



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

MINUTES OF MEETING

2019-2020



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2019-2020/Meeting - 01

1st June, 2019


All IQAC members are requested to attend the quarterly meeting to be held on 4th June, 2019.

Venue : Boardroom

Time : 10:00 AM

Agenda:

1. Approval of minutes of meeting held on 4th March, 2019.
2. Academic calendar for the academic year 2019-2020.
3. Organization of FDPs and Seminars on latest trends in engineering and management
4. Recruitment of new faculty in order to maintain faculty-student ratio for academic year 2019-2020.
5. Collaborations and exchange programs with premier institutions for the academic year 2019-2020.
6. Conduction of orientation day.
7. NBA Accreditation for PG.


Dr. Y. Mohana Roopa
Coordinator, IQAC
DEAN

Internal Quality Assurance Centre
INSTITUTE OF AERONAUTICAL ENGINEERING
Dundigal, Hyderabad - 500 043
Copy to: All IQAC members



Dr. L V Narasimha Prasad
Principal and Chairperson IQAC
PRINCIPAL
INSTITUTE OF AERONAUTICAL ENGINEERING
Dundigal, Hyderabad - 500 043
Telangana State





INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 4th June, 2019

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Sri CH. Sathi Reddy , Secretary and Correspondent	Management	
3	Dr. D. Govardhan, HOD, AE	Member	
4	Dr. M. Madhu Bala, HOD, CSE	Member	
5	Dr. M Purushotham Reddy HOD, IT	Member	
6	Dr. P Ashok Babu, HOD, ECE	Member	
7	Dr. P Sridhar, HOD, EEE	Member	
8	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
9	Dr. U. Vamsi Mohan HOD, CE	Member	
10	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
11	Dr. G Ramu, Dean of Skill Development	Member	
12	Dr. D. Shobha Rani, COE	Member	
13	Prof. G Chandra Sekhar, Dean of Academics	Member	
14	Dr. G. Manisha, Dean of R&D	Member	
15	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
16	Mr. P Harsha vardhan Goud, nominee, B.Tech	Student	
17	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
18	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialist	
19	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 4th March, 2019.
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5. Collaborations and exchange programs with premier institutions for the academic year 2019-2020.
6. Conduction of orientation day.
7. NBA Accreditation for PG.

Minutes

The following members were absent and minutes were communicated.


- 1 Mr. N Tejaswi kumar, nominee, Capgemini
- 2 Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)
- 3 Sri. K Ganesh, Sarpanch, Dundigal

Chairperson greeted the members of IQAC for the quarterly meeting held on 4th June 2019.


Chairperson initiated discussion on the following items of agenda

- Item No. 1** The minutes of the previous meeting was approved by the committee members.
- Item No. 2** Dean of Academics discussed academic calendar for the academic year 2019-2020
- Item No.3** Chairperson suggested to all HODs to organize FDPs, and seminars on latest trends in engineering and management.
- Item No. 4** Chairperson suggested recruitment of new faculty to maintain better faculty-student ratio (FSR) for the academic year 2019-2020 in all departments.
- Item No. 5** IQAC Coordinator recommended that a complete all-round education for students is possible through collaborative activities like student exchange programs, field projects and Internships etc., such that the graduating student is ready for a flourishing professional career in their field of choice
- Item No. 6** Chairperson suggested Dean of Academics to conduct orientation Program for I B.Tech students.
- Item No. 7** Chairperson suggested all HODs to present their department PPTs for coming NBA inspection. It was resolved to conduct mock inspection for all the departments.

Chairperson concluded thanking all the members for their active participation in the discussion.


Dr. Y. Mohana Roopa
Coordinator, IQAC

Internal Quality Assurance Centre
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Dr. L V Narasimha Prasad
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Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2019-2020/Meeting - 02

29th August, 2019


All IQAC members are requested to attend the quarterly meeting to be held on 2nd September, 2019

Venue : Boardroom

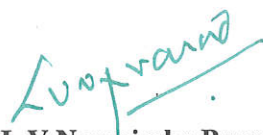
Time : 10:00 AM

Agenda:

1. Approval of minutes of meeting held on 4th June, 2019
2. Review of AQAR 2018-2019
3. Planning of NSS Activities.
4. Training and placement.
5. Annual performance of Institute Innovation Centre (IIC)
6. Testing and Consultancy.


Dr. Y. Mohana Roopa
Coordinator, IQAC

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Dr. L V Narasimha Prasad
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Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 2nd September, 2019

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Sri CH. Sathi Reddy , Secretary and Correspondent	Management	
3	Dr. D. Govardhan, HOD, AE	Member	
4	Dr. M. Madhu Bala, HOD, CSE	Member	
5	Dr. M Purushotham Reddy HOD, IT	Member	
6	Dr. P Ashok Babu, HOD, ECE	Member	
7	Dr. P Sridhar, HOD, EEE	Member	
8	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
9	Dr. U. Vamsi Mohan HOD, CE	Member	
10	Dr. G Ramu, Dean of Skill Development	Member	
11	Dr. D. Shobha Rani, COE	Member	
12	Prof. G Chandra Sekhar, Dean of Academics	Member	
13	Dr. G. Manisha, Dean of R&D	Member	
14	Mr. P Harsha vardhan Goud, nominee, B.Tech	Student	
15	Sri. K Ganesh, Sarpanch, Dundigal	Local society	
16	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
17	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
18	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialist	
19	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
20	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 4th June, 2019
2. Review of AQAR 2018-2019
3. Planning of NSS Activities.
4. Training and placement.
5. Annual performance of Institute Innovation Centre (IIC)
6. Testing and Consultancy.

Minutes

The following members were absent and minutes were communicated.

1. Dr. Vara Lakshmi Thavva, HOD, MBA
2. Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education

Chairperson greeted the members of IQAC for the quarterly meeting held on 2nd September, 2019.

Chairperson initiated discussion on the following items of agenda.

- Item No. 1** The minutes of the previous meeting was approved by the committee members..
- Item No. 2** IQAC coordinator presented the status of AQAR 2018-2019.
- Item No. 3** NSS Coordinator presented the plan of activities to be organized for the current academic year like Blood donation, Haritha haram and Awareness program etc.,
- Item No. 4** Placement coordinator proposed to conduct training classes on communication skill and aptitude for B.Tech III year students. It is resolved to conduct placement pre-assessment tests for final year students.
- Item No. 5** Dean TIIC presented annual performance of IIC Centre for the academic year 2018-2019.
- Item No. 6** Chairperson discussed to enhance testing and consultancy activity-in order to generate revenue as well as to improve resource sharing and expertise.

Chairperson concluded thanking all the members for their active participation in the discussion


Dr. Y. Mohana Roopa

Coordinator, IQAC
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Dr. L V Narasimha Prasad
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Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2019-2020/Meeting - 03

2nd December, 2019

All IQAC members are requested to attend the quarterly meeting to be held on 7th December, 2019.

Venue : Boardroom

Time : 10:00 AM

Agenda:

1. Approval of minutes of the meeting held on 2nd September 2019.
2. Installation of solar UPS (Uninterruptible Power Supply).
3. Attainment of course outcomes, program outcomes and program specific outcomes.
4. Analysis of quality outcomes.
5. Placements statistics 2018-2019.
6. NIRF ranking 2020.
7. NBA visit

Dr. Y. Mohana Roopa
Coordinator, IQAC

Internal Quality Assurance Centre
INSTITUTE OF AERONAUTICAL ENGINEERING
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Dr. L V Narasimha Prasad
Principal and Chairperson IQAC

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Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 7th December 2019

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Sri CH. Sathi Reddy , Secretary and Correspondent	Management	
3	Dr. D. Govardhan, HOD, AE	Member	
4	Dr. M. Madhu Bala, HOD, CSE	Member	
5	Dr. M Purushotham Reddy HOD, IT	Member	
6	Dr. P Ashok Babu, HOD, ECE	Member	
7	Dr. P Sridhar, HOD, EEE	Member	
8	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
9	Dr. U. Vamsi Mohan HOD, CE	Member	
10	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
11	Dr. G Ramu, Dean of Skill Development	Member	
12	Dr. D. Shobha Rani, COE	Member	
13	Prof. G Chandra Sekhar, Dean of Academics	Member	
14	Mr. P Harsha vardhan Goud, nominee, B.Tech	Student	
15	Sri. K Ganesh, Sarpanch, Dundigal	Local society	
16	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
17	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialist	
18	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
19	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of the meeting held on 2nd September 2019.
2. Installation of solar UPS (Uninterruptible Power Supply).
3. Attainment of course outcomes, program outcomes and program specific outcomes.
4. Analysis of quality outcomes in terms of quality sustenance and quality enhancement.
5. Placements statistics 2018-2019.
6. NIRF ranking 2020
7. NBA Visit

Minutes

The following members were absent and minutes were communicated.


1. Mr. V Manikanta Kumar, nominee, Strategic supply chain manager
2. Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education
3. Dr. G Manisha Dean of R&D

Chairperson greeted the members of IQAC for the quarterly meeting held on 7th December, 2019.

Chairperson initiated discussion on the following items of agenda.


- Item No. 1** The minutes of the last meeting was approved by the members.
- Item No. 2** Chairperson discussed on feasibility of installing solar UPS to tap natural energy under green initiatives.
- Item No. 3** IQAC coordinator framed the guidelines for attainment of course outcomes, program outcomes and program specific outcomes.
- Item No. 4** IQAC coordinator presented impact analysis of quality outcomes in terms of quality sustenance and quality enhancement.
- Item No. 5** Discussed on placement statistics 2018-2019 and analysis was based on total students, eligible and interested students, higher studies/ Business, companies Visited and students placed.
- Item No. 6** IQAC coordinator informed that data was successfully submitted for NIRF ranking 2020.
- Item No. 7** Discussed on NBA peer team visit scheduled on third week of December.

Chairperson concluded thanking all the members for their active participation in the discussion


Dr. Y. Mohana Roopa
Coordinator, IQAC

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Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2019-2020/Meeting – 04

21st March, 2020.

All IQAC members are requested to attend the quarterly meeting to be held on 25th March 2020.

Venue : Online (Zoom platform)

Time : 10:00 AM

Agenda:

1. Approval of minutes of meeting held on 7th December 2019.
2. ARIIA Rankings.
3. Submission of course files.
4. Research proposals.
5. Discussion on budget.
6. Academic audit.
7. Preparation of Institutional Information for Quality Assessment (IIQA)
8. Recognition of Research Centers in CSE, ECE and Mechanical Engineering.
9. Suspension of offline class work in view of covid pandemic and readiness of conducting classes in online mode.

Dr. Y. Mohana Roopa
Coordinator, IQAC

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Internal Quality Assurance Centre
INSTITUTE OF AERONAUTICAL ENGINEERING

Dundigal, Hyderabad - 500 043

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Dr. L V Narasimha Prasad
Principal and Chairperson IQAC

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Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 25th March, 2020

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Sri CH. Sathi Reddy , Secretary and Correspondent	Management	
3	Dr. D. Govardhan, HOD, AE	Member	
4	Dr. M. Madhu Bala, HOD, CSE	Member	
5	Dr. M Purushotham Reddy HOD, IT	Member	
6	Dr. P Ashok Babu, HOD, ECE	Member	
7	Dr. P Sridhar, HOD, EEE	Member	
8	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
9	Dr. U. Vamsi Mohan HOD, CE	Member	
10	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
11	Dr. D. Shobha Rani, COE	Member	
12	Prof. G Chandra Sekhar, Dean of Academics	Member	
13	Dr. G. Manisha, Dean of R&D	Member	
14	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
15	Mr. P Harsha vardhan Goud, nominee, B.Tech	Student	
16	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
17	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
18	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
19	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 7th December 2019.
2. ARIIA Rankings.
3. Submission of course files.
4. Research proposals.
5. Discussion on budget utilization 2019-2020 and proposal 2020-2021.
6. Academic audit
7. Preparation of Institutional Information for Quality Assessment (IIQA)
8. Recognition of Research Centers in CSE, ECE and Mechanical Engineering.
9. Suspension of offline class work in view of covid pandemic and readiness of conducting classes in online mode.

Minutes

The following members were absent and minutes were communicated.


- 1 Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries
- 2 Dr. G Ramu, Dean of Skill Development
- 3 Sri. J Krishna Yadav, nominee, Municipality Councillor, Dundigal

Chairperson greeted the members of IQAC for the quarterly meeting held on 25th March, 2020.

Chairperson initiated discussion on the following items of agenda.

- Item No. 1** The minutes of the last meeting was approved by the members.
- Item No. 2** Chairperson greeted all committee members for securing 'Band-B' institution in category of 'Private or Self-Financed College/Institutes' in Atal Ranking of Institutions on Innovation Achievement (ARIIA) – 2020
- Item No. 3** IQAC coordinator requested to all HODs to submit course files in Latex. Further, IQAC coordinator suggested uploading the files in Learning Management System (LMS).
- Item No. 4** IAQC coordinator suggested Dean, Research and Development to take necessary actions for improving research grants from various funding agencies (UGC, MHRD, AICTE and DST).
- Item No. 5** Chairperson discussed on budget utilization for 2019-2020. Chairperson requested all HODs to submit budget proposals for academic year 2020-2021 within stipulated time.
- Item No. 6** Internal academic audit was conducted across all the departments with internal audit team. HODs take necessary actions on recommendations given by the internal audit team.
- Item No. 7** Chairperson suggested to IQAC coordinator for preparation of Institutional Information for Quality Assessment (IIQA) for NAAC second cycle.
- Item No. 8** Chairperson informed that JNTUH has approved research centers in the Departments of Computer Science & Engineering, Electronics Communication Engineering and Mechanical Engineering with effect from 13th February, 2020.
- Item No. 9** Dean of Academics informed that with reference to instructions of Government of Telangana class work has been suspended until further notice in campus. Further, discussed on conducting classes in online mode.

Chairperson concluded thanking all the members for their active participation in the discussion


Dr. Y. Mohana Roopa
Coordinator, IQAC
DEAN


Dr. L V Narasimha Prasad
Principal and Chairperson IQAC

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