BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
Ibrahimpatnam - 501 510, Hyderabad.

MEETING NOTICE

Date: 04-07-2017

Sub: Convening the 07th meeting of IQAC (7/2017-18)-Reg

A meeting of IQAC is convened on 05-07-2017 at 3:10 PM in the Audit Cell to discuss the following agenda.

1. Result Analysis
2. Academic auditing
3. NPTEL Online certification programme
4. Student Counselling
5. Research & Development
6. Training and Placements
7. Approval of Content beyond syllabus of CSE, ECE, EEE and Mechanical for the academic year 2017-18
8. Conduction of Workshops / Seminars / Guest Lectures / Faculty Development Programmes / Conferences etc

All Members of IQAC are expected to attend the meeting and contribute their wisdom.

Dr. R. MADANA MOHANA	**Dr. E. VENKAT REDDY**
Coordinator, IQAC	*Chairperson, IQAC*
Bharat Institute of Engineering and Technology	Bharat Institute of Engineering and Technology
Mangalpally (Village), Ibrahimpatnam (Mandal) –	Mangalpally (Village), Ibrahimpatnam (Mandal) –
501510, Ranga Reddy (Dt.), Telangana	501510, Ranga Reddy (Dt.), Telangana

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

PRINCIPAL
Bharat Institute of Engg. & Tech
Mangalpally (V), Ibrahimpatnam (M)
Ranga Reddy Dt. 501 510

Minutes of 7ᵗʰ IQAC meeting held on 05-07-2017 at 3:10 PM

Principal greeted all the members of IQAC and welcomed them to the meeting and declared the meeting at 3:10 PM

Results Analysis:

Chairman, IQAC has asked to present the pass percentages in all the subjects of all the departments by respective department Academic I/Cs and requested all the departments to take the necessary actions as per the regular procedures to improve the pass% and follow up action taken by Academic Audit Cell.

Academic Auditing:

Chairmen, IQAC has verified the academic auditing reports done in 2015-16 and follow up action taken report are also verified the following academic audit reports.

Academic Audit Verification Components:

- FORM-1: WLTT- Workload Approval, Allocation and Time Tables Submission Status Report
- FORM-2: LPCF - Lesson Plan, Course File & Lab Execution Plan Submission Status Report
- FORM-3: SCRB - Syllabus Completion, Remedial & Bridge Classes Conduction Status Report
- Daily Class Work Report (DCWR)
- Student Lab Attendance Cum Lab Log Register (Laboratory Attendance Register)
- Internal Examinations Marks
- Student Mentoring / Counseling Register
- Student Hand Book preparation
- Teacher's Diary – Academic (Faculty)
- Faculty Feedback and Action Taken

Certification Programs:

Chairman, IQAC has informed the importance of certification by NPTEL of our students as well as faculty members in the pursuit of quality. The number of registrations from students is to be increased by year. The objective is to have more than one certified faculty members in the department in every core subject at the earliest. Accordingly the departments are advised to take necessary actions. It has been decided to compensate the registration expenses for faculty members to obtain elite certification from NPTEL.

Student Counselling:

Chairman, IQAC has informed the importance of student counseling of our students to motivate towards academic direction and participate in inter-institute events effectively.

Research & Development:

Chairman, IQAC has informed to all the Associate Professors & Professors to

- Encourage faculty members to provide students in-house projects.
- Pursuing the industries, Government organizations and agencies for funding the Workshops, Projects, Seminar Grants, Consultancy, Training programs, Conferences, etc.
- Actively participating in preparation of projects and continuously pursuing the concerned agencies to get it sanctioned under the guidance of Professors/ senior faculty members and HOD's.
- Should conduct at least one seminar/ workshop in each semester.
- Spend considerable part of the time research activities. Be a guide for at least 2 M.Tech and 4 B.Tech students in addition to guiding Ph.D students. Enhance the R &D and institutional consultancy activities with industry.
- Publish at least 2 technical papers in reputed conferences/ Journals in each semester. Provide guidance and assistance to the faculty members under your mentorship to publish at least one technical paper.
- Prepare and send technical projects proposal to AICTE/DST CSI etc., and lead the projects.
- Collaborate with Industry for applicable research and product development. Enter into MOUs with Industry/ Govt. organization/ University which encourage R & D.

Training and Placements:

- All the departments need to coordinate with the Training cell and Placement division for coordinating training and placement activities.
- List of prospective students need to be prepared by the respective departments based on the academic performance as on date. They should guide students interested in placements to register with placement department.
- Emphasis need to be on Core Industries.
- Training coordinators should identify reputed training centers offering certified courses in technical training, and in coordination with department Academic In charge and college Training In charge, motivate students to take training.
- Identify faculty who can conduct training in technical subjects and prepare students in FAQ'S for interviews and GATE exam.

- CRT training sessions should be planned in co ordination with English Dept, Maths Dept and MBA Dept.

Approval of Content beyond the syllabus: IQAC members approved Content beyond the Syllabus of CSE, ECE, EEE and Mechanical departments received from the respective departments DAC committee for the academic year 2017-18 and verifies the gaps mapping with Program Outcomes (POs) / Program Specific Outcomes (PSOs) of respective departments.

Conduction of Workshops / Seminars / Guest Lectures / Faculty Development Programmes / Conferences etc:

Chairman, IQAC has reviewed the list of initiatives for 2016-2017 II Semester conducted through IQAC and the lists of activities are given below:

Year	Name of quality initiative by IQAC	Date of conducting activity	Number of participants
2016-17	Project Day: 2017	12.04.2017	All Final Year Students
2016-17	Seminar on Internet Of Things	07.04.2017	ECE Students
2016-17	Seminar on NASSCOMM TRAINING	04.04.2017	All Final Year Students
2016-17	Seminar on LEADERSHIP SKILLS and CAREER GUIDANCE	27.03.2017	All II and IV Year Students
2016-17	National Conference on Advances in Control, Power, Energy & Electronic Systems, (ACPEES-2017	24.03.2017 to 26.03.2017	200 Students and 60 Faculty
2016-17	Two Day workshop on MATLAB Programming For Advanced Learners	22.03.2017 to 23.03.2017	All ECE Faculty and IV Year Students
2016-17	Seminar on SERVING COMMUNITY	17.03.2017	All I Year Students
2016-17	Tech Fest-2K17	3.03.2017 to 4.03.2017	All Students and Faculty
2016-17	Workshop on "Auto CAD" for IV Year B.Tech Mechanical & Civil students and Faculty.	28.02.2017 to 01.03.2017	180 students and 20 faculty
2016-17	One Day Guest Lecture on "CONDITON ASSESSMENT PROGRAM ON TURBINE GENERATOTS".	28.02.2017	60 students and 15 faculty
2016-17	One Day Seminar on "Networking and Security Technologies" by Golars Networks Pvt Ltd, Hyderabad.	27.02.2017 to 27.02.2017	300 students and 20 faculty
2016-17	ORIENTATION SESSION on COCUBES ASSESSMENT TEST	22.02.2017	All III Year Students
2016-17	Workshop on MATLAB Programming To Contemporary Real World Engineering Problems	22.02.2017	ECE Faculty and IV Year Students
2016-17	FDP ON MATLAB PROGRAMMING TO CONTEMPORARY REAL WORLD ENGINEERING PROBLEMS	22.02.2017 to 23.02.2017	120 students and 20 faculty
2016-17	Seminar on Employability Skills and Career option	21.02.2017	All IV Year Students
2016-17	Guest Lecture on CAD/CAM APPLICATIONS IN MECHANICAL ENGG	20.02.2017	MECH Students and Faculty
2016-17	Guest Lecture on Phased Array Antennas	18.02.2017	ECE Students

Year	Name of quality initiative by IQAC	Date of conducting activity	Number of participants
2016-17	One Day Seminar on MAKING OFCHAMPIONS	18.02.2017	All I Year Students
2016-17	Guest Lecture on "Develop the logic one insect move outside of the circle at clockwise and anti clockwise" by Dr. B. K. Sarkal, Project Director, TCS Pvt. Ltd, GGN, India and Dr. Reena Singh, DBMS Trainer, TCS-G PVT LTD, INDIA	16.02.2017 to 17.02.2017	60 students and 5 faculty
2016-17	One Day Guest Lecture on "SCADA System - Technology and Applications"	15.02.2017	EEE 60 students and 10 faculty
2016-17	One Day Guest Lecture on " INDUSTRY DESIGNS"	05.02.2017	MECH Students and Faculty
2016-17	One Day Seminar on MIND MANAGEMENT	28.01.2017	All I Year Students
2016-17	National Youth Day in association with Ramakrishna Math, Hyderabad	24.01.2017	All Students and Faculty
2016-17	Guest Lecture on MODERN TRENDS IN MANUFACTURING	24.01.2017	MECH Students and Faculty
2016-17	Guest Lecture on Principles of Global Positioning System	21.01.2017	ECE Students
2016-17	Training Program in Microsoft MTA DBF Session-2	17.01.2017 to 19.01.2017	All IV Year Students
2016-17	One Day Seminar on Embedded System	19.01.2017	ECE Students
2016-17	One Day Seminar on CAREER GUIDANCE	18.01.2017	All I & II Year Students
2016-17	Seminar on Seminar on "Optical Communications"	07.01.2017	All IV Year Students
2016-17	Training Program in Microsoft MTA DBF Session-1	10.01.2017 to 11.01.2017 & 16.01.2017	All IV Year Students
2016-17	Guest Lecture on "Remote Sensing and Geographical Information System	09.01.2017 to 09.01.2017	60 students and 5 faculty
2016-17	Guest Lecture on FPGA in Signal Processing.	07.01.2017 to 07.01.2017	60 students and 10 faculty
2016-17	Guest Lecture on "Field Programmable Gate Array"	07.01.2017	ECE Students
2016-17	Seminar on APTITUDE SKILLS	02.01.2017	All Mathematics Faculty
2016-17	Seminar on PERSONALITY DEVELOPMENT by Ramakrishna Math, Hyderabad	30.12.2016	All MBA Students and Faculty
2016-17	CSI DIGITAL LIFE AWARENESS PROGRAM ON CASHLESS TRANSACTIONS. Shri. K. Mohan Raidu, Vice-Chairman, CSI Hyderabad Chapter and Shri Raja Kishore, Vice President, Common Services Centre, Govt. of India are the resource persons.	29.12.2016 to 29.12.2016	120 students and 20 faculty
2016-17	VIVEK BAND LAUNCH	28.12.2016	All B.Tech Class Representatives (CR's)
2016-17	EFFECTIVE COMMUNICATION	24.12.2016	All I Year Students
2016-17	Seminar on SUCCESS WITH CAREER	23.12.2016	All III Year Students
2016-17	Guest Lecture on 3-D PRINTING	19.12.2016	MECH

Year	Name of quality initiative by IQAC	Date of conducting activity	Number of participants
			Students and Faculty
2016-17	National Conference (ITBCMS-2K16), 16-17 Dec 2016 at BIET	16.12.2016 to 17.12.2016	120 students and 70 faculty
2016-17	AMCAT ONLINE TEST	16.12.2016	All IV Year Students
2016-17	TECHNICAL TRAINING	09.12.2016	All Training Coordinators
2016-17	Guest Lecture on "Project Identification For New Entrepreneurs Antenna Measurements"	07.12.2016	All IV Year ECE Students and Faculty

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BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Ibrahimpatnam - 501 510, Hyderabad.

MEETING NOTICE

Date: 02-05-2018

Sub: Convening the 08th meeting of IQAC (8/2017-18)-Reg

A meeting of IQAC is convened on 04.05.2018, 05.05.2018, 07.05.2018 & 08.05.2018 at 11:00 AM in the BIT Seminar Hall to discuss the following agenda.

1. Honorable Chairmen addressing
2. Review of Department wise R&D Reports for 2016-2017 and 2017-2018
3. Review of Institute level all committees progress and action plan for 2018-2019
4. Review of Department wise Academic Reports for 2016-2017 (I & II Semesters) & 2017-2018 (I Semester)
5. Training Plan of action during summer- 2018 for II Year to IV Year B.Tech students
6. Internship and Mini Projects action plan for upcoming IV Year B.Tech students during summer-2018
7. Review of delivery details and mapping of Program Outcomes / Program Specific Outcomes of contents beyond the syllabus for 2017-18 by considering workshops / Seminars / Guest Lectures / Faculty Development Programmes / Conferences etc conducted.
8. Preparation of NBA Accreditation visit and NAAC Accreditation visit during September-October 2018
9. Any other item

All Members of IQAC are expected to attend the meeting and contribute their wisdom.

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R. Madana Mohan
Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Ranga Reddy Dist-501 510

Minutes of 8th IQAC meeting held on 04.05.2018, 05.05.2018, 07.05.2018 & 08.05.2018

Principal greeted all the members of IQAC and welcomed them to the meeting and declared the meeting at the venue as per the schedule.

Day-1: 04.05.2018

Item 1: Honorable Chairmen addressed the following activities:

- R&D department wise progress to be improved
- All Institute level committees will work to fulfill the requirements of NBA and NAAC guidelines
- All committees should maintain minutes of the meeting book and activities report
- Improve R&D activities to meet the requirements of NIRF ranking
- All faculty should go through the norms of NBA/NAAC/AUTONOMOUS/ABET/NIRF etc., identify which are not available, suggest to incorporate at our institute level proformas and come with proper ideas and solutions
- Before summer vacation:2018 properly plan for Mini Projects and Internships for current III Year II Semester B.Tech students
- Encourage students to do internship and recommend to the management for honorarium for best projects
- June 1st week of 2018 onwards conduct job oriented technical training programs by respective department faculty and communication skills classes by English department faculty for 2nd and 3rd year students
- Claim for R&D incentives by scrutinizing properly by the R&D committee. The scrutinizing committee for R&D is given below:
    1. Prof. G. Kumaraswamy Rao, Professor of ECE, BIET
    2. Dr. B. Prasada Rao, Director of Training & Placements, Industry Interface, BIET
    3. Dr. R. Sreehari Rao, Director (R&D) & Professor of ECE, BIET
    4. Dr. Subir Kumar Chaudhuri, Director (R&D)and Distinguished Professor of EEE, BIET

Item 2: Department wise R&D Activities reports presentations:

- *First* CSE & IT department R&D activities report is presented by department Academic I/C
- Prof. G. Kumaraswamy Rao, Professor of ECE addressed about the focus areas in R&D in collaboration with public sectors like DRDO, RCI, and BDL etc.
- Dr. Subir Kumar Chaudhuri, Director (R&D)and Distinguished Professor presented department wise focused R&D groups and their centre of excellences establishment

- *Second* ECE department R&D activities report is presented by department Academic I/C
- *Third* EEE department R&D activities report is presented by department Academic I/C
- *Fourth* Mechanical department R&D activities report is presented by department Academic I/C

Day-2: 05.05.2018

Item 3: Institute level Committee's presentation:

- ECE department Academic I/C presented R&D report
- *Industry Institution Interaction Committee* presentation given by Incharge Prof. G. Kumaraswamy Rao about the plan of action for 2018-19 and activities done in 2017-2018.
- *Discipline Committee* presentation given by Incharge Mr. D. Sankar Reddy, ECE. Presented about the issues related to discipline and action taken to resolve those issues along with documental evidences. Provided plan of action for 2018-19 and support required from each department incharges.
- *Anti Ragging Committee* presentation by Incharge Mr. V. Pradeep Kumar, ECE. Presented about the complaints raised related to anti ragging and action taken to resolve those issues along with documental evidences. Provided plan of action for 2018-19 and support required from each department incharges.
- *Library Committee* presentation given by Incharge Dr. Kalyan Kasturi, ECE. Chairman suggested to do Library Auditing.
- *Academic Audit Cell* committee presented by Mrs. Farhana Bano, CSE, Incharge. Explained about the activities carried out during 2017-18 academic year along with minutes of meeting and plan of action for 2018-19.
- *Examination Cell* presented by Incharge Mr. K. Raju about the issues faced and resolved and grievances of examination related issues and action taken and plan of action for 2018-19.

Day-3: 07.05.2018

Item 3: Institute level Committee's presentation: **cont'd.**

- *Admin Audit Cell Committee* presented by Incharge Dr. J. R. V. Jeny about the activities done during 2017-2018 and problems faced regarding student attendance shortage and UCPS sent as per mentor guidelines and also plan of action for 2018-19.
- *Training for placement committee* presented by Incharge Mr. T. Ranjith, English department. Presented the training activities carried out during 2017-18 and feedback about training taken place by FACE academy. Department wise respective training incharges presented the training activities done. Chairman addressed the reasons for failure of students during placement drives taken place. Feedback should be collected from placement cell and provide necessary training wherever lagging in communication skills and core technical areas to overcome further recruitments. And also asked to prepare Summer Training - 2018 department wise plan of action to be present on 08.05.2018 along with faculty identification for training.
- *Placement Hub committee* presentation by Incharge Mrs. Sarah. Presented the number of companies visited to conduct recruitment and number of Selections Company wise along with salary package. And

also presented the workshops and training programs conducted during 2017-18 through Placement Hub. Chairman suggested getting more core companies with good salary and top MNCs for 2018-2019.

- *Placement Cell Committee* presentation by Incharge Mr. S. M. Raw. Presented the number of companies visited to conduct recruitment and number of Selections Company wise along with salary package. And also presented the workshops and training programs conducted during 2017-18 through Placement Cell. Chairman suggested getting more core companies with good salary and top MNCs for 2018-2019.
- *Chairman Suggestions to Training Department, Placement Hub and Placement Cell:*
  - Measures taken for placements improvement and maintain record of evidence.
  - I year onwards communication skills classes to be conducted effectively.
  - Pre-placement training to be conducted before company visit.
  - Department wise from core team for Technical Skills, after drive is over analyze and conduct training.
  - I year onwards continuously conduct training on programming languages like C, C++, JAVA etc.
  - 2018-2019 Planning to conduct class work for 5 days working, 6th day completely plan for Coding/Technical Training /Placement Activities etc. IV year II Semester B.Tech impose two days fully for placement activities.

Day-4: 08.05.2018

Item 3: Institute level Committee's presentation: **cont'd.**

- *Repair and Maintenance Committee* presented by Incharge Mr. G. Kamalaker Reddy, EEE about the repairs and maintenance carried out during 2017-2018 and also plan of action for 2018-19.
- *Infrastructure Procurement Committee* presented by Incharge Mr. A. Nagaraju, EEE about the items procured related to labs and infrastructure during 2017-2018 and also plan of action for 2018-19.

Item 4: Review of Department wise Academic Reports for 2016-2017 (I & II Semesters) & 2017-2018 (I Semester)

- *Academic Committee* presented department wise Academic Report for 2017-2018 I Semester Results Analysis by respective department Academic Incharges. ECE report by Dr. Vikas Maheswari, CSE/IT report by Mr. Manohar Gosul, EEE department report by Dr. Johan Arun Kumar, Mechanical Report by Dr. T. Govardhan and Civil Report by Mr. Pratap Reddy. 2016-17 I& II Semester Academic Reports are collected for reviewing.

Item 5 & 6: Training Plan of action during summer- 2018 for II Year to IV Year B.Tech students

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Internship and Mini Projects action plan for upcoming IV Year B.Tech students during summer-2018

- *Department wise* Training incharges presented the core areas to be covered along with full course modules
- *Summer training* modules course wise prepared by all the respective departments and department wise training faculties are also identified. For Mini Projects Internship training modules are also identified.

- *Summer Training & Internship programs for all II year B.Tech to IV year B.Tech students will be commenced from 04 June 2018.*

Item 8: IQAC members reviewed the delivery details and mapping of Program Outcomes / Program Specific Outcomes of contents beyond the syllabus for 2017-18 by considering workshops / Seminars / Guest Lectures / Faculty Development Programmes / Conferences etc conducted.

Item 9: Preparation of NBA Accreditation visit and NAAC Accreditation visit during September-October 2018

- *Department wise* prepare all the files along with all supporting documents to face NBA/NAAC inspections during September-October 2018.

Item 8: Any other item

Concluding Remarks by Chairman:

- **2018-2019 Targets:**
  - R&D Activities, NIRF ranking parameters fulfillment related to R&D
  - Placements
  - Summer Training and Internship
- All Training incharges collect Feedback form for trainers from first day itself and identify good faculty for training.
- Motivate all students to participate/enroll AICTE INTERNSHALA for Internships/Summer Training Programs.
- Send letters to all parents through registered post regarding Training Activities, Summer Internship along the commencement date and schedules. Include Half day exclusive slot for SAP training.
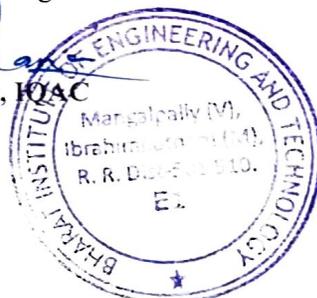- Final Review meeting is on end of semester.

Chairman, IQAC has reviewed the list of initiatives for 2017-2018 I&II Semesters conducted through IQAC and the lists of activities are given in *Annexure-I:*

Meeting concluded with thanks to the In-charge.

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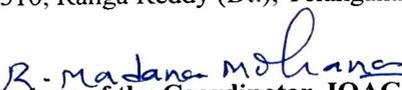</table>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The plan of action chalked out by the IQAC in the beginning of the year towards Quality Enhancement and the outcome achieved by the end of 2017-18 academic year.

Plan of Action	Achievements
To apply for NBA Accreditation	Four departments have completed filling of NBA Tier-II SAR Application.
To offer Value added course	Certification programs through NPTEL were conducted on latest technologies for the benefit of the students.
To improve co curricular activities	Workshops, conferences ,industrial visits, soft skill development programmes, communication skill development programmes organized regularly
Submission of research proposal to various external funding agencies	Various research proposals were submitted to AICTE & DST- SERB
To Monitor Teaching Learning process	Academic audit is done at the middle and end of the every semester.
To Encourage R&D and Consultancy, Establishing advanced/research labs/centers, setting up new experiments on latest technologies.	Well established advanced research labs are available to encourage R&D activities in the departments.
Conduct faculty development programs on emerging technologies.	Faculty development Programs, workshops, seminars and conferences were organized.
Communication with parents	Letters with particulars of Percentage of attendance, Mid-Exam marks, and backlogs have been sent. Percentage of student attendance is improved.
Online Certification Courses	• BIET is recognized as NPTEL Local chapter • Faculty members and students have utilized various NPTEL videos and web courses.
Developing framework for NAAC related bench marks	NAAC bench marks have been shortlisted and a framework for the same has been designed.
Developing documentation standards	Documentations standard for monthly report has been developed.
To improve Cultural Activities	Various Club Activities effectively functioned
Faculty Performance Index(FPI)	Faculty performance has been improved

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