

**IIIT H - IQAC Minutes of the Meeting**  
**[ held on 13<sup>th</sup> February 2020 from 1530 to 1630hrs ]**

**Agenda**

- It is mandate for an academic Institution / University to convene at least two IQAC meetings in a calendar year. The committee considered to meet and take stock of various activities that are on-going during the current semester.
- To summarize various activities, accomplishments and enhancements of several administrative departments, research centers and other core and non-core disciplines of the Institute.

**Discussion point 1**

The committee discussed various options to compile the campus information and consolidating the progress of each admin section(s) of the Institute. After the deliberations, the members agreed to design and circulate a standard template for seeking performance in terms of Quality performance of each admin dept., and other diverse disciplines before the next IQAC meeting.

**Action Point:** For each section, one-on-one meetings were organized to create awareness and informed about the expectation from the form with the help of Dy. Academic Officer.

- a. Each briefing session took about 60min.
- b. Awareness sessions were organized in the months of **May / June**. The following Sections were covered:

Academic Office, Admissions Office, Examinations Office, R&D Office, GAD, Finance, Engineering, Students Life Office, Hostels Office, Mess Office, Physical Education Centre, Alumni Office, Director's Office, HR & Personnel Section, Centre for Innovation and Entrepreneurship (CIE), IIIT-H Foundation section, Alumni Office, Communications, Outreach (Education), Outreach (Industry), Students Parliament, Placements Office and the Library.

**Discussion point 2**

The quality performance template was designed in-line with the IQAC guidelines / functions defined on the NAAC website. The mere information focused on areas viz., teaching-learning aspects, research advancements, student's feedback, gender equality and, other important resolutions etc.

**Action Point:** Stats Cell has created a form focusing on admin section(s) and circulated internally for collecting their quality performances / best practices in the months of **June and July 2020**. The form has prepared in-line with the IQAC guidelines and, in consultation with Faculty Coordinator (Surveys & Rankings), Dy. Academic Officer and, Manager (R&D).

### **Discussion point 3**

To increase the institute's reputation on accreditation process, the Statistical Cell was asked to enquire and record paradigm shifts in standards of quality of the campus activities.

**Action Point:** To acquaint with the IQAC and NAAC programs, Stats cell has started participating in such focused programs and three webinars attended so far, organized by NAAC, Bengaluru.

### **Discussion point 4**

It was also discussed and decided to organize a dedicated IQAC workshop by involving the other colleges / institutions / concerned IQAC faculty to promote the importance of IQAC and it's role in academic environment.

**Action Point:** The Stats Cell is constantly in touch with IQAC coordinators of reputed Institutions / colleges in and around Hyderabad.

The members opined to meet up at least three times in a calendar year.

The meeting ended at 1630hrs.

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### **Members Present**

Prof P J Narayanan (Director)

Prof R Pradeep Kumar (The Registrar)

Prof P Krishna Reddy (Professor, DSAC)

Dr Marimuthu Krishnan (Asst. Professor, CCNSB) & Coordinator (Rankings & Surveys)

Dr Priyanka Srivastava (Senior Research Scientist, CogSci)

Dr K S Vijaya Sekhar (Head, Statistical Cell)

### **Members unable to attend**

Shri Srini Raju : Occupied with other commitments

Shri J Ramachandran (Industry) : Travelling

Shri Krishnakant Kasturi, Alumni Rep : Occupied with other commitments

Shri Appaji (Dy. Academic Officer) : Travelling