

ISO 9001:2015 Certified Institution

Estd. : 2001



## Balaji Institute of Technology & Science

Laknepally, NARSAMPET, Warangal (Rural) – 506331

Accredited by NBA (UG – CE, ME, ECE & CSE) & NAAC A+ Grade

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

www.bitswgl.ac.in, email: principal@bitswgl.ac.in :: Ph. 98660 50044, Fax 08718-230521

Ref:- BITS / IQAC / 1 / 2021-22

Date: 01.09.2021

### Internal Quality Assurance Cell (IQAC)

#### CIRCULAR

It is hereby informed to all the IQAC members are requested to attend the meeting on 02.09.2021 in committee room at 10.30 am.



**IQAC- Coordinator**



**Chairperson  
Principal**

**Balaji Institute of Technology & Science  
Laknepally (V), Narsampet (M)  
Warangal (Dt) - 506 331 (T.S)**

#### **Agenda:**

1. Review of previous meeting minutes.
2. Review about Accreditation process
3. Faculty improvement in Academics
4. Training and Placement Activities
5. Discussion about UGC Autonomous process
6. To discuss about workshops, seminars, FDPs to be conduct for the academic year 2021-22
7. To discuss about collaboration activities with various industries (MOU)

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Ref:- BITS/IQAC/MoM/1/2021-22

Date: 02.09.2021

### MINUTES OF MEETING OF IQAC

#### Academic Year of 2021-22

Minutes of the IQAC meeting held on 02.09.2021 at 10.30 am in the committee Room.

#### Members Present:

S.NO.	NAME OF THE FACULTY	DESIGNATION
1	Dr.V.S.Hariharan, Principal	CHAIRPERSON
2	Dr.A.Rajendra Prasad Reddy, Chairman	MEMBER
3	Mr. S.Suresh, Administrative officer	MEMBER
4	Dr.M.Palanisamy, HoD, Civil Dept.	MEMBER
5	Dr.V.Vikram Reddy, HoD, Mech Dept.	MEMBER
6	Dr.R.Mohandas, HoD, ECE Dept.	MEMBER
7	Dr.K.Srinivas, HoD, CSE Dept.	MEMBER
8	Dr.A.Arun Kumar, HoD, IOT Dept.	MEMBER
9	Dr.V.Venkateshwarlu, HoD, AI & ML Dept.	MEMBER
10	Dr.V.Sravan Kumar, HoD, SE Dept.	MEMBER
11	Dr.G.Naresh, HoD, MBA Dept.	MEMBER
12	Dr.V.Narayana, HoD, H&S Dept.	MEMBER
13	Dr.N.Venu, Assoc. Prof., ECE Dept.	MEMBER
14	Mr.B.Samba Shivudu, T&PO	MEMBER
15	Dr.V.Sudhakar Rao, Assoc. Prof., Mech. Dept.	MEMBER
16	Mr.S.Mallikarjun Reddy, Assoc. Prof., EEE. Dept.	MEMBER
17	Mr.S.Phanendra, Assoc. Prof., Mech. Dept.	MEMBER
18	Mr.A.Sanyasi Rao, Assoc. Prof., ECE Dept.	MEMBER
19	Mr. Fasi Ahmed Parvez, Assoc. Prof., CSE Dept.	MEMBER
20	Mrs.B.Sridevi, Assoc. Prof., CSE Dept.	MEMBER
21	Dr.Ch.Sudhakar, Professor, CSE Dept. NIT Warangal	MEMBER
22	Mr.R.Madhukar Reddy Asst. Divisional Engineer, TSNPDCL, Warangal	MEMBER

23	Mr.P.Mahesh,(H.T. No: 18C31A0258), Student Representative	MEMBER
24	Mr.Ch.Harish, Alumni Representative	MEMBER
25	Dr.R.Saravanan, HoD, EEE Dept.	CO-ORDINATOR

**Minutes of the IQAC meeting:**

**1) Welcome of IQAC Members:**

Dr. V.S. Hariharan, Chairperson, IQAC has welcomed the members of Committee and briefed about the proposed agenda of the meeting

**2) Confirmation of minutes of the IQAC Meeting:**

All the members have approved the minutes of the last meeting.

**3) Discussion on NAAC:**

- Principal Dr.V.S.Hariharan happily announced that our Institute is accredited by NAAC A<sup>+</sup>.
- Principal thanked all the HoD's and coordinators for their efforts for NAAC accreditation and informed all the HoD's to upgrade the valid points suggested by the NAAC committee for improvement of the Department.
- The Principal advised the faculty to maintain the quality of documents as per NAAC norms.

**4) Discussion on UGC Autonomous:**

- Principal Dr.V.S.Hariharan requested all the HoD's to nominate the coordinators for UGC Autonomous related works. In this regard, every fortnight review meeting will be conducted by the coordinator.

**5) Discussion on academic activities:**

The IQAC committee suggested

- To update the ISO, NAAC and NBA related documents in our college web portal.
- All Department and cells have to conduct monthly meeting of faculty member/ coordinators and to maintain documentations of minutes of meeting.
- Every department has to maintain proper document for Each Guest lecture / seminar/workshop has to be maintained.
- Every Department should maintain overall discipline during working hours and HoD and Senior Faculty must see that:
  - No student should move outside during class work
  - Student should attend the classes immediately after lunch hour
  - They should follow the time table
- Remedial classes should be conducted for the weak students for various subjects by respective Departments.

- Principal Sir instructed to all the departments HoD's sign of MOU with various industries.
- All equipment's in the laboratory must be fully utilized to conduct experiments as per the regular syllabus and beyond the syllabus.
- Trial Lab experiments should be conducted in advance if the faculty member handling the respective lab for first/second time or incase some new experiments are added in to the syllabus

#### 6) Discussion on Individual Faculty and Department activities

Following are the views and suggestions expressed by IQAC members:

- Use of any language in classroom other than English has to be avoided.
- Faculty member should not maintain overfriendly relationship with the students (All should be advised not to use mobile phones.)
- As a part of Academic plan, each faculty member has to prepare a lesson plan. There should be maximum correlation between this plan and actual delivery of the syllabus.
- Faculty members should find out innovative ways to conduct Assignments so that copying can be avoided
- Mentor should have meaningful and informal rapport with the batch of allotted students.
- Each Department should maintain clean ambience. Unwanted notebooks, records, tutorial sheets should be disposed off.
- Valuation of internal papers should be done more carefully. It is observed that few faculty members are awarding marks even without valuation of papers. Any such incident will be viewed very seriously. The evaluated scripts must be shown to the students before submitting the marks to exam branch.
- It is resolved to depute faculty members to attend the faculty development programs conducted in the thrust areas of the departments at reputed institutes and universities across India and abroad.
- It is resolved that the institution should conduct more number of seminars and the expert lectures in order to build the knowledge in faculty and student about latest developments in technologies.
- On behalf of IQAC members, all the Heads of the Departments to make their faculty thoroughly aware of all annual departmental bench marks as well as their individual contribution to reach their targets.

#### 7) Training and Placement

Following are the views and suggestions expressed by IQAC members:

- There should be direct communication between TPO and HoD regarding planning various T&P activities.
- TPO should take care of punctuality of students in attending CRT classes. Content of CRT classes also should be taken care of.

- The name and number of eligible candidates for placement drive should be communicated to the respective Department by TPO.
- TPO should organize pre-placement training/workshops/seminars for students.
- TPO has to assist students for industrial training/internships.
- TPO has to coordinate with companies to understand learn about their requirements and recruitment procedures
- A data base of students has to be maintained and updated by TPO from time to time.

After detailed discussion, the report was approved by the committee.

The meeting ended with formal vote of thanks by IQAC Coordinator Dr.R.Saravanan.



**IQAC- Coordinator**



**Principal and Chairperson/IQAC**  
**Principal**

**Balaji Institute of Technology & Science**  
Laknepally (V), Narsampet (M)  
Vijayawada (Dt) - 501 231



## Balaji Institute of Technology & Science

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### MEMBERS ATTENDED MEETING ON 02.09.2021

S.NO.	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	Dr.V.S.Hariharan, Principal	CHAIRPERSON	
2	Dr.A.Rajendra Prasad Reddy, Chairman	MEMBER	
3	Mr. S.Suresh, Administrative officer	MEMBER	
4	Dr.M.Palanisamy, HoD, Civil Dept.	MEMBER	
5	Dr.V.Vikram Reddy, HoD, Mech Dept.	MEMBER	
6	Dr.R.Mohandas, HoD, ECE Dept.	MEMBER	
7	Dr.K.Srinivas, HoD, CSE Dept.	MEMBER	
8	Dr.A.Arun Kumar, HoD, IOT Dept.	MEMBER	
9	Dr.V.Venkateshwarlu, HoD, AI & ML Dept.	MEMBER	
10	Dr.V.Sravan Kumar, HoD, SE Dept.	MEMBER	
11	Dr.G.Naresh, HoD, MBA Dept.	MEMBER	
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13	Dr.N.Venu, Assoc. Prof., ECE Dept.	MEMBER	
14	Mr.B.Samba Shivudu, T&PO	MEMBER	
15	Dr.V.Sudhakar Rao, Assoc. Prof., H&S, Dept.	MEMBER	
16	Mr.S.Mallikarjun Reddy, Assoc. Prof., EEE, Dept.	MEMBER	
17	Mr.S.Phanendra, Assoc. Prof., Mech. Dept.	MEMBER	
18	Mr.A.Sanyasi Rao, Assoc. Prof., ECE Dept.	MEMBER	
19	Mr. Fasi Ahmed Parvez, Assoc. Prof., CSE Dept.	MEMBER	
20	Mrs.B.Sridevi, Assoc. Prof., CSE Dept.	MEMBER	
21	Dr.Ch.Sudhakar, Professor, CSE Dept. NIT Warangal	MEMBER	—
22	Mr.R.Madhukar Reddy Asst. Divisional Engineer, TSNPDCL, Warangal	MEMBER	
23	Mr.P.Mahesh,(H.T. No: 18C31A0258), Student Representative	MEMBER	
24	Mr.Ch.Harish, Alumni Representative	MEMBER	—
25	Dr.R.Saravanan, HoD, EEE Dept.	CO-ORDINATOR	





Ref:- BITS/IQAC/MoM/2/2021-22

Date: 03.03.2022

**MINUTES OF MEETING OF IQAC**

**Academic Year of 2021-22**

Minutes of the IQAC meeting held on 03.03.2022 at 10.00 am in the committee Room.

**Members Present:**

S.NO.	NAME OF THE FACULTY	DESIGNATION
1	Dr.V.S.Hariharan, Principal	CHAIRPERSON
2	Dr.A.Rajendra Prasad Reddy, Chairman	MEMBER
3	Mr. S.Suresh, Administrative officer	MEMBER
4	Dr.M.Palanisamy, HoD, Civil Dept.	MEMBER
5	Dr.V.Vikram Reddy, HoD, Mech Dept.	MEMBER
6	Dr.R.Mohandas, HoD, ECE Dept.	MEMBER
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14	Mr.B.Samba Shivudu, T&PO	MEMBER
15	Dr.V.Sudhakar Rao, Assoc. Prof., Mech. Dept.	MEMBER
16	Mr.S.Mallikarjun Reddy, Assoc. Prof., EEE. Dept.	MEMBER
17	Mr.S.Phanendra, Assoc. Prof., Mech. Dept.	MEMBER
18	Mr.A.Sanyasi Rao, Assoc. Prof., ECE Dept.	MEMBER
19	Mr. Fasi Ahmed Parvez, Assoc. Prof., CSE Dept.	MEMBER
20	Mrs.B.Sridevi, Assoc. Prof., CSE Dept.	MEMBER
21	Dr.Ch.Sudhakar, Professor, CSE Dept. NIT Warangal	MEMBER
22	Mr.R.Madhukar Reddy Asst. Divisional Engineer, TSNPDCL, Warangal	MEMBER
23	Mr.P.Mahesh,(H.T. No: 18C31A0258), Student Representative	MEMBER
24	Mr.Ch.Harish, Alumni Representative	MEMBER
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#### **2) Confirmation of minutes of the IQAC Meeting:**

All the members have approved the minutes of the last meeting.

#### **3) Discussion on NBA:**

- Principal Dr.V.S.Hariharan requested all the HoD's to nominate the NBA coordinators for related works. In this regard, every fortnight review meeting will be conducted by the coordinator.

#### **4) Discussion on academic activities:**

The IQAC committee suggested

- To update the ISO, NAAC, UGC Autonomous and NBA related documents in our college web portal.
- All Department and cells have to conduct monthly meeting of faculty member/ coordinators and to maintain documentations of minutes of meeting.
- Every department has to maintain proper document for Each Guest lecture / seminar/workshop has to be maintained.
- Every Department should maintain overall discipline during working hours.
- All equipment's in the laboratory must be fully utilized to conduct experiments as per the regular syllabus and beyond the syllabus.

#### **5) Discussion on Department activities**

Following are the views and suggestions expressed by IQAC members:

- As a part of Academic plan, each faculty member has to prepare a lesson plan. There should be maximum correlation between this plan and actual delivery of the syllabus.
- Faculty members should find out innovative ways to conduct Assignments so that copying can be avoided
- Mentor should have meaningful and informal rapport with the batch of allotted students.
- Principal informed to all the HoDs instruct to all the faculty members to attend the faculty development programs conducted in the reputed institutes and universities.
- Principal informed to all the HoDs should conduct more number of seminars, workshops FDPs and the expert lectures
- Principal communicated to HODs to motivate students to participate in various events conducted at other institutions.
- To make necessary arrangements to start off line classes as per government of Telangana and University guidelines.

#### 6) Research, Innovations and Extension

- Arranging Meetings with Advisory Committee Members
- Principal instructed to R&D coordinator should be conducting Workshop on “How to publish Scopus/SCI/UGC CARE Journals” at the earliest.
- To Collect and Shortlist of Internal Minor Research Proposals at College level.
- Principal informed all the faculty members to apply for the funds from various agencies like SERB, AICTE and DSIR etc.

#### 6) Training and Placement

Following are the views and suggestions expressed by IQAC members:

- There should be direct communication between TPO and HoD regarding planning various T&P activities.
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After detailed discussion, the report was approved by the committee.

The meeting ended with formal vote of thanks by IQAC Coordinator Dr.R.Saravanan.



**IQAC- Coordinator**



**Principal and Chairperson/IQAC**

**Principal**

**Balaji Institute of Technology & Science**

**(Autonomous)**

**Laknepally, Narsampet, Warangal Dist. - 506 331**



ISO 9001:2015 Certified Institution

**Balaji Institute of Technology & Science** Estd.:2001

Laknepally (V), Narsampet (M), Warangal District - 506 331, Telangana State, India

(AUTONOMOUS)

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