



INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

MINUTES OF MEETING

2020-2021



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)
Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2020-2021/Meeting – 01

1st June, 2020

All IQAC members are requested to attend the quarterly meeting to be held on 8th June, 2020.

Mode of meeting : Online (Zoom Platform)

Time : 10:00 AM

Agenda:

1. Approval of minutes of meeting held on 25th March 2020.
2. Academic calendar for the academic year 2020-2021.
3. Implementation of UG-20 Regulation
4. Introduction of four new UG programmes in Computer Science and Information Technology
5. Guidelines for conducting classes virtually and procurement of learning management system
6. Organization of webinars, FDPs and Seminars on latest trends in engineering and management during covid pandemic
7. Registration for online courses in Coursera and Swayam etc,
8. Recruitment of new faculty in order to maintain faculty-student ratio for academic year 2020-2021.
9. Implementation of Career Advancement Scheme (CAS) for the faculty promotions to have better cadre ratio from academic year 2020-2021.
10. Collaborations and exchange programs with premier institutions for the academic year 2020-21.

Dr. Y. Mohana Roopa
Coordinator, IQAC

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 8th June, 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. B.J.D Kalyani, HOD, CSIT	Member	
7	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
8	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
9	Dr. P Ashok Babu, HOD, ECE	Member	
10	Dr. P Sridhar, HOD, EEE	Member	
11	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
12	Mr. S Srikrishnan, HOD, CE	Member	
13	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
14	Dr. D. Shobha Rani, COE	Member	
15	Dr. M Madhubala, Dean of Computational Studies	Member	
16	Prof. G Chandra Sekhar, Dean of Academics	Member	
17	Dr. G. Manisha, Dean of Research and Development	Member	
18	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
19	Mr. T Pratheek, nominee, B.Tech	Student	
20	Sri. J. Krishna Yadav, nominee, Municipality Counselor, Dundigal	Local society	
21	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
22	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 25th March 2020.
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5. Guidelines for conducting classes virtually and procurement of learning management system
6. Organization of webinars, FDPs and Seminars on latest trends in engineering and management during covid pandemic
7. Registration for online courses in Coursera and Swayam etc.
8. Recruitment of new faculty in order to maintain faculty-student ratio for academic year 2020-2021.
9. Implementation of Career Advancement Scheme (CAS) for the faculty promotions to have better cadre ratio from academic year 2020-2021.
10. Collaborations and exchange programs with premier institutions for the academic year 2020-21.

The following members were absent and minutes were communicated.

1. Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)
2. Mr. N Tejaswi kumar, nominee, Capgemini
3. Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries

Chairperson greeted the members of IQAC for the quarterly meeting held on 8th June 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** Dean of Academic has put forward the tentative academic calendar for the year 2020-2021 for UG and PG programmes.
- Item No. 3** Dean of Academics discussed with the members on implementation of new regulations for UG 20 program and presented rules and regulation
- Item No. 4** Chairperson discussed about introducing four new UG programmes in Computer Science and Information Technology as mentioned below
- Computer Science and Engineering (AI & ML)
 - Computer Science and Engineering (Data Science)
 - Computer Science and Engineering (Cyber Security)
 - Computer Science and Information Technology
- Item No. 5** Chairperson suggested all HODs to prepare a schedule for online classes. Further action plan was prepared for procurement of software.
- Item No. 6** Chairperson suggested to all HODs to organize webinars, FDPs, and seminars on latest trends in engineering and management.
- Item No. 7** IQAC Coordinator suggested all HODs to encourage faculty members to take and complete online courses in Udemy, Coursera or Swayam etc. to enhance their knowledge
- Item No. 8** IQAC Coordinator suggested recruitment of new faculty to maintain faculty-student ratio (FSR) for the academic year 2020-2021.

Item No. 9 Chairperson discussed on Career Advancement Scheme (CAS), the faculty shall be periodically apprised of their performance to facilitate promotions under Career Advancement Scheme

Item No. 10 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

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


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

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Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2020-2021/Meeting – 02

1st September, 2020


All IQAC members are requested to attend the Quarterly meeting to be held on 7th September, 2020

Mode of meeting : Online (Zoom platform)

Time : 10:00 AM

Agenda:

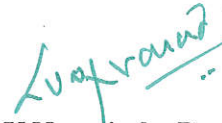
1. Approval of minutes of meeting held on 08th June 2020.
2. Review on AQAR 2019-2020.
3. ARIIA Rankings.
4. Planning of NSS Activities
5. Training and placement
6. Annual performance of Institute Innovation Cell (IIC)
7. Teaching and learning activities enhanced with combination of ICT tools and various pedagogies during pandemic.
8. Conduction of orientation day.
9. Conduction of examinations through online mode by using Remote Proctor Online Test (RPOT)


Dr. Y. Mohana Roopa
Coordinator, IQAC

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Copy to: All IQAC members





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

Minutes of Meeting held on 7th September, 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. B.J.D Kalyani, HOD, CSIT	Member	
7	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
8	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
9	Dr. P Ashok Babu, HOD, ECE	Member	
10	Dr. P Sridhar, HOD, EEE	Member	
11	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
12	Mr. S Srikrishnan, HOD, CE	Member	
13	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
14	Dr. D. Shobha Rani, COE	Member	
15	Dr. M Madhubala, Dean of Computational Studies	Member	
16	Prof. G Chandra Sekhar, Dean of Academics	Member	
17	Dr. G. Manisha, Dean of Research and Development	Member	
18	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
19	Mr. T Pratheek, nominee, B.Tech	Student	
20	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
21	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialists	
22	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
23	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 08th June 2020.
2. Review on AQAR 2019-2020.
3. ARIIA Rankings.
4. Planning of NSS Activities
5. Training and placement
6. Annual performance of Institute Innovation Cell (IIC)
7. Teaching and learning activities enhanced with combination of ICT tools and various pedagogies during pandemic.
8. Conduction of orientation day.
9. Conduction of examinations through online mode by using Remote Proctor Online Test (RPOT)

The following members were absent and minutes were communicated.

1. Sri. J. Krishna Yadav, nominee, Municipality Counselor, Dundigal
2. Mr. N Tejaswi kumar, nominee, Capgemini

Chairperson greeted the members of IQAC for the quarterly meeting held on 7th September, 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** IQAC coordinator presented the status of AQAR 2019-2020.
- Item No. 3** 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. 4** 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. 5** 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. 6** Dean TIIC presented annual performance of IIC cell for the academic year 2019-2020.
- Item No. 7** Chairperson suggested that teaching and learning must be enhanced with combination of ICT tools and various pedagogies.
- Item No. 8** Chairperson suggested Dean of Academics to conduct orientation Program for I B.Tech students.
- Item No. 9** COE suggested for the conduction of Semester End Examinations of Academic Year 2019-2020. Even semester exams which were not conducted due to pandemic through online mode by using Remote Proctor Online Test (RPOT)

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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Internal Quality Assurance Centre (IQAC)

CIRCULAR

IARE/IQAC/2020-2021/Meeting – 03

2nd December, 2020.


All IQAC members are requested to attend the quarterly meeting to be held on 10th December, 2020.

Venue : Boardroom

Time : 10:00 AM


Agenda:

1. Approval of minutes of meeting held on 7th September 2020.
2. Review on NAAC criteria.
3. Attainment of course outcomes, program outcomes and program specific outcomes.
4. Analysis of quality outcomes.
5. Placements statistics 2019-2020.
6. NIRF ranking 2021.


Dr. Y. Mohana Roopa
Coordinator, IQAC
DEAN

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 10th December 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. B.J.D Kalyani, HOD, CSIT	Member	
7	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
8	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
9	Dr. P Ashok Babu, HOD, ECE	Member	
10	Dr. P Sridhar, HOD, EEE	Member	
11	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
12	Mr. S Srikrishnan, HOD, CE	Member	
13	Dr. D. Shobha Rani, COE	Member	
14	Dr. M Madhubala, Dean of Computational Studies	Member	
15	Prof. G Chandra Sekhar, Dean of Academics	Member	
16	Dr. G. Manisha, Dean of Research and Development	Member	
17	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
18	Mr. T Pratheek, nominee, B.Tech	Student	
19	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
20	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialists	
21	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
22	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 7th September 2020.
2. Review on NAAC criteria.
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 2019-2020.
6. NIRF ranking 2021.

Minutes

The following members were absent and minutes were communicated.


1. Sri. J. Krishna Yadav, nominee, Municipality Counselor, Dundigal
2. Mr. N Tejaswi kumar, nominee, Capgemini
3. Dr. Vara Lakshmi Thavva, HOD, MBA

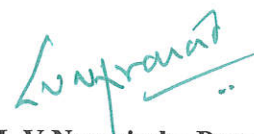
Chairperson greeted the members of IQAC for the quarterly meeting held on 10th December 2020.

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 reviewed the progress of NAAC and necessary directions were given for improvement and modifications.
- 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** Placement coordinator presented placement statistics 2019-2020 and analysis was based on total students, eligible and interested students, higher studies/ Business, companies Visited and students placed
- Item No. 6** IQAC coordinator presented the status of NIRF 2021

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


Dr. Y. Mohana Roopa
Coordinator, IQAC


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

CIRCULAR

IARE/IQAC/2020-2021/Meeting – 04

20th March, 2021.

All IQAC members are requested to attend the quarterly meeting to be held on 29th March, 2021

Venue : Boardroom

Time : 10:00 AM

Agenda:

1. Approval of minutes of meeting held on 10th December, 2020.
2. Implementation of PG 21 regulations
3. ARIIA Ranking
4. Submission of course files.
5. Discussion on budget
6. Academic audit.
7. Research Proposals.
8. Preparation of Institutional Information for Quality Assessment (IIQA)

Dr. Y. Mohana Roopa
Coordinator, IQAC

Internal Quality Assurance Centre
INSTITUTE OF AERONAUTICAL ENGINEERING
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Principal and Chairperson IQAC

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Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 29th March, 2021

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. B.J.D Kalyani, HOD, CSIT	Member	
7	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
8	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
9	Dr. P Sridhar, HOD, EEE	Member	
10	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
11	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
12	Dr. D. Shobha Rani, COE	Member	
13	Dr. M Madhubala, Dean of Computational Studies	Member	
14	Prof. G Chandra Sekhar, Dean of Academics	Member	
15	Dr. G. Manisha, Dean of Research and Development	Member	
16	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
17	Mr. T Pratheek, nominee, B.Tech	Student	
18	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
19	Mr. V Manikanta Kumar, nominee, Strategic supply chain manager	Alumni	
20	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialists	
21	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
22	Dr. Y Mohana Roopa, Dean of IQAC	Coordinator	

Agenda:

1. Approval of minutes of meeting held on 10th December, 2020.
2. Implementation of PG 21 regulations
3. ARIIA Ranking
4. Submission of course files.
5. Discussion on budget utilization 2020-2021 and proposal 2021-2022
6. Academic audit.
7. Research Proposals.
8. Preparation of Institutional Information for Quality Assessment (IIQA)

Minutes

The following members were absent and minutes were communicated.


1. Sri. J. Krishna Yadav, nominee, Municipality Counselor, Dundigal
2. Mr. S Srikrishnan, Head, CE
3. Dr. P Ashok Babu, HOD, ECE

Chairperson greeted the members of IQAC for the quarterly meeting held on 29th March, 2021.

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** Dean of Academics discussed with the members on implementation of new regulations, for PG 21 PG programmes and presented tentative rules and regulations.
- Item No. 3** IQAC coordinator informed the late date for uploading data in Atal Ranking of Institutions on Innovation Achievement (ARIIA) – 2021 is extended up to 15 April 2021.
- Item No. 4** 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. 5** Chairperson discussed on budget utilization for academic year 2020-2021. Chairperson requested all HODs to submit budget proposals for academic year 2021-2022 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** 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. 8** Chairperson suggested IQAC coordinator for preparation of Institutional Information for Quality Assessment (IIQA) for NAAC second cycle

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


Dr. Y. Mohana Roopa
Coordinator, IQAC
DEAN

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Dr. L V Narasimha Prasad
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