

GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 27.09.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GNIT/IQAC/01/24-25

MINUTES OF MEETING

The meeting was conducted at the IQAC Office on 27th September 2024, at 1:00 p.m., chaired by the IQAC Chairperson and Principal Dr. K. Venkata Rao.

Agenda:

1. Confirmation of the previous Minutes of Meeting held on 05.06.2024.
2. Action taken report on the previous meeting.
3. Review of Teaching-Learning Process.
4. Academic Audit for Outcome-Based Education (OBE).
5. Usage of Google Classroom & CampX software tool.
6. Review on NAAC submission for the year.
7. Recruitment of New faculty.
8. Review Course files, Labs Audits, Feedback reports and Actions to be taken.
9. R & D Proposals, Awards, Publications and Resource mobilization.
10. Placement Activities and Pre-Placement Training Programs.
11. Strengthening Alumni Relations.
12. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students progress and Encouraged to undertake more courses from NPTEL, GIAN, and SWAYAM.
13. Remedial Classes for better placement opportunities.
14. Evening Study Classes for Hostel Students for better results.
15. Infrastructure and Learning Resources.
16. Planning and preparations for Fresher's Day.
17. Discussion for NBA Application for CSE, ECE and IT.
18. Submission of Monthly Progress Report.
19. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. K. Venkata Rao, IQAC Chairperson and Principal.
2. Dr. S. P. Yadav, Dean - Academics and Research & Development.

3. Sri. K. Venugopal Reddy, Managing Director, Fluid Power System, Industry Member.
4. Dr. S. M. Subash, HoD CE, IQAC Coordinator – Member Secretary.
5. Dr. B. Vijay Kumar, Controller of Examinations & HoD ME, Member.
6. Dr. B. Santhosh Kumar, HoD CSE, Member.
7. Dr. Ch. Balakrishna, HoD CSC, Member.
8. Dr.V. Subrahmanyam, HoD IT, Member
9. Dr. Ch. Nagaraja Kumari, HoD EEE, Member
10. Prof. K. Vijaya Lakshmi, I Year B.Tech Coordinator, Member
11. Dr. B. Madhusudhan Reddy, HoD MBA, Member
12. Dr. P. Ramesh Babu, HoD H & S-1, Member
13. Dr. K. Baskar, HoD H & S-2, Member
14. Dr. Sheetal Kundra, HoD AI & DS, Member
15. Dr. P. Venkanna, Associate Professor, H & S, Member
16. Mr. G. Janardhan Reddy, Assistant Professor CE, Member
17. Mrs. P. Varalakshmi, Assistant Professor ME, Member
18. Mr. Naresh Kumar, Assistant Professor ECE, Member
19. Mr. G Kasi Reddy, Assistant Professor CSE, Member
20. Mr. Thangamani, Assistant Professor ET, Member
21. Ms. G. Lavanya, Assistant Professor IT, Member
22. Ms. R. Thanuja, Assistant Professor EEE, Member
23. Ms. G. Ashwini, Assistant Professor MBA, Member
24. Dr. P. Munendhar, Assistant Professor H&S, Member
25. Mr. J. Madhu, Assistant Professor H&S, Member
26. Mr. Rahil Hussain, Assistant Professor AI & DS, Member
27. Mr. Harshith Yarra, ECE IV (20831AO4BS) Student Member
28. Mr. K. S. Suraj, CSM III (21831A6631) Student Member
29. Mr. Harvendrana Chary, Alumni
30. Mr. Y. Shivakumar Reddy, Alumni

Discussion:

The Chairperson, Dr. K. Venkata Rao, welcomed all the members to the meeting. Dr. S. M. Subash, IQAC Coordinator, requested the Chairperson to confirm the minutes of the previous meeting held on 5th June 2024. The Coordinator then delivered a presentation on the Agenda Points including Academic Audit for Outcome-Based Education, Usage of Google Classroom, Review of NAAC/AQAR Submission, etc. All members participated in the discussions on the listed agenda points.

Minutes of the meeting

1. The Minutes of the previous meeting dated 05 June 2024, were confirmed by the Chairperson.
2. The following table implies the action taken report on the previous meeting.

Agenda No. of the Previous Meeting	Decision	Remarks
3	Outcome-based education is attained by the usage of PowerPoint presentations, student seminars, quizzes, role-plays, brainstorming sessions, group discussions, videos (NPTEL), multimedia lectures, industry visits, symposiums, and webinars.	Faculty members continued using various student-centric methodologies. Feedback was collected to assess effectiveness.
4	The chairperson suggested that the IQAC coordinator improve the team members for Academic Audit. All are instructed to continue for the successful OBE.	IQAC coordinator initiated steps to improve the team. Academic Audit preparations are in progress.
5	The Chairperson insisted that the faculty members should use the Google Classroom software tool to maintain the subject file and class file of their respective classes. Also conduct tests, assignments, presentations and quizzes. The chairperson also insisted that all faculty members need to post their attendance and other particulars related to academics to be updated regularly in CAMPX.	The Faculty members have been instructed to use Google Classroom and CAMPX regularly. Usage is being monitored.
6	Review should be done on Course files, Labs Audits, Feedback reports and Actions to be taken.	The Heads of the Department completed an initial review. A follow-up review is scheduled.
7	Preparations for R&D Proposals, Awards, Publications and Resource mobilization should be done by each department. HoD and the Concerned Coordinator are asked to motivate the faculty members to give a quality publication. Various academic, accreditation and research activities	Faculty members have been encouraged to submit quality research papers. Workshops on research writing were conducted.

	need to be focused by all faculty members. This was highlighted by the Principal, Chairperson IQAC.	
8	The chairperson also added that Placement Training and Add-on Certification Courses should be continued.	Placement training sessions and certification courses have been conducted. Reports submitted by coordinators.
9	The chairperson also added the details on the provision of seed money to faculty members, revenue generated through consultancy, comparison of critical NIRF data with peer institutions, strengthening of Alumni interaction/contribution and best practices.	Data collection initiated. Alumni interactions strengthened through networking events.
10	The chairperson insisted that student-centric learning should be put into practice and more online courses should be encouraged. He informed that the students should be encouraged to undertake more courses from NPTEL, GIAN, and SWAYAM PORTAL.	Students have been encouraged to enrol in online courses. Faculty members have been assigned to mentor students.
11	The Chairperson informed the IQAC and NAAC coordinator & members to look into the data requirements for renewal of NAAC from the year 2025.	NAAC coordinators initiated data compilation and assessment. Preparations underway.
12	The Chairperson instructed all the Heads of the Departments to assign faculty members for Remedial classes. Remedial and Revision classes have to be conducted to reduce the backlogs and make them eligible for placement. Also instructed to share the solved previous question papers and question bank with solutions to the students for better results.	Faculty assigned for remedial classes. Question Banks and solved papers shared with students.
13	The Chairperson instructed HoD- H&S to conduct the evening study classes for the hostel students and also conduct remedial classes for the students depending upon their performance in the mid-examination.	Evening study sessions were initiated for hostel students. Attendance and performance are being monitored.

14	All the Heads of the Departments are instructed by the chairperson to plan for the Graduation Day for the passed-out students.	Graduation day was completed.
15	The chairperson instructed the Infrastructure Coordinators to make proper arrangements for infrastructure and learning resources.	Infrastructure improvements initiated. Resource gaps are being addressed.
16	The chairperson instructed the Department of Civil Engineering and EEE to be ready for the upcoming NBA inspection.	NBA Inspection completed and awaiting results.

3. Review of the Teaching-Learning process.

Usage of projectors, Proper utilization of resources, etc

4. Academic Audit for Outcome Based- Education.

The Academic Audit Committee needs to audit and submit the report to the IQAC Chairperson. Both internal and external audits are to be done.

5. Usage of Google Classroom & CampX software tool.

ERP coordinator is instructed to regularly submit status of Google Classroom & CampX.

6. Review on NAAC/AQAR submission for the year.

The NAAC validity is up to 13.02.2025. So the IQAC Chairperson instructed the IQAC Coordinator to be ready for the submission of AQAR 2023-24.

7. Recruitment of New faculty.

The IQAC chairperson instructed all the HoDs to maintain the proper student-faculty ratio and go for new recruitment if required.

8. Review Course files, Labs Audits, Feedback reports and Actions to be taken.

The IQAC chairperson instructed all the HoDs to verify and submit to the Dean of Academics as per the schedule.

9. R & D Proposals, Awards, Publications and Resource mobilization.

The IQAC Chairperson instructed all the HoDs & IQAC members to submit ATAL FDP Proposals since the last date of submission is 30.09.2024. Also R & D coordinator to follow up with faculty to publish yearly at least one Scopus/SCI/UGC publication & improve the Consultancy.

10. Placement Activities and Pre-Placement Training Programs.

Pre-placement training completed for second and third-year students. Probably within a week first and final year will be started. The IQAC Chairperson instructed the Placement coordinator to follow up with the placement Head.

11. Strengthening Alumni.

The IQAC chairperson instructed all the HoDs to gather the alumni data and need of their contribution to the Institute.

12. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage them to undertake more courses from NPTEL, GIAN, and SWAYAM.

Special Classes are scheduled for the guidance students in terms of participation in GATE, GRE, NPTEL etc.

13. Remedial Classes for better placement opportunities.

After the results analysis remedial classes are to be initiated by all HoDs.

14. Evening Study Classes for Hostel Students for better results.

Additional classes need to be planned for the hostel students from 4.00 a.m to 5.00 p.m

15. Infrastructure and Learning Resources.

As per the requirement of AICTE, JNTUH, NAAC & NBA all infrastructure needs to be updated.

16. Planning and preparations for Fresher's Day.

Fresher's Day is planned to be conducted on 05.10.2024 from 9.00 a.m. to 3.00 a.m.

17. Discussion for NBA Application for CSE, ECE and IT.

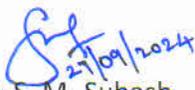
The validity for these three programs is up to 30.06.2025. Application for next year should be under Tier I. The IQAC Chairperson instructed the respective HoDs to be ready for the required process.

18. Monthly Progress Report

All the HoDs need to submit the monthly progress report every month by the first week of Friday to the IQAC office.

19. The next meeting should be conducted in December 2024.

The IQAC Chairperson summarized the various points discussed in the meeting and ended the meeting with a vote of thanks.


Dr. S. M. Subash
IQAC Coordinator


Dr. K. Venkata Rao
Principal & IQAC Chairperson

Copy to:

- The Director
- The Dean – Academics
- IQAC Coordinators
- All IQAC Members and file

Approved by
AICTEAffiliated to
JNTUHAccredited by
National Assessment &
Accreditation Council**AUTONOMOUS**
under Section
2(f) of
University Grants
Commission Act

GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 20.12.2024

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GNIT/IQAC/02/24-25

MINUTES OF MEETING

The meeting was conducted at the IQAC Office on 20th December 2024, at 1:00 p.m., chaired by the IQAC Chairperson and Principal Dr. K. Venkata Rao.

Agenda:

1. Confirmation of the previous Minutes of Meeting held on 27.09.2024.
2. Action taken report on the previous meeting.
3. Review of Teaching-Learning process
4. Usage of Google Classroom software tool
5. Conduction of Exams.
6. Review the Course files, the Labs Audit, the Feedback Reports and the Action to be taken.
7. R & D Proposals, Awards, Publications and Resource mobilization
8. Placement Activities and Pre-Placement Training Programs.
9. Best Practices and Physical facilities,
10. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage them to undertake more courses from NPTEL, GIAN, and SWAYAM.
11. Review on AQAR 2023-24 submission
12. Infrastructure and Learning Resources
13. Discussion on NBA Application for CSE, ECE and IT.
14. Review the NIRF 2023-24 submission
15. Submission of Monthly Progress Report.
16. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. K. Venkata Rao, IQAC Chairperson and Principal.
2. Dr. S. P. Yadav, Dean - Academics and Research & Development.
3. Sri. K. Venugopal Reddy, Managing Director, Fluid Power System, Industry Member.
4. Dr. S. M. Subash, HoD CE, IQAC Coordinator – Member Secretary.
5. Dr. N. Kotilingaiah, Assistant Professor H & S, IQAC Co-Cordinator.
6. Dr. B. Vijay Kumar, Controller of Examinations & HoD ME, Member.

7. Dr. B. Santhosh Kumar, HoD CSE, Member.
8. Dr. Ch. Balakrishna, HoD CSC, Member.
9. Dr.V. Subrahmanyam, HoD IT, Member
10. Dr. Ch. Nagaraja Kumari, HoD EEE, Member
11. Prof. K. Vijaya Lakshmi, I Year B.Tech Coordinator, Member
12. Dr. B. Madhusudhan Reddy, HoD MBA, Member
13. Dr. P. Ramesh Babu, HoD H & S-1, Member
14. Dr. K. Baskar, HoD H & S-2, Member
15. Dr. Sheetal Kundra, HoD AI & DS, Member
16. Dr. P. Venkanna, Associate Professor, H & S, Member
17. Mr. G. Janardhan Reddy, Assistant Professor CE, Member
18. Mrs. P. Varalakshmi, Assistant Professor ME, Member
19. Mr. Naresh Kumar, Assistant Professor ECE, Member
20. Mr. G Kasi Reddy, Assistant Professor CSE, Member
21. Mr. Thangamani, Assistant Professor ET, Member
22. Ms. G. Lavanya, Assistant Professor IT, Member
23. Ms. R. Thanuja, Assistant Professor EEE, Member
24. Ms. G. Ashwini, Assistant Professor MBA, Member
25. Dr. P. Munendhar, Assistant Professor H&S, Member
26. Mr. J. Madhu, Assistant Professor H&S, Member
27. Mr. Rahil Hussain, Assistant Professor AI & DS, Member
28. Mr. Harshith Yarra, ECE IV (20831AO4BS) Student Member
29. Mr. K. S. Suraj, CSM III (21831A6631) Student Member
30. Mr. Harvendrana Chary, Alumni
31. Mr. Y. Shivakumar Reddy, Alumni

Discussion:

The Chairperson, Dr. K. Venkata Rao, welcomed all the members to the meeting. Dr. S. M. Subash, the IQAC Coordinator requested the Chairperson to confirm the minutes of the previous meeting held on 27th September 2024. The Coordinator then delivered a presentation Review of the Teaching-Learning process, Usage of the Google Classroom software tool, the Conduction of exams, Review of Course files, Labs Audits, Feedback reports and Actions to be taken etc. All members participated in the discussions on the listed agenda points.

Minutes of the meeting

1. The Minutes of the previous meeting dated 27 September 2024, were confirmed by the Chairperson.
2. The following table implies the action taken report on the previous meeting.

Agenda No. of the Previous Meeting	Decision	Remarks
3.	Usage of projectors, Proper utilization of resources, etc	Projectors have been checked for functionality, and faculty has been instructed on optimal usage. Resource utilization guidelines have been circulated.
4.	The Academic Audit Committee needs to audit and submit the report to the IQAC Chairperson. Both internal and external audits are to be done.	Internal audit has been completed, and the external audit process is in progress. The report will be submitted as per schedule.
5.	ERP coordinator is instructed to regularly submit status of Google Classroom & CampX.	The ERP coordinator has started submitting regular status reports. The first report has been reviewed.
6.	The NAAC validity is up to 13.02.2025. So the IQAC Chairperson instructed the IQAC Coordinator to be ready for the submission of AQAR 2023-24.	Data collection for AQAR 2023-24 is underway. The submission process has been initiated.
7.	The IQAC chairperson instructed all the HoDs to maintain the proper student-faculty ratio and go for new recruitment if required.	HoDs have reviewed the faculty-student ratio, and recruitment requirements have been identified. The hiring process is under discussion.
8.	The IQAC chairperson instructed all the HoDs to verify and submit to the Dean of Academics as per the schedule.	The verification process is completed, and the required documents have been submitted to the Dean of Academics.
9.	The IQAC Chairperson instructed all the HoDs & IQAC members to submit ATAL FDP Proposals since the last date of submission is 30.09.2024. Also R & D coordinator to follow up with faculty to publish yearly at least one Scopus/SCI/UGC	ATAL FDP proposals are being submitted. Faculty members have been reminded to focus on publishing research articles and improving consultancy activities.

	publication & improve the Consultancy.	
10.	Pre-placement training completed for second and third-year students. Probably within a week first and final year will be started. The IQAC Chairperson instructed the Placement coordinator to follow up with the placement Head.	Pre-placement training has been successfully initiated for first and final-year students. Placement follow-ups are in progress.
11.	The IQAC chairperson instructed all the HoDs to gather the alumni data and need of their contribution to the Institute.	Alumni data collection has begun, and meetings are planned to explore their contributions.
12.	Special Classes are scheduled for the guidance students in terms of participation in GATE, GRE, NPTEL etc.	Special classes have commenced, and students have been notified of schedules.
13.	After the results analysis remedial classes are to be initiated by all HoDs.	Remedial classes are being planned and conducted.
14.	Additional classes need to be planned for the hostel students from 4.00 a.m to 5.00 p.m	A timetable for additional classes has been drafted and implemented for hostel students.
15.	As per the requirement of AICTE, JNTUH, NAAC & NBA all infrastructure needs to be updated.	Infrastructure assessment has been initiated, and necessary upgrades are planned.
16.	Fresher's Day is planned to be conducted on 05.10.2024 from 9.00 a.m. to 3.00 a.m.	Freshers' day was conducted as per the schedule.
17.	The validity for these three programs (CSE, ECE & IT) is up to 30.06.2025. Application for next year should be under Tier I. The IQAC Chairperson instructed the respective HoDs to be ready for the required process.	HoDs have started the documentation process for the Tier I application. Preparation is ongoing.
18.	All the HoDs need to submit the monthly progress report every month by the first week of Friday to the IQAC office.	Monthly progress reports have been submitted and reviewed. The practice will continue as per schedule.

3. Review of the Teaching-Learning process.

Faculty members shared updates on improvements. The need for interactive teaching methodologies was emphasized.

4. Usage of Google Classroom software tool & CAMPX

ERP coordinator provided updates on Google Classroom & CAMPX usage. Regular monitoring and feedback were advised.

5. Conduction of exams.

Exam schedules were reviewed, and improvements in evaluation processes were suggested.

6. Review the Course files, Labs Audit, Feedback reports and Action to be taken.

Course files and lab audits were discussed. Feedback mechanisms were analyzed, and corrective actions were planned.

7. R & D Proposals, Awards, Publications, and Resource mobilization.

Faculty members were encouraged to submit proposals and increase research publications. Funding opportunities were discussed.

8. Placement Activities and Pre-Placement Training Programs.

The placement coordinator provided updates on ongoing training and placement activities. Improvements in student preparation were suggested.

9. Best Practices and Physical facilities.

Existing best practices were reviewed, and additional measures for campus improvements were discussed.

10. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encouragement to undertake more courses from NPTEL, GIAN, and SWAYAM.

Special sessions and guidance workshops were planned for students. Faculty members were assigned mentoring responsibilities.

11. Review the AQAR 2023-24 submission.

The AQAR submission process was reviewed, and necessary data collection deadlines were set.

12. Infrastructure and Learning Resources.

Requirements for infrastructure improvements were noted. Budget allocations were discussed.

13. Discussion on NBA Application for CSE, ECE, and IT.

The application status was reviewed, and further documentation needs were identified.

14. Review the NIRF 2023-24 submission.

Updates on NIRF submission were presented. Necessary improvements were recommended.

15. Submission of Monthly Progress Report.

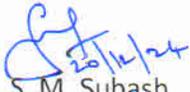
HoDs were reminded to submit reports on time.

The next meeting should be conducted in March 2025.

16. Any other point/issue with the permission of the IQAC Chairperson.

Additional concerns were raised and addressed accordingly.

The IQAC Chairperson summarized the various points discussed in the meeting and ended the meeting with a vote of thanks.



Dr. S. M. Subash

IQAC Coordinator



Dr. K. Venkata Rao

Principal & IQAC Chairperson

Copy to:

- The Director
- The Dean – Academics
- IQAC Coordinators
- All IQAC Members and file

GURU NANAK INSTITUTE OF TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 28.03.2025

MINUTES OF MEETING

The meeting was conducted at IQAC Office on 28th March 2025, at 1:00 p.m., chaired by IQAC Chairperson and Principal Dr. K. Venkata Rao.

The Agenda is as follows:

1. Confirmation of the previous Minutes of Meeting held on 20.12.2024
2. Action taken report on previous meeting (actions taken based on the discussions in a meeting).
3. Reviews of Teaching learning process
4. Academic Audit for Outcome Based Education
5. Usage of ERP(campx) software tool
6. Conduction of exams and announcement of results
7. Review on Course files, Labs Audit, Feedback reports and Action to be taken.
8. R & D Proposals, Awards, Publications and Resource mobilization
9. Placement Activities and Pre-Placement Training Programs. Project training programs
10. Reviews of SSR for NAAC.
11. Discussion for NBA accreditation
12. Khel Mahotsav, Annual Day program, Graduation day program, Farewell day program
13. Strengthening Alumni.
14. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM.
15. Remedial Classes for the better placement opportunities.
16. Evening Study Classes for Hostel Students for better results.
17. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. K. Venkata Rao, IQAC Chairperson and Principal
2. Dr. S. P. Yadav, HoD ECE, Member, Dean – Academics and Research & Development
3. Sri. K. Venugopal Reddy, Managing Director, Fluid Power System, Industry Member
4. Dr. S. M. Subash, HOD CE, IQAC Coordinator - Member Secretary
5. Dr. N. Kotilingaiah, H&S, IQAC Co-Coordinator
6. Dr. B. Vijay Kumar, Controller of Examinations & HOD ME, Member
7. Dr. B. Santhosh Kumar, HoD CSE, Member
8. Dr. Sheetal Kundra, HoD AI & DS, Member
9. Dr. Mahesh Lokhande, HoD CSM, Member
10. Dr. Ch. Balakrishna, HoD CSC, Member
11. Dr. Ch. Nagaraja Kumari, HoD EEE, Member
12. Prof. K. Vijaya Lakshmi, I Year B.Tech Coordinator, Member
13. Dr. B. Madhusudhan Reddy, HoD MBA, Member
14. Dr. P. Ramesh Babu, HoD H & S1, Member

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15. Dr. K. Baskar, HoD H & S2, Member
16. Dr. P. Venkanna, Associate Professor, H & S, Member
17. Mr. G. Janardhan Reddy, Assistant Professor CE, Member
18. Mrs. P. Varalakshmi, Assistant Professor ME, Member
19. Mr. D.Naresh Kumar, Assistant Professor ECE, Member
20. Mr. G Kasi Reddy, Assistant Professor CSE, Member
21. Mr. Rahil Hussain, Assistant Professor AI & DS, Member
22. Ms. Uzma Yaseen Bhat, Assistant Professor CSM, Member
23. Mrs. K. Nirmala , Assistant Professor CSC, Member
24. Mrs. B. Srivalli, Assistant Professor IT, Member
25. Ms. R. Thanuja, Assistant Professor EEE, Member
26. Ms. G. Ashwini, Assistant Professor MBA, Member
27. Mr. J. Madhu, Assistant Professor H&S, Member
28. Mr. Rahil Hussain, Assistant Professor AI & DS, Member
29. Mr. Harshith Yarra, ECE IV (20831A04BS) Student Member
30. Mr. K. S. Suraj, CSM III (21831A6631) Student Member
31. Mr. Harvendrana Chary, Alumni
32. Mr. Y. Shivakumar Reddy, Alumni

Discussion:

The Chairperson, Dr. K. Venkata Rao welcomed all the members to the meeting. Dr. S. M. Subash, IQAC Coordinator, requested the Chairperson to confirm the minutes of the previous meeting held on 20th December 2025. The Coordinator then delivered a presentation Review of Reviews of Teaching Learning Process, Academic Audit for Outcome Based Education, Usage of ERP (Campx) software tool, Reviews of SSR for NAAC, Discussion for NBA accreditation, Khel Mahotsav, Annual Day Program, Graduation Day Program, Farewell Day program, Strengthening Alumni, Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. All members participated in the discussions on the listed agenda points.

Minutes of the meeting

1. The Minutes of the previous meeting dated 20 December 2024, were confirmed by the Chairperson.
2. The following table implies the action taken report on the previous meeting.

Agenda No. of previous meeting	Decision	Remarks
3	Review of Teaching-Learning process	Teachers taught regularly and used smart tools for better learning. Tests were conducted on time, and extra help was given to weak students by verifying the HoD's
4	Usage of Google Classroom software tool	The ERP Coordinator has started submitting regular status reports. The Second report has been reviewed

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5	Conduction of exams.	"The exams were conducted smoothly and as per the schedule. Proper discipline and evaluation were maintained throughout the process, and it was verified by the Dean (Academic) and CoE.
6	Review on Course files, Labs Audit, Feedback reports and Action to be taken	Course files were well-maintained by the IQAC, and the lab audit conducted by the AAC identified areas for improvement. Feedback reports were reviewed through the HoDs, and appropriate actions will be taken to enhance practical sessions and resources.
7	R & D Proposals, Awards, Publications and Resource mobilization	R&D proposals were successfully submitted to the Dean, resulting in awards and recognition. Publications have increased, and efforts for resource mobilization are being further strengthened.
8	Placement Activities and Pre-Placement Training Programs.	Pre-placement training has been successfully initiated for first and final-year students. Placement follow-ups are in progress.
9	Best Practices and Physical facilities,	GNIT ensures quality education through innovative best practices and a student-centric approach. The institution is equipped with state-of-the-art physical facilities that foster academic and holistic development.
10	Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM.	Special classes have commenced at GNIT, and students have been duly informed of the schedules.
11	Review on AQAR 2023-24 submission	The AQAR 2023-24 for GNIT has been successfully submitted, reflecting the institution's continuous efforts toward academic excellence and quality enhancement across all criteria.
12	Infrastructure and Learning Resources	GNIT enhances teaching with modern infrastructure, including advanced digital boards in classrooms.
13	Discussion on NBA Application for CSE, ECE and IT.	GNIT conducted a discussion on NBA application for CSE, ECE, and IT departments to ensure readiness and compliance.
14	Review on NIRF 2023-24 submission	GNIT successfully submitted the NIRF 2023-24 data, ensuring accuracy and alignment with ranking parameters.
15	Submission of Monthly Progress Report IN IQAC to IQAC Coordinator	The monthly progress report has been submitted, highlighting key activities, achievements, and areas for improvement.

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16	Any other point/issue with the permission of the IQAC Chairperson.	With the permission of the IQAC Chairperson, the review of quality assurance policies will be discussed in the next meeting in March 2025.
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3. Reviews of Teaching learning process

Faculty members shared updates on improvements, emphasizing the importance of interactive teaching methodologies.

4. Academic Audit for Outcome Based Education

The Academic Audit for Outcome-Based Education was discussed, focusing on aligning curriculum and assessment methods with learning outcomes at GNIT.

5. Usage of ERP (campx) software tool

The ERP coordinator provided updates on CAMPX usage, advising regular monitoring and feedback.

6. Conduction of exams and announcement of results

The conduction of exams and announcement of results for first, second, third, and final-year students at GNIT was discussed and scheduled.

7. Review on Course files, Labs Audit, Feedback Reports and Action to be taken.

Course files and lab audits were discussed. Feedback mechanisms were analyzed, and corrective actions were planned.

8. R & D Proposals, Awards, Publications and Resource mobilization

Faculty members were encouraged to submit proposals and increase research publications. Funding opportunities were discussed.

9. Placement Activities and Pre-Placement Training Programs. Project training programs

The Placement Coordinator provided updates on ongoing training and placement activities, and suggested improvements in student preparation.

10. Reviews of SSR for NAAC

The NAAC Chairperson at GNIT led a discussion on reviewing the SSR for NAAC accreditation, with a focus on documentation and compliance with standards.

11. Discussion for NBA accreditation

It was noted that the Computer Science & Engineering (CSE), Electronics & Communication Engineering (ECE), and Information Technology (IT) departments are due for renewal of NBA accreditation. Heads of these departments were instructed to initiate the preparation of the Self-Assessment Report (SAR) and begin readiness activities, including data compilation and internal audits. Departments that are currently not accredited but meet the eligibility criteria were encouraged to consider applying for NBA accreditation.

GURU NANAK INSTITUTE OF TECHNOLOGY

12. Khel Mahotsav, Annual Day program, Graduation day program, Farewell day program

A discussion was held at GNIT regarding the planning and execution of the Khel Mahotsav, Annual Day, Graduation Day, and Farewell Day programs.

13. Strengthening Alumni.

A discussion was held at GNIT on strengthening alumni relations through regular engagement, events, and the creation of a robust alumni network.

14. Guidance for students to appear for GRE, TOEFL, GATE, IELTS, PTE, etc. for students' progress and Encourage to undertake more courses from NPTEL, GIAN, and SWAYAM. Special sessions and guidance workshops were planned for students. Faculty members were assigned mentoring responsibilities.

15. Remedial Classes for the better placement opportunities.

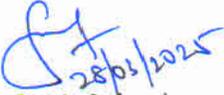
A discussion was held at GNIT on conducting remedial classes to enhance students' skills and improve placement opportunities

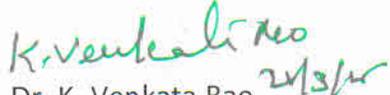
16. Evening Study Classes for Hostel Students for better results.

A discussion was held at GNIT on organizing evening study classes for hostel students to improve academic performance and achieve better results.

17. Any other point/issue with the permission of the IQAC Chairperson.

Additional concerns were raised and addressed accordingly. The IQAC Chairperson summarized the key points discussed and concluded the meeting with a vote of thanks.


Dr. S. M. Subash
IQAC Coordinator


Dr. K. Venkata Rao
Principal & IQAC Chairperson
Dr. Koduganti Venkata Rao
PRINCIPAL
Guru Nanak Institute of Technology
Ibrahimpattam, R.R. Dist. Telangana-501 506.

Copy to:

- The Director
- The Dean Academics
- IQAC Coordinator
- All IQAC Members

GURU NANAK INSTITUTE OF TECHNOLOGY

Date: 09.06.2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GNIT/IQAC/04/24-25

MINUTES OF MEETING

The meeting was conducted at the IQAC Office on 9th June 2025, at 1:00 p.m. chaired by the IQAC Chairperson and Principal Dr. K. Venkata Rao.

The Agenda was as follows:

1. Confirmation of the previous Minutes of Meeting held on 26.03.2025.
2. Action taken report on previous meeting (actions taken based on the discussions in a meeting).
3. Review of Academic Activities – Even Semester 2024–25.
4. Student Performance & Result Analysis.
5. Review of Teaching–Learning Process.
6. Academic Audit for Outcome-Based Education (OBE).
7. Usage of Google Classroom, CAMPX, LMS & Digital Tools.
8. Review of Course Files, Lab Audits, Feedback Reports & Action Taken Report.
9. R&D Activities: Proposals, Awards, Publications, Consultancy & Resource Mobilization.
10. Placement Activities, Internship Progress & Pre-Placement Training Programs.
11. Best Practices & Strengthening of Physical Facilities.
12. Guidance for Higher Studies (GRE, TOEFL, IELTS, PTE, GATE, etc.) and Encouraging MOOCs (NPTEL, SWAYAM, GIAN).
13. Review of AQAR Submission for the Year 2024–25.
14. Remedial Classes for Better Student Performance & Placement Readiness.
15. Evening Study Classes for Hostel Students – Review & Improvement Plan.
16. Infrastructure & Learning Resources Upgradation Requirements.
17. Conduct of R-25 BoS as per JNTUH Regulations (Curriculum Revision).
18. Discussion on NBA Accreditation for CSE, IT & ECE Departments.
19. Review of Extension, Outreach & Institutional Social Responsibility (ISR) Activities.
20. Internal Assessment Reforms & CO–PO Attainment (OBE) Status Review.
21. Faculty Development Programs (FDPs), STTPs & Workshops – Planning for 2025–26.
22. Mentoring, Counseling & Student Support Mechanisms.
23. Digital Documentation, Reference Numbering System & Data Management.
24. Any other point/issue with the permission of the IQAC Chairperson.

Members Present:

1. Dr. K. Venkata Rao, IQAC Chairperson and Principal
2. Dr. S. P. Yadav, HoD ECE, Member, Dean – Academics
3. Sri. K. Venugopal Reddy, Managing Director, Fluid Power System, Industry Member
4. Dr. S. M. Subash, HOD CE, IQAC Coordinator - Member Secretary
5. Dr. N. Kotilingaiah, H&S, IQAC Co-Coordinator
6. Dr. B. Vijay Kumar, Controller of Examinations & HOD ME, Member
7. Dr. B. Santhosh Kumar, HoD CSE, Member
8. Dr. Sheetal Kundra, HoD AI & DS, Member
9. Dr. Mahesh Lokhande, HoD CSM, Member
10. Dr. Ch. Balakrishna, HoD CSC, Member
11. Dr. Ch. Nagaraja Kumari, HoD EEE, Member
12. Prof. K. Vijaya Lakshmi, I Year B.Tech Coordinator, Member
13. Dr. B. Madhusudhan Reddy, HoD MBA, Member
14. Dr. P. Ramesh Babu, HoD H & S1, Member
15. Dr. K. Baskar, HoD H & S2, Member
16. Dr. P. Venkanna, Associate Professor, H & S, Member
17. Mr. G. Janardhan Reddy, Assistant Professor CE, Member
18. Mrs. P. Varalakshmi, Assistant Professor ME, Member
19. Mr. D. Naresh Kumar, Assistant Professor ECE, Member
20. Mr. G Kasi Reddy, Assistant Professor CSE, Member
21. Mr. Rahil Hussain, Assistant Professor AI & DS, Member
22. Ms. Uzma Yaseen Bhat, Assistant Professor CSM, Member
23. Mrs. K. Nirmala , Assistant Professor CSC, Member
24. Mrs. B. Srivalli, Assistant Professor IT, Member
25. Ms. R. Thanuja, Assistant Professor EEE, Member
26. Ms. G. Ashwini, Assistant Professor MBA, Member
27. Mr. J. Madhu, Assistant Professor H&S, Member
28. Mr. Rahil Hussain, Assistant Professor AI & DS, Member
29. Mr. Harshith Yarra, ECE IV (20831A04BS) Student Member
30. Mr. K. S. Suraj, CSM III (21831A6631) Student Member
31. Mr. Harvendrana Chary, Alumni
32. Mr. Y. Shivakumar Reddy, Alumni

Discussion

The Chairperson, **Dr. K. Venkata Rao**, welcomed all the members to the meeting and initiated the session. **Dr. S. M. Subash**, IQAC Coordinator, presented the minutes of the previous meeting held on **28th March 2025** and requested the Chairperson to confirm the same.

The Chairperson reviewed the recorded points, acknowledged that all action items from the previous meeting were appropriately addressed by the respective departments, and formally approved the minutes without further modifications. The members collectively agreed to adopt the confirmed minutes, and the meeting proceeded to the next agenda items.

Minutes

1. Previous Minutes of Meeting, dated 28 March 2025 were confirmed by the Chairperson.
2. The following table implies the action taken report on previous meeting.

Agenda Point No.	Agenda Item	Action Taken
3	Review of Teaching-Learning Process	Faculty adopted interactive and technology-enhanced teaching methods. Continuous assessments were conducted, and support sessions for slow learners were arranged.
4	Academic Audit for Outcome-Based Education (OBE)	Academic audit was conducted as per OBE norms. Course outcomes, mapping, and assessment practices were reviewed; corrective suggestions were issued to departments.
5	Usage of ERP (CAMPX) Software Tool	ERP Coordinator monitored usage and provided training to faculty. Regular status reports were submitted and reviewed by the committee.
6	Conduction of Exams & Announcement of Results	Exams were conducted smoothly as per schedule. Evaluation was completed within the stipulated time, and results were announced promptly for all years.
7	Review on Course Files, Lab Audit & Feedback Reports	Course files were updated and verified. Lab audits identified required improvements. Feedback reports were analyzed, and departments implemented corrective actions.
8	R&D Proposals, Awards, Publications & Resource Mobilization	Faculty was motivated to submit research proposals. Several proposals were forwarded to funding agencies and also publications increased across departments.
9	Placement Activities & Pre-Placement / Project Training	Pre-placement training sessions were conducted for students. Mock interviews, aptitude training, and project guidance activities were strengthened.
10	Review of SSR for NAAC	SSR review was completed by NAAC Committee. Documentation and data verification were strengthened to meet accreditation standards.

11	Discussion on NBA Accreditation	CSE, ECE & IT departments initiated preparation of SAR reports. Supporting documents, data compilation, and internal audits were started. Non-accredited departments were advised to prepare for NBA eligibility.
12	Khel Mahotsav, Annual Day, Graduation Day, Farewell Events	Committees were formed and conducted certain events and possibly other events by month of July/August. Activity timelines and responsibilities were assigned budget and logistics discussions initiated.
13	Strengthening Alumni Relations	Alumni meetings and interactions were planned. Alumni database was updated.
14	Guidance for Competitive Exams & Online Courses	Special coaching sessions for competitive exams were conducted. Students were encouraged to enroll in NPTEL and SWAYAM courses.
15	Remedial Classes for Better Placement Opportunities	Remedial classes were scheduled for aptitude, communication skills, and technical subjects to support better placement outcomes.
16	Evening Study Classes for Hostel Students	Evening supervised study sessions started in the hostels. Faculty mentors monitored progress and guided students for academic improvement.

3. Review of Academic Activities – Even Semester 2024–25

The IQAC reviewed the academic activities of the Even Semester 2024–25 and noted that all departments adhered to the academic calendar, completed the syllabus on time, maintained attendance records, and updated lesson plans and faculty diaries. The committee instructed all HoDs to complete and upload the required academic documentation, including teaching plans, internal marks, and attendance registers.

4. Student Performance & Result Analysis

The IQAC examined the results of the semester and identified certain courses with lower pass percentages. Departments presented action points, and the committee advised immediate planning of remedial classes, improved internal assessment preparation, and focused mentoring for academically weak students to enhance performance in the upcoming semester.

5. Review of Teaching–Learning Process

The teaching–learning processes, including instructional methods, ICT tools usage, classroom engagement, and mentoring practices, were reviewed. The committee emphasized greater adoption of experiential learning, case-based teaching, and innovative

pedagogies and instructed faculty to integrate more ICT-enabled teaching methods from the next semester.

6. Academic Audit for Outcome-Based Education (OBE)

The internal OBE academic audit findings were discussed, and CO–PO attainment reports were reviewed. The IQAC instructed all departments to finalize the CO attainment calculations for 2024–25 and ensure that all course files reflect revised OBE templates, assessment tools, and mapping schemes appropriately.

7. Usage of Google Classroom and CAMPX

Usage reports of Google Classroom and CAMPX were reviewed and found satisfactory overall, though a few faculty required improvement in timely updating of content, assignments, and assessments. The committee resolved that the use of both platforms is mandatory from AY 2025–26 and that a training session will be organized for faculty needing additional support.

8. Review of Course Files, Lab Audit, Feedback Reports and ATR

The IQAC examined course file verification reports, laboratory audit findings, and student/stakeholder feedback summaries. Gaps related to documentation, equipment maintenance, and student feedback analysis were identified, and the committee instructed departments to complete all corrective actions before the commencement of the next semester.

9. R&D Proposals, Awards, Publications and Resource Mobilization

The committee reviewed the status of ongoing research projects, publications, consultancy activities, and external funding proposals. Departments were instructed to submit at least two research or funding proposals (SERB, AICTE, DST, etc.) by September 2025 and to strengthen interdisciplinary research and industry collaboration to improve resource mobilization.

10. Placement Activities and Pre-Placement Training Programs

Placement progress and training activities were reviewed, and it was noted that students require more focused practice in aptitude, coding, communication, and interview preparation.

11. Best Practices and Physical Facilities

Institutional and departmental best practices were reviewed, including digital initiatives, green campus practices, and innovation activities. The committee recommended that each department identify and document at least one new best practice for AQAR 2025–26 and ensure continuous improvement of physical facilities and learning environments.

12. Guidance for GRE, TOEFL, GATE, IELTS, PTE & Encouragement for MOOCs

The committee discussed the need to strengthen support for students preparing for higher education examinations and online certification courses. It was resolved to conduct

monthly orientation sessions, provide mock tests, and encourage students to enroll in NPTEL, and SWAYAM courses to enhance their academic and career prospects.

13. Review of AQAR Submission for the Year 2024–25

The status of AQAR documentation was reviewed, and it was observed that some departments had not yet uploaded the required data and proofs. The committee instructed all departments to submit the pending documents to the IQAC by 10 August 2025 to ensure timely completion of the AQAR submission.

14. Remedial Classes for Better Placement Opportunities

Remedial classes conducted for academically weak students were reviewed, and the committee emphasized their importance for improving student performance and employability. Departments were instructed to conduct regular remedial sessions in the upcoming semester with proper documentation and assessment of progress.

15. Evening Study Classes for Hostel Students

The IQAC reviewed the functioning of evening study hours for hostel students and noted moderate participation. The committee instructed hostel wardens to ensure higher attendance and faculty to follow a rotational schedule to monitor study hours, thereby supporting students in achieving better academic results.

16. Infrastructure and Learning Resources

Department-wise requests for infrastructure upgrades, including laboratory equipment, classroom ICT facilities, and software tools, were reviewed. The committee approved procurement of critical items on priority to support academic delivery.

17. Conduct of R-25 BoS as per JNTUH Regulations

The requirements for conducting the R-25 BoS under JNTUH guidelines were reviewed, including curriculum restructuring, credit distribution, syllabus updates, and assessment patterns. The committee resolved to conduct the BoS meeting before 30 July 2025 and instructed departments to finalize revised syllabi, CO–PO mapping, and model question paper formats in line with the JNTUH model curriculum.

18. Discussion for NBA for CSE, IT & ECE

NBA-related documentation, SAR preparation status, and compliance requirements for CSE, IT, and ECE were reviewed. The IQAC instructed departments to complete all pending documents, strengthen outcome-based assessment records, and prepare for a mock NBA audit.

19. Extension, Outreach and ISR Activities

The committee reviewed outreach activities conducted by departments and NSS units and emphasized their importance for NAAC Criterion 3. Departments were instructed to conduct a minimum of two extension or community outreach activities in the next semester with proper reporting and documentation.

20. Internal Assessment Reforms & CO-PO Attainment

The committee reviewed proposed reforms in internal assessment and the updated templates for R-25. It was resolved that all internal exams from AY 2025-26 must follow the revised question paper pattern, evaluation rubrics, and OBE-compliant assessment tools to ensure uniformity across departments.

21. FDPs, Workshops and Faculty Development Programs

The need for continuous upskilling of faculty was discussed, and the committee resolved to organize a series of FDPs, workshops, and STTPs, emphasizing emerging technologies, pedagogy, and research methodologies to enhance faculty competency.

22. Mentoring, Counseling and Student Support

Mentoring and counseling documentation was reviewed, and the committee advised all mentors to strengthen student tracking, conduct monthly counseling sessions, and submit reports to IQAC regularly to support academic, career, and personal development needs of students.

23. Digital Documentation & Reference Number System

The IQAC reviewed documentation practices and noted inconsistencies in departmental filing systems. The committee instructed strict adherence to the institutional reference number system for all documents, circulars, and reports to ensure uniformity and ease of audit.

The Principal invited final remarks, addressed brief clarifications, and confirmed that there were no additional concerns. The Principal summarized the key decisions taken during the meeting and concluded the session with a **vote of thanks** to all members for their participation.



Dr. S. M. Subash

Coordinator, IQAC



Dr. K. Venkata Rao

Chairperson, IQAC & Principal

09/06/25

Copy to:

- The Director
- All IQAC Members and file