

No: MLRIT/IQAC/GC/2020-21/04

Date: 19-03-2021


CIRCULAR – IQAC

The meeting of all the members of IQAC, MLRIT, and Dundigal will be held on 26-03-2021 at 2:00 PM. The following members are requested to be available for the meeting.

Venue: CIE Central Hall, MLRIT

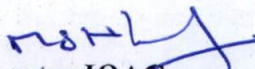
Members:


Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. K. Srinivas Rao	Principal	Chairman
3	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Director
4	Dr. Arun Kumar. T	Dean R&D	Member Teacher
5	Dr. Radhika Devi	Prof& HOD – S&H	Member Teacher
6	Dr. SVS Prasad	Prof& HOD –ECE	Member Teacher
7	Dr. M V Narsimha Rao	Prof& HOD – MBA	Member Teacher
8	Dr. N Chandrashekar Reddy	Prof& HOD – CSE	Member Teacher
9	Dr. G. Kiran Kumar	Prof. & HOD –IT	Member Teacher
10	Mr. M. Venkateshwar Reddy	Assoc Prof& HOD -Mech	Member Teacher
11	Ms. MNVS Swetha Bala	Associate Prof – Aero	Member Teacher
12	Mr. G. Prabhakar Reddy	Controller of Examinations	Member Admin
13	Mr. P.Ravi Chandra	Head Placements	Member Admin
14	Dr. N V Raja Sekhar Reddy	Head Training	Member Admin
15	Mrs. K. Neeraja	Head – Women’s Grievance cell	Member Admin
16	Mr. Emmanuel Gosula	Senior Resource Development Manager- Epam systems Ltd	Member Employer
17	Mr. D. Narender Reddy	Managing Director, SVS Products (P) Ltd and SVS Food Processing (P) Ltd.	Member Industry
18	Mr. Bokka Sai Vikram Aditya	SoC Design Engineer, Intel Corporation	Member Alumni
19	Mr. M. Ganesh	Administrative Officer	Member Admin
20	Mr. K Narsimlu	Accounts Officer	Member Admin
21	Mrs. Sudharani	Teacher-Parent-Aero Dept.	Member stakeholder
22	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society


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MLR Institute of Technology
Laxman Reddy Avenue, Dundigal
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TELANGANA, INDIA.

AGENDA POINTS

1. Review of meeting held on 06-11-2020
2. Syllabus completion through online classes
3. Submission of Research Papers, Patents etc.,
4. Discussion on uncertain conditions due to the Second Wave of COVID-19 and its effect on academics.
5. Infrastructure development
6. Any other point with the permission of the chair.


Director IQAC


Chairman IQAC

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MLRIT/IQAC/2020-21/MoM/4

19-03-2021

Minutes of Meeting of IQAC

As per the circular dated 26-03-2021, MLRIT/IQAC/GC/2020-21/04, The meeting of all the members of IQAC, MLRIT, Dundigal, held on 26-03-2021 at 02:00 PM. The following members were present for the meeting:

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1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
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3	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Director
4	Dr. R. Karthik	Dean R&D	Member Teacher
5	Dr. P. C. Rao	Dean Academics	Member Teacher
6	Dr. Radhika Devi	Prof& HOD – S&H	Member Teacher
7	Dr. SVS Prasad	Prof& HOD –ECE	Member Teacher
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10	Dr.G Kiran Kumar	Prof. & HOD –IT	Member Teacher
11	Mr. M. Venkateshwar Reddy	Assoc Prof& HOD -Mech	Member Teacher
12	Mr. N. Uday Ranjan Goud	Assistant Prof – Aero	Member Teacher
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At the start of the meeting, Chairman welcomed Honorable members of IQAC

I. Review of meeting held on 06-11-2020

The committee reviewed the reports received from the department coordinators of IQAC on the items discussed in the previous meeting.

Semester End Examinations for both UG and PG have been successfully conducted.

II. Syllabus completion through online classes

- a. In view of the Second Wave of COVID – 19 Pandemic, scope of syllabus completion for UG and PG Courses through online mode from 29-03-2021 was discussed.
- b. All the HoD's are directed to discuss the ongoing class work status with both faculty and students and take necessary measures to improve quality and active participation in case the situation worsens further.

Action to be taken by all HoD's

III. Submission of Research Papers, Patents etc.,

- a. The faculty is encouraged to carry out innovative work and it is decided to provide a sustainable platform through ICAAMM – 2021 which is to be held in August 2021.
- b. The faculty is encouraged to file patents through the newly formed Intellectual Property Facilitation Center (IPFC) in association with the Ministry of MSME, Government of India. Dr. Vivek Anand A, Head, IPFC is directed to guide the faculty on the same.


Action to be taken by Head IPFC and Dean R&D

IV. Discussion on uncertain conditions due to the Second Wave of COVID-19 and its effect on academics.

- a. Conducting Online Classes Smoothly for the benefit of students.
- b. Maintaining Covid – 19 Protocols by all the employees in the campus.
- c. Preparing a strategic plan for smoothly landing the academic activities completely in online mode in case the situation demands.

Action by Heads, CoE

V. Infrastructure development


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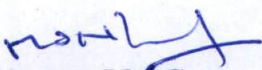
- a. Developing infrastructure by carrying out heavy construction works as the students are not available in the campus was seen as a very good opportunity.

Action by Principal

VI. Any other point with the permission of the chair.

Mr. N. Uday Ranjan Goud, Assistant Professor, Aeronautical Department is appointed as NSS Program Officer. He is requested to coordinate for conducting the Outreach programs in constituent colleges.

3 AICTE sponsored online FDP series on "Recent Developments of Nano composites and Smart Materials in Aerospace Industry" conducted in the months of Spetember, November and December each of 15 days reached the nationwide audience and the online mode enabled to invite speakers from premium institutes and industry. The Aeronautical Department is appreciated in making this successful/


Director IQAC


Chairman IQAC

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No: MLRIT/IQAC/GC/2020-21/03

Date: 29-10-2020

CIRCULAR – IQAC

The online meeting of all the members of IQAC, MLRIT, Dundigal is to be held on 06-11-2020 at 2:00 PM. The following members are requested to be available for the meeting. The meeting link will be shared a day before.

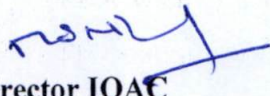
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AGENDA POINTS

1. Review of IQAC meeting held on 17-08-2020
2. Conducting Examinations for II Semester in offline mode
3. Review on ongoing student projects and papers for publishing in journals
4. Preparations of AQAR for Academic year 2020-21
5. Preparing documentation for NIRF Rankings/NAAC Cycle – II/ UGC Autonomous inspections etc.,
6. Preparation of strategic plan for the placements during academic year 2020-21
7. Submission of Research Proposals to funding agencies, applying for patents
8. Any other item with the permission of Chairman


Director IQAC


Chairman IQAC

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MLRIT/IQAC/2020-21/MoM/3

06-11-2020

Minutes of Meeting of IQAC

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The Chairman welcomed the Honorable members of IQAC and started the meeting.

The Chairman informed Mr. Emmanuel Gosula conveyed his apologies for not being able to attend the meeting.

I. Review of IQAC meeting held on 17-8-2020

- a. The committee reviewed the reports received from the department coordinators of IQAC on the items discussed in the previous meeting.
- b. IQAC appreciated Dean Academics, Heads of the departments and Teaching staff for smoothly conducting the class work for I Semester through online mode. Any difficulties in the same were duly noted.

II. Conducting Examinations for II Semester in offline mode

- a. As per the guidelines given by the Ministry of Higher Education, it is decided to conduct examinations in offline mode following COVID – 19 protocol in the month of November/December 2020.

Action by CoE

III. Review on ongoing student projects and papers for publishing in journals

- a. Evaluation of the Mini Project and recommendations were discussed.
- b. Road map of the Major Project was discussed to improve the quality of projects.
- c. Scope of student projects for being published in reputed journals was discussed.

Action by HoDs

IV. Preparations of AQAR for Academic year 2020-21

- a. Preparation of the consolidated data and backup as per the template of NAAC AQAR for the academic year 2020-21.
- b. Preparation of NAAC SSR

Action by Director, IQAC and Chairman, IQAC

V. Preparing documentation for NIRF Rankings/NAAC Cycle – II/ UGC Autonomous inspections etc.,

- a. The COVID – 19 pandemic has created a delay in all the inspection processes. Therefore, on the onset of offline working mode, it is decided to pace – up the process of preparing the SSR and necessary backup as per the template of NAAC for the second cycle.


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- b. No. of consultancy projects, internships and placements will be having an effect on NIRF ranking, and we need to form a road map in order to increase our rank band.
- c. IQAC suggested identifying senior faculty members as coordinators for each criterion.

Action by Director, IQAC and Chairman, IQAC

VI. Preparation of strategic plan for the placements during academic year 2020-21

- a. Based upon the students' performance in the examinations and the no. of students recruited, a plan has to be prepared in order to optimize the areas where we need improvements.

Action by Head Placement and Training

VII. Submission of Research Proposals to funding agencies, applying for patents


- a. Encouraging faculty members to prepare proposals for submission to various funding agencies like AICTE, DST, SERB etc.,
- b. Empowering and encouraging faculty for carrying out practical research and applying for National and International patents under various headings.
- c. Encourage the faculty and students to apply at least 2 patents per semester from each department.
- d. The Intellectual Property Facilitation Center (IPFC) is established in association with the Ministry of MSME. The faculty must be encouraged to file patent applications through IPFC. Dr. Vivek Anand, Professor, Aeronautical is appointed as the Head for IPFC

Action by Dean R&D

X. Any other item with the permission of Chairman

It is discussed to develop an e-ticketing system to address various issues in the campus and hostel making it easy for staff and students to raise complaints.

Action by IT HoD


Director IQAC

Chairman IQAC

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IQAC

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No: MLRIT/IQAC/GC/2020-21/02

Date: 10-08-2020

CIRCULAR – IQAC

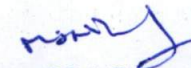
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AGENDA POINTS

1. Revising previous meeting points and implementation process.
2. Organizing Alumni interaction to understand the changes in the functional characteristics of core industries both nationally and globally.
3. Review on ICAAMM 2020
4. Applying for new courses
5. Discussion on MOU's and ongoing projects, paper publications
6. Discussion on SWAYAM, MOOC's, TATA STEEL and NPTEL
7. Conducting soft/technical skill training for III-II students
8. Internships for the students
9. Recruitment of staff members for the AY 2020-21
10. Any other item with the permission of the chair

Sd/- 
Director IQAC

Sd/-
Chairman IQAC

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MLRIT/IQAC/2020-21/MoM/2

17-08-2020

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The Chairman welcomed the Honorable members of IQAC.

The Chairman informed that Mr. D. Narendar Reddy conveyed his apologies for not being able to attend the meeting.

I. Revising previous meeting points and implementation process.

The decisions made in the previous meeting and their implementation process was reviewed.

- a. The faculty is trained to effectively use the LMS.
- b. Conducting Online classes for I Semester through Google Meet.
- c. Completed the Final year UG examinations through both online and offline modes following Covid-19 protocol laid by the Govt. of India.

The IQAC members appreciated the efforts put in by the Teachers in succeeding the challenges faced during the pandemic.

II. Organizing Alumni interaction to understand the changes in the functional characteristics of core industries both nationally and globally.

- a. Alumni interaction with the current students must be conducted to help the students of pre-final and final year to plan their career after Covid – 19 pandemic.
- b. Providing interactive platforms for the alumni and the faculty and students for focusing on the changes in the functional characteristics of the core industries like IT/Manufacturing after the break out of the pandemic
- c. Feedback is collected from the alumni students on the current pandemic situation and online Seminars, Skill Development programs to be identified based on the same.

Action by HoDs

III. Review on ICAAMM 2020

- a. ICAAMM 2020 has been conducted successfully through online mode and the feedback from the participants is very encouraging
- b. It is decided to see that the papers are published in AIP by the end of 2020.

Action by Aero and Mech HoDs

IV. Applying for new programs

- a. Discussion is held on to demanded programs and it is finally concluded to apply for the Cyber Security, Artificial Intelligence and Machine Learning and CSIT.

- b. It is decided to apply for the approval of the Regulatory Authorities to conduct the Courses by filing the required documents and also plan for the necessary infrastructure and Human resources.

Action by Principal

V. Discussion on MOU's and ongoing projects, paper publications

- a. Dean R&D briefed about progress of all ongoing projects and given the report on all proposals and paper publications under review.
- b. It is decided to encourage the faculty for carry out their research in effective way and make use of the pandemic situation, as most of the conferences are through online mode.
- c. The ongoing funded project status and the portals currently open for proposal submission were discussed.

Action to be taken up by Dean R&D

VI. Discussion on SWAYAM, MOOC's, TATA STEEL and NPTEL

- a. All the heads of the department discussed the self-learning courses and their importance on platforms like SWAYAM, MOOC's, Tata steel and NPTEL course which would enhance the skills of the students and faculty.
- b. It is decided that all the students and faculty members should register for the self-learning courses.
- c. It is suggested that every department would appoint a faculty coordinator for smooth flow of the process.

Action taken by HODs

VII. Conducting soft/technical skill training for III-II students

- a. Dean academics and HODs discussed the Campus recruitment training for the III-II students to improve the placements. It is finally decided to give training for III-II students on Aptitude, English including core subjects.
- b. Training schedule has to be included in the regular class time table

Action by Dean, Placements and Training

VIII. Internships for the students

- a. It is decided that the faculty mentors should work to encourage students for applying online internships based on programming, content writing etc., to improve their communication and core skills. Placement department is directed to draft necessary guidelines for the same to help the faculty.


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Action by Dean, Placements and Training

X. Recruitment of staff members for the AY 2020-21

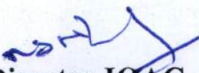
- Recruitment notification for the AY 2020-21 for faculty, admin, library to be given
- It is decided to invite panel members from reputed institutes to select the candidates for the posts of Associate Professor and higher grades.
- IQAC suggested that orientation of the candidate towards research can be considered as the primary criteria for selection.

Action by all HoDs

XI. Any other item with the permission of the chair

- The members have decided to continually monitor the implementation above activities by taking the status reports from the respective coordinators in each department.

There being no other item, the meeting was concluded with the vote of thanks proposed by Coordinator, IQAC.


Director IQAC


Chairman IQAC

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Outhbullapur, Hyderabad-43,
TELANGANA, INDIA.

No: MLRIT/IQAC/GC/2020-21/01

Date: 29-05-2020

CIRCULAR – IQAC

The online meeting of all the members of IQAC, MLRIT, Dundigal is to be held on 05-06-2020 at 10:30AM. The following members are requested to be available for the meeting. The meeting link will be shared a day before.

Members:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. K. Srinivas Rao	Principal	Chairman
3	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Director
4	Dr. Arun Kumar. T	Dean R&D	Member Teacher
5	Dr. Radhika Devi	Prof& HOD – S&H	Member Teacher
6	Dr. SVS Prasad	Prof& HOD –ECE	Member Teacher
7	Dr. M V Narsimha Rao	Prof& HOD – MBA	Member Teacher
8	Dr. N Chandrashekar Reddy	Prof& HOD – CSE	Member Teacher
9	Dr. G. Kiran Kumar	Prof. & HOD –IT	Member Teacher
10	Mr. M. Venkateshwar Reddy	Assoc Prof& HOD -Mech	Member Teacher
11	Ms. MNVS Swetha Bala	Associate Prof – Aero	Member Teacher
12	Mr. G. Prabhakar Reddy	Controller of Examinations	Member Admin
13	Mr. P.Ravi Chandra	Head Placements	Member Admin
14	Dr. N V Raja Sekhar Reddy	Head Training	Member Admin
15	Mrs. K. Neeraja	Head – Women’s Grievance cell	Member Admin
16	Mr. Emmanuel Gosula	Senior Resource Development Manager- Epam systems Ltd	Member Employer
17	Mr. D. Narender Reddy	Managing Director, SVS Products (P) Ltd and SVS Food Processing (P) Ltd.	Member Industry
18	Mr. Bokka Sai Vikram Aditya	SoC Design Engineer, Intel Corporation	Member Alumni
19	Mr. M. Ganesh	Administrative Officer	Member Admin
20	Mr. K Narsimlu	Accounts Officer	Member Admin
21	Mrs. Sudharani	Teacher-Parent-Aero Dept.	Member stakeholder
22	Mr. B Anil Kumar Reddy	17R25A0314– Member SAE Collegiate Club	Student & Member Local society

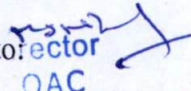

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Quthbullapur, Hyderabad-43,
TELANGANA, INDIA.

AGENDA POINTS

1. Online mode of education – Possibilities – Pro's and Cons
2. Teaching – Learning methodologies for the AY 2020-2021
3. Encouraging the faculty and students to enroll for MOOCS certification and develop skills through available online platforms
4. Plan to conduct FDP's, Webinars, skill development programs to completely utilize the pandemic situation.
5. Conducting UG and PG Examinations.
6. Placement analysis of AY 2019-20
7. Enhancing technical skills to improve placements
8. Organizing training workshops on LMS tools for faculty members
9. Allocation of budget on R&D
10. Organizing international conferences and National science fairs
11. Applying for NIRF, career 360, Outlook rankings etc.,
12. Strategic planning for AY 2020-2021 by dean academics
13. Any other item with the permission of the chair

Director IQAC


Chairman IQAC

Copy to: 
Director
QAC

MLR

1. Principal, MLRIT
2. Director, MLRIT
3. All IQAC Members
4. IQAC File

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MLRIT/IQAC/2020-21/MoM/1

05-06-2020

Minutes of Meeting of IQAC

As per the circular dated 29-05-2020, MLRIT/IQAC/GC/2020-21/01, the online meeting of all the members of IQAC, MLRIT, Dundigal, held on 05-06-2020 at 10:30AM. The following members were present for the meeting:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. K. Srinivas Rao	Principal	Chairman
3	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Director
4	Dr. Arun Kumar. T	Dean R&D	Member Teacher
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Minutes of Meeting

At the start of the meeting, The Chairman, IQAC welcomed Honorable members of IQAC.

The Chairman informed that the Mr. Bokka Sai Vikram Aditya and Mrs. Sudharani conveyed their apologies for not being able to attend the meeting.

I. Online mode of education – Possibilities – Pro's and Cons

- a. Owing to the COVID-19 situation.
- b. Conducting class work for both UG and PG through online mode and preparing the faculty and students for the same –planning for the process should be coined in a week's time.

II. Teaching – Learning methodologies for the AY 2020-2021

- a. The entire teaching faculty is to be trained in properly using the existing LMS either through Canvas or Google classroom or any other platform.
- b. Preparing PPT, Sharing necessary material and preparing short video lectures on core topics by the respective subject teachers for better understanding of the subject by the students. HoD's and Dean Academics are suggested to prepare foolproof action plan for the same.

Action to be taken by Dean Academics and HoD's.

III. Encouraging the faculty and students to enroll for MOOCS certification and develop skills through available online platforms.

- a. Due to the current pandemic and lockdown, various institutes/organizations are offering Online skill development programs. Eg: TATA Steel, Coursera, NPTEL, MATLAB, etc.,
- b. Teachers are suggested to enroll for these courses as part of skill development and also play an active role in identifying the relevant courses and encourage students to enroll for the respective courses.

Action to be taken by the respective Hods

IV. Plan to conduct online FDP's, Webinars, skill development programs to completely utilize the pandemic situation.

- a. Accepting the fact that the world is becoming online, it is decided to prepare a proper schedule for conducting FDP's/Skill Development Programs/Webinars in prospective areas of technology through online mode.
- b. It is also decided to invite resource persons from eminent organizations/industries to be a part of the program which otherwise would have been difficult in offline mode.

Action to be taken by the respective HoDs

V. Conducting UG and PG Examinations.


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- a. The possibility of conducting the examinations online mode was discussed. Keeping in view the passing out batch of UG 2020, the final year examination, Major Project submission etc., a proper back up plan for making the entire process foolproof was to be made and further it was decided to wait for the orders from the affiliated university.

Action to be taken by the CoE

VI. Placement analysis of AY 2019-20

- a. The data related to companies visited, type of jobs offered, employability skills noted.
- b. Areas where students have to improve or to be trained are identified and discussed with concerned HoDs.
- c. Efforts required by the non-circuit courses like Aero and Mechanical branch students are discussed

Action to be taken by placement officer and Head, CRT

VII. Enhancing technical skills to improve placements

- a. Placement officer and head CRT presented the feedback given by the recruiters regarding the student performance and their requirements.
- b. Based on the feedback, it is decided that the students should be encouraged to actively participate in major and minor projects both as a team and individually.
- c. To impart programming skills to all the students irrespective of branch.
- d. Expanding the SCOPE and encouraging students to join voluntarily.
- e. Revising the papers of previous interviews.
- f. Conducting classes on important subjects from a placement point of view.

Action to be taken by Heads, CRT and HoDs

VIII. Organizing training workshops on LMS tools for faculty members

- a. Creating awareness among faculty to use LMS tools like canvas, GCR, Moodles etc.,
- b. Enable the faculty to use LMS for their respective subjects and update it periodically.
- c. Uploading the Study material and assignments in LMS.

Action by All HoDs

IX. Allocation of budget on R&D

- a. The IQAC members noted the budget presented by Dean, R&D and accepted with minor changes and forwarded for further approval.
- b. Allocation of seed money for research activities and encouraging faculty to publish papers in reputed journals
- c. The scheme of encouraging faculty to build a research environment by providing incentives was appreciated.
- d. Identifying Scopus and Sci indexed journals
- e. Providing access to various digital and printed journals/articles for faculty and students
- f. Upgrading the existing facilities for enabling research.

Action plan by R&D Dean



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X. Organizing international conferences and National science fairs

- Identifying dates for the upcoming international conferences and publishing the papers in Scopus/Sci/Web of science indexed journals.
- Conducting technical events/online quizzes on the birthdays of eminent scientists, professors who contributed significantly to development of science.
- Convener ICAAMM-2020 directed to chalk out the plan for organizing the conference through online mode.

Action plan by the respective HoDs

XI. Applying for NIRF, Career360, Outlook rankings etc.,

- All HoDs were directed to collect data related to NIRF and other institutional rankings and submit for the respective coordinators in time.
- The entire faculty should take an active role in promoting the college and work towards their department visibility.

Action plan by HoDs & NIRF coordinator

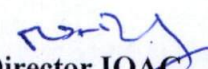
XII. Strategic planning for AY 2020-21 by Dean academics


- Preparing strategic plan for AY 2020-21 keeping the pandemic situation in view.
- Chalking out a suitable plan for monitoring online classwork, addressing grievances and taking necessary action.
- Scope of the syllabus and number of hours needed for completing the syllabus
- Planning online activities like technical fair, webinars etc., without disturbing the academic activities.

Action plan by Dean Academics

XIII. Any other item with the permission of the chair

No other item was discussed


Director IQAC


Chairman IQAC

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- Director, MLRIT
- All IQAC Members
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