



JYOTHISHMATHI INSTITUTE OF TECHNOLOGY AND SCIENCE

NUSTULAPUR, KARIMNAGAR-505481

(Approved by AICTE New Delhi and Affiliated to J.N.T.University, Hyderabad)

Internal Quality Assurance Cell (IQAC)

A.Y: 2019-20

Date: 23.05.2019

MEETING NOTICE

All the members of Internal Quality Assurance Cell are hereby informed to attend the meeting on 27.05.2019 (Monday) at 02.00 PM in IQAC Conference Hall to discuss the following Agenda.

Agenda

1. Review of previous minutes of Meeting.
2. Discussion on Academic activities
3. Discussion on Alumni activities
4. To discuss the extension and outreach activities
5. Any other discussion with the permission of the chair


IQAC COORDINATOR
COORDINATOR
Internal Quality Assurance
Jyothishmathi Institute of Technology & Science
Karimnagar-505 481.


PRINCIPAL
Principal
Jyothishmathi Institute of
Technology & Science
Karimnagar.

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Date: 27th May 2019

Internal Quality Assurance Cell (IQAC)

Minutes of the meeting

Dr. Manikandan, Coordinator, Internal Quality Assurance Cell has welcomed Dr.G. Laxminarayana Rao, Principal and Chairman of Internal Quality Assurance Cell, and hon'ble members for the meeting held on Monday, 27th May 2019 at 2:00 P.M in the IQAC Conference Hall.

Agenda

1. Review of previous minutes of meeting
2. Review on Academic activities
3. Conduction of the administrative staff training programmes.
4. To discuss the extension and outreach activities
5. Any other discussion with the permission of the chair

Members present:

Sl. No.	Name	Dept. & Design.
1.	Dr. G. Lakshmi NarayanaRao,	Principal
2.	Dr.S.V.S.Rama Krishnam Raju	Dean(Academics)
3.	Dr. A.Subbarami Reddy	Professor & Head /ECE
4.	Dr.M.Manikandan	Professor/EEE
5.	Mr.D.Venu	Office Superintend-JITS
6.	Mr.D.Mahesh Kumar	Associate Professor/ ECE
7.	Dr.G.Karthik,	Associate Professor/ ECE
8.	Mr. N. Venkateswaran	Associate Professor/ CSE
9.	Mr.Ch.Sathish	Asst. Professor/ EEE
10.	Mr.N.SyamBabu,	Asst. Professor/ MECH
11.	Mr.SD Mustaq Ahmed	Asst. Professor/ CIVIL
12.	Mr.M.Ravikanth	Asst. Professor/ MBA
13.	Dr.N.Raji Reddy,	Associate Professor/ Maths
14.	Ms. S.Srivyshnavi	S. RAKESH (IV Year/ EEE –B) Student

The following agenda items were taken up for discussion with the permission of the chairman.

Agenda1: Review of previous IQAC Meeting.

The committee had a discussion on previous minutes of meeting and action taken and has consented the same.

Agenda2: Discussion on Academic activities

The Principal has initiated the discussion on various activities to be carried out at the institutional level for the Academic year 2019-2020.

- It was discussed and decided to conduct various curricular, co-curricular activities for the students. In this regard all the members were advised to finalise the list of activities as per the recommendations made by the Principal and CAC. It is decided to conduct the seminars on professional ethics, Gender sensitization and women empowerment for the students.
- It is decided to motivate all the faculty and students to take the memberships in the professional bodies.
- It is decided to take up different technical skill enhancement programmes for the students at the department level. The proposals made by the respective department HODs in this regard were considered accordingly.
- It is discussed and decided to conduct the Project expo -2019 in the month of November to encourage the hidden talents of the students.
- The Faculty development programmes in the areas of ICT enabled teaching, blended learning and Outcome based Education are proposed and forwarded for the approval. It is decided to motivate all the faculty members to undergo for the various NPTEL certification programmes on Outcome Based Education, and other domain areas. It is also decided to conduct the Intellectual property rights related programmes which could be beneficial to the students and faculty.
- A thorough discussion was made on the strategic plan implementation and the quality strategies to be adopted for the Academic year 2019-2020 were discussed. It is decided to concentrate on certain quality areas with standard parameters.
- The code of conduct prepared for the various stake holders and the standard operating procedures to be adopted were finalized.
- A discussion was made on the implementation of outcome based education at the departmental and institutional level. It is proposed to organize a FDP/Workshop for its effective implementation.

Agenda3: Conduction of administrative staff training programmes

- It is decided to conduct a few training programmes for the administrative staff in the areas of E-administration, Stress management etc.,

Agenda 4: To discuss the extension and outreach activities

- The committee unanimously concluded to organize various extensions and outreach activities for the community and society development. It is decided to educate the students on “inclusive growth” and to organize various programmes such as tree plantation, swatch bharrath, Blood donation etc.,

Agenda 5: Any other discussion with permission of chair

- Dr M Manikandan, Coordinator proposed to undergo for ISO-2015 audit of the activities in the institution. Further he proposed the schedule for internal audit.
- Dr.S.V.S.Rama Krishnam Raju, Dean(Academic) opined that modalities of this audit has to be properly planned and time frame for conducting this audit also has to be prepared initially and intimated to the concerned earlier.

The IQAC Coordinator has proposed vote of thanks and declared that the meeting is concluded with the permission of the chair.


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ACTION TAKEN REPORT

S. No.	IQAC Recommendations	Action Taken on Recommendations
1	Conduction of various curricular, co-curricular activities for the students.	In this regard all the members were advised to finalise the list of activities as per the recommendations made by the Principal and CAC. It is decided to conduct the seminars on professional ethics, Gender sensitization and women empowerment during November and December.
2	Motivating the student and faculty to take the membership in various professional bodies	All the HOD's were instructed to take immediate measures to get the membership of various professional bodies for faculty and students.
3	Starting of various Technical and skill enhancement programmes for the students at the department level.	Principal has instructed all the HOD's to start the programmes immediately as the syllabus and schedule submitted earlier.
4	Conduction of the Project expo -2019	It is decided to conduct the Project expo during the month of November
5	Conduction of FDP's and motivating the faculty to undergo the NPTEL Certification Programmes.	As per the instruction from the Principal sir, majority of the faculty expressed their willingness to undergo the NPTEL certification programme on OBE and other respective domain areas.
6	Implementation of strategic plan and quality initiatives	It is decided to concentrate on certain quality areas with standard parameters like improvising the R&D activities, introducing of new emerging technologies to the students, extensive outreach activities etc.,
7	Code of conduct for all the stakeholders and finalization of SOP for various processes.	The code of conduct for all the stake holders and the SOP for various processes was finalized.
8	Implementation of outcome based education at the departmental and institutional level	It is decided to organize a FDP/Workshop for the effective implementation of OBE at the departmental and institutional level. It is decided to organize the FDP/Workshop during the July month.
9	Organizing of training programmes for administrative staff	It is decided to organize a programme on E-administration for the administrative staff during July/August month for the effective administration.
10	Organization of various extension and outreach activities for the community and society development	The NSS Coordinator was instructed to submit the plan of action for the conduction of programmes like tree plantation, Swatch bhara and blood donation.
11	Undergoing for ISO -2015 audit	The Principal has given the instruction to Mr.Ravikanth,in-charge to prepare the document along with necessary enclosures for the ISO-2015 audit process.


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Internal Quality Assurance Cell (IQAC)

A.Y: 2019-20


Date: 06.12.2019

MEETING NOTICE

All the members of Internal Quality Assurance Cell are hereby informed to attend the meeting on 11.12.2019 (Wednesday) at 02.00 PM in IQAC Conference Hall to discuss the following Agenda.

Agenda

1. Review of previous IQAC Meeting.
2. Review on the academic activities
3. To conduct the Annual Technical Event.
4. To discuss about the Training and placement activities
5. To discuss the extension and outreach activities
6. Any other discussion with the permission of the chair


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Internal Quality Assurance Cell (IQAC)

Minutes of the meeting

Dr. Manikandan, Coordinator, Internal Quality Assurance Cell has welcomed Dr.G. Laxminarayana Rao, Principal and Chairman of Internal Quality Assurance Cell, and hon'ble members for the meeting held on Monday, 11th December 2019 at 2:00 P.M in the IQAC Conference Hall.

Agenda

1. Review of previous minutes of Meeting.
2. Review on the academic activities
3. To conduct the Annual Cultechspo festival
4. Review on the Training and placement activities
5. To discuss the extension and outreach activities
6. Any other discussion with the permission of the chair

Members present:

Sl. No.	Name	Dept. & Design.
1.	Dr. G. Lakshmi NarayanaRao,	Principal
2.	Dr.S.V.S.Rama Krishnam Raju	Dean(Academics)
3.	Dr. A.Subbarami Reddy	Professor & Head /ECE
4.	Dr.M.Manikandan	Professor/EEE
5.	Mr.D.Venu	Office Superintend-JITS
6.	Mr.D.Mahesh Kumar	Associate Professor/ ECE
7.	Dr.G.Karthik,	Associate Professor/ ECE
8.	Mr. N. Venkateswaran	Associate Professor/ CSE
9.	Mr.Ch.Sathish	Asst. Professor/ EEE
10.	Mr.N.SyamBabu,	Asst. Professor/ MECH
11.	Mr.SD Mustaq Ahmed	Asst. Professor/ CIVIL
12.	Mr.M.Ravikanth	Asst. Professor/ MBA
13.	Dr.N.Raji Reddy,	Associate Professor/ Maths
14.	Ms. S.Srivyshnavi	S. RAKESH (IV Year/ EEE –B) Student

The following agenda items were taken up for discussion with the permission of the chairman.

Agenda1: Review of previous minutes of meeting.

The committee had a discussion on previous minutes of meeting and action taken and has consented the same.

Agenda2: Review on the academic activities

The Principal has initiated the discussion on various academic activities

- i. Review on the conduction of remedial and special classes for the improvement of student performance in the examinations and expressed satisfaction.
- ii. Discussion on conduction of various curricular and co-curricular activities at the departmental as well as at the institutional level was made and decided to concentrate on Project based and blended learning.
- iii. After taking rigorous review of existing ECAP Module, it is decided to go for Institute level designed ECAP Module. Institute is working on self-designed ECAP Module for integrating all academic and administrative activities.
- iv. It is discussed and decided that all the doctorates shall prepare the proposals for research grants for various research grants to the various funding agencies like DST, AICTE etc.,
- v. It is discussed to organize seminars on emotional intelligence, stress management and personality development.
- vi. It is decided to go conduct the entrepreneurship awareness programme.

Agenda 3: To conduct the Annual Cultechspo festival

A discussion was made on organizing the Annual Cultural, Technical and Sports (Cultechspo) festival “YASHOYAAN” at the national level .In this regard it is decided to appoint the adhoc committees to plan and organize various events to bring out the hidden talents of young technocrats.

Agenda 4: Review on the Training and placement activities

The training and placement activities at the institutional level were discussed and expressed satisfaction about the training outcomes during the academic year 2018-2019. It is decided to concentrate more on technical skill up-gradation among the students and its assessment.

Agenda 5: To discuss the extension and outreach activities

It is discussed and decided to organize the programmes relating to women empowerment and Gender sensitization. It is decided to direct the NSS unit to plan some more events for the community development.

Agenda 6: Any other item with permission of chair

The IQAC Coordinator proposed the vote of thanks and the meeting was concluded with the permission of the chair.



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ACTION TAKEN REPORT

S. No.	IQAC Recommendations	Action Taken on Recommendations
1	Conduction of remedial and special classes for the improvement of student performance in the examinations	A review on the conduction of the remedial classes and special classes was made and found satisfactory. The HOD's were instructed to monitor the attendance regularly.
2	Discussion on conduction of various curricular and co-curricular activities at the departmental as well as at the institutional level	The HOD's were instructed to prepare the schedules for the conduction of various curricular and co-curricular activities and was decided to organize a FDP/Workshop on blended learning and during December first or second week.
3	Effective utilization of E-CAP Usage	In order to utilize the E-CAP platform in an effective manner, the system administrator was instructed to initiate the steps for customization as per the requirements of the institutional requirement.
4	Submission of proposals for research grants	It is decided to insist all the doctorates to prepare the proposals for the research funding to the various funding agencies like DST,AICTE etc.,
5	Organizing of seminars on emotional intelligence, stress management and personality development	It is decided to conduct the seminars on intelligence, stress management and personality development during the first or second week of the December.
6	Conduction of the entrepreneurship awareness programme	It is decided to conduct the entrepreneurship development programme during the second week of August and the Coordinator for the Entrepreneurship Development cell was instructed to prepare the schedule accordingly.
7	Conduction of (Cultechspo) the annual festival "YASHOYAAN"	It is decided to appoint the adhoc committees to chalk out various activities to be conducted during the annual cultural, technical and sports (Cultechspo) "YASHOYAAN".
8	Skill up-gradation of the students under Training and placement activity	The Training and Placement officer was instructed to look into the skill up-grading activities of the students and take necessary steps in this direction.
9	Organizing the programmes relating to women empowerment and Gender sensitization.	It is decided to direct the NSS unit coordinator to plan some more events for the community development.


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Internal Quality Assurance Cell (IQAC)

A.Y: 2019-20

Date: 03.01.2020

MEETING NOTICE

All the members of Internal Quality Assurance Cell are hereby informed to attend the meeting on 06-01-2020 (Monday) at 04.30 PM in IQAC Conference Hall to discuss the following Agenda.

Agenda

1. Review of previous minutes of Meeting.
2. Review on the academic activities
3. Review on the Training and placement activities
4. Review on the extension and outreach activities
5. Any other discussion with the permission of the chair


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Internal Quality Assurance Cell (IQAC)

Minutes of the meeting

Dr. Manikandan, Coordinator, Internal Quality Assurance Cell has welcomed Dr.G. Laxminarayana Rao, Principal and Chairman of Internal Quality Assurance Cell, and hon'ble members for the meeting held on Monday, 6th January 2020 at 4:30 P.M in the IQAC Conference Hall.

Agenda

1. Review of previous minutes of Meeting.
2. Review on the academic activities
3. Review on the Training and placement activities
4. Review on the extension and outreach activities
5. Any other discussion with the permission of the chair

Members present:

Sl. No.	Name	Dept. & Design.
1.	Dr. G. Lakshmi NarayanaRao,	Principal
2.	Dr.S.V.S.Rama Krishnam Raju	Dean(Academics)
3.	Dr. A.Subbarami Reddy	Professor & Head /ECE
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13.	Dr.N.Raji Reddy,	Associate Professor/ Maths
14.	Ms. S.Srivyshnavi	S. RAKESH (IV Year/ EEE –B) Student

The following agenda items were taken up for discussion with the permission of the chairman.

Agenda1: Review of previous minutes of meeting.

The committee had a discussion on previous minutes of meeting and action taken and has consented the same.

Agenda2: Review on the academic activities

The Principal has initiated the discussion on various academic activities

- i. Review on the conduction of remedial and special classes for the improvement of student performance in the examinations and expressed satisfaction.
- ii. A Discussion was made on Student progression in various aspects and a conclusion was drawn to motivate the students to organize various activities at the departmental level to enhance the leadership and team building skills among them.
- iii. Review on the implementation of OBE at the departmental and institutional level was made and decided to organize some internal training programmes for its effective implementation.
- iv. It is decided to organize the DST sponsored Entrepreneurship awareness programme during the last week of the January.

Agenda 4: Review on the Training and placement activities

The training and placement activities at the institutional level were reviewed and decided to strengthen the student assessment during the skill development programmes.

Agenda 5: Review on the extension and outreach activities

A review on the extension and outreach activities were discussed and found satisfactory. It is decided to identify more areas that could be addressed for the community development.

Agenda 6: Any other item with permission of chair

The IQAC Coordinator proposed the vote of thanks and the meeting was concluded with the permission of the chair.


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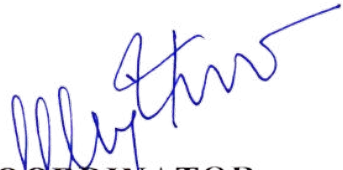

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Action Taken Report

S. No.	IQAC Recommendations	Action Taken on Recommendations
1	Conduction of remedial and special classes for the improvement of student performance in the examinations and expressed satisfaction.	The Circular is issued in this regard and all the HOD's were instructed to prepare the schedule accordingly.
2	Student progression in various aspects and a conclusion was drawn to motivate the students to organize various activities at the departmental level to enhance the leadership and team building skills among them.	All the HOD's were instructed to prepare schedules immediately by having a discussion with the class representatives and different club members.
3	Implementation of OBE at the departmental and institutional level	It was made and decided to organize some internal training programmes for its effective implementation.
4	To organize the DST sponsored Entrepreneurship awareness programme	The schedule was prepared to organize the Entrepreneurship awareness programme from January 29 th to 31 st January.
5	Strengthening of the student assessment during the skill development programmes	In order to get the effective outcomes out of the skill development programmes, the Training and placement officer was instructed to take the immediate measures to strengthen the student assessment.
6	Identify more areas that could be addressed for the community development.	In order to cater the requirements of the community at the best, it was Decided to identify the areas that could be addressed for the community development. In this regard, the NSS coordinator was instructed to start the work in this direction.


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