



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES  
(AUTONOMOUS)

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

No.008-A/AITS/IQAC/2022-23


Date:05-12-2022

To  
The IQAC Members  
AITS,  
Tirupati.

All the Members of IQAC are hereby informed to make it convenient to attend the EIGHT meeting of IQAC for the academic year 2022-23 in the Conference Hall on 06-12-2022, at 10:45am to discuss the items mentioned in the agenda below.

**Agenda:**

1. Review of the minutes and action taken report of the previous meeting
2. Discussion and Explanation of the Counselling Proforma- Senior level
3. Progress of the Student Quality Circles
4. Appointment for the Departmental Coordinators for NAAC -SSR
5. Discussion on the Academic and Administrative Audit
6. Any other item with the permission of the chair

  
(Dr. C. Nadhamuni Reddy)

Chairman, IQAC

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

**Item No. 4: Appointment for the Departmental Coordinators for NAAC –SSR Submission**

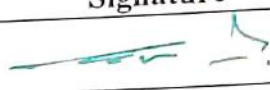

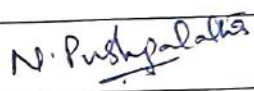
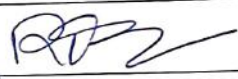



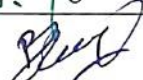
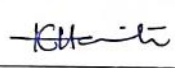

IQAC coordinator asked the members to nominate a coordinator from each Department to initiate and continue the file work for the NAAC-SSR submission and the names of the Coordinators were suggested by respective Department Heads.

**Item No. 5: Discussion on the Academic and Administrative Audit**

Principal suggested all the Departments to get ready in terms of documentation and filing work as the Academic and Administrative will be held as per the schedule.

**Item No.6: Any other item with the permission of the chair**

As there is no other pending item to be discussed, the meeting ended.

S.NO.	NameandDesignation	Position	Signature
1.	Dr.C.NadhamuniReddy Principal	Chairman	
2.	Dr. K. Ramya AssistantProfessor,DepartmentofHBS	Coordinator	
3.	Dr. S. Kishore AssistantProfessor,DepartmentofMBA	Additional Coordinator& Member Secretary	ABSENT
4.	Dr. N. Pushpalatha Head,DepartmentofECE	Member	
5.	Dr.R. Murugesan Head,DepartmentofEEE	Member	
6.	Mr. B. Ramana Reddy Head,DepartmentofCSE	Member	
7.	Dr. K. Navaz Head,DepartmentofAI	Member	
8.	Mr. P. C. Prakash HeadIncharge,DepartmentofME	Member	
9.	Dr. J. Guru Jawahar Head Incharge&Professor, Department of CE	Member	
10.	Dr.B. Ramachandra Head, Department of HBS	Member	
11.	Dr.K.Haritha Head,DepartmentofMBA	Member	
12.	Mrs. B. Rupa Devi Head, Department of MCA	Member	
13.	Sri.C.AbhishekReddy ExecutiveDirector– AET	Memberfrom Management	



**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.008-B/AITS/IQAC/2022-2307-12-2022

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

**MEETING No : EIGHT**  
**DATE : 06-12-2022**  
**TIME : 10:45 AM**  
**VENUE : Conference Hall, AITS.**

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

**AGENDA:**

1. Review of the minutes and action taken report of the previous meeting
2. Discussion and Explanation of the Counselling Proforma- Senior level
3. Progress of the Student Quality Circles
4. Appointment for the Departmental Coordinators for NAAC –SSR
5. Discussion on the Academic and Administrative Audit
6. Any other item with the permission of the chair

**MEMBERS PRESENT:**

1. Dr.C.NadhamuniReddy
2. Dr. K. Ramya
3. Dr. N. Pusphalatha
4. Dr.R. Murugesan
5. Mr. B. Ramana Reddy
6. Dr. K. Navaz
7. Mr.M. Balaji
8. Dr. J. Guru Jawahar
9. Dr.B. Ramachandra
10. Dr.K. Haritha
11. Mrs. B. Rupadevi
12. Sri. C Abhishek Reddy



## MINUTES OF MEETING:

EIGHT meeting of the Academic year 2022-23 of IQAC was held on Thursday, the 6<sup>th</sup> December, 2022 at 10:45 AM in the Conference Hall of Annamacharya Institute of Technology and Sciences, Tirupati.

**Item No. 1: Review of the minutes and action taken report of the previous meeting**  
Minutes of the previous meeting and action taken report on the decisions have been reviewed and found satisfactory progress in it.

**Item No.2: Discussion and Explanation of the Counselling Proforma- Senior level**

The Chairperson referred that counselling is also mandated in NEP-2020 and also explained the importance of counselling the students in lines of the finally prepared counselling proforma for senior level students in terms of general questions, academic related queries like personalized study timetables, teaching-learning process, interest in higher studies, other creative talents apart from academics.

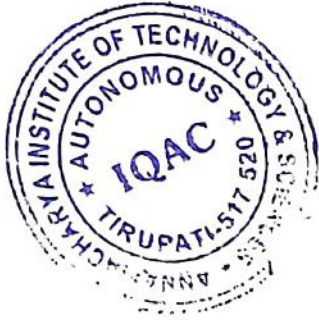
**Item No. 3: Progress of the Student Quality Circles (SQC's)**

Principal inquired about the progress related to the SQC's, (as discussed in the previous meetings and as a part of action plan composition of SQC has been submitted to IQAC) of various Departments where in the members replied with a meeting conducted and students found it as highly interesting and expressed their views and issues pertaining to the teaching-learning system, guiding slow learners for improvement and inadequate tools and materials in the labs.



14.	Sri A. Nagaraju Deputy Executive Engineer TTD, Tirupati	Member , Employer	ABSENT
15.	Karuru Aswini 20AK1A0409 III ECE	Student	-

Signature of the Coordinator



Signature of Chairman

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