



# SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Gajula Rega, Vizianagaram - 535 002, ANDHRA PRADESH, INDIA

Approved by AICTE, New Delhi; Affiliated to JNTU GV, Vizianagaram



## Minutes of Meeting of IQAC Committee

**Date of Meeting:** Tuesday, 10 October 2023 (10:00 A.M -12:00 P.M)

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal
2	Smt. Ch.V. Lakshmi, Coordinator, IQAC
3	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
4	Dr. K. Sreelatha, HoD, Dept of Humanities
5	Sri.Y. Santosh, HoD, Dept of EEE
6	Dr. Golajapu Venu Madhava Rao, HoD, Dept of CSE
7	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
8	Smt. L. Satyavathi, Librarian
9	Mr. J. Maheswara Rao, Warden-Boys Hostel
10	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 2.00 pm on 10/10/2023 in connection with the following agenda points:

**Agenda:**

- 1) AQAR Submission 2022-23
- 2) Remedial Coaching
- 3) Student Progression & Placement

The Chairman discussed the agenda points in detail with the members present. Members discussed about AQAR 2022-23 submission, Remedial Coaching and student progression and placement.

The Chairman finalized to conduct a meeting of the HoDs to discuss the agenda items mentioned in detail.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**  
Chairman, IQAC & Principal



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### **Action Taken Report for the IQAC Meeting held on 10/10/2023**

<b>Item</b>	<b>Action Taken</b>
AQAR Submission 2022-23	All Faculty members assigned to Criterion works to make AQAR Reports Which should be submitted.
Remedial Coaching	Remedial classes were conducted for students who are categorized as slow learners from the attainments.
Student Progression & Placement	Progression and placement data with supporting documents were collected from the departments.

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## Minutes of Meeting of IQAC Committee

Date of Meeting: Friday, 09 June 2023(3 pm - 4 pm)

Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Dr. I Siva Rao, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri. Y. Santosh, HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Mr. D. Avinash Babu, Training and Placement Officer
9	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
10	Smt. L. Satyavathi, Librarian
11	Mr. J. Maheswara Rao, Warden-Boys Hostel
12	Smt. M. Satyaveni, Warden-Girls Hostel

An online meeting was conducted with the members of IQAC committee at 3pm on 09/06/2023 in connection with the following agenda points:

### Agenda:

- 1) NPTEL Swayam online courses
- 2) Feedback from Student
- 3) Parents Teacher meetings

The Chairman discussed the agenda points in detail with the members present. The list of AICTE-recommended Swayam online courses was gone through to offer them in forthcoming semesters under electives and also discussed to conduct parent-teacher meetings and to collect feedback from students.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above-mentioned agenda items in detail.

(CH. VENKATA LAKSHMI)

Coordinator, IQAC

(Dr. D.V. RAMA MURTHY)

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### **Action Taken Report for the IQAC Meeting held on 09/06/2023**

<b>Item</b>	<b>Action Taken</b>
NPTEL Swayam online courses that can be offered in forthcoming semesters under Electives.	Departments have identified SWAYAM online courses to be offered in UG programs. The same has been approved. All faculty and students need to register at least one online course in NPTEL SWAYAM compulsorily.
Feedback from students	Student feedback was forwarded to the planning committee, College Council, and managing council and management was studied by the committees, and actions were taken to improve suggestions shared by the students.
Parents Teacher meetings	Counseling mentors need to interact with students and parents.

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## Minutes of Meeting of IQAC Committee

Date of Meeting: Saturday, January 28, 2023 (3:00 pm - 4:00pm)

### Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Dr. I Siva Rao, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri. Y. Santosh, HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
9	Smt. L. Satyavathi, Librarian
10	Mr. J. Maheswara Rao, Warden-Boys Hostel
11	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of the IQAC committee at 3 pm on 28/01/2023 in connection with the following agenda points:

### Agenda:

- 1) Course file
- 2) Spending in the Library
- 3) Case Study

The Chairman discussed the agenda points in detail with the members present. He discussed the course file and case study submission.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above-mentioned agenda items in detail.

**(CH. VENKATA LAKSHMI)**

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### **Action Taken Report for the IQAC Meeting held on 28/01/2023**

<b>Item</b>	<b>Action Taken</b>
Course file submission	All the Faculty prepared the Course file of previous semester Subjects and submitted it to respective HoDs.
Spending in Library	Notice Passed by principal sir that Every Faculty should spend at least 3 hours in a week.
Case Study for respective Subjects	All faculty prepared and submitted Case Studies for their respective Subjects

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## **Minutes of Meeting of IQAC Committee**

Date of Meeting: **Wednesday, November 30, 2022 (2:30pm-3:30pm)**

**Attendees:**

1	Dr. D.V. Ramamurthy, Principal
2	Dr. I Siva Rao, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri Y. Santosh HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Dr. G. Ravi Kishore, HoD, Dept of Civil Engg
9	Smt. L. Satyavathi, Librarian
10	Mr. J. Maheswara Rao, Warden-Boys Hostel
11	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 2.30pm on 30/11/2022 in connection with the following agenda points:

1. Student Centric Methods
2. Review of Research and development
3. Counselling Each Students

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Coordinator, IQAC

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### Action Taken Report for the IQAC Meeting held on 30/11/2022

Item	Action Taken
Student-centric methods	Student-centric methods were incorporated into the lesson plans.
Review of Research and development	PhD status is analyzed. More than 30% are PhD awarded and 30% are PhD Pursuing and remaining are waiting for PhD admission. Patent cultural is initiated in the Institute. Number of journals published by faculty are analyzed and asked to increase the number
Counseling Each Student	Mentors are assigned 30 students in one class and counseling is done to each student and recorded them in counselling books.

**(CH. VENKATA LAKSHMI)**

Coordinator, IQAC

**(Dr. D.V. RAMA MURTHY)**

Chairman, IQAC & Principal