



### **Minutes of Meeting of IQAC Committee**

**Date of Meeting:** Monday, 10 August 2020 (10:00 A.M – 12:00 P.M)

Meeting Link: <https://www.gotomeet.me/chelapakavenkatalakshmi>

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal
2	Dr. P.L.Pradhan, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri P. Karunakar, HoD, Dept of EEE
7	Sri. M.Madhu babu, Asst. Prof, Dept of CSE
8	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
9	Smt. L. Satyavathi, Librarian
10	Mr. J. Maheswara Rao, Warden-Boys Hostel
11	Smt. M. Satyaveni, Warden-Girls Hostel

An online meeting was conducted with the members of IQAC committee at 10.00am on 10/08/2020 in connection with the following agenda points:

**Agenda:**

- 1) ONLINE CLASSWORK
- 2) WORK LOAD DISTRIBUTION
- 3) LAB WORK: BRAINSTORMING

The Chairman discussed the agenda points in detail with the members present. It was discussed to start online classes as per schedule from JNTUK. Detailed discussion took place on workload distribution and allotment of subjects. Virtual Labs or any innovative method to conduct the laboratory is invited.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above mentioned agenda items in detail.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
Chairman, IQAC & Principal



**SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
Gajula Rega, Vizianagaram - 535 002, ANDHRA PRADESH, INDIA  
NAAC B+; Approved by AICTE, New Delhi; Affiliated to JNTUK, Kakinada



**Action Taken Report for the IQAC Meeting held on 10/08/2020**

Item	Action Taken
Online Class work	The online classwork began as per JNTUK schedule and the timetables were finalised and a copy of it is submitted to IQAC. Unique online link created separately for II, III and IV year students
Work Load Distribution	Load sheet was submitted from all the departments and reviewed by IQAC committee
Lab Work: Brain storming	Faculty were advised to through the AICTE sponsored Virtual labs and the same must be implemented.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
Chairman, IQAC & Principal



### Minutes of Meeting of IQAC Committee

Date of Meeting: **Saturday, 09 May 2020(3 pm - 4 pm)**

Meeting Link: <https://www.gotomeet.me/chelapakavenkatalakshmi>

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal
2	Dr. P.L.Pradhan, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri P. Karunakar, HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Mr. D. Avinash Babu, Training and Placement Officer
9	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
10	Smt. L. Satyavathi, Librarian
11	Mr. J. Maheswara Rao, Warden-Boys Hostel
12	Smt. M. Satyaveni, Warden-Girls Hostel

An online meeting was conducted with the members of IQAC committee at 3pm on 09/05/2020 in connection with the following agenda points:

**Agenda:**

- 1) List of AICTE recommended Swayam online courses
- 2) Proposal on Career Guidance
- 3) Any other item

The Chairman discussed the agenda points in detail with the members present. The list of AICTE recommended Swayam online courses were gone through for the purpose of offering them in the forthcoming semesters under electives. In order to guide the students in their career planning, the Chairman along with the members discussed upon the need to establish a center for career planning. As an initial step, the idea of starting GATE classes for the II year students was also discussed in detail.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above mentioned agenda items in detail.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

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**Action Taken Report for the IQAC Meeting held on 09/05/2020**

Item	Action Taken
List of AICTE recommended Swayam online courses that can be offered in forthcoming semesters under Electives.	Departments have identified SWAYAM on-line courses to be offered in UG programs. The same has been approved.
Proposal on Career Guidance	An exclusive platform of career guidance is established for providing training and guidance <b>to the students</b> towards the preparation of competitive exams.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
Chairman, IQAC & Principal



### Minutes of Meeting of IQAC Committee

Date of Meeting: Tuesday, January 28, 2020 (3:00 pm - 4:00pm)

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal
2	Dr. P.L.Pradhan, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri P. Karunakar, HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Mr. K. Simhadri Naidu, CSO
9	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
10	Smt. L. Satyavathi, Librarian
11	Mr. J. Maheswara Rao, Warden-Boys Hostel
12	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 3pm on 28/01/2020 in connection with the following agenda points:

**Agenda:**

- 1) Collection of student feedback online
- 2) Autopsy meeting - NAAC Accreditation with B+
- 3) Any other item

The Chairman discussed the agenda points in detail with the members present. He discussed about using of Online Student Feedback form. He congratulated all the team members for their contribution in getting NAAC Accreditation. And he asked to find on which areas need to focused iin future.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above mentioned agenda items in detail.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
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**Action Taken Report for the IQAC Meeting held on 28/01/2020**

Item	Action Taken
Collection of student feedback online	The detailed analysis reports are examined by the respective HoDs and <b>necessary</b> suggestions were given to respective faculty.
Autopsy meeting: NAAC Accreditation with B+	Identified few areas where focus need to take and initiated the same.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
Chairman, IQAC & Principal



### Minutes of Meeting of IQAC Committee

Date of Meeting: Friday, August 30, 2019 (2:30pm-3:30pm)

Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Sri N. Krishna, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri P. Karunakar, HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Mr. K. Simhadri Naidu, CSO
9	Sri Y. Mahendra, I/C HoD, Dept of Civil Engg
10	Smt. L. Satyavathi, Librarian
11	Mr. J. Maheswara Rao, Warden-Boys Hostel
12	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 2.30pm on 30/08/2019 in connection with the following agenda points:

1. Internal Academic Audit and Stock verification for all the Engineering departments, Supporting departments, Library and Examination Section for the academic year 2018-19.
2. Preparation of files for all criterions in the respective departments for the internal Academic Audit.
3. Verification of stock registers of all laboratories.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
Chairman, IQAC & Principal



**Action Taken Report for the IQAC Meeting held on 30/08/2019**

Item	Action Taken
Internal Academic Audit and Stock Verification of all the Engineering Departments, supporting departments, Library and the Examination Section for the Year 2018-19	<ul style="list-style-type: none"><li>• Internal Academic Audit was conducted with 4 teams consisting of senior faculty members drawn from various departments which includes verification of lecture notes, answer scripts of internal assessment and laboratory records.</li><li>• The audit was also focussed on R&amp;D and consultancy activities.</li><li>• A separate team conducted audit of examination section and library.</li></ul>
Preparation of files for all criterion in the respective departments for internal audit	Files for all criterion necessary for internal audit are prepared and kept ready in the respective departments
Verification of stock registers of all laboratories	Stock registers of all laboratories are verified during audit

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