheduled on **4<sup>th</sup> April 2023, 11:00 a.m.** in the conference room. All the above concerned, other HoDs and CoE are informed to make it convenient to attend the meeting.

### Agenda:

1. Proposals from CIE, IP cell, R&D and HoDs.
2. Proposals from IQAC.
3. Report of Faculty Self Appraisals.
4. Report of HoDs Quarterly Audit.
5. Proposal for reforms in examinations and evaluation procedures.

  
28/3/23  
Head IQAC

  
28/03/2023  
PRINCIPAL

Copy submitted to: To The Secretary  
Copy to: All HODs for Necessary Action

ECE	EEE	CSE	AIML	IT	Mech	CSIT	Aero	MBA	S&H	Exam Cell	T&P cell	Transport	Phy.Edu	Library	R&D
1. A.O/Office File			2. Dean			3. Accounts									

## 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 04<sup>th</sup> 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	Chairperson, IQAC
2.	Prof. S. Srinath	Ex-Director IQAC, University of Hyderabad.	External member
3.	Mr. Shanthi Kumar	Director, Workforce Planning & Management, EPAM Systems	External member
4.	Mr. Narender Reddy	Industrialist, SVS Pipes	External member
5.	Mr. K. Rishith	Roll No.20R21A026, CSE dept	Student Nominee
6.	Mr. Akhilesh	Alumni Nominee Member	Alumni Nominee Member
7.	Ms. Shreya Reddy	Management Member	Member
8.	Dr. Radhika Devi V	Dean S & H	Dean IQAC & Member Secretary
9.	Dr. M.S.N. Gupta	Head Dept. of Aero.	Member
10.	Mr. K. Sai Prasad	Head Dept. of AIML	Member
11.	Dr. A. Balaram	Head Dept. of CSE	Member
12.	Dr. P. Subhashini	Head Dept. of CSIT	Member
13.	Dr. M. Chiranjeevi	Head Dept. of DS	Member
14.	Dr. S.V.S. Prasad	Head Dept. of ECE	Member
15.	Dr. A. Sudhakar	Head Dept. of EEE	Member
16.	Dr. N. V. Rajashekar Reddy	Head Dept. of IT	Member
17.	Prof. M. Venkateswar Reddy	Head Dept. of ME	Member
18.	Dr. M. V. Narasimha Rao	Head Dept. of MBA	Member
19.	Dr. Ch. Achi Reddy	Head Dept. of S&H	Member
20.	Prof. G. Prabhakara Reddy	Controller of Examinations	Member
21.	Dr. P. Pramod Kumar	Assoc. Prof., ME	IQAC Ex officio member
22.	Dr. Rajan Singh	Assoc. Prof., ECE	IQAC Ex officio member
23.	Dr. K. Arvind Kumar	Assistant Prof. - S & H	IQAC Ex officio member

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 Another at the course end. In between surprise audit.	All members agreed
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	Can be allowed with plagiarism report < 20 %.	HOD, AERO advised to consider plagiarism report up to 30 %. The Chair also agreed and

allowed		approved the point. <b>Digital copies with plagiarism report &lt; 25-30% will be considered.</b>
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.
<b>Special Proposal from IQAC.</b>  <b>Subject Allotment &amp; Audit</b> Formation of subject-cluster of all subjects, and mandatorily submission to	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	

Principal' office followed by IQAC.

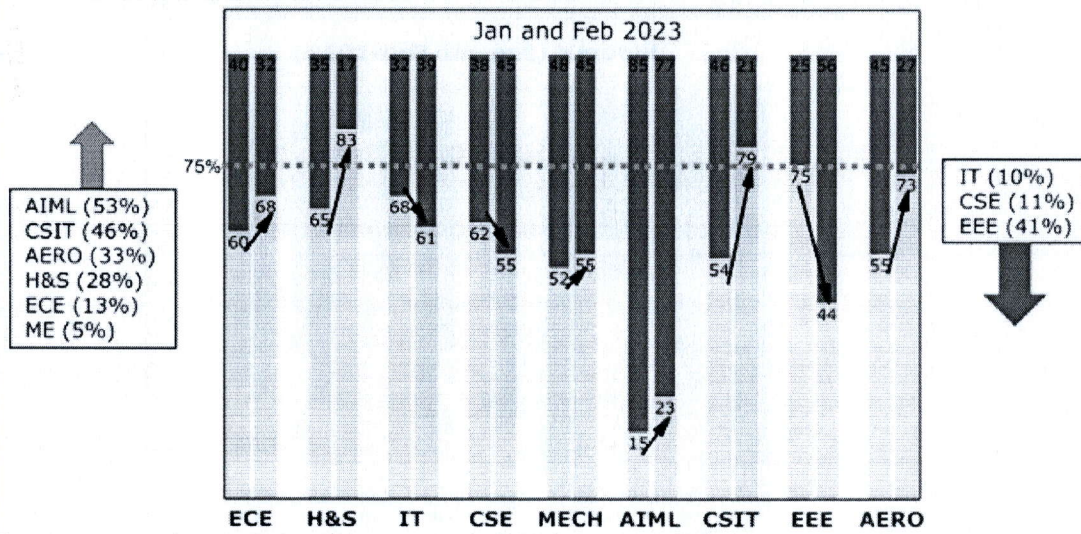
file for all the class notes for five units along with Bloom's taxonomy & real-time applications etc, followed by final verification & comments from IQAC.

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.

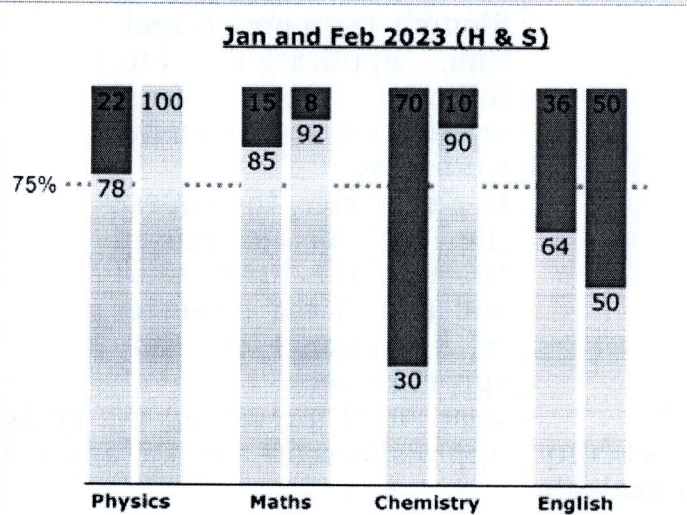
**Agenda no. 2**  
**Report of Faculty Self Appraisals (dept. wise)**

Head, IQAC presented the analysis of Faculty Self Appraisals score for Jan, and Feb -2023.

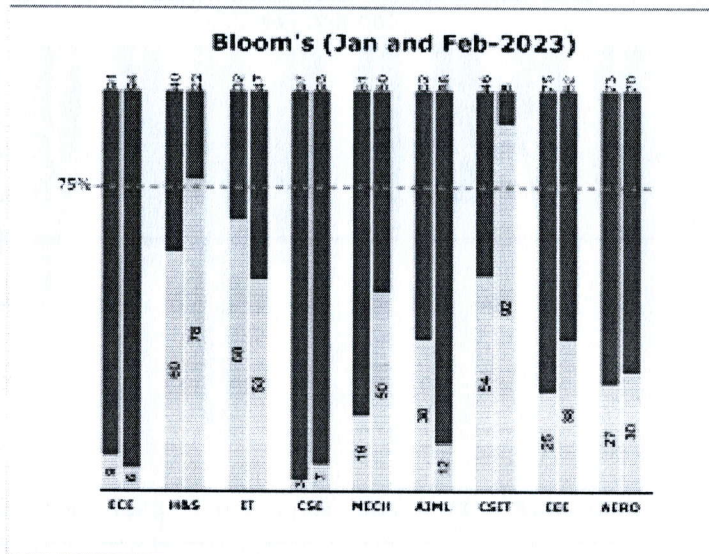
**% of Faculty members attained  $\geq 75$  appraisal marks on a scale of 100**



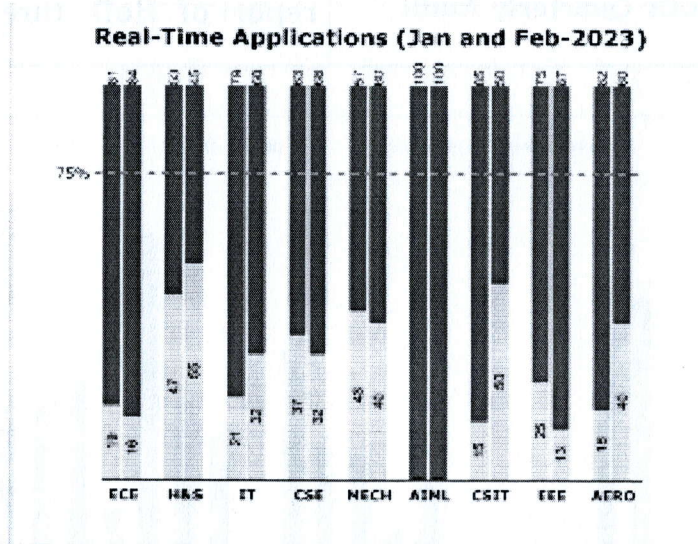
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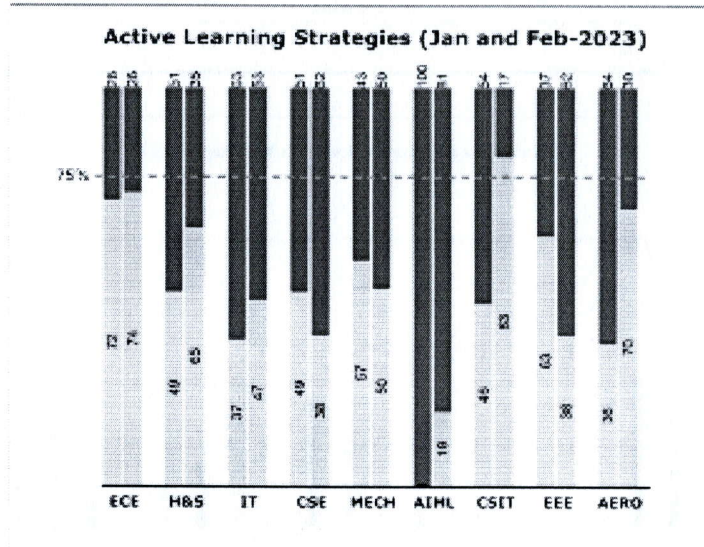
**% of Faculty members attained  $\geq 75$  % appraisal marks on a scale of 5**



**% of Faculty members attained  $\geq 75$  % appraisal marks on a scale of 5**

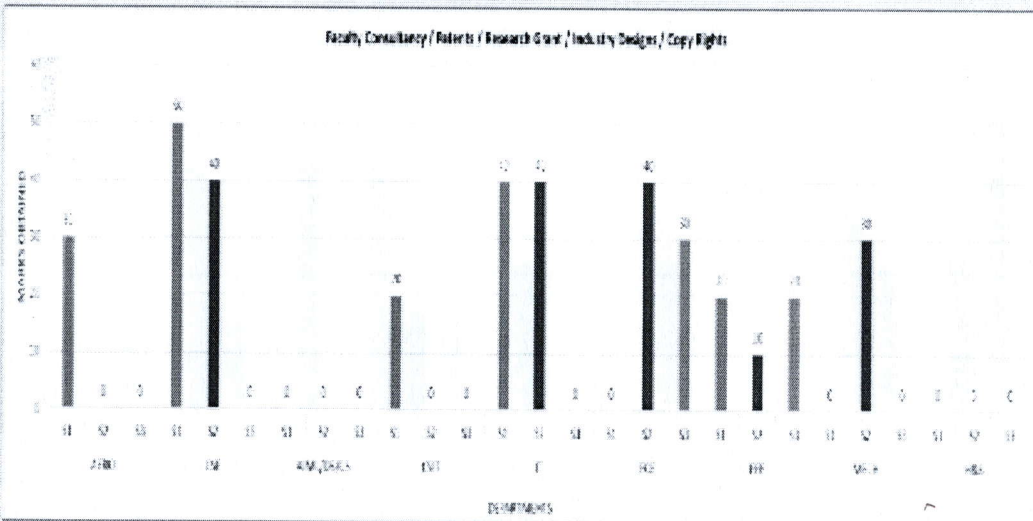
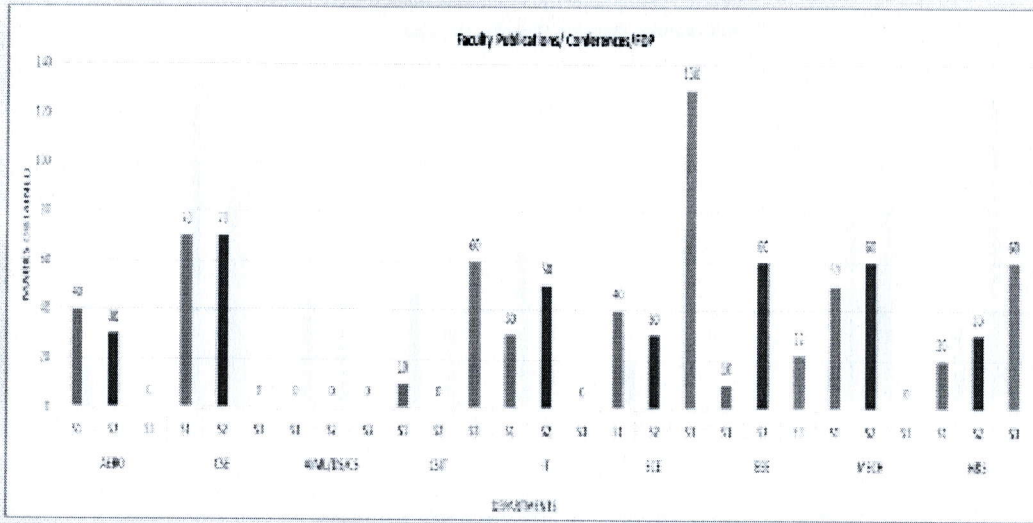


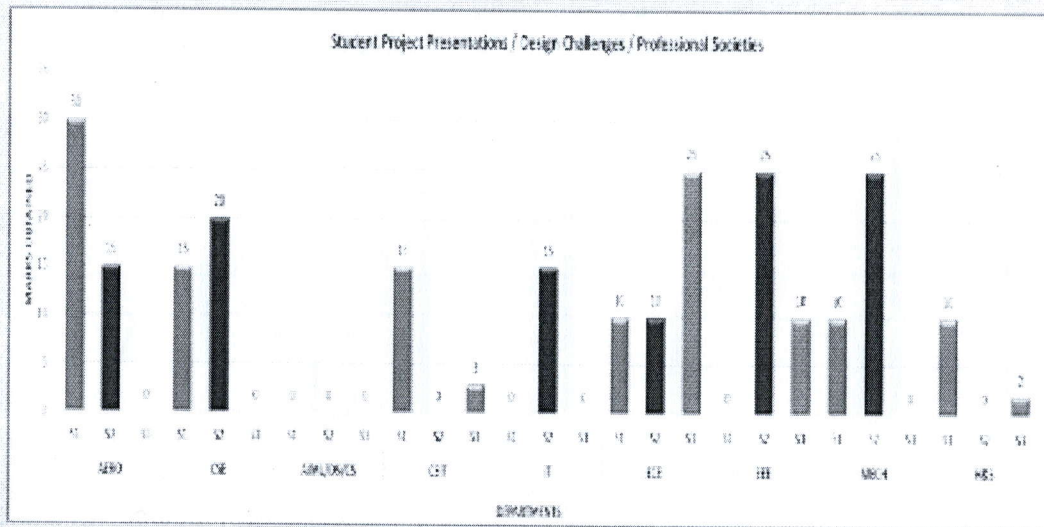
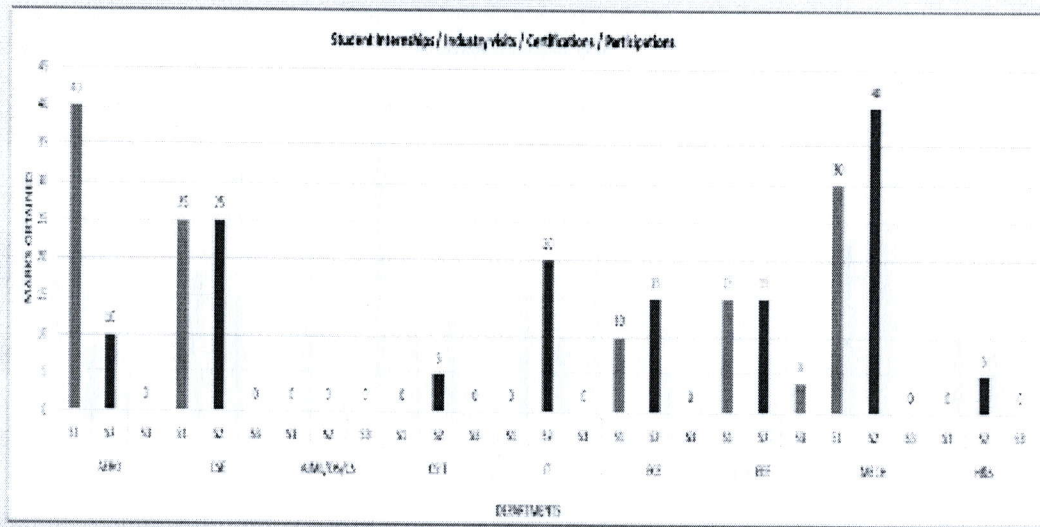
**% of Faculty members attained  $\geq 75$  % appraisal marks on a scale of 15**



The graphs were presented to highlight the areas to be improved especially in Bloom's and real-time applications. Although there was a significant 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 members lagging in the some of mentioned parameters. Head, IQAC assured them for the same.







The quarterly audit report marks of all dept. for the 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 presented.

## 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.








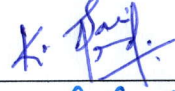
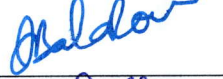

  
(Dr. V. Radhika Devi)

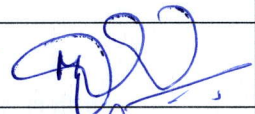



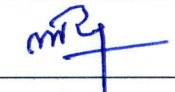
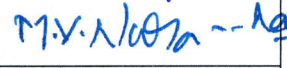


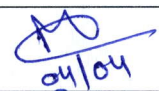
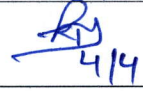
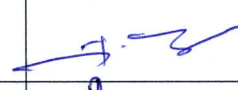
  
(Dr. K. Srinivas Rao)

Dean IQAC, Member Secretary

Principal, Chairperson, IQAC

### Members Present

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2.	Prof. S. Srinath	External member Ex-Director IQAC, University of Hyderabad.	
3.	Mr. Shanthi Kumar	External member Director, Workforce Planning & Management, EPAM Systems	
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19.	Prof. G. Prabhakara Reddy	Controller of Examinations	
20.	Dr. P. Pramod Kumar	Assoc. Prof., ME	
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22.	Dr. K. Arvind Kumar	Assistant Prof. - S & H	
23.	Dr. Radhika Devi V	Dean S & H and IQAC Member Secretary	