



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal - 500 043, Hyderabad, Telangana

Internal Quality Assurance Centre (IQAC)

Minutes of Meeting

A.Y 2024 -2025



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

IARE/IQAC/MoM/2024/02

24 September, 2024

CIRCULAR

A meeting is proposed to be convened with all the members of IQAC at 2.00 PM on 26 September, 2024 in the board room. All the members are requested to make it convenient to attend the same.

Agenda:

1. Action taken reports on Previous minutes of the meeting
2. Recruitment of the faculty to maintain better Faculty Academic
3. Implementation of Career Advancement Scheme (CAS) for the faculty promotions to have better cadre ratio from Academic
4. Orientation Programme for I B. Tech details
5. Extension of activities to strengthen the international collaborations and faculty exchange with foreign Institutions
6. Participation in International Ratings
7. Schedule of academic audit
8. Any other item with the permission of the chair

Copy to:

1. All the members of the committee
2. Deans/HODs/Establishment Section
3. Administrative officer



G. V. Prasad

PRINCIPAL

PRINCIPAL

INSTITUTE OF AERONAUTICAL ENGINEERING
Dundigal, Hyderabad - 500 043.
Telangana State



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

INTERNAL QUALITY ASSURANCE CENTRE

MINUTES OF MEETING OF IQAC

The Meeting of the Internal Quality Assurance Centre was held at 02:00PM on 26 September, 2024 in the Sahana Board Room, Bharadwaja Block.

The following members were present:

S.No	Name	Designation	Portfolio
1	Dr. L V Narasimha Prasad	Principal	Chairperson
2	Sri CH. Sathi Reddy	Secretary and Correspondent	Member
3	Dr. D Shobha Rani	Controller of Examinations	Member
4	Prof. G Chandra Sekhar	Dean of Academics	Member
5	Dr. B D Y Sunil	Dean of Research & Development	Member
6	Dr. V Padmanabha Reddy	Dean of Planning, Monitoring & Continuing Education	Member
7	Dr. CH Srinivasulu	Dean of Learning and Educational Technologies	Member
8	Dr. Y Mohana Roopa	Dean of Strategy Development and Finance	Member
9	Dr. GVR Seshagiri Rao	Dean of Policies and Internal Audit	Member
10	Dr. G Ramu	Dean of Career Development	Member
11	Dr. P L Srinivasa Murthy	Dean of Industry Institute Interface	Member
12	Dr. M Pala Prasad Reddy	Dean of Technology Innovation and Incubation Centre	Member
13	Dr. D Govardhan	HoD, Aeronautical Engineering	Member
14	Dr.C Madhusudhan Rao	HoD, Computer Science and Engineering	Member
15	Dr. M Purushotham Reddy	HoD, Information Technology	Member
16	Dr. P Ashok Babu	HoD, Electronics and Communication Engineering	Member
17	Dr. Ranjith Kumar Gatla	HoD, Electrical and Electronics Engineering	Member
18	Dr. V V S Haranadh Prasad	HoD, Mechanical Engineering	Member
19	Dr. V Anand Reddy	HoD, Civil Engineering	Member
20	Dr. Vara Lakshmi Thavva	HoD, Master of business administration	Member
21	Mr. D Abhishek	Campus lead, Talent Acquisition Team, Virtusa, Hyderabad	Member
22	Sri. Ch Jayasimha Reddy	CEO, M/s. MTE Industries	Member
23	Sri. D Narayan Rao	Rtd. Senior non-commissioned officer (NCO) stakeholder	Member
24	Mr. V Manikanta Kumar	Strategic supply chain manager, Alumni	Member
25	Sri. J. Krishna Yadav	Municipality Councillor, Dundigal	Member
26	Mr. Nandi Vardhan Reddy	B.Tech - V Semester (IT)	Member
27	Mr. Pepakayala Trinadh	B.Tech - VI Semester (EEE)	Member
28	Mr. Bodla Vaibhav	MBA - I Semester	Member
29	Dr. Naveen Kumar Alla	Associate Dean, IQAC	Member
30	Dr. Y Pandu Rangaiah	Dean of IQAC	Coordinator

Dr. L V Narasimha Prasad, Principal and Chairperson of IQAC, welcomed the members and elaborated on the significance of mission, vision and core values of the institution. He emphasized that the institution should provide utmost importance to Teaching - Learning process and research excellence. He also highlighted upon the adoption of best practices in academics for further development and to march towards excellence.

The agenda of the meeting, item wise has been discussed by the members of the IQAC and resolved as per the details given below.

The agenda of the meeting:

1. Action taken reports on Previous minutes of the meeting
2. Recruitment of the faculty to maintain better Faculty Academic
3. Implementation of Career Advancement Scheme (CAS) for the faculty promotions to have better cadre ratio from Academic
4. Orientation Programme for I B. Tech details
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8. Any other item with the permission of the chair

RESOLUTIONS

Principal initiated discussion on agenda items

- | | |
|-------------------|---|
| Item No. 1 | The minutes of the last meeting was approved by the members. |
| Item No. 2 | According to the new rule from AICTE, it was discussed with all IQAC members about recruitment of the faculty to maintain Faculty-Student Ratio (FSR) to 1:20 from Academic Year: 2024-2025. |
| Item No. 3 | It was discussed about implementation of Career Advancement Scheme (CAS), the faculty shall be periodically apprised of their performance to facilitate promotions under Career Advancement Scheme and other faculty improvement / development programmes as prescribed in the Regulations. |
| Item No. 4 | The orientation program of I year UG Details was discussed, to all the departments |
| Item No. 5 | IQAC Chair ensures a complete all-round education for our students through Student Exchange Programs, Faculty Exchange Programs as well as our Study Abroad Programs, such that the graduating student is ready for a flourishing professional career in their field of choice. |
| Item No. 6 | It is discussed by keeping the importance of the rankings, IARE has established the proposal of agreements with QS ranking system. |
| Item No. 7 | It was resolved to conduct academic audit for various departments. The tentative schedule was circulated. |
| Item No. 8 | All Department HoDs proposed Academic activities such as workshops, summer internships for students, Faculty development Programs, for the year 2024-25 (www.iare.ac.in/workshops/FDP). |

All these proposals were recommended by IQAC and forwarded to the principal
Principal thanked all the members for their active participation in discussion agenda items.

The meeting concluded with thanks to the members.

S No	Name	Portfolio	Signature
1	Dr. L V Narasimha Prasad	Chairperson	<i>L. V. Narasimha Prasad</i>
2	Sri CH. Sathi Reddy	Member	<i>Ch. Sathi Reddy</i>
3	Dr. D Shobha Rani	Member	<i>D. Shobha Rani</i>
4	Prof. G Chandra Sekhar	Member	<i>G. Chandra Sekhar</i>
5	Dr. B D Y Sunil	Member	<i>B. D. Y. Sunil</i>
6	Dr. V Padmanabha Reddy	Member	<i>V. Padmanabha Reddy</i>
7	Dr. CH Srinivasulu	Member	<i>Ch. Srinivasulu</i>
8	Dr. Y Mohan a Roopa	Member	<i>Y. Mohan a Roopa</i>
9	Dr. GVR Seshagiri Rao	Member	<i>G. V. R. Seshagiri Rao</i>
10	Dr. G Ramu	Member	<i>G. Ramu</i>
11	Dr. P L Srinivasa Murthy	Member	<i>P. L. Srinivasa Murthy</i>
12	Dr. M Pala Prasad Reddy	Member	<i>M. Pala Prasad Reddy</i>
13	Dr. D Govardhan	Member	<i>D. Govardhan</i>
14	Dr. C Madhusudhan Rao	Member	<i>C. Madhusudhan Rao</i>
15	Dr. M Purushotham Reddy	Member	<i>M. Purushotham Reddy</i>
16	Dr. P Ashok Babu	Member	<i>P. Ashok Babu</i>
17	Dr. Ranjith Kumar Gatla	Member	<i>Ranjith Kumar Gatla</i>
18	Dr. V V S Haranadh Prasad	Member	<i>V. V. S. Haranadh Prasad</i>
19	Dr. V Anand Reddy	Member	<i>V. Anand Reddy</i>
20	Dr. Vara Lakshmi Thavva	Member	<i>Vara Lakshmi Thavva</i>
21	Mr. D Abhishek	Member	<i>D. Abhishek</i>
22	Sri. Ch Jayasimha Reddy	Member	<i>Ch. Jayasimha Reddy</i>
23	Sri. D Narayan Rao	Member	<i>D. Narayan Rao</i>
24	Mr. V Manikanta Kumar	Member	<i>V. Manikanta Kumar</i>
25	Sri. J. Krishna Yadav	Member	<i>J. Krishna Yadav</i>
26	Mr. Nandi Vardhan Reddy	Member	<i>N. Vardhan Reddy</i>
27	Mr. Pepakayala Trinadh	Member	<i>P. Trinadh</i>
28	Ms. Bodla Vaibhav	Member	<i>B. Vaibhav</i>
29	Dr. Naveen Kumar Alla	Member	<i>N. Kumar Alla</i>
30	Dr. Y Pandu Rangaiah	Dean of IQAC	<i>Y. Pandu Rangaiah</i>

[Signature]
Dean, IQAC

[Signature]
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IARE/IQAC/MoM/2024/01

16 July, 2024

CIRCULAR

A meeting is proposed to be convened with all the members of IQAC at 2.00 PM on 17 July, 2024 in the board room. All the members are requested to make it convenient to attend the same.

Agenda:

- Confirmation of previous IQAC minutes of meeting and action taken report
- Quality initiatives in various academic units
- Analysis of student's placement for the batch, Academic Year: 2023 - 2024
- Submission of IIQA and Filled in SSR
- Annual e-governance report, Academic Year: 2023 – 2024
- Any other item with the permission of chairperson

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CENTRE

MINUTES OF MEETING OF IQAC HELD ON 17 JULY, 2024

The Meeting of the Internal Quality Assurance Centre was held at 02:00PM on 11 July, 2024 in the Sahana Board Room, Bharadwaja Block.

The following members were present:

S.No	Name	Designation	Portfolio
1	Dr. L V Narasimha Prasad	Principal	Chairperson
2	Sri CH. Sathi Reddy	Secretary and Correspondent	Member
3	Dr. D Shobha Rani	Controller of Examinations	Member
4	Prof. G Chandra Sekhar	Dean of Academics	Member
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The agenda of the meeting:

1. Confirmation of previous IQAC minutes of meeting and action taken report
2. Quality initiatives in various academic units
3. Analysis of student's placement for the batch, Academic Year: 2023 - 2024
4. Submission of IQA and Filled in SSR
5. Annual e-governance report, Academic Year: 2023 – 2024
6. Any other item with the permission of chairperson

RESOLUTIONS

1. Confirmation of previous IQAC minutes of and action taken report

Members approved the minutes of the previous minutes of IQAC.

1.1 Follow-up action and action taken report on the minutes of previous meeting

Principal apprised the members and presented the action taken report in accordance with the resolutions / suggestions made regarding.

S No	Suggestions	Action Taken
1	Enhance the knowledge and skills of the faculty, technical staff and supporting staff	The suggestion has been communicated to Dean, CLET and Dean CDC. IQAC has initiated to conduct • <i>Latex training</i> by Dean, CLET • Skill enhancement programs by Dean, CDC on Python programming, DBMS and Java etc. for non-computer science departments • All the Heads are informed to conduct skill-based training activities to all the non-teaching staff.
2	Analyze the reasons for less pass percentage in some of the programs and take necessary actions.	The Dean Academics is informed the concerned heads to analyze the pass percentage and submit the action plan. Accordingly, the remedial class schedules have been prepared. Also, prepare the list of value-added courses offered by the departments.
3	Take necessary steps to increase the number of students benefited through full semester internship (FSI).	The policy for full-semester internship has been reviewed. • Dean, International affairs has been contacting the partner universities to improve the students benefited through FSI. Accordingly, guidelines have been prepared.
4	Contact the universities abroad with active MOUs to learn the best practices/new approaches followed to amplify the learning experience of students.	Communicated with our foreign partners like KMIT, University Malaya, Asian Institute of Technology, Vietnam National University etc., to learn and adopt some of their approaches to learn experience of students. • Best practices like floating accelerated courses, Honors and Minors can be replicated at IARE to improve the learning experience of our students.
5	Establish apeer-to-peer faculty and learning community.	Departments have created academic verticals, focused research group based on the professional expertise of the faculty. This will enhance the peer group for learning.

6	Initiation of collection of feedback through academic peers on the curriculum	IQAC has initiated to collect the feedback from academic peers on the curriculum as part of structured feedback.
7	Institute can facilitate various activities/ measures for stress management of faculty and students	The Dean, Human Resource has been informed to conduct activities to reduce their stress levels. • Yoga in daily life by Mr. A Jagadish • Various stand-alone events to help our student's handle their physical, mental and social wellbeing. • To name a few are stress busters, personal counselling sessions, fitness, getting close to family, personal hygiene, yoga etc. About 3000 students have attended and benefitted from these events.

Resolution: The committee approved the action taken report.

2. Quality initiatives by IQAC

Dean, IQAC has proposed the following quality initiatives in the various academic units in the institute.

Responsible academic unit	Quality initiatives
Academics	• Strengthening of foundation core courses • Enhanced academic flexibility • Core courses to have either tutorial or laboratory • Multi-disciplinary learning options • Implementation of NEP and SDG in the curriculum • Internship / FSI should be implemented across all programs
Academic Counselling	• Reducing the number of slow learners by continuous follow up, mentoring throughout the semester and remedial classes. • Encourage the advanced learners for upgradation of their skills through NPTEL / SWAYAM / MOOCS and participation hackathons
Academic Research	• Induction of Professional Development Allowances (PDA) for pursuing Ph.D faculty • Procurement of plagiarism software • Scopus / Web of Science subscription • Identify associate guides in other academic institutes for research centers. • Ensure that all M.Tech admitted students to start their research work and complete it in stipulated time. • Increasing research output in form of number of quality publications (i.e. Q1, Q2) and research projects will pave a path for getting in first 200 rank very fast. Dean R & D should ensure that all faculties will be involved research activities. • Collaborate with other top-ranking Institutes and know their good practices related to research work, publications and projects and try to implement at IARE.
	• Encourage eligible doctorate faculty members to apply for the recognition of guide from University and other deemed universities • Set guidelines for faculty with good research publication will be given priority in recruitment process. Ensure faculty recruitment with Ph.D qualification and research background with an average experience of 5 plus years • Ensure that the faculty pursuing doctoral studies should complete their dissertation work on time. • Ensure all faculty google scholar, Scopus and Web of Science profile to be updated time to time in IRINS, a web-based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre and verified by R&D coordinator.

	• Training programs on Research, IPRs et should be conducted regular intervals. • Research advisory and ethics committee
Sponsored Research and Industrial Consultancy	• Revamped the overheads incentive guidelines • Revamped the consultancy policy • Proposal to list all facilities available in the institute for wider reach to capture funding and consultancy opportunities
Institute maintenance	• Smart campus concepts • Monitoring of Power Consumption using IoT • Monitoring Water quality regular intervals. • Canteen committee should inspect canteen regular to monitor food quality
Library	• Increase e-resources and ensure efficient and effective service. • Conduct training programs for researchers and faculty on the e- resource content to improve its usage. • Upgrade the digital facility of the library • To improve reporting facility by fine tuning the integrated library management systems. • Purchase of library repository / databases like Knimbus and DSpace
IARE Technology Business Incubator (TBI)	• Student Startup Venture grant of Rs. 5000 per month to students. This is an initiative of IARE carried out through the TIIC, which is one- of- the kind support provided to students building innovative technology products. • Pre-incubation Program - Students who start working on product ideas in their 1st, 2nd or 3rd year of academics or those ideas that do not fall in the full-time incubation mandate fit into this support scheme. • Providing Internship opportunities to students in Startups under Incubation and Pre-Incubation at IARE-TBI throughout the year. • Including Startup expo as part of Entrepreneurship Summit every year to promote student internships.
IQAC	• Developed a portal for data collection from various units • Criterion wise data coordinators • Sensitization programs on world ranking of subjects • Standardize operating procedures for academic / administration units.
Finance	• Digital payments and avoiding cash receipts • Fee collections NO cash transaction is allowed • Internal financial audit should be conducted quarterly.
Students Welfare	• Digital Initiatives- includes: event approvals, e- certificates, online registration, digital publicity. • Self-defense, life-saving skill and health awareness workshops for the students. • Yoga sessions for better health. • Celebration of regional festivals throughout the year to know the cultural heritage of India.
Physical Education	• Updation of Sports facilities • Recruiting sports professionals for various sports and games activities • Encourage students to participate in intra college and state level sports events.
Academic departments	• Effective use of Modern ICT Tools • Organizing joint webinar series along with university abroad • Hybrid Learning, discussion forum at all times with the help of Akanksha, Learning Management System

	• Promote Product Development by strengthening the industry-institute relations. • Inculcating Research among students • Formation of domain specific research groups among faculty • Career awareness programs from the first year of study in the emerging areas • News letters
Research Centres	• Moving towards trans-disciplinary/ multidisciplinary oriented research • Focusing on development of products rather than converting into papers • Establish a finishing school to train young scientists to be absorbed into the relevant area of training.
Career devolvment Centre	• Improve students placements by conducting trainings through experts for enhancing soft-skills among the students. • Improve programming skills and problem-solving techniques by conducting tests, training or through curriculum. This will help in getting jobs in software industries. • Identify companies / core companies which will provide trainings and placement for unplaced students
Career counselling and guidance	• Set a mechanism in order to trace students opting for higher studies and create statistical data. • Additional efforts to create awareness and encourage students to take up higher studies. • Motivate students to appear for GATE exam by reimbursing the GATE exam fees if they obtain a valid gate score. • Provide some FEE concession/discount for students taking PG admission with valid GATE score
Brand Building / Industry In statute Collaborations	• Increase publicity of IARE in other states for admissions of students through B category • Good connect with industries and establishment of good feedback mechanism from industries regarding employed students and inclusion of industry suggested subjects in curriculum.
Examinations	• Preparedness for National Education Policy (NEP) - 2020 • Implementation of Academic Bank of Credits (ABC) • Digital evaluation system • Online degree verification - External agencies have to upload their document in the institute's portal.

Resolution: The committee noted the initiatives and suggested to initiate the necessary procedures to implement the same.

3. Analysis of student's placement for the batch, 2023 - 2024

Dean, CDC has presented the department wise placement details were presented to the committee for their perusal.

4. Submission of AQAR and Filled in SSR

The IQAC has submitted the Institutional Information for Quality Assessment (AQAR) 2024.

5. Annual e-governance report 2023- 2024

IARE developed its own in-house software; IARE Campus Administration Portal (CMS and LMS). These service.es of the software are accessed by all the stakeholders like students, parents, faculty and other administrators of the organization.

IARE Campus Administration Portal Home Page <https://www.iare.ac.in/>, by the login credentials, stakeholders and admin can login in to this portal.

IARE is implementing this system in all the major possible areas such as,

- ❖ Akanksha, Learning Management System (LMS)

- ❖ Samvidha, Campus Management System (CMS)
- ❖ Examination Management System (EMS)
- ❖ Evaluation of student learning outcomes (ESLO)
- ❖ Administration processes and the internal working of the departments within an educational organization.

E-Services: It is to improve the delivery of services to students by providing interactive services, such as online admission, online syllabus, request for certificates, online results, issuing online ID cards etc.

- ❖ Direct involvement of stakeholders in administrative and decision-making processes by using e-governance tools.

IARE administration is fully automated using SAMVIDHA Campus Management System and AKANKSHA Learning Management System for smooth functioning of the institute.

In order to make assessment as an embedded part of the system, institute developed an OBE assessment module, ESLO. Through this module, students and faculty establish a clear vision of what the students are expected to learn, desired learning outcomes. This automation module will help, later, to devise strategies, define outcomes, and measure their attainments.

Resolution: The committee resolved to approve the e-Governance report of the institute. The necessary budget allocation to cloud storage services to maintain the e-governance data is to be done for effective implementation.

Suggestions from the IQAC members for Quality Enhancement

- Faculty members who are pursuing their Ph.D are motivated and encouraged to complete their Ph.D within the minimum stipulated period.
- Conduct review meetings, who are benefitted through PDA to keep track of their progress.
- Efforts to be made to encourage and inculcate entrepreneurial mind set among the students.
- Encouraged to be explored to demonstrate and conduct virtual laboratory sessions
- Demand for core engineering program to be boosted by creating specialized and additional laboratory facilities in their domain which will augment value addition.
- Conscious efforts to be taken to connect with students to mitigate depression/ psychological issues faced through effective mentoring.
- An awareness session for students on effective utilization of e-resources available in Library shall be arranged.
- Offer minor/ honours courses during upcoming semesters for the additional learning of the students.
- IFA approved external audits, initiatives towards the STP capacity from 20,000 litres per day to 40,000 litres per day
- Tuition fee waiver for students who had lost their earning parents and economically weaker section students.
- The members appreciated all the quality initiatives taken up by the institution, and the unhindered teaching-learning and placement activities that were carried out.

The meeting concluded with thanks to the members.

S No	Name	Portfolio	Signature
1	Dr. L V Narasimha Prasad	Chairperson	<i>L.V. Narasimha Prasad</i>
2	Sri CH. Sathi Reddy	Member	<i>Sathi Reddy</i>
3	Dr. D Shobha Rani	Member	<i>D. Shobha Rani</i>
4	Prof. G Chandra Sekhar	Member	<i>G. Chandra Sekhar</i>
5	Dr. B D Y Sunil	Member	<i>B.D.Y. Sunil</i>
6	Dr. V Padmanabha Reddy	Member	<i>V. Padmanabha Reddy</i>
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29	Dr. Naveen Kumar Alla	Member	<i>Naveen Kumar Alla</i>
30	Dr. Y Pandu Rangaiah	Dean of IQAC	<i>Y. Pandu Rangaiah</i>

Dean, IQAC

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