(MGIT)

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

(Established in 1997 by Chaitanya Bharathi Educational Society)
(Permanent Affiliation to JNTUH; Six UG Programs Accredited by NBA in 2009 & 2014)
Kokapet (Village & Gram Panchayat); Rajendra Nagar (Mandal); Ranga Reddy (Dist.)
Chaitanya Bharathi P.O., Gandipet, Hyderabad - 500 075, Telangana, INDIA.

MGIT/IQAC/2015-16/1   09th September 2015

The 1st meeting of the Internal Quality Assurance Cell (IQAC) is scheduled at 10:30 AM on 09th September 2015 at Conference Hall of the Institution.

You are requested to attend the 1st meeting of IQAC.

AGENDA

Item	Agenda
Item No. 1	Introduction of IQAC members by Chairman, IQAC
Item No. 2	Welcoming members and opening Remarks by Chairman
Item No. 3	Introduction Speech by Dr. K. Sudhakar Reddy, IQAC Coordinator
Item No. 4	IQAC Role, Objectives, Strategies and Functions demonstrated by Coordinator
Item No. 5	IQAC contribution to Teaching Learning Process
Item No. 6	IQAC prospective Plan for the Academic Year 2015-16
Item No. 7	NAAC awareness program
Item No. 8	Alumni Contributions to the effective functioning of IQAC
Item No. 9	Any other items with the permission of the Chair

(Dr. G. CHANDRA MOHAN REDDY)
Chairman, IQAC

CC to: All the IQAC Members and Departments

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M I N U T E S of 1st meeting of IQAC

The meeting of IQAC members of Mahatma Gandhi Institute of Technology, Hyderabad held on 09th September 2015 in the Conference Hall at 10:30 AM to discuss the Agenda.
The following Members are present:

Item No.1: The Committee was constituted as per the 12th Plan Guidelines for effective monitoring of IQAC in the College.

Members		Name	Position
Chairman	1	Dr. G. Chandra Mohan Reddy	Principal
Coordinator	2	Dr. K. Sudhakar Reddy	Professor & Head Dept of Mech. Engg.,
Program Coordinators	3	Dr. S.P. Singh	HoD, ECE
	4	Dr. M,Ramabai	HoD, IT
	5	Dr. A.Nagesh	HoD, CSE
	6	Dr. K V Ramana Reddy	HoD, CIVIL
	7	Dr. P R K K Reddy	HoD, EEE
	8	Mr. P K Subramanian	HoD, MME
	9	Dr. S. Raji Reddy	HoD, M&H
	10	Dr. M Ravichander	HoD, P & C
	11	Dr.K.Ankamma Rao	Faculty Incharge,AES
Management Nominee	12	Dr V. Malakonda Reddy	Adviser, MGIT
Administrative Officer	13	Mr. V V Ramana Reddy	Superindent
Nominee from local society	14	Dr. Manzoor Hussain	Professor
Alumni	15	RVSM Rama Krioshna	Alumni
Employer	16	Srikanth Surampudi	Recruitment Head, TCS
Stakeholders	17	Dr Manoj kumar	Scientist G, DRDO
Nominee from industries	18	Kartheek Thatikonda	MD, Evolve 3D Technologies, Hyderabad

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ITEM No.2: Welcoming members and opening Remarks by Chairman

Chairman welcomed all IQAC members and discussed on the importance of formation of IQAC cell at MGIT and requested all the members to work efficiently for the effective functioning of the cell.

ITEM NO.3: Introduction Speech by Dr K Sudhakar Reddy, IQAC Coordinator

IQAC coordinator discussed on the goals, functions of IQAC, about submission of AQAR yearly, and benefits of IQAC.

ITEM NO.4: IQAC Role, Objectives, Strategies and Functions demonstrated by Coordinator

In the meeting the following are discussed in detailed. All the members agreed to follow the IQAC Functions.

The functions of IQAC were discussed and informed the committee members.
  1. **Goals**
  * To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the institution

  * To promote measures for institutional functioning towards quality enhancement through Internalization of quality culture and institutionalization of best practices

  2. **The IQAC shall have the following functions**
Development and application of quality benchmarks/parameters for the various academic and Administrative activities of the Colleges;

  * Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

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- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and Promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality Improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including Adoption and dissemination of good practices
- Development and maintenance of institutional database through MIS for the purpose of Maintaining /'enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the Quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, ABET) in the prescribed format;

3. **Follow up**

- The AQAR shall be approved by the statutory bodies of the Colleges for the follow up action for necessary quality enhancement measures.
- The Colleges shall regularly submit AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies.
- Colleges shall submit AQARs and / or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for.
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities, as well as for hosting the AQAR.

4. **Benefits of IQAC**
- Ensure heightened level of clarity and focus in institutional functioning towards quality Enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and integration among the various activities of the college and good Practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in the Colleges
- Build an organized methodology of documentation and internal communication

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ITEM NO.5: IQAC Contribution to Teaching Learning Process
Measures to be taken to improve teaching-learning process are discussed and summarized.

- IQAC conducts Periodically FDP on teaching methodologies, communication skills and latest developments in engineering education
- IQAC monitors the teaching abilities of faculty and take measures to improve teaching skills.
- Implementation of Teaching/Learning process using Multimedia lectures, NPTEL video lectures and webinars etc.
- Faculty Orientation Programmes are organized in the beginning of every academic year on basic pedagogy
- Organizing Professional Society activities.
- Faculty course content development_ faculty are involved in course content development in collaboration with IIIT enhance education.
- Guest lecturers in various domains by eminent academicians, Technologists, researchers etc.
- STEM (Science, Technology, and Engineering & Mathematics) based training to meet global needs.
- Implementation of Project based learning by faculty in the departments.
- Faculty Appraisal at the end of every academic year.
- Incentives to faculty for research, research publications and qualification up gradation.
- Departmental Associations and clubs working with various National and International Professional Bodies like ISTE, ASME, CSI, IEI and IETE Institutional and Students Chapters.
- Publication of College Magazine' NIRVANA' annually
- IQAC should monitor the use of latest teaching methodologies in the class room by faculty
- IQAC encourages staff members to publish papers in reputed Journals.
- IQAC help faculty members to write research proposals to UGC, DST, AICTE and ISTE.
- Development of Quality benchmark / parameters for various academic and administrative activities of the institute.
- Organization of workshops, seminars and quality related themes.

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- Documentation of various programmes / activities leading to quality improvement.
- Conducting internal quality, Academic quality audit periodically.
- Self-assessment report from faculty is collected and analyzed.
- Students' feedback is collected and analyzed to improve the quality of teaching and learning and necessary actions.

ITEM NO.6: IQAC prospective Plan for the Academic Year 2015-16

The objectives considered under IQAC for the academic year 2014-15 are as follows:

- Improvement in Stake holders involvement
- Maintain and upgrade the standards of teaching and learning
- Bringing accountability in every aspects of its functioning.
- To improve the brand image and visibility of the institution.
- To bring consistency in its functioning so that quality becomes integral part of our college.
- Emphasis on curriculum aspects, teaching learning and its evaluation.
- To focus more on PBL & student centric learning.

ITEM NO.7: NAAC awareness program

It is decided to organize the programs regularly to bring awareness among the students and staff about IQAC and NAAC

Item No. 8: Alumni Contributions to the effective functioning of IQAC
It is decided to organize the ALUMNI meets regularly in the college to bring awareness among the members and sharing their ideas for effective implementation of IQAC.

Item No. 9: Any other items with the permission of the Chair
Chairman advised all the Head of the departments to nominate one coordinator from each department to work for NAAC and related activities.
Chairman also thanked all the IQAC members for their active involvement.

End of minutes