

Cir. No: MLRIT/IQAC/MT/2024/01

Date: 24.01.2024

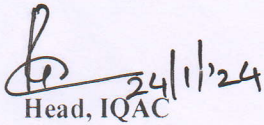
## CIRCULAR

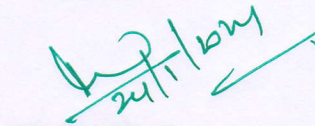
Sub: - IQAC Meeting - reg

All the HoD's & IQAC members are hereby informed that an **IQAC meeting** is scheduled for **January 25, 2024, at 2:30 p.m.** in the conference hall. Your attendance at this meeting is kindly requested.

The brief agenda for the meeting is outlined as follows:

- HoD's Diary
- Major / Minor Projects – SOP
- Merger of Courses and Readiness of Departments
- E-Audit Scores
- Standard Report Format
- IQAC Schedule
- CIE Marks- Evaluation guidelines
- Subject Allotment List
- Any other point with the permission of the Chair

  
Head, 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 1.30 P. M. on 25<sup>th</sup> January 2024 in the conference room, SRblock 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.	Ms. 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.	Dr. 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	Member, IQAC
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

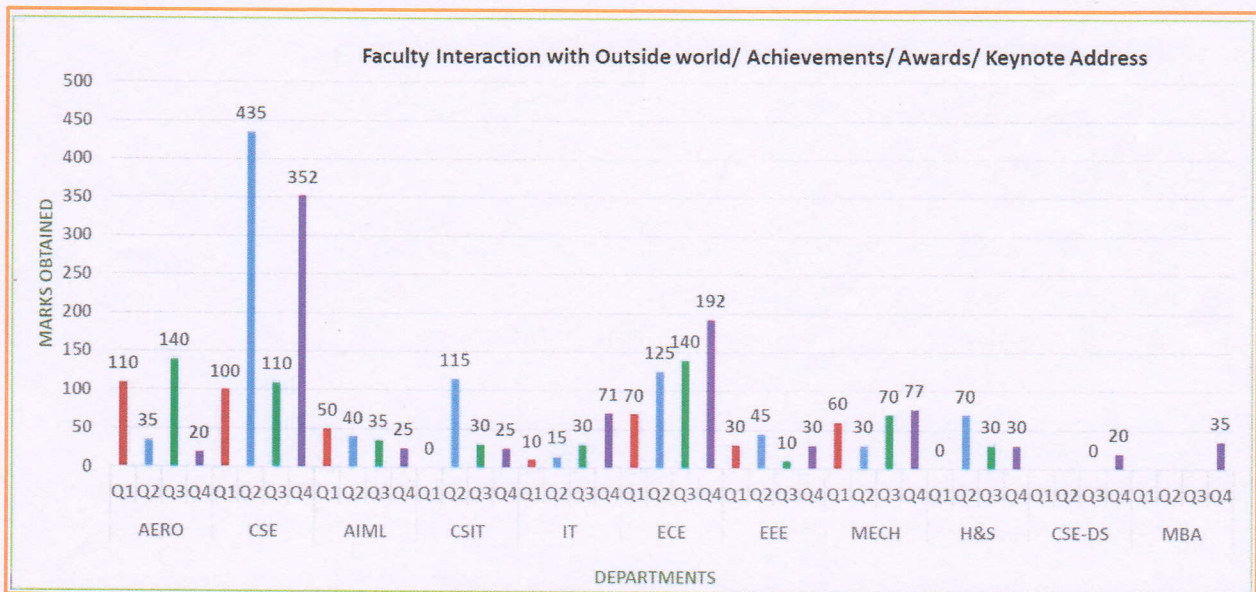
\*Dr. N. Sirisha attended the meeting in place of Dr. A. Balaram, and Dr. M. Dileep Kimar attended the meeting in place of Dr. A. Sudhakar..

The meeting started with the Chairman's welcome to all members to IQAC meeting. Following 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 (Oct-Dec. 2023)**

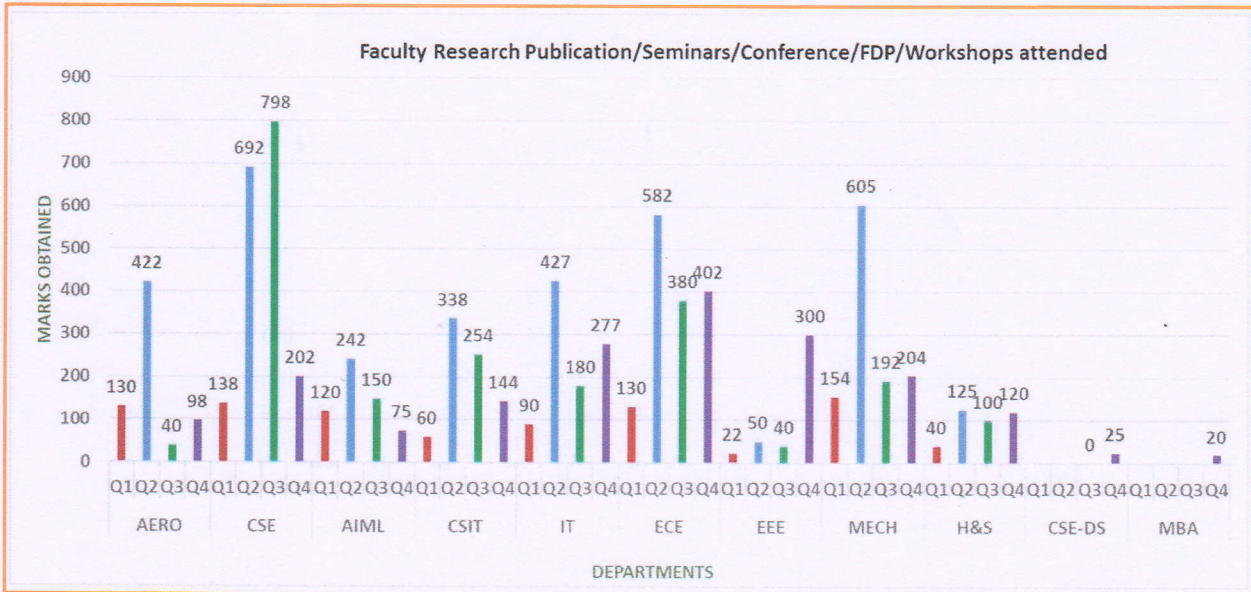
The Dean IQAC initiated the presentation of the performance report for all departments, focusing on the last quarter of the year 2023.

- The first segment covered the departments' performance regarding '*Faculty interaction with outside world/awards/events organized/E-content developed/Courses completed*' (outlined below). The Dean drew the attention of the members regarding the decrease in points for AERO, AIML, and CSIT departments compared to the previous quarter, while highlighting improved performance in CSE, IT, ECE, EEE, and MECH departments, and H&S maintained the same score as the previous quarter. Although the performance of CS-DS and MBA departments was not significant, given that it was their first report submission, the Dean encouraged them for improved performance in the forthcoming quarters. It was also observed that only three departments, namely IT, ECE, and MECH, demonstrated their best performance in this criterion for the year 2023. Dean IQAC urged all HoDs to enhance their department scores in this criterion.

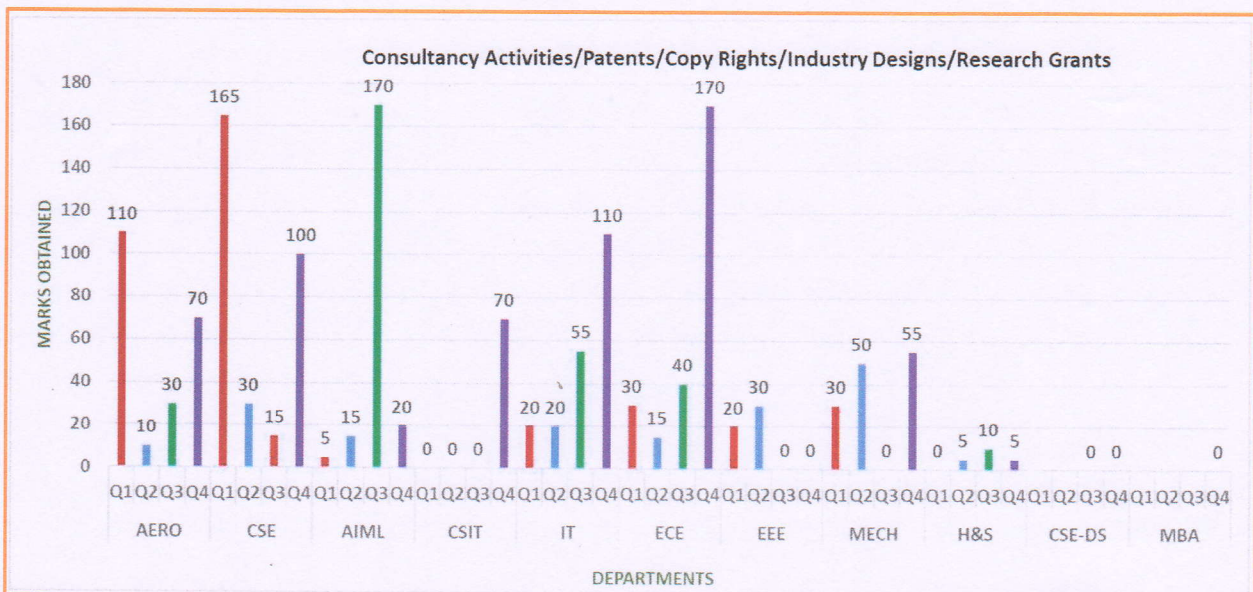


- The subsequent segment focused on the departments' scores regarding the criterion '*Faculty Research publications/Seminars/Conference/FDP/Workshops attended*' (provided next). Dean IQAC emphasized the improved scores of AERO, CSE, IT, ECE, MECH, and H&S departments, while noting the decreased points for AIML, CSIT, and EEE compared to the previous quarter's score. While the performance of CS-DS and MBA departments was not particularly notable, considering it was their first

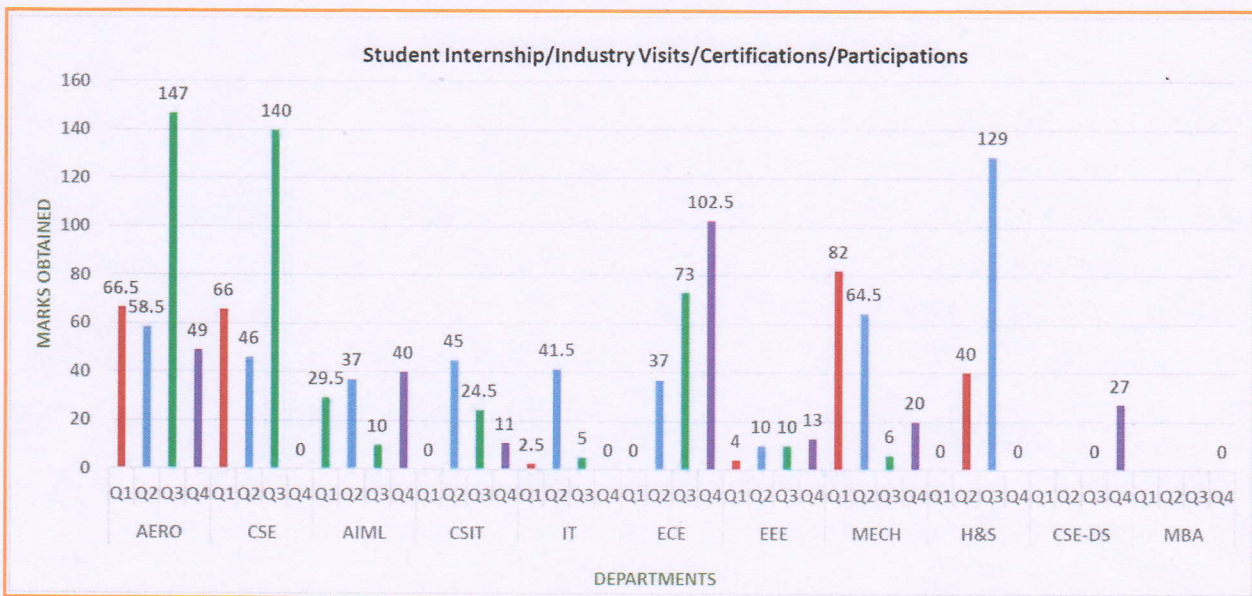
report submission, the Dean encouraged them to strive for improved performance in the forthcoming quarters.



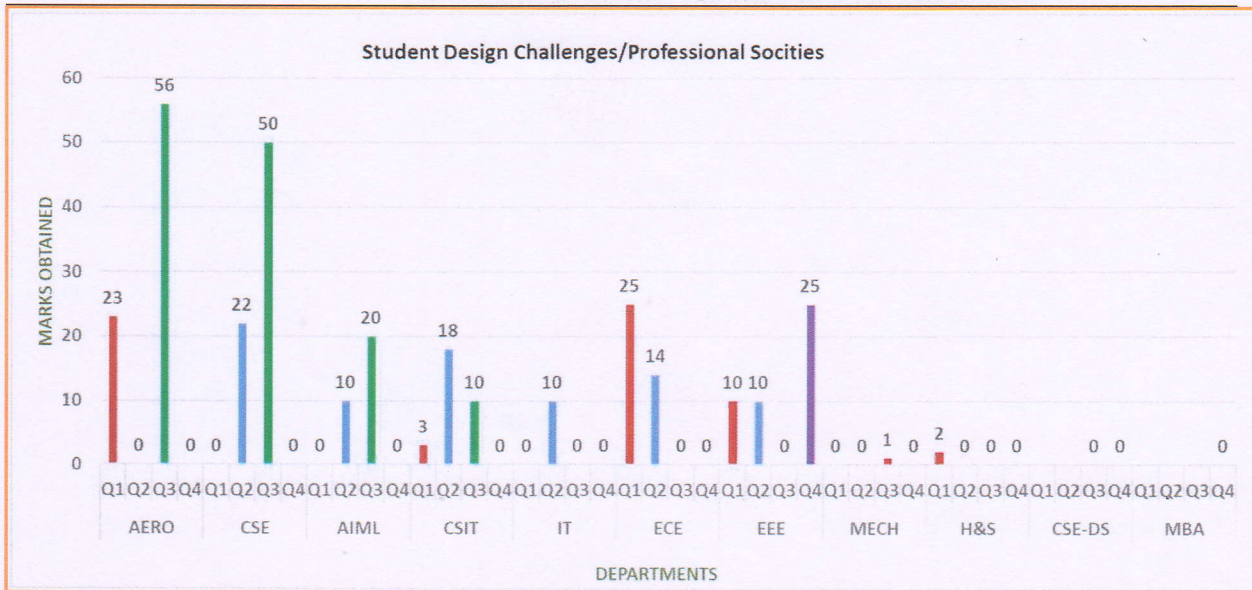
- The next presentation included the departments' scores regarding the criterion '*Faculty Consultancy Activities / Patents / copy rights / Industry Designs/Research Grant / Collaborations*'. In this criterion departments like AERO, CSE, CSIT, IT, ECE, and MECH showed improved performance while AIML, EEE, and H&S recorded decreased scores compared to their previous quarter scores. Debutant departments like CS-DS and MBA also failed to score in this criterion. Recognizing the significance of this criterion as an important NAAC metric, Dean IQAC emphasized its importance and urged all HoDs to prioritize and focus on it.



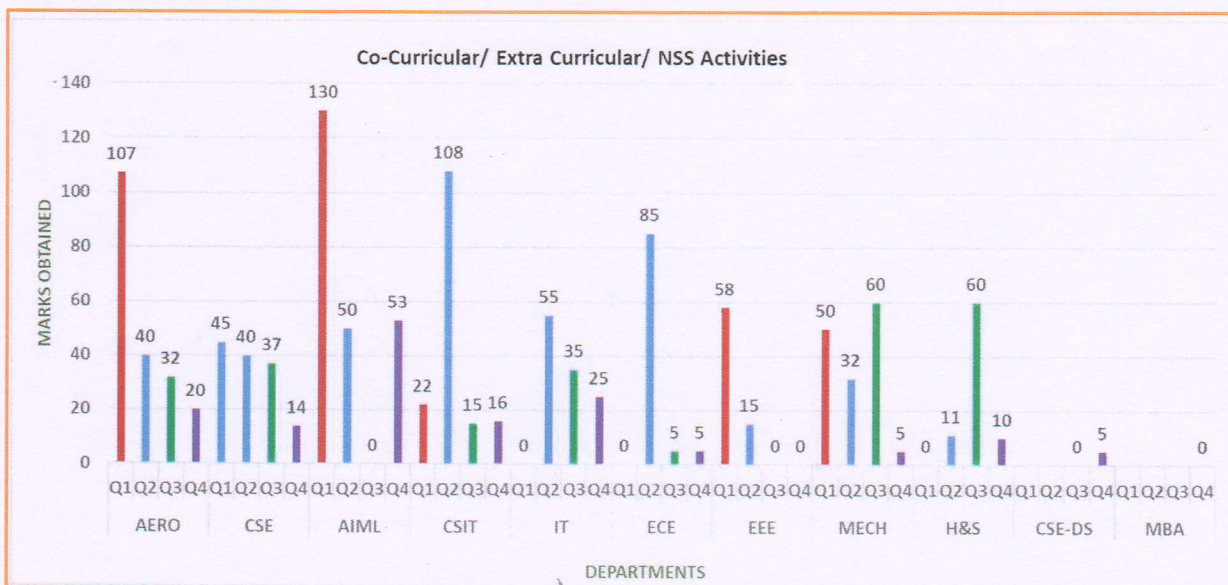
- The next presentation covered the criterion – ‘*Student Internships / Industry Visits / Certifications / Participations*’. In this criterion only the departments like AIML, ECE, EEE, and MECH showed improved performance while AERO and CSIT recorded decreased scores compared to their previous quarter scores. The departments such as CSE, IT, H&S, and MBA did not score at all in this criterion. Debutant department CS-DS scored twenty-seven points in this criterion. Dean IQAC emphasized the importance of this criterion and urged all HoDs to improve their scores in the forthcoming quarters.



- The subsequent presentation covered the departments' scores on the criterion ‘*Student Internships / Industry Visits / Certifications / Participations*’. Dean IQAC highlighted the poor performance of almost all departments except EEE during the present quarter. Dean IQAC urged all HoDs to give urgent attention to this criterion and to address the issue effectively.

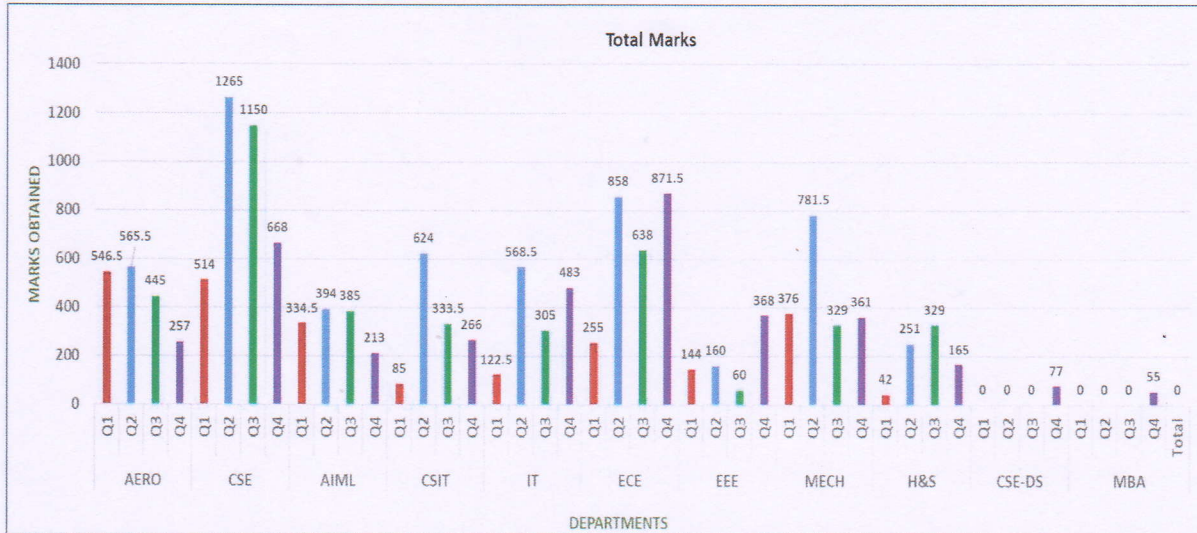


- The next discussion was on the criterion **‘Co-curricular Activities / Extra-Curricular Activities / NSS Activities’**. In this criterion only two departments – AIML and CSIT showed improved performance while AERO, CSE, IT, EEE, MECH, and H&S recorded decreased scores compared to their previous quarter scores. The departments such as EEE and MBA did not score at all in this criterion. ECE department maintained the previous quarter performance and debutant department CS-DS scored five points in this criterion. Dean IQAC urged all HoDs for their kind attention in this criterion.

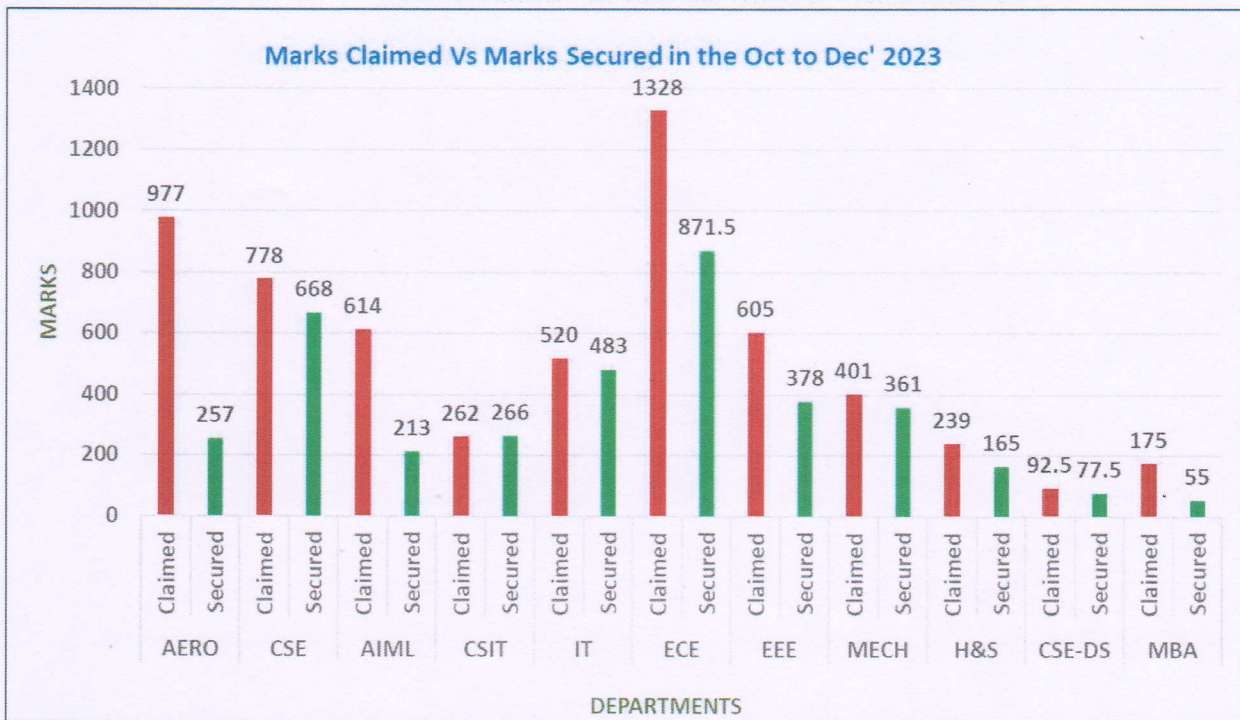


- Dean IQAC also presented the total scores of all departments for all four quarters in the year 2023. Among the departments, IT, ECE, EEE, and MECH demonstrated improved performance, while AERO, CSE, AIML, CSIT, and H&S recorded decreased scores compared to their previous quarter scores.

Notably, the ECE department achieved its highest score for the year 2023. Additionally, the CS-DS and MBA departments debuted with scores of 77 and 55, respectively.



- Dean IQAC presented the data for all departments to evaluate the variance between claimed points and scored points. Stressing the importance of submitting appropriate proofs in a timely manner against the claims made in the department diary, it was observed that the differences primarily stemmed from non-submission of proofs and claims not directly related to the concerned quarter. Dean IQAC highlighted a specific case during the meeting where the AIML department claimed a significant number of quality patents, both national and international, in their report, but only a few proofs were submitted alongside the report. Following this, HoD AIML requested Dean IQAC to allow the department to submit the remaining proofs related to the claims. Dean approved the request and emphasized the importance of timely and complete submission.



During the discussion of HoD diary, following points were deliberated.

- HoD, AERO inquired about the decline in scored points compared to claimed points and requested presenting a summary of key reasons for the reduction in marks. Dean drew the attention of the members about 'Open House' conducted by IQAC after the last meeting happened on 10<sup>th</sup> Nov 2023, and assured all the departments that timely submission of the reports will enable IQAC to consider the proposals from next quarter.
- AERO HoD requested changing the HoDs' diary submission date to the 15<sup>th</sup> of the concerned month, which was echoed by MECH HoD, noting that the first week of the month is already filled with numerous events. In response, Dean IQAC attributed the issue to a lack of organized and prompt operations in the offices of various departments, indicating it as one of the reasons for late submissions. The Chair also intervened and expressed concern that due to the procrastination practice of the departments, shifting the submission date to the 15<sup>th</sup> might result in submissions happening at the end of the month. The Chair even suggested that if departments adhere to the deadline, it could be set for the 10<sup>th</sup> of the month. However, in the absence of any consensus, the submission date for HoD diaries remains unchanged, i.e., the 5<sup>th</sup> of the concerned month.
- AERO HoD asked for considering student participation in 'non-technical workshops/seminars/events' organized by the parent department. He emphasized the lack of consideration for student participation in in-house non-technical events. In response, Dean IQAC highlighted that various

department activities and student participation under different club activities are already included in the HoD diary, and departments can use the appropriate criterion for such claims. The Chair suggested that marks can be allotted for in-house participation, but only if the event is conducted by a non-parent department.

- The Chair also suggested Dean IQAC for a yearly presentation of department reports by 2<sup>nd</sup> week of the February 2024. The same shall be in addition to the quarterly presentation, which would encompass any matters that can be consolidated only on a yearly basis.

## **Agenda No. 2: Major / Minor Project SOP**

The Dean, IQAC, brought attention to discrepancies in the implementation of major/minor projects within the departments and called for steps to further improve the quality of the activity. The Dean suggested following a standard operating procedure (SOP) for the same.

### **Establishment of Research Clusters (RCs) within each department**

#### **Objective –**

- Enhancing the quality of various project works undertaken by students during their courses.
- Aim to create a dynamic, collaborative, and effective research ecosystem within a department.

#### **Step – 1: Identify Faculty Expertise**

- Assess the expertise of faculty members within the department.
- Identify key areas of specialization, research interests, and skills.

#### **Step – 2: Form Cluster Teams**

- Based on the identified focus areas and faculty expertise, form research cluster teams.
- Aim for a balance of skills and experiences within each cluster.

#### **Step – 3: Leadership and Coordination**

- Designate leaders or coordinators for each research cluster, preferably faculty with doctorate degree.
- These individuals should be responsible for guiding and coordinating the activities within their respective clusters.
- All teaching faculty members are required to be part of one of the research clusters (RCs).

Dean IQAC requested all HODs to convene a meeting within the department for steps 1, 2, and 3. The minutes of the meeting, along with the cluster name and member names, should be communicated to IQAC using the format provided in **Annexure 1**, not later than 2<sup>nd</sup> week of February 2024.

**Agenda No. 3: Merger of Courses**

Considering the recent proposal by the All-India Council for Technical Education (AICTE) to remove the cap on seats for individual branches from 2024-25 in Higher Education Institutes, Dean IQAC informed the members about the institute's proposal to merge courses starting from the forthcoming academic year 2024-25. The proposed seat matrix branch-wise is provided here.

Continuing this point, The Chair highlighted the reasons behind the proposed reshuffling of seats among the departments, emphasizing that it is highly likely that other institutes are also making similar changes. Given the rising demand for popular courses among potential candidates seeking admission at MLR Institute of Technology, such changes become unavoidable on our part. The Chair also urged the departments to focus on their preparedness in light of the aforementioned proposal.

BRANCH	CSE	CSM	CSD	CSIT	ECE	MECH	IT	AERO	EEE	MBA	BBA
INTAKE (UG)-Existing	420	180	180	60	240	30	240	60	30	120	60
Proposed	60- New 240 IT 60 CSIT	120 New 120 ECE	No Change	Merge With CSE	120 Merge with AIML	No Change	Merge With CSE	No Change	No Change	No Change	New Course
Total	780	420	180	Nil	120	30	Nil	60	30	120	60

**Agenda No. 4: E-Audit Scores and Submission of event reports – Guidelines**

Dean informed the Chair and members about the completion of E-Audit of the course-file related documents for all year's odd semester courses. Branch-wise E-Audit scores were provided to all HoDs in the beginning of the meeting itself. Dean requested HoDs to ensure their faculty submit E-audit related files, and informed about the following points –

- Calendar of activities for e-audit for forthcoming even semesters.
- Dean reiterated about the class notes handwritten ONLY.
- Subject allotment for the upcoming semesters – HoDs were requested to forward a copy one month prior to start of semester.

Dean IQAC emphasized the significance of pre-information and post-event reports of departments' monthly activities. And highlighted the importance of importance

of report writing and its benefits like development of skills, easy and transparent evaluation, tailored appearance, in-depth analysis, and global outreach. Dean requested to all HoDs for submitting the event report within one week of completion of the activity. A sample file for the activity report was provided to all HoDs at the beginning of the meeting and is attached here in **Annexure 2**. Dean also requested the Chair to ensure compliance by granting permission for the next event only when the report for the previous event is submitted.

Additionally, all HoDs were requested to initiate TED Talks – Teaching Evaluation & Development Talks before the start of class teaching for all faculty members in their departments.

Additionally, the Dean informed about the reimbursement of course fees paid by faculty members for every successful NPTEL certificate completion, to be processed once every six months only. The Dean requested all HoDs to instruct the department NPTEL coordinator accordingly.

Dean also informed the Chair that despite the updated HoD diary format, which was to be effective from Oct-2023 onwards and was emailed to all HoDs on 14<sup>th</sup> Nov 2023, various department reports have continued to use old formats. This has caused multiple complexities during the audit of the claims. Dean IQAC requested all HoDs for necessary compliance in this regard. The Chair also asked HoDs to ensure the same.

## **Agenda No. 5: EECP certification and Faculty Conclave**

Dean IQAC presented the list of EECP certified faculty members after the last concluded Faculty Conclave in May-2023. Additionally, the Dean requested HoDs to ensure that all newly appointed faculty members, who have already completed the Faculty Induction Program, attend the forthcoming Faculty Conclave scheduled in February and July 2024. All other faculty members who could not obtain EECP certification in the last Faculty Conclave are advised to appear in the forthcoming Faculty Conclave. HoDs were requested to motivate such faculty members for active participation.

Dean also informed that EECP certification is MUST for all newly joined faculty members for increments.

Department Name	Number of faculty members participated in EECF		Number of faculty members qualified for certificate (20)
	Completed FIP (121)	Participated for certification (28)	
H & S	13	10	07
AIML	29	07	05
ECE	20	08	05
ME	03	00	00
CSE	26	03	03
CSIT	08	00	00
IT	13	00	00
EEE	04	00	00
MBA	05	00	00

**Agenda No. 6: CIE Evaluation rules - guidelines**

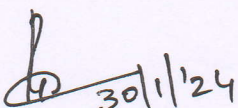
Considering the R-22 regulations currently being implemented from the academic year 2022, Dean IQAC emphasized the importance of proper understanding and implementation of evaluation rules and guidelines among faculty members engaged in teaching R-22 regulation subjects and labs. The Chair echoed this sentiment and highlighted the need to create the best marks-earning environment among students. The Chair requested HoDs to ensure that faculty members go the extra mile to achieve this goal.

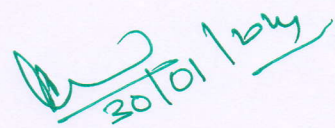
The Chair asked the HoDs to aim for their department of students with no backlogs. And faculty member must ensure their class with no backlogs and more than 60% students with grades of 9 and higher.

Dean informed that a group of faculty members from Anurag University, Hyderabad is visiting our college labs infrastructure on 26<sup>th</sup> Jan 2024.

Dean IQAC also informed about the opening of nominations for the Naree-Shakti Award 2023-24 (in accordance with AICTE guidelines), which has commenced at our college.

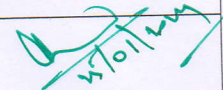
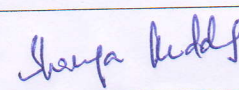
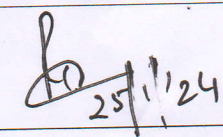

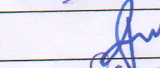
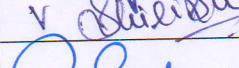
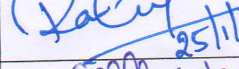
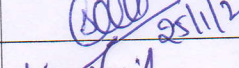
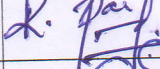

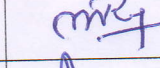
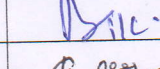
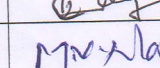
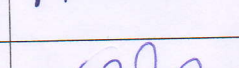
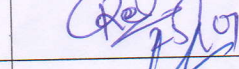
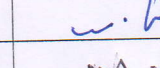


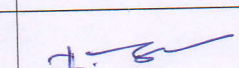
Dean, IQAC expressed gratitude to the Chair for leading the meeting and extended thanks to all Heads of Departments for their support and cooperation.

  
30/1/24  
Dean IQAC

  
20/01/2024  
Chairperson-IQAC

Members Present

Date: 25-01-2024

S. No.	Name	Member Details	IQAC Details	Signature
1.	Dr. K. Srinivas Rao	Principal	Chairperson, IQAC	
2.	Mr. M. Dhiren Reddy	Member Management	Member, IQAC	
3.	Ms. 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.	Dr. 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	Member, IQAC	
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	

## 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 23<sup>rd</sup> April 2024 in the conference room, SR block on the campus.

Members present:

S. No.	Name	Member Details	IQAC Details
1.	Dr. K. Srinivas Rao	Chairperson IQAC, 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. Narendar 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
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.	Dr. 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	Member, IQAC
19.	Dr. Rajan Singh	Assoc. Prof., Dept. of ECE	Member, IQAC
20.	Dr. K. Aravind	Assist. Prof., Dept. of S&H	Head TLC, Member IQAC
21.	Mrs. G. Anitha	Assoc. Prof., Dept. of IT	Member, IQAC

\*Mr. A. Sai Kumar attended the meeting in place of M. Satyanarayana Gupta, HOD, AERO dept.

The meeting commenced with a warm welcome from the Chairman, who greeted all IQAC members present. After outlining the agenda for the meeting, the Chair handed over the floor to the Dean of IQAC to proceed with the scheduled presentation. The Dean extended appreciation to the Chair and welcomed all attendees before inviting Dr. K. Aravind, the cHead of TLC, to begin the presentation.

### **Agenda No. 1: Report of TLC Activities**

Head, TLC Dr. K. Aravind initiated the presentation of the activities report of last three months.

- The first segment covered the overview of Faculty Conclave III (FC-III) happened between 6<sup>th</sup> Feb to 8<sup>th</sup> Feb 2024. Faculty members who attended FIP in December 2023 and few from earlier FIPs were called for participation.

**Table 1: FC-III, details of participation and result**

Obligated to participate	38
Attended	14
Qualified	12

- Head, TLC further informed following key points regarding all concluded FC.
  - All eligible faculty members will be honoured with the EECF certificate award ceremony scheduled for September 5, 2024.
  - Out of 131 invited faculty members for all Faculty Conclaves, only 42 attended, while 89 did not participate. Among the attendees, only 26 qualified.
  - Head, TLC highlighted that according to institutional policy, annual appraisals of faculty members who did not attend or did not qualify will be withheld.
  - Also, members were informed that as per the latest FC-III result, some participants were requested to deliver capstone presentations. These presentations are scheduled to take place between May 27, 2024, and June 1, 2024, from 10:00 AM to 11:00 AM at TLC.
- Regarding the latest FC-III scores, the Chair noted that the number of faculty members in the 'C' grade category is nearly equivalent to those classified as 'not qualified.' Furthermore, the Chair instructed the respective HoDs whose faculty members did not qualify for FC to obtain explanations from them. The HoD of the CSE department mentioned that the faculty members from his department participated in FC but were primarily involved in labs rather than teaching subjects. Despite this, the Chair emphasized that it is still necessary to provide an explanation and advised the HoD to do so.

- Next, Dr. Aravind presented the report on Faculty Induction Program (FIP) concluded thus far in the year 2024.

**Table 2: Details of participants and modules covered**

Duration (6 Days)	Participants	Learning Modules
15/04/24 to 22/04/24	Faculty members who joined after 20/12/2023 and a few who missed earlier FIPs/FIP sessions were the participants.	<ul style="list-style-type: none"> <li>▪ Institutional norms and policies.</li> <li>▪ Introduction to Bloom's Taxonomy, Lower-order-teaching to Higher order Teaching, Framing Bloom's Level Question.</li> <li>▪ Writing COs, CO-PO mapping and attainments.</li> <li>▪ Modern Tools Usage and Real Time Applications.</li> <li>▪ Active learning strategies.</li> </ul>

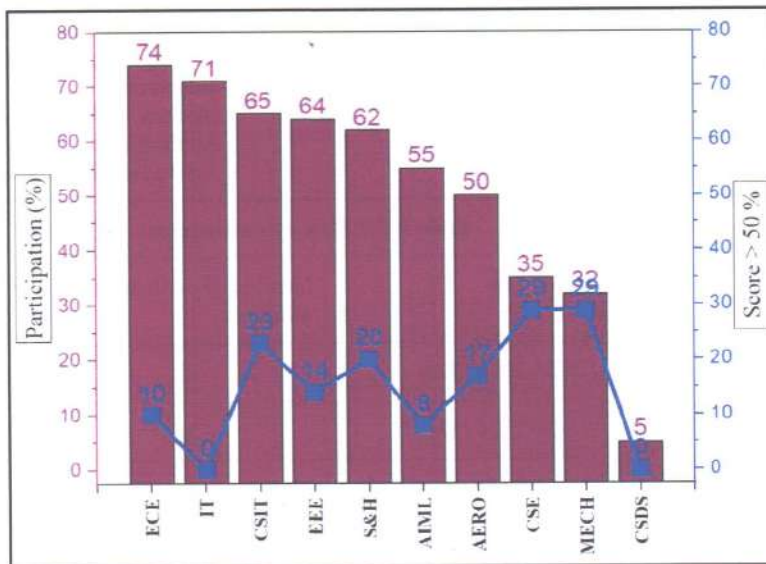
**Table 3: FIP Date wise attendance**

Date / Day	Number of participants attended
15-04-2024 / Day 1	33
16-04-2024 / Day 2	38
18-04-2024 / Day 3	28
19-04-2024 / Day 4	32
20-04-2024 / Day 5	28
22-04-2024 / Day 6	25

- Next, Dr. Aravind presented the report on 'Demo and Interaction Sessions with faculty having <70% students' Feedback'
  - Six faculty members attained <70% feedback on ERP.
  - Demo sessions and interaction sessions participated by three members so far. Challenges identified and supported accordingly.
  - A common concern identified were:
    - Lack of connection with the learners.
    - Unable to excite the learners and engage them.
    - Unable to provide rationale to learns to learn the course.
    - Lack of real time examples
- Remaining three members to give demos the coming week.

**Agenda No. 2: Report of E-Audit Scores (A. Y. 2023-24, I-I, II-I, and III-I Semesters)**

Dean, IQAC asked Dr. Rajan Singh, Member IQAC to proceed with the presentation. Firstly, Dr. Singh informed that I-I, II-I, and III-I Sem. E-audit scores of faculty members of all departments were already communicated in the month of March 2024 to all HODs. Few follow-on queries from two faculty members from AIML departments were also resolved. Afterwards, he presented the statistics covering participation and number of faculty members scored greater than 50 % of total score of 135.



**Figure 1: Percent-wise participation and scores > 50 % across all departments.**

- The Chair questioned the HoDs of the ECE, IT, and AIML departments about their low scores, expressing the view that, given the presence of senior faculty, these departments should not be performing poorly.
- The AIML HoD responded by stating that faculty members were negligent in submitting their accomplishments to the LMS and HoD diary. He also mentioned that although faculty members were preparing all the necessary documents related to the E-audit of their courses, they were unable to meet the submission deadlines on the LMS. He requested the Dean of IQAC to consider extending the submission dates. The Dean of IQAC informed that extension requests should be sent via email (tlc@mlrit.ac.in) by any faculty in need and confirmed that all extension requests received so far have been processed.
- The EEE HoD raised a concern regarding the distribution of scores, requesting that the scores be sent directly to the department's emails. The Dean of IQAC addressed this request by explaining that the emails containing the scores had already been sent out. Furthermore, the Dean highlighted that the department coordinators have already reviewed and verified the scores. This ensures that all relevant personnel have received and acknowledged the information, maintaining transparency and accuracy in the evaluation process.
- AIML HoD requested the scores of the running semester and Head, IQAC assures that the even semester E-audit scores would be released within next few weeks.
- There were concerns among HODs regarding the framing of higher-level Bloom's questions. The Head of CSE-DS mentioned and quoted an NPTEL video course, stating

that Bloom's questions higher than the third level are not feasible for most B. Tech. courses. The HOD from ECE expressed that it seems impractical to frame all levels of Bloom's questions for all courses and noted that if a faculty member submits only lower-level Bloom's questions, they score less in the E-audit. The HOD of IT added that Bloom's Level 4 and 5 questions are not feasible for Unit-1 in most theory courses.

- In response, the Dean of IQAC highlighted the importance of faculty members understanding how to frame higher-level Bloom's questions across almost all subjects. Dean IQAC further underscores that incorporating higher-level Bloom's taxonomy questions in engineering education fosters critical thinking, problem-solving, and innovation, essential for professional success. Despite challenges, these questions bridge theory and practice, ensuring comprehensive understanding and application of knowledge in real-world scenarios. This approach aligns with the goals of advanced education, enhancing both student skills and institutional quality.
- The Chair suggested that the Dean of IQAC identify courses where faculty members face difficulties in framing Bloom's Level 5 and Level 6 questions. He recommended providing support to these faculty members and working towards reaching a consensus on the matter. Dean, IQAC invited all HoDs along with their faculty members who are facing any difficulty in framing higher order BL questions.
- HoD CSE questioned how an IQAC member without a CSE background could effectively check and evaluate Bloom's Level questions related to CSE subjects. In response, the Head of IQAC requested all HoDs to appoint a coordinator to assist IQAC in this process.
- HoDs requested to cross-check the names of faculty members teaching in a particular year and remove the names of those who have already left the college for FIP scores. Dean IQAC informed them that from the current semester onwards, LMS coordinators from different departments are authorized to add or remove faculty names in any of the E-audit courses created by IQAC.

### Agenda No. 3: Clarifications regarding Leave Rules

Dr. Rajan continued the presentation by providing clarifications on leave rules and highlighting all key points. Additionally, these points were discussed individually on a case-by-case basis for further clarification. The following points were discussed separately, and a consensus was reached:

- Leave entitlements and eligibility criteria for various types of leaves.
- The process for applying for leave and required documentation.
- Conditions under which leave can be refused or revoked due to institutional needs.
- Specific rules regarding the accumulation and utilization of earned leave.
- Guidelines for leave during probationary periods and initial months of service.

Each point was addressed thoroughly to ensure all members understood the policies and agreed on the implementation procedures. Following points were also discussed separately and a consensus was reached:

- **MECHHoD's Proposal on EL Retention:** The Mech HoD requested to remove the term 'retention of 9 ELs' from the employee earned leave (EL) account. The Chair responded that these leaves can be encashed in the future, so they should remain in the account.

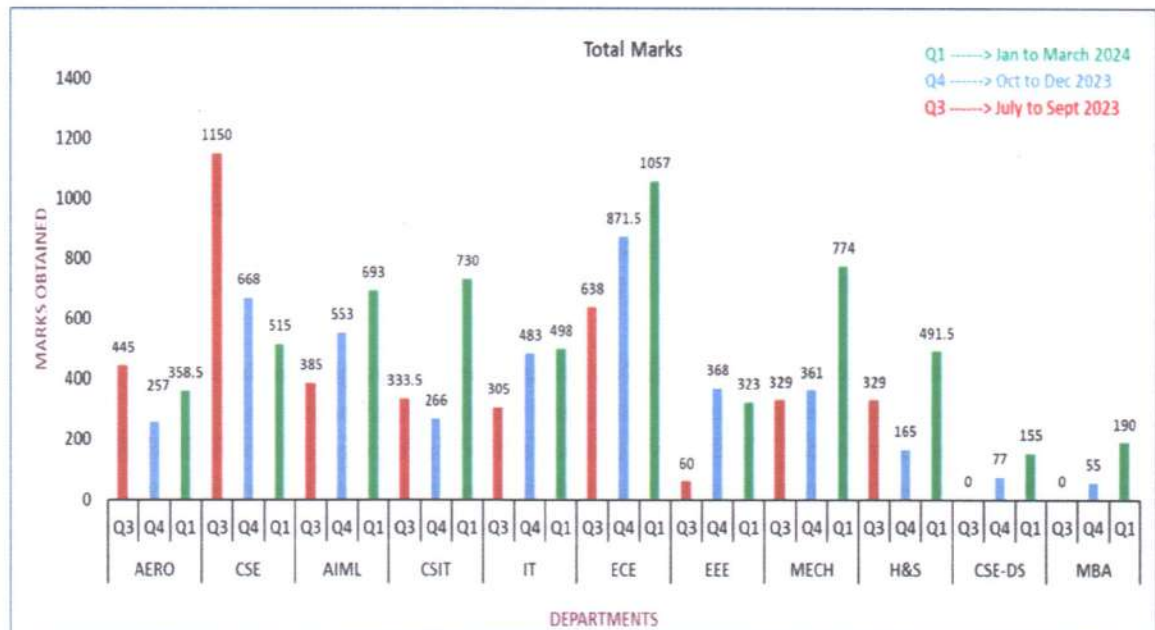
- **Paternal Leave Specification:** It was suggested to add the clause ‘within 15 days of the birth of the child’ for paternal leave.
- **Inclusion of Leave Rules in Onboarding Checklist:** The Chair suggested that leave rules should be included in the checklist for new faculty members when they join the college.
- **Late Arrival Penalties:** The HoDs proposed that the 5<sup>th</sup> instance of late arrival should not result in a full day absence but only a half-day absence. A full day absence consideration should start from the 6<sup>th</sup> instance onwards.

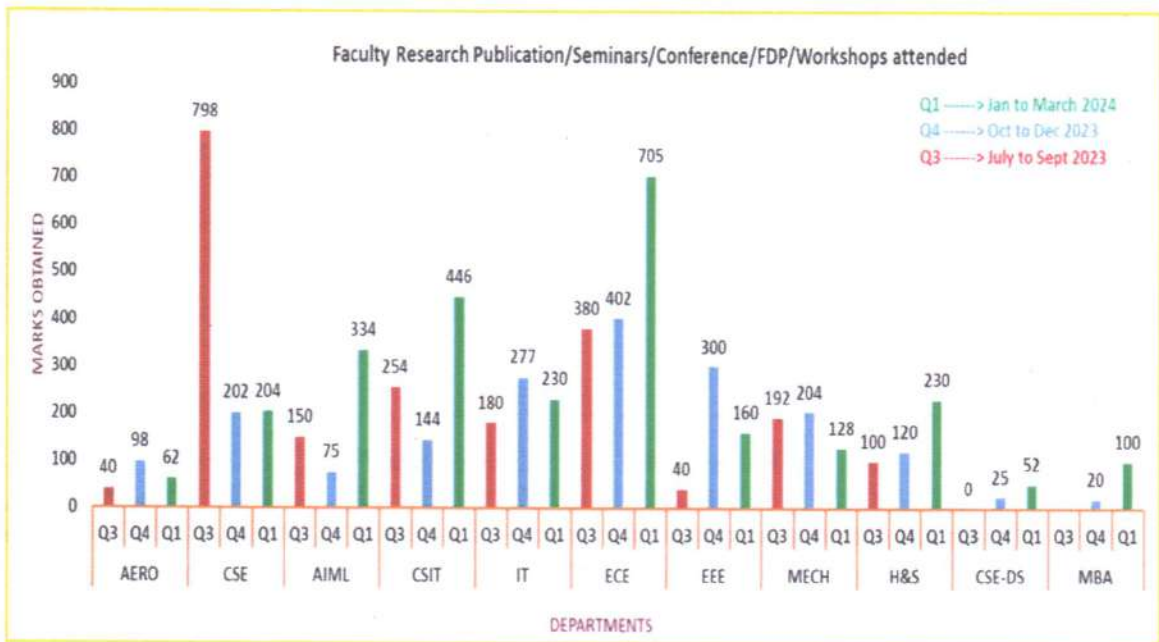
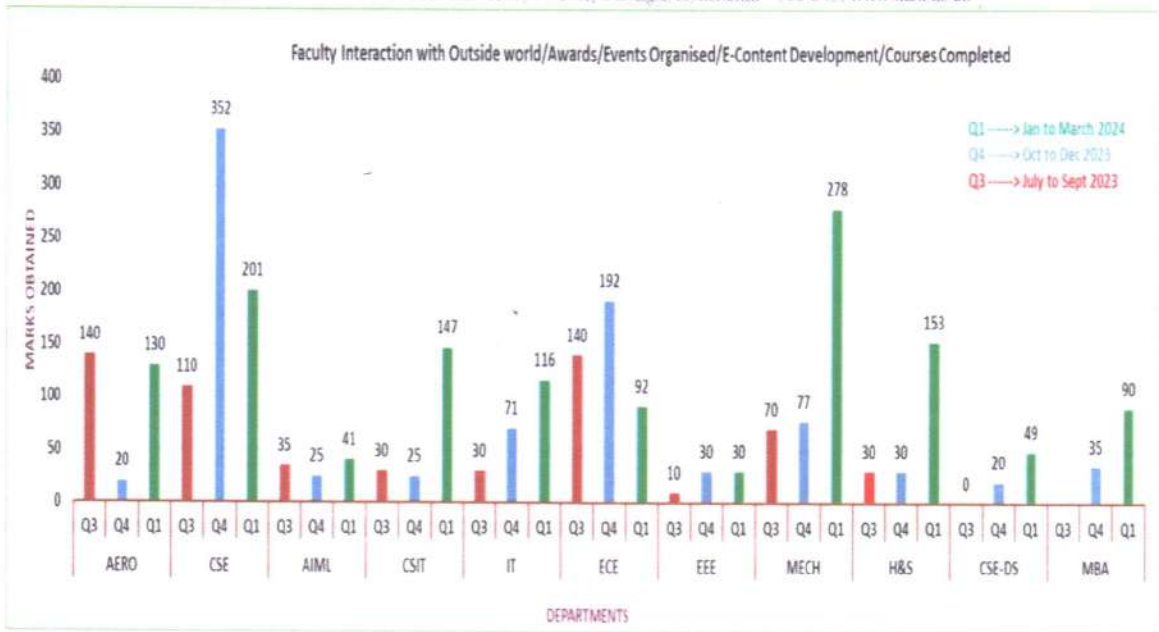
**Agenda No. 4: Report of HoD's Diary (Jan-Mar, 2024)**

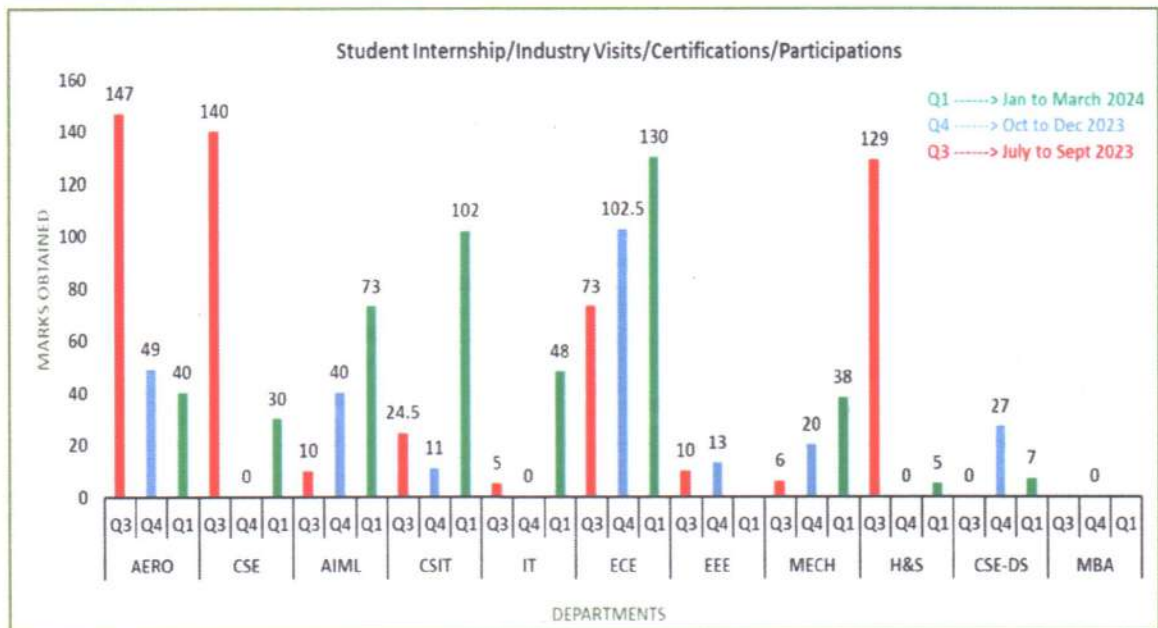
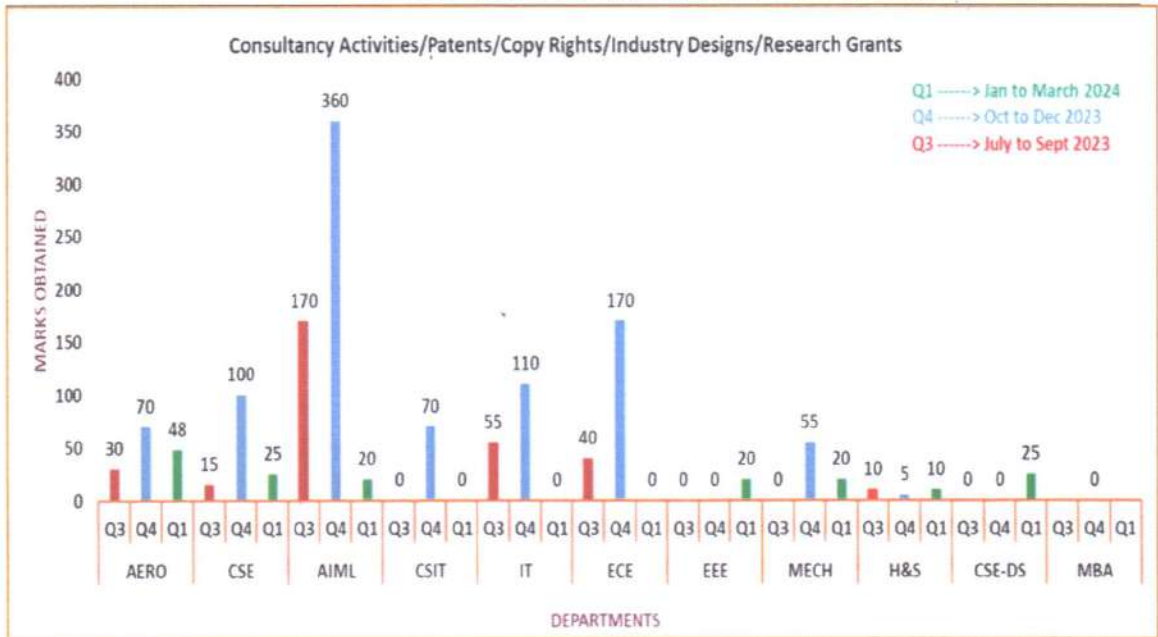
Dean, IQAC asked Dr. Pramod Kumar, Member IQAC to proceed with the presentation. Dr. Pramod presented the all-departments scores for the preceding quarter Jan-Mar -2024. These scores were evaluated based on the following key criteria:

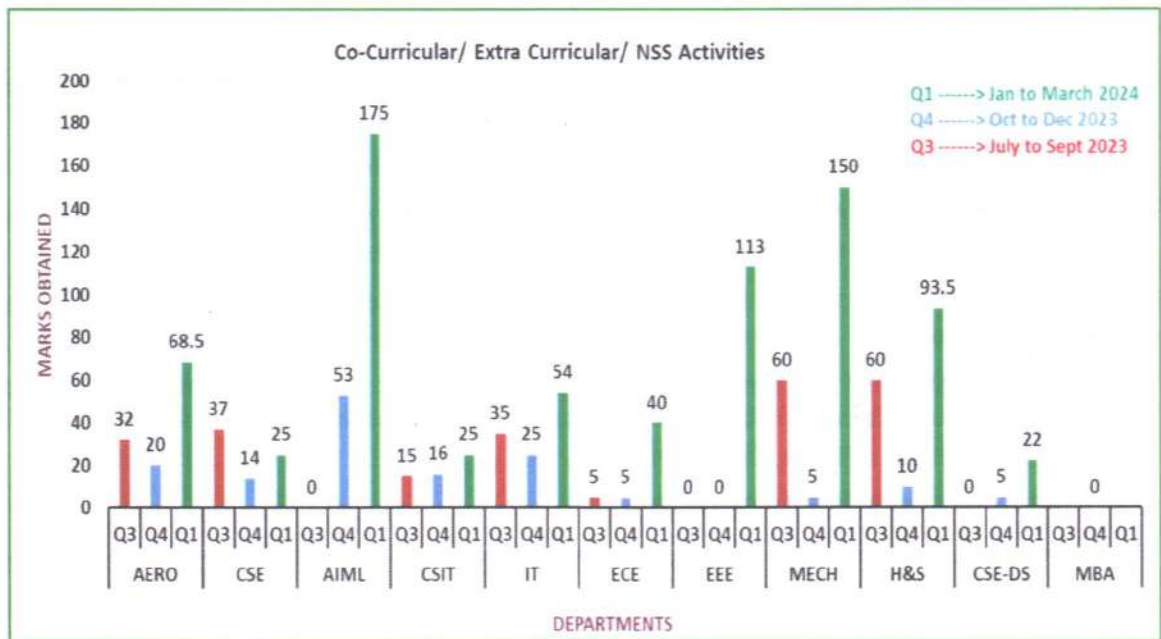
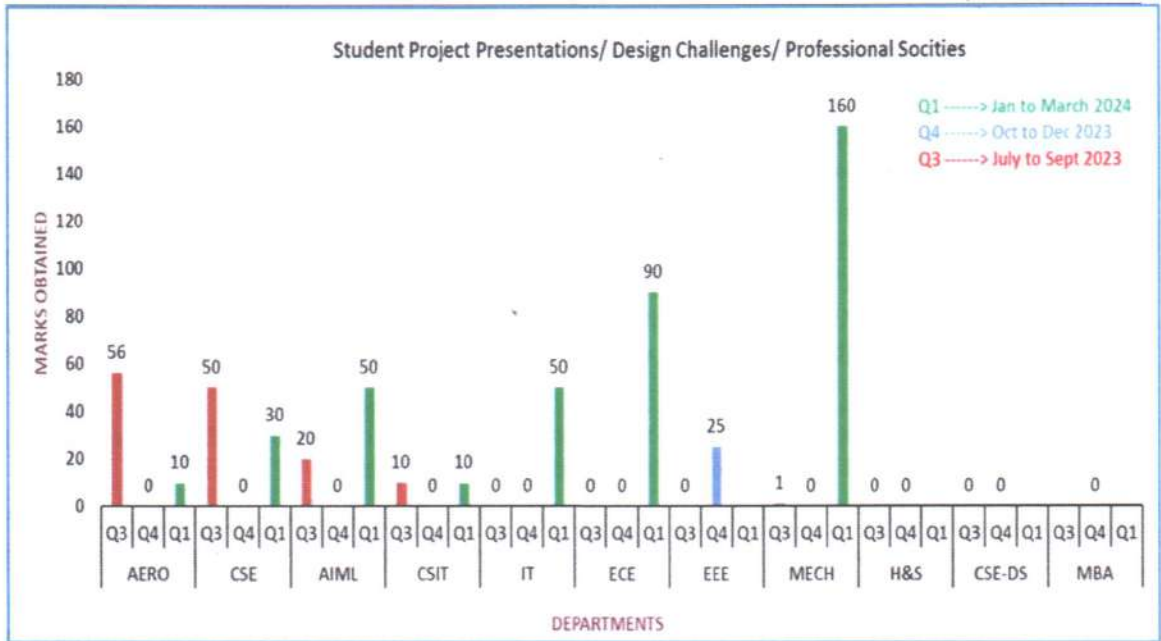
- Faculty interaction with outside world / awards / events organized / E-content developed / Courses completed.
- Faculty Research publications/ Seminars / Conference / FDP / Workshops attended.
- Faculty Consultancy Activities / Patents / copy rights / Industry Designs/Research Grant / Collaborations.
- Student Internships / Industry Visits / Certifications / Participations.
- Students Project Presentations / Design Challenges / Professional societies.
- Co-curricular Activities / Extra-Curricular Activities / NSS Activities.

Criteria-wise and total scores for the said quarter, given below, were presented and compared with their previous performance on each criterion.









A detailed discussion ensued to identify strengths and areas for potential improvement. The following points were discussed during the presentation, and a consensus was reached:

- The Chair suggested aligning the HoD diary timeline with the academic calendar and instructed to mention the highest scoring department in each sub-metric.
- IT HoD emphasized the significance of awarding student certifications. Additionally, both IT and CSIT HoDs raised concerns about the normalization of scores with respect to department faculty strength, noting that it may be dragging down the overall scores of relatively large departments.

- In light of the increasing trend of online FDPs/Seminars/Webinars, the Chair advised all HoDs to exercise extra vigilance regarding the authenticity of faculty event participation E-certificates.
- It was proposed during the score normalization process for students' internship / certifications that, rather than calculating it against the total number of students in a department, it should be calculated against the number of fourth-year students only.
- Dean IQAC informed the members about some amendments in HOD's diary from Apr. 2024. The Chair also instructed IQAC to label the HoD diary applications with version numbers. Minor changes would be denoted by decimals (e.g., Version 3.1, Version 3.2), while significant changes would warrant a whole number increase (e.g., Version 3, Version 4).
- The Chair suggested that the Consultancy rules performance needs to be analyzed and the progress for an academic year department wise (splits) to be evaluated.
- The Chair suggested to encourage students from first year itself for MOOCs/NPTEL courses, and also asked HoDs to facilitate mentor-mentee meeting in their respective departments.
- It was decided to remove the seminars contribution from the HoD diary quarterly report.

#### **Agenda No. 5: Report by Controller of Examinations**

Mr. G. Prabhakar Reddy, CoE, presented the observation report on examinations, courses, syllabus, and the status of previous results. The CoE highlighted the following points:

- Noted that some subjects have only a one-line syllabus.
- Mentioned that students who failed earlier wrote mid exams but did not apply for final exams, and requested HoDs to inform these students.
- Expressed concern that faculty members gave free marks to students despite incorrect answers.
- Highlighted that some courses provided to various departments, despite being the same, have different syllabi. CoE suggested that course coordinators hold a meeting before the semester starts to address this issue.

#### **Induction of new faculty into IQAC**

Dean IQAC informed the members that Mrs. G. Anitha, Assistant Professor, IT department has been inducted to IQAC from April 2024.


## IEEE Membership


Dean IQAC briefed members about the following points regarding IEEE membership:

- **Membership Fee Reimbursement:** The management has agreed to reimburse 50% of the IEEE membership fee for faculty members. Additionally, student toppers will also receive a 50% reimbursement of the membership fee.
- **IEEE Student Branch Chapter:** IQAC, in association with various departments, is in the process of filing a petition for establishing an IEEE student branch chapter at the institute. The inauguration of the IEEE student chapter is expected in last week of June.

No other points were discussed.


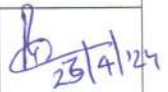
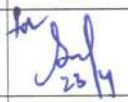






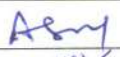
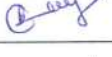



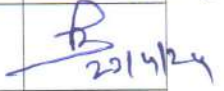
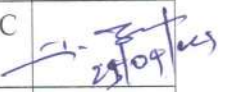

Dean, IQAC expressed gratitude to the Chair for leading the meeting and extended thanks to all Heads of Departments for their support and cooperation. The presentation was concluded with the following slide.

  
29/4/24  
Dean IQAC

  
29/4/24  
Chairperson IQAC

Date: 23-04-2024

### Members Present

S. No.	Name	Member Details	IQAC Details	Signature
1.	Dr. K. Srinivas Rao	Principal	Chairperson, IQAC	
2.	Mr. M. Dhiren Reddy	Member Management	Member, IQAC	
3.	Ms. 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.	Dr. 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	
21.	Mrs. G. Anitha	Assist. Prof., Dept. of IT	Coordinator, IQAC	

## 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 24<sup>th</sup> Sep. 2024 in the conference room, SR block on the campus.

Members present:

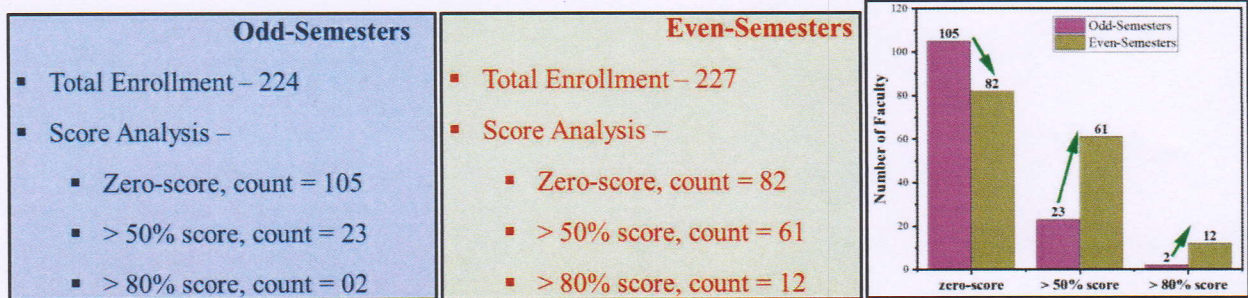
S. No.	Name	Member Details	IQAC Details
1.	Dr. K. Srinivas Rao	Chairperson IQAC, Principal	Chairperson, IQAC
2.	Prof. S. Srinath	Ex-Director IQAC, University of Hyderabad	External Member
3.	Mr. Shanthi Kumar	Director Workforce Planning & Management, EPAM Systems	External Member
4.	Mr. Narendar Reddy	Industrialist, SVS Pipes	External Member
5.	Ms. V. Gayathri	Roll no. 21R21A04D0, ECE Dept.	Student Nominee
6.	Mr. Akhilesh	Alumni Nominee Member	Alumni Nominee Member
3.	Ms. M. Shreya Reddy	Member Management	Member, IQAC
4.	Dr. Radhika Devi	Member Management, Head S&H	Head 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.	Dr. K. Sai Prasad	HOD, Dept. of AIML	Member, IQAC
11.	Dr. M. Chiranjeevi	HOD, Dept. of DS	Member, IQAC
12.	Prof. M. Venkateswar Reddy	HOD, Dept. of ME	Member, IQAC
13.	Prof. C. Ashok Kumar	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.	Prof. G. Prabhakara Reddy	Controller of Examinations	Member, IQAC
17.	Mr. M. Ganesh	Admin Officer	Member, IQAC
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, Coordinator IQAC
21.	Mrs. G. Anitha	Assoc. Prof., Dept. of IT	Coordinator, IQAC

At the outset of the meeting all IQAC members greeted the Chairman, IQAC and Ms. M. Shreya Reddy, Director. Before taking the mentioned agendas of the meeting, the Chairman directed the attention of all HoDs to the recent student feedback on faculty members. The Chair specifically highlighted the names of faculty members from each department and recommended that the respective HoDs take remedial actions. The Chair further advised that the remedial process should be completed within three days and the outcomes must be communicated to the Principal's office. Regarding the students' feedback, the Head of IQAC requested the HoD of CSIT (feedback in charge) to ensure that a copy of the feedback is sent to IQAC also, as it falls under the purview of TLC, IQAC. HoD, CSIT agreed to ensure for the same.

After outlining the agenda for the meeting, the Chair handed over the floor to the Head of IQAC and Dean S & H to proceed with the scheduled presentation. The Head IQAC thanked the Chair and welcomed all attendees before inviting Dr. Rajan Singh to begin the presentation of the report of E-audit for the A.Y. 2023-2024.

**Agenda No. 1: Reports of E-audit Scores**

Dr. Singh presented the data and highlighted the important insights of E-audit on parameters like participation and scores for the last two semesters.



Dr. Singh highlighted that although faculty members active participations from various departments is not encouraging, it was found that zero score count was improved from 105 to 82, faculty count who scored greater than 50 % of the total marks also increased from 23 to 61, and faculty count who scored greater than 80 % inched up from single digit (2) to double digit (12). It was requested to all HoDs to encourage the faculty members for their active participation.

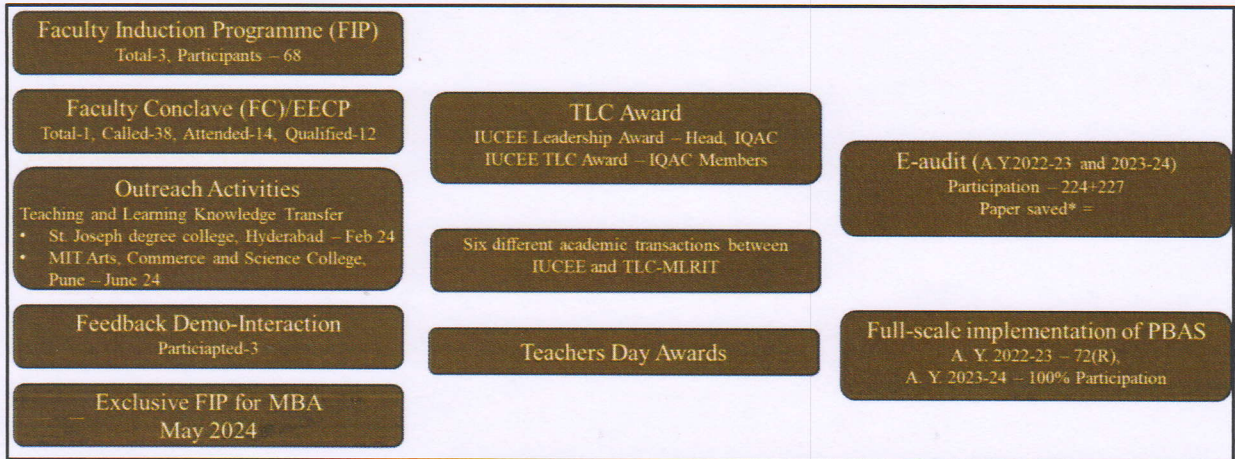
Dr. Singh also presented a report based on an estimation in support of the initiative of E-audit of the subject course file to facilitate the whole process and saving of hard papers. As per the estimation it was found that considering 264 active participants in both semesters, and each participant would have consumed 45 pieces of papers, then E-audit facilitated a saving of  $264 \times 45 = 11880$  papers i.e. approximately 24 reams of papers.

Subsequently, Head IQAC invited Dr. K. Aravind, the Head of TLC, to present the TLC yearly report for the AY-2023-24.

*[Handwritten signature]*  
24/9/2024

**Agenda No. 2: TLC Yearly Report**

Head, TLC Dr. K. Aravind initiated the presentation of the activities report of last academic year 2023-24.



- Head, TLC presented a brief of activities conducted / organised by TLC center. These activities include a total three Faculty Induction Programs (FIP) followed by Faculty Conclave III (FC-III) for EECPC certification.
- Dr. Aravind also highlighted the outreach activities undertaken by Head, IQAC and IQAC coordinators, first was a 5-days knowledge sharing cum training session to St. Joseph Degree College, Hyderabad and a two days session on OBE to MIT Arts, Commerce and Science College, Pune by Head IQAC.
- Dr. Aravind also briefed the Chair and members about demo-cum interaction with faculty members who got students feedback less than 70 %. The demo-cum interaction was to provide helping hand to those faculty to tune their teaching methodologies as per requirements of learners.
- Head, TLC also emphasized about the MLRIT-IUCEE collaboration, and the institute active participation in different courses by students as well as faculty members. Other highlights included were IUCEE Leadership Award to Head IQAC and IUCEE TLC Award to IQAC coordinators by IUCEE.
- Other important activities facilitated by TLC center like E-audit and full-scale implementation of PBAS-2024 were also briefed by Head, TLC.

After concluding the presentation, Dr. Aravind thanked the Chair and members, and handed over the presentation to Head, IQAC.

**Agenda No. 3: Annual Report of HOD's Self Evaluation**

The Head of IQAC began the presentation on the HoD diary for the AY 2023-24. The performance scores of each department over the last four quarters were discussed. The focus of the presentation was to identify departmental strengths where departments performed well, as well as areas that required further attention. The following method was used for the analysis:

*Sub-criterion contribution (in %) = [(Total score of a particular criterion over four quarters) / (Total score of sub-criterion)] \* 100*

*Handwritten signature and date: 24/9/24*

The identified criteria for each department are presented in the table below.

Department	CR-I Faculty Interaction with Outside world / Awards / Events Organized/E-Content Development / Courses Completed	CR II Faculty Research Publication/Seminars/Conference/FDP/Workshops attended	CR III Consultancy Activities/Patents/Copy Rights / Industry Designs /Research Grants	CR IV Student Internship /Industry Visits /Certifications/ Participations	CR V Student Project Presentations/ Design Chall /Prof. Society	CR VICO-Curri/ Extra-Cur. /NSS Activities
CSE-AIML	1.3 (32%), 1.4 (25%) and 1.5 (35%)	2.5 (57%)	3.2(56%),3.5 (25%), and 3.7 (19%)	4.5 (4.2%)	5.2 (35%)	6.1 (46%), 6.3 (26%) and 6.4 (22%)
	1.1 (2%) and 1.2 (6%)	2.1 (16%) and 2.3 (17%) and 2.2(1.1%) and 2.4 (9%)	3.1, 3.3 3.4 and 3.6 (0%)	4.1 (16%), 4.2 (17%) and 4.3 (17%)	5.3 (25%) 5.1 (15%)	6.2 (0%) and 6.5 (5%)
CSIT	1.3 (25%), 1.4 (29%) and 1.5 (36%)	2.1 (26%) and 2.5 (71%)	3.2(49%)	4.3 (46%) and 4.4(27%)	5.1 (33.3) and 5.2 (42%)	6.2 (25%) and 6.4 (36%)
	1.1 (5%) and 1.2 (5.2%)	2.2 (2%), 2.3(2%) and 2.4 (0%)	3.1, 3.3 3.4 ,3.6 and 3.7 (0%), 3.5 (1.5%)	4.1 (5%), 4.2 (8%) and 4.5 (14%)	5.3 (0%)	6.1 (17%); 6.3 (14%), 6.5 (9%)
IT	1.1 (61%), 1.4 (26%)	2.2 (47%) and 2.5 (45%)	3.1(25%), and 3.2(75%)	4.3 (34%) and 4.5(27%)	-	6.2 (25%) and 6.4 (59%)
	1.2 (0%), 1.3 (10%) and 1.5 (3.5%)	2.1(5.3%), 2.3(2.5%) and 2.4 (0%)	3.3, 3.4, 3.5, 3.6, and 3.7 (0%)	4.1 (0%), 4.2 (0%) and 4.4 (14%)	5.1 (0%), 5.2 (5%) and 5.3 (0%)	6.1(5%),, 6.3 (11%) and 6.5 (0%)
CSE	1.1 (24%), 1.3 (20%) and 1.4 (25%)	2.1 (25%) and 2.2 (45%)	3.1 (25%), 3.2 (25%), 3.3 (17%) and 3.6 (33%)	4.3 (21%) and 4.4 (39%)	5.1 (42%) and 5.2 (33%)	6.1 (21%), 6.3 (20%) and 6.4 (55%)
	1.2 (15%) and 1.5 (17%)	2.5 (16%); 2.3 (11%) and 2.4 (2%)	3.4, 3.5 and 3.7 (0%)	4.1 (2%), 4.2 (0.25%) and 4.5 (13%)	5.3 (0%)	6.2 (0%) and 6.5 (3%)
EEE	1.3 (26%) and 1.5 (49%)	2.5 (55%)	3.2(50%)	4.3 (24%) and 4.4 (32%)	5.1 (35%)	6.3 (44%)
	1.1 (11%), 1.2(13%) and 1.4 (3%)	2.1&2.3 (17.5%); 2.2 (8%) and 2.4 (2%)	3.1, 3.3 3.4 ,3.5, 3.6, and 3.7 (0%).	4.1 (13%), 4.2 (17%) and 4.5 (0%)	5.2 (15%) and 5.3 (0%)	6.1 (6%), 6.2 (0%), 6.4 (0%) and 6.5 (0%)
AERO	1.1 (35%) and 1.3 (42%)	2.2 (41%) and 2.5 (38%)	3.1 (28%), 3.2 (52%) and 3.5 (18)	4.3 (30%) and 4.5 (43%)	-	6.3 (25%) and 6.4 (65%)
	1.2 (7.4%) 1.4 (2.6%) and 1.5 (13.3%)	2.4 (18%) 2.1 (9%) and 2.3 (0%)	3.3, 3.4, 3.6 and 3.7 (0%)	4.1 (13%), 4.2 (11%) and 4.5 (4%)	5.1 (25%); 5.2 and 5.3 (0%)	6.1 (0%), 6.2 (10%) and 6.5 (0%)
ECE	1.2 (25%) and 1.5 (31%)	2.2 (22%) and 2.5 (69%)	3.2 (50%)	4.4 (37%) and 4.5 (39%)	5.1 (50%)	6.1 (25%) and 6.4 (43%)
	1.1 (18%); 1.3 (13%) and 1.4 (13%)	2.1 (10%), 2.3 (0%) and 2.4 (0%)	3.1, 3.3 3.4, 3.5, 3.6, and 3.7 (0%).	4.3 (15%); 4.1 (9%) and 4.2 (1.2%)	5.2 (0%) and 5.3 (0%)	6.5 (17%); 6.2 (9 %) and 6.3 (6.2%)
MECH	1.1 (24%), 1.3 (26%) and 1.5 (23%)	2.2 (50%), and 2.5 (42%)	3.4(34%)	4.1 (42%), 4.3 (20%), 4.5 (29%)	5.1 (50%)	6.3 (52%) and 6.4 (42%)
	1.2 (18%); 1.4 (9%)	2.1 (3%), 2.3 (4.5%) and 2.4 (0%)	3.1 (4.5%), 3.2 (0%) 3.3 (0%) ,3.5 (9%), 3.6 (0%), 3.7 (2.2%).	4.2 (6%) and 4.4 (3%)	5.2 and 5.3 (0%)	6.1 (0%), 6.2 (0%), and 6.5 (6%)
CSDS	-	2.5 (57%)	3.2 (25%)	4.3(26%)	-	6.1 (30%)
	1.3 (17%); 1.1 (8%) 1.2 (12%), 1.4 (12%) and 1.5 (0%)	2.1 (18%); 2.2 (0%), 2.3 (0%) and 2.4 (0%)	3.1 (0%), 3.3 (0%) 3.4 (0%),3.5 (0%), 3.6 (0%) and 3.7 (0%).	4.1 (19%); 4.2 (8%), 4.4 (9%) and 4.5 (14%)	5.1, 5.2 and 5.3 (0%)	6.2 (0%), 6.3 (14%), 6.4 (0%) and 6.5 (6%)
S & H	1.3 (37.5%) and 1.5 (26%)	2.2 (36%), and 2.5 (60%)	3.2 (98%)	4.4 (21%) and 4.5 (39%)	-	6.2 (25%), 6.3 (23%) and 6.5 (30%)
	1.4 (18.5%); 1.1 (13%) and 1.2 (5%)	2.1 (1%), 2.3 (0%), 2.4 (2.5%)	3.1(0%), 3.3 (0%), 3.4(0%), 3.5 (0%), 3.6 (2%), 3.7 (0%).	4.1 (0%),4.2 (0%) and 4.3 (14%)	5.1, 5.2 and 5.3 (0%)	6.4 (17%); 6.1(0%)
MBA	1.3 (49%)and 1.5 (20%)	2.5(60%)	-	-	-	-
	1.1 (2.7%) 1.2(2.7%) and 1.4(0%)	2.2 (15%), 2.1 (0%), 2.3 (0%), 2.4 (0%)	3.1(0%), 3.2(0%), 3.3(0%) 3.4(0%),3.5(0%), 3.6(0%) and 3.7 (0%).	ALL	ALL	ALL

Areas where dept is doing good.

Areas where dept is doing moderately good and /where dept can improve.

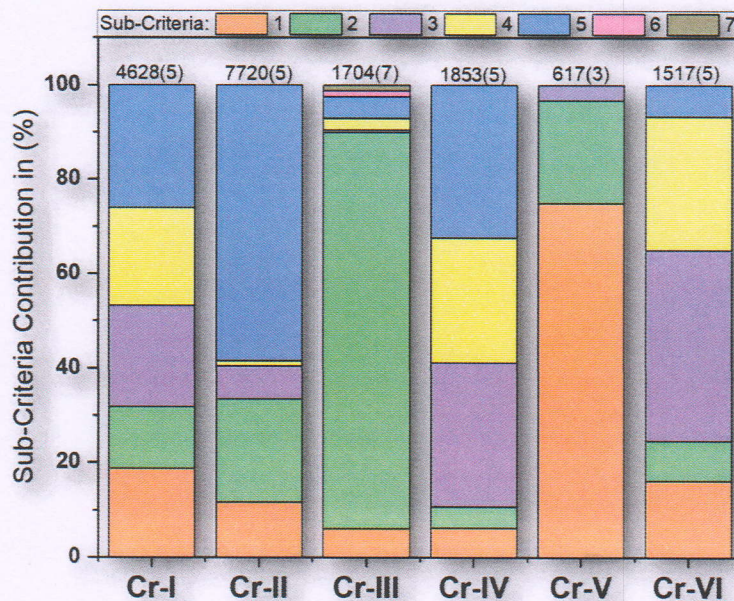


During the discussion of the agenda following points were discussed.

- The Head of the Aeronautical Department suggested that presenting the total score of each criterion, rather than criterion-wise contributions, would be more informative and helpful for the departments.
- The Chair pointed out that, without a reference level for each criterion, the figures may not effectively convey the intended message. It was recommended that a fixed reference score should be established for every criterion, allowing departments to clearly see whether they have met the target over the academic year.

**Agenda No. 4: Institution Level Performance**

Head IQAC continued the presentation by showcasing the institute-level performance, which is the cumulative sum of contributions from all departments over the last academic year. It was found that in absolute terms CR-II has highest score, followed by CR-I and CR-IV, CR-III, CR-VI, and lowest score for CR-V. Based on these data, it was emphasized that all departments should encourage participation and achievement in Student Project Presentations/Design Challenges /Professional Society (CR-V).



**Agenda No. 5: Any other point with the permission of the Chair**

- At the request of several HoDs, the Chair agreed to discuss the proposal to grant the HoDs the authority to allocate marks in PBAS-2024 for their faculty members. During the discussion, the Aero HoD proposed that this allocation should represent a meaningful percentage of the total marks. However, the Chair proposed a maximum of 10 marks. With the PBAS scores of faculty members already provided to each HoD, the Chair instructed all HoDs to submit their observations, if any, along with their reserved 10 marks, to his office within three days from the meeting date.

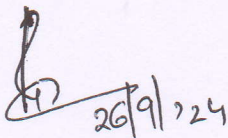
*[Handwritten signature and date: 27/9/2024]*

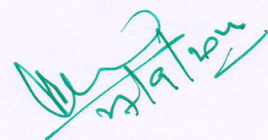
- Head, IQAC reiterated the mandatory EECF certification of all faculty members joined after 31/12/2023 for annual regular increment and performance incentive, if any.
- In light of the latest NBA Self-Study Report (SSR), the Head of IQAC proposed including student publications in the HoD diary starting from the current quarter.
- Effective from August 2024, the Standard Operating Procedures (SOP) for the following roles and responsibilities have been circulated to all HoDs for necessary compliance.
  - *Allotting Projects per Guide for Graduate / Post Graduate Students*
  - *Attendance Coordinator*
  - *Seminar Coordinator*
  - *ALS & Video lectures Coordinator*
  - *Course file and LMS Coordinator*
  - *Student Project Coordinator*

The Head, IQAC, expressed sincere gratitude to the Chair for effectively leading the meeting and extended thanks to all Heads of Departments for their support and cooperation throughout the discussion. The presentation concluded with the final slide.

**Great things in business are never done by one person. They're done by a team of people.**

**-Steve Jobs**

  
26/9/24  
Head IQAC

  
26/9/24  
Chairperson, IQAC