



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)

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

No. 007-A/AITS/IQAC/2022-23

Date:09-11-2022

To
The IQAC Members
AITS,
Tirupati.

All the Members of IQAC are hereby informed to make it convenient to attend the SEVENTH meeting of IQAC for the academic year 2022-23 in the Conference Hall on 10-01-2022, at 3pm to discuss the items mentioned in the agenda below.

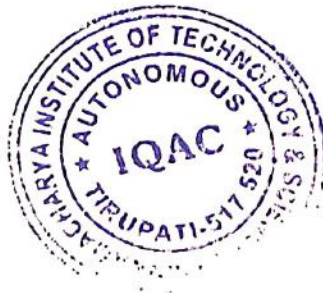
Agenda:

1. Discussion and initiation on Student Quality Circles (SQC)
2. Guidelines regarding code of conduct
3. Instruction for regular updation of website: Responsibility of individual Departments by constituting a Coordinator from each Department
4. Updation of the distinctive labs: Photographs and details in the website
5. Discussion and Monitoring on Collaborative Learning Classes (CLC) files
6. Formation of Audit committees and assigning the Departments and Examinations office for Academic and Administrative Audit (AAA)
7. Updation of various clubs and professional societies
8. Discussion on the Student Counselling proforma - Phase-II (from 2nd year onwards)
9. Departmental Distinctiveness to be chalked out on reviewing the Department SWOCS.
10. Any other item with the permission of the chair


(Dr. C. Nadhamuni Reddy)

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

No.007-B/AITS/IQAC/2022-23

09-11-2022

SUB: Seventh Meeting of the IQAC for the academic year 2022-23.

MEETING No : SEVENTH
DATE : 10-11-2022
TIME : 3 pm
VENUE : Conference Hall, AITS.

CHAIR : Prof. C. Nadhamuni Reddy, Chairman, IQAC, AITS Tirupati.

AGENDA:

1. Discussion and initiation on Student Quality Circles (SQC)
2. Guidelines regarding code of conduct
3. Instruction for regular updation of website: Responsibility of individual Departments by constituting a Coordinator from each Department
4. Updation of the distinctive labs: Photographs and details in the website
5. Discussion and Monitoring on Collaborative Learning Classes (CLC) files
6. Formation of Audit teams and assigning the Departments and Examinations office for Academic and Administrative Audit (AAA)
7. Updation of various clubs and professional societies
8. Discussion on the Student Counselling proforma - Phase-II (from 2nd year onwards)
9. Departmental Distinctiveness to be chalked out on reviewing the Department SWOCS
10. Any other item with the permission of the chair

MEMBERS PRESENT:

1. Dr. C. Nadhamuni Reddy
2. Dr. K. Ramya



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)

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

No. 007-A/AITS/IQAC/2022-23


Date: 09-11-2022

To
The IQAC Members
AITS,
Tirupati.

All the Members of IQAC are hereby informed to make it convenient to attend the SEVENTH meeting of IQAC for the academic year 2022-23 in the **Conference Hall on 10-01-2022, at 3pm** to discuss the items mentioned in the agenda below.

Agenda:

1. Discussion and initiation on Student Quality Circles (SQC)
2. Guidelines regarding code of conduct
3. Instruction for regular updation of website: Responsibility of individual Departments by constituting a Coordinator from each Department
4. Updation of the distinctive labs: Photographs and details in the website
5. Discussion and Monitoring on Collaborative Learning Classes (CLC) files
6. Formation of Audit teams and assigning the Departments and Examinations office for Academic and Administrative Audit (AAA)
7. Updation of various clubs and professional societies
8. Discussion on the Student Counselling proforma – Phase-II (from 2nd year onwards)
9. Departmental Distinctiveness to be chalked out on reviewing the Department SWOCS.
10. Any other item with the permission of the chair


(Dr. C. Nadhamuni Reddy)
Chairman, IQAC

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

3. Dr. S. Kishore
4. Dr. N. Pusphalatha
5. Dr. R. Murugesan
6. Mr. B. Ramana Reddy
7. Dr. K. Navaz
8. Mr. M. Balaji
9. Mr. A. Anil
10. Dr. B. Ramachandra
11. Dr. P. Lavanya
12. Dr. K. Haritha
13. Mrs. B. Rupadevi
14. Sri. C Abhishek Reddy

MINUTES OF MEETING:

SEVENTH meeting of the Academic year 2022-23 of IQAC was held on Thursday, the 10th November, 2022 at 3PM in the Conference Hall of Annamacharya Institute of Technology and Sciences, Tirupati.

Item No.1: Discussion and initiation on Student Quality Circles (SQC):

Problems/issues to be raised/discussed pertaining to the Student quality circles have been discussed. The process of the formation of SQC has been explained clearly by the Principal and suggested to have atleast one quality circle per section from the Departments. The chair person explained the example for the SQC in the following manner: SQC shall deal with the problems/issues faced by the students in the laboratories too can be discussed and will be further resolved when the issue is brought to the concerned. Likewise the issues/problems can be discussed and documented in SQC.

Item No. 2: Guidelines regarding code of conduct

The revised and reviewed code of conduct has been discussed by the chairperson wherein separate code of conduct was drafted for the administrators, HODs, Faculty, nonteaching staff and Administrative Officers. Chairperson directed the IQAC members to go through the contents in the code of conduct and suggest the modifications if needed/necessary.



Item No. 3: Instruction for regular updation of website: Responsibility of individual Departments by constituting a Coordinator from each Department

A coordinator from each Department needs to be deputed for regular updation of the events in the website. It was made evident by the principal that it is the responsibility of the individual Departments for updating the Departmental activities in to the website.

Item No. 4: Updation of the distinctive labs: Photographs and details in the website

Principal directed the Heads to project the photographs of the sophisticated instruments in the laboratories and distinctive lab pictures in the website.

Item No. 5: Discussion and Monitoring on Collaborative Learning Classes (CLC) files

As a performance improvement method, CLC has been mandated in the classwork for the students. One or two sessions in a week has been allotted for the conduction of the CLC's. Principal thereby asked the Heads to review and monitor the regular conduction of the CLC hours with proper documentation of the completed CLCs.

Item No. 6: Formation of Audit teams and assigning the Departments and Examinations office for Academic and Administrative Audit (AAA)

Academic Audit teams were constituted by the principal with two internal experts other than the parent Department. Administrative Audit related to the aspects of computer centre, transport, etc will be examined by the Principal and the peer team. The chairperson announced

the refinement of the Academic Audit Committee refined as Academic Planning and Development Committee (ADC).

Item No. 7: Updation of various clubs and professional societies

It is directed by IQAC for regular updation of the activities to be held in the clubs and professional societies. Further, awareness on the student societies and clubs needs to be created among the students was the crucial point suggested by the chair person.

Item No. 8: Discussion on the Student Counselling Proforma – Phase-II (from 2nd year onwards)

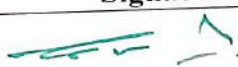

There is an existing Counselling proforma for the students getting admitted in to the first year named as Student Counselling Proforma – I. IQAC planned to design a similar proforma for the senior level students for regular updation and improvements of the student mindset, performance and activities. Hence, the chairperson asked the HODs to come up with the questions or the details to be included in the proforma.

Item No. 9: Departmental Distinctiveness to be chalked out on reviewing the Department SWOCS

Further, to explore and improve themselves, each Department was directed to self introspect on their strengths and weakness and document how and what makes them distinct in various aspects by referring to their individual SWOCs.

Item No. 10: Any other item with the permission of the chair

As there is no other item for discussion, the meeting was ended by vote of thanks by IQAC Coordinator.

S.NO.	Name and Designation	Position	Signature
1.	Dr. C. Nadhamuni Reddy Principal	Chairman	
2.	Dr. K. Ramya Assistant Professor, Department of HBS	Coordinator	

3.	Dr. S. Kishore Assistant Professor, Department of MBA	Additional Coordinator & Member Secretary	Gia
4.	Dr. N. Pushpalatha Head, Department of ECE	Member	N. Pushpalatha
5.	Dr. R. Murugesan Head, Department of EEE	Member	R. Murugesan
6.	Mr. B. Ramana Reddy Head, Department of CSE	Member	B. Ramana Reddy
7.	Dr. K. Navaz Head, Department of AI	Member	K. Navaz
8.	Mr. M. Balaji Head, Department of ME	Member	M. Balaji
9.	Mr. A. Anil Assistant Professor, Department of CE	Member	A. Anil
10.	Dr. B. Ramachandra Head, Department of HBS	Member	B. Ramachandra
11.	Dr. P. Lavanya Associate Professor, Department of HBS	Member	P. Lavanya
12.	Dr. K. Haritha Head, Department of MBA	Member	K. Haritha
13.	Mrs. B. Rupa Devi Head, Department of MCA	Member	B. Rupa Devi
14.	Sri. C. Abhishek Reddy Executive Director – AET	Member from Management	C. Abhishek
15.	Sri A. Nagaraju Deputy Executive Engineer TTD, Tirupati	Member, Employer	—



Signature of the Coordinator





Signature of Chairman