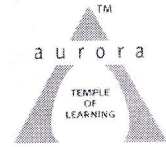


AURORA'S TECHNOLOGICAL AND RESEARCH INSTITUTE


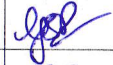





(Approved by AICTE and Affiliated to JNTUH) (Accredited by NAAC with 'A' Grade)
Parvathapur, Uppal, Medipally (M), Medchal (D), Telangana, Hyderabad - 500 098



Minutes of the Meeting

Date	19.11.2018	Day	Monday
Time	12.00 pm	Venue	Conference Room
Dept./SS	IQAC	Convenor	IQAC coordinator

Members Present				Members Absent		
S.No	Name	Designation	Signature	S.No	Name	Designation
1.	Dr. JakkaVenkatesh	Director		1	Dr. Ramesh B Nimmatoori	Secretary
2.	Mr. J. Srikanth	Dy. Director, IQAC Coordinator				
3.	Dr. K. Nagajyothi	Dean R&D				
4.	Mr. N. Kranthi Kumar	HoD CE				
5.	Ms. Durga A Pavani	HoD CSE				
6.	Mr. M. Shravan Kumar	HoD ECE				
7.	Mr. J. Jawaharlal	HoD EEE				
8.	Ms. K. Kavitha	HoD IT				
9.	Mr. B. Anil Kumar	HoD ME				
10.	Dr. M.C. Ajay Kumar	HoD H&AS				
11.	Ms. M. Chaithanya	IQAC member				
12.	Ms. P. Suvarna Devi B	Librarian				
13.	Ms. Shaheen Begum	Physical Director				
14.	Mr. N. Balakrishna Reddy	Assistant Registrar				

Members Present				Members Absent		
S.No	Name	Designation	Signature	S.No	Name	Designation
15.	Mr. Venu Gopal Reddy	NSS Coordinator				
16.	Mrs. Gita S Parthiban	Nature Club				
17.	Mrs. Girija Rani S	Alumni Coordinator				
18.	Mr. P. Vishnu	Training and Placements Coordinator				
19.	Mr. Vinod Chavan	In-charge Exam Cell				
20.	Ms. SiriPallavi	Student				
21.	Mr. RishabDulham	Alumnus				

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
1	Review and confirmation of the minutes of the last (IQAC) meeting	Minutes of the last meeting were read and discussed.	Minutes of the last meeting were read and confirmed.	Mr. J. Srikanth	
2	Planning of activities for SEM II - IQAC	IQAC coordinator briefed about the functions and activities of the IQAC cell to the members	Submission of AQAR by the departments to IQAC cell every month	All HoDs and Support System coordinators	10 th of every month
3	Curricular Aspects	Allocation of subjects and workload for sem II.	All the Hod's are requested to collect subject preferences from faculty and also identify the electives for the sem II for III and IV year students.	All HoDs	26 Nov 2018
		Feedback analysis from Stake holders	The analysis on feedback from the stake holders was discussed in detail and convener instructed to take necessary followup action.	All HoDs	22 Nov 2018
		Field Projects	All the HoDs are requested to identify the domains for field projects and organize training programs.	All HoDs	17 Dec 2018
		Value added programs and certification courses.	SPOC, NPTEL was instructed to inform students about the NPTEL online course and ensure enrollment.	Dr. K. NagaJyothi	As per notification
4	Teaching learning and Evaluation	Student enrollments for Sem II	All the HoDs are requested to provide the registration forms and enroll the students.	All HoDs	17 – 19 Dec 2018
		Faculty Ratification	All the HoDs are requested to submit the details of faculty who are eligible for ratification.	All HoDs	As per notification
		Review meeting for mentors	Coordinator of mentoring committee presented the status of mentoring. The convener instructed to follow the same for Sem II.	Mrs. M. Chaithanya	22 Apr 2019
		Review on faculty achievements	All the HoDs instructed to give submit status report on Achievements of faculty.	All HoDs	22 Nov 2018

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
		Result analysis	The incharge exam branch is instructed to submit the result analysis once the results are announced to facilitate necessary action.	Mr. Vinod Chavan	Tentatively 22 Jan 2018
		Student Satisfaction Survey (SSS)	Survey and reports committee is instructed to collect SSS (student satisfaction survey)	All HoDs	22 Apr 2019
5	Research Innovations and Extension	To organize and attend conferences, workshops and seminars.	All the HoDs are instructed to give proposals for organizing workshops, conferences and Seminars for the current academic year.	All HoDs	22 Apr 2019
		To encourage faculty to publish research papers with high impact factor.	Instructed dean R&D to submit status report on publications of faculty.	Dr. K. Nagajyothi	
		Patents	CSE and H&AS Hod inform the committee about patents obtained by Dr.Venkatesan, Dr. Saravanan and Dr. K. NagaJyothi.	All HoDs	6 Dec 2018
		Apply for Funding Schemes	Dean R&D requested to present status report on sanction of AICTE Projects.	Dr. K. NagaJyothi	As per the Notification
		MOUs and Internships	All HoDs are requested to identify potential organizations for obtaining MOUs and internships.	All HoDs	22 Apr 2019
		Extension Activities	Participated in National initiated programs such as swatchpakwada, SwatchBharath in adopted villages and surrounding of the college.	Mr. D. Venu Gopal	
6	Infrastructure and Learning Resources	Budget proposal for establishing new laboratories as per R18 regulations.	All the HoDs are instructed to submit the budget proposal for purchase of equipment for laboratories as per R-18.	All HoDs	21 Nov 2018

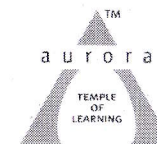
S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
		Acquisition of books, journals.	The Librarian is instructed to collect requirements of books for the present semester from all the departments.	Mrs. P. Suvarna Devi	27 Nov 2018
		E-content development.	All the HoDs are instructed to encourage faculty to prepare E-Content modules or adapt from other available resources.	All HoDs	10 Dec 2018
7	Student Support and Progression	Student Activities	HoDs and SAC coordinator are instructed to make preparations for conducting National level Student Fest, National level Sports Meet, Project Expo and National level workshops.	All HoDs	10 Jan 2019
		Alumni	The Alumni Faculty coordinator was directed to organize Alumni Talks and collect Contributions.	Mrs.S. Girija Rani	15 Nov 2018
		Placements and career Guidance	The Training and Placement coordinator was requested to submit the status of placements at the end of the semester. The CDC coordinator was instructed to conduct career guidance talk.	Mr. P. Vishnu & Dr. K. Nagajyothi	End of Apr 2019
8	Governance Leadership and Management	Faculty sponsorships.	The R&D coordinator submitted the status of faculty sponsorship details and expressed her thanks for this encouraging initiative. The convener suggested to continue the same.	Dr. K. NagaJyothi	22 Apr 2019
		Faculty Welfare Activities	The AR is instructed to renew the group insurance policy, ESI and any other schemes.	Mr. N. BalaKrishna Reddy	22 Apr 2019
		Auditing	All the HoDs are instructed to be ready for external audit of departments.	All HoDs	22 – 30 Apr 2019

S.No	Agenda	Discussion Held	Resolution Taken	Coordinator	Deadline
		AICTE and JNTUH data submission for affiliation – 2019-20	All the HoDs's are requested to make preparation for AICTE and JNTUH affiliation work.	All HoDs	As per Notification
9	Institutional Values and Best Practices	Code of Conduct	All the HoDs are requested to monitor and share the code of conduct to newly joined faculty members	All HoDs	22 Apr 2019
		Community Engagement	The coordinators of NSS and Nature Club are instructed to conduct various programs promoting gender equity and environmental consciousness	Mr. D. Venu Gopal, Mrs. Gita S Parthiban	22 Apr 2019


Convenor

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Action Taken Report

Minutes of Meeting conducted on 19.11.2018

Date	22.04.2019	Day	Monday
Time	12.00 pm	Venue	Conference Room
Dept./SS	IQAC	Convenor	IQAC coordinator

S.No	Resolution Taken	Coordinator	Deadline	Status
1.	Submission of MQAR by the departments to IQAC cell every month	All HoDs and Support System coordinators	10 th of every month	MQAR reports are submitted by the concerned HoDs and Coordinators
2.	All the Hod's are requested to collect subject preferences from faculty and also identify the electives for the sem II for III and IV year students.	All HoDs	26 Nov 2018	The subjects have been allotted based on the preferences given by the faculty. The list of electives was circulated among students and they have given their options based on which the final subject allocation was done.
3.	The analysis on feedback from the stake holders was discussed in detail and convener instructed to take necessary follow up action.	All HoDs	22 Nov 2018	Based on the feedback, necessary action was taken and suggestions were implemented wherever feasible.
4.	All the Hods are requested to identify the domains for field projects and organize training programs.	All HoDs	17 Dec 2018	Domains were identified and internal guides were allocated; Students were assigned to the internal guides; MOUs signed with training organizations to conduct training session in the respective domains.
5.	SPOC, NPTEL was instructed to inform students about the NPTEL online course and ensure enrollment.	Dr. K. Nagajyothi	As per notification	Circular was issued to students about NPTEL online courses and list of registered faculty and students was prepared. Mentors were identified to guide the students.
6.	All the Hods are requested to provide the registration forms and enroll the students.	All HoDs	17 – 19 Dec 2018	The completed registration forms were submitted by students for SEM II.
7.	All the Hods are requested to submit the details of faculty who are eligible for ratification.	All HoDs	As per notification	The list of eligible faculty for ratification was submitted for necessary action.

S.No	Resolution Taken	Coordinator	Deadline	Status
8.	Coordinator of mentoring committee presented the status of mentoring. The convener instructed to follow the same for Sem II.	Mrs. M. Chaithanya	22 Apr 2019	Based on the present report, issues were addressed related to academic and personal activities of the students.
9.	All the Hods instructed to submit status report on Achievements of faculty.	All HoDs	22 Nov 2018	All the HoDs presented report of faculty achievements.
10.	The incharge exam branch is instructed to submit the result analysis once the results are announced to facilitate necessary action.	Mr. Vinod Chavan	Tentatively 22 Jan 2018	Based on the result analysis, the performance of the students as expected and remedial classes for students having backlogs were conducted before their supplementary examinations.
11.	Survey and reports committee is instructed to collect SSS (student satisfaction survey)	All HoDs	22 Apr 2019	The Student Satisfaction Survey was conducted and suggestions were incorporated.
12.	All the HoDs are instructed to give proposals for organizing workshops, conferences and Seminars for the current academic year.	All Hod's	22 Apr 2019	Based on their proposals the requirements were arranged and the activities were conducted as per the schedule.
13.	Instructed dean R&D to submit status report on publications of faculty.	Dr. K. Nagajyothi		Dean, R&D submitted list of faculty publications during SEM I.
14.	CSE and H&AS Hod informed the committee about patents obtained by Dr.Venkatesan, Dr. Saravanan and Dr. K. NagaJyothi.	All HoDs	6 Dec 2018	The appreciation letters were given to the faculty who have obtained patents.
15.	Dean R&D requested to present status report on sanction of AICTE Projects.	Dr. K. NagaJyothi	As per the Notification	None of the Projects were accepted. R&D cell coordinator was asked to review the reasons and present an improved proposal for the next notification.
16.	All HoDs are requested to identify potential organizations for obtaining MOUs and internships.	All HoDs	22 Apr 2019	Based on the recommendations provided by the HoDs MOUs were reached.
17.	Participated in National initiated programs such as swatchpakwada, SwatchBharath in adopted villages and surrounding of the college.	Mr. D. Venu Gopal		The NSS coordinator and NSS volunteers were appreciated for their participation in the social initiatives.
18.	All the HoDs are instructed to submit the budget proposal for purchase of equipment for laboratories as per R-18 regulations.	All HoDs	21 Nov 2018	The submitted proposals by HoDs were scrutinized by the purchase committed and subsequently approved.
19.	The Librarian is instructed to collect requirement of books for the present semester from all the departments.	MRs. P. Suvarna Devi	27 Nov 2018	Books were purchased as per the norms and the requirements of the departments.

S.No	Resolution Taken	Coordinator	Deadline	Status
20.	All the HoDs are instructed to encourage faculty to prepare E-Content modules or adapt from other available resources.	All HoDs	10 Dec 2018	All the faculty prepared the e-content and effectively implemented the same in their class work.
21.	HoDs and SAC coordinator are instructed to make preparations for conducting National level Student Fest, National level Sports Meet , Project Expo and National level workshops.	All HoDs	10 Jan 2019	Borealis , A national Level Techo-Cultural-Literary fest was conducted on 2 nd and 3 rd Feb 2019. Samudhyama, Project expo was conducted on 2 nd April 2019. Departments conducted 8 national level workshops.
22.	The Alumni Faculty coordinator was directed to organize Alumni Talks and collect Contributions.	Mrs.S. Girija Rani	15 Nov 2018	Alumni gave technical talks to students; they supported the national event Borealis by giving sponsorships. They also donated books to the library. All these contributions were recorded and appreciated.
23.	The Training and Placement coordinator was requested to submit the status of placements at the end of the semester. The CDC coordinator was instructed to conduct carrier guidance talk.	Mr. P. Vishnu & Dr. K. Nagajyothi	End of Apr 2019	All the students who have been placed in reputed companies were appreciated and the status report was recorded. CDC conducted career guidance talk for students planning to pursue higher studies in association with various organizations.
24.	The R&D coordinator submitted the status of faculty sponsorship details and expressed her thanks for this encouraging initiative. The convener suggested to continue the same.	Dr. K. NagaJyothi	22 Apr 2019	The initiative to sponsor faculty for attending various professional courses was successful and appreciated, which provides the impetus to continue the same.
25.	The AR is instructed to renewal the group insurance policy, ESI and any other schemes.	Mr. N. BalaKrishna Reddy	22 Apr 2019	The staff welfare schemes were implemented.
26.	All the HoDs are instructed to be ready for external audit of departments.	All HoDs	22 – 30 Apr 2019	The necessary documents for audit were made ready for the external audit.
27.	All the HoDs's are requested to make preparation for AICTE and JNTUH affiliation work.	All HoDs	As per Notification	The HoDs were informed about the approvals of programmes and courses from JNTUH and AICTE and same be updated in the website.
28.	All the HoDs are requested to monitor and share the code of conduct to newly joined faculty members	All HoDs	22 Apr 2019	The code of conduct handbook was given to the newly recruited faculty.
29.	The coordinators of NSS and Nature Club are instructed to conduct various programs promoting gender equity and environmental consciousness.	Mr. D. Venu Gopal, Mrs. Gita S Parthiban	22 Apr 2019	The NSS and Nature Club conducted various programs related to gender equity and environmental consciousness on the campus.



Convenor