



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE, MADANAPALLE**  
(UGC-AUTONOMOUS)

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu  
Accredited by NBA, Recognized under section 2(f) & 12(B) of the UGC act 1956  
World Bank funded Institute, An ISO 9001-2008 Certified Institution

First Recognized Research Centre under JNTUA, Recognized as SIRO by DSIR



Dated: 05/06/2017

**CIRCULAR**

IQAC meeting is convened on 7<sup>th</sup> June, 2017, at 11.00 A.M. in the Board Room, to discuss the following processes to the quality procedures prescribed by the NAAC

**Agenda:**

1. Teaching & Learning
  - a) Result Analysis of each course and semesters
  - b) Attainment of course outcomes, PSOs, POs.
2. Industry Participation
3. Workshops/FDPs/Seminars/ Conferences conducted/attended
4. Research, Consultancy and quality publications
5. Department Budget.
6. Any other matter with the permission of the chair.

  
Co-ordinator (IQAC)  
**IQAC Co-ordinator**  
**Madanapalle Institute of**  
**Technology & Science**  
**MADANAPALLE - 517325.**

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

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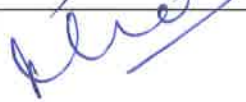











The Secretary, Madanapalle Institute of Technology & Science  
The Principal  
The Heads of Departments  
All members of IQAC

## IQAC Meeting

Date : 07.06.2017

Venue: Board Room, Madanapalle Institute of Technology & Science, Madanapalle

### Attendance Sheet

Members Present		Signature
1. Dr. C. Yuvaraj, Principal	Chairperson	
2. Mrs. M.Prathibha , SAO (G)	Member	
3. Mr. B. Sreekanth , Asst. Prof & SAO (Academic & Planning Cell)	Member	
4. Mr. V. Maruthi Prasad , Asst. Professor & Public Relations Officer	Member	
5. Mrs. D. Athar Samina Khan , Asst. Professor & Students Welfare Officer Basic	Member	
6. Mr. K.V.V. Raaju , Asst. Professor & NSS Program Officer	Member	
7. Mr. J. Saravanababu , Assoc. Professor & Senior Placement Officer	Member	
8. Dr. Ch. Rama Prasada Rao , Dean-IIIC	Member	
9. Dr. A. R. Reddy , Professor and Dean RRC	Member	
10. Dr. C. Kamal Basha , Assoc. Professor & NBA Chief Coordinator	Member	
11. Dr. V. Ramachandra Prasad , Professor & TEQIP Coordinator	Member	
12. Dr. Suryanarayana Raju Pakalapati, Professor	Member	
13. Dr. K. Saritha ,Asst. Professor	Member	
14. Dr. K. Upendra Kumar ,Asst. Professor	Member	
15. Dr. B. Rama Kumar, Professor	IQAC Coordinator	



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5. Department Budget.
6. Any other matter with the permission of the chair.

**Members Present:**

1. Dr. C. Yuvaraj , Principal
2. Mrs. M.Prathibha , SAO (G)
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4. Mr. V. Maruthi Prasad , Asst. Professor & Public Relations Officer
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13. Dr. K. Saritha , Asst. Professor
14. Dr. K. Upendra Kumar , Asst. Professor
15. Dr. B. Rama Kumar, Professor

Chairperson

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

IQAC Coordinator

Dr. B. Rama Kumar, IQAC coordinator welcomed the members present and requested Dr. C. Yuvaraj, Principal to chair the meeting and address the Auditees and Auditors. Principal informed that all the departments were audited. He also stressed that IQAC should work in such a way that NBA requirements are also taken care of in the future. The IQAC Coordinator requested the auditors to present the reports of various departments.

#### **Observations/Suggestions/ Action taken:**

##### **1. Teaching & Learning**

- Most of the departments have maintained proper documents
  - From January 2017 to April 2017, the number of registrations for various NPTEL across all departments are found to be satisfactory, but further increase in number is expected.
  - The heads of departments have submitted a report on the requirements for capturing class room lectures on video for uploading on MOODLE platform to enable the students to review the lessons
  - Several new courses have been identified for inclusion in R18 Curriculum
  - It was observed that all the departments are maintaining curriculum development records as per institute requirements
- ✓ **Result analysis of each course and semesters**
- Results of all UG and PG programmes were found satisfactory.
  - Remedial classes are to be planned for slow learners.
- ✓ **Attainment of course outcomes, POs and PSOs**
- Attainment of COs, POs and PSOs were observed to be satisfactory. Steps as necessary to be taken to improve the attainments are low. HODs were asked to monitor the progress and submit an action taken report.

##### **2. Industry participation**

- The institute has signed several MoU
- It was suggested to involve experts from industry in handling special courses partly or completely.

##### **3. Workshops/FDPs/Seminars/Conferences Conducted/Attended**

- Since March 2017 about 2 nos. of Workshops/ FDPs/ Seminars have been conducted.
- Principal urged all departments plan FDPs/ Workshops and submit Proposals in the prescribed format.
- It was suggested that the HODs should depute faculty for workshop/FDP conducted by eminent institutes/organizations

##### **4. Research, Consultancy and quality publications**

- Number of publications and quality of publications have been improved.
- Number of project proposals submitted to various funding agencies during the period have improved.
- The number of consultancy projects have increased

##### **5. Department Budget**

- Budget utilization by the departments was satisfactory
- Principal informed that the procurement process must start early and towards the end of financial year. Also the departments must verify the utilization on a quarterly basis



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CIRCULAR

06/03/2017

IQAC meeting is convened on 8<sup>th</sup> March, 2017, at 11.00 A.M. in the Board Room, to discuss the following processes to the quality procedures prescribed by the NAAC

**Agenda:**

1. Teaching & Learning
  - a) Result Analysis of each course and semesters
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4. Research, Consultancy and quality publications
5. Department Budget.
6. Any other matter with the permission of the chair.

  
Coordinator (IQAC)  
**IQAC Co-ordinator**  
**Madanapalle Institute of**  
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**MADANAPALLE - 517325.**

  
Principal

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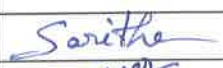

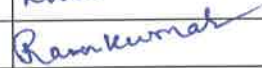
The Secretary, Madanapalle Institute of Technology & Science  
The Principal  
The Heads of Departments  
All members of IQAC

## IQAC Meeting

Date : 08.03.2017

Venue: Board Room, Madanapalle Institute of Technology & Science, Madanapalle

### Attendance Sheet

Members Present		Signature
1. Dr. C. Yuvaraj, Principal	Chairperson	
2. Mrs. M.Prathibha , SAO (G)	Member	
3. Mr. B. Sreekanth , Asst. Prof & SAO (Academic & Planning Cell)	Member	B. Sreekanth
4. Mr. V. Maruthi Prasad , Asst. Professor & Public Relations Officer	Member	
5. Mrs. D. Athar Samina Khan , Asst. Professor & Students Welfare Officer Basic	Member	
6. Mr. K.V.V. Raaju , Asst. Professor & NSS Program Officer	Member	
7. Mr. J. Saravanababu , Assoc. Professor & Senior Placement Officer	Member	
8. Dr. Ch. Rama Prasada Rao , Dean-IIIC	Member	
9. Dr. A. R. Reddy , Professor and Dean RRC	Member	
10. Dr. C. Kamal Basha , Assoc. Professor & NBA Chief Coordinator	Member	
11. Dr. V. Ramachandra Prasad , Professor & TEQIP Coordinator	Member	
12. Dr. Suryanarayana Raju Pakalapati, Professor	Member	
13. Dr. K. Saritha ,Asst. Professor	Member	
14. Dr. K. Upendra Kumar ,Asst. Professor	Member	
15. Dr. B. Rama Kumar, Professor	IQAC Coordinator	



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**MINUTES OF MEETING**

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4. Research, Consultancy and quality publications
5. Department Budget.
6. Any other matter with the permission of the chair.

**Members Present:**

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13. Dr. K. Saritha , Asst. Professor
14. Dr. K. Upendra Kumar , Asst. Professor
15. Dr. B. Rama Kumar, Professor

- Chairperson *SH*
- Member *B. Sreekanth*
- Member *V. Maruthi Prasad*
- Member *D. Athar Samina Khan*
- Member *K.V.V. Raaju*
- Member *J. Saravanababu*
- Member *Ch. Rama Prasada Rao*
- Member *A.R. Reddy*
- Member *C. Kamal Basha*
- Member *V. Ramachandra Prasad*
- Member *Suryanarayana Raju Pakalapati*
- Member *Saritha*
- Member *K. Upendra Kumar*
- IQAC Coordinator *B. Rama Kumar*



Dr. B. Rama Kumar, IQAC coordinator welcomed the members present and requested Dr. C. Yuvaraj, Principal to chair the meeting and address the members. The principal appraised the importance of setting goals for various academic and related activities. The agenda points were taken up one by one for discussion.

**Observations/Suggestions/ Action taken:**

**1. Teaching & learning**

- ✓ In the meeting, all HODs were instructed to maintain proper documents for the implemented ICT/ MOOC.
- ✓ In the meeting it was suggested that to register as many candidates as possible for NPTEL course, from all departments.

• **Result analysis of each course and semester**

- ✓ All the HOD's were instructed to keep the records of the number of students taking up the exams, number withdrawn, Number ineligible in their respective departments. The detailed result analysis has to be done after the completion of regular exam and makeup exams for UG and PG programs.
- ✓ It was opined to plan for remedial classes for the slow learners

• **Attainment of course outcomes, COs, POs and PSOs.**

- ✓ The controller of examinations informed that the attainments of COs, POs and PSOs will be calculated in the next semester once all the evaluations are over.
- ✓ The Principal instructed the heads of department to discuss the low attainment levels in Programme assessment Committee (PAC) for further action.

**2. Industry participation**

In the meeting reiterated that industry personnel participation in academic institute activities is important for bridging the gap between industry and institute. In this regard, he emphasized the need for the following activities:

- 2 industry visits, 3 guest lecturers by industry experts, and MOU for the exchange of knowledge through industry internship, industry project works.
- The Principal suggested the involvement of Industry Experts to teach a few selected topics of curriculum at least one course in the Program.

**3. Workshops/FDP's/Seminars/Conferences conducted/Attended**



All departments were encouraged to conduct at least one workshop/Seminar per semester. All the faculty were encouraged to attend at least one FDP outside Madanapalle Institute of Technology and Science

#### 4. Research, consultancy and quality publications

All faculty were advised to apply for funded project/consultancy. It was observed that quite a good number of papers were published/presented in indexed /refereed journals/conferences. Principal stressed the need for more number of publication/presentation in indexed / refereed journals.

#### 5. Department Budget

All the department heads were advised to utilize the amount allocated in budget to the maximum extent. All the HOD's were requested to review budget utilization on a quarterly basis and to take initiatives to augment the utilization of the budget, if they are lagging behind.

#### 6. Miscellaneous

Administrative audit report was tabled.

The meeting concluded with a vote of thanks by Dr. B. Rama Kumar, IQAC coordinator as there were no other points to deliberate.

  
Coordinator (IQAC)  
IQAC Coordinator  
Madanapalle Institute of  
Technology & Science  
MADANAPALLE- 517325.

  
Principal  
**PRINCIPAL**  
Madanapalle Institute of Technology & Science  
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**CIRCULAR**

Dated: 05/12/2016

IQAC meeting is convened on 7<sup>th</sup> December, 2016, at 11.00 A.M. in the Board Room, to discuss the following processes to the quality procedures prescribed by the NAAC

**Agenda:**

1. Teaching & Learning
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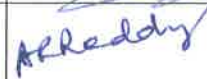





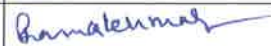
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## IQAC Meeting

Date : 07.12.2016

Venue: Board Room, Madanapalle Institute of Technology & Science, Madanapalle

### Attendance Sheet

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3. Mr. B. Sreekanth , Asst. Prof & SAO (Academic & Planning Cell)	Member	
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15. Dr. B. Rama Kumar, Professor	IQAC Coordinator	



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Chairperson   
Member   
Member   
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IQAC Coordinator 

Dr. B. Rama Kumar, IQAC coordinator, welcomed the members present and requested Dr. C. Yuvaraj, Principal to chair the meeting and address the members. The principal appraised the importance of setting goals for various academic and related activities. The agenda points were taken up one by one for discussion.

## **Observations/Suggestions/ Action taken:**

### **1. Teaching & learning**

- ✓ In the meeting it was suggested that effort should be made to register as many candidates as possible for NPTEL course, from all departments.
- ✓ The principal urged the heads of department to explore the viability of video capturing of class room lectures in each department in order to help the students particularly in numerical oriented subjects.
- ✓ The principal urged the heads of departments to identify new courses to be introduced in the R18 regulation
- **Result analysis of each course and semesters**
- ✓ All the HOD's were instructed to keep the records of the number of students taking up the exams, number with drawn, number ineligible in their respective departments. The detailed result analysis has to be done after the completion of regular examinations of UG and PG programmes.
- **Attainment of course outcomes, COs, POs and PSOs.**
- ✓ The principal instructed the controller of examinations to submit a report on the attainment of COs, Pos and PSOs for the next semester after evaluation process are completed for all the courses pertaining to UG and PG programmes.

### **2. Industry participation**

In the meeting it was suggested that participation industry personnel in the academic activities of the institute is imperative and important to bridge the gap between industry and institute. In this context, the following activities were proposed:

Ensuring at least 2 industry visits, 3 guest lecturers by industry experts, and at as many MOU as is possible for industry internship, industry project and student exchange.

### **3. Workshops/FDP's/Seminars/Conferences conducted/attended**

All departments were urged to plan and conduct at least one workshop/conference in each semester. All the faculty were advised to attend at least one workshop/conference. 2 national conferences and one FDP conducted during the academic year 2016-17

### **4. Research, consultancy and quality publications**

All faculty were advised to apply for funded project /consultancy. It was observed that quite a good number of papers were published/presented in indexed / refereed journals/conferences. Principal stressed at increasing the number of publication in indexed / refereed journals. One faculty received a national award for research contribution. 3 patents were applied during the academic year. Major projects proposals worth INR 4800

lakhs have been submitted to various funding agencies. Moreover, minor projects worth INR 21.35 lakhs have been sanctioned in the academic year

133 research papers were published during the period in peer reviewed journals and 33 conference papers were also published/presented

#### 5. Department Budget

All the department heads were advised to utilize the amount allocated in budget to the maximum extent. All the HOD's were requested to review budget utilization on a quarterly basis and to take initiatives to augment the utilization of the budget, if they are lagging behind.

#### 6. Miscellaneous

Academic audit report for the academic year 2015-16 was tabled.

The Principal advised to conduct the administrative audit and to table the same on next meeting.

The meeting concluded with a vote of thanks from the coordinator Dr. B. Rama Kumar as there were no other points to discuss.

  
Coordinator (IQAC)  
IQAC Co-ordinator  
Madanapalle Institute of  
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Principal  
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Copy to:

The Secretary, Madanapalle Institute of Technology & Science

The Principal

The Heads of Departments

All members of IQAC

## **MITS/IQAC/Meeting (1)/2016-17/Dated: 18/10/2016**

### **Minutes of the Meeting**

Dr. C. Yuvaraj, Principal as Chair, the first IQAC Meeting for the academic year 2016-17 was convened on 18/10/2016, between 04.00 pm to 05.30 pm at Conference Room.

#### **Agenda**

1. Status of Industry Internship for final year students.
  2. Introduction of IOT, Big Data Analytics, BEC and other advanced courses in the curriculum.
  3. Provision of credits for BEC, IELTS, TOFEL & GATE
  4. Status of MOOCs, GATE & Moodle
  5. Status of Remedial Classes
  6. Status of Departmental Meetings
  7. Discussion on Academic Audit
  8. Discussion on Disciplinary Measures
  9. Any other matter with the permission of the chair
- 
1. It was informed to all departments to contact the industries to provide Internships to the final year Autonomous Students during 2017.
  2. Members opined that infrastructure is to be set up for IOT and Big Data Analytics Labs. IQAC Coordinator advised the departments to submit the proposals to the Principal at the earliest possible time, so as to submit the same to the Management for approval. He further advised to prepare the syllabus and get the approvals of the BoS & Academic Council.
  3. It was opined that by the members to introduce credit based special courses like BEC, IELTS, TOFEL in the curriculum, to enhance the skills of the students.
  4. Also opined to conduct GATE classes for both Pre-final & Final year students, as there are lots of advantages with the GATE score. The members were informed that the departments of EEE, ECE, ME & CSE have already started the GATE coaching for final year students and during the next semester arrangements would be made for the pre-final year students.
  5. IQAC advised all departments to offer few more new advanced courses under Open Electives category.
  6. He further reminded to monitor whether all faculty uploading the syllabus, handouts, lecture notes etc to the Moodle. He has advised to strengthen the Moodle team to monitor all these activities.





7. Discussing on Massive Open Online Courses (MOOCs), he suggested to send a request letter to the UGC for introducing few more online courses through SWAYAM to cater needs of the Institution.
8. The IQAC coordinator has also stressed upon necessity of conduction of Remedial classes for the students from disadvantaged sections. He further added that separate attendance should be maintained for it.
9. He further said that departmental meetings should be conducted time to time as per the given schedule.
10. He advised all members to take necessary initiation to collect the feedback on curriculum from all stake holders, preferably from students and parents.
11. It was proposed to conduct one Academic Audit per semester. He further said that the prepared definitions will be forwarded to the all department coordinators to review the points which are given in the academic audit forms.
12. Principal has advised the disciplinary committee to take utmost care to improve the regularity of the students.

The meeting was concluded at 5.30pm.



**(Dr. C. Yuvaraj)**

**PRINCIPAL**

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


Copy for kind information to:

### I. All IQAC Members

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	Mr. V. Vamsidhar	Member(Management)
15	Ms.Nagarathna	Member(Alumni)
16	Mr.T.G.Ravi Kumar	Member(Local Society)
17	Mr.AjithaPrabhu	Member (Industrialist)

### II .All HoDs

1	Dr. C. Kamal Basha	HoD of EEE
2	Dr. M. Thamarai	HoD of ECE
3	Dr. P. Suryanarayana Raju	HoD of ME
4	Dr. M. Sreedevi I/c	HoD of CSE
5	Dr.M.Chittaranjan	HoD of CIVIL
6	Dr. R. Thulasiram Naidu	HoD of HUM
7	Dr. M. Sudhakar Reddy	HoD of Maths
8	Dr. Virendra Kumar Verma	HoD of Physics
9	Dr. Sovan Roy	HoD of Chemistry
10	Dr. B. Rasheeda Begum	HoD of English
11	Dr. D. Pradeep Kumar	HoD of MBA
12	Dr. G. Santhoshi	Ho D of MCA

  
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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.
- 
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)**  
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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)



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