

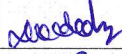




AURORA'S TECHNOLOGICAL AND RESEARCH INSTITUTE
Parvathapur, Uppal, Hyderabad



Minutes of the Meeting

Date	20.06.2018	Day	Wednesday
Time	12.00 pm	Venue	Conference Room
Dept./SS	IQAC	Convenor	IQAC coordinator

Members Present				Members Absent		
S.No	Name	Designation	Signature	S.No	Name	Designation
1.	Dr. JakkaVenkatesh	Director		1	Dr. Ramesh B Nimmatoori	Secretary
2.	Mr. J. Srikanth	Dy. Director, IQAC Coordinator		2	Mr. RishabDulham	Alumnus
3.	Dr. K. Nagajyothi	Dean R&D, IQAC member		3	Ms. SiriPallavi	Student
4.	Mr. EashanAdil	HoD CE				
5.	Ms. Durga A Pavani	HoD CSE				
6.	Mr. M. Shravan Kumar	HoD ECE				
7.	Mr. J. Jawaharlal	HoD EEE				
8.	Ms. K. Kavitha	HoD IT				
9.	Mr. B. Anil Kumar	HoD ME				
10	Dr. M.C. Ajay Kumar	HoD H&AS				
11	Ms. M. Chaithanya	IQAC member				
12	Ms. P. Suvarna Devi	Librarian				
13	Ms. Shaheen Begum	Physical Director				
14	Mr. N. Balakrishna Reddy	Assistant Registrar				

Members Present				Members Absent		
S.No	Name	Designation	Signature	S.No	Name	Designation
15	Mr. Venu Gopal Reddy	NSS Coordinator				
16	Mrs. Gita S Parthiban	Nature Club				
17	Mrs. Girija Rani S	Alumni Coordinator				
18	Mr. P. Vishnu	Training and Placements Coordinator				
19	Mr. Vinod Chavan	In-charge Exam Cell				

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline	Status
1	Review and confirmation of the minutes of the last (IQAC) meeting	Minutes of the last meeting were read and discussed.	Minutes of the last meeting were read and confirmed.	Mr. J. Srikanth		Completed
2	Briefing about IQAC and its activities	IQAC coordinator briefed about the functions and activities of the IQAC cell to the members, since few members were added recently and review on NAAC preparation.	Submission of AQAR by the departments to IQAC cell every month	All HoDs and Support System coordinators	10 th of every month	Completed
3	Curricular Aspects	Orientation program on CBCS for faculty and students.	To conduct orientation programme at the beginning of the semester.	Dr. P. Bharathi	16 – 27 July 2018	Completed
		NPTEL initiatives through SPOC.	SPOC is instructed to provide the list of initiatives for NPTEL certification.	Dr. K. Nagajyothi	10 July 2018	Completed
		Feedback from Stake holders	All the HoDs are requested to collect feedback for Sem – I of 2018-2019	All Hod's	15 Nov 2018	Completed
4	Teaching learning and Evaluation	Implementation of LMS.	Use of EDMODO application for e-learning.	All Hod's	9 July 2018	Completed
		Implementation of Blooms Taxonomy in paper setting.	Exam branch was directed to notify faculty regarding Blooms Taxonomy format and prepare the question papers accordingly.	Mr. Vinod Chavan	9 July 2018	Completed
		Proposal for workshop on mentoring for faculty.	It was decided to identify a resource person for the workshop by student mentoring committee.	Mrs M. Chaitanya	27 Oct 2018	Completed
		Feedback	Survey and reports committee is instructed to collect SSS (student satisfaction survey).	All Hod's	15 Nov 2018	Completed
		Student enrollment	Admissions in-charge instructed to follow up the enrollment status and facilitate necessary	Ms. V. Swapna and Mr. P. Vishnu	30 July 2018	Completed

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline	Status
			arrangements for admissions.			
		Result Analysis of 2017-18	The in-charge exam branch is instructed to submit the result analysis once the results are announced to facilitate necessary action.	Mr. Vinod Chavan	25 July 2018	Completed
		Prepare Course files in accordance to the academic calendar.	All the HoDs are requested to follow-up the faculty for the preparation of course files.	All Hods	9 July 2018	Completed
5	Research Innovations and Extension	To organize and attend conferences, workshops and seminars.	All the HoDs are instructed to give proposals for organizing workshops, conferences and Seminars for the current academic year.	Hod's	26 Jun 2018	Completed
		To encourage faculty to publish research papers with high impact factor and Patents.	R&D Cell coordinator is instructed to provide guidelines and to fix targets for publishing research papers in reputed journals. Further the coordinator is instructed to inform senior faculties for applying patents.	Dr. K. Nagajyothi	3 July 2018	Completed
		Apply for Funding Schemes	All the HoDs are instructed to check funding guidelines of UGC, AICTE and other research organizations and encourage faculty to submit at least one proposal from each department.	All Hods	As per the Notification	Completed
		Establishment of Centre of Excellence.	All HoDs are requested to initiate steps to establish a Centre of Excellence for promoting research activity.	All Hods	26 Jun 2018	Completed

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline	Status
6	Infrastructure and Learning Resources	Budget proposals for Maintenance of campus infrastructure and for establishing new laboratories as per R18 regulations.	All the HoDs are instructed to submit the budget proposal for purchase of equipment for laboratories as per R-18.	All Hods	28 Jun 2018	Completed
			The AR is instructed to submit the budget proposal for setting up of CCTVs IP Surveillance Systems in the campus	Mr. N. Balakrishna Reddy	28 Jun 2018	Completed
		Acquisition of books, journals	The Librarian is instructed to collect requirement of books for the present semester from all the departments.	Mrs. P. Suvarna Devi	26 Jun 2018	Completed
		E-content development	All the HoDs are instructed to encourage faculty to prepare E-Content modules or adapt from other available resources.	All Hods	29 Jun 2018	Completed
7	Student Support and Progression	Student Support systems	HoDs are instructed to inform the Coordinators of all the support systems to submit plan of action for the current academic year.	All Hods	4 July 2018	Completed
		Alumni	The Alumni Faculty coordinator was directed to conduct the activities and one alumni meet for this academic year.	Mrs.S. Girija Rani	15 Nov 2018	Completed
		Placements and career Guidance	The Training and Placement coordinator was instructed to collect database of fourth year students and plan for the conduction of CRT programs. The CDC coordinator was instructed to organize programs for career development opportunities for students.	Mr. P. Vishnu & Dr. K. Nagajyothi	End of Sep 2018	Completed

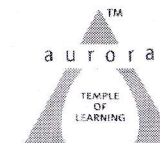
S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline	Status
		Student enrollment for Scholarships	AR is instructed to update the database of student scholarship applications and update the status.	Mr. N. BalaKrishna Reddy	8 Aug 2018	Completed
8	Governance Leadership and Management	Governing Body meeting	To call for a Governing Body Meeting for the approvals of policies and initiatives to be taken for this academic year.	Mr. J. Srikanth	5 July 2018	Completed
		Financial Policies related to faculty sponsorships.	The R&D coordinator is instructed to frame guidelines for the faculty sponsorships.	Dr. K. NagaJyothi	6 July 2018	Completed
		Faculty Welfare Activities	The AR is instructed to share the welfare policies to all the faculties.	3. Mr. N. BalaKrishna Reddy	25 Jun 2018	
		Auditing	All the HoDs are instructed to be ready for internal audit of departments.	All HoDs	25 Jun to 30 Jun 2018	
		Participation in NIRF conducted by MHRD for achieving national rank and AISHE data submission	The AR is instructed to collect data for the AISHE and NIRF as on when required.	Mr. N. Balakrishna Reddy	As per Notification	
		NBA Accreditation and NAAC Accreditation	All the HoD's are requested to make preparation for the NAAC and NBA works.	All HODs	Tentatively 24 Aug 2018	
9	Institutional Values and Best Practices	Code of Conduct	All the HoDs are instructed to monitor the code of conduct in the institution.	All Hods	9 July 2018	Completed
			All the HoDs are requested to share the code of conduct for the newly joined faculty and students	All Hods	16 July 2018	Completed
		Community Engagement	The NSS and Nature club coordinators are instructed to give action plans for this academic year.	Mr. D. Venu Gopal, Mrs. Gita S Parthiban	4 July 2018	Completed

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline	Status
10	Future Plans	NAAC Accreditation with top grade.	All the HODs are requested to adopt measures to ensure that the institute is Accredited with A+ grade.	All Hods	24 Aug 2018	Completed
		Preparation for SwachthaRanking and Unnath Bharath Abhyaan.	The NSS coordinator was instructed to prepare action plan and necessary arrangements for the participation in the mentioned activities.	Mr. D. Venu Gopal	As per notification	Completed


Convenor

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Parvathapur, Uppal, Hyderabad



Action Taken Report Minutes of Meeting conducted on 20.06.2018

Date	19.11.2018	Day	Monday
Time	12.00 pm	Venue	Conference Room
Dept./SS	IQAC	Convenor	IQAC coordinator

S.No	Resolution Taken	Coordinator	Deadline	Status
1	Submission of AQAR by the departments to IQAC cell every month	All HoDs and Support System coordinators	10 th of every month	AQAR reports are submitted by the concerned coordinator
2	To conduct orientation programme at the beginning of the semester for the faculty and students on CBCS.	Dr. P. Bharathi	16 – 27 July 2018	Orientation programme has been conducted from 16 th – 27 th July 2018
3	SPOC is instructed to provide the list of initiatives for NPTEL certification.	Dr. K. Nagajyothi	10 July 2018	Submitted the status of enrollment of students and faculty
4	All the HoDs are requested to collect feedback for Sem – I of 2018-2019	All Hod's	15 Nov 2018	An analysis of the feedback is done. Faculty who got less feedback were counseled .
5	Use of EDMODO application for e-learning.	All Hod's	9 July 2018	All the faculty members created EDMODO class links and shared with the students.
6	Exam branch was directed to notify faculty regarding Blooms Taxonomy format and prepare the question papers accordingly.	Mr. Vinod Chavan	9 July 2018	A circular along with the formats and guidelines were shared with all the faculty members and students.
7	It was decided to identify a resource person for the workshop by student mentoring committee.	Mrs M. Chaitanya	27 Oct 2018	A workshop on 'Understanding Mentorship and Challenges ' was conducted for all the faculty members.
8	Survey and reports committee is instructed to collect SSS (student satisfaction survey).	All Hod's	15 Nov 2018	The suggestions given by the students were taken into consideration for necessary action.

S.No	Resolution Taken	Coordinator	Deadline	Status
9	Admissions in-charge instructed to follow up the enrollment status and facilitate necessary arrangements for admissions.	Ms. V. Swapna and Mr. P. Vishnu	30 July 2018	A registration desk was arranged. Application form and Brochures were made available. A faculty counselor was appointed to address queries.
10	The in-charge exam branch is instructed to submit the result analysis once the results are announced to facilitate necessary action.	Mr. Vinod Chavan	25 July 2018	Result analysis was done and remedial classes were conducted for the students with backlogs.
11	All the HoDs are requested to follow-up the faculty for the preparation of course files.	All HoDs	9 July 2018	All the faculty members prepared the course files and submitted them to the College Academic Committee.
12	All the HoDs are instructed to give proposals for organizing workshops, conferences and Seminars for the current academic year.	Hod's	26 Jun 2018	Proposals from all the departments were approved .
13	R&D Cell coordinator is instructed to provide guidelines and to fix targets for publishing research papers in reputed journals. Further the coordinator is instructed to inform senior faculty to apply for patents.	Dr. K. Nagajyothi	3 July 2018	Circular has been sent to all the faculty members along with the guidelines .
14	All the HoDs are instructed to check funding guidelines of UGC, AICTE and other research organizations and encourage faculty to submit at least one proposal from each department.	All HoDs	As per the Notification	Eight proposals were submitted to AICTE.
15	All HoDs are requested to initiate steps to establish a Centre of Excellence for promoting research activity.	All HoDs	26 Jun 2018	DELL-EMC Centre of Excellence for 'Data Science and Big Data Analytics' has been inaugurated .
16	All the HoDs are instructed to submit the budget proposal for purchase of equipment for laboratories as per R-18.	All HoDs	28 Jun 2018	Budget proposals along with comparative statements were submitted and approved.
17	The AR is instructed to submit the budget proposal for setting up of CCTVs IP Surveillance Systems in the campus	Mr. N. Balakrishna Reddy	28 Jun 2018	CCTVs IP Surveillance System was installed in the campus.
18	The Librarian is instructed to collect requirement of books for the present semester from all the departments.	Mrs. P. Suvarna Devi	26 Jun 2018	Requirement of books for the present semester from all the departments was procured and purchased.
19	All the HoDs are instructed to encourage faculty to prepare E-Content modules or adapt from other available resources.	All HoDs	29 Jun 2018	All the faculty members prepared PPTs and collected videos from NPTEL.

S.No	Resolution Taken	Coordinator	Deadline	Status
20	HoDs are instructed to inform the Coordinators of all the support systems to submit plan of action for the current academic year.	All HoDs	4 July 2018	Coordinators of all the support systems submitted plan of action for the current academic year and executed them.
21	The Alumni Faculty coordinator was directed to conduct the activities and one alumni meet for this academic year.	Mrs.S. Girija Rani	15 Nov 2018	Alumni talks were conducted.
22	The Training and Placement coordinator was instructed to collect database of fourth year students and plan for the conduction of CRT programs. The CDC coordinator was instructed to organize programs for career development opportunities for students.	Mr. P. Vishnu & Dr. K. NagaJyothi	End of Sep 2018	A CRT programme was conducted in association with FACE Academy. PPL FDP and Youth Talk were conducted by the CDC.
23	AR is instructed to update the database of student scholarship applications and update the status.	Mr. N. BalaKrishna Reddy	8 Aug 2018	Database of student scholarship applications and freeships was submitted.
24	To call for a Governing Body Meeting for the approvals of policies and initiatives to be taken for this academic year.	Mr. J. Srikanth	5 July 2018	A Governing Body meeting was conducted on 5 July 2018.
25	The R&D coordinator is instructed to frame guidelines for the faculty sponsorships.	Dr. K. NagaJyothi	6 July 2018	The guidelines for the faculty sponsorships have been circulated.
26	The AR is instructed to share the welfare policies to all the faculties.	3. Mr. N. BalaKrishna Reddy	25 Jun 2018	Information about the welfare policies were circulated to all the staff members.
27	All the HoDs are instructed to be ready for internal audit of departments.	All HoDs	25 Jun to 30 Jun 2018	Internal audit on academic and administrative activities was conducted by the Audit Committee.
28	The AR is instructed to collect data for the AISHE and NIRF as & when required.	Mr. N. Balakrishna Reddy	As per Notification	Data for the AISHE and NIRF were submitted as per the notification deadlines.
29	All the HoD's are requested to make preparation for the NAAC and NBA works.	All HoDs	Tentatively 24 Aug 2018	Documentation work was taken up by all the departments.
30	All the HoDs are instructed to monitor the code of conduct in the institution.	All HoDs	9 July 2018	Code of conduct was strictly implemented.
31	All the HoDs are requested to share the code of conduct for the newly joined faculty and students	All HoDs	16 July 2018	The code of conduct handbooks were provided to the newly joined faculty and students.
32	The NSS and Nature club coordinators are instructed to give action plans for this academic year.	Mr. D. Venu Gopal, Mrs. Gita S Parthiban	4 July 2018	Action plan reports were submitted and implemented.

S.No	Resolution Taken	Coordinator	Deadline	Status
33	All the HODs are requested to adopt measures to ensure that the institute is Accredited with A+ grade.	All HoDs	24 Aug 2018	College was accredited with NAAC 'A' grade.
34	The NSS coordinator was instructed to prepare action plan and necessary arrangements for the participation in the above mentioned activities.	Mr. D. Venu Gopal	As per notification	Participated in the Unnath Bharath Abhiyaan by adopting five villages.



Convenor