



Devineni Venkata Ramana & Dr. Hima Sekhar
MIC College of Technology

IOC - Outgoing

OFF- F 061

DEPARTMENT: IQAC

DATE: 17-07-2018

ACADEMIC YEAR: 2018-19

SEMESTER: I

ORIGINATOR	Chair person IQAC
CIRCULATED TO	IQAC Members

SUB: IQAC Meeting- Reg.

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.

AGENDA


1. To make an action plan for IQAC activities for the academic year 2018-19.
2. To identify the potential areas that needs development and facilities to be created for enhancing the quality of education.
3. To review the placement status of the previous year and plan for current year.
4. To discuss regarding autonomous status for improving the academic and operative freedom of the college: finalize regulation, syllabus and course structure.
5. To conduct Academic Council meeting and BOS Meetings.
6. To celebrate Photography day.
7. NSS: Blood Donation camp, Visit to oldage home and Tree Plantation
8. Any other items with the approval of the Chairman.



Minutes of IQAC Meeting held on 17-07-2018

- 1) Measures to improve Quality of Under graduate Education has been thoroughly discussed.
- 2) Faculty recruitment status has been reviewed. Newly appointed faculty will have induction program.
- 3) Status of availability of class rooms, laboratories, procurement of equipment has been reviewed. IQAC has suggested that the maintenance / repairs have to be completed before the commencement of the classes.
- 4) Measures to improve Quality of Post Graduate Courses have been thoroughly discussed.
- 5) It was decided to encourage students to write GATE exams.
- 6) It was decided to purchase new books for Library to cater to the academic needs.
- 7) IQAC Cell has proposed to offer internal training to II, III and IV B. Tech. students and exclusive external training to IV B. Tech students to improve their performance in the Campus Placements with immediate effect. CRT training phase II was scheduled on 10th, 11th and 12th September.
- 8) Suggestions have been given to encourage students to participate in sports, NSS activities, Seminars, Conferences and work shops.
- 9) It was decided to conduct a Blood Donation Camp by NSS on 31-08-2018.
- 10) NSS team has decided to visit Amma Nanna oldage home on 24-09-2018 and conduct a plantation drive on 27-09-2019.
- 11) All the departments were encouraged to prepare and submit proposals for projects, seminar grants, organizing workshops etc. to various bodies.
- 12) Review of IV B. Tech. results was done.
- 13) It was decided to celebrate photography day on 18-08-2018.
- 14) Decided to finalize syllabus and course structure for MIC – 18 regulation and plan for BOS meetings and Academic Council meeting.
- 15) Plan of action for 2018-19 was discussed with the following points:
 - To expand the girls hostel on the campus
 - To improve community and extension services
 - To organize seminars, conferences and workshops
 - To organize NBA/NAAC awareness programs
 - To conduct academic audits
 - To introduce online certification courses
 - To construct new block for diploma students exclusively
 - To enhance computing and ICT facilities
 - To organize more NSS activities.


IQAC coordinator


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DEPARTMENT: IQAC

DATE: 10-10-2018

ACADEMIC YEAR: 2019-20

SEMESTER: II

ORIGINATOR	Chair person IQAC
CIRCULATED TO	IQAC Members

SUB: IQAC Meeting- Reg.

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.

AGENDA

1. Review of NSS activities so far and future plans from now
2. Review of Academic Council meeting held on 06-10-2018.
3. Academic schedule for 2018-19 autonomous stream.
4. Course codes for PG courses for autonomous batches.
5. Enhancing CRDC activities.
6. Discipline
7. NPTEL Certification course
8. AICTE sponsored AQIS program
9. RPS schemes
10. Research publications
11. Activities related to VDC
12. AICTE internshala
13. Aagama 2019
14. National Education Day and World Energy Conservation Day celebrations
15. Motivational talk by Dr. K. V. S. G. Murali Krishna for I. B. Tech students
16. Any other matter with the approval of the chairman



Minutes of IQAC Meeting held on 10-10-2018

- 1) A review of NSS activities done so far was done. Suggestions were given to organize medical camps, environmental awareness programs etc.
- 2) Various disciplinary actions were initiated to maintain discipline on the campus. Decided to prepare undertaking forms with the newly initiated rules.
- 3) Decision was taken to conduct placement and training classes to selected students. Selection of students to be done on the criterion of backlogs.
- 4) A review on the Academic Council meeting held on 06-10-2018 was done.
- 5) It was decided to finalize academic schedule for the academic year 2018-19 for autonomous stream.
- 6) The proposed course codes for PG Courses have been finalized.
- 7) It was decided to enhance CRDC activities and new coordinators Mr. Naveen Sharma, Assoc. Prof and Dr. Gowtam Gupta, Assoc. Prof. have been appointed.
- 8) A decision has been taken to inform faculty to complete at least one NPTEL course. Also suggestions have been forwarded to encourage students to register for the courses.
- 9) Suitable AQIS schemes for various departments have been identified and allotted.
- 10) It has been decided to submit at least two research proposals to various bodies by each department.
- 11) A decision has been taken to inform faculty to publish at least 2 research papers in SCI/Scopus indexed journals/ conferences for each academic year.
- 12) Decision was taken to conduct Aagama'- 2019 on 10th and 11th Jan 2019.
- 13) Programs to be included in Aagama were discussed – Paper presentation, poster presentation and Quiz.
- 14) Dr. A. Jayalakshmi, Head, Dept. of CSE was appointed as the overall coordinator for Aagama. Mr. N. V. Subba Rao, Head, CE was appointed as coordinator for working models contest.
- 15) It has been decided to mobilize students to register for VDC. The number of students to register from each branch is restricted to 50.
- 16) It has been decided to motivate final year students to register for AICTE Inteshala.



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- 17) Decision was taken to conduct SKYPE interviews to recruit the faculty from the premier institutes like IITs, NITs and university colleges by communicating with their Human resource /placement cell.
- 18) It was decided to celebrate National Education Day on 09-11-2018 and World Energy Conservation Day on 14-12-2018.
- 19) Decision was taken to review the status of IV B. Tech. Projects.
- 20) It has been decided to invite Dr. K. V. S. G. Murali Krishna, JNTUK to deliver a motivational talk to I. B. Tech. students.
- 21) Review of II-II results and III-II results was done.
- 22) IQAC Committee has decided to conduct an academic audit in the month of December, 2018.


IQAC coordinator


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DEPARTMENT: IQAC

DATE: 28-01-2019

ACADEMIC YEAR: 2018-19

SEMESTER: II

ORIGINATOR	Chair person IQAC
CIRCULATED TO	IQAC Members

SUB: IQAC Meeting- Reg.

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.

AGENDA

1. World Water Day
2. IIC: Workshop on IPR for students and faculty
3. Startup boot camp
4. Awareness program on Smart India Hackathon
5. Leadership Talk series
6. International Women's Day
7. NSS: LLR Mela, International Wild Cane Day and Visit to orphanage home
8. Review of Placement and Training classes
9. NBA and Autonomous
10. Faculty recruitment 2019- 20
11. Any other points with the approval of the chairman




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Minutes of IQAC Meeting held on 28-01-2019

- 1) Decision was taken to celebrate international women's day.
- 2) It was decided to conduct IPR workshop for faculty and students on 24-01-2019.
- 3) It was decided to conduct startup boot camp for two days on 12-13 March, 2019.
- 4) It was decided to conduct an Awareness Program on Smart India Hackathon in the month of January.
- 5) It was decided to conduct Leadership Talk series by IIC.
- 6) Decision was taken to conduct SKYPE interviews to recruit the faculty from the premier institutes like IITs , NITs and university colleges by communicating with their Human resource /placement cell.
- 7) It was decided to conduct LLR mela on 08-02-2019 by NSS AND CELEBRATE International wild cane day on 11-02-2019. Also NSS team has decided to visit the orphanage home run by Vasavya Mahila Mandali on 28-02-2019.
- 8) Decision was taken to review the status of IV B. Tech. Projects.
- 9) Decision was taken to celebrate World Water Day on 22-03-2019.
- 10) Decided to make proposals for R& D centers.
- 11) IQAC Committee has decided to conduct an academic audit in the month of February, 2019.


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DEPARTMENT: IQAC

DATE: 08-04-2019

ACADEMIC YEAR: 2018-19

SEMESTER: II

ORIGINATOR	Chair person IQAC
CIRCULATED TO	IQAC Members

SUB: IQAC Meeting- Reg.

All the IQAC Members are informed to attend the IQAC meeting that will be conducted in the conference room at 3.00 PM today.

AGENDA

1. Awareness Program on Eve-Teasing, Women Harassment, Ragging and Rape
2. CRT Technical Training Program
3. BOS meeting and Academic Council Meetings for the academic year 2019-20
4. III & IV semester syllabus for B.Tech, M.Tech, MBA & MCA and course structures of B.Tech & MCA for V semester and above.
5. Stock Verification
6. Faculty requirement
7. Engineers' Day celebration
8. Budget proposals
9. 2019-20 admissions
10. Placement Registrations
11. Any other points with the approval of the chairman




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Minutes of IQAC Meeting held on 08-04-2019

1. Discussion was made regarding the change of IQAC Department coordinators and the list was finalized.
2. It was decided to conduct an Awareness Program on Eve-Teasing, Women Harassment, Ragging and Rape to III B. Tech. girls on 29th June, 2019.
3. It was decided to conduct CRT Technical Training Program with external agencies CCC and APEX in different phases in the month of June, 2019. The proposed phases would be 13-06-2019 to 21-06-2019; 17-06-2019 to 22-06-2019 and 24-06-2019 to 03-07-2019.
4. It was decided to complete placements registration by 12th June.
5. It was decided to conduct BOS meetings and Academic council meetings before 30th June. HODs were informed to plan accordingly.
6. It was decided to prepare III & IV semester syllabus for B.Tech, M.Tech, MBA & MCA and course structures of B.Tech & MCA for V semester and above.
7. It was decided to conduct interviews for all faculty positions on 26th June, 2019.
9. It was decided to celebrate Engineers' Day and all the HODs were informed to plan events accordingly.
10. Decided to organize VDC interactive sessions
11. Analyzed I-I Results. Measures to improve results were suggested.
12. Decided to conduct awareness programs, education fair etc. to improve admissions.
13. Suggestions were passed to prepare and submit Budget proposals for the FY 2019-20.


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