

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



**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**

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

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 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM.

Members Present:

Name of the Member	Designation	Role
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. C. Dharma Raj	I/C Principal, GIT,VSP	Member
Prof. M. Sarat Chandra Babu	Principal, GIS, VSP	Member
Prof. Y. Gautama Rao	Director, GIM, VSP	Member
Prof. Y. Radhika	Director, Academic Affairs	Member
Prof. M. Muralidhar	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. Krishna Vattipalli	CEO, Imageinnovate	Member
Sri. G. Gopal Krishna	CTO, GITAM	Member
Prof. K V G D Balaji	Registrar	Member
Prof. T V Suresh Kumar	Director, IQAC	Member Secretary

The Vice- Chancellor has extended a warm welcome to the members and introduced the New Director, IQAC Prof. T V Suresh Kumar with a short biodata and thanked the earlier Director, Prof. P V Nageswara Rao for his extended support to the IQAC.

Then the detailed agenda is taken up.

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

The previous minutes of the IQAC was shared among the members along with follow up action and the same has been approved.

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 Univesity.

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 to take forward the NBA Accreditation Process for follow up.

Item No. 4: Revamp of G-Learn V2.0

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.

Item No. 5: Clean and Smart Campus Award by AICTE/AISHE 2019

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.

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.

Item No. 6: MHRD Institute Innovation Cell

The MHRD, Govt. of India has started an Institute Innovation Cell (IIC) to encourage institutes to 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.

The Initiative taken by the IQAC was appreciated and requested to follow up the same in line with the policy of IIC.

Item No. 7: Review on Performance Management System (PMS)

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.

Item No. 8: UGC Paramarsh Scheme for GITAM

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 requested to prepare the Action plan for the same and follow it up as per the timelines specified.

Any Other Item:

- 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.



(Dr. T V Suresh Kumar)
Director IQAC

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

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**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**

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

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 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM.

Members Present:

Name of the Member	Designation	Role
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. C. Dharma Raj	I/C Principal, GIT, VSP	Member
Prof. M. Sarat Chandra Babu	Principal, GIS, VSP	Member
Prof. Y. Gautama Rao	Director, GIM, VSP	Member
Prof. Y. Radhika	Director, Academic Affairs	Member
Prof. M. Muralidhar	Director, Evaluation	Member
Prof. R Raja P Pappu	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. T V Suresh Kumar	Director, IQAC	Member Secretary

Leave of absence granted to Sri. Krishna Vatipalli, CEO, Imageinnovate

The Vice- Chancellor has extended a warm welcome to the members and the various activities taken by IQAC were discussed.

Then the detailed agenda is taken up.

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.

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.

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 GITAM and steps taken by Directorate of Admissions for the same.

Item No. 4: Research Publications and Projects Analysis

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.

Item No. 5: SWAYAM Credit Courses - NPTEL

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.

Item No. 6: UI Green Metric Ranking

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.

Item No. 7: Establishment of Venture Development Center

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 efforts of GITAM and aspiring for more start-ups to nurture in course of time.

Any Other Item:

- 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.



(Prof. T V Suresh Kumar)

Director - IQAC

DIRECTOR

Internal Quality Assurance Cell (IQAC);
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**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**

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

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 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. C. Dharma Raj	I/C Principal, GIT, VSP	Member
Prof. M. Sarat Chandra Babu	Principal, GIS, VSP	Member
Prof. Y. Gautama Rao	Director, GIM, VSP	Member
Prof. Y. Radhika	Director, Academic Affairs	Member
Prof. B S N Murthy	I/c Director, Evaluation	Member
Prof. Raja P Pappu	Director, UGC Affairs & Research	Member
Sri. B V Mohan Rao	Secretary, GITAM	Member
Sri. Winny Patro	CEO, AP Innovation Society	Member
Sri. Krishna Vatipalli	CEO, Imageinnovate	Member
Sri. G. Gopal Krishna	CTO, GITAM	Member
Prof. K V G D Balaji	Registrar	Member
Prof. T V Suresh Kumar	Director, IQAC	Member Secretary

Leave of absence granted to Ms. K. Lakshmi, Student

The Vice-Chancellor has extended a warm welcome to the members and the various activities taken by IQAC were discussed and shared to the team.

Then the detailed agenda is taken up.

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.

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 16th Academic Council. Some of the important points are –

- 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, Pharmaceuticals, Pharmaceutical Analysis)

The minutes was shared to the member and the same was noted.

Item No. 3: AQAR submitted for AY 2018-19

The Director, IQAC as per the directives of the NAAC, successfully submitted the AQAR 2018-19 through online portal of NAAC on 31st December, 2019 and the same has been informed to the members for record and perusal.

Item No. 4: NIRF 2020 Data Submission

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.

Item No. 5: ISO Surveillance Audit

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.

Item No. 6: UI Green Metric Rank

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.

Any Other Item:

- 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 separate Directorate of International Affairs was established and well appreciated by the team.
- The Chief Technology Officer informed that GITAM is planning to port gitam.edu email server gmail cloud server and the members appreciated for initiative.



(Prof. T V Suresh Kumar)
Director - IQAC

DIRECTOR
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**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**

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

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 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM. THROUGH ONLINE MODE (ZOOM MEETING)

Members Present:

Prof. K. Siva Rama Krishna	Vice-Chancellor	Chairperson
Prof. N. Siva Prasad	Pro Vice-Chancellor, HYD	Member
Prof. C. Dharma Raj	I/C Principal, GIT,VSP	Member
Prof. M. Sarat Chandra Babu	Principal, GIS, VSP	Member
Prof. Y. Gautama Rao	Director, GIM, VSP	Member
Prof. Y. Radhika	Director, Academic Affairs	Member
Prof. B S N Murthy	I/c Director, Evaluation	Member
Prof. Raja P Pappu	Director, UGC Affairs & Research	Member
Sri. B V Mohan Rao	Secretary, GITAM	Member
Sri. Winny Patro	CEO, AP Innovation Society	Member
Sri. Krishna Vatipalli	CEO, Imageinnovate	Member
Ms. K. Lakshmi	Student	Member
Sri. G. Gopal Krishna	CTO, GITAM	Member
Prof. K V G D Balaji	Registrar	Member
Prof. T V Suresh Kumar	Director, IQAC	Member Secretary

Note:

Due to COVID 19 Pandemic, the meeting was conducted online through ZOOM Platform. The Vice- Chancellor has welcomed the members for the online meeting hosted through Zoom and informed to the stakeholders that GITAM has initiated all its activities in online mode.

The detailed agenda is taken up as follows.

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

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.

Item No.2: Steps taken up towards online activities in view of COVID Pandemic

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 –

- Subscription to Zoom Licenses
- Online Classes to Students
- Proposal to conduct online exams through Cocubes Platform

The members noted the same and felt happy for the decisions taken by the Management keeping in view the future of the student career.

Item No.3: AICTE Approval Process 2020-21

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 Cyber Security which are the current requirements of the industry. On approval of the AICTE, the programmes will be initiated for 2020-21.

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.

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.

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.

Any Other Item:

- 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.

Since there are no more points, the meeting was ended with thanks to the chair.


(Prof. T V Suresh Kumar)
Director - IQAC

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