

**MAHAVEER INSTITUTE OF SCIENCE & TECHNOLOGY, HYDERABAD**  
**INTERNAL QUALITY ASSURANCE CELL**  
**[Minutes of the meetings]**

Sl.No	Date of Meeting	Minutes of the Meeting	Agenda Discussed
1.*	12.04.2016	Ref: MIST/IQAC/A/2016/M	1. Initiation of IQAC in the principal meeting for forth coming academic year 2016-17.
2.	Dt. 14/07/2016	Ref: MIST/IQAC/1/2016/M	1. Introduction to IQAC Members 2. Objectives of IQAC Cell 3. Functions of IQAC Cell 4. Academics
3.	04/11/2016	Ref: MIST/IQAC/2/2016/M	1. Confirmation of the minutes of previous meeting held. 2. Research Policy 3. Development of Mobile App for Students Attendance 4. Miscellaneous
4.	04/02/2017	Ref: MIST/IQAC/3/2017/M	1. To confirm the Minutes of the first IQAC meeting 2. Academic plan for the AY 2016-2017 Semester II 3. Planning of Internship programme for final year students. 4. Training program for the graduating students. 5. General discussion
5.	17.05.2017	Ref : MIST/IQAC/4/2017/M	1. Academic plan for the AY 2017-2018 semester I 2. To integrate innovative teaching and learning methods 3. Review the curricular and extracurricular activities of the institute.
6	10.08.2017	Ref : MIST/IQAC/5/2017/M	1. To confirm the Minutes of the Previous IQAC meeting 2. Plan for inviting experts for guest lectures on advanced topics. 3. Plan for student mentoring 4. Conduct of placement Training Programme.
7.	28/10/2017	Ref : MIST/IQAC/6/2017/M	1. Confirmation of the minutes of the previous Meeting 2. Improvements of Teachers' quality, work ethic and quality 3. Proper Documentations

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<b>8.</b>	<b>21.01.2018</b>	<b>Ref: MIST/IQAC/7/2018/M</b>	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of the previous Meeting</li> <li>2. Activities of Research Development Committee</li> <li>3. Improvement of Library</li> </ol>
<b>9.</b>	<b>13.04.2018</b>	<b>Ref: MIST/IQAC/8/2018/M</b>	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of the previous Meeting</li> <li>2. Analysis of Examination Results</li> <li>3. Review of Placement Activities</li> </ol>
<b>10.*</b>	<b>07/07/2018.</b>	<b>Ref: MIST/IQAC/9/2018/M</b>	<ol style="list-style-type: none"> <li>1. Introduction to IQAC Members</li> <li>2. Objectives of IQAC Cell</li> <li>3. Functions of IQAC Cell</li> <li>4. Academics.</li> </ol>
<b>11</b>	<b>03/10/2018</b>	<b>Ref : MIST/IQAC/10/2018/M</b>	<ol style="list-style-type: none"> <li>1. Presentation of Achievements of 2018</li> <li>2. Departmental Seminar &amp; Workshops</li> <li>3. Internal Academic Audit 2018-19</li> <li>4. Any other matter with the permission of the chair</li> </ol>
<b>12</b>	<b>18.01.2019</b>	<b>Ref : MIST/IQAC/11/2019/M</b>	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of the previous Meeting</li> <li>2. Preparation of second semester plan of 2018-2019 and action plan to achieve the goal.</li> <li>3. Outcomes achieved by the end of the academic year 2018-2019</li> <li>4. Best Practices of the College</li> </ol>
<b>13.</b>	<b>12.04.2019</b>	<b>Ref: MIST/IQAC/12/2019/M</b>	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of previous meeting held.</li> <li>2. Conducting the remedial class for weaker students.</li> <li>3. Conducting the end semester examinations.</li> <li>4. Encourage the students in extra curriculum activities.</li> <li>5. Miscellaneous</li> </ol>

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14.	17.07.2019	Ref: MIST/IQAC/13/2019/M	<ol style="list-style-type: none"> <li>1. Academic plan for the Academic year 2019-20 according to the university almanac.</li> <li>2. To integrate innovative teaching and learning methods</li> <li>3. Formation of sub committees for smooth functioning of the institution.</li> <li>4. Any other related matter</li> </ol>
15.	29.10.2019	Ref: MIST/IQAC/14/2019/M	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of previous meeting held.</li> <li>2. Parent-teacher Meeting for feedback</li> <li>3. Mentoring System for Students</li> <li>4. Miscellaneous</li> </ol>
16.	22.01.2020	Ref: MIST/IQAC/15/2020/M	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of the previous Meeting</li> <li>2. Academic Upliftment</li> </ol>
17.	23.04.2020	Ref: MIST/IQAC/16/2020/M	<ol style="list-style-type: none"> <li>1. Confirmation of the minutes of previous meeting held.</li> <li>2. Conducting the End semester examinations in the pandemic period.</li> <li>3. Providing the awareness about End Examination paper pattern .</li> <li>4. Miscellaneous</li> </ol>
18.	21.08.2020	Ref: MIST/IQAC/17/2020/M	<ol style="list-style-type: none"> <li>1. Online Review Meeting with each department regarding Teaching-Learning &amp; Internal Evaluation Process.</li> <li>2. Online Enrichment Program for Students &amp; Faculty Members</li> <li>3. Miscellaneous</li> </ol>
19.*	26.11.2020.	Ref: MIST/IQAC/18/2020/M	<ol style="list-style-type: none"> <li>1. Introduction to IQAC Members</li> <li>2. Objectives of IQAC Cell</li> <li>3. Functions of IQAC Cell</li> <li>4. Academics.</li> </ol>

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20.	05.03.2021	Ref: MIST/IQAC/19/2021/M	<ol style="list-style-type: none"> <li>1. Plan of action against the academic calendar drafted by the JNTUH for the Academic year 2020-2021.</li> <li>2. Feasibility of conducting meetings, FDP's and webinars through zoom.</li> <li>3. Review the performance of departments.</li> <li>4. Review of the ongoing class work conducted online.</li> </ol>
21.	07.07.2021	Ref: MIST/IQAC/20/2021/M	<ol style="list-style-type: none"> <li>1. Academic activities &amp; feedback analysis of students.</li> <li>2. Review the performance of departments.</li> <li>3. Online teaching &amp; learning</li> <li>4. Quality initiatives</li> <li>5. Review status of Accreditation's.</li> </ol>
22.*	06.10.2021	Ref: MIST/IQAC/21/2021/M	<ol style="list-style-type: none"> <li>1. Formation of new IQAC Committee</li> <li>2. Regular follow up of academic development activities.</li> <li>3. Improving teaching learning skills of faculty.</li> <li>4. Discussion regarding the Traditional day.</li> <li>5. Updating of the Website.</li> </ol>
23.	02.02.2022	Ref: MIST/IQAC/22/2022/M	<ol style="list-style-type: none"> <li>1. To confirm the Minutes of the previous IQAC meeting.</li> <li>2. Modernization of Laboratories and ICT class rooms for interactive teaching.</li> <li>3. Updating institutional data in the AISHE for the academic year 2020-21.</li> <li>4. Process initiation towards the recognition of College Section 2(f) of UGC Act,1956.</li> <li>5. Conducting the end semester examinations.</li> <li>6. Encourage the students into extra curriculum activities at institution level.</li> <li>7. Feed back to be conducted at the end of the semester</li> </ol>

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<b>24.</b>	<b>13.07.2022</b>	<b>Ref: MIST/IQAC/23/2022</b>	<ol style="list-style-type: none"> <li>1. ICT facilities for mini seminar halls</li> <li>2. Provide additional infrastructure for CCTV, Video surveillance &amp; its maintenance.</li> <li>3. Conducting the placement drive.</li> <li>4. Academic plan for the Academic year 2021-2022 according to the university almanac</li> </ol>
<b>25*</b>	<b>20.10.2022</b>	<b>Ref: MIST/IQAC/24/2022</b>	<ol style="list-style-type: none"> <li>1. Formation of New IQAC Committee.</li> <li>2. Interactive panel for principal meeting hall</li> <li>3. Cabin partitions for supporting cells with infrastructure</li> <li>4. Improve the teaching learning techniques</li> <li>5. Conducting the Traditional day</li> <li>6. Conducting Departmental Seminar &amp; Workshops</li> <li>7. Parent-Teacher meeting for feedback</li> <li>8. Mentoring system for students.</li> </ol>
<b>26.</b>	<b>18.01.2023</b>	<b>Ref: MIST/IQAC/25/2023</b>	<ol style="list-style-type: none"> <li>1. Conducting Sports and games</li> <li>2. Preparation of second semester plan of 2022-2023 and action plan to achieve the goal.</li> <li>3. Review the performance of departments.</li> <li>4. Improving teaching learning skill of faculty.</li> <li>5. Conducting the end semester examinations.</li> </ol>

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<b>27.</b>	<b>29.03.2023</b>	<b>Ref: MIST/IQAC/26/2023</b>	<ol style="list-style-type: none"> <li>1. Initiation process towards conferment UGC Autonomous for the academic year 2023-24.</li> <li>2. Modernization and services of Laboratories.</li> <li>3. Faculty recruitment for the academic year 2023-24 against the vacancy positions.</li> <li>4. Parent teacher meeting conducted and feedback taken from parents related with their ward attendance and performance of studies. The problems also rectified which are identified.</li> </ol>
<b>28.</b>	<b>31.08.2023</b>	<b>Ref: MIST/IQAC/27/2023</b>	<ol style="list-style-type: none"> <li>1. Academic plan for the academic year 2023-24 as per the university almanac.</li> <li>2. To improve the teaching and learning methods.</li> <li>3. Encourage the students in games and sports activities.</li> <li>4. Organize the seminar &amp; Workshops in the current academic year</li> <li>5. Motivation of various departments towards the National Conference for the academic year 2023-24.</li> <li>6. Encourage the Research and development activities on various aspects.</li> <li>7. Process towards the MOU's, University Tie-Up AND Industry partnerships with institution.</li> <li>8. Student Enrichment programmes and faculty development programme &amp; Faculty members.</li> <li>9. Conduct the various academic, Co-Curriculum and extra curriculum activities towards "Annual Day Celebrations" in the academic year 2023-24.</li> </ol>

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