

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES: TIRUPATI  
(Approved by AICTE, New Delhi & Permanent Affiliation to JNTUA, Anantapuramu)



INTERNAL QUALITY ASSURANCE CELL

Dt.23.07.2018

From,  
Dr.S.KISHORE  
Member Secretary,  
IQAC, AITS, Tirupati.

Dear Sir/Madam,

Sub : AITS-IQAC – Forwarding of Minutes of Meeting – Reg.

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I am very happy to forward the Minutes of 1<sup>st</sup> Meeting of IQAC for the A.Y 2018-19 which were held on 20.07.2018 for your considerations. Thanks for your active participation.

Copy to  
The members of IQAC  
The file



*S.Kishore*  
(Member Secretary)

**ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES: TIRUPATI**  
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**INTERNAL QUALITY ASSURANCE CELL**

Minutes of the Meeting

Dt.20.07.2018

Minutes of the 1<sup>st</sup> Meeting of the IQAC for the A.Y 2018-19 was held on 20.07.2018 at 3:00 P.M. in the Conference Room of AITS, Tirupati under the Chairmanship of Dr. C.Nadhamuni Reddy, Principal of Annamacharya Institute of Technology & Sciences, Tirupati.

**Members Present:**

SNo	Name and Designation	Position	Signature
1	<b>Dr. C. Nadhamuni Reddy</b> Principal	Chairman	
2	<b>Dr. P. Muni Krishnaiah</b> Administrative Officer	Member	
3	<b>Mr. K. Venkateswara Rao</b> System Admin	Member	
4	<b>Dr. I. Suneetha</b> Head, Department of ECE	Member	
5	<b>Dr. C. Sasikala</b> Head, Department of EEE	Member	
6	<b>Mrs. B Rupa Devi</b> Head, Department of CSE	Member	
7	<b>Mr. K Kumar</b> Head, Department of ME	Member	
8	<b>Dr. K. Narasimhulu</b> Head, Department of CE	Member	ABSENT
9	<b>Dr. P. Lavanya</b> Head, Department of HBS	Member	
10	<b>Dr. N. Chandrika</b> Head, Department of MBA	Member	
11	<b>Dr. Y. Hariprasada Reddy</b> Professor, Department of ME	Member	
12	<b>Sri. C Abhishek Reddy</b> Executive Director - AET	Member from Management	
13	<b>Mr. B. Rajasekhar Reddy</b> System Engineer, Thomson Reuters, Bangalore	Member from Alumni	ABSENT
14	<b>Mr. TS Sumanth</b> Student, (16AK1A04A5)	Member from Student	
15	<b>Ms. Ravuru Neelavathi</b> Student (17AK1D2009)	Member from Student	
16	<b>Sri. Varanasi Krishna Murthy</b> Deputy General Manager, Andhra Bank	Member from Industry	
17	<b>Sri. B. Suryudu</b> Regional Joint Director of Technical Education, Govt. of A.P	Member from Employer	ABSENT
18	<b>Mr. M Krishnaiah</b> Journalist, Citi Vision	Member from Student Parent	
19	<b>Dr. S. Kishore</b> Assistant Professor, Department of MBA	Member Secretary	



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**INTERNAL QUALITY ASSURANCE CELL**

No.AITS/IQAC/2018-19

Dt:15.07.2018

**CIRCULAR**

The 1<sup>st</sup> meeting of the Internal Quality Assurances Cell (IQAC) for the academic year 2018-19 is scheduled at 03.00 pm on 20.07.2018 in the conference room, AITS, Tirupati.

**Proposed Agenda:**

Item No 1: To review the IQAC meeting minutes and ratifications of the previous Academic year 2017-18.

Item No 2: NAAC accreditation process, presentations and necessary discussions etc.,

Item No 3: To discuss and plan of the various Academic and Administrative activities for the A.Y. 2018-19

Item No 4: To plan for various administrative audits in the institution for the A.Y.2018-19.

Item No 5: To discuss the finalisation of academic calendars, students admissions process and recruitment process etc.,

Item No. 6 : To initiate the AQAR process for the 2017-18 A.Y. and submit to the NAAC office.

Item No.7 : To place any other item with permission of the chair.

Members are requested to attend the meeting and participate in the deliberations.

Looking forward to meeting you,

(Chairman, IQAC)

**PRINCIPAL**  
**ANNAMACHARYA INSTITUTE OF**  
**TECHNOLOGY & SCIENCES**  
**VENKATAPURAM**  
**RENIGUNTA (M), TIRUPATI-517 520**

**Copy to:**

The Circulation among IQAC members

The Administrative Officer, Controller of Exams, Placement Office

The PA to Principal

The File – IQAC.

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At the outset Dr.S.Kishore, Member Secretary (IQAC) welcomed Dr. C.Nadhamuni Reddy, Principal & Chairman of IQAC, AITS, Tirupati and Hon'ble members of the Internal Quality Assurance Cell (IQAC) to the 1<sup>st</sup> meeting for the academic year 2018-19.

Next, the agenda items were taken up for discussions with the permission of the Chair.

**The Following Agenda items were discussed and deliberated upon:**

Item No 1: To review the IQAC meeting minutes and ratifications of the previous Academic year 2017-18.

Ratified all the previous Academic Year 2017-18 IQAC meeting minutes.

Item No 2: NAAC accreditation evaluation process, presentations and necessary discussions etc.,

IQAC Member secretary informed the status of NAAC accreditation process and also advised the various departments to arrange the necessary documentation, faculty to prepare for presentations, and also the proposed dates for peer team visit. The Chairman also directed the members to complete the all documentation works for the academic year 2017-18. Further the committee were also clarified on few academic matters. The Chairman and IQAC Coordinator have explained the NAAC evaluation process and advised the concerned section heads to prepare for presentations. The committee members accepted for updating of the files and also necessary arrangements.

Item No 3: To discuss and plan for various Academic and Administrative activities for the A.Y. 2018-19

The Chairman informed the IQAC member secretary to coordinate with Heads of various departments and constitute / reconstitute the committees for the academic year 2018-19 for smooth functioning of the administration. Further, it is also discussed the Heads of the Departments in the college to appoint active coordinators to the various committees and guide them to strengthen the academic, research, extension activities and also the administration effectively. The committees members agreed to appoint the members and also strengthen the committees.



Item No 4: To plan for various administrative audits in the institution for the A.Y.2017-18.

The Chairman of the Committee were asked the IQAC Member secretary to plan Academic and Administrative audits in addition to the Library, Gender and Green audits completion. The Member secretary accepted the above agenda items and agreed to complete all the audits before September, 2018.

Item No 5: To discuss the finalisation of academic calendars, students admissions process and recruitment process etc.,

The Chairman of IQAC presented the academic calendars, regulations, student admissions for the academic year 2018-19. Further, it is also advised the Member secretary to coordinate with the Academic council committee and finalise the academic calendars, students enrolls and also the time tables. The committee also discussed the requirements of faculty and new faculty appointments. The Chairman along with committee after thorough discussions and decided that there are some more counselling phases for UG and PG admissions, hence it is accepted to discuss in the next meeting.


Item No. 6 : To initiate the AQAR process for the 2017-18 A.Y. and to submit the NAAC office.

The IQAC member secretary informed the AQAR importance and explained the new procedures to the stake holders in the meeting. Also given the formats for reference and asked to provide the data to submit the same to NAAC. The members accepted that will provide the necessary data to the IQAC for submitting the same as per the schedule.

Item No.7 : To place any other item with permission of the chair.

Last, The IQAC Member secretary informed the members that will notify the Peer team visit schedule and will be invited to participate in the visit. Since, there is no item to discuss, the meeting concluded with vote of thanks proposed by IQAC Member Secretary, Dr.S.Kishore.

  
(IQAC, MEMBER SECRETARY)  
< Dr. S. KISHORE >

  
(CHAIRMAN, IQAC)  
**PRINCIPAL**  
**ANNAMACHARYA INSTITUTE OF**  
**TECHNOLOGY & SCIENCES**  
**VENKATAPURAM (Vii.)**  
**RENIGUNTA (M), TIRUPATI-517 520**





# ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

Approved by AICTE, New Delhi & Permanent Affiliation to JNTUA, Anantapuramu.

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Venkatapuram (V), Karakambadi Road, Renigunta (M), Tirupati – 517 520

**Dr. C. Nadhamuni Reddy**, M.Tech., Ph.D., MISTE, M.O.R.I.S.I., FIE.,  
**PRINCIPAL**

Proc. No. AITS/IQAC/2018-19

Date : 20.07.2018

## **PROCEEDINGS OF THE PRINCIPAL**

Sub : AITS – Tirupati – Internal Quality Assurance Cell – Reg.

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The Internal Quality Assurance Cell of Annamacharya Institute of Technology & Sciences, Tirupati, is reconstituted with effect from 20.07.2018 with the following composition.

SNo	Name and Designation	Position
1	<b>Dr. C. Nadhamuni Reddy</b> Principal	Chairman
2	<b>Dr. P. Muni Krishnaiah</b> Administrative Officer	Member
3	<b>Mr. K. Venkateswara Rao</b> System Admin	Member
4	<b>Dr. I. Suneetha</b> Head, Department of ECE	Member
5	<b>Dr. C. Sasikala</b> Head, Department of EEE	Member
6	<b>Mrs. B Rupa Devi</b> Head, Department of CSE	Member
7	<b>Mr. K Kumar</b> Head, Department of ME	Member
8	<b>Dr. K. Narasimhulu</b> Head, Department of CE	Member
9	<b>Dr. P. Lavanya</b> Head, Department of HBS	Member
10	<b>Dr. N. Chandrika</b> Head, Department of MBA	Member
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12	<b>Sri. C Abhishek Reddy</b> Executive Director - AET	Member from Management
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16	<b>Sri. Varanasi Krishna Murthy</b> Deputy General Manager, Andhra Bank	Member from Industry
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18	<b>Mr. M Krishnaiah</b> Journalist, Citi Vision	Member from Student Parent
19	<b>Dr.S.Kishore</b> Assistant Professor, Department of MBA	Member Secretary

The term of office of all the above members shall be for a period of two years with effect from the date of this order or till the Internal Quality Assurance Cell is reconstituted.

*These orders shall come in to force with an immediate effect*



Chairman

**PRINCIPAL**  
**ANNAMACHARYA INSTITUTE OF**  
**TECHNOLOGY & SCI**  
**VENKATAPURAM (M)**  
**RENIGUNTA (M), TIRUPATI-517 520**

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