



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)

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

No.009-A/AITS/IQAC/2022-23


Date:03-01-2023

To
The IQAC Members
AITS,
Tirupati.

All the Members of IQAC are hereby informed to make it convenient to attend the NINTH meeting of IQAC for the academic year 2022-23 in the Conference Hall on 04-01-2023, at 11:00 am to discuss the items mentioned in the agenda below.

Agenda:

1. Review of the minutes and action taken report of the previous meeting
2. Review of the academic audit reports for the AY 2021-22 given by the Internal Audit Team
3. Discussion on the key role to be played by IPAC
4. Department Mentor-Mentee System Initiation
5. Discussion on the Documentation Process for NAAC


(Dr. C. Nadhamuni Reddy)
Chairman, IQAC

**PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
VENKATAPURAM (Vill.)
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.009-B/AITS/IQAC/2022-2305-01-2023

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

MEETING No : NINTH
DATE : 04-01-2023
TIME : 11:00 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
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5. Discussion on the Documentation Process for NAAC

MEMBERS PRESENT:

1. Dr.C.NadhamuniReddy
2. Dr. K. Ramya
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.P. Lavanya
11. Dr.K. Haritha
12. Mrs. B. Rupadevi

MINUTES OF MEETING:

NINTH meeting of the Academic year 2022-23 of IQAC was held on Thursday, the 4th January, 2023 at 11:00 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: Review of the academic audit reports for the AY 2021-22 given by the Internal Audit Team

The chairperson reviewed the academic audit of various Departments submitted by the peer committee. On the whole, lapses related to course files, registers, quality of question paper, continuous internal evaluation, collaborative learning classes were identified. Principal suggested the Departments to correct the lapses with proper documentation along with the evidential proofs for the revisit by the Principal and Audit Team member. The following dates are finalized for the revisit by the Team:

S.NO.	Department	Date
1.	ECE	12-01-2023
2.	CSE	11-01-2023
3.	Emerging Technologies	11-01-2023
4.	EEE	07-01-2023
5.	CE	17-01-2023
6.	ME	18-01-2023
7.	HBS	19-01-2023
8.	MBA	12-01-2023

Item No. 3: Discussion on the key role to be played by IPAC

Chairperson declared that IPAC plays a major role in the Departments for the year around academic advancements. Henceforth, Principal suggested IQAC coordinator to prepare a concept document explaining the roles played by IPAC and the minimum number of meetings to be scheduled per each semester by IPAC with suggested items.



Item No. 4: Department Mentor-Mentee System Initiation

The Chairperson asked the recently NBA accredited Departments (CSE, ECE & CE) to be the mentor Departments for the remaining three Departments (EEE, ME & MBA) for getting the files ready for accreditation.




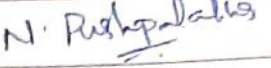
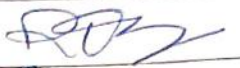
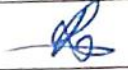
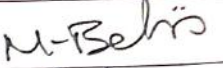

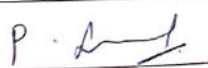
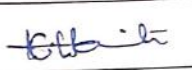

All the participants of the meeting opined and accepted the Mentor-Mentee Departmental relationships and hence the following assignment is communicated.

S.NO.	Mentor	Mentee
1.	ECE	EEE
2.	CSE	ME
3.	CE	MBA



Item No. 5: Discussion on the Documentation Process for NAAC

Principal urged all the Departments to get ready by maintaining proper documentation by means of file updation related to academic, extracurricular and various committees.

S.NO.	Name and Designation	Position	Signature
1.	Dr. C. NadhamuniReddy 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	
4.	Dr. N. Pushpalatha Head, Department of ECE	Member	
5.	Dr. R. Murugesan Head, Department of EEE	Member	
6.	Mr. B. Ramana Reddy Head, Department of CSE	Member	
7.	Dr. K. Navaz Head, Department of AI	Member	ABSENT
8.	Mr. M. Balaji Head, Department of ME	Member	
9.	Mr. A. Anil Head Incharge & Professor, Department of CE	Member	
10.	Dr. P. Lavanya Incharge Head, Department of HBS	Member	
11.	Dr. K. Haritha Head, Department of MBA	Member	
12.	Mrs. B. Rupa Devi Head, Department of MCA	Member	
13.	Sri. C. Abhishek Reddy Executive Director - AET	Member from Management	-
14.	Sri A. Nagaraju Deputy Executive Engineer TTD, Tirupati	Member, Employer	-

Signature of the Coordinator



Signature of Chairman

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