CMR TECHNICAL CAMPUS

Kandlakoya (v), Medchal Road, Hyderabad - 501 401
Affiliated to JNTUH & Recognized by AICTE)

Ref.No: CMRTC/IQAC/CIR/2018-19/01 **Date: 13-06-2018**

Circular

All the IQAC Committee Members are here by informed to attend the meeting on 16th **June 2018 at 1.00 PM** in director's Conference **Hall**.

Agenda:

1. To confirm the Minutes of the last IQAC Meeting held in March 2017
2. Preparation of Activity Planner Based on the Academic Calendar 2018–19
3. Organizing Webinars, FDPs and Seminars on Latest Trends
4. Registration of Online Courses in Coursera and SWAYAM.
5. Requirements of New Faculty as per AICTE Norms
6. Collaboration Activities with Industry:
7. Planning of NCC, NSS and Club Activities:
8. Review and Planning of Training and Placement Activities
9. Conduct of Orientation Day for First-Year Newly Admitted Students.

IQAC-Coordinator **Director**

Copy to All Department HOD's / Committee members / In charges

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Minutes of Meeting of Internal Quality Assurance Cell [IQAC] Committee members for the academic year 2018-2019

S.NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Raji Reddy	Director	Chairperson	
2	Dr Pankaj Agrawal	Professor of ECE	IQAC Coordinator	
3	Dr. M. Ahmed Ali Baig	Dean Academics	Member	
5	Dr. Ashutosh Saxena	Dean R&D	Member	
6	Dr. K. Srujan Raju	Head of CSE	Member	
7	Prof. G. Srikanth	Head of ECE	Member	
8	Prof D Maneieh	Head of Mechanical	Member	
9	Prof Vijay baskar Reddy	Head of Civil	Member	
10	Dr K Kavitha rani	Head of IT	Member	
11	Dr V Kesava Reddy	Head of H&S	Member	
12	Prof K Harish Reddy	Head of MBA	Member	
13	Prof Ch Madav Rao	T&P Officer	Member	
14	Prof V. Harshavardhan	In charge Exam Cell	Member	

Member secretary welcomed all the members and introduced new members to the other members and discussed the agenda points under the Chairmanship of Dr A. Raji Reddy, Director, CMRTC

1. The Minutes of the last IQAC Meeting held in March 2017 were reviewed and discussed by the members. After verification, the minutes were unanimously confirmed and approved without any modifications.

2. Preparation of Activity Planner Based on the Academic Calendar 2018–19

Based on the Academic Calendar 2018–19 issued by the University, all Heads of Departments and In-charges are requested to prepare their respective Activity Planners in alignment with the academic schedule. The same shall be submitted to the IQAC Chairperson for review and approval.

3. Organizing Webinars, FDPs and Seminars on Latest Trends:

The need to organize webinars, FDPs, and seminars on emerging technologies and research areas was emphasized. Departments were advised to plan at least one program per semester in collaboration with experts from reputed institutions and industries. A schedule for conducting these programs was proposed and approved.

4. Registration of Online Courses in Coursera and SWAYAM:

The importance of registering students and faculty for online courses through Coursera and SWAYAM was discussed. Faculty members were encouraged to integrate relevant MOOCs into the curriculum to enhance learning outcomes. Departments were asked to monitor course completion and certification status.

5. Requirements of New Faculty as per AICTE Norms:

The requirement of recruiting new faculty members as per All India Council for Technical Education norms was reviewed. Department-wise faculty-student ratio and qualification requirements were analyzed. Necessary approvals for recruitment were recommended to the management.

6. Collaboration Activities with Industry:

The meeting highlighted the importance of strengthening industry-institute interaction. Departments were encouraged to sign MoUs, organize guest lectures, internships, and industrial visits. A target was set to increase collaborative research and consultancy activities.

7.Planning of NCC, NSS and Club Activities:

Plans for conducting NCC, NSS, and various student club activities were discussed to promote holistic development. Departments were instructed to prepare annual activity calendars and encourage maximum student participation. Regular reporting and documentation of activities were emphasized.

8.Training and Placement Activities:

The Training and Placement cell presented the action plan for improving employability skills among students. Special focus was given to aptitude training, technical skill development, and soft skills enhancement. Industry interactions and campus recruitment drives were planned strategically.

9. Conduct of Orientation Day for First-Year Newly Admitted Students:

The orientation program for newly admitted first-year students was planned to familiarize them with institutional policies, academic regulations, and facilities. Heads of Departments were assigned sessions to introduce their respective departments. Parents were also invited to participate and interact with the management and faculty

The Chairperson concluded the meeting by thanking all the members for their active participation and valuable suggestions. The meeting ended with a note to work collaboratively towards continuous quality improvement and timely implementation of the discussed action plans.

IQAC-Coordinator **Director**

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Ref.No: CMRTC/IQAC/CIR/2018-19/02 **Date: 12-12-2018**

Circular

All the IQAC Committee Members are here by informed to attend the meeting on **14th December 2018 at 2.30 PM** in director's **Conference Hall** .

Agenda:

1. Reviewed the Minutes of Meetings Held Earlier
2. Review of AQAR
3. Conduction of Alumni Meet
4. Attainment of Course Outcomes and Program Outcomes
5. NIRF Ranking Data Review
6. Analysis of Placements and Higher Studies
7. Analysis of Academic Result

IQAC-Coordinator **Director**

Copy to All Department HOD's / Committee members / In charges

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12	Prof K Harish Reddy	Head of MBA	Member	
13	Prof Ch Madav Rao	T&P Officer	Member	
14	Prof V. Harshavardhan	In charge Exam Cell	Member	

Member secretary welcomed all the members and discussed the agenda points under the Chairmanship of Dr A. Raji Reddy, Director, CMRTC

1.Reviewed the Minutes of Meetings Held Earlier:

The Minutes of the previous meeting were reviewed and confirmed by the members. Action taken reports on the decisions were discussed in detail. The committee expressed satisfaction with the progress and suggested timely completion of pending items.

2. Review of AQAR:

The draft of the AQAR submitted to National Assessment and Accreditation Council was reviewed thoroughly. Key quality initiatives, best practices, and institutional achievements were discussed. Suggestions were given to strengthen documentation and data validation before final submission.

3. Conduction of Alumni Meet:

The proposal to conduct the Alumni Meet was discussed and approved. It was decided to strengthen alumni networking for mentoring, internships, and placement support. A committee was formed to coordinate invitations, program schedule, and follow-up activities.

4. Attainment of Course Outcomes and Program Outcomes:

The attainment levels of Course Outcomes (COs) and Program Outcomes (POs) were reviewed department-wise. The analysis indicated areas of strength and scope for improvement. Faculty members were advised to adopt corrective measures to enhance outcome-based education.

5. NIRF Ranking Data Review:

Data submitted for National Institutional Ranking Framework was examined carefully. Parameters such as teaching-learning, research, graduation outcomes, and perception were analyzed. Departments were instructed to improve data quality and performance indicators for better ranking.

6. Analysis of Placements and Higher Studies:

The placement statistics and higher education admissions were reviewed in detail. Comparative analysis with previous years showed improvement in core placements. Strategies were suggested to enhance company outreach and encourage students to pursue higher studies.

7.Analysis of Academic Results:

Semester-wise academic results were analyzed department-wise. The pass percentage, toppers' performance, and subject-wise performance were reviewed. Faculty members were advised to conduct remedial classes for slow learners to improve overall results.
practices

The Chairperson concluded the meeting by thanking all the members for their active participation and valuable suggestions. The meeting ended with a note to work collaboratively towards continuous quality improvement and timely implementation of the discussed action plans.

IQAC-Coordinator **Director**

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Ref.No: CMRTC/IQAC/CIR/2018-19/03 **Date:02-03-2019**

Circular

All the IQAC Committee Members are here by informed to attend the meeting on 4 th **March 2019 at 3 .00 PM** in director's **Conference Hall** .

Agenda:

1. To confirm the Minutes of the last IQAC Meeting held in the month of December
2. Discussion on Budget
3. Research Proposal Submission
4. Submission of AISHE Portal
5. Review of Various Feedback

IQAC-Coordinator **Director**

Copy to All Department HOD's / Committee members/ Inchrge

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13	Prof Ch Madav Rao	T&P Officer	Member	
14	Prof V. Harshavardhan	In charge Exam Cell	Member	

Member secretary welcomed all the members and discussed the agenda points under the Chairmanship of Dr A. Raji Reddy, Director, CMRTC

1. The Minutes of the last IQAC Meeting held in the month of December were presented before the members for confirmation. The members reviewed and unanimously approved the Minutes without any modifications.
2. **Discussion on Budget:**

   The proposed budget for the academic year was presented and discussed in detail. Department-wise requirements for laboratory enhancement, library resources, research activities, and student development programs were reviewed. The budget was approved with suggestions for optimal utilization and periodic monitoring.

3. **Research Proposal Submission:**

   Faculty members were encouraged to submit research proposals to various funding agencies. The meeting emphasized increasing funded research projects and interdisciplinary collaborations. A timeline was fixed for proposal submission and internal review before forwarding to funding bodies.

4. **Submission of AISHE Portal:**

   The submission of institutional data to the All India Survey on Higher Education was reviewed. The accuracy and completeness of student. faculty. and infrastructure data were verified. The concerned coordinators were instructed to ensure timely and error-free submission.

5. **Review of Various Feedback:**

   Feedback collected from students, faculty, alumni, and employers was analyzed thoroughly. Key observations regarding curriculum delivery, infrastructure, and support services were discussed. Necessary corrective actions were recommended to improve overall institutional quality and stakeholder satisfaction

The Chairperson concluded the meeting by thanking all the members for their active participation and valuable suggestions. The meeting ended with a note to work collaboratively towards continuous quality improvement and timely implementation of the discussed action plans.

IQAC-Coordinator **Director**