

MADANAPALLE INSTITUTE OF TECHNOLOGY AND SCIENCE, MADANAPALLE  
**MITS/IQAC/Meeting(3)/2015-16/11/04/2016**

**Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the third IQAC Meeting was convened on 11/04/2016, between 04.00 pm to 05.00 pm at Board Room.

**Agenda**

1. Progress on previous issues
  2. Feedback
  3. Any other matter with the permission of the Chair.
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1. The previous issues were reviewed
  2. It was informed by the IQAC Coordinator that initiation was taken to collect the plans of the faculty, who have got <4 scale point, in the first feedback that was given by the students for the current semester, during Feb. 2016.
  3. Members opined that feedback should have 10 points and questions need to be changed in feedback system.
  4. It was opined that the Course Coordinators & Class teachers of respective programmes to take care of the quality of the course material/lecture notes and other content that is uploaded in the Moodle.
  5. Discussions were also made on encouraging of students to take up Mini-Projects, to enhance their skills.

The meeting was concluded at 4.00 pm to 5.00pm.

  
(Dr. C. Yuvaraj)  
PRINCIPAL

Copy for kind information to:

- |    |                                   |   |
|----|-----------------------------------|---|
| 1  | Dr. B. Rama Kumar                 | Professor & IQAC Coordinator                      |
| 2  | Mrs. M. Prathibha                 | SAO (G)   |
| 3  | Mr. B. Sreekanth                  | Asst. Professor & SAO (Academics & Planning Cell) |
| 4  | Mr. V. Maruthi Prasad             | Asst. Professor & Public Relations Officer        |
| 5  | Mrs. D. Athar Samina Khan         | Asst. Professor & Students Welfare Officer        |
| 6  | Mr. K.V.V.Raaju                   | Asst. Professor & NSS Program Officer             |
| 7  | Mr. J. Saravanababu               | Assoc. Professor & Senior Placement Officer       |
| 8  | Dr. Ch. Rama Prasada Rao          | Dean - IIIC                                       |
| 9  | Dr. N. Kumara Swamy               | Dean - RRC  |
| 10 | Dr. C. Kamal Basha                | Assoc. Professor & NBA Chief Coordinator          |
| 11 | Dr. V. Ramachandra Prasad         | Professor & TEQIP Coordinator                     |
| 12 | Dr. Suryanarayana Raju Pakalapati | Professor   |
| 13 | Dr. K. Saritha                    | Asst. Professor                                   |
| 14 | Dr. Dinesh Sharma                 | Assoc. Professor                                  |
| 15 | Mr. V. Vamsidhar                  | Member(Management)                                |
| 16 | Ms. Nagarathna                    | Member(Alumni)                                    |
| 17 | Mr. AjithaPrabhu                  | Member(Industrialist)                             |
| 18 | Mr. T.G.Ravi Kumar                | Member(Local Society)                             |



**MITTS/IQAC/Meeting(1)/2015-16/25-08-2015**

**Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the first IQAC Meeting was convened on 25/08/2015 between 4.00 pm & 5.00 pm at Board Room.

**Agenda**

1. Strengthening of Curricular & Co-Curricular activities
2. Effective usage of Moodle
3. Propagation of MOOCs
4. Conduction of Remedial classes
5. Introducing of Foreign Languages
6. Forming of Students Quality Assurance Cell (SQAC)
7. Any other matter with the permission of the Chair

At the outset, Dr. C. Yuvaraj, Principal, who is also the IQAC Chairman for this institution has congratulated all IQAC members.

During the meeting, he has stressed upon the following points.

1. All IQAC members should shoulder the responsibility in strengthening both curricular & co-curricular activities of the institution. He has advised Dr. B. Rama Kumar, Autonomous Coordinator, who is appointed as IQAC Coordinator to monitor closely regular class & laboratory works, and to convene the meetings for CRs, Class teachers, and HoDs to improve the quality of education. He further suggested preparing Semester Micro Planner with all academic events, so that all departments would follow accordingly. Further, he has also asked to obtain year planners from each department for conduction of Guest Lectures / Symposiums / Seminars / Workshops / Conference etc and to release at the beginning of every academic year.
2. He further reminded to monitor whether all faculty uploading the syllabus, handouts, lecture notes etc to the Moodle. He further said that the students should upload their assignments to the Moodle only, as it is the policy of the institution. He has advised to strengthen the Moodle team to monitor all these activities and to train both faculty & students accordingly.
3. Discussing on Massive Open Online Courses (MOOCs), he suggested to see that the students are encouraged to take self-learning online courses from the international providers like edX, Coursera, Udacity, Udemy etc.



4. Answering to a question, the Principal has stressed upon necessity of conduction of Remedial classes for the benefit of the students. He further added that separate attendance should be maintained for it.
5. Further, the Principal has informed the members that the institution has started foreign languages like Japanese, Spanish & German for improvement of employability of the students. He has requested all the members to promote these languages, so that many students will be benefited.
6. The IQAC coordinator informed all the members that the institution intended to start Students Quality Assurance Cell (SQAC) also to make the students as partners in academic activities and for that a circular was issued.
7. He has opined to convene IQAC meetings every two months, to review the progress of the past events and to plan for future activities.

The meeting was concluded at 5.00 pm.

  
(Dr. C. Yuvaraj)

**Principal**

Madanapalle Institute of Technology & Science  
PO Box NO 14, Kadiri Road, Angallu  
MADANAPALLE 517 325 A P

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| 12 | Dr. K. Saritha                    | Asst. Professor                                 |
| 13 | Dr. Dinesh Sharma                 | Assoc. Professor                                |
| 14 | Mr. V. Vamsidhar                  | Member(Management)                              |
| 15 | Ms.Nagarathna                     | Member(Alumni)                                  |
| 16 | Mr.T.G.Ravi Kumar                 | Member(Local Society)                           |
| 17 | Mr.AjithaPrabhu                   | Member (Industrialist)                          |

MADANAPALLE INSTITUTE OF TECHNOLOGY AND SCIENCE, MADANAPALLE  
**MITS/IQAC/Meeting(2)/2015-16/29-10-2015**

**Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the second IQAC Meeting was convened on 29/10/2015, between 04.00pm to 05.00 pm at Board Room.

**Agenda:**

1. Review on first IQAC meeting agenda points
2. Introducing of Mentoring
3. Improving Students Academic Quality
4. Recommencing of GATE coaching
5. Any other matter with the permission of the Chair

During the meeting, the agenda points were discussed more elaborately.

1. At the outset, Dr. C. Yuvaraj, IQAC Chairman has reviewed the progress of first IQAC points. Dr. B. Rama Kumar, IQAC Coordinator updated members on the actions that were taken up to accomplish the previous tasks. He said that meetings were conducted with the Class Representatives of all branches & programmes on 26/10/2015 and another meeting with Class Teachers on 28/10/2015.  
He further said that training for faculty & students were arranged on usage of Moodles and all faculties have uploaded their content to the Moodle and students have also uploaded their assignments to the Moodle.  
Also, the students were enlightened on MOOCs and posters were also published across the campus. Also, he informed the team members that necessary action was taken for remedial classes for the students who were unsuccessful in previous semester. He has also intimated that about 50 students have got enrolled for foreign languages and classes were commenced.
2. The Principal has informed that the Management is keen in restarting the Mentoring process for the benefit of the students. Responsibility for preparation of Mentoring books to circulate among all faculties was given to the IQAC Coordinator.
3. Later, discussions were held to enhance the skills of the students. Members opined to provide rigorous training to the students on English language, Communication and Technical Skills. They further advised to introduce Oxford Achievers and Business



English Course (BEC) for improving their English skills. Similarly, the departments to arrange various technical sessions and extra classes to improve the technical dexterities of the students.

4. The Principal has informed the members that the institution has taken necessary steps to recommence the GATE coaching for III & IV students.

The meeting was concluded at 5.00 pm.

  
(Dr. C. Yuvaraj)

**PRINCIPAL**

Madanapalle Institute of Technology & Science  
PO Box NO 14, Kadiri Road, Angallu  
MADANAPALLE, 517 325 A.P.

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