

**PROCEEDINGS OF THE MEETING OF THE IQAC HELD ON 09.10.2014  
AT 4.00 P.M. IN COFERENCE ROOM**

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A Meeting of the Committee Constituted for Internal Quality Assurance Cell was held in Conference Room on **09.10.2014** at 4.00 P.M. under the Chairmanship of Dr. SMV Narayana, Principal of Annamacharya Institute of Technology & Sciences (Autonomous), Rajampet.

**Members Present:**

1. **Dr SMV Narayana** - Chairman
2. **Dr G Prabhakara Rao**- Senior Administrative Member
3. **Head of the Departments**-EEE,ME,ECE,CSE,IT, CE and MBA
4. **Sri Y Rajendra Prasad**- Administrative Member
5. **Dr M C Raju**- Member
6. **Dr M Rajesh**- Member
7. **Sri A Hemanth Kumar**-Member
8. **Sri O.Hemakesavulu**-Member
9. **Sri S Fahimuddin** – Member
10. **Sri S Suraj Kamal**- Member
11. **Sri K Suresh** – Member
12. **Ms Srilalitha**- Member
13. **Sri P Seetharam**- Member
14. **Sri Nagaraju Gupth**- Member from Society
15. **Sri Krishna Murthy**- Member from Employee Group
16. **Mr. V Prasanth**- Student Member
17. **Prof N. Mallikharjuna Rao**- Coordinator

At the outset Prof. N. Mallikharjuna Rao, Coordinator (IQAC) welcomed Dr SMV Narayana Principal of AITS and Chairmen (IQAC), and Hon'ble members of the Internal Quality Assurance Cell (IQAC) to the 4th meeting of the IQAC for the year 2014.

Next, the agenda items were called up for discussions with the permission of the Chair.

Ratified 3<sup>rd</sup> meeting minutes.

**Item 1) to finalize the new feedback system**

Committee has decided to implement criteria based feedback system at this institute for next academic year. Copy enclosed as Annexure I.

**Item 2) Exit feedback from outgoing students**

Committee has decided to implement exit feedback system at this institute for outgoing students from next academic year. Copy enclosed as Annexure II.

**Item 3) AITS employee's welfare association constitution**

- i. Chairman
- ii. Secretary
- iii. Treasurer
- iv. Convener and Members (4 or 5)

It is decided to establish AITS employees' welfare association in the next academic year.

**Item 4) Quality indicators in Library**

Committee has proposed few points to strengthen Central Library. Copy enclosed as Annexure III.

**Item 5) Introduce SWOT on Faculty, Administration and Institute**

Committee has decided to implement exit feedback system at this institute for next academic year. Copy enclosed as Annexure IV

**Item 6) any other item with permission of chair**

**Nil**

Prof Mallikharjuna Rao

Coordinator  
Internal Quality Assurance Cell  
AITS, Rajampet

# Annexure I

## ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

INTERNAL QUALITY ASSURENCE CELL (IQAC)

RAJAMPET-516126

### FEEDBACK FORM FOR TEACHER EVALUATION BY STUDENTS

Name of the Department/Institute .....



Class..... Session..... Semester.....

Name of teacher: ..... Subject taught & Course No.....



Total number of lectures delivered by teacher in the session/semester: .....

Number of classes attended by the student filling the form with percentage.....



IN THE FOLLWING TABLE TICK (✓) THE APPROPRIATE CHOICE FOR EACH POINT

Rating 		(Below Avg.) 1	(Avg.) 2	(Good) 3	(Very Good) 4	(Excellent) 5
Subject 						
<b>A.</b>	<b>TIME SENSE</b>					
1.	Punctuality in the Class					
2.	Regularity in taking Classes					
3.	Students' attendance					
4.	Completes syllabus of the course in time					
5.	Scheduled organization of assignments, tutorials, and seminars					
6.	Makes alternate arrangement of class in his/her absence					
<b>Sub Total (A)</b>						
<b>B.</b>	<b>SUBJECT COMMAND</b>					
7.	Focus on Syllabus					
8.	Self-confidence					
9.	Communication skills					
10.	Conducting the classroom discussions					
11.	Teaching the subject matter					
12.	Delivery of structured lecture					


## Annexure I

Rating 		(Below Avg.) 1	(Avg.) 2	(Good) 3	(Very Good) 4	(Excellent) 5
Subject 						
13.	Skill of linking subject to life experience & creating interest in the subject					
14.	Refers to latest developments in the field					
<b>Sub Total (B)</b>						
<b>C.</b>	<b>USE OF TEACHING METHODS/ TEACHING AIDS</b>					
15.	Uses of teaching aids (OHP/Blackboard /PPT's)					
16.	Blackboard/Whiteboard work in terms of legibility, visibility and structure					
17.	Uses of innovative teaching methods					
18.	Shares the answers of class tests or sessional test questions after the conduct of the class tests/sessional tests.					
19.	Shows the evaluated answer books of class tests to the students					
20.	Makes sure that he/she is being understood					
<b>Sub Total (C)</b>						
<b>D.</b>	<b>HELPING ATTITUDE</b>					
21.	Helping approach towards varied academic interests of students					
22.	Helps student in providing study material which is not readily available in the text books say through e-resources, e-journals, Journals, reference books, open course wares etc.					
23.	Helps students irrespective of ethnicity and culture/background					
24.	Helps students irrespective of gender					
25.	Helps students facing physical, emotional and learning challenges					

## Annexure I

Rating 		(Below Avg.) 1	(Avg.) 2	(Good) 3	(Very Good) 4	(Excellent) 5
Subject 						
26.	Approach towards developing professional skills among students					
27.	Helps students in realizing career goals					
28.	Helps students in realizing their strengths and developmental needs					
<b>Sub Total (D)</b>						
<b>E.</b>	<b>LABORATORY INTERACTION</b> (Only for Laboratory Courses)					
29.	Regular checking of laboratory log books/ note books					
30.	Availability of teacher in the laboratory for whole duration of laboratory hours					
31.	Helping the students in conducting experiments through set of instructions or demonstrations					
32.	Helps students in exploring the area of study involved in the experiment					
33.	Follows open-closed approach for conducting the experiments					
34.	Takes interests in conduct of Laboratory seminars, group discussions etc.					
<b>Sub Total (e)</b>						
<b>F.</b>	<b>CLASS CONTROL</b>					
35.	Control mechanism in effectively conducting the class					
36.	Students' participation in the class					
37.	Skills of addressing inappropriate behavior of student					
38.	Tendency of inviting opinion and question on subject matter from students					
39.	Enhances learning by practical reinforcement mechanism					

# Annexure I

Rating 		(Below Avg.) 1	(Avg.) 2	(Good) 3	(Very Good) 4	(Excellent) 5
Subject						
40.	Inspires students for ethical conduct					
41.	Acts as a role model					
<b>Sub Total (F)</b>						
<b>Total (A+B+C+D+E+F)</b>						

Additional Remarks (If any):.....  
 .....  
 .....  
 .....

## Annexure II

### ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES

(Autonomous)

Date:

#### EXIT FEEDBACK

Name: \_\_\_\_\_ Branch : \_\_\_\_\_ Roll No: \_\_\_\_\_

Dear student,

Hearty Congratulations to you on your completion of B.Tech/M.Tech/MBA/MCA course work. The institute requires your candid feedback on the Institute.

We request you to give your considered answers to the following questionnaire.

*(Note the marks allotted to each question in the square bracket opposite the questions)*

	Marks		Marks		Marks		Marks
Very Well	3	Well	2	Partly	1	No	0
Very Good		Good		Satisfactory		Not Satisfactory	

1. Are you familiar with vision, mission and goals of the institute? [ ]

How do you rate?

2. Your Library [ ]

3. The computing facilities in your institute [ ]

4. The language lab (ELCS) [ ]

5. The communication facilities like LAN, WAN and Internet [ ]

6. The Photocopying (Xerox ) facilities [ ]

7. The usefulness of the college publication like, handbook, newsletter etc. [ ]

8. Classrooms and teaching aids [ ]

9. Labs (department wise labs) [ ]

10. The quality of classroom instruction [ ]

11. The quality of lab instructions

12. The quality of handouts given by teachers at the beginning of the semester [ ]

13. Training and placement activities of the institute [ ]

14. The learning environment in the institute [ ]

15. You're learning experience in the institute [ ]

16. The management of the institute with respect to response, responsibility and commitment to the needs of students [ ]

17. Sports and games facilities [ ]

18. Your suggestions for further improvement of the institute [ ]

Signature of the student

### **Annexure III**

Some points are proposed to strengthen the Central Library

1. Define policies of management Library and information services
2. Constitute library advisor committee. If yes,
  - a. How many meeting conducted till today
  - b. Minutes of the meetings
3. ICT infrastructure – display
4. Overall policy of the institution on library
  - a. Library should have approved policy on
    - i. Collection development support
    - ii. Introduction new services
    - iii. Support in terms of fund
    - iv. Annual Increase of budget
    - v. Binding procedure
    - vi. Removal of obsolete books
    - vii. Policy on loss of books

#### **Extent of the use of service**

The following parameters would help in assessing the extent of use of library and its service

1. a) Number of reference enquiries (users) on an average per month (% may be specified)  
b) Number of reference enquiries (users) on an average per month (% may be specified)  
c) Number of services delivered per-user per month  
d) Average number of users who visited/documents consulted per month
2. Compiling the information on number of Logs ins into the E-library service/e-documents delivered per month

#### **Best Practices for Autonomous College Libraries**

Listed below is a suggestive set of best practices

1. Library brochure /dairies/information packs
2. A feedback from stakeholders through scientifically designed and analyzed questionnaire, at least twice a year
3. Creation of digital repositories
  - a. Article repositories
  - b. Publication repositories



### **Annexure III**

- c. Question paper repositories
- d. Course ware repositories
- 4. Displaying new arrivals of books/journals and circulating a list of different departments that use the library.
- 5. Suggestion box and timely response
- 6. Development of a website/webpage for the library including all the service and necessary information
- 7. Conducting exhibitions/demonstration/lecturer on current issues

## **Annexure IV**

### SWOT DATA

Name of the faculty member :

Exact designation :

Date of joining :

Qualifications :

#### **Strengths**

- (For example, 1) What do you do well?  
2) What unique resources can you draw on?  
3) What do others see as your strengths? )

#### **Weaknesses**

- (For example, 1) What could you improve?  
2) Where do you have fewer resources than others?  
3) What are others likely to see as weaknesses?

## **Annexure IV**

### **Opportunities**

(For example, 1) What opportunities are open to you?

- 2) What trends could you take advantage of?
- 3) How can you turn strengths into opportunities? )

### **Threats**

(For example, 1) What threats could harm you?

- 2) What is your competition doing?
- 3) What threats do your weaknesses expose you to? )

**Signature of the faculty**