

Internal Quality Assurance Cell (IQAC)

Annual Report

Academic Year: 2020-2021

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021

COMPOSITION OF THE IQAC

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	SUMIA FATIMA, Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
Members			
5.	Faculty Members	MUBEENA SALAAR, Assistant Professor	
		MAHESH GOTTIPATI, Assistant Professor	
		MOHAMMAD TABASSU TANVEER HAYATH, Assistant Professor	
		IKRAM SARMAD MOHAMMAD ARSALAN, Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: AYESHA SIDDIQUA	
		Student: MOHAMMAD BILAL	
		Local Society: PEDDAMANGALARAM, MOINABAD	
7.	Nominees From Employers / Industrialists / Stakeholders	Employer: Jeevan Scientifics and Technology Ltd.	
		Industrialists: Leo-Bio care	
		Stakeholder: JSL Health Sciences Pvt Ltd	

Coordinator / IQAC

Chairperson / IQAC

Copy to:

- Chairman
- Director
- Principal
- IQAC Cell and All HODs

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 05/08/2020

Time: 03:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	SUMIA FATIMA, Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
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Agenda:

- Academic Planning
- Online activities
- Perspective plan
- Activity Planning
- Technical Skill Training
- Co-curricular Activity for Faculty
- Implementing new Mentor mentee system
- Procure of Lab Equipment

Proceedings of the Meeting:

IQAC coordinator invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.


Agenda Item No.	POINTS DISCUSSED	Resolution	Target Date	Responsibility	Action Taken
1	Review of previous IQAC meeting.	-	13.08.20	All the Department HODs	Members noted the Action taken on the previous meeting and noted the tasks still pending.
2	Online classes and activities as per Instruction of JNTUH	IQAC chairperson explained the procedure to conduct Online class activities and how to improve the student interest during online classes.	-	All the Department HODs	HODs need to collect all the Recording link of respective classes and submit to IQAC at the End of the semester.
3	IQAC - Perspective plan for the year 20-21		Every NAAC Cycle Meeting	NAAC Co-Cordinator	The perspective plan of extracurricular and co-curricular activities from various committees have been received and discussed in detail. The final


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					strategic perspective plan has been prepared and approved
4	Academic Planning for the 2020-21 Odd semester and CAC Meeting tentative dates.	Academic calendar should submit with entire planning of the each department activities.	20.08.20	HODs	Department Academic calendar should verified and give the recommendation if required.
5	To conduct extracurricular and co-curricular activities in this AY: 2020-21 like Workshops/Guest Lectures/FDPs/Conferences/Sports Activities	Tentative Event list for the AY:2021 Odd Semester should submit by HODs	03.09.20	With respect to the event. Report sent by the HODs to IQAC cell	Decision taken to conduct Engineering Workshops/Guest Lectures/FDPs/Conferences/Sports Activities
6	Technical Skill Trainings to Students for Placements	Tentative placement activities list for the AY:2021 Odd Semester should submit by the Placement Director	03.09.20	Placement Director	Decision taken to initiate and conduct the technical skill trainings to students for placements
7	To implement New Mentor Mentee System	Mentor Mentee Minutes signed by the HODs every week and submit to Principal Monthly once for verification	Now onwards	HODs and respective class in-charges.	It is decided to implement the mentor mentee system in all the departments of the institution
8	Improve the ICT based activities	To conduct workshop on how to create ICT lectures	12.10.20	NAAC Coordinator and Criteria- 2 Incharge	It decided to conduct SWAYAM/MOOCs awareness workshop on how to create ICT lectures and the same has been approved
9	Step to improve the skill set for the students	To conduct skills training based workshops for students	19.10.20	HODs	Decision taken to conduct soft skills training for all the UG students
10	Laboratory equipments and	Lab maintenance and Equipment/	10.09.20	HODs	It is decided to take laboratory


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	Library procurements	Consumable/ Library books purchase as per change of syllabus			equipments and library procurements from all the laboratories & library and approved the same
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Coordinator / IQAC

Chairperson / IQAC

Copy to :

- Chairman
- Director
- Principal
- IQAC Cell and All HODs

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MINUTES OF MEETING

Venue: BOARD ROOM

Date: 04/12/2020

Time: 10:00AM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	SUMIA FATIMA, Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
Members			
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Agenda:

- Induction Program
- Virtual Lab
- Orientation Program
- CO's and PO's
- Signing of MOAs/MOUs
- National/International Conferences

Proceedings of the Meeting:

DEAN IQAC invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.

Item No.	POINTS DISCUSSED	Resolution	Target Date	Responsibility	ACTION PLAN
1.	Induction Program for the faculty	To conduct induction Programme to the newly joined faculty.	21.12.20	NAAC Co-ordinator	It has been decided and approved to conduct Induction programmes for the newly joined faculty
2.	Virtual lab classes and online class status	Heads are instructed to take theory classes and send the recording link to the students for the reference. Lab course also instructed to conduct using VLab offered by the IITs.	Monthly Report	HODs	HODs need to collect all the Recording link of respective V-Lab details and submit to IQAC at the End of the semester.
3.	Orientation Program Report	Orientation Programme has scheduled on 01.12.2020 to 15.12.2020 for the first year students.	21.12.20	HODs	Report was analyzed and remedial steps to be instructed based on the student feedback.
4.	Cos, Pos and attainment	Co and Po mapping and attainment calculation, Guidelines to prepare and implement course files	-	HODs	Attainment level analysis in every course and Instruction given to improvement for


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		with attainment.			forthcoming semesters
5.	Signing of MOUs with Industries/Research Institutions	Each Department Hods should get MoU with reputed Industry related to student skill development basis	27.01.21	HODs	Decision taken to make Memorandum of Memorandum of Understandings with various Industries/NGOs/Research organizations.
6.	To conduct International Conferences	International Conference "Challenges and opportunities for Innovation Science, Engineering and Technology" scheduled on 04 th and 5 th March 2021.	08.01.21	Conference Convener	Conference Organizing Committee members and strategic plan was discussed and confirmed.
7.	To Organize the various FDP/Guest Lecture/Workshops/awareness programme for the AY 2020-21	Tentative dates should be submit by the HODs , R&D Co-ordinator, Club Co-ordinator, IPR and EDC Co-ordinator	15.12.20	HODs , R&D Co-ordinator, Club Co-ordinator, IPR and EDC Co-ordinator	Event coordinator, guest of the event has panned and approval got from Principal.


Coordinator / IQAC


Chairperson / IQAC

Copy to :

Chairman
Director
Principal
IQAC Cell and All HODs


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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 06/04/2021

Time: 03:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR. MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	SUMIA FATIMA, Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
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Agenda:

- CAC Meetings
- Review of Academic activities
- Student Club activities
- Website updating and organizing more seminars and student activities
- NAAC Accreditation
- Research Activities and Consultancy activities
- MoU with Malaysia University

Proceedings of the Meeting:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. The Dean IQAC welcomed all the members to meeting, Discussing above agenda, the following decisions were made.


No.	Points Discussed	Resolution	Target Date	Responsibility	Action Plan
1.	Review of the Academic year 2020-21- Odd Semester activity and planning for 2020-21 even Semester.	-	-	IQAC Coordinator	Academic year 2020-21 odd semester file was verified. Reviewed the tentative
2.	Academic Planning for the 2020-21 Even semester and CAC Meeting tentative dates.	Instructed the HoDs to Submit Department Advisory Committee and Program Assessment Committee finalized dates and Pannel members details for current semester.	16.04.2021	HODs	CAC Minutes were reviewed.
3.	The creation of	IQAC instructed to	16.04.2021	HODs	The


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	additional student clubs in the Institution.	create various student cubs in the institution for improving their inter and intra personality skills.			committees and club's heads are Instructed to submit the activity plan for the semester.
4.	Website updating and organizing more seminars and student activities	Strategic plan & website updating to be followed Due to COVID -19, all the departments have to conduct online FDPs, Workshops, Webinars, Value added courses to our faculty, students and also for outside colleges.	16.04.2021	Website Incharge	Website Incharge should verified and keep on monitoring and report to the changes required.
5.	NAAC Accreditation	Review meeting will be conduct criteria wise	-	NAAC Coordinator	NAAC Mack audit is scheduled and all criteria incharge should be ready for the file submission.
6.	Research Activities and Consultancy activities.	All the faculty members are informed to publish their papers in SCI/SCIE/Scopus Indexed journals. Consultancy Project status was discussed with the respective Principal Investigator and team members IPR cell, EDC cell	30.04.2021	R & D Coordinator	Motivated the faculty through Faculty Incentive Policies R&D Coordinator are instructed to get the activity report from the various research activity coordinator


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		report should be submit to IIC every semester end for review			
7.	MoU with Malaysia University	Principal briefed the committee about MOU with Lincoln University Malaysia. Activity report should submit by the Research co-coordinator	31.05.2021	Research Co-coordinator	Avenues for collaboration were discussed and appreciated by the members.


Coordinator / IQAC


Chairperson / IQAC

Copy to :

Chairman
Director
Principal, IQAC Cell and All HODs


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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 16/08/2021

Time: 02:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
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Agenda:


- Academic calendar received from the JNTUH
- NAAC- Committee review
- Vmedulife software usage
- Safety measures against the Pandemic

Proceedings of the Meeting:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. The Dean IQAC welcomed all the members to meeting. Discussing above agenda, the following decisions were made.

The committee had discussed the following activities:

S.No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Review of the Academic year 2020-21- Even Semester activity and planning for 2021-22 ODD Semester.			HODs	Academic year 2020-21 even semester file was reviewed.
2	Preparation of academic activity based on the revised academic calendar received from the JNTUH for the AY:2021-22 odd semester	Teaching learning Methodology and collection of lesson plan from every Department	01.09.21	HODs	Academic planning done based on the academic calendar sent by JNTUH. It is received from various departments and discussed in details and approved the same which is enclosed for AY: 2021-22 ODD semesters


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3	Various committee formed and reviewed for AY:2021-22	create various Committees in the institution for improving the Academic and Administrative process.	01.09. 21	Research Coordinator	IQAC instructed to create various Committees in the institution for improving the Academic and Administrative process.
4	NAAC- Committee review	NAAC Criteria incharges are asked to submit the details of the AY: 20-21.	01.09. 21	NAAC Coordinator	NAAC – Criteria incharges submitted files are reviewed and send for for SSR submission.
5	Academic Administration Audit	AC coordinator has planned for AAA, Audit members list has been scheduled get approval from Principal	8.08.21 to 03.09.21	IQAC Coordinator	Academic Administration Audit is planned on 22.09.21, The internal auditor and schedule will be announced.
6	Vmedulife Software usage	The department Heads are instructed to full fletched implementation of vmedulife software. The documentation Process of the college can be automated to reduce the use of paper work.	06.09.21	HODs	Lesson plan, Cos assign for the courses, Po mapping with Cos, Mid exam marks entry, Question paper cogitative level and Cos covered all entered in the software by the course instructor.



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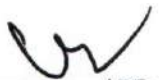
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7	Safety measures against the Pandemic.	Academic year 2021-22 commenced on 06 th Sep 2021 onwards. Reopening the institution after the after the pandemic is a challenge. So an arranged setup has to be established when the students return to the college to take care of the safety of the all individuals.	04.09.21	Campus Incharge	Inspected by the HODs, Dean and assure the cleanness was taken. The next semester class work is scheduled on 06.09.21
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Coordinator / IQAC


Chairperson / IQAC

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