Dated: 11-07-2023

Minutes of the 2nd meeting of the "Internal Quality Assurance Cell" of MGIT for the Year 2023 held on 11.07.2023 at 11.00 A.M. in the Conference Hall at Mahatma Gandhi Institute of Technology (A), Gandipet, Hyderabad.

At the outset, Dr. P. Ram Kishore Kumar Reddy, IQAC coordinator welcomed the Chairperson of the committee Dr. G. ChandraMohan Reddy, Principal and all the other members present.

Following members were present for the meeting:

1) Dr. G. ChandraMohan Reddy – Principal, MGIT & Chairperson, IQAC
2) Mr. J. Pratap Reddy – Secretary & Correspondent, MGIT
3) Dr. K. Sudhakar Reddy – Vice Principal, MGIT
4) Dr. K. Ankamma Rao, Professor, MCT & Director of Academics & Examinations Section
5) Dr. P. Ram Kishore Kumar Reddy – Professor & Head, EEE, Coordinator, IQAC
6) Dr. S. Madhava Reddy – Professor, MCT, Additional Coordinator, IQAC
7) Dr. M. Manzoor Hussain - Professor of Mechanical Engineering, JNTUH, Hyderabad
8) Dr. M. Rama Bai – Professor, CSE & Coordinator – ETC
9) Dr. D. Venkat Reddy – Professor, ECE, Director - Student Welfare
10) Dr. V. Venkata Ramayya – Associate Professor, Civil Engineering
11) Dr. M. Ravi Chander – Associate Professor & Head, P&C, Dy. Director – Public Relations
12) Dr. V. Harileela - Associate Professor, M&H
13) Dr. M. Vijayalakshmi – Assistant Professor, MME
14) Mrs. A. V. Laxmi Prasuna – Assistant Professor, IT
15) Mr. G. Arun Kumar – Assistant Professor, EEE
16) Mr. K. Srinivas, Accounts Officer, MGIT
17) Mr. M. Kiran Kumar - Manager, LTI Mindtree
18) Ms. P. Susmitha Vani, Student, Electronics and Communication Engineering
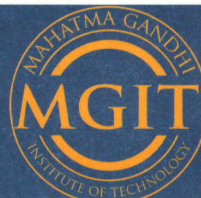19) Mr. K. Naresh Kumar - Scientist - F, Vikram Sarabhai Space Centre, ISRO

➢ Coordinator, IQAC briefed the agenda points of the 4th meeting for the year 2022 and requested the Chairman, IQAC to conduct the proceedings.
➢ The following agenda points were discussed during the meeting and resolved to implement them, as shown here under
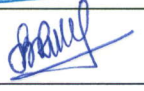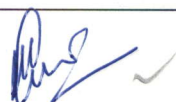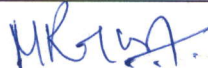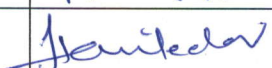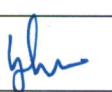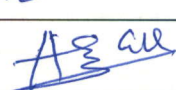
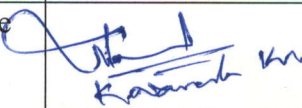| S. No.	Agenda point	Resolution
1	To confirm the minutes of last meeting held on 13th May, 2023	Chairperson IQAC briefed the minutes of 1st meeting of IQAC for the year 2023 held on 13th May 2023. Since there were no further suggestions received on the minutes circulated, the minutes are confirmed
2	Submission of IIQA for 2nd Cycle of NAAC – Nomination of 2 Faculty from each Department other than IQAC member for NAAC 2nd Cycle SSR preparation	The IQAC committee discussed and approved the nomination of 2 faculty members from each department (excluding IQAC members) for the NAAC 2nd Cycle SSR preparation. The nominated faculty members have been informed of their roles and responsibilities in this process.
3	Conduct of Course Level Academic Audit 2 for MR-22 (I-Semester) and MR-21 (III Semester) - Tentative Dates to be finalized	The committee reviewed the proposed tentative dates for Course Level Academic Audit 2 for MR-22 (I-Semester) and MR-21 (III Semester). After discussions and consultations with relevant departments, the final audit dates have been scheduled and communicated to the concerned faculty and departments.
4	Review of Activity Calendar proposed by Departments for AY 2023-24	The activity calendars proposed by various departments for the Academic Year 2023-24 were thoroughly reviewed by the IQAC committee. Feedback and suggestions were provided, and the revised calendars were finalized for implementation.
5	To promote the activities of Professional and Research & Development	Strategies for promoting activities related to Professional and Research & Development were discussed, including organizing workshops, seminars, and encouraging faculty to participate in research projects. An action plan has been formulated and will be implemented in the coming months.
6	To continue Industry-Institute collaboration through MoUs and memberships with public and private institutions to explore faculty and student knowledge	The existing Industry-Institute collaborations were reviewed, and efforts to strengthen these partnerships and explore new ones were discussed. The committee will actively pursue opportunities for collaboration with public and private institutions to enhance faculty and student knowledge.
7	Strengthening of student's clubs and the preparation of Academic Calendar to organize Technical and Cultural events	Plans for strengthening student clubs and preparing an Academic Calendar for organizing Technical and Cultural events were discussed. The necessary steps to revitalize and support student clubs were outlined, and the process of creating the Academic Calendar has commenced.

8	Organizing Alumni Meet and Greet in August 2023 for MGIT alumni, aimed at reconnecting with former students, fostering alumni engagement, and exploring opportunities for collaboration and support	The committee has initiated preparations for the Alumni Meet and Greet scheduled for August 2023. The event planning team has been formed, and efforts are underway to contact and engage alumni, finalize event logistics, and ensure a successful reunion.
9	Planning and preparation for an Orientation Day for Freshers in September 2023, after the completion of the EAMCET admission process, to welcome and acclimate new students to MGIT, introduce them to campus life, and provide essential information about academic programs and campus resources	Detailed plans for the Freshers' Orientation Day in September 2023 have been developed. The orientation program outline, schedule, and resources needed have been identified. The organizing committee is actively working on making this event informative and engaging for new students.
10	Any other item with permission of Chair	The Chairperson IQAC proposed the date for the 3rd meeting of IQAC for the year 2023 and all the members unanimously agreed to meet during the 3rd week of September 2023. The meeting concluded with a formal Vote of Thanks by the coordinator, IQAC.

IQAC Members

S. No.	Name of the Member	Designation & Department	Signature
1	Dr. G.ChandraMohan Reddy	Principal, MGIT & Chairperson, IQAC	
2	Mr. J. Pratap Reddy	Secretary & Correspondent, MGIT, Member – Management Nominee	
3	Dr. K. Sudhakar Reddy	Vice Principal, MGIT Member, IQAC	
4	Dr. K. Ankamma Rao	Professor, MCT Director, AES	
5	Dr. P. Ram Kishore Kumar Reddy	Professor & Head, EEE Coordinator, IQAC	
6	Dr. S. Madhava Reddy	Professor, MCT Additional Coordinator, IQAC	
7	Dr. S. Suriya Prakash	Professor, Civil Engineering, IIT Hyderabad – Nominee from the Local Society	—

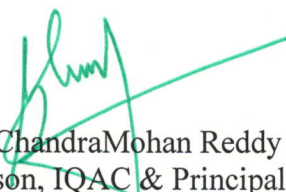| 8	Dr. M. Manzoor Hussain	Professor of Mechanical Engineering, JNTUH, Hyderabad - Nominee from Stakeholders	
9	Dr. M. Rama Bai	Professor, CSE Member, IQAC	
10	Dr. D. Venkat Reddy	Professor, ECE Member, IQAC	
11	Dr. V. Venkata Ramayya	Associate Professor, CE Member, IQAC	
12	Dr. M. Ravi Chander	Associate Professor & Head, P&C Member, IQAC	
13	Dr. V. Harileela	Associate Professor, M&H Member, IQAC	
14	Dr. M. Vijayalakshmi	Assistant Professor, MME Member, IQAC	
15	Mrs. A.V. Laxmi Prasuna	Assistant Professor, IT- Member, IQAC	
16	Mr. G. Arun Kumar	Assistant Professor, EEE- Member, IQAC	
17	Mr. K. Srinivas	Accounts Officer, MGIT - Member, Office	
18	Mr. Pramod Sam Rachapudy	Delivery Manager, TCS	
19	Mr. M. Kiran Kumar	Manager, LTI Mindtree	
20	Ms. P. Susmitha Vani	Student, Electronics and Communication Engineering	
21	Mr. K. Naresh Kumar	Scientist F, Vikram Sarabhai Space Centre, Indian Space Research Organization,	

Dr. P. Ram Kishore Kumar Reddy
Coordinator, IQAC

Dr. G. ChandraMohan Reddy
Chairperson, IQAC & Principal

Coordinator
Internal Quality Assurance Cell (IQAC)
Mahatma Gandhi Institute of Technology
Copy: **Gandipet, Hyderabad-500 075.**

Chairperson
Internal Quality Assurance Cell (IQAC)
Mahatma Gandhi Institute of Technology
Gandipet, Hyderabad-500 075.

1. All the members of the Committee
2. IQAC File