INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting of the "**Internal Quality Assurance Cell (IQAC)** of Chaitanya Bharathi Institute of Technology (A), Hyderabad, held on 31-05-2021 at 02:00 PM on Google Meet.

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Members present:

1. Prof. G. P. Saradhi Varma, Principal and Chairman
2. Prof. B. S. Rajanikanth, IISc., Bangalore
3. Prof. Vasudeva Varma, IIIT Hyderabad
4. Dr. G Kalyan Kumar, NITW
5. Sri L Rambabu, Managing Director, Comint Systems and Solutions Pvt. Ltd.
6. Sri Nakka Ramakrishna, Technicolour (Animation)
7. Sri P.Sai Kumar, Scientist-F, DRDL, Hyderabad
8. Prof. P. Ravinder Reddy, Director and Head-R&E Hub
9. Prof. Suresh Pabboju, Director-AEC & CoE
10. Prof. K. Krishnaveni, Director-Academics
11. Prof. P. Sreenivas Sarma, Director-SA&P
12. Dr. N. L. N. Reddy, Director-CDC
13. Prof. M. Swami Das, Jt. Director-Academics (Informatics)
14. Prof. D. Krishna Reddy, Head-Dept. of ECE
15. Prof. P. Prabhakar Reddy, Dept. of Mech. Engg.
16. Dr. D. L. Sreenivas Reddy, Head-Dept. of MCA
17. Dr. T. Sridevi, Assoc. Prof., Dept. of CSE.
18. Dr. T. Murali Krishna, Assoc. Prof., Dept. of EEE
19. Dr. V. Aruna, Asst. Prof., Dept. of Biotechnology
20. Sri Md. Ziauddin Jahangir, Asst. Prof., Dept. of ECE
21. Mr. Soudarthi Koustubh, Student Nominee
22. Mrs. B. Anne Violet, Head-HR
23. Prof. N. V. Koteswara Rao, Director-IQAC and Coordinator

Leave of absence :

1. Sri B. Jaipal Reddy, Managing Director, Apollo Computing, Hyderabad
2. Sri Vinay Chousalkar, Customer Relationship Manager, Government Education, Amazon, Hyderabad

Agenda Item No. 1	:	Opening Remarks by Principal i. Introducing of Members ii. To approve the minutes of IQAC Meeting held on 31-08-2020
Minutes	:	i. Prof. G. P. Saradhi Varma, Principal and Chairman has welcomed the members and shared information about the scope of IQAC to uphold the Quality Mandate as per the University Grants Commission and AICTE Guidelines. He also shared the activities in the Institute and requested the external members to give suggestions to improve the quality in all aspects of the Institute. ii. Prof. N. V. Koteswara Rao, Director-IQAC has welcomed all the members and introduced the external invitees of IQAC. Prof. N. V. Koteswara Rao, Director-IQAC has presented the minutes of the IQAC Meeting held on 31-08-2020 for the approval. The minutes were approved by the Committee.
Agenda Item No. 2	:	Implementation of Regulation-20 for B.E/B.Tech., M.E/M.Tech., M.C.A and M.B.A Programs: i. Preparation of Scheme for III to VIII Semesters of B.E/B.Tech. (R-20) ii. Preparation of syllabus for III and IV Semesters of B.E/B.Tech. (R-20) iii. Syllabus for II and IV Semesters of M.E/M.Tech. and Award of Division iv. Almanacs for all the programs for the Academic Year 2021-22 Plan of Action for the next year: v. Preparing of syllabus for V to VIII semesters of B.E/B.Tech. vi. Automation of the newly introduced processes in Teaching - Learning
Minutes	:	Prof. K. Krishnaveni, Director-Academics has presented about the R-20 Regulations which were designed in line with the guidelines of AICTE Model Curriculum and are under implementation from academic year 2020-2021. She also informed about the total credits for all UG and PG programs. She presented the highlights of the syllabus and Award of division. She further informed regarding provision of Online Certification Courses through MOOCS, Honors and Additional Minor Engineering degree under R-20 Regulations. Summary on 'Almanacs' for all the Programs for the Academic Year 2021-22 is also presented in the meeting. She expressed that the Syllabus and Almanacs shall be placed before the next Academic Council Meeting to be held on 03-06-2021. She discussed regarding plan of action for the next academic year.

		Prof. B.S. Rajanikath, asked the details regarding Award of Division for ME/M.Tech. Program and Director-Academics has clarified.
Agenda Item No. 3	:	Digital Transformation: i. Faculty preparedness ii. Infra Structure –IT services Practices followed towards the implementation of OBE : iii. Semester Readiness Program (SRP) iv. Rubrics for Projects and Seminars Plan of Action for the next year : Preparations towards Participatory Learning
Minutes	:	Prof. K. Krishnaveni, Director Academics, has informed that the class work for the academic year 2020-21 for both UG and PG has been conducted in blended (Online + Offline) mode for theory and labs. She also informed that the course material and faculty video lectures are made available in the CBIT-LMS portal, which can also be accessed / browsed through the CBIT library web page. She also presented in the meeting that CBIT has procured 100 user Webex academic bundle with maximum capacity of 1000 participants in each of the account. Director-Academics has informed that the Semester Readiness Program is introduced and a three level internal academic auditing process has also been introduced by IQAC from the academic year 2020-2021 onwards to reflect OBE. She further informed that Rubrics which are re-designed for Projects and Seminars and CIE of Laboratories in R-20 regulations. Results for the academic years 2017-18, 2018-19 and 2019-20 for UG and PG courses were shared by the Director-Academics. Prof. B.S. Rajanikanth asked about the decrease of pass percentage for Civil Engineering PG program. Prof Suresh Pabboju, Director-AEC&COE, has clarified that because of high demand for Civil Engineering graduates in the construction field in and around Hyderabad, most of the students are engaged by these construction Companies. Prof. B.S. Rajanikanth asked how Digital Examination is used for evaluation of laboratories. Prof. Suresh Pabbju, Director-AEC & COE clarified about the examination process.

		Principal informed that the online class work was conducted for theory courses and labs for I Semester were conducted through off-line mode. He further informed that the theory examinations for BE / B. Tech. - I Semester Students were conducted offline. Due to the Pandemic situation, the theory & Lab examinations for all the remaining Semesters were conducted through online mode.
Agenda Item No. 4	:	i. Fixation of Research targets ii. Quality in Publications and Citations of Faculty Publications iii. Organization of Training Programs iv. Organization of International Conferences v. Sponsored Projects and Consultancy Projects vi. Plagiarism Issues vii. IPRs / Patent filing.
Minutes	:	Prof. P. Ravinder Reddy, Director R&E Hub, shared about R & D activities which are going on in the campus. He informed that a separate space is allocated to each Department in the R & E Hub, the co-ordinators have been identified and they are advised in every stage. He informed that CBIT has received an approval for establishment of Atal Community Innovation Centre and has been accorded a Grant-in- aid of Rs.2.22Crores for the ACIC-CBIT Research and Entrepreneurship Foundation established and registered by CBIT as Special Purpose Vehicle. He further explained the research targets proposed for faculty and the departments. Prof. B.S. Rajanikanth suggested that two publications per year will increase pressure on the faculty and suggested to publish at least one paper in the top /good publishing group Journals (IEEE, Sage, Taylor & Fancis etc.) so that they will be automatically indexed by both Scopus and WoS. Director & Head - R&E Hub informed that AICTE ATAL academy sanctioned three FDPs, 2 STTPs were conducted in the campus. He also informed that two International Conferences were organized by the Co0llege and the 07 Projects are in progress and submitted 32 Project proposals to various sponsoring agencies. He further informed that the R&E hub has procured Turnitin software towards to ensure the quality in publications, PhD and PG Theses. He also informed that so far the institute has filed 14 Patents out of which 2 Patents are under review for the granting.

Agenda Item No. 5	:	i. New infrastructural Proposals in view of additional intake and new UG program(s) ii. Uploading of Class room Video lectures and e-Content on to the Portal
Minutes	:	Prof. N. V. Koteswara Rao, Director-IQAC, has presented the proposals submitted to the Management by the Project Office regarding the construction of new Academic buildings, Canteen block, Auditorium and other required infrastructure in view of additional intake and introduction of new Program(s). Prof. G. P. Saradhi Varma, Principal and Chairman has clarified to the query raised by Sri P. Sai Kumar, Scientist F, DRDL, regarding meeting of the requirements and standards. The procedure adopted in uploading of Class room Video lectures and e-content on to the Portal was shared by Prof. N. V. Koteswara Rao, Director-IQAC.
Agenda Item No. 6	:	Assuring of qualitative facilities for Student activities and welfare i. Co-curricular and Extra-curricular activities ii. Personal Counselling iii. Taking care of Heath of the Students
		iv. Career counselling v. Training the students on Coding Platforms vi. Efforts for improving quality placements
Minutes	:	Prof. P. Srinivas Sarma, Director-Student Affairs & Progression has presented a report on 36 Students Clubs, Co-curricular and Extra-curricular activities conducted every year in the campus. He also informed about the student counseling process. He added that a report is recorded for every problem, based on the report, necessary steps are taken for the welfare of the students. He further informed about the facilities available in the campus, to take care of the Health of students. Prof. B.S. Rajanikanth has opined that mentoring shall be more academic than personal and counseling shall be more personal than academic and he advised to involve students also in the Counseling Committee so that the students can open up for their personal problems. Prof. N.L.N. Reddy, Director- CDC gave presentation on the process of students Placements, training of Soft skills, Internships. He also shared the information about various training programs planned and conducted to the students on Coding through Coding platforms. He also mentioned the recent MoUs made with the organisations for the training the students in the coding.

		Prof. B. S. Rajanikanth asked the details of placement branch-wise and the Director-CDC has given information related to the same.
Agenda Item No. 7	:	i. NBA for UG programs ii. Implementation of three level Academic Audit iii. Program exit feedback systems
Minutes	:	Prof. N. V. Koteswara Rao, Director-IQAC informed about the status of UG-NBA Accreditation of all the UG Programs and informed that departments are ready to upload the NBA pre-qualifiers for initiating the NBA renewal process. He has also presented about three level academic audit processes which are introduced in the campus. A sample Audit form and an action taken report are also shared by Director-IQAC. He also shared informaito0n about the online 'Program exit feedback system' which is under implementation. He also evidenced the sample reports by the respective HoDs regarding the actions proposed for improvement and fixation of targets for the next academic year. Sri. Sai Kumar has asked the details regarding the members involved in auditing process and their training. Director-IQAC has clarified that senior faculty of the Institute who are familiar with the processes are involved in the auditing processes.
Agenda Item No. 8	:	i. Participation in NIRF conducted by MHRD ii. Constitution of Institute level Committee for effective Governance iii. Assessing the performance of the staff through SAR iv. Faculty retention v. Faculty selection process
Minutes	:	Mrs. B. Anne Violet, Head-HR has presented about the ranking position of the Institute in NIRF ranking since 2016 to till date and she also shared about parameter-wise action plans for improving the rank. She shared information about the constitution of Institute level Committees for effective Governance in the Institute. She also presented the existing format of SAR for assessing the performance of Teaching staff and two more new proposals are also shared in the meeting.

		Further, she has presented the changes in the recruitment procedure for the appointment of Faculty in all positions and faculty retention details. Prof. B.S. Rajanikanth suggested to have SAR for non-teaching staff also.
Agenda Item No. 9	:	Any other point with the permission of Chair : Readmitted candidate shall pay Tuition Fee for the Semester in which he/ she takes readmission, if the detention is due to shortage of attendance. This Tuition Fee is in addition to the regular tuition Fee notified for the Programme / Course. Approval is sought to include in the Rule Book.
Minutes	:	Prof. P. Suresh, Director-AEC&COE has presented regarding issues of payment of tuition fee by the detained students and the committee approved the same to include in the rule book.
		Sri L. Rambabu has suggested that to focus on Cyber Security and Network Security aspects where opportunities are more open for immediate recruitment of students. Dr. Kalyan Kumar has suggested that there is a lot of scope for Machine Learning and Artificial Intelligence and also mentioned that the students can do internships with industry so that students can be readily absorbed by the industry through campus placement. Prof. B.S. Rajanikanth informed that the quality of the institute is evaluated by both Academic and Administrative grounds. In addition to academic audit, he has advised to conduct administrative audit also. He also shared that no promotional policies are presented for teaching and non-teaching staff and he informed that in addition to promotional policies, Service & leave rules, for the teaching and non-teaching staff must be presented in the next IQAC meeting. Best practices at institutional level in the utilization of solar/renewable energy or bio-gas energies, solid waste management and the re-use of waste water should be implemented in the campus. He also advised that the Code of conduct shall be available right from the President of the institute to the student and should be prepared and maintained.

		He further suggested that the information on the web-site should be updated time to time so that the correct information will be transferred to all the stake holders. He also mentioned that the AQAR reports must be uploaded time to time in the website.
Concluding Remarks		Prof. G. P. Saradhi Varma, Principal and Chairman thanked all the External Committee members for their voluble suggestions.
		The Agenda having been discussed, the Members expressed satisfaction and approved the plans and ongoing activities.
Vote of Thanks		There being no other point, the meeting is concluded with vote of thanks by Prof. N. V. Koteswara Rao, Director IQAC.

G. P. S

Dr. G. P. Saradhi Varma
Principal & Chairman, IQAC

To
All the Members of IQAC

Note: The members are kindly requested to offer the comments, if any, within a week from the date of receipt of this communication. If no comments are received, the minutes will be taken as confirmed.