

**MLRIT/IQAC/2017-18/04**

**Date: 20-04-2018**

**CIRCULAR – IQAC**

IQAC Member Meeting is to be held on 25-04-2018 at 10:30 AM. The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

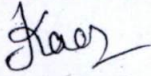
**Members:**

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
5	Dr. R. Karthik	Dean R&D	Member Teacher
6	Dr. V. Radhika Devi	Prof& HOD – S&H	Member Teacher
7	Mr. G. Prabhakar Reddy	Controller of Examinations	Member Admin
8	Mr. P.Ravi Chandra	Head Placements	Member Admin
9	Mr. Veera Reddy	Head, Sports	Member Admin
10	Mr. Lakshmi pati	NSS Coordinator	Member Community Representative
11	Mr. Mani Ratnam	Alumni, MLRIT	Member Alumni
12	Mr. Shiva Kumar	Team Leader, CYIENT	Member, External Expert
13	Mr. Rajiv Aramadaka	CATIA Brand Leader, India, Dassault Systemes	Member Industrialist
14	Badam Venkata Santosh	14R21A0309 III B.Tech Mechanical Engineering	Member Student

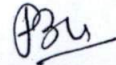
  
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**AGENDA POINTS**

1. Review of meeting strategic plan and implementation held on 15-12-2018
2. Status of workshops/FDP/Guest lectures conducted by the departments
3. To conduct academic and administrative audit
4. Status on internships for pre-final year students.
5. Placements of final year and scope for higher education
6. Research projects and consultancy activities
7. Infrastructure development and library expansion for the upcoming year.
8. Any other point with the permission of the chair.



**Director IQAC**




**Chairman IQAC**

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Director  
IQAC

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MLRIT/IQAC/MoM/2017-18/04

Date: 25-04-2018

Minutes of Meeting of IQAC

As per the circular dated 20-04-2018 reference number: MLRIT/IQAC/2017-18/03, the meeting of all the members of IQAC, MLRIT, Dundigal, held on 25-04-2018 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. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
5	Dr. R. Karthik	Dean R&D	Member Teacher
6	Dr. V. Radhika Devi	Prof& HOD – S&H	Member Teacher
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8	Mr. P.Ravi Chandra	Head Placements	Member Admin
9	Mr. Veera Reddy	Head, Sports	Member Admin
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14	Badam Venkata Santosh	14R21A0309 III B.Tech Mechanical Engineering	Member Student

  
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### Minutes of Meeting

The chairman welcomed the members to the meeting

**1. Review of meeting strategic plan and implementation held on 15-12-2018**

- The reports on the points/decisions in the previous meeting were discussed.
- The IQAC members appreciated the efforts put in by the head placements for improving the on-campus recruitments.

**2. Status of workshops/FDP/Guest lectures conducted by the departments**

- All the HoDs individually presented the report on number of FDPs and Guest lectures conducted in their departments and number of faculty who attended the FDPs outside the college.
- It is decided to conduct ICAAMM-2018 in July 2018 in collaboration with IOP by departments of Aeronautical and Mechanical Engineering.

*Action by HoDs*

**3. To conduct academic and administrative audit**

- It is decided to conduct one external and one internal audit for the AY before the closing of the semester.

*Action by IQAC Chairman*

**4. Status on internships for pre-final year students.**

- IQAC members appreciated the increase in the number of students going on internship in various departments and the efforts put in by the faculty and HoDs.
- Strategies to improve further were discussed.

*Action by Head, Training and Placements*

**5. Placements of final year and scope for higher education**

- Head, Training and placements presented a detailed report on number of students placed and companies visited during the AY 2017-18

**6. Research projects and consultancy activities**

- Dean R&D presented a consolidated report on the R&D activities taken place during the AY 2017-18 like funded project proposals sent/approved, paper publications in conferences and journals, student projects, utilization of budget allotted.

*Action by Dean R&D*

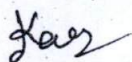
**7. Infrastructure development and library expansion for the upcoming year.**

- IQAC identified the necessary areas to be developed for the upcoming AY in terms of infrastructure, human resources, library resources etc.,

*Action by Principal*

**8. Any other point with the permission of the chair.**

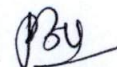
- No other point was discussed in the meeting



Director, IQAC

Copy to Director

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  - IQAC File



Chairman, IQAC

  
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MLRIT/IQAC/2017-18/03

Date: 06-12-2017

**CIRCULAR – IQAC**

IQAC Member Meeting is to be held on 15-12-2017 at 01:30 PM. The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

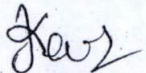
Members:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
5	Dr. R. Karthik	Dean R&D	Member Teacher
6	Dr. V. Radhika Devi	Prof& HOD – S&H	Member Teacher
7	Mr. G. Prabhakar Reddy	Controller of Examinations	Member Admin
8	Mr. P.Ravi Chandra	Head Placements	Member Admin
9	Mr. Veera Reddy	Head, Sports	Member Admin
10	Mr. Lakshmipati	NSS Coordinator	Member Community Representative
11	Mr. Mani Ratnam	Alumni, MLRIT	Member Alumni
12	Mr. Shiva Kumar	Team Leader, CYIENT	Member, External Expert
13	Mr. Rajiv Aramadaka	CATIA Brand Leader, India, Dassault Systemes	Member Industrialist
14	Badam Venkata Santosh	14R21A0309 III B.Tech Mechanical Engineering	Member Student

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**AGENDA POINTS**

1. Review of IQAC meeting held on 10-09-2017
2. Placement for the III B. Tech students
3. To conduct events for building awareness on Innovation and Entrepreneurship
4. To attend the grievances received from stake holders.
5. Preparations of AQAR for Academic year 2017-18
6. Preparation of strategic plan for the academic year 2018-19
7. Organizing workshops on IPR, Entrepreneurship etc.,
8. Review on institutional rankings
9. Action report on previous meeting points
10. Any other topic with the permission of chair.



**Director IQAC**



**Chairman IQAC**

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MLRIT/IQAC/MoM/2017-18/03

Date: 15-12-2017

**Minutes of Meeting of IQAC**

As per the circular dated 06-12-2017 reference number: MLRIT/IQAC/2017-18/03, the meeting of all the members of IQAC, MLRIT, Dundigal, held on 15-12-2017 at 1:30PM. 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. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
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## Minutes of Meeting

The chairman welcomed the members to the meeting

1. **Review of IQAC meeting held on 10-09-2017**
  - a. The reports on the points/decisions in the previous meeting were discussed.
  - b. It is identified that the number of faculty and students who completed self learning course certifications through NPTEL has increased and IQAC members appreciated the efforts put in here with.
  
2. **Placement for the III B.Tech students**
  - a. Head Training and Placements presented the plan for conducting the campus recruitments for the III B.Tech students.
  - b. Detailed report of the number of companies willing to visit and are in the waiting list was presented and IQAC members suggested inviting core companies by enhancing the visibility of the college.

*Action by Head, Training and Plaements*
  
3. **To conduct events for building awareness on Innovation and Entrepreneurship**
  - a. It is decided to promote the importance of developing entrepreneurial skills in the students and guide them towards fulfilling their dreams. IQAC suggested conducting workshops/events in this direction.

*Action by Head, Centre for Innovation*
  
4. **To attend the grievances received from stakeholders.**
  - a. The feedback from the variety of stakeholders is considered in developing the ethical, curricular, co-curricular and infrastructural development of the college.
  - b. It is decided to make it a regular practice of recording the suggestions for improvement and implement them for overall development.

*Action by Principal & Hods*
  
5. **Preparations of AQAR for Academic year 2017-18**
  - a. It is decided to start the preparation of AQAR report for the current AY

*Action by IQAC Chairman*
  
6. **Preparation of strategic plan for the academic year 2018-19**
  - a. Identifying the hiccups faced in the current AY, Dean Academics came up with a plan for smoothly conducting the academic work for the next academic year.
  - b. This was kept for revision and discussion in the next meeting with some improvements suggested.

*Action by Dean, Academics*
  
7. **Organizing workshops on IPR, Entrepreneurship etc.,**



- a. IQAC appreciated the successful completion of workshop on research methodologies during the sem break and further suggested to conduct workshop on creating awareness regarding IPR

*Action by Dean R&D*

**8. Review on institutional rankings**

- a. All the heads are directed to work towards the completion of the application process for various institutional rankings by keeping the ready the data required.

*Action by HoDs*

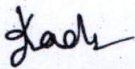
**9. Action report on previous meeting points**

- a. IQAC coordinator presented a brief action plan of the decisions taken in the previous meeting

*Action by IQAC Chairman*

**10. Any other topic with the permission of chair.**

- a. No other item was discussed in the meeting



Director IQAC



Chairman IQAC

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MLRIT/IQAC/2017-18/02

Date: 02-09-2017

CIRCULAR – IQAC

IQAC Member Meeting is to be held on 10-09-2017 at 02:30 PM. The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

Members:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
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**AGENDA POINTS**

1. Review on previsions IQAC meeting held on 20-05-2017
2. Result analysis and CO and PO attainment of II Semester of 2016-17.
3. MOU's with industries/research institutions and ongoing funded projects.
4. MOOCS and NPTEL courses for faculty and students
5. To make industry ready students by imparting both soft and technical skills
6. To expand the number of volumes in library
7. Review on competitions like SAE, BAHA, SUPRA
8. To conduct the workshop for faculty on research methodology
9. Action report on the points discussed in the previous meeting.
10. Any other item with the permission of the chair.

Director IQAC

Chairman IQAC

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MLRIT/IQAC/MoM/2017-18/02

Date: 10-09-2017

**Minutes of Meeting of IQAC**

As per the circular dated 02-09-2017 reference number: MLRIT/IQAC/2017-18/02, the meeting of all the members of IQAC, MLRIT, Dundigal, held on 10-09-2017 at 02:30 PM. 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. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
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## Minutes of Meeting

The chairman welcomed the members to the meeting.

### 1. Review on previsions IQAC meeting held on 20-05-2017

- a. The reports on the points/decisions in the previous meeting were discussed.
- b. IQAC appreciated the efforts of Aero and Mechanical departments for successfully collaborating with IoP for conducting the conference.

### 2. Result analysis and CO and PO attainment of II Semester of 2016-17.

- a. The CO-PO attainment for the previous academic year was analyzed for all branches and it is directed to identify subjects which are showing low pass percentage should be prioritized.

*Action by HoDs*

### 3. MOU's with industries/research institutions and ongoing funded projects.

- a. IQAC members identified the MoUs with core industries would be the best way to bridge the gap between academics and industry and is the need of the hour.
- b. It is decided to establish Advanced composites lab in association with NAL.
- c. Dean R&D gave a detailed report on number of papers published by faculty members from various departments and incentives given as on date.

*Action by Dean, R&D*

### 4. MOOCS and NPTEL courses for faculty and students

- a. IQAC suggested that continual learning of the faculty members is very much needed and it is decided to provide incentives/refund for the faculty who clear NPTEL or other certified courses through Moocs.
- b. Similarly, it is decided that students would also be encouraged to join the NPTEL course related to their subjects every semester. They would be encouraged to finish the certification process as well.

*Action by HoDs*

### 5. To make industry ready students by imparting both soft and technical skills

- a. Head, training and placements presented the strategy for inducting both soft skills and technical skills to the students to enhance their employability and higher education chances.
- b. IQAC members reviewed the same along with Dean Academics and accepted with minor changes.

*Action by Head Placement & training*

### 6. To expand the number of volumes in library

- a. It is decided to expand the number of books for each subject in the library with latest editions.
- b. IQAC also looked into the provision of increasing the subscriptions for various e-journals

*Action by Librarian*

### 7. Review on competitions like SAE, BAHA, SUPRA

- a. Departments of Aeronautical and Mechanical engineering presented the preparations made by the students to participate in competitions conducted by professional societies.

  
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- b. IQAC members appreciated the same and encouraged the remaining departments for setting up similar or even higher standards.

*Action by HoDs*

**8. To conduct the workshop for faculty on research methodology**

- a. To encourage the faculty for continuing education and orient themselves towards research, it is decided to conduct a faculty development workshop on research methodology during the semester break.

*Action by Dean, R&D*

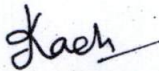
**9. Action report on the points discussed in previous meeting.**

- a. IQAC coordinator presented a brief action plan of the decisions taken in the previous meeting

*Action by IQAC Chairman*

**10. Any other item with the permission of the chair.**

- a. No other item was discussed in the meeting



**Director IQAC**



**Chairman IQAC**

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MLRIT/IQAC/2017-18/01

Date: 12-05-2017

**CIRCULAR – IQAC**

IQAC Member Meeting is to be held on 20-05-2017 at 10:30AM. The following members are requested to be available for the meeting.

Venue: Conference room, Principal Office

Members:

Sl. No	Name	Member Details	IQAC Designation
1	Mr. Marri Rajashekar Reddy	Secretary	Member Management
2	Dr. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
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AGENDA POINTS

1. Revamp the Standard Operating Procedure (SOP)
2. Teaching – Learning methodologies and strategic planning for the AY 2017-18 – Dean Academics.
3. Design of curriculum and course structure for the upcoming AY 2017-18
4. To encourage student innovation by conducting in-house competitions
5. To develop engineering solutions for societal problems.
6. Preparation and approval of academic calendars for both UG and PG
7. Placement analysis of AY 2016-17
8. Allocation of budget for R&D and consultation projects
9. Organizing National/International conferences/FDP/Guest lecture/Workshops/Awareness
10. Concentrate on institutional rankings
11. Recruitment notification for 2017-2018
12. To expand infrastructural facilities
13. Any other item with the permission of the chair.

*[Signature]*

Director IQAC

Director  
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Chairman IQAC

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MLRIT/IQAC/MoM/2017-18/01

Date: 20-05-2017

Minutes of Meeting of IQAC

As per the circular dated 12-05-2017 reference number: MLRIT/IQAC/2017-18/01, the meeting of all the members of IQAC, MLRIT, Dundigal, held on 20-05-2017 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. P. Bhaskar Reddy	Principal	Chairman
3	Prof. Chugh	Dean, CSE	Director
4	Dr. M. Satyanarayana Gupta	Prof& HOD - Aero	Member Teacher
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TELANGANA, INDIA.

## MINUTES OF MEETING

The chairman welcomed the members of IQAC to the meeting.

### 1. Revamp the Standard Operating Procedure (SOP)

- The existing SoPs for conducting labs, class work, assignments and active learning sessions were suggested and necessary modifications are suggested.
- It is suggested that the student assignments would include Blooms Level questions
- The IQAC members suggested the inclusion of open book exam questions in the course file to help students attempt higher Blooms level questions.

*Action by HoDs*

### 2. Teaching – Learning methodologies and strategic planning for the AY 2017-18 – Dean Academics.

- The dean academics presented the strategic plans to be induced in the academics.
- The IQAC members suggested that the students would be provided with handbooks for the course which includes objective questions (GATE), Tutorial questions and assignment questions.
- It is suggested that the low performing students should be identified in the beginning of the semester and should be given special focus.

*Action by Dean Academics*

### 3. Design of curriculum and course structure for the upcoming AY 2017-18

- The IQAC members discussed the feedback received on R15 & R16 autonomous course structure and curriculum from the stake holders and suggested few changes.
- It is decided to include the courses necessary for the industry like Programming for Problem Solving, CATIA certification, App Development etc.,
- To encourage self learning, it is decided to give credits for the NPTEL course to be completed in 3-1.

*Action by HoDs*

### 4. To encourage student innovation by conducting in-house competitions

- IQAC members suggested that each department would conduct intra departmental activities for the students in both technical and non-technical skills for improving competitive spirit.
- The Aero and Mechanical Department came forward to strengthen the SAE club by conducting TIER-I competitions and rehearsing for TIER – II competitions.
- CSE, ECE and IT departments came forward with coding competitions, in-house hackathons, and smart robot competitions.


*Action by HoDs*

### 5. To develop engineering solutions for societal problems.

- It is decided in the meeting that it is very important for the students and faculty to involve in developing solutions for the problems in daily life.
- Active participation from first year through the Engineering Innovation programme would be encouraged.

*Action by HoDs*

### 6. Preparation and approval of academic calendars for both UG and PG

  
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Outhbullapur, Hyderabad-43.  
TELANGANA, INDIA

- a. IQAC approved the academic calendars for the upcoming AY 2017-18

**7. Placement analysis of AY 2016-17**

- a. Head, Training and placements gave the detailed analysis of the companies visited and the number of students placed.  
b. It is decided that the skill gap between the academics and industry has to be bridged.

*Action by HoDs*

**8. Allocation of budget for R&D and consultation projects**

- a. Dean R&D presented a detailed analysis of ongoing projects funded by AICTE, DST and other Pvt Consultancies.  
b. It is decided to allocate a budget for the incentives/refunds given to faculty to publish the paper in order to establish a research oriented atmosphere.

*Action by Dean, R&D*

**9. Organizing National/International conferences/FDP/Guest lecture/Workshops/Awareness**

- a. It is decided that all departments would conduct at least one International conference in collaboration with eminent publishers  
b. National Science Fair, Competitions in collaboration with professional societies are to be planned by individual departments.

*Action by HoDs*

**10. Concentrate on institutional rankings**

- a. The IQAC members decided to work towards improving institutional rankings given by NIRF, Career 360 and other premium certified ranking agencies.

*Action by HoDs*

**11. Recruitment notification for 2017-2018**

- a. IQAC suggested that the prime criteria for conducting recruitments for teaching faculty should be experience and better teaching capabilities.

*Action by HoDs*

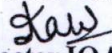
**12. To expand infrastructural facilities**

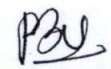
- a. The sports and library facilities to be expanded to fit the student expectations.  
b. Designated classrooms for teaching through virtual mode will be established.

*Action by PEd and AO*

**13. Any other item with the permission of the chair.**


- a. No other item was discussed

  
Director IQAC

  
Chairman IQAC

Director  
Copy to:  
IQAC

- MLR Institute of Technology  
1. Principal, MLRIT  
2. Director, MLRIT  
3. All IQAC Members  
4. IQAC File

  
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