



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

INTERNAL QUALITY ASSURANCE CELL

No. 003-C/AITS/IQAC/2019-20

Date: 27.02.2020

From,

Dr.S.Kishore,  
Member Secretary,  
IQAC, AITS, Tirupati.

Dear Sir/Madam,

Sub: AITS-IQAC – Forwarding Minutes of Meeting – Reg.  
Ref: No. 003-A&B/AITS/IQAC/2019-20 dated 21.02.2020 & 26.02.2020

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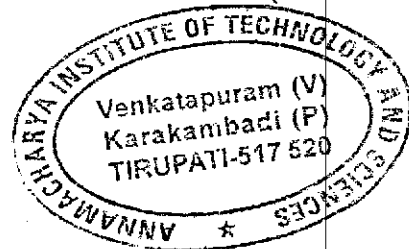
With reference to the above, I am herewith forwarding the Minutes of meeting of IQAC for the A.Y 2019-20, which was held on 26.02.2020 for your reference and further course of action.

Thanking you for your active participation.

S. Kishore  
(Member Secretary)

Copy to:

All the members of IQAC.  
IQAC meeting file.





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

## INTERNAL QUALITY ASSURANCE CELL

No. 003-B/AITS/IQAC/2019-20

Date: 26.02.2020

### Minutes of the Meeting

The third meeting of the IQAC for the A.Y 2019-20 was held on 26.02.2020 at 11:00 A.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:

S.No	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. N. Pushpalatha</b> Head, Department of ECE	Member	- ABSENT -
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>Dr. Y. Hari prasada Reddy</b> Head, Department of ME	Member	- ABSENT -
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. K. Haritha</b> Head, Department of MBA	Member	
11	<b>Sri. C Abhishek Reddy</b> Executive Director - AET	Member from Management	
12	<b>Mr. M Krishnaiah</b> Journalist, Citi Vision	Member from Student Parent	ABSENT
13	<b>Mr. TS Sumanth</b> Student, (16AK1A04A5)	Member from Student	
14	<b>Mr. B. Rajasekhar Reddy</b> System Engineer, Thomson Reuters, Bangalore	Member from Alumni	
15	<b>Sri. Varanasi Krishna Murthy</b> Deputy General Manager, Andhra Bank	Member from Industry	
16	<b>Dr. S. Kishore</b> Assistant Professor, Department of MBA	Member Secretary	
17	<b>Dr. R. Murugesan</b> Associate Professor, Department of EEE	Director	

At the outset Dr.S.Kishore, Member Secretary (IQAC) and Dr.R.Murugesan, Director (IQAC) welcomed Dr. C.Nadhamuni Reddy, Principal & Chairman of IQAC, AITS, Tirupati and all the members of the Internal Quality Assurance Cell (IQAC) to the 3rd meeting for the academic year 2019-20.

The agenda items were then taken up for discussions with the permission of the Chair.

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

Item No. 1: Review on previous meeting minutes and ratifications of 12.12.2019.

Resolved that IQAC unanimously approved the minutes of meeting held on 12.12.2019.

Item No. 2: Review of Even Semester schedules and Progress of the syllabus.

The Officers of exam section in charges were presented the academic calendars and others plans for the semester end examinations. The chairman of the committee enquired the progress of the syllabus and plans for even semester end exams and internals for both JNTUA and Autonomous preparations. The Heads were presented their opinions and submitted the syllabus coverage to the IQAC and all the committee members accepted that the semester is following the academic plans and will be completed as per the schedules only.

Item No. 3: Review of Results of Odd semester and first year Autonomous exams status.

The Chairman verified all the Odd semester results UG and PG. The HODs of the departments were presented the detailed results to the chairman and shown the progress of the performance of the students. The Chairman also reviewed the status of First year Autonomous exam status. The Heads of the various departments and Exam cell officer presented the data and committee accepted to close the first semester and planned for even semester of Autonomous batches..

Item No.4: Review of NSS, Placement, Library and other cells functioning in the college.

The Chairman of IQAC reviewed and presented all the committees progress and functioning the cells in the college. The coordinators of NSS, Placement, Library, Alumni and other committees were presented their progress in the data file and the Chairmah congratulated all the members and advised to more contribution in few departments/ sections. The Heads and Members in the committee agreed the same.

Item No. 5: Review of Sports and Cultural activities, Audits of Academic and Administrative in the college.

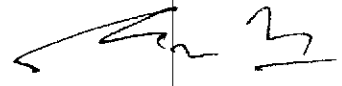
All the Heads of the Departments requested to make an arrangement of the Sports and Cultural activities on behalf of the students. The Chairman and other members accepted the request to start the process and make schedules to organize the same in the college.

The Chairman of the IQAC advised the members of the Administration Officer, Accounts offices to complete the audit process as per the policies. The committees accepted the same to record the audit process for the AY as per the timeline.

Item No. 6: To place any other item with permission of the chair.

Since, there are no further items to discuss, the meeting concluded with vote of thanks by IQAC coordinator Dr.S.Kishore.

  
(IQAC, MEMBER SECRETARY) 26/2/20

  
(CHAIRMAN, IQAC)  
PRINCIPAL  
Annamacharya Institute of  
Technology & Sciences  
Venkatapuram (V)  
Renigunta (M), Tirupati-517 52



**ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES, TIRUPATI  
(AUTONOMOUS)**

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

**INTERNAL QUALITY ASSURANCE CELL**

No. 003-A/AITS/IQAC/2019-20

Date: 21.02.2020

**CIRCULAR**

The Third meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2019-20 is scheduled to be conducted at 11.00 a.m. on 26.02.2020 in conference room of AITS, Tirupati.

**Proposed Agenda:**

- Item No. 1: Review on previous meeting minutes and ratifications of 12.12.2019.
- Item No. 2: Review of Even Semester schedules and Progress of the syllabus.
- Item No. 3: Review of Results of Odd semester and first year Autonomous exams status.
- Item No.4: Review of NSS, Placement, Library and other cells functioning in the college.
- Item No. 5: Review of Sports and Cultural activities, Audits of Academic and Administrative in the college.
- Item No. 6: To place any other item with permission of the chair.

I would like all the IQAC members to attend this meeting and deliberate upon the agenda.

(Chairman, IQAC)

PRINCIPAL,  
Annamacharya Institute of  
Technology & Sciences  
Venkatapuram (V)  
Renigunta (M), Tirupati-517 522

**Copy to:**

- All members of IQAC.
- All Heads of the Departments of AITS.
- Administrative Office, Controller of Examinations, Placement Office.
- PA to Principal.
- Meeting file of IQAC.