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ADITYA INSTITUTE OF
TECHNOLOGY AND MANAGEMENT



An Autonomous Institution

Approved by AICTE, New Delhi

Affiliated to JNTUK

Recognised by UGC under sections 2(f) & 12(b)

Recognised by Scientific & Industrial Research Organisations (SIROs)

TEQIP Funded College

Internal Quality Assurance Cell (IQAC)

Date: 06-09-2019

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 26-09-2019-Reg.

This is to inform and invite all the members of IQAC to attend the 22nd **Internal Quality Assurance Cell** meeting of our Institution on **26-09-2019, 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 21st meeting held on 12-06-2019.
2. Schedule of BoS meetings for finalizing contents of AR18 III year
3. Uploading of the data for NIRF for the academic year 2018-19
4. Preparations for renewal of autonomous status
5. Preparations for NBA Accreditation of B.Tech. ECE, CSE, EEE, ME under tier-1
6. Preparations for online submission of AQAR 2018-19
7. Research Publications of UG students
8. Revision of CO, PO attainment reports
9. Any other item with the permissions of the Chair

Thanking You,

V. Chitti Babu
(Dr. V. Chitti Babu)

Coordinator IQAC

Aditya Institute of Technology and Management

TEKKALI-532 201

V. V. Nageswara Rao
(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 22nd Internal Quality Assurance Cell (IQAC) meeting of Aditya Institute of Technology and Management (Autonomous) held on 26-09-2019 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	V. Nageswara Rao
2	Sri T. Nagaseshu, Director	Member-Management	T. Nagaseshu
3	Dr. A. S. Srinivasa Rao, Principal	Member-Administration	A. S. Srinivasa Rao
4	Dr. K.B. Madhu Sahu, Director - R&D	Member Administration	K.B. Madhu Sahu
5	Dr. D. Vishnu Murthy, Dean-Administration	Member-Administration	D. Vishnu Murthy
6	Dr. Ch. Ramesh, Professor - CSE	Member - Teacher	Ch. Ramesh
7	Dr. G. Nageswara Rao, Professor-IT	Member- Teacher	G. Nageswara Rao
8	Dr. H. Rama Mohana Rao, Assoc. Prof - CE	Member - Teacher	H. Rama Mohana Rao
9	Dr. Ch. Patnaik, Assoc. Prof - MBA	Member - Teacher	Ch. Patnaik
10	Dr. M. Ramanayya, Assoc. Prof - BS&H	Member - Teacher	M. Ramanayya
11	Sri. R. Srinivas, Assoc. Prof - CSE	Member - Teacher	R. Srinivas
12	Sri B.B. Rath, Assoc. Prof - EEE	Member - Teacher	B.B. Rath
13	Sri D. Hari hara santosh-- Assoc. Prof - ECE	Member - Teacher	D. Hari hara santosh
14	Sri. A. Visweswara Rao, Sambana Street, Tekkali, Srikakulam-Dist	Member - Local Society	A. Visweswara Rao
15	Sri. K. Sainath, 4 th B.Tech, 16A51A0384	Member - student	K. Sainath
16	Sri. S. Kumar Swamy, (2004-2008)	Member - Alumni	S. Kumar Swamy
17	Sri. B. Naga Prasad Head, HR, DQ International, Hyderabad	Member - Employer	B. Naga Prasad
18	Sri V. Raja, Vice president, Sonovi software technology, Bangalore	Member - Industrialist	V. Raja
19	Sri. Durga Prasad Behera 15-230, Raja Veedhi, Tekkali, Srikakulam-Dist	Member - Stakeholder	Durga Prasad Behera
20	Dr. V. Chitti Babu, Professor, ME	Coordinator	V. Chitti Babu

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 G Sateesh Kumar, HOD-ECE	
5	Dr BV Ramana, HOD-IT	
6	Sri. S. Ramlal, 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 21st meeting held on 12-06-2019

1. **Action Taken Report** on the minutes of 21st meeting held on 12-06-2019. 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.

- Initiated action plan for continuous improvement based on the suggested areas of improvement by NAAC peer team
- Initiated action plan for continuous improvement in CE & IT B.Tech. Programmes based on the suggested areas of improvement by NBA expert team
- Satisfactory preparatory work for the renewal of autonomous status
- Two workshops related to Curriculum design & delivery and Assessment & Evaluation organized with eminent resource persons
- Approximately 100 faculty members registered for NPTEL course on Accreditation & Outcome based learning
- Satisfactory preparatory work for AQAR 2018-19
- Department level deliberations for revision of Vision, Mission, PEOs & PSOs

2. Schedule of BoS meetings for finalizing contents of AR18 III year

Chairman, IQAC, solicited the suggestions to strengthen the academic activities for continuous improvement. Members of the committee stressed the necessity of implementing the academic activities in true spirit. It is suggested to the chair persons of BoS of the respective departments to initiate discussions related to industry relevant courses, effective implementation of make-up and remedial classes, effective mentoring of students by the mentor concerned and finalization of the contents of AR18 III year. It is also suggested to maintain professional environment among the students.

Resolution: It is resolved to initiate discussions related to industry relevant courses, effective implementation of make-up and remedial classes, effective mentoring of students by the mentor concerned and finalization of the contents of AR18 III year by

respective BoS chair persons. It is also resolved to closely monitor makeup and remedial classes, continuous handholding of weak students through mentoring. It is also resolved to continue the ban on the usage of mobile phones on the campus by the students.

3. Uploading of the data for NIRF for the academic year 2018-19

Chairman, IQAC stressed upon the importance of getting NIRF ranking below 200. Chairman, IQAC solicited the suggestions from all the members regarding NIRF data for the academic year 2018-19. Members highlighted the various important contributing parameters for ranking such as student placements & higher education, research funding from external agencies, industrial consultancy, quality research publications, patents, financial resources, women diversity, student admission quality, entrepreneurs among the students.

Resolution: It is resolved to consolidate data related to student placements & higher education, research funding from external agencies, industrial consultancy, quality research publications, patents, financial resources, women diversity, student admission quality, entrepreneurs among the students and upload the data for NIRF for the academic year 2018-19.

4. Preparations for Renewal of Autonomous Status

Chairman, IQAC reviewed the preparations for renewal of autonomous status advised the members to intensify the preparatory works 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. Controller of examinations appraised the members regarding the activities of evaluation and preparatory works related to examinations.

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.

5. 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 showcasing 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. 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 internal NBA expert team at regular intervals. It is also suggested to verify the documentary evidences 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.

6. Preparations for online submission of AQAR 2018-19

Coordinator appraised members regarding the mandated online submission of AQAR 2018-19. Members discussed about the consolidation of salient aspects of AQAR related to Curricular Aspects, Teaching Learning & Evaluation, Research Consultancy & Extension Activities, Infrastructure & Learning Resources, Student Support & Progression, Governance Leadership & Administrative Activities, Innovations & Best Practices. The committee discussed at length and noted the importance of timely submission of AQAR through online by 31st December 2019.

Resolution: It is resolved to consolidate the data of all the departments related to Curricular Aspects, Teaching Learning & Evaluation, Research Consultancy & Extension Activities, Infrastructure & Learning Resources, Student Support & Progression, Governance Leadership & Administrative Activities, Innovations & Best Practices for online submission of AQAR 2018-19.

7. Research Publications of UG students

Chairman, IQAC stressed upon the importance of publications at UG level to inculcate the research culture among the students. The committee discussed about the possible mechanisms to involve under graduate students in In-House research activities.

Resolution: The committee resolved to impart undergraduate students in research activities by making them to publish one paper on their project work. It is also resolved to continue the incentives for student publications.

8. Revision of CO, PO attainment reports

Members reviewed the CO, PO attainment reports and deliberated upon the various ways of measuring the CO, PO attainments. All the members highlighted the importance of

revising the existing reports and initiation of a comprehensive attainment reports of CO and PO to implement continuous improvement strategies.

Resolution: It is resolved to revise CO and PO attainment reports suitable for comprehensive implementation of continuous improvement strategies.

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
Aditya Institute of Technology and Management
TEKKALI-532 201



(Prof. V V Nageswara Rao)

Chairman-IQAC
CHAIRMAN, IQAC

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