



**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (1/20), (THE FIRST MEETING OF 2020 -21) OF
THE IQAC HELD ON TUESDAY, THE 23RD JUNE, 2020**

The follow up action and action taken report for the First Meeting of IQAC for the year 2020-21 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 which was held online through Zoom 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>	Minutes prepared and Noted
2.	<p>Item No.2: AICTE Approval Status for year 2020-21</p> <p>The Director, IQAC has informed to the members that the data for AICTE Approval for three campuses had been submitted. In continuation, the scrutiny committee meeting was called for through Microsoft Teams by the AICTE with team of experts for few clarifications on the approval of requested seats for AY 2020-21 for three campuses separately.</p> <p>Accordingly, for Hyderabad and Bengaluru, clarification was sought regarding validity of Category-I Status for off campuses for grant of additional intake and foreign student admission. In view of this, GITAM has requested the letter for the same to MHRD and the same was submitted at later date to AICTE and accordingly the decision was pending with AICTE positively for grant of requested seats. The Director has informed that the Category I status is valid for three campuses and letter was displayed on the screen. The efforts made by the IQAC team was appreciated by the members.</p>	Noted

3.	<p>Item No.3: Online E-counselling portal for Admission</p> <p>The Chief Technology officer has also show cased the development of Online e Counselling portal for Student Admission process which was fully automated right from Admission Test Application to Seat Allocation and Payment process. The software developed had helped GITAM on large scale to facilitate ease of Admission online due to COVID Pandemic and stakeholders appreciated the efforts and thanked GITAM for the Initiative.</p>	Noted with thanks to management
4.	<p>Item No.4: Proposal for Researgence Platform</p> <p>The Director, IQAC has informed to the members that CIntelligence Services have demonstrated their application named "Researgence" which tries to capture all the publications of the faculty through different sources and consolidate them with statistics related to Impact factor, Citation Index, h-index. The Director, IQAC in consultation with Director, Research proposed to Management for usage and deploy of their platform for GITAM. The proposal made by the Director, IQAC was further recommended by the members as it plays a vital role for University in assessing the Research outcomes and the data help in planning strategy in terms of NIRF Ranking, QS Rankings etc.</p>	Placed forward to Management for approval and follow up action
5.	<p>Item No. 5: Placement Statistics for the year 2019-20</p> <p>The Director, IQAC has shared the placement record for the year 2019-20 and informed to the members that the highest package is around 12 Lakhs that include major recruiters viz., Microsoft, NTT Data, Informatica, Value Labs, ICICI, Reliance India, Godrej, Federal Bank etc., More than 50 companies had visited GITAM to recruit students and offered best packages in the industry.</p>	Information was noted
6.	<p>Item No.6: Proposal for Laptop's at subsidized prices</p> <p>The Director, IQAC has informed to the members that for online teaching, aids like touch pens, high performance processor, touch screens are very essential. Keeping in view of the IT requirements, placed before the members to chalk a plan to provide high end laptops at subsidized prices to Staff under EMI Scheme from major vendors like Dell, HP. The</p>	Recommend Management to initiate the process

	suggestion made by the Director was well received by members and requested CTO to look over the possibilities for facilitating the process upon approval of Management.	
7.	<p>Any Other Item:</p> <ul style="list-style-type: none"> • The University has started the online exams through cocubes and was able to conduct exams smoothly. The exam was conducted through quiz with random options proctored by teaching faculty online with web camera interface and total session was recorded for transparency by Cocubes. • GITAM entered MoU's with NASSCOM, Berkadia Services, AIESEC, UniversitiTeknologi MARA, Malaysia in terms of Academic activities and same was noted. • KRC signed MoU with INFLIBNET for shodganga Thesis upload as per guidelines issued by UGC. • The University has deployed a Covid Webpage "covid19.gitam.edu" to share the latest updates of Covid to all stakeholders • The teaching staff had been trained on "IT Productivity Tools" for 14 days by Dhynahita Educational Society during May, 2020. The same had been appreciated by the members for taking forward their suggestions in previous meeting. • The network connectivity was upgraded to 10G for better performance. 	Information was noted


Director IQAC

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**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (2/20), (THE SECOND MEETING OF 2020 -21) OF
THE IQAC HELD ON THURSDAY, THE 24TH SEPTEMBER, 2020**

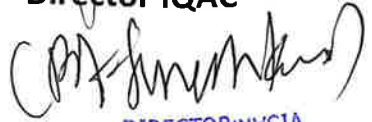
The follow up action and action taken report for the Second Meeting of IQAC for the Academic year 2020-21 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	Item No.1: Confirmation of Minutes of Previous IQAC Meeting The previous minutes of the IQAC which was held online through Zoom 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.	The minutes were drafted and noted
2.	Item No.2: AICTE Approval for the Year 2020-21 The Director, IQAC has informed to the members that AICTE has approved the intakes for the AY 2020-21 and the approval documents were shared online for the three campuses and the members appreciated the efforts taken up by the IQAC. It was also informed GITAM has also taken approval for Pharmacy and Architecture Programs from AICTE even though it is not mandate, however, approval of Statutory Councils is mandatory and was approved by them.	The item was noted
3.	Item No.3: Researgence Platform integration to GITAM The Chief Technology Officer and Director, Research has informed to the members that the Researgence Portal was deployed at URL: "Researgence.gitam.edu" and the key insights of the portal for a particular faculty has been shown live and deliberated the key benefits for Faculty and University system. It also informed that the portal helps in	The suggestion was informed to Director, Research for follow up.

	<p>tracking the progress of the University on monthly basis. The Director, IQAC has suggested the team to summarise the data on quarterly basis and shared among faculty as a newsletter so that it would create a spirit of more research progress among staff thereby helping University to attain desired goals. Further, it was suggested to formulate some incentive scheme to Staff based on their measurable Research outputs. The suggestion was taken note by Director, Research and the members also recommended the same.</p>	
4.	<p>Item No. 4: To review the admission process for various programmes to be offered for AY 2020-21</p> <p>The Director has informed that GITAM has been offering 103 UG & PG Programmes across three campuses and received 1,01,542 applications for various Programmes offered for the year 2020-21 with admitted student strength of 6,768 leading to demand ratio to 15. The efforts made by Director, Admissions is well appreciated.</p>	Noted with thanks
5.	<p>Item No. 5 : Submission of AISHE Data – 2019-20</p> <p>The Director, IQAC has informed to the members the data pertaining to Students and Faculty for year 2019-20 was submitted to AISHE in the month of August 2020, an annual exercise for collecting statistics of the University by Govt. of India. Also, the data serve as input for validating NIRF data during its annual exercise. The members noted the same and considered.</p>	The information was noted.
6.	<p>Item No.6: G-Learn V4.0</p> <p>The Chief Technology officer has placed before the members the process of integration of Zoom in its G-Learn moodle software thereby enabling faculty to create a common online session class at a specified time and date automatically. Also the student attendance while attending Zoom sessions will be automatically recorded and</p>	The information was noted.

	<p>posted at 8PM daily by the software thereby reducing the faculty effort on manual posting and more transparency. The work done was well appreciated by members.</p>	
7.	<p>Item No.7: Access to e-Resources subscribed by GITAM from Home The Director, IQAC has suggested a software termed "OpenAthens" through which faculty can access e-Resources subscribed by GITAM from remote places instead of accessing through intranet. The key benefits were showcased to the members. Accordingly, it was informed that the software application is made accessible to faculty through login credentials of GITAM thereby facilitating access to Scopus, IEEE and other resources from home resulting in progressive research and knowledge transfer. The members noted the same.</p>	Noted and requested for follow up.
8.	<p>Any Other Item:</p> <ul style="list-style-type: none"> • The Internet bandwidth has been enhanced to 4 GBPS in view of the current requirements and need of the day for online activities • Corona Kavach Policy was introduced for the benefit of faculty • New hospitality team was constituted for better hospitality services • Director, Digital Learning was appointed to look over blended learning in GITAM 	Noted

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**ACTION TAKEN REPORT FOR THE
MINUTES OF THE MEETING (3/20), (THE THIRD MEETING OF 2020 -21) OF
THE IQAC HELD ON MONDAY, THE 16TH NOVEMBER, 2021**

The follow up action and action taken report for the Third Meeting of IQAC for the Academic year 2020-21 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	<p>Item No. 1: Confirmation of Meeting of the Minutes of IQAC meeting of 2019-20 held on 24th September, 2020 and follow up.</p> <p>The minutes of IQAC held on 24th September, 2020 have been circulated among the members of the Board and approved.</p>	The minutes were drafted and noted
2.	<p>Item No.2: Forthcoming of ISO 9001:2015 Surveillance Audit</p> <p>The Member secretary has informed the board that the GITAM was accorded with ISO 9001:2015 (Quality Management System) certification by TUV- SUD South Asia Pvt. Ltd. in the month of February 2020 for second cycle. The board was informed that Surveillance Audit need to be scheduled before January 2021 as per the requirement. The members approved and recommended the same.</p>	Preparations are in progress
3.	<p>Item No.3: Discussion on UGC Paramarsh Scheme and Memorandum of Understanding (MoU's) with Institutes.</p> <p>The IQAC has kept forward the initiatives taken up towards the UGC Paramarsh Scheme for various Govt. and Private Colleges and informed about the MOU's made to mentor the institutions for NAAC Accreditation Process.</p>	Noted and requested for follow up.

4.	<p>Item No.4: Formation of New IQAC Advisory Board Committee.</p> <p>The IQAC expressed the need for Reconstitution of the Board and was warmly welcomed by the members in view of new leaders joined in GITAM and approved keeping in view of future requirements of the University.</p>	Approved and welcomed
5.	<p>Any other items:</p> <p>1. The IQAC informed the members that the NAAC has extended the timeline up to May, 2021 for AQAR submission for the year 2019-20 in view of Covid-19 Pandemic situation as per the circular issued by NAAC on 7th October, 2020.</p>	Noted



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**ACTION TAKEN REPORT FOR THE
MINUTES OF THE 16TH MEETING OF THE IQAC HELD at 03:00 PM ON
FRIDAY, 12TH FEBRUARY 2021**

The follow up action and action taken report for the 16th Meeting of IQAC for the Academic year 2020-21 is deliberated as follows.

S. No.	Contents	Action Taken Report
1.	Item No. 1: Confirmation of Meeting of the Minutes of IQAC meeting held on 16th November, 2020 and follow up. The minutes of the IQAC Advisory Board (Q1) held on 16 th November, 2020 have been circulated among the members of the Board and the same has been approved and Action taken report was discussed.	The minutes were drafted and noted
2.	Item No.2: Welcome invitation to the reconstituted IQAC Advisory Board Committee Members. The Vice-Chancellor extended a warm welcome to all the members of the newly constituted IQAC Advisory Board Committee and introduced the External members to others	The new IQAC board was constituted.
3.	Item No.3: Periodical conduct of Academic and Administrative Audits along with their follow-up activities. The Vice-Chancellor directed IQAC to prepare guidelines for Academic and Administrative Audits (AAA). The ISO Audit by TUV-SUD was conducted on 28 and 29 Jan 2021; no deviations were found and the audit report issued had no non conformances. The validity has been extended till 15 Feb 2023.	Audit report was kept for record.

4.	<p>Item No.4: Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.</p> <p>As per the directions of Vice- Chancellor, IQAC is to constitute a committee to prepare the revised format (online mode) for the collection of feedback from all the stakeholders including students, parents, alumni, faculty and administration employers and industries etc. Once the revised format is approved by the Vice-chancellor, the same would be given to Mr. V. Nagesh, Director, IT-CATS in order to make the feedback process a robust, inline and efficient one. These feedback formats will also be made available on the institute website. In addition, the analysis of feedback and action taken report will also be prepared by IQAC and the same will be made available on the website.</p>	Noted for further follow up
5.	<p>Item No.5: Dissemination of information on various quality parameters to all the stakeholders.</p> <p>To improve the awareness of various quality parameters and its use, a committee is being constituted. The committee's remit is to prepare the quality parameters for benchmarking exercises. This will help the University to improve its ranking and also the overall performance.</p>	Noted and follow is initiated
6.	<p>Item No.6: Documentation of various programmes/activities leading to quality improvement.</p> <p>After the last IQAC meeting held in November 2020, various faculty development activities were conducted leading to overall improvement. To strengthen further, Continuous Faculty improvement in domain skills is needed and the Vice Chancellor requested Prof. Jayasankar Elassery Variyar, Pro-Vice Chancellor (Academics) to chair the committee and follow it up on a regular basis.</p> <p>In addition, the need of adopting Bloom's Taxonomy in Assessing the attainment of learning outcomes is very much essential. Accordingly, Hon'ble Vice Chancellor</p>	Placed for approval

	<p>requested Prof. N. Siva Prasad, Pro-Vice Chancellor, Hyderabad to take the activity on priority to impart the knowledge on Programme objectives/outcomes , Course Objectives and Course Outcomes for their respective courses and guide all faculty across all campuses of GITAM through brainstorming workshops from experts.</p>	
<p>7.</p>	<p>Any Others Items:</p> <ol style="list-style-type: none"> 1. To strengthen the Industry Academic interface, the Vice Chancellor requested the industry experts of the board to support GITAM in various aspects of University. The Vice Chancellor also requested Mr. J. Srinivas Raju to chair the University committee for Planning and Monitoring Board and Mr. G.S. Rao towards Placement activities and provide their valuable inputs, feedback for improvement of GITAM. 2. A special Academic council meeting has been planned on February 19,2021 in order to formulate the ways and means by which the new National Education Policy(NEP) initiated by Govt. of India be implemented effectively in GITAM. Prof. Jayasankar E Variyar, Pro- VC (Academics) and Prof. Raja Prabu.R Director (A&R) will spearhead the process for GITAM. <p>It was emphasized that preparations for the third cycle of Accreditation by NAAC needs to be more focused and carried in earnest</p>	<p>Noted and follow up action is initiated upon approval.</p>


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