

ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)

9th October, 2014

The 2nd of Internal Quality Assurance Cell (IQAC) meeting is scheduled on **13th October, 2014** at 4.00 PM in Conference Hall. All the members as given below are requested to attend without fail, making arrangements for class work, if any.

- Agenda:**
- 1) to finalize the new feedback system
 - 2) Exit feedback from outgoing students
 - 3) AITS employee's welfare association constitution
 - i. Chairman
 - ii. Secretary
 - iii. Treasurer
 - iv. Convener and Members (4 or 5)
 - 4) Quality indicators in Library
 - 5) Introduce SWOT on Faculty, Administration and Institute
 - 6) Any other item with permission of chair

CHAIRMAN & PRINCIPAL
Internal Quality Assurance Cell

Copy to: The Director, AITS
Copy to: The Secretary Desk
Copy to: Senior Professors
Copy to: IQAC Members
Copy to: HOD's-EEE, ME, ECE, CSE, IT, CE, H&S, MBA and MCA
Copy to: Controller of Examinations, Placement officer and Librarian
Copy to: 2nd person in the department
Copy to: AO, AAO and Office Superintendent
Copy to: P.A. to Director-for preparation of minutes
Copy to: P.A. to Principal- for arranging tea and Snacks
Copy to: Conference Hall for arrangements