



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
STUDIES, CHITTOOR**

(AUTONOMOUS)

**Awarded 'A' Grade by Technical Education, Govt. of A.P, Approved by AICTE, New Delhi,
Permanently Affiliated to JNTUA, Ananthapuramu.**

ESTD: 1998

Ref: SITAMS/IQAC/2020-21/CIR 02

Dt: 05-03-2021

INVITATION

Dear Sir/Madam,

Sub: SITAMS, Chittoor-Autonomous Institution -Invitation- IQAC Meeting on,
08/03/2021 at 2.00 PM-Regarding.

I am glad to inform the distinguished Heads of Department and Members of Internal quality Assurance cell (IQAC) of Sreenivasa Institute of Technology and Management Studies (SITAMS) to attend the meeting scheduled on 08/03/2021 at 2.00PM in conference hall.

The agenda of meeting is as follows.

1. Opening Remarks of Principal
2. Feedback Analysis of Previous Semester.
3. Student Project Monitoring
4. Placement Training for II and IIIrd year students
5. Budget Proposals for Financial year 2021-2022
6. Events planned for forth coming Semester
7. Academic Audit of 2020-2021 Sem-I
8. Student Admissions for B.Tech, M.Tech & MBA
9. Students Mentoring
10. NSS Activities
11. Website Updation
12. Review on Various committees

You are kindly requested to make it convenient to attend the meeting

Thanking you


IQAC Co-ordinator


PRINCIPAL

copy to:

1. All the Head of the Departments
2. All IQAC Members
3. Concerned file



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INTERNAL QUALITY ASSURANCE CELL(IQAC)

MINUTES OF MEETING

Date: 08-03-2021

Time: 2:00pm to 3:00pm

The following members were present in the meeting

S.No	Name of the Member	Designation	Position
1.	Dr.P.Ramesh Kumar	Professor, Head of Institution	Chairperson
2.	Sri.K.Ranganatham	Chairman, SITAMS	Member
3.	Dr.U.Balakrishna	Professor Department of Science & Humanities	Member
4.	Mr. Ramesh R.Halkurki	Professor, Department of Electrical & Electronics	Member
5.	Dr.D.Nagaraju	Associate Professor Department of Computer science Engineering	Member
6.	Sri.K.Ravindranatha Reddy	Administrative officer	Member
7.	Dr.S.Vijaykumar	Associate Professor, Department of Electronics and communication	Member
8.	Mr.Y.Sreeraman	Associate Professor, Department of Computer science Engineering	Member
9.	Mr.J.Sheik Mohammad	Assistant professor, Department of Master of Business Administration	Member
10.	Mr.N.Sathish Kumar	Assistant professor, Department of Mechanical engineering	Member
11.	Dr.G.Sucharitha	Assistant professor, Department of Science and Humanities	Member
12.	Mr.M.Vasudeva Naidu	Assistant professor, Department of Civil Engineering	Member
13.	Mrs.S.Saritha	Assistant professor, Department of MBA	Member
14.	Dr.K.L.Narayana	Professor , S.V.University, Tirupati	Member
15.	Ms.M.Thanusha	Alumni,SITAMS	Member
16.	Ms.Mounika	Student-ECE	Member
17.	Mr.L.Ajay Kumar	Student- CSE	Member

18.	Mr.M.Devendranath Reddy	Industry person, Wind and Solar Energy Consultant and System Integrator, Tirupati.	Member
19.	Dr.D.Jagadeesan	Professor, IQAC Coordinator	Member

➤ The details of the report are given below.

Agenda 1: Opening Remarks by Principal:

In the opening remarks, Principal expressed the need to ensure the academic and behavioral discipline among the students. For this, the HODs are asked to make frequent rounds while the classes are in progress to ensure both the faculty and students are adhered to the plans and schedules.

Agenda 2: Feedback Analysis of previous semester:

Student Feedback of A.Y 2020-21, I sem was reviewed and HoDs are asked to prepare action taken report

Agenda 3: Student Project monitoring:

HoDs are requested to form student batches based on performance of the students upto III-II results and then allot guides based on the willing and expertise of guides. HoDs are also instructed to follow the review schedule and rubrics for internal evaluation. HoDs are further to requested to publish the student projects in the UGC referred/Scoups/SCI journals.

Agenda4: Placement Training for II & III year students:

The training and Placement officer requested to plan training programs on Reasoning and Aptitude, Communication skills and Technical skills for improving the placements.

Agenda 5: Budget Proposals for Financial year 2021-2022;

Principal discussed with HODs about budget preparation and informed them to submit the budget proposals for the financial year 2021-2022 in the prescribed format.

Agenda 6: Event to be organized in the forth coming semester:

Principal and IQAC coordinator discussed about the events to be organized for the coming second semester i,e wokshops/ Conferences/ Guest lecturers/ Skill development programmes and HoDS are requested to plan and submit the department academic calendar.

Agenda 7: Academic Audit of 20-21 Sem-I:

IQAC members discussed about the academic audit for the 2020-21 sem-I and decided that Academic Audit will be conducted in the third week of March month. Hence all the HoDs are requested to complete the necessary documents and make the files ready for the same.

Agenda 8: Students Admission for B.Tech,M.Tech, MBA &MCA: The IQAC members discussed

about the student admission of 2020-2021 academic year. Dean academics is requested to submit the action of plan for improving the admissions with respect to get good ranking students in the year 2021-2022.

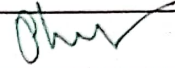
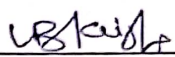



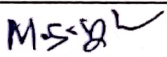
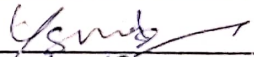
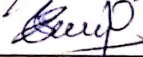
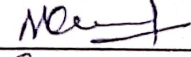


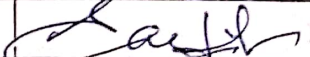
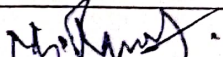
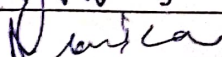
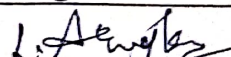
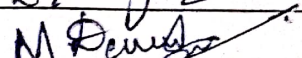
Agenda 9: Students Mentoring: The Principal discussed with IQAC members about students mentoring and appreciated that mentoring process is going well. It is resolved to continue the students mentoring by faculty mentors and closely monitor the students progress through mentors.

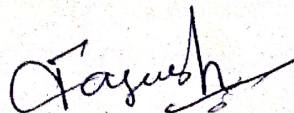
Agenda 10: NSS Activities: NSS officer was instructed to plan at least two outreach programs during the semester.

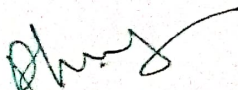
Agenda 11: Website Updating: All the IQAC members are requested to ensure their respective departments data in the college website up-to-date in all aspects.

Agenda 12: Review on Various Committees activities: Principal has reviewed the activities of various committees.

Members List

S.No	Name of the Member	Portfolio	Signature
1.	Dr.P.Ramesh Kumar	Chairperson	
2.	Dr.U.Balakrishna	Member	
3.	Mr. Ramesh R.Halkurki	Member	
4.	Dr.D.Nagaraju	Member	
5.	Sri.K.Ravindranatha Reddy	Member	
6.	Dr.S.Vijaykumar	Member	
7.	Mr. Y.Sreeraman	Member	
8.	Mr.J.Sheik Mohammad	Member	
9.	Mr.N.Sathish Kumar	Member	
10.	Dr.G.Sucharitha	Member	
11.	Mr.M.Vasudeva Naidu	Member	
12.	Mrs.S.Saritha	Member	
13.	Dr.K.L.Narayana	Member	-
14.	Ms.M.Thanusha	Member	
15.	Ms.Mounika	Member	
16.	Mr.L.Ajay Kumar	Member	
17.	Mr.M.Devendranath Reddy	Member	


IQAC Coordinator


PRINCIPAL