



# LORDS INSTITUTE OF ENGINEERING & TECHNOLOGY

Approved by AICTE / Affiliated to Osmania University / Estd.2002.



Accredited 'A' grade by NAAC



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Sy.No:32, Himayathsagar, Golconda Post, Near TSPA Junction, Hyderabad-500 091  
Ph: 6309012442/43, Fax: 040-6625 3642, Website: [www.lords.ac.in](http://www.lords.ac.in), Email: [principal@lords.ac.in](mailto:principal@lords.ac.in)

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

Venue: Boardroom

Date: 13/07/2019

Time: 11AM

### Members Present:

No	NAME	DESIGNATION	POSITION
1.	Dr Mohammed Yousuf Ali	Principal	Chairperson
2.	Mr Syed Touseef Ahmed	Management Representative	Member
3.	Dr Altaf Hussain	Director	Member
4.	Dr Syed Azam Pasha Quadri	Professor, ME	Member
5.	Dr. Anisuddin	Professor, CE	Member
6.	Mr Pervez Akhtar	Administrative Officer	Member
7.	Dr Rajasree Rao	Professor, ECE	Coordinator
8.	Dr Swarnalatha	Professor, S&H	Member
9.	Dr. Mohammed Imthathullah khan	Associate Professor, CE	Member
10.	Mr Mohammed Khalid Ahmed	Assistant Professor, ME	Member
11.	Dr N. Badrinath	Professor, CSE	Member
12.	Ms. V Karthik	Assistant Professor, EEE	Member
13.	Mr Shaik Md Rasool	Assistant Professor, ECE	Member
14.	Dr K Nagi Reddy	Professor, IT	Member
15.	Ms E.K.Sridevi	Assistant Professor, MBA	Member
16.	Mr Md Khaja Muzzafaruddin	Assistant Professor, PE	Member
17.	Dr Hafeez Basha	Industry Representative	Member
18.	Ms K. Aparna	Alumni Representative	Member
19.	Mr Gulshan Sharma	Student Representative	Member
20.	Mr Rahul	Employer Representative	Member
21.	Mr. Mudasir Ahmed	Parent Representative	Member

**AGENDA:**

1. Osmania University Affiliation
2. Events
3. Faculty Development
4. NBA Accreditation
5. NAAC Accreditation
6. Academic results
7. Placements, Higher Education & Entrepreneurship
8. Professional societies
9. Digital initiatives

**Resolutions:**

No	POINTS DISCUSSED	ACTION PLAN
1.	Review of the previous meeting	Members noted the Action taken on the previous meeting. Tasks completed and those not completed were noted and resolved to complete them before next meeting
2.	Osmania University Affiliation for the Academic Year 2019-20 and its impact	It was decided to work on facilitating the faculty with the norms of new University and upgrading resources for the new Curriculum.
3.	Events	Induction program for new batch to be conducted was reviewed. Seminars, Workshops, Guest lectures and other events for the semester were deliberated upon.
4.	Faculty Development	Review of FDP activities undertaken was done and further plan was made.
5.	Review and status of NBA Accreditation	Coordinator informed that B.Tech Mechanical, ECE, EEE and CSE departments got NBA Accreditation in June 2017 for three years and coordinators need to process for reaccreditation.

6.	Review and status of NAAC Accreditation	After deliberation, members reviewed the Short Term Goals & Long Term Goals and proposed plans to Deans, HODs and coordinators to help improve on the points
7.	Review of the academic results and action plan for further improvement	Dean First year is advised to conduct remedial classes for the difficult subjects like Engineering Mechanics, Applied Physics, Engineering Graphics, Basic Electrical Engineering and Principles of Programming Language.
8.	Review of students placement, higher education and entrepreneurship	Each of the aspects of Placements, Higher Education and Entrepreneurship were reviewed and resolved to work on each of the aspects
9.	Review of activities of professional societies	Coordinator is advised to organise more events in collaboration with professional bodies.
10.	Review of the digital initiatives	Digital Initiatives with IITs and MHRD was commendable and coordinator is asked to further strengthen the activities.

*Rajasree*  
IQAC Coordinator



*[Signature]*  
**PRINCIPAL**  
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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

Venue: Principal Boardroom

Date: 09/11/2019

Time: 4pm

#### Members Present:

No	NAME	DESIGNATION	POSITION
1.	Dr Mohammed Yousuf Ali	Principal	Chairperson
2.	Mr Syed Touseef Ahmed	Management Representative	Member
3.	Dr Altaf Hussain	Director	Member
4.	Dr Syed Azam Pasha Quadri	Professor, ME	Member
5.	Dr. Anisuddin	Professor, CE	Member
6.	Mr Pervez Akhtar	Administrative Officer	Member
7.	Dr Rajasree Rao	Professor, ECE	Coordinator
8.	Dr Swarnalatha	Professor, S&H	Member
9.	Dr. Mohammed Imthathullah khan	Associate Professor, CE	Member
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13.	Mr Shaik Md Rasool	Assistant Professor, ECE	Member
14.	Dr K Nagi Reddy	Professor, IT	Member
15.	Ms E.K.Sridevi	Assistant Professor, MBA	Member
16.	Mr Md Khaja Muzzafaruddin	Assistant Professor, PE	Member
17.	Ms K. Aparna	Alumni Representative	Member
18.	Mr Gulshan Sharma	Student Representative	Member
19.	Mr Rahul	Employer Representative	Member

**Agenda:**

1. Industry Institute Interaction
2. Academic Results
3. Research Publications
4. Monitoring systems
5. ICT initiatives
6. Placements, Higher Education & Entrepreneurship
7. NSS

**Resolutions:**

No	POINTS DISCUSSED	ACTION PLAN
1.	Review of the previous meeting	Members noted the Action taken on the previous meeting and noted the tasks still pending
2.	Industry Institute Interaction	Lords Audyogik Center and its activities were reviewed. Further steps advised on increasing collaborative activities.
3.	Review of the academic results	Members discussed the Osmania University & JNTUH Examination pattern and steps needed to improve results. Student feedback about faculty was also noted and additional classes proposed. Awards to be given on Republic Day and Annual Day for student's Academic results were planned
4.	Research publications	Members advised faculty to strive to increase the number of publications in Scopus and SCI Journals and strive to achieve an average of one publication per Faculty per Year
5.	Monitoring System	Members advised IQAC Coordinator to take steps to further streamline the existing systems and make them transparent by publishing the details regularly. Also resolved to organize

		motivational sessions for faculty and student
6.	ICT initiatives	Members advised HODs to conduct training of faculty and improving the quality of content through Moodle courses and to monitor the performance of the students registered for online courses. Members advised the to motivate faculty and students to register for SWAYAM, NPTEL Courses and also conduct training programs for faculty and students
7.	Placements, Higher Education & Entrepreneurship	Review of the activities done and steps to be taken for improving were discussed.
8.	NSS	Activities of NSS were reviewed and more activities proposed

*Lajaree*  
IOAC Coordinator



*[Signature]*  
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		motivational sessions for faculty and student
6.	ICT initiatives	Members advised HODs to conduct training of faculty and improving the quality of content through Moodle courses and to monitor the performance of the students registered for online courses. Members advised the to motivate faculty and students to register for SWAYAM, NPTEL Courses and also conduct training programs for faculty and students
7.	Placements, Higher Education & Entrepreneurship	Review of the activities done and steps to be taken for improving were discussed.
8.	NSS	Activities of NSS were reviewed and more activities proposed

*Jayasree*  
IQAC Coordinator



*[Signature]*  
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## ACTION TAKEN REPORT

NO	DECISION	ACTION INITIATED
1	Interaction with Alumni	Alumni meet was held .Alumni had delivered motivational lectures.
2	Achievements and Recognition	Suggestions given by stakeholders were implemented.
3	Academic Audit	Audit of all academic records was conducted.
4	Administrative Audit	Audit of various administrative records was conducted.
5	Student feedback	Students feedback on teachers was taken and report was submitted.
6	NBA expert feedback	Guidelines given by NBA expert team was followed.
7	Admissions	Steps were taken to improvise the admissions in UG and PG level



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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

Venue: Principals Boardroom

Date: 12/03/2020

Time: 4pm

#### Members Present:

No	NAME	DESIGNATION	POSITION
1.	Dr Mohammed Yousuf Ali	Principal	Chairperson
2.	Mr Syed Touseef Ahmed	Management Representative	Member
3.	Dr Altaf Hussain	Director	Member
4.	Dr Syed Azam Pasha Quadri	Professor, ME	Member
5.	Dr. Anisuddin	Professor, CE	Member
6.	Mr Pervez Akhtar	Administrative Officer	Member
7.	Dr Rajasree Rao	Professor, ECE	Coordinator
8.	Dr Swarnalatha	Professor, S&H	Member
9.	Dr. Mohammed Imthathullah khan	Associate Professor, CE	Member
10.	Mr Mohammed Khalid Ahmed	Assistant Professor, ME	Member
11.	Ms. V Karthik	Assistant Professor, EEE	Member
12.	Mr Shaik Md Rasool	Assistant Professor, ECE	Member
13.	Dr K Nagi Reddy	Professor, IT	Member
14.	Ms E.K.Sridevi	Assistant Professor, MBA	Member
15.	Mr Md Khaja Muzzafaruddin	Assistant Professor, PE	Member
16.	Dr Hafeez Basha	Industry Representative	Member
17.	Mr Gulshan Sharma	Student Representative	Member

**Agenda:**

1. Alumni
2. Student & Faculty Achievements
3. Academic audit
4. Administrative audit
5. Students feedback
6. NBA Expert feedback
7. Admissions

**Resolution:**

No	POINTS DISCUSSED	ACTION PLAN
1.	Review of the previous meeting	Members noted the Action taken on the previous meeting
2.	Interaction with Alumni	Members advised Alumni coordinator and HOD's to strengthen Alumni Network by inviting them to deliver Motivational Lectures, Technical Talks, Career Opportunities and to Mentor our students in latest technologies
3.	Achievements and Recognition	Members appreciated the efforts of all the stake holders for getting recognition's and advised to continue the same
4.	Academic Audit	Following guidelines were discussed on the basis of which the academic audit would be conducted <ol style="list-style-type: none"><li>a. Meeting Records</li><li>b. Mentorship Data</li><li>c. Weekly remedial classes schedule</li><li>d. Academic Calendar</li><li>e. FDP/Seminars/Lectures organized, convened and attended</li><li>f. Teaching innovative method</li><li>g. Resources added during the academic year</li><li>h. Publications</li><li>i. Teacher's publications</li><li>j. Workload Allocation</li></ol>

5.	Administrative Audit	<p>Following guidelines were discussed on the basis of which the academic audit would be conducted.</p> <ol style="list-style-type: none"> <li>Stock verification of various Department</li> <li>Application of leave rules - CCL, Medical Leave, Leave Encashment</li> <li>Attendance records</li> <li>Service Book completion</li> <li>Procedures of Record Keeping</li> <li>Automation/Use of IT</li> <li>Computerization of M.I.S</li> <li>Purchase procedures</li> </ol>
6.	Student feedback	<p>Following parameters were to be included in the feedback form -</p> <ol style="list-style-type: none"> <li>Regularity of lectures, tutorials, practical's</li> <li>Use of teaching aids such as projectors, computers</li> <li>Completion of courses</li> <li>Encouragement of questioning and queries in classrooms</li> <li>Completion of courses in stipulated time</li> </ol>
7.	NBA expert feedback	It was decided to improvise as per guidelines given by the committee.
8.	Admissions	Members proposed various steps to be undertaken over the next few months for improving the admissions for the next academic year

*Rajasee*  
IQAC Coordinator



*[Signature]*  
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### ACTION TAKEN REPORT

NO	DECISION	ACTION INITIATED
1	Industry Institute Interaction	Events were conducted under the umbrella of LORDS Audyogik Center
2	Review of academic results	Toppers in the University examinations were identified and list was submitted to the chair.
3	Research Publications	List of publications of faculty in various journals was presented.
4	Monitoring system	Attendance and performance of the students was monitored.
5	ICT Initiatives	Faculty attended NPTEL courses
6	Placements. Higher Education and Entrepreneurship	Number of students placed through campus placements improved.
7	NSS	Activities were conducted by NSS wing



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## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

Venue: Online

Date: 18/07/2020

Time: 4:00 pm

### Members Present:

No	NAME	DESIGNATION	POSITION
1.	Dr Mohammed Yousuf Ali	Principal	Chairperson
2.	Mr Syed Touseef Ahmed	Management Representative	Member
3.	Dr Altaf Hussain	Director	Member
4.	Dr Syed Azam Pasha Quadri	Professor, ME	Member
5.	Dr. Anisuddin	Professor, CE	Member
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12.	Mr Shaik Md Rasool	Assistant Professor, ECE	Member
13.	Dr K Nagi Reddy	Professor, IT	Member
14.	Ms E.K.Sridevi	Assistant Professor, MBA	Member
15.	Mr Md Khaja Muzzafaruddin	Assistant Professor, PE	Member

**Agenda:**

1. New UG courses
2. Online Classes
3. MOODLE or other software tools
4. NPTEL and SWAYAM PORTAL
5. Placements
6. External Audit
7. Faculty Training

**Resolution:**

No	POINTS DISCUSSED	ACTION PLAN
1.	Review of the previous meeting held	Members noted the Action taken on the previous meeting
2.	New UG Courses	Members were informed about the new UG courses –BE CSE (AI) & BE CSE (Data Science) introduced from academic year 2020-21 and members were instructed to submit the list of new equipment to be procured.
3.	Online Class work due to COVID 19 Pandemic	Report was sought for the Online Classes conducted and the syllabus coverage issues. It was proposed to plan for online classes upto the end of the year 2020 or follow Govt. Instructions
4.	Usage of MOODLE or other software tools	Members advised that the faculty should use MOODLE or any other software tool to conduct tests, assignment presentations and quizzes. Student centric learning should be practiced and more on-line courses should be encouraged.
5.	Access to NPTEL and SWAYAM PORTAL	Chairperson informed that the students were encouraged to undertake more courses from NPTEL and SWAYAM PORTAL

6.	Placements	It was foreseen that Placements might be a challenge due to Pandemic and that additional training is to be given to students.
7.	External Audit	It was decided that from the next academic year, external agencies will be invited for academic and administrative audits.
8.	Faculty Training	It was resolved that Faculty members were to be trained to for taking online classes and also engaging the students

*Rajasree*  
IQAC Coordinator



*[Signature]*  
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## ACTION TAKEN REPORT

NO	DECISION	ACTION INITIATED
1	Osmania University	Osmania University inspected team visited college and reviewed.
2	Collaborative activities	Activities were organized in collaboration with other organisations
3	Maintenance of facilities in the college	Audit of all the facilities available was done and report was submitted to Principal
4	Teaching Learning Process	Staff registered for NPTEL courses
5	Counseling and mentorship	Students were counseled about regularity and discipline
6	Placements	CRT classes were conducted during summer break
7	Summer break	Schedule for availing summer break was submitted and was approved by the cell.