



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**STUDIES AUTONOMOUS, CHITTOOR-517 127**  
NBA Accredited  
**INTERNAL QUALITY ASSURANCE CELL**

**31-03-2022**

**SITAMS/IQAC/ 2021-2022/MoM/1**

**Venue: Chairperson-Conference room**

**Time: 11.15 AM**

**Members present:**

**Senior admin. officials:** Dr.U.Balakrishna, Prof. Ramesh R Halakurki, Mr.Y.Sreeraman

**Members:** Dr.K.Prabhuchandran, Dr.R.Saraswathi, Dr.G.Sucharitha, Mr.N.Satish Kumar,  
Mr.Vasudeva Naidu, Mr.J.Sheik Mohamed, Mrs. S. Saritha,

**Student Members:** Ms.Mounika, ECE, Mr.L.Ajay kumar, CSE

**MINUTES OF MEETING**

Meeting started with the address by the Chairperson **Dr.M.SARAVANAN** with the words of appreciation to all the Heads of the Departments, Faculty members, Teaching and Non-Teaching members and students for their involvement despite the pandemic period for their efforts in various aspects to keep teaching-learning process active through online as well as offline according to situation.

This is the first meeting for the academic year which has been convened offline for the academic year to enhance the progress of educational activities.

**Initiatives and Action Taken by IQAC during the current Academic Year 2021-2022:**

**Agenda 1:** Preparation of NBA compliance report for the second cycle of Assessment

**Discussion:** The 2<sup>nd</sup> cycle of NBA accreditation process need attention to complete and submit the compliance report to the NBA board for the experts visit.

**Action taken & Responsibility:**

The documents are being prepared by Heads of departments concerned to submit it. Coordinators at institute level and department level to complete on time for submission.

**Agenda 2:** Curricular, extracurricular aspects

**Discussion:** Academic feedback, Technical fest for departments and decision on conducting Sports activities followed by Sports day.

Members expressed their views to prepare the student activity plans (Curricular and co-curricular) for the next academic year by respective departments.

**Action taken & Responsibility:**

The online feedback needs to be initiated. The Principal is requested to conduct review meeting to the faculty members with less than 75% results for their improvement.

Heads of departments and faculty need to finalize the activities to be conducted in the technical fests.

The Sports committee headed by Principal, Sports coordinator and team members is to be formed to finalize and conduct sports events.

**Agenda 3: Students aspects**

**Discussion:** Motivate students to complete internships, MOOC courses as needed in the curriculum.

**Action taken & Responsibility:**

AICTE and APSCHE offers various platforms to register and complete the online courses. HoD's and faculty members can take necessary action to motivate the students for enrolment.

**Agenda 4: Faculty Research aspects**

**Discussion:** Post Covid pandemic, faculty participation in Development programs and research activities as well as publication of articles in reputed journals need improvement.

**Action taken & Responsibility:**

Faculty contribution in research aspects and article publication in reputed journals as listed in Web of Science, Scopus and UGC care need improvement for which faculty members are advised to take necessary steps.

**Agenda 5: Formation of career development cell**

**Discussion:** To enhance the placement of students, career guidance and training are needed.

**Action taken & Responsibility:**

Career Guidance Cell (CGC) was established and various activities are being conducted by CGC to enhance the placement opportunities. CGC holds the responsibility.

**Agenda 6: Governance and leadership**

**Discussion:** CSE related new courses are introduced. To cater the admitted students by providing good computing facilities, a count of approximately 150 Personal computers with higher specifications are needed for establishment of new labs.

**Action taken & Responsibility:**

Computer center can prepare and submit the requirements for approval by the management.

**Agenda 7: Best Practices**

**Discussion:** The solar system with a cost of 70 Lakhs was installed during September 2021. The institution is contributing the harvested electrical energy to the AP-power distribution as well as saving electrical expenses.

**Action taken & Responsibility:**

The maintenance is taken care by the electrical maintenance department.

**Agenda 8: External peer team**

**Discussion:** The audit by external peer team was held during the last year through online mode.

**Action taken & Responsibility:**

The external experts appreciated the overall performance of the institution amid the pandemic period. However few points which need improvements are to be focused by individual faculty as a collective responsibility.

**Agenda 9:** Preparation of academic events calendar for students and faculty aspects with budget proposal.

**Discussion:** As per the revised NAAC manual and guidelines, initiatives and stringent actions are needed to boost the quality standards to achieve the higher level of accreditation.

**Action taken & Responsibility:**

The following suggestions are given by IQAC team members:

**Curricular/co-curricular aspects-students:**

- Workshops – 1 per semester/section
- Guest lectures – 4/semester-per section
- Industrial expert interaction: 2/year
- Few industrial oriented Syllabi: Courses need to teach by industrial experts
- Compulsory internship/student – every year
- Alumni network to strengthen

**Faculty Research aspects:**

- Faculty & Student publications – must from UG level.
- Organizing STTP/FDP: 1/dept/year
- More initiative to submit R & D proposals for sanctioning by various funding agencies.
- Conferences: Circuit & non circuit branch – 1 each/year

- Faculty retention measures
- MoUs
- Honorarium for faculty publishing articles in reputed journals as suggested by members. The travelling and dearness allowances can be given to faculty for attending the Faculty development programs and similar activities when they participate in other organizations.

**Best practices:**

- Geo-tagging of events
- Waste water management systems
- Improvements in Collaborative learning

The academic events calendar for the same along with budget proposal need to be submitted by the departments in the next IQAC meeting.

The meeting was concluded with the vote of thanks by **Dr. S.Vijayakumar**, Member Secretary/IQAC.

*M-SQ 31/09/2022*  
**Dr.S.Vijayakumar**  
Member Secretary/IQAC

  
**Dr.M.Saravanan**  
Chairperson IQAC  
**PRINCIPAL**  
Sreenivasa Institute of Technology  
and Management Studies  
(AUTONOMOUS)  
**CHITTOOR - 517127.**

Copy to

1. Chairman
2. All the members of IQAC
3. All assigned officials