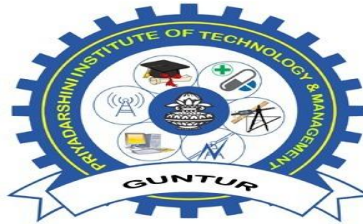


# PRIYADARSHINI INSTITUTE OF TECHNOLOGY & MANAGEMENT



**HEI code: C-18014**

**NAAC DVV**

**Cycle - 1**

## **6: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.5: Internal Quality Assurance System**

#### **6.5.2(1): Minutes of IQAC**



**Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada  
5<sup>th</sup> Mile, Pulladigunta(V), Kornepadu(P), Vatticherekuru(M)  
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**Minutes of IQAC Meeting held on 06-01-2022 at 11.30AM in IQAC Chamber**

The IQAC 1<sup>st</sup> meeting was held in IQAC Chamber, (PITM) The meeting was started with a welcome address by the principal as chairperson to the management members, teaching and non-teaching faculties, and others over there.

**Agenda of the Meeting:**

- Item 1: Review of the importance of NAAC by the Principal.
- Item 2: Review of the new initiation of NAAC.
- Item 3: Composition of the IQAC team, headed by the coordinator and criteria in- charges.
- Item 4: Discussion regarding various criteria by the principal.
- Item 5: Collection and compilation of documents of central and departmental programs and activities of the institution for NAAC accreditation 1st cycle.
- Item 6: Resources and infrastructure requirements for the institution.
- Item 7: To discuss the institutional strategic plan for 10 years.
- Item 8: Any other matter related to IQAC by the principal.

**Resolutions:**

**Item 1: Review of the importance of NAAC by the Principal.**

The principal as chairperson discussed the importance of NACC by explaining the impact of NACC accreditation in promoting and improving the quality of higher education, and he summarized as follows:



- An institution comes to know its strengths, weaknesses, and opportunities through an informed review process.
- Enhancement of institutional reputation
- Increases student enrollment
- Eligibility for government funding
- Promotes Internationalization
- Encourages research and development
- Facilitates collaboration
- Improves the employability of graduates
- Promotes continuous improvement
- Encourages institutional autonomy

Faculty members and attendees agreed with the words given by the chairperson.

**Item 2: Review of the new initiation of NAAC.**

- The chairperson informed the attendees about the initiation of the NAAC committee to enhance the quality of higher education.
- Faculties agreed to frame a committee for the smooth improvement of the quality of education at the institution.

**Item 3: Composition of the IQAC team, headed by the coordinator and criteria in-charges.**

- The chairperson elected and allocated an IQAC team with an IQAC coordinator who is diligent and experienced enough to carry out the task.
- The chairperson announced that the IQAC coordinator will be Mr. K.KIRAN KUMAR, and other senior faculties will serve as NAAC criteria in-charges.



**Details of criterion-wise in-charges:**

Criteria 1: Dr K RAVI KUMAR

Criteria 2: Dr K SRINIVAS RAO

Criteria 3: Dr R RAJASEHKAR

Criteria 4: Dr D SRINIVAS RAO

Criteria 5: Mr D.L. KOMLA RAO

Criteria 6: Mrs. R. MADHURI DEVI

Criteria 7: Mr . S.VIJAY

- The chairperson's decision has been accepted by the housemates.

**Item 4: Discussion regarding various criteria's by the principal.**

- In order to achieve standards and conditions based on various criteria's, the chair person described the QLM's and QNM's to the housemates with their metrics.

Criteria 1: Curricular aspects

Criteria 2: Teaching and Learning Evaluation

Criteria 3: Research, innovation, and extension

Criteria 4: Infrastructure and learning resources

Criteria 5: Student Support and Progression

Criteria 6: Governance, leadership, and management

Criteria 7: Institutional validation and best practices



- A presentation was made by Chairperson Dr. A.RAMA RAO about QLM and QNM metrics. In the presentation, the chair highlighted the importance of QLM and QNM in SSR submission.

**Item 5: To streamline and file documents about the central and departmental programs and activities of the institution for NAAC accreditation in the 1st cycle.**

- Even though a lot has been achieved by the institution, these could not be highlighted for lack of proper documentation. Hence, the chairperson instructed the IQAC team to prepare and maintain an annual report of every activity of the institution and also said that it will provide information to visiting teams like NAAC and that retrieval of information on each activity will become easier in the future.
- All the members present in the meeting agreed to file documents according to the academic year.

**Item 6: Resources and infrastructure requirements for the institution.**

- The chairperson requested the management members install CCTV cameras in the institution to improve the security of students, staff, and property. It is also used to monitor student behavior and provide evidence in the event of an accident.
- Regarding the resources and infrastructure requirements of the institution, management members showed a positive response to the chairperson.

**Item 7: To discuss the institutional strategic plan for 10 years.**

- With the vision and mission of the PITM, the IQAC team has prepared and proposed a 10-year strategic plan for the step-wise progress of the institution and the wellbeing of students. The chairperson described the upcoming strategic plan of the institution.
- The plan is as follows:





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- Planning for NAAC accreditation.
  - Achievement of autonomous status.
  - Institute accreditation from the NBA.
  - Reinforcement of research publications, inventions, and patents.
  - To avail research funding from government and non-government organizations.
  - Strengthen the R&D cell
  - Establishment of an incubation center.
  - Strengthen the Entrepreneurship Cell.
- All the members have agreed to develop a quality benchmark for the successful progress of the institution.

**Item 8: Any other matter related to IQAC by the principal.**

The chairperson discussed and finalized the following matters :

- More students should be motivated to participate in certificate programs, seminars, workshops, NSS, and co-curricular activities.
- Should increase the collaborative activities with other institutes and industries.



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S.NO	NAME	IQAC DESIGNATION	ACADAMIC DESIGNATION	SIGN
1	Dr. A RAMA RAO	CAHIR PERSON	PRINCIPAL & PROFESSOR	
2	K. KIRAN KUMAR	IQAC COORDIONATOR	VICE-PRINCIPAL	
3	Dr.K. SRINIVAS	MEMBER	PROFESSOR	
4	Dr K . RAVI KUMAR	MEMBER	PROFESSOR	
5	Mrs.R. MADHURIDEVI	MEMBER	ASSOC. PROFESER	
6	Dr.D. SRINIVAS RAO	MEMBER	PROFESSOR	
7	D.L. KOMAL RAO	MEMBER	ASSOC. PROFESER	
8	K. SRINIVAS RAO	MEMBER	ASSOC. PROFESER	
9	S. SURYA CHANDRA	MEMBER	ASSOC. PROFESER	
10	R. SUDHAKAR	MEMBER	ASST.PROFESSOR	
11	K. SIREESH KUMAR	MEMBER	Sr.admin officer	
12	P. PHANI KUMAR	MEMBER	ACCOUNT OFICER	
13	MD. BASITH	MEMBER	Sr.admin officer	
14	Y. GOPI	MEMBER	EXAMCELL INCHARGE	

IQAC COORDIANATOR

PRINCIPAL

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GUNTUR - 522 017.



**Minutes of IQAC Meeting held on 23-12-2022 at 11.30AM in IQAC Chamber**

The IQAC coordinator, in the presence of chairperson, welcomed the members for IQAC second meeting, following points were discussed in the meeting.

**Agenda of the Meeting**

- Item 1: To review and confirm the 1<sup>st</sup> IQAC meeting minutes held on 06.01.2022
- Item 2: To discuss on career development programs for final years.
- Item 3: Guide allotment for project and research work of final year students.
- Item 4: To increase the number of students: computer ratio.
- Item 5: To increase the number of participants in FDP programs.
- Item 6: To strengthen the T&P cell and organizing activities for career guidance.
- Item 7: To discuss the Institutional strategic plan for 10 years.
- Item 8: To discuss non-PhD staffs to register in recognized institutes.
- Item 9: To develop feedback mechanism from students regarding faculty members.

**Resolutions:**

**Item 1: To review and confirm the 1<sup>st</sup> IQAC meeting minutes held on 06.01.2022**

- IQAC coordinator read the 1<sup>st</sup> IQAC minutes held on 06.01.2022
- The IQAC team confirmed the minutes of 1<sup>st</sup> IQAC meeting held on 06.01.2022

**Item 2: To discuss on career development programs for final years.**

- IQAC team discussed to conduct a career counseling program for 4<sup>th</sup> year B. Tech Students to make them be able to build a suitable career and succeed in it.
- The committee decides to conduct the program within the specified time.

**Item 3: Guide allotment for project and research work of final year students.**

- Chairperson discussed with the IQAC team and department wise elected and allotted the Guides to the final year students.
- All are decided to guide the students to complete the work as per university project schedule.





**Item 4 :To increase the number of students: computer ratio**

- The IQAC team was proposed that a few computers are available to carry out the research and project work, thereby committee requested the chairperson to increase the student: computer ratio.
- The chairperson assured for approval of increment of student; computer ratio.

**Item 5: To increase the number of participants in FDP programs.**

- Coordinator requested Mrs. R.MADHURI DEVI to increase the number of participants in the FDP programs to equip with various strategies and tools to actively engage students in the learning process.
- The IQAC team agreed with the discussion.

**Item 6: To strengthen the T&P cell and organizing activities for career guidance.**

- IQAC coordinator requested the committee members to organize more Training and Placement activities for the graduating students and she also included that, how T&P cell is showing direct impact in admissions.
- Committee decided to implement the request.

**Item 7: Review on Institutional strategic plan for 10 years.**

- IQAC coordinator has given a view on how successfully processing the collection and compilation of organized program documents for the 1<sup>st</sup> cycle for NAAC accreditation.
- She requested management member and IQAC committee members to work with conscious, consistent and catalytic action for success of proposed strategic plan.
- Committee members unanimously decided to work continuously, as per the plan proposed by chairperson in the IQAC 1<sup>st</sup> meeting.



**Item 8: To discuss non-PhD staffs to register in recognized institutes.**

- Chairperson discussed that the registration for PhD were going in various recognized universities and so far, only few staffs had honored with doctorate. He requested the members to look out for PhD admission in the recognized institutes.
- Team members were shown positive sign towards chairperson request.

**Item 9: To develop feedback mechanism from students regarding faculty members.**

- IQAC coordinator said that, all the student feedbacks were to be collected before the semester and exams. And she suggested to the team about initiation of online feedback from the students.
- IQAC team was decided to collect the feedback from students and they decided to overview the proposed online feedback mechanism.

The meeting was ended with formal vote of thanks by IQAC coordinator

S.NO	NAME	DESIGNATION	SIGN
1	Dr. A RAMA RAO	PRINCIPAL & PROFESSOR	A. Rama Rao
2	K. KIRAN KUMAR	VICE-PRINCIPAL	K. Kiran Kumar
3	Dr.K. SRINIVAS	PROFESSOR	Dr. K. Srinivas
4	Dr K . RAVI KUMAR	PROFESSOR	Dr. K. Ravi Kumar
5	Mrs.R. MADHURIDEVI	ASSOC. PROFESER	Mrs. R. Madhuridevi
6	Dr.D. SRINIVAS RAO	PROFESSOR	Dr. D. Srinivas Rao
7	D.L. KOMAL RAO	ASSOC. PROFESER	D. L. Komal Rao
8	K. SRINIVAS RAO	ASSOC. PROFESER	K. Srinivas Rao
9	S. SURYA CHANDRA	ASSOC. PROFESER	S. Surya Chandra
10	R. SUDHAKAR	ASST.PROFESSOR	R. Sudhakar
11	K. SIREESH KUMAR	Sr.Admin officer	K. Sireesh Kumar
12	P. PHANI KUMAR	ACCOUNT OFICER	P. Phani Kumar
13	MD. BASITH	Sr.Admin officer	MD. Basith
14	Y. GOPI	EXAMCELL INCHARGE	Y. Gopi
15	N. ROHINI	ASST.PROFESSOR	N. Rohini
16	P HANUMANTHA RAO	ASST.PROFESSOR	P. Hanumanta Rao
17	SHAIK NAGUL SHARIFF	ASST.PROFESSOR	Shaik Nagul Shariff



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18	B. Rambabu	ASST.PROFESSOR	B. Rambabu
19	P.PYDITHALLI	PARENT	P. Pydithalli
20	YAMMALA ASHAKUMAR	STUDENT REPRESENTATIVE	N. Asha Kumar
21	NIZAMPATNAM NAGA SATISH	STUDENT REPRESENTATIVE	N. Naga Satish
22	PANDI PRASANTH KUMA	STUDENT REPRESENTATIVE	P. Prasanth Kuma

  
IQAC COORDIANATOR

  
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