

Internal Quality Assurance Cell (IQAC)

Date: 04-12-2019

Notice

Ref: AITAM/IQAC/2019-20

To

All the members of IQAC,  
Aditya Institute of Technology and Management,  
K.Kotturu, Tekkali, Srikakulam Dist.

Sir/Madam

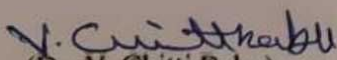
**Subject:** IQAC Meeting at 10.00 A.M. on 17-12-2019-Reg.

This is to inform and invite all the members of IQAC to attend the 23<sup>rd</sup> **Internal Quality Assurance Cell** meeting of our Institution on **17-12-2019, at 10.00 A.M.** in the Seminar Hall of D-Block, Aditya Institute of Technology and Management, K.Kotturu, Tekkali, Srikakulam Dist.

Agenda

1. Action Taken Report on the 22<sup>nd</sup> meeting held on 26-09-2019.
2. Preparations for renewal of autonomous status
3. Preparations for NBA Accreditation of B.Tech. ECE, CSE, EEE, ME under tier-1
4. Review of Placements for 2020 Outgoing Batch
5. Research Publications of faculty members and students
6. Preparations for academic audit
7. Any other item with the permissions of the Chair

Thanking You,


  
(Dr. V. Chitti Babu)

Coordinator -IQAC

**COORDINATOR, IQAC**

Aditya Institute of Technology and Management

TEKKALI-532 201

  
(Prof. V V Nageswara Rao)

Chairman-IQAC

**CHAIRMAN, IQAC**

Aditya Institute of Technology and Management

TEKKALI-532 201



## Minutes of the meeting

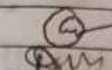
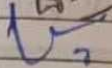
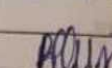
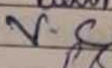
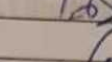
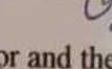
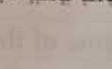
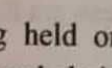
Minutes of the 23<sup>rd</sup> Internal Quality Assurance Cell (IQAC) meeting of Aditya Institute of Technology and Management (Autonomous) held on 17-12-2019 at 10.00 AM.

## Members present

S.No	Name of the member	Designation	Signature
1	Prof. V V Nageswara Rao, Head of the Institution	Chairman	
2	Sri T. Nagaseshu, Director	Member-Management	
3	Dr. A. S. Srinivasa Rao, Principal	Member-Administration	
4	Dr. K.B. Madhu Sahu, Director - R&D	Member Administration	
5	Dr. D. Vishnu Murthy, Dean-Administration	Member-Administration	
6	Dr. Ch. Ramesh, Professor - CSE	Member - Teacher	
7	Dr. G. Nageswara Rao, Professor-IT	Member- Teacher	
8	Dr. H. Rama Mohana Rao, Assoc. Prof - CE	Member - Teacher	
9	Dr. Ch. Patnaik, Assoc. Prof - MBA	Member - Teacher	
10	Dr. M. Ramanayya, Assoc. Prof - BS&H	Member - Teacher	
11	Sri. R. Srinivas, Assoc. Prof - CSE	Member - Teacher	
12	Sri B.B. Rath, Assoc. Prof - EEE	Member - Teacher	
13	Sri D. Hari hara santosh-- Assoc. Prof - ECE	Member - Teacher	
14	Sri. A. Visweswara Rao, Sambana Street, Tekkali, Srikakulam-Dist	Member - Local Society	
15	Sri. K. Sainath, 4 <sup>th</sup> B.Tech, 16A51A0384	Member - student	
16	Sri. S. Kumar Swamy, (2004-2008)	Member - Alumni	
17	Sri. B. Naga Prasad Head, HR, DQ International, Hyderabad	Member - Employer	
18	Sri V. Raja, Vice president, Sonovi software technology, Bangalore	Member - Industrialist	
19	Sri. Durga Prasad Behera 15-230, Raja Veedhi, Tekkali, Srikakulam-Dist	Member - Stakeholder	
20	Dr. V. Chitti Babu, Professor, ME	Coordinator	



### Special invitees present

S No	Name of the invitee	Signature
1	Dr CJ Rao, HOD-ME	
2	Dr D Vijay Kumar, HOD-EEE	
3	Dr GSN Murthy, HOD-CSE	
4	Dr D. Yugandhar, HOD-ECE	
5	Dr BV Ramana, HOD-IT	
6	Dr. V.Chitti Babu, I/c HOD-CE	
7	Dr B Balaram, HOD-MBA	
8	Dr G Vasanthi, HOD-BS&H	

The agenda is presented before the committee by IQAC coordinator and the discussion started with action taken report on 22<sup>nd</sup> meeting held on 26-09-2019

1. **Action Taken Report** on the minutes of 22<sup>nd</sup> meeting held on 26-09-2019. IQAC coordinator presented the activities since the last meeting and chair person requested the members to give their suggestions regarding the action taken report. List of activities implemented based on the minutes of previous meeting are as follows.
  - i. Draft syllabus is ready for III year B.Tech. of all branches under AR-18 regulations for detailed discussion and approval by BoS meeting to be conducted in the month of January 2020.
  - ii. Submitted the data for NIRF 2018-19
  - iii. Satisfactory preparatory work for the renewal of autonomous status
  - iv. Satisfactory Preparatory work for NBA Accreditation of B.Tech. ECE, CSE, EEE, ME under tier-1
  - v. Satisfactory preparatory work for AQAR 2018-19
  - vi. Initiated action plan to publish B.Tech final year projects by students
  - vii. CO, PO attainments are calculated based on revised attainment reports for continuous improvement.
2. **Preparations for renewal of autonomous status**

Chairman, IQAC reviewed the preparations for renewal of autonomous status and advised the members to finetune and suggested the close monitoring on a regular basis by the respective heads of the departments. HoDs appraised the committee members regarding the activities of student clubs, professional society activities, teaching-learning and evaluation, academic audit, self-learning activities, faculty development activities. Chairman suggested the Controller of Examinations to appraise the members regarding the preparations of examination section and Controller of examinations appraised the members regarding the activities of evaluation and preparatory works related to examinations. Members expressed satisfaction regarding the preparedness for renewal of autonomous status.

**Resolution:** It is resolved by the committee to showcase all the activities related to student development, faculty development, teaching-learning and evaluation, professional society activities. HoDs are requested to showcase the research funding, research

publications, revenue generated through consultancy, innovative projects by students to appraise the committee regarding the continuous improvement activities. Further, all the members suggested the importance of highlighting the efforts put on by the Institution for continuous improvement. It is also resolved to intensify the student research publications and continue the cash incentives for student publications. The committee expressed satisfaction on the progress of the preparatory works for renewal of autonomous status.

### **3. Preparations for NBA Accreditation of B.Tech. ECE,CSE,EEE,ME under tier-1**

Chairman, IQAC and other members reviewed the preparatory works for the NBA accreditation of B.Tech programmes in ECE, CSE, EEE and ME. Coordinator appraised the members about the progress of preparatory works of the above mentioned four programmes. Chairman, IQAC and other members stressed upon the importance of forming the quality circles domain wise in each department for continuous improvement. Members reviewed the activities and documentation of student club activities, professional society activities, teaching-learning and evaluation, academic audit, self-learning activities, faculty development activities, industrial consultancy, faculty research contributions and student research contributions. The committee expressed satisfaction over the preparations for NBA accreditation and advised to work upon the suggested areas of improvement in the previous accreditation.

**Resolution:** It is resolved to review at micro level about the preparations by domain wise quality circles at regular intervals. It is also suggested to document all the activities related to student clubs, professional society activities, teaching-learning and evaluation, academic audit, self-learning activities, faculty development activities, industrial consultancy, faculty research contributions and student research contributions.

### **4. Review of Placements for 2020 Outgoing Batch**

HoDs of respective departments appraised the members regarding the placements for 2016-20 outgoing batch. It is observed that a clear change in scenario for core sector placements in Civil, Mechanical, Electrical and Electronics Engineering. Chairman, IQAC stressed upon the importance of training the students of non computer science to tap the job potential of IT related sectors. Members expressed satisfaction over very good placement conversion of the eligible students except Civil, Mechanical and Electrical & Electronics Engineering departments.

**Resolution:** It is resolved to reinforce the basic aspects of computer science to all the students in general and to Mechanical, Civil and Electrical & Electronics Engineering students in particular to tap the job potential of software sector. It is also further resolved to sensitize the students about the demand and supply requirements in software jobs. It is also resolved to offer computer programming as open elective course for all the students who would like to improve their coding skills and are eligible for placement.

### **5. Research Publications of faculty members and students**



Chairman, IQAC stressed upon the importance of publications faculty members and also students at UG and PG level to inculcate the research culture among the campus and to improve the research credentials of the institution. The committee discussed about the possible mechanisms to facilitate research activities and to involve faculty and students In-House research activities.

**Resolution:** The committee resolved to encourage undergraduate and post graduate students in research activities by making them to publish one paper on their project work. It is also resolved to continue the incentives for faculty and students research publications.

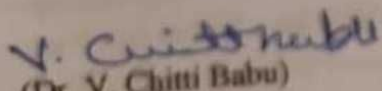
#### 6. Preparations for academic audit

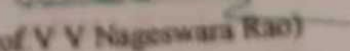
Chairman, IQAC complimented all the HoDs for their active cooperation and necessary remedial measures after the academic audit of every semester. Members expressed satisfaction over the process of academic audit and aspects audited as part of academic audit. Members stressed upon the success and the continuous improvement of any Institution depends on the well planned audit of the academic departments. IQAC coordinator highlighted the importance of academic audit and the preparedness of each department for the process of audit. Chairman, IQAC and other members expressed satisfaction over the preparedness of each department for the academic audit.

**Resolution:** It is resolved by the committee to continue the academic audit at the end of every odd and even semesters as this audit will help the departments to document and showcase different activities related to student development, faculty development, research contributions, teaching-learning and evaluation, professional society activities. It is also resolved to continue the template of the academic audit as it encourages the competitiveness among various departments and comprehensively audit the various academic components of each department.

Dr. V. Chitti Babu, Coordinator-IQAC, tendered finishing remarks by stating that the mission of IQAC is fulfilled with the continuous involvement and sharing of the views and experiences of all the members.

Prof. V V Nageswara Rao, Chairman-IQAC proposed the vote of thanks to all the members of the committee and expressed gratitude for their sustained involvement and for making the meeting fruitful.

  
(Dr. V. Chitti Babu)  
Coordinator - IQAC  
**COORDINATOR, IQAC**  
Aditya Institute of Technology and Management  
**TEKKALI-532 201**

  
(Prof. V V Nageswara Rao)  
Chairman-IQAC  
**CHAIRMAN, IQAC**  
Aditya Institute of Technology and Management  
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