



ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES  
(AUTONOMOUS)

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

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No. 001-A/AITS/IQAC/2023-24


Date: 21-08-2023

To  
The IQAC Members  
AITS,  
Tirupati.

All the Members of IQAC are hereby informed to make it convenient to attend the FIRST meeting of IQAC for the academic year 2023-24 in the Conference Hall on 21-08-2023 at 3pm to discuss the items mentioned in the agenda below.

**Agenda:**

1. Review of the minutes and action taken report of the previous meeting
2. Allotment of the AQAR coordinators from each Department and sharing the templates of AQAR 2022-23
3. Discussion on the proforma for AAA: suggestions or inclusions
4. Formation of Audit teams and assigning the Departments and Examinations office for Academic and Administrative Audit (AAA).
5. Progress by the Mentor-Mentee Departments finalized in the previous meetings.
6. Discussion on quality of the course content
7. Creation of ABC IDs for the students admitted in 2021-22.
8. Directions by the Principal on the anti ragging measures to be taken
9. Any other item with the permission of the chair

  
(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

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No.001-B/AITS/IQAC/2023-24

22-08-2023

**SUB: FIRST Meeting of the IQAC for the academic year 2023-24.**

**MEETING No : FIRST**  
**DATE : 22-08-2023**  
**TIME : 3 pm**  
**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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9. Any other item with the permission of the chair

**MEMBERSPRESENT:**

1. Dr. C. Nadhamuni Reddy
2. Dr. K. Ramya
3. Dr. N. Pusphalatha
4. Dr. R. Murugesan
5. Mr. S. Prathap
6. Dr. C. Siva Balaji
7. Mr. M. Balaji
8. Mr. A. Anil

9. Dr. K. Haritha
10. Mrs. B. Rupadevi
11. Mr. K. Venkateswara Rao

### MINUTES OF MEETING:

FIRST meeting of the Academic year 2023-24 of IQAC was held on Monday, the 21<sup>st</sup> August, 2023 at 3PM 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

Previous minutes of the meeting was read by IQAC coordinator

#### Item No.2: Allotment of the AQAR coordinators from each Department and sharing the templates of AQAR 2022-23

The following members were nominated by the Heads of the Departments for the submission of the data required for AQAR 2022-23.

S.NO.	Name and Designation	Department
1.	Mr. P. Dhanabal Assistant Professor	CE
2.	Ms. S. Zareena Assistant Professor	EEE
3.	Mr. P.C. Prakash Assistant Professor	ME
4.	Ms. K. S. Deveswari Assistant Professor	ECE
5.	Mr. V. Sambasiva Assistant Professor	CSE
6.	Ms. H. Teja Assistant Professor	Emerging Technologies
7.	Ms. C. Pavani Assistant Professor	HBS
8.	Ms. E. Kusuma Assistant Professor	MBA
9.	Ms. N. Bhavana Assistant Professor	MCA

*N. Bhavana*

**Item No. 3: Discussion on the proforma for AAA: suggestions or inclusions**

Previous academic year (2021-22) AAA proforma has been displayed for any constructive suggestions/corrections to be made. Few inclusions in the proforma such as Total Student Strength (in the attendance), lab courses to be added (in the marks section), mentioning the dominant Blooms level (in the quality of question paper), also slow learners are the students who obtains the marks less than or equal to 15.

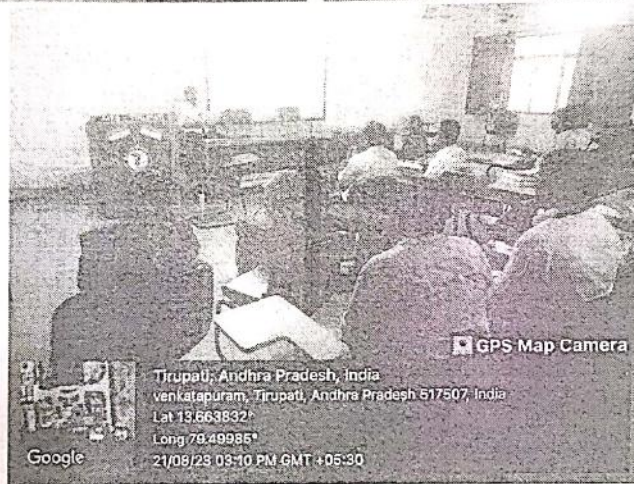
**Item No. 4: Formation of Audit teams and assigning the Departments and Examinations office for Academic and Administrative Audit (AAA).**

The following teams have been constituted by Principal for AAA audit for the year 2022-23

S.NO.	Name and Designation	Department
1.	Dr. R. Murugesan, EEE Mr. V. Sambasiva, CSE	CE
2.	Ms. B. Rupa Devi, MCA Mr. T. Sreenivasulu Reddy, CSE	EEE
3.	Dr. N. Pushpalatha, ECE Dr. R. Murugesan, EEE	ME
4.	Dr. K. Ramya, IQAC Dr. J. Guru Jawahar, CE	ECE
5.	Dr. I. Suneetha, ECE Dr. S. Siva Prasad, EEE Dr. M. Maruthi Rao, ME	CSE
6.	Mr. P.C. Prakash, ME Dr. I. Suneetha, ECE	Emerging Technologies
7.	Dr. C. Siva Balaji, AI Ms. K. S. Deveswari, ECE Dr. S.Siva Prasad, EEE	HBS
8.	Dr. C. Siva Balaji, EEE Dr. K. Ramya, IQAC	MBA
9.	Dr. B. Ramana Reddy, CSE Mr. A. Anil, CE	MCA

**Item No. 5: Progress by the Mentor-Mentee Departments finalized in the previous meetings.**

Principal checked with the progress of the Mentee Departments and the guidance given by the Mentor Departments and asked Mentor Departments to continue the support until all the files gets completed.



#### **Item No. 6: Discussion on quality of the course content**

Principal asked the Heads of the Departments to review the quality of the course content to be uploaded in the website and directed IQAC Coordinator to create digital course content.

#### **Item No. 7: Creation of ABC IDs for the students admitted in 2021-22.**

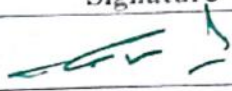

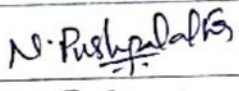


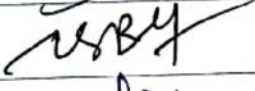
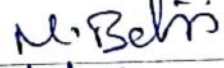

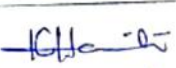

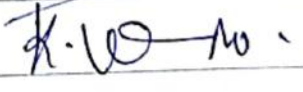
Chairman IQAC instructed all the Heads to make the data ready for the students admitted in the year 2021-22 for the creation of ABC IDs. Also, principal directed IQAC Coordinator to collect the data pertaining to ABC ID within 15 days and start the process.


#### **Item No. 8: Directions by the Principal on the anti ragging measures to be taken**

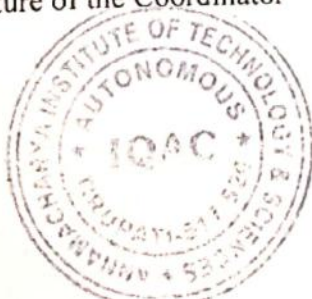
As the first year classes gets commenced by the end of this month, it is directed to display the anti ragging acts, punishments applicable for ragging depending on the severity, antiragging committee composition and phone number at various places in the college. Also, it was instructed to the IQAC Coordinator to post the anti ragging act in the college website.

**Item No. 9: 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. N. Pushpalatha Head, Department of ECE	Member	
4.	Dr. R. Murugesan Head, Department of EEE	Member	
5.	Mr. S. Prathap Incharge Head, Department of CSE	Invited Member	
6.	Dr. C. Siva Balaji Head, Department of AI	Member	
7.	Mr. M. Balaji Head, Department of ME	Member	
8.	Mr. A. Anil Assistant Professor, Department of CE	Member	
9.	Dr. K. Haritha Head, Department of MBA	Member	
10.	Mrs. B. Rupa Devi Head, Department of MCA	Member	
11.	Mr. K. Venkateswara Rao System Admin	Member	

  
Signature of the Coordinator



  
Signature of Chairman  
**PRINCIPAL**  
ANNAMACHARYA INSTITUTE OF  
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VENKATAPURAM (VIII.)  
RENIGUNTA (M), TIRUPATI-517 020