

Cir. No. MLRIT/IQAC/MT-10/2025/06

Date: 18.03.2025

CIRCULAR

Sub: - IQAC Meeting – reg.

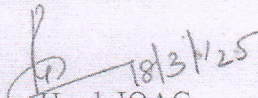
All the Head of Departments and IQAC members are hereby informed that an IQAC meeting is scheduled on 21st March, 2025. Your attendance at this meeting is kindly requested.

Venue: Conference Hall

Time: 2.00 pm

The brief agenda for the meeting is outlined as follows. :

- Reports of E-Audit Scores
- Report of HoD's Dairy (Oct-Dec, 2024)
- External Audit Reports
- Seminars and Projects - observations
- TLC report
- Proposals of IQAC
- Any other point with the permission of the Chair.


18/3/25
Head, IQAC


18/3/2025
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

I.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 2.30 P. M. on 21st March 2025 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	Director, MLRIT and Member Management	Member, IQAC
4.	Dr. Radhika Devi	Dean, 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.	Prof. M. Venkateswar Reddy	HOD, Dept. of ME	Member, IQAC
12.	Prof. C. Ashok Kumar	HOD, Dept. of EEE	Member, IQAC
13.	Dr. Ch. Achi Reddy	HOD, Dept. of S&H	Member, IQAC
14.	Dr. M. V. Narasimha Rao	HOD, Dept. of MBA	Member, IQAC
15.	Dr. P. Pramod Kumar	Assoc. Prof., Dept. of ME	Coordinator, IQAC
16.	Dr. Rajan Singh	Assoc. Prof., Dept. of ECE	Coordinator, IQAC
17.	Dr. K. Aravind	Assist. Prof., Dept. of S&H	Head TLC, Coordinator IQAC
18.	Mrs. G. Anitha	Assoc. Prof., Dept. of IT	Coordinator, IQAC

* Dr. T. V. Nagaraju, In-Charge HOD, attended the meeting on behalf of the HOD, IT.

At the outset of the meeting all IQAC members greeted the Chairman, IQAC and Ms. M. Shreya Reddy, Director.

After outlining the agenda for the meeting, the Chair handed over the floor to the Head of IQAC to proceed with the scheduled presentation. The Head IQAC extended appreciation to 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. 2024-2025-odd semester.

Agenda No. 1: Reports of E-audit Scores

Dr Singh shared the findings, noting that 71 faculty members from different departments had enrolled in at least one theory course but failed to submit any documents in recent semesters.

S. No.	Department	Enrolled in E-audit (I/II/III/IV)	No submission
1.	AIML	1 / 9 / 13 / 14	00
2.	CSE	3 / 18 (3) / 14 (1) / 13 (3)	07
3.	CSDS	- / 8 (2) / 12 (1) / 8 (5)	08
4.	CSIT	14 (6) / 3 / 5 / 5 (1)	07
5.	H & S	42 (7) / 4	07
6.	IT	- / 6 / 9 (1) / 7 (1)	02
7.	MECH	6 (4) / 4 (2) / 4 (2) / 5 (5)	13
8.	MBA	5 (1) / 8 (6) / 2 / 2 / 3	07
9.	ECE	7 (6) / 22 (2) / 13 (1) / 18 (1) / 1	10
10.	EEE	5 / 4 (2) / 4 (3) / 4 (2)	07
11.	AERO	- / 3 / 5 (2) / 4 (1)	03

IQAC Intervention: All these faculty members were called to IQAC, and had a one-to-one interaction with Head, IQAC. The interaction was to ascertain the underlying causes for the non-submission. They promised for timely submissions regarding E-audit documents.

Head, IQAC highlighted the importance of digital footprint created while using LMS for various academic activities, and would serve as readily available proof, in case of any verification.

Considering the importance of E-audit, the Chair suggested inclusion of E-audit performance to department quarterly audit.

HOD, Aero department requested for exemption from document submission for the faculty members who are full-time engaged in college-level different academic and non-academic activities.

The Chair informed members about a full day session to be held on IPR on 22/03/2025. Four to five renowned external speakers will share their expertise on the topic. All HODs were suggested to make full use of it.

Agenda No. 2: Reports of HoDs Diary (Oct-Dec-2024)

Head IQAC presented department performance in last academic year. They highlighted almost nil participation in consultancy, industry design and research grants. The following points were discussed:

1. Consultancy Activities

Observation:

Dept	July – Sept 2024	Oct – Dec 2024
AERO	0	0
CSE	0	0
AIML	0	1
CSIT	0	0
IT	0	0
ECE	0	0
EEE	0	0
Mech	0	0
H&S	0	0
CSE-DS	0	0
MBA	0	0

Only the AIML department claimed one consultancy activity in the previous two quarters.

Suggestion:

- Consultancy activities are severely lacking across all departments.
- This suggests limited engagement with external organizations or industries for consultancy purposes. Departments should focus on building stronger industry connections to improve their performance in this metric.

2. Patents Filed/Published/Granted

Dept	July – Sept 2024	Oct – Dec 2024
AERO	120	60
CSE	0	100
AIML	0	80
CSIT	40	10
IT	0	30
ECE	120	10
EEE	65	10
Mech	0	100
H&S	0	0
CSE-DS	10	0
MBA	10	0

It is suggested that the CSIT, CSE-DS, and MBA departments focus more on patent-related activities.

3. Copyrights Received

Observation:

Six departments—CSE, IT, EEE, H&S, CSE-DS, and MBA—did not contribute any copyrights in either quarter.

Dept	July – Sept 2024	Oct – Dec 2024
AERO	10	20
CSE	0	0
AIML	0	90
CSIT	0	10
IT	0	0
ECE	0	20
EEE	0	0
Mech	0	10
H&S	0	0
CSE-DS	0	0
MBA	0	0

Suggestion:

Departments scoring zero may need targeted support, such as awareness programs, training sessions, or motivation through incentives.

4. Industry Designs Filed/Published/Granted

Observation:

Across both July–September 2024 and October–December 2024, no department filed, published, or was granted any industry designs.

Dept	July – Sept 2024	Oct – Dec 2024
AERO	0	0
CSE	0	0
AIML	0	0
CSIT	0	0
IT	0	0
ECE	0	0
EEE	0	0
Mech	0	0
H&S	0	0
CSE-DS	0	0
MBA	0	0

Suggestion:

- **Encouraging Interdisciplinary Collaboration:** Mechanical, ECE, CSE, and AIML can work together to develop innovative designs that integrate technology and usability.
- **Industry-Academia Collaboration:** Engage with industries to identify real-world design challenges and encourage students to propose innovative solutions that can be filed as industrial designs.

5. Research Grants Received

Dept	July – Sept 2024	Oct – Dec 2024
AERO	0	0
CSE	0	0
AIML	0	0
CSIT	0	0
IT	0	0
ECE	0	0
EEE	0	0
Mech	0	0
H&S	0	0
CSE-DS	0	0
MBA	0	0

Observation:

In both July–September 2024 and October–December 2024, no department secured any research grants. This is a concerning trend as research grants are critical for promotion of faculty development, and institutional reputation.

Insight:

Many grants require interdisciplinary or industry collaboration. A lack of partnerships with industries, research organizations, or other institutions could be a barrier.

6. Research Proposals/Schemes Submitted/Sanctioned

Observation:

CSIT, IT, EEE, Mech, CSE-DS, and MBA remained at zero in both quarters.

Dept	July – Sept 2024	Oct – Dec 2024
AERO	0	4
CSE	0	4
AIML	0	2
CSIT	0	0
IT	0	0
ECE	0	28
EEE	0	0
Mech	0	0
H&S	2	0
CSE-DS	0	0
MBA	0	0

Suggestion:

A structured plan should include periodic reviews, faculty mentoring, proposal-writing workshops, and targeted support to help departments actively contribute and improve their performance over time.

7. Institute-Industry Collaborations

Observation:

During July–September 2024, only AIML (5 marks) and CSIT (5 marks) engaged in industry collaborations, while all other departments scored zero. In October–December 2024, there was a complete decline, with all departments scoring zero in this category.

Dept	July – Sept 2024	Oct – Dec 2024
AERO	0	0
CSE	0	0
AIML	0	5
CSIT	0	5
IT	0	0
ECE	0	0
EEE	0	0
Mech	0	0
H&S	0	0
CSE-DS	0	0
MBA	0	0

Suggestion:

Departments should focus on signing Memorandums of Understanding (MoUs) with companies for research, training, and internships.

Overall Insights and Recommendations

Consultancy and Industry Collaborations: There is a significant lack of performance in consultancy activities and industry collaborations across most departments. Departments should focus on building stronger industry connections and exploring consultancy opportunities to improve their scores.

Patents and Copyrights: While some departments showed strong performance in patents in the second quarter (AERO, ECE, EEE), copyright-related performance dropped significantly. Departments should balance their focus between patents and copyrights to ensure a diverse intellectual property portfolio.

Research Grants and Proposals: The absence of marks in research grants and the decline in research proposals indicate a need for better grant-writing skills and more consistent research planning.

Industry Designs: The complete lack of marks in industry designs suggests a gap in innovation. Departments should explore collaborations with industries to foster design-related innovations.

Agenda No. 3: External Audit Reports

An external audit was held on 18th and 19th February 2025, details are provided

S. No.	Expert Name and Affiliation	Department audited	Date and Time
1.	Prof. Salman Abdul Moiz, School of Computer & Information Science, University of Hyderabad, Hyderabad	Department of CSE and allied branches including CSE-AIML, CSIT, CSDS, and IT	18/02/2025, 9.30 am to 4.00 pm
2.	Prof. Samrat L Sabat, Professor, Centre for Advanced Studies in Electronics Science and Technology, University of Hyderabad, Hyderabad	Department of ECE, EEE, AERO, MECH	19/02/2025, 9.30 am to 4.00 pm

The Head of IQAC highlighted several key areas for improvement based on the external audit:

- Update lab manuals regularly.
- Encourage faculty to enrol in and complete NPTEL courses.
- Address challenges in engaging students effectively during classroom teaching.
- Implement Project-Based Learning (PBL) methodologies.
- Utilize lab prototypes as teaching aids in classrooms.
- Improve lab maintenance standards.
- Organize science and industrial talks for enhanced exposure.
- Discourage publication in predatory journals.
- Conduct awareness programs on journal selection and manuscript writing.
- Revise and update Course Outcomes (COs) as needed.
- Facilitate industrial training programs for faculty members.
- Explore copyright opportunities for software developed by the CSE department.
- Ensure secure storage and handling of examination data by the exam branch.

The Chair instructed all HODs to take action to keep labs clean and presentable.

Agenda No. 4: Seminar and Project observations

Head, IQAC informed in the meeting that the SOP for seminars, which outlines the roles and responsibilities of seminar coordinators, was released in August 2024.

Status of Compliance:

- The S&H and CSIT departments are following the SOP and have submitted their files. Approximately 80% of the faculty in these departments maintain updated weekly reports. The remaining 20% were instructed to follow the SOP, conduct seminars as required, and submit updated call reports and attendance records.
- All other departments were unaware of the seminar SOP, despite it being sent via email by the coordinators. Upon request, the SOP was re-sent, but no submissions have been made yet.

Observations during Inspection:

- In the IT and ECE departments, it was noted that one faculty member was handling seminars for 60 students, which is not in accordance with the SOP.
- AIML faculty are conducting other activities to award 5 marks instead of proper seminars.

There is no coordination between seminar-handling faculty and class faculty in the AIML department.

SOP Violations Observed:

- Lack of attendance sheets.
- No phone call records for follow-ups.
- No initiative from faculty to improve seminar attendance.

Agenda No. 5: TLC Report

Dr K. Aravind presented the TLC Activities since Aug-2024 till date.

- The last Faculty Induction Program (FIP) was conducted in October 2024.
- Special Faculty Conclave in February 2025 – Only 2 out of 27 faculty members qualified; hands-on sessions were conducted for the unqualified faculty.

Achievements:

- Best TLC Award by IUCEE in January 2025 during ICTIEE 2025.

Initiative:

- **BODHANA** (Beyond Ordinary: Discovering Holistic Approaches to Nurturing Academics): Launched in February 2025, BODHANA is a monthly collaborative forum exclusively for faculty members enrolled or certified in IIECP, EER, and the Felder-Brent Series. Jointly initiated by TLC and IQAC, this platform is dedicated to fostering a culture of excellence in teaching and learning. It serves as a space for open dialogue where educators come together to share experiences, reflect on innovative pedagogical practices, discuss both successes and setbacks, and collaboratively explore solutions to classroom challenges. BODHANA encourages continuous professional growth and aims to nurture a vibrant academic community focused on transformative teaching.

Empowering Faculty:

- 2 faculty members received IIECP certifications.
- 5 faculty members received EER certifications during the 2024-2025 academic year.

Upcoming Events (April-May 2025):

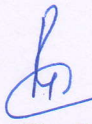
- Faculty Induction Program (with a renewed structure).
- One-day workshop by IUCEE on Humanitarian Design and Social Enterprise in association with IUCEE in partnership with Lehigh University, USA. Selected students will get a chance to attend summer school from June 2-6, 2025 at Agastya Foundation, Kuppam, KN.
- Faculty Conclave.

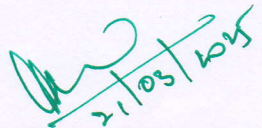
Agenda No. 6: Proposal of IQAC

- This item was not discussed due to time constraints and was decided to be taken for discussion in the next IQAC meeting.

No other points were discussed.

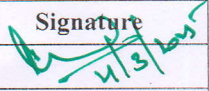
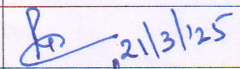

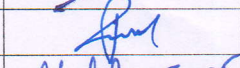
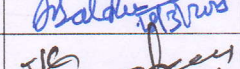
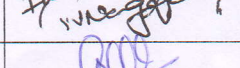
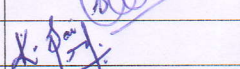
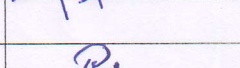
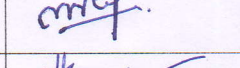
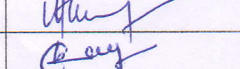
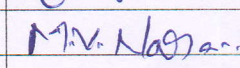
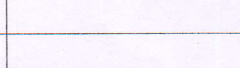
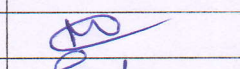
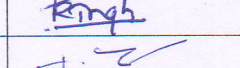
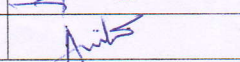

The Head of the IQAC sincerely thanked the Chair for his effective leadership during the meeting and appreciated all Heads of Departments for their support and collaboration throughout the discussion.


21/3/25
Head IQAC


21/03/2025
Chairperson, IQAC

Date: 21-03-2025

Member Present

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	Member, IQAC, Industrialist, SVS Pipes.	
5.	Mr. Akhilesh	Member, IQAC, Alumni Nominee Member	
6.	Mr. M. Dhiren Reddy	Member, IQAC, Member Management.	
7.	Ms. M. Shreya Reddy	Member, IQAC, Member Management.	
8.	Dr. V. Radhika Devi	Dean IQAC & Member Secretary, Dean, S & H	
9.	Dr. M. Satyanarayana Gupta	Member, IQAC, HOD, Dept. of Aero	
10.	Dr. S. V. S. Prasad	Member, IQAC, HOD, Dept. of ECE	
11.	Dr. A. Balaram	Member, IQAC, HOD, Dept. of CSE	
12.	Dr. N. V. Raja Shekhar Reddy	Member, IQAC, HOD, Dept. of IT	
13.	Dr. P. Subhashini	Member, IQAC, HOD, Dept. of CSIT	
14.	Dr. K. Sai Prasad	Member, IQAC, HOD, Dept. of AIML	
15.	Dr. M. Chiranjeevi	Member, IQAC, HOD, Dept. of DS	
16.	Prof. M. Venkateswar Reddy	Member, IQAC, HOD, Dept. of ME	
17.	Prof. C. Ashok Kumar	Member, IQAC, In-charge HOD, Dept. of EEE	
18.	Dr. Ch. Achi Reddy	Member, IQAC, HOD, Dept. of S&H	
19.	Dr. M. V. Narasimha Rao	Member, IQAC, HOD, Dept. of MBA	
20.	Mr. G. Prabhakara Reddy	Member, IQAC, Controller of Examinations	
21.	Mr. M. Ganesh	Admin Officer	
22.	Dr. P. Pramod Kumar	Coordinator, IQAC, Assoc. Prof., Dept. of ME	
23.	Dr. Rajan Singh	Coordinator, IQAC, Assoc. Prof., Dept. of ECE	
24.	Dr. K. Aravind	Head TLC, Member IQAC Assist, Prof., Dept. of S&H	
25.	Mrs. G. Anitha	Coordinator, IQAC, Assist. Prof., Dept. of IT	

Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC), MLR Institute of Technology, Dundigal, Hyderabad was held at 2.00 P.M. on 30th April 2025 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.	Ms. M. Shreya Reddy	Director, MLRIT and Member Management	Member, IQAC
3.	Dr. Radhika Devi	Dean, S&H	Head IQAC & Member Secretary
4.	Dr. M. Satyanarayana Gupta*	HOD, Dept. of Aero	Member, IQAC
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16.	Dr. K. Aravind	Assist. Prof., Dept. of S&H	Head TLC, Coordinator IQAC
17.	Mrs. G. Anitha	Assoc. Prof., Dept. of IT	Coordinator, IQAC

Note: An asterisk (*) indicates members who were absent..

At the outset, all members warmly greeted the Chairman, IQAC, and Mrs. M. Shreya Reddy, Director, MLR Institute of Technology.

Before the commencement of the formal agenda, the following points were discussed:

Curriculum Design Process:

The Chair informed that the JNTUH is currently in the process of designing the curriculum under R25 regulations. Departments are kindly requested to stay informed and prepare to align their planning once official guidelines are announced. However, in the event that the guidelines are not received within a reasonable time, departments may proceed to frame their own curriculum as an interim measure. To begin with, the focus will be on designing the curriculum for the first year

Revision of Q1 Journal Publication Incentive:

The Chair informed the members about the recent revision of the Q1 journal publication incentive, which has been increased to ₹1,00,000. This revised incentive is subject to two additional conditions: (i) the inclusion of at least one co-author from MLRITM, and (ii) the participation of one or two co-authors from premier institutions such as IITs or NITs.

These points were noted and acknowledged by the members before proceeding to the main agenda items.

Following the outline of the meeting agenda, the Chair handed over the session to the Head of IQAC to begin the scheduled proceedings. The Head of IQAC informed the members that Dr. K. Aravind and Dr. P. Pramod were unable to attend the meeting due to their prior commitment to organizing the Faculty Conclave (FC-VI)

The Head of IQAC extended a warm welcome to all members, expressed appreciation for the continued support of the Chair, and invited Dr. Rajan Singh to present the E-Audit Report for the Academic Year 2024–2025 (Odd Semester).

Agenda No. 1: Reports of E-audit Scores

Dr. Rajan Singh extended his greetings to the Honorable Chair, Director, Heads of Departments, and all members present. He then commenced the presentation of the E-Audit scores for the Academic Year 2024–25, covering both Odd and Even semesters. During his presentation, he highlighted key observations, the interventions implemented, and their resulting impact on critical parameters such as faculty compliance and academic contribution.

Exhibit 1: E-Audit Report and observations (2024-25, odd and even semesters)

Criteria	Last Semester Observation (2024-25-odd Sem)	IQAC Intervention	Current observation (2024-25-even Sem)
Enrolled, but No contribution	80	Head, IQAC conducted one-on-one discussions with each of these faculty members. All of them assured compliance and committed to upload the documents.	Non-compliance: 26
			Minuscule/low contribution: 24
			Good contribution: 09
			Not enrolled in any courses: 21

The Chair inquired about the faculty members who have not enrolled in any of the E-audit courses in the current semester, and requested to give the names of such faculty members.

A comparison of the E-audit scores of previous and current semesters was presented and discussed.

Exhibit 2: E-Audit Scores Comparison (2024-25, odd and even semesters)

Year/Sem	Total Enrolled	Score > 50 %	Score < 50 %	No contribution
Current	313	73 (23%)	160 (51%)	80 (25.5%)
Previous	335	110 (33%)	128 (43%)	80 (24%)

The Head of IQAC highlighted a major concern, drawing the members' attention to the fact that 25% of the total enrolled faculty fail to submit documents each semester. Despite efforts for handholding and guidance, reluctance from faculty in meeting this requirement has still been noted.

Dr. Singh continued the presentation and provided the following key observations and its potential impact.

Observations	Impact on Quality / Process
<ul style="list-style-type: none"> ▪ Faculty using the same course file documents every semester. ▪ Documents not aligned with prescribed template. ▪ 25% faculty members' contributions remain nil. ▪ Lack of innovation or effort in document presentation. 	<ul style="list-style-type: none"> ▪ Reduces authenticity and credibility; affects NBA/NAAC file preparation. ▪ Leads to inconsistency; delays in centralized document compilation. ▪ Complete absence of evidence; creates critical gaps in NBA/NAAC compliance. ▪ Poor-quality submissions weaken impact; reduces overall academic impression.

The Chair inquired about the observation regarding the 'lack of innovation or effort in document presentation.' Dr. Rajan explained that the IQAC is always open to receiving suggestions for improving existing documents, processes, and SOPs from faculty members, but unfortunately, such contributions have not been forthcoming.

Agenda No. 2: TLC Activities

The Head of IQAC began the presentation on TLC activities for the current year. During the Faculty Conclave held on February 7 and 8, 2025, a total of 58 faculty members were notified. Of these, 27 faculty members presented, but only 2 were successful. In response, the IQAC initiated one-on-one support sessions for all unsuccessful faculty members. This intervention yielded positive results, with 9 additional faculty members successfully completing the process in FC-V.

The Head of IQAC informed the members about the ongoing FIP for April 2025 (from April 8 to May 3, 2025), which is mandatory for all faculty members who joined after October 21, 2024. This time, the structure has been revised, with each of the 6 modules being conducted weekly, accompanied by an assignment for each module and two evaluations. A total of 43 faculty members were notified for this FIP, but the average attendance has been only 25. Additionally, each module is followed by an assignment submission, but for the sessions that have already concluded, the assignment submission rate is only around 50%.

TLC has also initiated BODHANA (Beyond Ordinary: Discovering Holistic Approaches to Nurturing Academics), a monthly meeting for faculty members who have qualified or enrolled in the IIECP, EER, and Felder-Brent series, totaling 25 members. The meetings held on February 28th and March 28th saw attendance from 9 and 11 faculty members, respectively. These sessions have already fostered a wealth of productive ideas. It was also decided during the meetings to share best practices, implement them, compare the results, and explore the possibility of publishing the outcomes.

Head IQAC informed that JEET (Journal of Engineering Education Transformations) journal is now upgraded to Q2 quartile, and urged HODs to motivate the faculty members of their department for increased publications.

The Head of IQAC informed that the IUCEE Leadership Summit 2025 is scheduled to take place on July 11th and 12th, 2025, in Goa. The Honorable Principal, along with the Heads of AERO and CSE departments, will represent the institute at this event.

Agenda No. 3: HOD Diary

Head IQAC continued the presentation with HOD diary scores for the Jan-Mar 2025 quarter. All the six criteria were critically analysed for all the departments.

Criteria 1: Faculty Interaction, Recognition & MOOCs

The last quarter witnessed good contributions from AERO, CSE, AIML, CSIT, ECE, EEE, CSE-DS, and H&S. However, it was underlined that the contributions were mainly from E-content development and Courses completed. IT and Mech Departments need to improve. MBA showed very limited participation.

The Head of IQAC informed that, in consideration of NBA/NAC requirements for achieving a good score, certain points such as 'Reviewer/Editor/Examiner' under 'Faculty Interaction from Outside World' and 'Seminar/Webinar' under 'Events Organized' will be excluded from the revised HOD Diary (Version 5.0), effective from July 2025. The Chair approved this change and suggested that faculty members should seek opportunities to serve as resource persons in FDPs approved under ATAL STP at reputable institutions. Additionally, HODs should prioritize organizing workshops and conferences. In response to a query from the HOD of IT regarding the duration of the faculty's role as a resource person, the Chair clarified that a minimum duration of one day or one session is required. The revised department progress report will also include SWAYAM and Self-Learning courses, in addition to MOOC/NPTEL courses.

It was further highlighted that every evaluation parameter in the department progress report is aligned with NAAC/NBA criteria, and IQAC remains vigilant in adopting and updating changes as per the latest guidelines from these statutory bodies.

Criteria 2: Research Publications & FDPs

The Head of IQAC presented the department-wise progress on research publications. The CSE, AIML, and ECE departments secured strong scores, primarily due to their contributions in conference and journal paper publications. The H&S department was noted to require improvement in this area, while all other departments were encouraged to increase their research publications.

Criteria 3: Faculty Consultancy Activities / Patents / Copyrights / Industry Designs/Research Grant / Collaborations

The Head of IQAC informed that all departments performed poorly in this category, with negligible patents filed, no significant consultancy projects, or funded research. It was emphasized that all departments need to focus on developing project proposals and actively apply for funding. Additionally, the Head of IQAC highlighted that the scores and amounts related to research grants and consultancy work are now fully aligned with the latest NAAC/NBA evaluation criteria. The Chair approved this alignment and stressed the importance of submitting department quarterly progress reports to track progress and ensure accountability.

Criteria 4: Student Activities (Internships, Certifications, Awards)

The Head of IQAC presented the involvement levels of various departments in student-centric activities. The CSE-DS, CSIT, and H&S departments demonstrated high student involvement in certifications, while CSE showed some participation. However, departments such as AERO, AIML, IT, ECE, EEE, MECH, and MBA exhibited low visibility in student-centric activities. It was emphasized that all departments need to increase industry visits and internships for enhanced student engagement.

The Head of IQAC also informed that, in line with the latest NAAC/NBA evaluation criteria, several new parameters—such as students' participation in professional events, hackathons, codeathons, ideathons, industrial training, student publications, newsletters, and magazines—will be included in the CR-4 section in the upcoming version of the department's quarterly report.

The Chair further emphasized that the institute is always willing to bear any costs associated with potential institute-industry collaborations. Departments were strongly encouraged to put in maximum effort to bridge the industry-academia gap and provide students with opportunities to enhance their career prospects.

Criteria 5: Start-ups & Innovation Events

Almost all departments showed negligible contributions to startups or external design challenges. However, the Department of ECE secured 60 marks, largely due to its participation in various ROBO Design Challenges. It was emphasized that there is an urgent need for institution-wide support to foster a startup culture, and greater student participation in tech events at reputed institutions is essential.

Criteria 6: Co- & Extra-Curricular Activities

Departments such as AIML, AERO, and ECE demonstrated strong engagement through a variety of student activities, including sports, NSS, and technical club events. In contrast, departments like MECH, CSE-DS, IT, and CSIT showed minimal involvement, while EEE, MBA, and H&S recorded no participation during the reporting period.

Head IQAC also shared Critical Observations for the Quarter Jan – March (Q3) of all the departments.

Department	Observations
CSE	Consistent student certifications and FDPs. Very low on innovation, consultancy, patents, Internships.
IT	Small progress in internal activities; research/start-ups still absent.
CSIT	Good steady student certifications. Minimal research funding or patents.
CSE-DS	Stable in certifications. Research and industry connections missing.
AIML	Strong in publications. No start-ups or patents.
AERO	Faculty research activities remained low.
ECE	Student Competitions observed; Consistent high publications; slow progress in patents/start-up area.
EEE	Very low research outputs; slight student improvement.
Mech	Very limited events organized; practically no research or innovation.
H&S	FDP participation continues; research and publications missing.
MBA	No significant activity in any metric observed again.

Several common key observations were shared based on the performance over the last three quarters:

- **Research Funding and Consultancy (Criteria 3):** Most departments reported zero contributions in this area.
- **Start-up and Entrepreneurship (Criteria 5):** Activities in this category are nearly absent, with only a few records from CSE, AIML, and AERO departments.
- **Student Publications (Criteria 4.6, 4.7) and Student Awards (Criteria 4.5):** Significant gaps were observed across many departments in these areas.
- **Overall Performance:** The MBA, IT, EEE, and MECH departments recorded the highest number of zero scores in various criteria.

Department-wise Performance (Q1 to Q3 consolidated) was also presented to highlight the areas for improvement for every department.

AERO	Green	Yellow	Red	Yellow	Red	Green
CSE	Green	Green	Red	Green	Yellow	Green
AIML	Green	Green	Yellow	Green	Yellow	Green
CSIT	Yellow	Green	Red	Green	Red	Yellow
IT	Green	Yellow	Red	Red	Red	Red
ECE	Green	Green	Red	Yellow	Red	Yellow
EEE	Green	Red	Red	Yellow	Red	Yellow
Mech	Yellow	Green	Red	Red	Red	Red
H&S	Green	Yellow	Red	Yellow	Red	Green
CSE-DS	Yellow	Green	Red	Green	Red	Green
MBA	Yellow	Red	Red	Red	Red	Red
	Interaction with Outside World	Publications & IOP	Consultancy/ Patents / Research	Student Internship/ Certifications	Startup Initiatives	Co & Extra Curricular Activities

Colour legends:

- Active Participation, Regular involvement with good scores.
- Needs Improvement, Some participation but not consistent or impactful.
- Lack of Participation, very low or no activity observed.

The Head, IQAC reiterated the critical need to prioritize NAAC Criteria 3 and 5, with a specific emphasis on enhancing Consultancy/Research Grants and fostering Startups and Student-led Design Projects.

During the deliberation, the HOD of AIML acknowledged the observations and expressed optimism for an improved score in the upcoming quarter based on the ongoing and recently completed activities.

During the discussion on inter-departmental score comparisons across various criteria, the HOD of IT raised a valid concern about the need to normalize scores based on faculty strength. In response, the Chair sought clarification from the Head of IQAC on whether absolute or normalized scores were being used. Following this discussion, the Chair directed that all criteria scores be normalized in relation to departmental faculty strength to ensure a fair and equitable comparison.

The Head, IQAC assured adherence to this directive and confirmed that department-wise performance evaluation for the academic year 2024–2025 will be based on normalized criteria scores.

As the name 'HoD Diary' was not having a significant impact on faculty, it was discussed and agreed upon to change the title. Hence forth “HoD Diary” will be renamed as “Departmental Evaluation Report.”

Agenda No. 6: Proposals of IQAC

The Head, IQAC proposed two key initiatives aimed at enhancing the planning, implementation, and budgeting processes within departments. These proposals align with NAAC/NBA guidelines and are in response to recommendations outlined in the recently concluded external audit report. Relevant templates were shared with all HoDs.

The first proposal focused on the development and adherence to a Department Activity Calendar, outlining all major academic, co-curricular, and administrative activities with indicative timelines (week/month) for completion across the academic year.

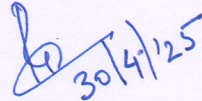
The second proposal emphasized the preparation of a Department Budget Plan at the beginning of the academic year. This proactive planning would enable better resource management and align departmental activities with available financial support.

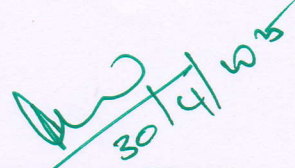
The chair stated that such documentation would enable departments to execute their planned activities more effectively. He added that these mechanisms would support efficient utilization of available resources and aid management in timely budgetary and infrastructure allocations.

The Chair instructed that both proposals be implemented from the academic year 2025–2026, and emphasized that submission of the departmental budget plan will be treated as a pre-qualifier for the release of any institutional funding.

No additional agenda items were discussed.

The Head of IQAC concluded the meeting by expressing gratitude to the Chair for his visionary leadership and extended appreciation to all HoDs for their continued support and active participation throughout the proceedings.


Head IQAC


Chairperson IQAC

Minutes of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC), MLR Institute of Technology, Dundigal, Hyderabad was held at 2.00 P. M. on 10th December 2025 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.	Mr. M. Dhiren Reddy	Member Management	Member, IQAC
3.	Ms. M. Shreya Reddy	Director, MLRIT and Member Management	Member, IQAC
4.	Dr. Radhika Devi	Dean, 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. Ajmeera Kiran	HOD, Dept. of CSE	Member, IQAC
8.	Dr. N. V. Raja Shekhar Reddy	HOD, Dept. of IT	Member, IQAC
9.	Dr. D.B.K. Kamesh	HOD, Dept. of CSIT	Member, IQAC
10.	Dr. P. Subhashini	HOD, Dept. of CSDS	Member, IQAC
11.	Dr. K. Sai Prasad	HOD, Dept. of AIML	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. N. Ramanjaneyulu	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. Shrikant Upadhyay	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

* Dr. M. Dilip Kumar, Associate Professor, attended the meeting on behalf of the HOD, EEE.

The Chair welcomed all the members present and expressed appreciation for their continued support and contribution. Following the welcome, the Chair requested the Head of IQAC to proceed with the agenda points for discussion.

Agenda 1: HOD's Diary Report & Recommendations

The IQAC Head presented the quarterly report for the **First Quarter (July to September 2025)**, noting that this quarter's scores have been published individually. It was informed that **from the Second Quarter onward, cumulative scores will be reported** to provide a clearer picture of progressive performance.

The IQAC Head expressed concern that **a majority of the scores for the First Quarter are very low or close to zero** across several departments. All **Heads of Departments (HoDs)** were advised to **meticulously identify areas requiring improvement** and initiate corrective strategies at the earliest.

1. Faculty interaction with outside world / awards / events organized / E-content developed / Courses completed

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MECH	H&S	CSDS
Scored	13.67	17.5	27.86	15.5	47.38	0	4.47	12	0	16.53	40.83

Observations & suggestions:

1. Faculty interaction with external organizations has been found to be significantly lacking across most departments and needs focused improvement.
2. The **CSE-IT Department** scored the highest in faculty external engagement, whereas IT and Mechanical show minimal activity in this area.
3. Most departments have shown limited engagement in faculty interaction with the external community, including awards and event organization. It is recommended that these departments actively increase their participation in professional activities and strengthen their visibility through meaningful collaborations and involvement in external events.

2. Faculty Conference Papers/Research publications/Books & Book Chapters/ FDPs attended

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MEC	H&S	CSDS
Scored	8.33	2.5	15.4	54.35	10.15	3.15	10.23	4	0	9.29	9.33

Observations & suggestions:

- a). Most departments are significantly below their set targets for faculty publications and conference papers.
- b). The overall publication output across all departments remains below the expected benchmark, with noticeable gaps even in foundational and emerging areas.



- c) The **AIML department** shows outstanding performance with the highest contribution in conference papers, research publications, books, book chapters, and FDP participation, whereas the Mechanical department reflects comparatively lower engagement in these academic activities.
- d) Faculty members are encouraged to participate regularly in FDPs, workshops, conferences, and research activities to strengthen academic excellence and stay updated with emerging trends.

3. Faculty Consultancy Activities/ Patents/Copyrights/ Industry Design

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MECH	H&S	CSDS
Scored	0	12	4.13	11.29	6.88	6.96	0	0	0	0.89	1.33

Observations & suggestions:

- a) The data indicates a significant gap between targets and actual accomplishments innovation, research grants, consultancy, and collaboration.
- a) **AERO department** scored the highest, demonstrating strong student engagement and achievement whereas AIML performed well.
- b) MBA, ECE, EEE, and Mech showed the lowest performance, indicating minimal measurable outcomes or participation in targeted activities.
- c) Motivate faculty to collaborate with industries on consultancy projects by identifying opportunities aligned with their expertise.

4. Students' internship/ Industry visits/ certifications/Participations/Publications

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MEC	H&S	CSDS
Scored	0	25.5	55	83.2	101.1	29.7	28.73	5.15	0	5	99.1

Observations & suggestions:

- a) **CSIT department** scored the highest, showing strong student engagement and achievement where as CSDS and AIML performed well.
- b) There is a major shortfall in student participation-in project-based competitions, design challenges, and professional society activities across most departments.
- c. This indicates a lack of encouragement, awareness, or facilitation in engaging students beyond classroom academics

5. Students Project Competitions/ Design challenges/ Professional Societies

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MECH	H&S	CSDS
Scored	0	0	0	5	10	0	15	0	0	0	10

Observations & suggestions:

There is a major shortfall in student participation-in project-based competitions, design challenges, and professional society activities across most departments.



- **Critical Lack of Engagement in Most Students** are not participating in external competitions, hackathons, exhibitions, and society events, limiting their exposure and creativity.
- ECE, AIML department only performing well while other have to put more effort for further progress.
- Departments like H&S, MBA, and EEE do not have active student chapters of recognized bodies, leading to missed opportunities.

6. Co-curricular activities/ Extra Activities/ NSS Activities

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MECH	H&S	CSDS
Scored	0	0	30	55.5	32.5	70	10	10	0	28	29

Suggestions:

- It is suggested that department should encourage the students to participate in different activities to improve their performance.

7. Total Scored Achieved by Department

Dept	MBA	AERO	CSE	AIML	CSIT	IT	ECE	EEE	MECH	H&S	CSDS
Scored	22	57.5	132.39	209.34	208.04	109.85	68.43	21.15	0	59.71	180.26

Observations & suggestions:

- **CSDS, AIML, and CSIT** recorded the highest scores (332.6, 317.84, and 307.04 respectively), demonstrating strong departmental performance.
- **CSE, H&S, AERO, and IT** showed moderate to good performance, reflecting consistent departmental engagement.
- **ECE and EEE** displayed comparatively lower scores, suggesting the need for improved participation and activity levels.
- **MECH** department showed no recorded activity, indicating a critical gap that requires urgent departmental intervention.

Departments with lower or inconsistent scores should initiate immediate corrective actions through structured activity planning to enhance overall institutional performance.

During the review of the **Grand Total** scores, **Dr. M. S. N. Gupta** observed discrepancies in the totals. It was clarified that the discrepancy occurred due to **modifications made in individual criterion scores after the calculation of total scores and application of normalization**, and the **corresponding totals were inadvertently not updated**. The **Head, IQAC** acknowledged the same and assured the members that the **scores will be revalidated and corrected totals will be shared in the final Minutes of the Meeting**. The IQAC expressed regret for the oversight.



Agenda 2: Calendar of Events – IQAC & Departments

The Head of IQAC presented the **Calendar of Activities** scheduled for December 2025 and briefed the members on their significance.

1. **Faculty Hackathon – 23rd & 24th December 2025**
The IQAC Head highlighted that this event is **the first of its kind** being organized for the faculty. The hackathon aims to encourage innovation, collaborative problem-solving, and creative thinking among teaching staff. It is designed to provide a platform where faculty can explore new ideas, develop prototypes, and build a culture of academic innovation within the institution.
2. **Health Awareness Program for Men Faculty – 17th December 2025**
The Head emphasized the importance of conducting a dedicated **men's health awareness program**, noting that faculty well-being is essential for sustaining productivity and creating a healthy workplace environment. The session aims to sensitize male faculty members on preventive health practices, early detection, and overall wellness.

The IQAC requested all departments to actively encourage participation in both programs to ensure their successful implementation and impact.

The Head, IQAC, further advised all **Heads of Departments (HoDs)** to submit the **Departmental Activity Calendar** for the period **January 2026 to June 2026** on or before **20th December 2025**.

While preparing the calendar, HoDs were instructed to ensure the following guidelines:

1. **Alignment with Institutional Requirements:**
All proposed activities must be in harmony with the departmental diaries and must fulfill the compliance requirements of **NBA** and **NAAC**.
2. **Coordination with COE:**
HoDs must coordinate with the **Controller of Examinations (COE)** to avoid scheduling overlaps with the examination timetable, ensuring smooth conduct of academic processes.

The Head of IQAC emphasized the importance of **timely submission, advance planning, and systematic execution** to facilitate seamless implementation of all academic and departmental activities in the upcoming semester.

Agenda 3: Offline verification of course file

The Head of IQAC share the **Standard Operating Procedure (SOP)** for offline verification of course files with all HoDs. As per the revised SOP, each department must appoint a **Course File Evaluator**, nominated by the HoD, who will be responsible for thoroughly verifying all components of the course file—including CO-PO mapping, Bloom's level-based question papers, RTA records, ALS documentation, assignment questions, and handwritten notes. Only



after complete departmental verification should the course files be forwarded to IQAC for further evaluation and approval.

The SOP is attached as annexure.

Agenda 4: Attendance Register- Monitoring, Observation, Recommendations

The Head of IQAC **strongly emphasized** the importance of maintaining accurate and complete attendance registers across all departments. Head IQAC noted that several discrepancies had been observed in previous submissions, particularly incomplete entries and missing information. It was clearly stated that **attendance registers containing incomplete, inaccurate, or inconsistent data will not be accepted under any circumstances.**

The Head of IQAC reiterated that every department must strictly follow the **IQAC-prescribed format and guidelines** for recording daily attendance. This includes ensuring that all pages are filled systematically, entries are updated regularly, time-table, session planner, weekly appraisal, topic covered must be updated and authenticated by their respective HOD after every two weeks and the overall record reflects transparency and accountability.

Head IQAC, further highlighted that well-maintained attendance registers are essential not only for internal monitoring but also for compliance with **NBA, NAAC, and audit requirements**, as they serve as primary evidence of academic processes. All HoDs were advised to personally review the attendance maintenance practices within their departments and ensure that faculty adhere to the given instruction consistently.

Agenda 5: MMTTC – Malaviya Mission Teacher Training / ATAL-FDPs

The Head of IQAC presented the list of **Refresher Courses and Short-Term Training Programs** offered by MMTTC/ATAL during December 2025 and January 2026. The importance of these programs in enhancing faculty competencies, improving teaching quality, and strengthening departmental research output was emphasized.

The following programs were highlighted:

- a) **Refresher Course on AI, ML & Data Engineering (28-12-2025 to 11-01-2026)**
Departments to prioritize: CSE, IT, AIML
- b) **Refresher Course in Mathematics and its Applications (29-12-2025 to 12-01-2026)**
Departments to prioritize: H&S (Mathematics)
- c) **Refresher Course in Teaching and Research in Science (09-01-2026 to 22-01-2026)**
Departments to prioritize: H&S (Sciences)
- d) **Life Skills and Communication Skills for Maximizing Output (13-01-2026 to 25-01-2026)** *Departments to prioritize: All departments*
- e) **Short-Term Program on Mutual Funds, SIPs & Financial Product Awareness (09-01-2026 to 16-01-2026).** *Departments to prioritize: MBA*



f) **Information Science and AI for Modern Education** (08-01-2026 to 22-01-2026)

Departments to prioritize: CSE, IT, AIML

g) **AI for Sustainable Development: A Myth or Reality?** (14-01-2026 to 20-01-2026)

Departments to prioritize: AIML

The Head of IQAC requested all **HoDs**, to **identify eligible faculty and encourage active participation** in these programs.

This initiative aims to bolster professional development, upgrade technical expertise, and enhance academic and research standards across departments.

Agenda 6: Student Satisfaction Survey

The **Head, IQAC** suggested that all departments conduct the **Student Satisfaction Survey (SSS) on Teaching–Learning and Evaluation** by the end of this week. The survey aims to **assess students' learning experience and satisfaction**, thereby helping to **upgrade the quality of higher education** and supporting **NAAC-related documentation and evaluation**. It was informed that **students are required to respond to all questions with sincere effort and thoughtful consideration**, and that **their identity will remain confidential and will not be disclosed**. Below is the **Google Form** shared with all departments to initiate the process.

<https://forms.gle/T96FAfW3p727DX6F8>

Agenda 7: Research Grants – R & D Coordinators –Review

The Head of IQAC strongly emphasized the importance of **strengthening the institution's research ecosystem** and underscored the urgent need to build faculty capability in **Research Grant Proposal Writing**.

The IQAC informed the members that it is **planning to conduct a hands-on workshop on Research Grant Proposal Writing in January 2026**. Departments were requested to extend full support in terms of faculty participation, coordination, and logistical arrangements.

Agenda 8: SDGs – Mapping to Activities

The Head of IQAC highlighted the increasing national and global significance of the **United Nations' 17 Sustainable Development Goals (SDGs)** and stressed the need for integrating these goals into the institution's **academic, administrative, and outreach activities**.

The IQAC informed that the **nomination of departmental SDG Coordinators has already been completed**, and each coordinator will lead the planning, coordination, and monitoring of SDG-related activities within their respective departments. All **HoDs were advised to extend full support** to the nominated SDG Coordinators and ensure that **all future**



departmental activities—including events, workshops, outreach programs, and academic initiatives—are properly mapped to the relevant SDGs.

The Head further emphasized the importance of **systematic documentation**, including photographs and records, for every SDG-linked activity to meet NAAC and other quality assurance requirements.

The Chair also acknowledged the importance of SDG-based planning and reiterated that **NIRF has increasingly begun focusing on SDG implementation and sustainability practices.** Departments were encouraged to proactively design activities that meaningfully contribute to SDG targets, thereby strengthening the institution's commitment to **sustainable and socially responsible education.**

Agenda 9: Standard Operating Procedure (SOP) for Event Management

The Head of IQAC informed all HoDs that the **Standard Operating Procedure (SOP) for Event Management and Conduct of Departmental Activities** has been issued to every department.

This Standard Operating Procedure (SOP) has been developed to streamline and standardize all activities related to inviting guests onto the dais, determining seating and speaking order, presenting bouquets and mementoes, and ensuring that every event is conducted with grace and institutional decorum.

HoDs were requested to thoroughly review the guidelines and ensure that all **departmental committees and coordinators strictly adhere to the prescribed procedures.**

It was further highlighted that **photographs are compulsory for every event** and must be systematically documented and preserved for future reference, especially for **NAAC, IQAC records, and audit requirements.**

HoDs were advised to ensure that event photographs and related media content are promptly shared with the **institutional Media Team** to facilitate wider circulation, publicity, and enhanced visibility of departmental initiatives.

In particular, the Head of IQAC stressed that the **Public Relations Officer (PRO)** of the institute must be **informed well in advance** about any upcoming program or event to ensure proper media coverage, timely dissemination, and effective promotional outreach.

Departments were reminded that proactive coordination with the Media Team and the PRO is essential for maintaining consistent institutional visibility and showcasing departmental achievements.



Agenda 10: Report of TLC Activities

The Head of IQAC requested Dr. K. Arvind, Head – TLC, to present the progress and activities undertaken by the Teaching and Learning Centre (TLC) from July to December 2025.

Dr. K. Arvind provided a comprehensive overview of the initiatives conducted during this period. He highlighted that:

- A 3-day Faculty Development Programme (FDP) titled “The Impactful Classroom: Design, Engage, Reflect”, conducted by Prof. Sridhar Condoor, Saint Louis University, USA. The FDP focused on enhancing classroom design, student engagement strategies, and reflective teaching practices to improve the overall effectiveness of the teaching–learning process.
- **In September 2025**, AICTE-sponsored **one week** Faculty Development Programme (FDP) titled “AI in Education: Tools and Trends in Teaching” was organized by Teaching Learning Centre, MLRIT. The programme aimed at equipping faculty members with knowledge of emerging AI tools, current trends in AI-enabled teaching–learning practices, and innovative pedagogical approaches. It was reported that the FDP witnessed active participation of 335 faculty members from various institutions. The sessions were delivered by eminent academicians and industry experts, providing valuable insights into AI-driven pedagogy, assessment strategies, personalized learning, and future trends in higher education.
- The demo–interaction sessions conducted for faculty members who received less than 65% student feedback, as part of continuous teaching–learning quality improvement initiatives. During these sessions, several pedagogical gaps were identified, including predominant use of complete lecture mode, limited use of ICT tools, improper flow of concepts, and lack of linkage to real-life applications and the relevant engineering domain.
Based on these observations, the following improvement measures were suggested:
 - Dividing lecture sessions into smaller instructional chunks
 - Incorporating micro-activities to enhance student engagement
 - Implementing Real-Time Assessment (RTA) techniques during classes
- It was informed about the participation of MLRIT in **ICTIEE & IASF 2026**, to be held during **07–09 January 2026**. It was noted with appreciation that **Ms. N. Jayasree, Department of Artificial Intelligence & Machine Learning (AIML)** will be presenting a research paper at the conference, contributing to academic dissemination and institutional visibility.
- It was further noted that **four student projects from MLRIT were shortlisted out of 450 projects**, with **60 projects selected overall**, reflecting the quality of innovation



and project-based learning at the institute. In total, **26 students and 6 faculty members will be** representing MLRIT at the event, gaining exposure to national-level academic and innovation platforms.

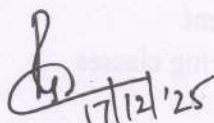
List of IUCEE Courses and Number of Participants Actively Participated/Participating in different Courses:

- IUCEE-NEP courses (for students)
 - Introduction to AI – 14/25 (mentored by Ms. G. Sowmya, AIML)
 - Introduction to Design Thinking – 25/25 (mentored by Dr. Manoj Karar, H&S)
 - Introduction to Entrepreneurship – 0/25 (mentored by Dr. Balram, MECH)
 - Introduction to Quantum computing (Ongoing) – 25 participants
 - Academic Leadership Course (Ongoing) – 7 faculty participants
 - Engineering Case Writing Workshop (Ongoing) – 15 faculty participants
 - Felder Brent Series Course (Ongoing) – 32 faculty participants
 - Engineering Education Research Course (Ongoing) – 18 faculty participants

Dr. Arvind further informed the members about the introduction of a new module titled **“Effective Classroom Teaching”**, designed to support continuous improvement in instructional practices. He requested all HoDs to motivate and encourage their faculty and staff to participate actively in upcoming TLC initiatives, emphasizing that increased participation directly contributes to improved teaching–learning standards across departments.

The Chairperson also informed the members that the minimum pass percentage for TLC programs has been **revised from 75% to 60%**. Further, Head IQAC advised HODs to increase participation in TLC programs to enhance the overall teaching-learning quality and to support the institution’s continuous growth and academic excellence.


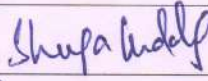
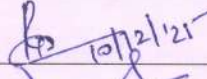


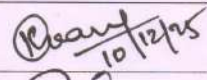
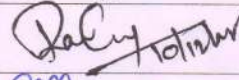
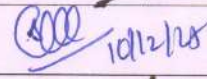
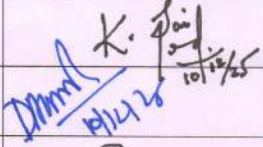
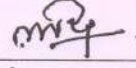
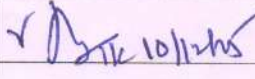
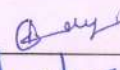
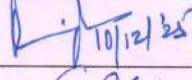
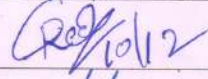
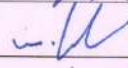
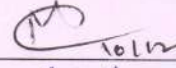
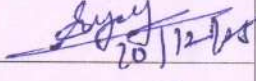
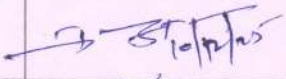
The Head of the IQAC sincerely thanked the Chair and all Heads of Departments for their support and collaboration throughout the discussion.


17/12/25
Head IQAC


19/12/24
Chairperson IQAC

Members Present

Date: 10-12-2025

S. No.	Name	Member Details	Signature
1.	Dr. K. Srinivas Rao	Chairperson, IQAC, Principal	
2.	Mr. M. Dhiren Reddy	Member, IQAC, Member Management.	
3.	Ms. M. Shreya Reddy	Member, IQAC, Member Management.	
4.	Dr. V. Radhika Devi	Head IQAC, Dean S & H	
5.	Dr. M. Satyanarayana Gupta	Member, IQAC, HOD, Dept. of Aero	
6.	Dr. S. V. S. Prasad	Member, IQAC, HOD, Dept. of ECE	
7.	Dr. Ajmeera Kiran	Member, IQAC, HOD, Dept. of CSE	
8.	Dr. N. V. Raja Shekhar Reddy	Member, IQAC, HOD, Dept. of IT	
9.	Dr. P. Subhashini	Member, IQAC, HOD, Dept. of CSDS	
10.	Dr. K. Sai Prasad	Member, IQAC, HOD, Dept. of AIML	
11.	Dr. D. B. K. Kamesh	Member, IQAC, HOD, Dept. of CSIT	
12.	Prof. M. Venkateswar Reddy	Member, IQAC, HOD, Dept. of MECH	
13.	Prof. C. Ashok Kumar	Member, IQAC, In-charge HOD, Dept. of EEE	
14.	Dr. Ch. Achi Reddy	Member, IQAC, HOD, Dept. of S&H	
15.	Dr. N. Ramanjaneyulu	Member, IQAC, HOD, Dept. of MBA	
16.	Mr. G. Prabhakara Reddy	Member, IQAC, Controller of Examinations	
17.	Mr. M. Ganesh	Admin Officer	
18.	Dr. P. Pramod Kumar	Coordinator, IQAC, Assoc. Prof., Dept. of ME	
19.	Dr. Shrikant Upadhyay	Coordinator, IQAC, Assoc. Prof., Dept. of ECE	
20.	Dr. K. Aravind	Head TLC, Member IQAC Ass t, Prof., Dept. of S&H	
21.	Mrs. G. Anitha	Coordinator, IQAC, Asst. Prof., Dept. of IT	