



**ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)**

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

No. 001-A/AITS/IQAC/2024-25

Date:09-09-2024

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 2024-25 in the Conference Hall on 10-09-2024 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. Discussion and implementation on the revised Program Outcomes as suggested by NBA
3. Discussion on the revised prequalifier and SAR launched by NBA for the forthcoming NBA accreditation.
4. Discussion on Digilocker step wise process, awareness among the students for downloading the application and fetching the word documents
5. Review of the API forms for the year 2023-24 and submission guidelines by the faculty
6. Review and Discussion on the Academic and Administrative Audit for the AY 2023-24
7. Any other item with the permission of the chair


(Dr. C. Nadhamuni Reddy)

Chairman, IQAC

PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
VENKATAPURAM (V),
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.001-B/AITS/IQAC/2024-25

11-09-2024

SUB: FIRST Meeting of the IQAC for the academic year 2024-25.

MEETING No : FIRST
DATE : 10-09-2024
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
2. Discussion and implementation on the revised Program Outcomes as suggested by NBA
3. Discussion on the revised prequalifier and SAR launched by NBA for the forthcoming NBA accreditation.
4. Discussion on Digilocker step wise process, awareness among the students for downloading the application and fetching the word documents
5. Review of the API forms for the year 2023-24 and submission guidelines by the faculty
6. Review and Discussion on the Academic and Administrative Audit for the AY 2023-24
7. Any other item with the permission of the chair

MINUTES OF MEETING:

FIRST meeting of the Academic year 2024-25 of IQAC was held on Tuesday, the 10th September, 2024 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: Discussion and implementation on the revised Program Outcomes as suggested by NBA

IQAC Coordinator presented the revised program outcomes suggested for the implementation by NBA. Earlier, there were 12 PO s starting from Engineering Knowledge to Life long learning. PO6: Engineer and the Society and PO7: Environment and Sustainability are merged in to single PO6 as The Engineer and the World. Principal urged all the Heads of the Departments and the representatives of various Departments to go through the 11 POs and map the courses accordingly and hereby CO-PO mapping needs be done with these rules.

Item No. 3: Discussion on the revised prequalifier and SAR launched by NBA for the forthcoming NBA accreditation

Chairman IQAC projected the revised prequalifier and SAR launched by NBA for the next NBA accreditation system and explained how the earlier 10 criteria has been realigned to 9 criterion, rules, description and the process to be followed for the forthcoming NBA inspections.

Item No. 4: Discussion on Digilocker step wise process, awareness among the students for downloading the application and fetching the word documents

IQAC coordinator presented two videos for the registration and login to the NAD: Digilocker to create awareness among the students. Principal shared those videos to the whatsapp groups to create awareness among the students for downloading the Digilocker app, registration and step wise analysis for fetching the marksheets.

Item No. 5: Review of the API forms for the year 2023-24 and submission guidelines by the faculty

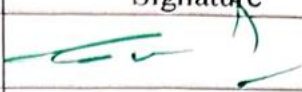
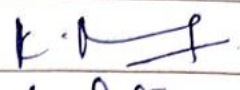
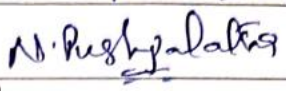
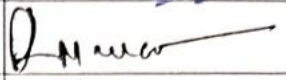
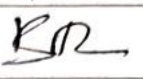
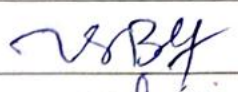
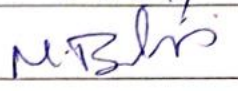


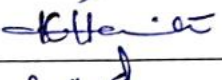
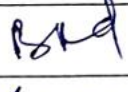
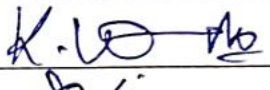
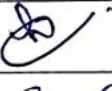
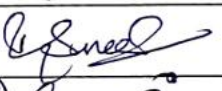
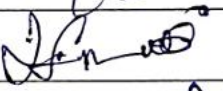

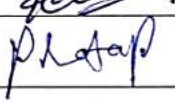
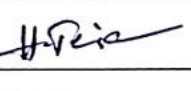

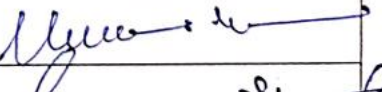

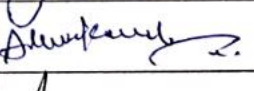
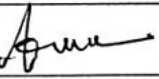
Principal asked the IQAC Coordinator to review the API forms and to incorporate any changes/additions proposed by the scrutiny committee in the previous year.

Item No. 6: Review and Discussion on the Academic and Administrative Audit for the AY 2023-24

Principal directed all the Heads of the Departments to get ready with all the necessary documentation for the Academic Audit which will be held shortly. IQAC coordinator presented the revised form of Academic Audit report: which now contains a refined form as suggested by the NBA committee for more transparency and accountability.

Item No. 7: 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 Associate 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. B. Ramana Reddy Head, Department of CSE	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. B. Ramachandra Head, Department of HBS	Member	
10.	Dr. K. Haritha Head, Department of MBA	Member	
11.	Mrs. B. Rupa Devi Head, Department of MCA	Member	
12.	Mr. K. Venkateswara Rao System Admin	Member	
13.	Mr. T. Sai Krishna Assistant Professor, Department of CE	Invited Member	
14.	Dr. I. Suneetha Prof, Dept of ECE	Invited Member	
15.	Ms. K.S. Deveswari Assistant Professor, Department of ECE	Invited Member	
16.	Dr. N. Balaji Nandakumar Reddy Associate Professor, Dept of EEE	Invited Member	
17.	Mr. S. Pratap Asst. Prof, Department of CSE	Invited Member	
18.	Ms. H. Teja Asst. Prof, Department of AI	Invited Member	
19.	Ms. S. Praveena Asst. Prof, Department of ME	Invited Member	
20.	Dr. N. Harikrishna Assistant Professor, Dept of HBS	Invited Member	
21.	Dr. P. Lokanatha Reddy Assistant Professor, Dept of HBS	Invited Member	
22.	Dr. B. Aruna Kumari Assistant Professor, Dept of HBS	Invited Member	
23.	Dr. G. Aruna Assistant Professor, Dept of HBS	Invited Member	

24.	Mr. K. Sreenivasan Assistant Professor, Dept of MBA	Invited Member	
25.	Mr. S. Sameer Additional Controller of Examinations	Invited Member	



K. S. S.

Signature of the Coordinator

[Handwritten Signature]

Signature of Chairman

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RENIGUNTA (M), TIRUPATI-517 520



Action taken report for the meeting held on 10-09-2024

Item No.2: Discussion and implementation on the revised Program Outcomes as suggested by NBA

CO-PO mapping and assessments of all the courses have been revised and documented by the Departments in accordance for 11 POs as suggested by NBA

Item No. 4: Discussion on Digilocker step wise process, awareness among the students for downloading the application and fetching the word documents

Videos related to the registration in the digilocker and fetching the documents have been developed by the II MBA students. These videos are circulated among the official student whatsapp groups to create awareness.


Item No. 5: Review of the API forms for the year 2023-24 and submission guidelines by the faculty

API form for the AY 2023-24 has been reviewed; changes were incorporated and circulated to the Departments

Item No. 6: Review and Discussion on the Academic and Administrative Audit for the AY 2023-24

Academic Audit Committees have been constituted and the notice of the circular is circulated to the Departments and refined Academic Audit form is shared to all the Departments




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