



# CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE

*A Catholic Christian Minority Institution*

Colombonagar, Yeshwanthapur(PO), Jangaon Dist. – 506 167.T.S.

*NBA Accredited Programme, Affiliated to AICTE & JNTU-Hyd*

CJITS/IQAC/CIR/2022/

Date: 08-07-2022

## CIRCULAR

The following members of IQAC committee are requested to attend the meeting in the IQAC Cell, on 11-07-2022 to discuss the following agenda points at 10.00 am.

1. Review of Strategic plan and Implementation
2. Status of Internships /Industry oriented Mini projects of pre-final year students
3. To conduct Technical Skill training programs
4. Course files, timetables, lecture plans, curriculum
5. To review the performance in various academic activities and feedback analysis
6. To review the student performance in academics:
7. To review the outcome of faculty development training programs conducted

The following members of the IQAC committee are informed to attend the meeting.

CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY AND SCIENCE			Sign
IQAC COMMITTEE FOR THE ACADEMIC YEAR 2022-2023			
S. No.	Name of the Member	Designation	
1	Dr. S. Chandrashekar Reddy, Principal	Chairman	
2	Rev.T. Augustine Reddy	Director	Fr. T. Augustine Reddy
3	Mrs. G.Saritha, HOD/EEE	Convener	
4	Mr. Md. Azam, HOD/CE	Member	
5	Mr. P. Karunakar, HOD/ME	Member	
6	Mrs. S. S. Sreeja Mole, HOD/ECE	Member	
7	Mr. M. Rama Raju, HOD/CSE	Member	
8	Mr. K. M. V. Ramana, HOD/H & BS	Member	
9	Mr. G. Rama Rao, I/C Examination Branch	Member	
10	Mr. K. Yakoob, Assistant Professor, ME	Member	
11	Mr. P. Thirupathi, Assistant Professor, ECE	Member	
12	Mr. B. V. Pranay Kumar, Assistant Professor, CSE	Member	
13	Mrs. B. Swapna, Assistant Professor, H & S	Member	
14	Mr. K. Yellaraju, Assistant Professor, CE	Member	
15	Mr.Y. Vijay Jawahar paul, Assistant Professor, EEE	Member	
16	Mr. A.Susheel Kumar, MSRIT Employer	Member	A.Susheel
17	Mr. G. Ravi Kumar, Software Developer	Member	
18	Mr. M. Srinivas, Parent	Member	
19	Ms. A. Joseph Mary, Alumn	Member	
20	Mrs.M.Santhosha Kumari	Coordinator	

**Term:** One year and shall continue in force until reconstruction



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**Meeting Duration:** As required and necessary.

**Copy to:**

1. All heads of departments for information and circulation among concerned faculty members and students
2. AO, TPO, Library, Examination Branch for information
3. Vice-Principal

  
Co-ordinator



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CJITS/IQAC/MOM/2022/

Date: 11-07-2022

## MINUTES OF MEETING OF IQAC

The IQAC meeting is conducted on 11-07-2022 in IQAC Cell, under the chairmanship of Principal, Dr. S. Chandrashekhar Reddy. The meeting started by welcoming all the members of IQAC by the Coordinator Mrs. M.Santhosha Kumari, CJITS.

The following committee members attended the meeting.

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IQAC COMMITTEE FOR THE ACADEMIC YEAR 2022-2023			
S. No.	Name of the Member	Designation	
1.	Dr. S. Chandrashekhar Reddy, Principal	Chairman	
2.	Rev.T. Augustine Reddy	Director	
3.	Mrs. G.Saritha, HOD/EEE	Convener	
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5.	Mr. P. Karunakar, HOD/ME	Member	
6.	Mrs. S. S. Sreeja Mole, HOD/ECE	Member	
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18.	Mr. M. Srinivas, Parent	Member	
19.	Ms. A. Joseph Mary, Alumn	Member	
20.	Mrs.M.Santhosha Kumari	Coordinator	

The meeting concluded with the following points:

1. Minutes of the previous meeting were confirmed
2. All faculties are informed to submit the course files, lecture plans for the coming semester.
3. Guidelines for internal administrative audit are set. The team decided in the meeting to conduct the administrative audit on 04th August 2022.
4. The committee reviewed the Strategic plan and Implementation for the A. Y.2022-23.
5. The committee reviewed the Status of Internships /Industry oriented Mini projects of pre-final year students the committee acknowledged good status



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6. The committee decided to conduct the Technical Skill training programs under TASK for all Departments on CAD,PYTHON,MATLAB courses by month ending
7. Reviewed the Course files, timetables, lecture plans, curriculum
8. The committee reviewed the performance in various academic activities and feedback analysis
9. The committee reviewed the student performance in academics, the committee instructed HODs to improve the pass percentage of students at end exams
10. The committee reviewed the outcome of faculty development training programs conducted. The committee noticed that total 18 FDPs are conducted in 2021-2022.

## INTERNAL QUALITY ASSURANCE CELL ACTION REPORT

The following list describes the actions taken based on the meeting held on 11-07-2022.

S. No.	Plan of Action	Action Taken
1	Strategic Plan Implementation	Following items are implemented: i. Cubicles for Teaching and Non-Teaching staff ii. One e-Class room in each department iii. NCC cell iv. EDC cell v. Woman Welfare Cell vi. Industry Collaborative Projects(R&D) vii. Organize Labs Using Emerging Technologies viii. All Class rooms/Labs with LCD ix. Extension of RO water plant
2	Skill Training Programs	Following Programs were conducted in association with TASK 1.MATLAB: ECE & EEE 2.CAD: CE & ME 3.PYTHON: CSE
3	Course files and workloads	Completed
4	Remedial classes	Implemented
5	Faculty Development Programs	Total 18 FDPs are conducted during 2019-2020 and planning to conduct at least 20 FDPs

  
Co-ordinator



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CJITS/IQAC/CIR/2022/

Date: 16-12-2022

## CIRCULAR

The following members of IQAC Committee are requested to attend the meeting at IQAC cell on 19-12-2022 to discuss about following agenda points at 02.00 pm.

1. Professional body memberships for staff
2. Self-Appraisal of Teaching and Non-Teaching staff
3. Discussion on ADD-ON courses
4. Workshops and Co-curriculum activities
5. Discussion on Placements/Industry Institute Interaction
6. Student Feedback

The following members of the IQAC committee are informed to attend the meeting.

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IQAC COMMITTEE FOR THE ACADEMIC YEAR 2022-2023			
S. No.	Name of the Member	Designation	
1.	Dr. S. Chandrashekhar Reddy, Principal	Chairman	
2.	Rev.T. Augustine Reddy	Director	
3.	Mrs. G. Saritha, HOD/EEE	Convener	
4.	Mr. Md. Azam, HOD/CE	Member	
5.	Mr. P. Karunakar, HOD/ME	Member	
6.	Mrs. S. S. Sreeja Mole, HOD/ECE	Member	
7.	Mr. M. Rama Raju, HOD/CSE	Member	
8.	Mr. K. M. V. Ramana, HOD/H & BS	Member	
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19.	Ms. A. Joseph Mary, Alumn	Member	
20.	Mrs. M. Santhosha Kumari	Coordinator	

**Term:** One year and shall continue in force until reconstruction

**Meeting Duration:** As required and necessary.

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Co-ordinator

CJITS/IQAC/MOM/2022/

Date: 19-12-2022



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## MINUTES OF MEETING OF IQAC

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The following committee members attended the meeting.

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IQAC COMMITTEE FOR THE ACADEMIC YEAR 2022-2023			
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1.	Dr. S. Chandrashekar Reddy, Principal	Chairman	
2.	Rev.T. Augustine Reddy	Director	
3.	Mrs. G.Saritha, HOD/EEE	Convener	
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18.	Mr. M. Srinivas, Parent	Member	
19.	Ms. A. Joseph Mary, Alumn	Member	
20.	Mrs.M.Santhosha Kumari	Coordinator	

The meeting concluded with the following points:

- Chair has advised to HODs to plan to conduct the one Workshop/ Co-curriculum activity by January 2022.
- Committee has decided to make an Industry Institute Interaction with any one of the companies
- The committee are insisting the faculty members to take Professional body memberships, the 50% of amount has bare by college
- Chair has discussed on Add-On courses and advised to HODs to conduct at least one course for each class to every department
- All the Teaching and Non-Teaching staff are advised to submit their self-appraisal form by December 31<sup>st</sup>-2022.
- Student feedback upto Mid-1 is analyzed



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## INTERNAL QUALITY ASSURANCE CELL ACTION REPORT

The following list describes the actions taken based on the meeting held on 19-12-2022.

S.No.	Plan of Action	Action Taken
1	Administrative Audit Report	Reviewed the reports and submitted to Principal for further action.
3	Student Feedback	Collected feedback forms students on faculty
4	Add-On courses	Add-On courses are identified for EEE, ME, CE, CSE and completed for 4 <sup>th</sup> and 3 <sup>rd</sup> year students
5	Co-Curricular activity	The 4 <sup>th</sup> year students went on Industrial visit to: EEE-TSGENCO Palvoncha (KTPS) ECE-ECIL CSE- TCS at adibatla
6	Self-Appraisal system	Faculty Self-Appraisal completed

  
Co-ordinator



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CJITS/IQAC/CIR/2023/

Date: 10-03-2023

## CIRCULAR

The following members of IQAC Committee are requested to attend the meeting at IQAC cell on 13-03-2023 to discuss about following agenda points at 02.00 pm.

1. Resources and Infrastructure requirement for NAAC
2. Academic audit, green audit, Environment audit and Energy audit
3. Establishment of Institute Innovation Council
4. Participation in NIRF and ARIIA ranking 2023
5. Students Participation in Hackathon/Technical Events
6. Faculty members to publish quality papers
7. To take Institutional Memberships
8. Programs conducted Under NSS unit

The following members of the IQAC committee are informed to attend the meeting.

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IQAC COMMITTEE FOR THE ACADEMIC YEAR 2022-2023			
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**Term:** One year and shall continue in force until reconstruction

**Meeting Duration:** As required and necessary.

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3. Vice-Principal

CJITS/IQAC/MOM/2023/

Date: 13-03-2023

## MINUTES OF MEETING OF IQAC

The IQAC meeting is conducted on 13-03-2023 in IQAC cell under the chairmanship of Principal, Dr. S. Chandrashekhar Reddy. The meeting started by welcoming all the members of IQAC by the Coordinator Mrs. M.Santhosha Kumari, CJITS.

The following committee members attended the meeting.

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20.	Mrs.M.Santhosha Kumari	Coordinator	

The meeting concluded with the following points:

- i. The Committee identified the resources and Infrastructure requirement for NAAC and same as bring to kind notice of management
- ii. The committee is identified the requirements to complete the Academic audit, green audit, Environment audit and Energy audit and same as bring to kind notice of management



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- iii. The committee /Chair decided to Establish the Institute Innovation Council
- iv. The Chair insisted the convener to enroll in NIRF and ARIIA ranking portal for 2023
- v. The committee has approved the Academic Maintenance, Research, IT Infrastructure, Document Policy, Gender Policy, Staff Intensives Policy etc.)
- vi. The Committee has decided to apply for funding to AICTE/DST, to get funding through government Agencies for conduction workshops and FDPs etc.
- vii. The chair advised the HODs to insist the Students Participation in Technical Events
- viii. The chair gave message to the faculty members to publish quality papers in good journals
- ix. Chair taken decision to take Institutional Members ships for all departments
- x. The Chair advised the NSS coordinator to conduct the various Programs Under NSS.unit

## INTERNAL QUALITY ASSURANCE CELL ACTION REPORT

The following list describes the actions taken based on the meeting held on 13-03-2023.

S. No.	Plan of Action	ActionTaken
1	Resources for NAAC	Following are completed 1. New seminar Halls and E-Class rooms in two building 2. Faculty cubicles 3. ICT class rooms 4. Divyangan washrooms 5. Extension of Administrative office and Exam Branch 6. Cubicles/Partitions for Department staff rooms and separate cabins for Professors
2	Registration in NIRF	Completed
3	Policy Documents	Completed and approved
4	NSS Unit	Several Programs conducted in different villages 1. Voter's day 2. Distribution of masks and sanitizers to citizen 3. Medical Camp in CJITS campus 4. Youth day 5. Engineers Day 6. Haritha Haram at Pocharam village 7. Ganesh and Bathukamma festivals 8. Distribution of cloths to blind students in Spoorthy Jyothi Foundation 9. Food items to Matha Pithrula old age home 10. Computer training to Govt High school student at MP patel guda village



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		11. Anti-Drug awareness program by NGO organization
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*Prof.  
Co-ordinator*