



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
MHRD Category I University

**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (1/19), (THE FIRST MEETING OF 2019 -20) OF
THE IQAC HELD AT 10.00 AM ON THURSDAY, THE 12TH SEPTEMBER, 2019**

The follow up action and action taken report for the First Meeting of IQAC for year 2019-20 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	Item No.1: Confirmation of Minutes of Previous IQAC Meeting The previous minutes of the IQAC was shared among the members and the same has been approved.	The minutes were noted
2.	Item No. 2: Discussion on need for Scopus/OrcID Registration The Director, IQAC has informed to the members that most of the organisations across the Globe are sourcing data pertaining to Research through Scopus and therefore, it was requested to ensure the Teaching Staff to create Scopus/OrcID that helps in better ranking of GITAM. The Step by step procedure to be followed was deliberated to the members. The members requested to take it forward and circulate to all faculty for the improvement of research outcome of the University.	It was suggested to make in mandate for faculty.
3.	Item No. 3: Blooms Taxonomy Workshop The Director, IQAC has informed to the members as per the AICTE communication, the programmes need to be accredited by NBA in due course of time. Accordingly, IQAC has conducted workshops on Bloom's Taxonomy across different departments. Also the need for NBA was deliberated to the members. The members suggested Director, IQAC	NBA accreditation is mandate and same is recommended

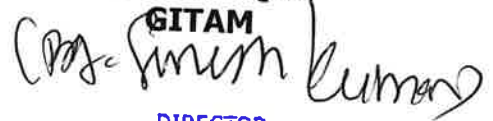
	to take forward the NBA Accreditation Process for follow up.	
4.	<p>Item No. 4: Revamp of G-Learn V2.0</p> <p>The Chief Technology Officer has informed the members about the new features that were added to Learning Management System (G-Learn) namely G-Quiz. The features include addition of G-QUIZ facility with Time restricted session wherein faculty can create question banks and conduct quizzes on a timely manner to all students at once and the marks obtained can be considered for assessment. The module helps in making the process of QUIZ completely online. He also said that randomization of Questions and Answers can be done in the module. The efforts taken by the in house CATS team was well appreciated by the members in light of IT infrastructure development for the University.</p>	The initiative was appreciated for benefit of education system.
5.	<p>Item No. 5: Clean and Smart Campus Award by AICTE/AISHE 2019</p> <p>It was informed to the members that AICTE has launched an initiative to recognize the institutes under Clean and Smart campus Provisions. Accordingly, the Director shared the information that was submitted to AICTE.</p> <p>It was also informed that the AICTE/AISHE has nominated an expert committee to visit the GITAM for assessing the Green Initiatives on 03 Sept, 2019 and team given a positive response in recommending GITAM. Also the team appreciated the Management for solar power utilization that was contributing to near 30% of Power usage and Hygienic kitchen being maintained in the Hostel. The slide deck prepared for the Committee were also showcased to the members and was well appreciated.</p>	The information was noted and appreciated.
6.	<p>Item No. 6: MHRD Institute Innovation Cell</p> <p>The MHRD, Govt. of India has started an Institute Innovation Cell (IIC) to encourage institutes to</p>	Appreciated IQAC for taking forward the

	<p>adapt for entrepreneurship and venture development leading to creation of Startups in the ecosystem. Accordingly, the Director IQAC has informed to the members that with the permission of the Vice Chancellor, has initiated the process of registration for Institute Innovation Cell and was approved by the MHRD and requested to take forward by the VDC Team.</p> <p>The Initiative taken by the IQAC was appreciated and requested to follow up the same in line with the policy of IIC.</p>	<p>entrepreneurship activity of GITAM</p>
7.	<p>Item No. 7: Review on Performance Management System (PMS)</p> <p>The Director, IQAC has formulated the Performance Management System in place of Academic Staff Appraisal Process and placed for discussion. The PMS covers various things namely student feedback, Professional development, Research – Publications & Projects, Consultancy activities, Patents, Books, Innovation and Product Development etc. The sub details of each metric along with the weightages was showcased to the members. The members suggested to consider publications indexed by Scopus/SCI. The Director, IQAC noted the suggestions for necessary follow up. The Vice Chancellor requested to take it forward for implementation.</p>	<p>The PMS was recommended for implementation and follow up.</p>
8.	<p>Item No. 8: UGC Paramarsh Scheme for GITAM</p> <p>The Director, IQAC informed that the GITAM has applied for UGC Paramarsh Scheme to mentor institutes for attaining NAAC Accreditation since GITAM is eligible for the Scheme. As per the scheme, the Mentor institutes has to guide and encourage atleast five institutes to attain NAAC accreditation. Accordingly, GITAM has initiated the process on 09 Sept., 2019 after the UGC has confirmed the sanction of the scheme to the university. The initiative taken up by Nodal officer, Director IQAC was welcomed by the members and</p>	<p>The initiative was appreciated by members.</p>

	requested to prepare the Action plan for the same and follow it up as per the timelines specified.	
9.	<p>Any Other Item:</p> <ul style="list-style-type: none"> The Director, IQAC has informed the members that Department of ECE, EEE were merged as EECE; Mechanical and Industrial Engineering as Mechanical; CSE and IT as CSE across all the three campuses in light of optimal utilization of resources and faculty for collaborative research and teaching practices. 	The information was noted.



**Director, IQAC
GITAM**



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**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (2/19), (THE SECOND MEETING OF 2019 -20) OF
THE IQAC HELD AT 10.00 AM ON SATURDAY, THE 23RD NOVEMBER, 2019**

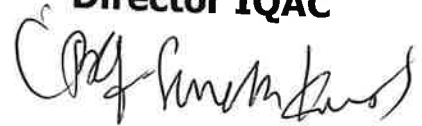
The follow up action and action taken report for the Second Meeting of IQAC for year 2019-20 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	Item No.1: Confirmation of Minutes of Previous IQAC Meeting The previous minutes of the IQAC was shared among the members and the same has been approved.	The minutes were noted
2.	Item No. 2: Preparations for NIRF 2020 The Director, IQAC has informed to the members that GITAM is participating in the Annual ranking exercise of NIRF launched by MHRD, Govt. of India. It was informed that GITAM is progressively improving its rank from 89 in NIRF 2017, 85 in NIRF 2018, 84 in NIRF 2019. The analysis of various scores in different metrics of the Ranking Score were showcased to the members along with comparison of various institutes ranked. The members requested Director IQAC to move forward and wished the team to get better NIRF score and Rank in the coming NIRF 2020 cycle. The members suggested for discipline wise ranking as well.	Director IQAC was requested to follow it and expressed their concern for better ranking
3.	Item No. 3: Review on Admissions offered for various programmes offered The Director has informed members that for the year 2019-20, GITAM has adequate demand ratio i.e., 86,912 applications had received across Pan India for 5832 students admitted which includes 81 programmes of which 35 are UG. The members appreciated the branding of	The progress was noted.

	GITAM and steps taken by Directorate of Admissions for the same.	
4.	<p>Item No. 4: Research Publications and Projects Analysis</p> <p>The Director, IQAC has deliberated the importance of publications and Project grants for NIRF Ranking exercise. A short summary has been presented to the members based on Scopus data and Project data available with the office. The data analysis shared was noted by the members and requested to encourage faculty for better improvement.</p>	The team requested for possible ways to measure the data and accordingly strategy be planned.
5.	<p>Item No. 5: SWAYAM Credit Courses - NPTEL</p> <p>The Director IQAC has informed the need of SWAYAM Credit Transfer for Courses and requested Director, Academic Affairs to follow it up and implement in GITAM. The members also suggested the same as it is very useful for students in knowledge sharing by experts from IITs and Premier institutes that would help in more insight domain knowledge. The same has been noted and placed forward for approval.</p>	The members recommended the same.
6.	<p>Item No. 6: UI Green Metric Ranking</p> <p>The Director, IQAC has informed to the members that GITAM is participating in the UI Green Metric Ranking for the year 2019. The previous analysis report of the Green Metric data issued by Agency was shared to the members for suggestions/feedback. The members noted the report and suggested to move forward with the current year data for better rank.</p>	The item was noted.
7.	<p>Item No. 7: Establishment of Venture Development Center</p> <p>It was informed to the members that GITAM has established Venture Development Center (VDC) under the leadership of Chief Innovation Officer to encourage startups in the GITAM. The VDC primarily focusses on inculcating the start-up culture among students and encourage them to be entrepreneurs. The members appreciated the</p>	The members appreciated and encouraged GITAM.

	efforts of GITAM and aspiring for more start-ups to nurture in course of time.	
8.	<p>Any Other Item:</p> <ul style="list-style-type: none"> Sri Winny Patro has suggested to look in to possibility of transition of various process on cloud platform and suggested to subscribe for G-Suite, Office 365 and other cloud services for better access of data across different stakeholders. He also stated that cloud migration will save a huge cost and reliable when compared to in-house data storage. The cloud services offered by Microsoft, Google were getting popularized and requested GITAM to take advantage of the same. 	The decision was taken for migration and requested Director, CATS to follow it up.

Director IQAC



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**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (3/19), (THE THIRD MEETING OF 2019 -20) OF
THE IQAC HELD AT 10.00 AM ON SATURDAY, THE 15TH FEBRUARY, 2020**

The follow up action and action taken report for the Third Meeting of IQAC for year 2019-20 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	Item No.1: Confirmation of Minutes of Previous IQAC Meeting The previous minutes of the IQAC was shared among the members and the same has been approved.	The minutes were noted and approved
2.	Item No. 2: Key insights of the 16th Academic Council Minutes The Director, Academic Affairs has deliberated on the various points taken up in the 16 th Academic Council. Some of the important points are – <ul style="list-style-type: none">• Introduction of New programmes in Engineering with Specialization in IOT, Artificial Intelligence, Data Science, Cyber Security• Addition of Machine Learning as Inter Departmental Elective in ECE/EEE courses• Introduction of B.Sc. Data Science• Introduction of M.Sc. Statistics• Change of trimester to Semester for Management Programmes• Introduction of M.Pharm. (PQA, Pharmaceutics, Pharmaceutical Analysis) The minutes was shared to the member and the same was noted.	The deliberations were noted.
3.	Item No. 3: AQAR submitted for AY 2018-19 The Director, IQAC as per the directives of the NAAC, successfully submitted the	The item was noted

	AQAR 2018-19 through online portal of NAAC on 31 st December, 2019 and the same has been informed to the members for record and perusal.	
4.	<p>Item No. 4: NIRF 2020 Data Submission</p> <p>The Director, IQAC has shown the data submitted to the NIRF 2020 and informed that the data was submitted in the month of December, 2019 and aspiring for better rank to be announced in the month of April, 2020.</p>	The data was observed and noted.
5.	<p>Item No. 5: ISO Surveillance Audit</p> <p>The Director IQAC has informed to the members that ISO TUV SUD team has visited the Campuses at Hyderabad and Bengaluru on 28th and 29th Jan, 2019 and on 5th and 6th Feb, 2019 at Visakhapatnam. The team has audited various process as per the Quality process defined and issued "Nil Non Conformances" and certificate is renewed. The members appreciated for maintaining the standards as per ISO 9001: 2015.</p>	The efforts and process followed by various units of GITAM was well appreciated.
6.	<p>Item No. 6: UI Green Metric Rank</p> <p>The Director, IQAC has informed to the members that GITAM has received 366th Rank in World Sustainability Rankings, which was 463 earlier. The members appreciated and the report was placed before for record and perusal.</p>	The achievement was congratulated by team
7.	<p>Any Other Item:</p> <ul style="list-style-type: none"> • The Director, IQAC informed the members that various activities namely workshops, brain storming sessions were organized for UGC Paramarsh mentoring institutes and follow up plan is progressive. • The Director, IQAC informed that GITAM has admitted more than 130+ foreign nationals under Study in India Programme and 	The information was noted and suggested for further improvement.

	<p>separate Directorate of International Affairs was established and well appreciated by the team.</p> <ul style="list-style-type: none">• The Chief Technology Officer informed that GITAM is planning to port gitam.edu email server gmail cloud server and the members appreciated for initiative.	
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(Prof. T V Suresh Kumar)
Director IQAC



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**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (4/19), (THE FOURTH MEETING OF 2019 -20) OF
THE IQAC HELD AT 10.00 AM ON WEDNESDAY, THE 22ND APRIL, 2020**

The follow up action and action taken report for the Fourth Meeting of IQAC for year 2019-20 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	<p>Item No.1: Confirmation of Minutes of Previous IQAC Meeting</p> <p>The previous minutes of the IQAC was shared among the members through screen sharing. The members reviewed the minutes item wise and since there are no comments, the minutes have been approved by the members.</p>	The minutes were approved and noted
2.	<p>Item No.2: Steps taken up towards online activities in view of COVID Pandemic</p> <p>It was informed to the members that in view of the Pandemic Situation in the State, the operations of the University were transformed in to online mode and various subscription licenses were taken up for smooth conduct of Academic activities. The initiatives taken up are –</p> <ul style="list-style-type: none">• Subscription to Zoom Licenses• Online Classes to Students• Proposal to conduct online exams through Cocubes Platform <p>The members noted the same and felt happy for the decisions taken by the Management keeping in view the future of the student career.</p>	The efforts made by GITAM were appreciated.
3.	<p>Item No.3: AICTE Approval Process 2020-21</p> <p>The Director, IQAC has informed to the members that AICTE has started the Approval process for the year 2020-21. The list of programmes being offered for 2020-21 was showcased to the members online and the same has been noted. Further, the members appreciated the efforts for opting to the courses related to AI/ML, IOT and</p>	The data shared online through Zoom was noted

	<p>Cyber Security which are the current requirements of the industry. On approval of the AICTE, the programmes will be initiated for 2020-21.</p>	
4.	<p>Item No.4: Submission of data for THE University Rankings The Director, IQAC has informed to the members that GITAM has participated in the Annual Ranking Exercise of Times Higher Education and the screen was shown to the members the submitted information. It was informed that the data was submitted and awaiting for the results in due course of time. The members appreciated the efforts of IQAC team inspite of Covid Crisis.</p>	<p>The data was noted and considered for better improvement.</p>
5.	<p>Item No.5: Coursera Subscription and e-content delivery The Director, IQAC has informed that in view of globalization, the University has subscribed to 20,000+ Coursera Licences thereby facilitating access to International Certification Courses of repute on various domains delivered by experts across the globe. The staff members were encouraged to participate in the Coursera Campus Connect Programme and take advantage of the courses for better delivery of content to students. It also informed that Coursera has given trail access at free of cost due to COVID and after the trial period, the licence will be effective for GITAM. The members noted and appreciated.</p>	<p>The initiative was noted.</p>
6.	<p>Item No.6: Proposal for conduct of workshop on IT Productivity Tools In view of the COVID, the Director IQAC has placed to the members the need for adapting to online methods of teaching and usage of cloud services like Google Docs, Google Excel and other collaborative Tools. It was informed that GITAM has subscribed to G-Suite and awareness programme on usage of Tools is very much required especially for faculty on non-Computer Science Background. Therefore, the members also suggested to look for suitable Technical Person/Organisation who could train faculty in practical scenario. The same has been noted and agreed for follow up and implementation.</p>	<p>Follow up action is initiated</p>

7.	Any Other Item: <ul style="list-style-type: none">• It was informed to the members that GITAM hospital has been identified as District COVID Hospital.• MoU's were entered with Divis laboratories, Northeastern University-Boston, USA, National Law School – Bengaluru, Federal University, Russia in terms of knowledge exchange and collaboration. The same has been noted.	The information was noted.
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