



Directorate of Internal Quality Assurance Cell  
**GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)**  
(Deemed to be University u/s 3 of the UGC Act, 1956)  
Accredited by NAAC with 'A+' Grade and MHRD Category I University

**ACTION TAKEN REPORT FOR THE  
MINUTES OF THE MEETING (1/18), (THE FIRST MEETING OF 2018 -19) OF  
THE IQAC HELD AT 10.00 AM ON MONDAY, THE 06<sup>TH</sup> AUGUST, 2018**

The Action Taken Report for the minutes of the First IQAC meeting for year 2018-19 was informed to the members and the details are as follows.

<b>S. No.</b>	<b>Description of Item Wise Information</b>	<b>Action Taken Report</b>
1.	<p><b>ITEM-1: Confirmation of the minutes of Previous IQAC Meeting held on 25<sup>th</sup> June, 2018</b></p> <p>The minutes of the IQAC meeting were placed and shared to the members for approval. The same has been approved.</p>	Noted
2.	<p><b>ITEM-2: Introduction of New Programmes for the year 2018-19</b></p> <p>The Director, IQAC has placed the minutes of the 15<sup>th</sup> Academic Council for discussion. The key insights include the following.</p> <p>Introduction of the Programmes for 2018-19</p> <ul style="list-style-type: none"><li>• M. Tech (Electronic Design and Technology) in collaboration with CDAC.</li><li>• B.Sc. (Biotechnology, Chemistry, Microbiology)</li><li>• B.Sc. (Mathematics, Electronics, Computer Science)</li><li>• B.Sc. (Food Technology)</li><li>• BBA (Financial Markets)</li></ul>	The introduction of Programmes was noted and appreciated for involving industry links in curriculum.

	<ul style="list-style-type: none"> <li>• Open Electives in Biotechnology and Management</li> <li>• M.A (English)</li> <li>• B.A.(Mathematics, Economics and Statistics)</li> </ul> <p>The members noted the Programmes which are in line with current requirements of the education system and appreciated the Directorate of Academic Affairs for the work. The other points were also shared for the interest of the members.</p>	
3.	<p><b>ITEM-3: Syllabi for M.Phil./Ph.D. Course work for different faculties</b></p> <p>The syllabus prepared by the Directorate of Academic Affairs were placed to the members for suggestions or improvements. The members reviewed the syllabus and found intact as per the UGC requirements. The same has been noted by the members. The members also suggested in encouraging NPTEL courses related to research methodology and Ethics for scholars to inculcate spirit of better research.</p>	The information was noted and approved.
4.	<p><b>ITEM-4: Review of AISHE 2017-18 Data</b></p> <p>The Director, IQAC has placed the summary sheet of data submitted for AISHE for the year 2017-18 as part of Govt. initiative to submit data pertaining to Students, faculty on annual basis for statistical purposes. The same has been noted and suggested for converting the data in excel file if possible for easy analysis of data. The same has been noted for further AISHE data capturing process. It was also informed that</p>	The information was noted and IT internet speed enhancement decision was appreciated.

	Internet has been enhanced by 1000 Mbps for better IT Connectivity.	
5.	<p><b>ITEM-5: Launch of G – Messenger Portal</b></p> <p>The Registrar has informed to the members that the in house software team, CATS has developed an application named G – Messenger to facilitate ease of access of sending bulk SMS to faculty and Students under their control. It was also made clear that messages to be sent on need basis and help stakeholders in knowing the information pertaining to the results, exam dates and other useful information. The members appreciated the initiative taken up by the CATS.</p>	The initiative of CATS was appreciated.
6.	<p><b>ITEM-6: Submission of Data for Times Higher Education University Ranking for 2018</b></p> <p>The Director, IQAC has showcased the Times Higher Education Portal for Data Capturing and the inputs required for the portal were discussed deliberately along with data among the members. The external member has suggested to improve the branding of the University through Advertisement and other social channels in light of the University Mission to become global leader in higher education. The same was noted and will take forward for better ranking of the GITAM.</p>	The information was noted and suggested to improve further by analyzing the data.
7.	<p><b>ITEM-7: Preparation of data for UI Green Metric Ranking</b></p> <p>The Director, IQAC has deliberated on the need of the UI Green Metric Ranking which primary focuses on the green practices being adopted by various</p>	The preparative tasks was noted and encouraged for implementing more green practices in campus.

	<p>organizations across the globe and was measured on various parameters. The rank obtained will help in GITAM assessing its place and plan further actions to improve the Green component in the campus. The members requested to prepare the data as per the template showcased by the Director and submit once the data is prepared. One of the member suggested the documentation prepared would serve as Green Audit for the University.</p>	
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**Director – IQAC**

**DIRECTOR**  
Internal Quality Assurance Cell (IQAC);  
GITAM (Deemed to be University)  
VISAKHAPATNAM-530 045



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**ACTION TAKEN REPORT FOR THE  
MINUTES OF THE MEETING (2/18), (THE SECOND MEETING OF 2018 -19) OF  
THE IQAC HELD ON FRIDAY, THE 21<sup>ST</sup> DECEMBER, 2018**

The Action Taken Report for the minutes of the Second IQAC meeting for year 2018-19 was informed to the members and the details are as follows.

<b>S. No.</b>	<b>Description of Item Wise Information</b>	<b>Action Taken Report</b>
1.	<p><b>Item No.1: Reconstitution of the new IQAC Advisory Board</b></p> <p>As the tenure of the Members of the IQAC Advisory Board is completed, based on the request of the Director, IQAC, the I/c. Vice Chancellor upon discussion with the members directed the Director, IQAC to propose the new members as per NAAC norms.</p>	The members thanked and approved for the same
2.	<p><b>Item No.2: Review of Admission Progress for Various Programmes</b></p> <p>The Director, IQAC informed the members that for the year 2018-19, the university had received 77,532 applications for 5249 admitted students i.e., Demand Ratio of near to 15. It was informed that the diversity of students in terms of Gender, Region and International students is satisfactory.</p>	The progress of admissions was noted.
3.	<p><b>Item No.3: Submission of AQAR for 2017-18 to NAAC</b></p> <p>The members reviewed the AQAR for 2017-18 academic year and approved the same for onward submission to NAAC, Bengaluru. The</p>	The online subsequent submission of AQAR was noted and recommended for implementation in hassle free environment through support of CATS

	Director, IQAC, informed the members that the subsequent AQARs has to be submitted on line as intimated by NAAC, Bengaluru.	
4.	<p><b>Item No.4: Ranking Analysis of UI Green Metric.</b></p> <p>GITAM ranked 415 out of 619 participated institutes in 2017 and got 463 out of 1437 participated institutes in 2018. To improve this ranking members advised to go for ISO 14001:2015 Environmental Audit.</p>	The efforts were appreciated
5.	<p><b>Item No.5: Constitution of various committees to improve the functionality of each Institutes/Directorate.</b></p> <p>To further improve the functionality of the university, the I/c. Vice Chancellor proposed to constitute the following committees.</p> <ul style="list-style-type: none"> <li>• Research</li> <li>• Evaluation Reforms</li> <li>• Curriculum enhancement</li> <li>• Human Resources Development</li> </ul>	The suggestions was accepted and recommended
6.	<p><b>Item No.6: ISO 9001:2015 Surveillance Audit – Preparation activities.</b></p> <p>The ISO 9001:2015 surveillance audit for the year 2018-19 is due by February 2019. The I/c. Vice chancellor instructed the Director, IQAC to monitor/sensitize various activities related to ISO 9001:2015 for the smooth completion of the surveillance audit.</p>	IQAC was requested to follow it up.
7.	<p><b>Item No. 7: Updating and improving GITAM Website.</b></p> <p>The I/c. Vice chancellor instructed the Director, CATS to give new aesthetic look to the university website by considering the</p>	The suggestions was accepted and directed to CATS to work appropriately by referring to International University Websites

	admissions and reputation of the institute in to account.	
8.	<p><b>Item No. 8: Approval of AICTE -2019-20 admitted batch.</b></p> <p>All the members suggested to go for AICTE approval for all the technical programmes offered by the university in view of mandate by MHRD.</p>	The suggestions was recommended.



**(Prof. P V Nageswara Rao)**

**Director – IQAC**

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Internal Quality Assurance Cell (IQAC),  
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**ACTION TAKEN REPORT FOR THE  
MINUTES OF THE MEETING (3/18), (THE THIRD MEETING OF 2018 -19) OF  
THE IQAC HELD AT 10.00 AM ON TUESDAY, THE 23<sup>RD</sup> APRIL, 2019**

The Action Taken Report for the minutes of the Third IQAC meeting for year 2018-19 was informed to the members and the details are as follows.

<b>S. No.</b>	<b>Description of Item Wise Information</b>	<b>Action Taken Report</b>
1.	<b>Item No.1: Action taken report on the IQAC Advisory Board meeting held at 3:00pm on December 21, 2018.</b> The deliberations were shared among members and actions were discussed	Noted
2.	<b>Item No. 2: Review of NIRF 2019 Ranking Result</b> The members gone through the Analysis prepared by the IQAC Team and suggested the following: <ul style="list-style-type: none"><li>• Measures to import the Research component.</li><li>• To improve Girl student ratio</li><li>• Measures to improve admission ratio</li><li>• To improve the faculty student ratio</li></ul>	The suggestions were recommended for follow up.
3.	<b>Item No. 3 : ISO 9001:2015 Surveillance Audit observation.</b> The Director, IQAC is permitted to share the observations given by ISO team to the Principals/Directors of various institutions to reflect the suggestions in their BoS meeting.	The members recommended the same.
4.	<b>Item No. 4 : Status of AICTE Application</b> The members gone through the data and advised the Director, IQAC to submit the application to AICTE for approval through the Registrar.	The IQAC was directed to proceed further.



5.	<b>Item No. 5: Times Higher Education – World University – Rankings – Submission of Data.</b> The members after comparing the previous year data & new data had permitted the Director, IQAC to submit the data through the Registrar.	The IQAC was permitted to move forward for submission
6.	<b>Item No. 6 : Submission of AISHE data</b> The members permitted the Director IQAC / In-charge AISHE to submit the data to AISHE online.	The Agenda item was permitted to go ahead.
7.	<b>Item No. 7 : Annual follow up AQAR for 2018-19</b> The members gone through the draft copy of the AQAR for 2018-19 and permitted the Director, IQAC, to submit the data to NAAC after incorporating the minor suggestions given by the members.	Suggestions were noted and incorporated
8.	<b>Item No. 8 : NAAC 2022 Data Preparation – Online Registration.</b> The members permitted the Director, IQAC to go ahead with the online registration with NAAC for uploading the AQARs and other related data to NAAC portal.	Director IQAC done online registration in NAAC and informed
9.	<b>Item No. 9 : Academic Audit 2018-19 : Constitution of Committees</b> The I/C Vice Chancellor approved the various committees prepared by Director, IQAC, for carrying out the Academic Audit 2018-19.	The committees were approved to proceed further
10.	<b>Item No. 10: ISO14001:2015 Environment Management and ISO27001:2013 Information Security Management System.</b> The I/C Vice Chancellor advised the Campus Engineer and CTO to apply for ISO14001:2015 Environment Management and ISO27001:2013 respectively.	The advice was considered for follow up.
11.	<b>Item No. 11: Subscription for Knimbus.</b> The I/C Vice Chancellor advised the CTO, to subscribe Knimbus, by considering the requests from the faculty, PG students and Research Scholars, which enables the access of subscribed e-journals from outside the campus network.	CTO requested to implement it on priority.

  
**Director IQAC**  
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**MINUTES OF THE MEETING (4/18), (THE FOURTH MEETING OF 2018 -19) OF  
THE IQAC HELD AT 10.00 AM ON MONDAY, THE 17<sup>TH</sup> JUNE, 2019**

**Gandhinagar Campus, Rushikonda  
Visakhapatnam - 530 045, A.P., India**

MINUTES OF THE MEETING (4/18), (THE FOURTH MEETING OF 2018 -19) OF THE IQAC HELD AT 10.00 AM ON MONDAY, THE 17<sup>TH</sup> JUNE, 2019 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM.

**Members Present:**

Prof. K. Siva Rama Krishna	Vice-Chancellor	Chairperson
Prof. N. Siva Prasad	Pro Vice-Chancellor, HYD	Member
Prof. P.V. Sivapullaiah	Pro Vice-Chancellor, BLR	Member
Prof. K. Lakshmi Prasad	Principal, GIT, VSP	Member
Prof. M. Sarat Chandra Babu	Principal, GIS, VSP	Member
Prof. P. Sheela	Principal, GIM, VSP	Member
Prof. Y. Radhika	Director, Academic Affairs	Member
Prof. K V Ramesh	Director, Evaluation	Member
Prof. Ch. Rama Krishna	Director, UGC Affairs & Research	Member
Sri. B V Mohan Rao	Secretary, GITAM	Member
Sri. Winny Patro	CEO, AP Innovation Society	Member
Ms. K. Lakshmi Samyuktha	Student, B.Tech. (CSE)	Member
Sri. G. Gopal Krishna	CTO, GITAM	Member
Prof. K V G D Balaji	Registrar	Member
Prof. PV Nageswara Rao	Director, IQAC	Member Secretary

Leave of Absence granted to Sri. Krishna Vattipalli, CEO, Imageinnovate.

**Item No.1: Confirmation of Minutes of Previous IQAC Meeting**

The previous minutes of the IQAC were shared among the members and the same has been approved.

**Item No.2: Discussion on the minutes of 16<sup>th</sup> Academic Council held on April 22, 2019**

The Director, Academic Affairs has placed to the members, the minutes of the Academic Council. Some of the key items discussed are shared as follows.

- B.Tech. (CSBS) in collaboration with TCS was approved.
- B.Com was introduced and approved
- BBA (Logistics) in collaboration with Logistic Skill Council of India

- Revision was done in Academic Regulations for Engineering, Management and Science programmes and are effective from 2019-20
- Introduction of Skill Enhancement and Ability Enhancement courses namely, Basic Computer Concepts , IT Tools, Professional Communication Skills and Personal Development Soft Skills
- Research Programmes were approved for Law and Humanities

The member reviewed the minutes and the same has been noted and appreciated

### **Item No.3: Merger of GSIB and GIM Institutes**

The Registrar has informed to the members that the University is in view of optimum utilisation of both physical and human resources under single umbrella and hence, the Board of Management in its 53<sup>rd</sup> Meeting agreed for the merger of the Institutes that result in improvement of throughput and collaborative effort of management institute. The members appreciated the steps taken by the BoM and the same has been noted.

### **Item No.4: Placement Statistics for the Year 2019-20**

The Director, IQAC has shared the placement statistics received from the Training Cell across three campuses and it was observed that the placement record was near to 90% out of eligible students. The companies that recruited students include Microsoft, TCS, Accenture, Amazon, NCS, Maruti Suzuki, Indian Navy and other reputed organizations. The Salary package ranges from 2.4 Lakhs to 15Lakhs per Annum. The members suggested to focus on companies whose minimum package is 3 Lakhs per Annum so that GITAM brand will improve across stakeholders. The same has been noted and appreciated.

### **Item No.5: Scholarship for Children of GITAM Employees**

It was informed to the members that the GITAM has announced scholarship for Children of GITAM Employees as part of employee welfare measures. The same has been discussed in detail and the members appreciated the initiative of the management. One of the member raised a query whether it is applicable for existing students. The registrar said that it would clarify in due course of time.

### **Item No.6: Academic Staff Appraisal Process**

The Director has informed to the members that Academic Staff Appraisal has been initiated and also requested the faculty to update the details in the HR and Academic Profile section of G-Staff portal which would be considered for assessment of Staff in terms of performance. The Process was deliberated by the Director, IQAC and roles of each process owner were discussed and approved for further implementation and consideration.

### **Item No.7: Academic and Administrative Audit of the Departments**

The IQAC has nominated a team of faculty to Audit the Department at different levels and the key observations were submitted for Management for corrective action. The findings are shared among the members for suggestions and points were noted.

### **Any Other Item:**

- The Director, IQAC has informed the members the impact of publications over NIRF and requested the Chairperson to provide some kind of encouragement in terms of incentives for better ranking.
- GITAM has entered MoUs with Logistic Sector Skill Council, EdCIL, Unique Biotech Limited, BSNL for Academic and Research Exchange.

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**ACTION TAKEN REPORT FOR THE  
MINUTES OF THE MEETING (4/18), (THE FOURTH MEETING OF 2018 -19) OF  
THE IQAC HELD ON MONDAY, THE 17<sup>TH</sup> JUNE, 2019**

The Action Taken Report for the minutes of the Fourth IQAC meeting for year 2018-19 was informed to the members and the details are as follows.

<b>S. No.</b>	<b>Description of Item Wise Information</b>	<b>Action Taken Report</b>
1.	<b>Item No.1: Confirmation of Minutes of Previous IQAC Meeting</b> The previous minutes of the IQAC were shared among the members and the same has been approved	The minutes were noted.
2.	<b>Item No. 2: Discussion on the minutes of 16<sup>th</sup> Academic Council held on April 22, 2019</b> The Director, Academic Affairs has placed to the members, the minutes of the Academic Council. Some of the key items discussed are shared as follows. <ul style="list-style-type: none"><li>• B.Tech. (CSBS) in collaboration with TCS was approved.</li><li>• B.Com was introduced and approved</li><li>• BBA (Logistics) in collaboration with Logistic Skill Council of India</li><li>• Revision was done in Academic Regulations for Engineering, Management and Science programmes and are effective from 2019-20</li><li>• Introduction of Skill Enhancement and Ability Enhancement courses namely, Basic Computer Concepts , IT Tools, Professional</li></ul>	The deliberations were noted.

	<p>Communication Skills and Personal Development Soft Skills</p> <ul style="list-style-type: none"> <li>• Research Programmes were approved for Law and Humanities</li> </ul> <p>The member reviewed the minutes and the same has been noted and appreciated</p>	
3.	<p><b>Item No. 3 : Merger of GSIB and GIM Institutes</b></p> <p>The Registrar has informed to the members that the University is in view of optimum utilisation of both physical and human resources under single umbrella and hence, the Board of Management in its 53<sup>rd</sup> Meeting agreed for the merger of the Institutes that result in improvement of throughput and collaborative effort of management institute. The members appreciated the steps taken by the BoM and the same has been noted.</p>	The decision taken up by GITAM was appreciated and noted.
4.	<p><b>Item No. 4: Placement Statistics for the Year 2019-20</b></p> <p>The Director, IQAC has shared the placement statistics received from the Training Cell across three campuses and it was observed that the placement record was near to 90% out of eligible students. The companies that recruited students include Microsoft, TCS, Accenture, Amazon, NCS, Maruti Suzuki, Indian Navy and other reputed organizations. The Salary package ranges from 2.4 Lakhs to 15Lakhs per Annum. The members suggested to focus on companies whose minimum package is 3 Lakhs per Annum so that GITAM brand will improve across stakeholders. The same has been noted and appreciated.</p>	The statistics were noted and appreciated.
5.	<p><b>Item No. 5 : Scholarship for Children of GITAM Employees</b></p> <p>It was informed to the members that the GITAM has announced scholarship for Children of GITAM Employees as part of employee welfare measures. The same has been discussed in detail and the members appreciated the initiative of the</p>	The initiative was appreciated and noted and request to expand it still further to attract bright students

	management. One of the member raised a query whether it is applicable for existing students. The registrar said that it would clarify in due course of time.	
6.	<p><b>Item No. 6: Academic Staff Appraisal Process</b></p> <p>The Director has informed to the members that Academic Staff Appraisal has been initiated and also requested the faculty to update the details in the HR and Academic Profile section of G-Staff portal which would be considered for assessment of Staff in terms of performance. The Process was deliberated by the Director, IQAC and roles of each process owner were discussed and approved for further implementation and consideration.</p>	The follow up was requested for necessary inclusion.
7.	<p><b>Item No. 7: Academic and Administrative Audit of the Departments</b></p> <p>The IQAC has nominated a team of faculty to Audit the Department at different levels and the key observations were submitted for Management for corrective action. The findings are shared among the members for suggestions and points were noted.</p>	The findings and recommendations were noted and thanked members for their support.

(Prof. P V Nageswara Rao)

  
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