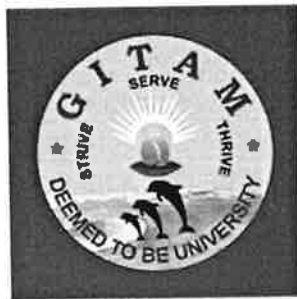


GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)
(Deemed to be University u/s 3 of the UGC Act, 1956)
Accredited by NAAC with 'A+' Grade



**MINUTES OF THE MEETING (1/20), (THE FIRST MEETING OF 2020 -21) OF THE
IQAC HELD AT 10.00 AM ON TUESDAY, THE 23RD JUNE, 2020**

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

MINUTES OF THE MEETING (1/20), (THE FIRST MEETING OF 2020 -21) OF THE IQAC HELD AT 10.00 AM ON TUESDAY, THE 23RD JUNE, 2020 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM. THROUGH ONLINE MODE (ZOOM MEETING)

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. 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. 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

Leave of absence granted to Sri. Winny Patro

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 the various activities taken up during the Covid period.

The detailed agenda is taken up as follows.

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.

Item No.2: AICTE Approval Status for year 2020-21

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.

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.

Item No.3: Online E-counselling portal for Admission

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.

Item No.4: Proposal for Researgence Platform

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.

Item No. 5: Placement Statistics for the year 2019-20

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.

Item No.6: Proposal for Laptop's at subsidized prices

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 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.

Any Other Item:

- 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.

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


(Prof. T V Suresh Kumar)
Director - IOAC

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

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**MINUTES OF THE MEETING (2/20), (THE SECOND MEETING OF 2020 -21) OF
THE IQAC HELD AT 10.00 AM ON THURSDAY, THE 24TH SEPTEMBER, 2020**

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

MINUTES OF THE MEETING (2/20), (THE SECOND MEETING OF 2020 -21) OF THE IQAC HELD AT 10.00 AM ON THURSDAY, THE 24TH SEPTEMBER, 2020 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM. THROUGH ONLINE MODE (ZOOM MEETING)

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. C. Dharma Raj	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 the various activities taken up by the University.

The detailed agenda is taken up as follows.

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.

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.

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 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.

Item No. 4: To review the admission process for various programmes to be offered for AY 2020-21

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.

Item No. 5: Submission of AISHE Data – 2019-20

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.

Item No.6: G-Learn V4.0

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 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.

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.

Any Other Item:

- 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

The meeting was ended with thanks to the chair.


(Prof. 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 (3/20), (THE THIRD MEETING OF 2020 -21) OF THE
IQAC HELD AT 03.00 PM ON MONDAY, THE 16TH November, 2021**

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

MINUTES OF THE MEETING (3/20), (THE THIRD MEETING OF 2020 -21) OF THE IQAC HELD AT 03.00 PM ON MONDAY, THE 16TH NOVEMBER, 2021 HELD AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM THROUGH ONLINE MODE (ZOOM MEETING)

Members Present:

1. Prof. K. Siva Rama Krishna, Vice-Chancellor
2. Prof. N. Siva Prasad, Pro Vice-Chancellor, Hyderabad
3. Prof. C. Dharma Raj, I/c Principal, GIT, Visakhapatnam
4. Prof. M. Sarat Chandra Babu, Principal, GIS, Visakhapatnam
5. Prof. Y. Gouthama Rao, Director, GIM, Visakhapatnam
6. Prof. Y. Radhika, Director, Academic affairs
7. Prof. B S N Murthy, I/c Director, Evaluation
8. Prof. Ch. Rama Krishna, GIS, Visakhapatnam
9. Sri .B.V. Mohan Rao, Secretary, GITAM, Visakhapatnam
10. Sri G. Gopala Krishna, Chief Technology Officer, CATS, GITAM
11. Prof. D. Gunasekaran, Registrar, GITAM
12. Prof. T. V. Suresh Kumar, Director, IQAC

*Leave of Absence was granted to Sri Vinny Patro, Ms. K Lakshmi Samyuktha, Sri Krishna Vattipali.

At the outset, the member secretary extended a warm welcome to the Hon'ble members of the IQAC Advisory Board for the online Zoom meeting and briefed the board about the progress of IQAC in various activities.

The details are as follows:

Item No. 1: Confirmation of Meeting of the Minutes of IQAC meeting of 2019-20 held on 24th September, 2020 and follow up.

The minutes of IQAC held on 24th September, 2020 have been circulated among the members of the Board and approved.

Item No.2: Forthcoming of ISO 9001:2015 Surveillance Audit

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.

Item No.3: Discussion on UGC Paramarsh Scheme and Memorandum of Understanding (MoU's) with Institutes.

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.

Item No.4: Formation of New IQAC Advisory Board Committee.

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.

Any other items:

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.

Director -IQAC

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

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**MINUTES OF THE MEETING (4/20), (THE FOURTH MEETING OF 2020 -21) OF
THE IQAC HELD AT 03:00 PM ON FRIDAY, THE 12TH FEBRUARY, 2021**

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

MINUTES OF THE MEETING (4/20), (THE FOURTH MEETING OF 2020 -21) OF THE IQAC HELD AT 03:00 PM ON FRIDAY, THE 12TH FEBRUARY, 2021 AT THE BOM HALL, GITAM BHAVAN, GANDHINAGAR CAMPUS, RUSHIKONDA, VISAKHAPATNAM THROUGH ONLINE MODE (ZOOM MEETING)

Members Present:

S.No	Name & Designation	Membership Status
1	Prof. K. Siva Rama Krishna, Vice-Chancellor	Chairperson
2	Prof. N. Siva Prasad, Pro Vice-Chancellor, Hyderabad	Senior Administrator
3	Prof. C. V. Rao, Pro Vice-Chancellor, GIMSR	Senior Administrator
4	Prof. D. Sambasiva Rao, Pro Vice-Chancellor, Bengaluru	Senior Administrator
5	Prof. C Vijayasekhar, Dean, Engineering	Senior Administrator
6	Prof. Y. Gouthama Rao, Dean, Management	Senior Administrator
7	Prof. A Subrahmanyam, Dean, Science	Senior Teacher
8	Prof. Y. Radhika, Director, Academic affairs	Senior Teacher
9	Prof. R. Anita Rao, Director, School of law, Visakhapatnam	Senior Teacher
10	Mr. Xavier Joel Maria, Director, Student Life	Member
11	Prof. P. Raja Phani, Director, Research and Consultancy	Senior Teacher
12	Mr. P A V S Sekhar, Director, Admissions	Administrator
13	Mr. Ravi Shankar Srinivas, Chief Financial officer	Administrator
14	Prof. T Srinivas, Director, CDL	Senior Teacher
15	Prof. Leben Johnson Mannariat, Director, Venture Development Centre(VDC)	Senior Teacher
16	Prof. B S N Murthy, I/c Director, Evaluation	Senior Teacher
17	Cdr. Gurumoorthy Gangadharan, Asst. Dean, GCGC	Member
18	Mr. V. Nagesh, Director, IT-CATS	Administrator
19	Mr. S. Balamurugan, Deputy Librarian, KRC	Administrator
20	Sri. M. Bharadwaj, Joint Secretary, GITAM, Visakhapatnam	Senior Administrator
21	Mr. J. Srinivas Raju, Managing Director, Geomarine Dynamics Pvt. Ltd and, Chairman, CII Visakhapatnam.	External Expert
22	Ms. K. Sujatha, Managing Director, JMACTS Limited, NGO, Sabbavaram, Visakhapatnam	External Expert

23	Ms. K. Srilekha, Student 3rd Year CSE, GIT	Student Member
24	Mr. G.S. Rao, Alumni, GITAM and Managing Director, Technology Solution Architecture, Accenture.	External Expert
25	Prof. D. Gunasekaran, Registrar, GITAM	Registrar
26	Prof. T. V. Suresh Kumar, Director, IQAC	Member Secretary

Special Invitee:

1. Prof. Raja Prabu. R, Director (Accreditation & Ranking), GITAM

Leave of Absence was granted to Prof. Jayasankar Elassery Variyar, ProVC (Academics), Prof. V. V. V Nagendra Rao and Mr. G. Gopala Krishna.

The member secretary extended a warm welcome to the Hon'ble members of the IQAC Advisory Board and briefed the board about the progress of IQAC after the last meeting of the IQAC Board.

The details are as follows:

A thanks note was sent to all the external members of the IQAC Board for their active participation.

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 16th November, 2020 have been circulated among the members of the Board and the same has been approved and Action taken report was discussed.

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

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.

Item No.4: Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.

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.

Item No.5: Dissemination of information on various quality parameters to all the stakeholders.

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.

Item No.6: Documentation of various programmes/ activities leading to quality improvement.

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.

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 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.

Any Others Items:

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.
3. It was emphasized that preparations for the third cycle of Accreditation by NAAC needs to be more focused and carried in earnest by IQAC in order to improve our score from 3.53 to 3.75 positively.

The meeting was concluded with thanks to the Chair and Members.


Director - IQAC
DIRECTOR
Internal Quality Assurance Cell (IQAC)
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