



**INSTITUTE OF AERONAUTICAL ENGINEERING**

**(Autonomous)**

**Dundigal- 500 043, Hyderabad**

**Internal Quality Assurance Centre (IQAC)**

**MINUTES OF MEETING**

**2021-2022**



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

CIRCULAR

31<sup>st</sup> May 2021

All IQAC members are requested to attend the quarterly meeting to be held on 7<sup>th</sup> June, 2021.

Venue : Boardroom

Time : 10:00 AM

**Agenda:**

1. Approval of minutes of meeting held on 29<sup>th</sup> March 2021.
2. Academic calendar for the academic year 2021-2022.
3. Implementation of PG 21 regulations.
4. Conductions of examinations through Remote Proctor Online Test (RPOT).
5. Organization of webinars, FDPs and seminars on latest trends in engineering and management.
6. Registration for online courses in coursera and swayam etc. to enhance their knowledge.
7. Recruitment of new faculty in order to maintain faculty-student ratio for academic year 2021-2022.
8. Implementation of Career Advancement Scheme (CAS) for the faculty promotions to have better cadre ratio from academic year 2021-2022.
9. Collaborations and exchange programs with premier institutions for the academic year 2021-22.

**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC

PRINCIPAL  
INSTITUTE OF AERONAUTICAL ENGINEERING  
Dundigal, Hyderabad - 500 043  
Telangana State

Copy to: All IQAC members





# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

## Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 7<sup>th</sup> June 2021

### Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Dr. D Govardhan, , HOD, AE	Member	
3	Dr. M Madhu Bala, HOD, CSE	Member	
4	Dr. M Purushotham Reddy, HOD, IT	Member	
5	Dr. B.J.D Kalyani, HOD, CSIT	Member	
6	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
7	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
8	Dr. P Ashok Babu, HOD, ECE	Member	
9	Dr. P Sridhar, HOD, EEE	Member	
10	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
11	Dr. V Anand Reddy, HOD, CE	Member	
12	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
13	Sri CH. Sathi Reddy , Secretary and Correspondent	Management	
14	Dr. D. Shoba Rani, COE	Member	
15	Dr. CH Srinivasulu, Dean of Learning and Educational Technologies	Member	
16	Prof. G Chandra Sekhar, Dean of Academics	Member	
17	Sri. J. Krishna Yadav, nominee, Municipality Councillor, Dundigal	Local society	
18	Ms. Keerthana, nominee, B.Tech, Third year, Civil Engineering	Student	
19	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
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, Professor, Dean of IQAC	Coordinator	

**Agenda:**

1. Approval of minutes of meeting held on 29<sup>th</sup> March 2021.
2. Academic calendar for the academic year 2021-2022.
3. Implementation of PG 21 regulations.
4. Conductions of examinations through Remote Proctor Online Test (RPOT).
5. Organization of webinars, FDPs and seminars on latest trends in engineering and management.
6. Registration for online courses in coursera and swayam etc. to enhance their knowledge.
7. Recruitment of new faculty in order to maintain faculty-student ratio for academic year 2021-2022.
8. Implementation of Career Advancement Scheme (CAS) for the faculty promotions to have better cadre ratio from academic year 2021-2022.
9. Collaborations and exchange programs with premier institutions for the academic year 2021-2022.

The following members were absent and minutes were communicated.

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

Chairperson greeted the members of IQAC for the quarterly meeting held on 7<sup>th</sup> June 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 informed that the academic year 2021-2022 may commence tentatively from last week of August based on the instruction of Government of Telangana and JNTUH.
- Item No. 3** Dean of Academics discussed with the members on implementation of new regulations, for PG 21 PG programmes and presented rules and regulations.
- Item No. 4** COE suggested for the conduction of examinations by using Remote Proctor Online Test (RPOT).
- Item No. 5** Chairperson suggested to all HODs to organize webinars, FDPs, and seminars on latest trends in engineering and management.
- Item No. 6** 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. 7** IQAC Coordinator suggested recruitment of new faculty to maintain faculty-student ratio (FSR) for the academic year 2021-2022.
- Item No. 8** 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. 9** 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

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC  
PRINCIPAL  
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Telangana State





# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

CIRCULAR

30<sup>th</sup> August, 2021


All IQAC members are requested to attend the quarterly meeting to be held on 6<sup>th</sup> September, 2021


Venue : Boardroom

Time : 10:00 AM

**Agenda:**

1. Approval of minutes of meeting held on 7<sup>th</sup> June 2021.
2. Review of AQAR 2020-2021.
3. Planning of NSS Activities.
4. Training and placement.
5. Enhance research participation of undergraduate students across the disciplines by introducing institutional funding for undergraduate research in line with STSP and TIIC
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. Planning to organize METE project expo.
9. Conduction of orientation day.
10. Planning to organize Alumni meet.

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC

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# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 6<sup>th</sup> September 2021

## Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Dr. D Govardhan, , HOD, AE	Member	
3	Dr. M Madhu Bala, HOD, CSE	Member	
4	Dr. M Purushotham Reddy, HOD, IT	Member	
5	Dr. B.J.D Kalyani, HOD, CSIT	Member	
6	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
7	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
8	Dr. P Ashok Babu, HOD, ECE	Member	
9	Dr. P Sridhar, HOD, EEE	Member	
10	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
11	Dr. V Anand Reddy, HOD, CE	Member	
12	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
13	Dr. D. Shoba Rani, COE	Member	
14	Dr. CH Srinivasulu, Dean of Learning and Educational Technologies	Member	
15	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
16	Dr. B D Y Sunil , Dean R&D	Member	
17	Prof. G Chandra Sekhar, Dean of Academics	Member	
18	Sri. J. Krishna Yadav, nominee, Municipality Councillor, Dundigal	Local society	
19	Ms. Keerthana, nominee, B.Tech, Third year, Civil Engineering	Student	
20	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
21	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
22	Mr. V Manikanta Kumar, , Strategic supply chain manager	Alumni	
23	Dr. Y Mohana Roopa, Professor, Dean of IQAC	Coordinator	

## Agenda:

1. Approval of minutes of meeting held on 7<sup>th</sup> June 2021.
2. Review on AQAR 2020-21.
3. Planning of NSS Activities.
4. Training and placement
5. Enhance research participation of undergraduate students across the disciplines by introducing institutional funding for undergraduate research in line with STSP and TIIC
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. Planning to organize METE project expo.
9. Conduction of orientation day.
10. Planning to organize Alumni meet

The following members were absent and minutes were communicated

1. Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries
2. Sri CH. Sathi Reddy , Secretary and Correspondent

Chairperson greeted the members of IQAC for the quarterly meeting held on 6<sup>th</sup> September, 2021.


Chairperson initiated discussion on the following items of agenda.


- |                   |  |
|-------------------|--|
| <b>Item No. 1</b> | The minutes of the last meeting was approved by the members.   |
| <b>Item No. 2</b> | IQAC coordinator presented the status of AQAR 2020-2021.   |
| <b>Item No. 3</b> | NSS Coordinator presented the plan of activities to be organized for the current academic year like Blood donation, Haritha haram and Awareness program etc.,  |
| <b>Item No. 4</b> | 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. |
| <b>Item No. 5</b> | Chairperson proposed a policy to encourage undergraduate students to participate in startup and entrepreneur development activities in line with STSP and TIIC   |
| <b>Item No. 6</b> | Dean TIIC presented annual performance of IIC cell for the academic year 2020-2021.  |
| <b>Item No. 7</b> | Chairperson suggested that teaching and learning must be enhanced with combination of ICT tools and various pedagogies.  |
| <b>Item No. 8</b> | IQAC coordinator proposed to conduct project expo in the month of December-2021.   |
| <b>Item No. 9</b> | Chairperson suggested Dean of Academics to conduct orientation Program for I B.Tech students.  |



**Item No. 10** Chairperson discussed with the members on feasibility of conducting alumni meet in the month of December.

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  
PRINCIPAL  
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Telangana State





# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

CIRCULAR

26<sup>th</sup> November, 2021.


All the IQAC members are requested to attend the quarterly meeting to be held on 9<sup>th</sup> December, 2021.

Venue : Boardroom

Time : 10:00 AM


**Agenda:**

1. Approval of minutes of meeting held on 6<sup>th</sup> September 2021.
2. Review on NAAC criteria.
3. Attainment of course outcomes, program outcomes and program specific outcomes.
4. e-Governance.
5. Analysis of quality outcomes.
6. Placements statistics 2020-2021.
7. NIRF ranking 2022.
8. NBA pre-qualifier

  
**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

Copy to: All IQAC members



  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC  
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# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

Minutes of Meeting held on 9<sup>th</sup> December 2021

## Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Dr. D Govardhan, , HOD, AE	Member	
3	Dr. M Madhu Bala, HOD, CSE	Member	
4	Dr. M Purushotham Reddy, HOD, IT	Member	
5	Dr. B.J.D Kalyani, HOD, CSIT	Member	
6	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
7	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
8	Dr. P Ashok Babu, HOD, ECE	Member	
9	Dr. P Sridhar, HOD, EEE	Member	
10	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
11	Dr. V Anand Reddy, HOD, CE	Member	
12	Dr. Vara Lakshmi Thavva, HOD, MBA	Member	
13	Sri CH. Sathi Reddy , Secretary and Correspondent	Management	
14	Dr. D. Shoba Rani, COE	Member	
15	Dr. CH Srinivasulu, Dean of Learning and Educational Technologies	Member	
16	Prof. G Chandra Sekhar, Dean of Academics	Member	
17	Ms. Keerthana, nominee, B.Tech, Third year, Civil Engineering	Student	
18	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
19	Sri. Ch. Jayasimha Reddy, CEO, M/s. MTE Industries	Industrialists	
20	Sri. D Narayan Rao, nominee, Retired Senior non-commissioned officer (NCO)	Stakeholder	
21	Dr. Y Mohana Roopa, Professor, Dean of IQAC	Coordinator	

**Agenda:**

1. Approval of minutes of meeting held on 6<sup>th</sup> September 2021.
2. Review on NAAC criteria.
3. Attainment of course outcomes, program outcomes and program specific outcomes.
4. Implementation of e-Governance.
5. Analysis of quality outcomes in terms of quality sustenance and quality enhancement.
6. Analysis of placements statistics 2020-2021.
7. NIRF ranking 2022.
8. NBA pre-qualifier.

**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. B D Y Sunil Dean R&D
4. Sri. J. Krishna Yadav, nominee, Municipality Councillor, Dundigal

Chairperson greeted the members of IQAC for the quarterly meeting held on 9<sup>th</sup> December 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** 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** Chairperson suggested further enhancement of e-Governance in various academic and administrative activities to facilitate objectivity, transparency and accountability.
- Item No. 5** IQAC coordinator presented impact analysis of quality outcomes in terms of quality sustenance and quality enhancement.
- Item No. 6** Placement coordinator presented the placement statistics 2020-2021
- 985 Total students
  - 882 Eligible and interested students
  - 164 Higher studies/ Business
  - 49 Companies Visited
  - 777 Placed students
- Item No. 7** IQAC coordinator presented the status of NIRF 2022
- Item No. 8** Chairperson requested all HODS to prepare NBA pre-qualifier.  
(AERO, CSE, IT, ECE, EEE, MECH, CIVIL and MBA)

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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Dundigal- 500 043, Hyderabad

Internal Quality Assurance Centre (IQAC)

## CIRCULAR

28<sup>th</sup> February 2022.

All IQAC members are requested to attend the quarterly meeting to be held on 7<sup>th</sup> March, 2022

Venue : Boardroom

Time : 10:00 AM

### Agenda:

1. Approval of minutes of meeting held on 9<sup>th</sup> December 2021
2. ARIIA Rankings.
3. Submission of course files
4. Research proposals.
5. Discussion on budget.
6. Academic audit
7. NBA SAR status
8. Preparation of Institutional Information for Quality Assessment (IIQA)

**Dr. Y. Mohana Roopa**  
Coordinator, IQAC

Copy to: All IQAC members



*L. V. Narasimha Prasad*  
**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 7<sup>th</sup> March 2022

## Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr. L V Narasimha Prasad, Principal	Chairperson	
2	Dr. D Govardhan, , HOD, AE	Member	
3	Dr. M Madhu Bala, HOD, CSE	Member	
4	Dr. M Purushotham Reddy, HOD, IT	Member	
5	Dr. B.J.D Kalyani, HOD, CSIT .	Member	
6	Dr. B Padmaja, HOD, CSE (AI&ML)	Member	
7	Dr. R Obulakonda Reddy, HOD, CSE(CS)	Member	
8	Dr. P Ashok Babu, HOD, ECE	Member	
9	Dr. P Sridhar, HOD, EEE	Member	
10	Prof. V.V.S Harinadh Prasad, HOD, ME	Member	
11	Dr. V Anand Reddy, HOD, CE	Member	
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13	Dr. D. Shoba Rani, COE	Member	
14	Dr. CH Srinivasulu, Dean of Learning and Educational Technologies	Member	
15	Dr. V. Padmanabha Reddy, Dean of Planning, Monitoring & Continuing Education	Member	
16	Dr B D Y Sunil Dean R & D	Member	
17	Prof. G Chandra Sekhar, Dean of Academics	Member	
18	Ms. Keerthana, nominee, B.Tech, Third year, Civil Engineering	Student	
19	Mr. N Tejaswi kumar, nominee, Capgemini	Employers	
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, Professor, Dean of IQAC	Coordinator	

### Agenda:

1. Approval of minutes of meeting held on 9<sup>th</sup> December 2021
2. ARIIA Rankings.
3. Submission of course files.
4. Research proposals.
5. Discussion on budget utilization 2021-2022 and proposal 2022-2023.
6. Academic audit
7. NBA SAR preparation
8. Preparation of Institutional Information for Quality Assessment (IIQA)

### Minutes

The following members were absent and minutes were communicated

- 1 Dr. Vara Lakshmi Thavva, HOD, MBA
- 2 Sri. J. Krishna Yadav, nominee, Municipality Councillor, Dundigal
- 3 Mr. V Manikanta Kumar, , Strategic supply chain manager

Chairperson greeted the members of IQAC for the quarterly meeting held on 7<sup>th</sup> March, 2022.


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-Excellent' institution in category of 'Private or Self-Financed College/Institutes' in Atal Ranking of Institutions on Innovation Achievement (ARIIA) – 2021
- 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 2021-2022. Chairperson requested all HIODs to submit budget proposals for academic year 2022-2023 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** SAR presented by HODs were reviewed and suggestions given for further improvement
- Item No. 8** Chairperson suggested to 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



  
**Dr. L V Narasimha Prasad**  
Principal and Chairperson IQAC  
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