

# AURORA'S TECHNOLOGICAL AND RESEARCH INSTITUTE

(Approved by AICTE and Affiliated to JNTUH) (Accredited by NAAC with 'A' Grade)  
Parvathapur, Uppal, Medipally (M), Medchal (D), Telangana, Hyderabad - 500 098



## Minutes of the Meeting

Date	22.04.2019	Day	Monday
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	Ms. Shaheen Begum	Physical Director
2.	Dr. Ramesh B Nimmatoori	Secretary				
3.	Mr. J. Srikanth	Dy. Director, IQAC Coordinator				
4.	Dr. S. Venkatesan	Assoc. Professor				
5.	Mr. N. Kranthi Kumar	HoD CE				
6.	Ms. Durga A Pavani	HoD CSE				
7.	Mr. M. Shravan Kumar	HoD ECE				
8.	Mr. J. Jawaharlal	HoD EEE				
9.	Ms. K. Kavitha	HoD IT				
10.	Mr. B. Anil Kumar	HoD ME				
11.	Ms. M. Chaithanya	Assoc. Professor				
12.	Ms. P. Suvarna Devi	Librarian				
13.	Mr. N. Balakrishna Reddy	Assistant Registrar				

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
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	
2	Briefing about AQAR	IQAC coordinator explained about strategies, functions, benchmarks, objectives, activities and MIS etc.	Submission of AQAR by the departments to IQAC cell every month	All HoDs and Support System coordinators	10 <sup>th</sup> of every month
3	Curricular Aspects	Preparation of course files for the next academic year 2019-20	All the Hod's are requested to inform the faculty for preparing the course files for the next academic year.	All HoDs	10 Jun 2018
		Feedback analysis from Stake holders	The analysis on feedback from the stake holders was discussed in detail and convener instructed to take necessary followup action.	All HoDs	25 Apr 2019
		Field Projects and interships	All the HoDs are requested to send the students for internships during the summer vacation.	All HoDs	30 Apr 2019
		Value added programs and certification courses.	SPOC, NPTEL was instructed to submit the results of Jan to Apr certification exams.	Ms. D. Subhashini	30 Apr 2019
4	Teaching learning and Evaluation	Student enrollments	The Admissions in-charge is requested to participate in Education Fairs, Various Promotional events.	Mr. P. Vishnu	1 May – 15 July 2019
		Faculty Recruitment and Ratification	All the HoDs are requested to submit the details of faculty requirement as per the workload for the next academic year.	All HoDs	30 Apr 2019
		Review on faculty achievements	All the HoDs instructed to give status report on Achievements of faculty.	All HoDs	7 May 2019
		Result analysis	The incharge exam branch is instructed to submit the result analysis once the results are announced to facilitate necessary action.	Mr. Vinod Chavan	Tentatively 15 Jun 2019
		Student Satisfaction Survey (SSS)	Survey and reports committee is instructed to collect SSS (student satisfaction survey)	All HoDs	29 Apr 2019
5	Research Innovations and Extension	To organize FDP and training programs	All the HoDs are instructed to give proposals for organizing FDP and Training Programs for new faculty.	All Hod's	25 Jun 2019

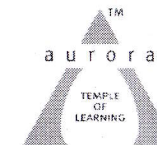
S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
		Status of Publications in reputed journals.	Instructed dean R&D to submit status report on publications of faculty.	Dr. Venkatesan	6 May 2019
		MOUs	All HoDs are requested to identify potential organizations for obtaining MOUs.	All HoDs	21 Jun 2019
		Extension Activities	NSS coordinator discussed about the organization of NSS Special Camp in Rangapur village.	Mr. Venu Gopal Reddy	
6	Infrastructure and Learning Resources	Budget proposal for up gradation of laboratories.	All the HoDs are instructed to submit the budget proposal for purchase of equipment for laboratories for the academic year 2019-20	All HoDs	3 May 2019
		Acquisition of books, journals.	The Librarian is instructed to collect the requirement of books from all the departments for 2019-20 and submit the proposals.	Mrs. P. Suvarna Devi	6 May 2019
		E-content development.	HoD , H&AS informed the members that Dr. P.Bharathi, Professor of English has translated e-content of "Soft Skills' Course offered by IIT Kharagpur on NPTEL platform from English to Telugu language. All the HoDs are instructed to encourage faculty to prepare E- Content modules or adapt from other available resources for 2019-20.	All HoDs	9May 2019
7	Student Support and Progression	Student Activities	HoDs and SAC coordinators presented the activity reports on participation of students at the various levels of conducting the programmes.	All HoDs	
			The HoDs are requested to encourage the student participation in inter college and National level competitions to enhance the brand image of the college.	All HoDs	
		Alumni	The Alumni Faculty coordinator was directed to submit the list of Alumni registrations to update the details.	Mrs.S. Girija Rani	8 May 2019
		Placements and career Guidance	The Training and Placement coordinator was requested to collect the appointment orders of all the students placed on or off campus.	Mr. P. Vishnu	8 May 2019

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
			CDC coordinator is instructed to submit the student data base related to their enrollment in higher education.	Ms. M. Chaithanya	8 May 2019
8	Governance Leadership and Management	Faculty sponsorships.	The R&D coordinator submitted the status of faculty sponsorship details .	Dr. S. Venkatesan	22 Apr 2019
		Auditing	All the HoDs are instructed to provide necessary documents for o external audit as required by the auditing committee. Any lacunae observed during auditing should be reported to the director.	All HoDs	3 May 2019
		AICTE and JNTUH affiliation – 2019-20	All the HoDs's are informed regarding the approvals of AICTE and JNTUH.	All HoDs	
9	Institutional Values and Best Practices	Code of Conduct	All the HoDs are instructed to monitor the code of conduct compliance reports	All HoDs	30Apr 2019
		Community Engagement	The coordinators of NSS and Nature Club are instructed to submit Annual reports to the Director &JNTUH.	Mr. D. Venu Gopal, Mrs. Gita S Parthiban	30 Apr 2019
10.	Future Plan of Action for the Next Academic Year	To apply for recognition of our college under UGC status section 2F and 12B	All HoDs are instructed to provide the necessary data for the submission of application to UGC.	All HoDs	As per notification
		Apply for Autonomous status.	All the HoDs are instructed to provide the necessary data for the submission of application.	All HoDs	Next Academic year

  
Convenor

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## Action Taken Report Minutes of Meeting conducted on 22.04.2019

Date	05.08.2019	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 MQAR by the departments to IQAC cell every month	All HoDs and Support System coordinators	10 <sup>th</sup> of every month	MQAR reports are submitted by the concern HoDs and Coordinators.
2	All the Hod's are requested to inform the faculty for preparing the course files for the next academic year.	All HoDs	10 Jun 2018	The course files were submitted as per the instructions given by College Academic Committee.
3	The analysis on feedback from the stake holders was discussed in detail and convener instructed to take necessary follow up action.	All HoDs	25 Apr 2019	Based on the discussion of feedback, suggestions were considered.
4	All the HoDs are requested to send the students for internships during the summer vacation.	All HoDs	30 Apr 2019	The students enrolled for internships were sent to the companies/industries during summer vacation slot.
5	SPOC, NPTEL was instructed to submit the results of Jan to Apr certification exams.	Ms. D. Subhashini	30 Apr 2019	The coordinator of NPTEL submitted the results and the certificates were distributed to the faculty and students who secured Gold certification.
6	The Admissions in-charge is requested to participate in Education Fairs, Various Promotional events.	Mr. P. Vishnu	1 May – 15 July 2019	The College participated in educational fairs conducted by TV9, KAB consultancy in Hyderabad and publicized through various media channels.
7	All the HoDs are requested to submit the details of faculty requirement as per the workload for the next academic year.	All HoDs	30 Apr 2019	As per the vacancies available in the department, newspaper ads were placed and the recruitment processes followed.

S.No	Resolution Taken	Coordinator	Deadline	Status
8	All the HoDs instructed to give status report on Achievements of faculty.	All HoDs	7 May 2019	HoDs submitted achievements of faculty which formed the basis for annual appraisal of faculty and annual honors.
9	The incharge exam branch is instructed to submit the result analysis once the results are announced to facilitate necessary action.	Mr. Vinod Chavan	Tentatively 15 Jun 2019	Based on the result analysis submitted by In-charge Exams the list of students eligible for B.Tech degree award in Pre-convocation ceremony, Snataka was finalised
10	Survey and reports committee is instructed to collect SSS (student satisfaction survey)	All HoDs	29 Apr 2019	The SSS analysis suggestions were considered and implemented.
11	All the HoDs are instructed to give proposals for organizing FDP and Training Programs for new faculty.	All Hod's	25 Jun 2019	Faculty orientation program was conducted on 3 <sup>rd</sup> August 2019 for new faculty to create awareness about administrative and academic responsibilities.
12	Instructed dean R&D to submit status report on publications of faculty.	Dr. Venkatesan	6 May 2019	The report on publications was analyzed and found satisfactory. The faculty who had published in reputed journals was appreciated.
13	All HoDs are requested to identify potential organizations for obtaining MOUs.	All HoDs	21 Jun 2019	The identified companies were invited to discuss modalities for entering into MOUs.
14	NSS coordinator discussed the organization of NSS Special Camp in Rangapur village.	Mr. Venu Gopal Reddy		NSS Special camp volunteers were appreciated for participation in the camp from 22.02.2019 to 28.02.2019.
15	All the HoDs are instructed to submit the budget proposal for purchase of equipment for laboratories for the academic year 2019-20	All HoDs	3 May 2019	The purchase committee scrutinized the proposals and recommended the purchase of equipment for laboratories.
16	The Librarian is instructed to collect the requirement of books from all the departments for 2019-20 and submit the proposals.	Mrs. P. Suvarna Devi	6 May 2019	The proposals were scrutinized and orders were placed.
17	HoD, H&AS informed the members that Dr. P.Bharathi, Professor of English has translated e-content of "Soft Skills' Course offered by IIT Kharagpur on NPTEL platform from English to Telugu language. All the HoDs are instructed to encourage faculty to prepare E- Content modules or adapt from other available resources for 2019-20.	All HoDs	9 May 2019	The Dr. P. Bharathi was recommended for "The Outstanding Contribution Award", which would motivate other faculty members to create e-content.

S.No	Resolution Taken	Coordinator	Deadline	Status
18	HoDs and SAC coordinators presented the activity reports on participation of students at the various levels of conducting the programmes.	All HoDs		All the activity reports were recorded.
19	The HoDs are requested to encourage the student participation in inter college and National level competitions to enhance the brand image of the college.	All HoDs		The students were sent to participate in national level events like Hackathons, National fests, Youth festivals etc.,
20	The Alumni Faculty coordinator was directed to submit the list of Alumni registrations to update the details.	Mrs.S. Girija Rani	8May 2019	The enrolled list of Alumni is recorded and the amount collected is deposited in the account.
21	The Training and Placement coordinator was requested to collect the appointment orders of all the students placed on or off campus.	Mr. P. Vishnu	8May 2019	The photocopies of appointment orders were collected for future reference.
22	CDC coordinator is instructed to submit the student data base related to their enrollment in higher education.	Ms. M. Chaitanya	8May 2019	The list of students who have qualified and joined in various post graduate courses was recorded and also their rankcards/admission cards were collected for future reference.
23	The R&D coordinator submitted the status of faculty sponsorship details .	Dr. Venkatesan	22 Apr 2019	The status of faculty sponsorship details were collected and recorded.
24	All the HoDs are instructed to provide necessary documents for external audit as required by the auditing committee. Any lacunae observed during auditing should be reported to the director.	All HoDs	3 May 2019	The auditing committee found that all the documents submitted by the HoDs are in order.
25	All the HoDs are instructed to monitor the code of conduct compliance reports	All HoDs	30Apr 2019	Appropriate measures were taken to implement the code of conduct in the institution.
26	The coordinators of NSS and Nature Club are instructed to submit Annual reports to the Director &JNTUH.	Mr. D. Venu Gopal, Mrs. Gita S Parthiban	30 Apr 2019	The Annual report was submitted to the Director and NSS coordinator, JNTUH.
27	All HoDs are instructed to provide the necessary data for the submission of application to UGC for 2F of 12B	All HoDs	As per notification	The data given by the HoDs facilitated the preparation of application to UGC for 2F of 12B.
28	All the HoDs are instructed to provide the necessary data for the submission of application for Autonomous status	All HoDs	Next Academic year	The data given by the HoDs facilitated the preparation of application for Autonomous status.



Convenor