

**ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES**  
(AUTONOMOUS)

*9<sup>th</sup> October, 2014*

The 2<sup>nd</sup> of Internal Quality Assurance Cell (IQAC) meeting is scheduled on **13<sup>th</sup> 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: 2<sup>nd</sup> 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