

**PROCEEDINGS OF THE IQAC MEETING HELD ON 27.07.2016 AT
4.45 P.M. IN COFERENCE ROOM**

A Meeting of the Committee Constituted for Internal Quality Assurance Cell was held in Conference Room on **27.07.2016** at 4.45 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**- Member
3. **Dr. A Subramanyam**- Member
4. **Dr. M C Raju**- Member
5. **Head of the Departments**- ME, ECE
6. **Sri Y Rajendra Prasad**- Member
7. **Sri A Hemanth Kumar**-Member
8. **Sri O.Hemakesavulu**-Member
9. **Dr. S Fahimuddin** – Member
10. **Sri S Suraj Kamal**- Member
11. **Sri K Suresh** – Member
12. **Ms N R Gouthami**- Member
13. **Mr.P Venkata Subbaiah**-Member
14. **Sri Nagaraju Gupth**- Member from Society
15. **Mr. Vijay Kumar**- Member from Employee Group
16. **Mr. K Prasad**- Alumni
17. **Mr. C. Vikas Reddy**- Student Member
18. **Ms. T Sai Jayasree**- Student Member
19. **Dr. N. Mallikharjuna Rao**- Coordinator/Member Secretary

At the outset Dr. N. Mallikharjuna Rao, Coordinator (IQAC) welcomed Dr. SMV Narayana Principal, Chairmen (IQAC) of AITS and Hon'ble members of the Internal Quality Assurance Cell (IQAC) to the 7th meeting of the IQAC.

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

Item No 1: Introduction of IQAC members by Chairman

Item No 2: Review of 6th meeting minutes and ratification

Ratified 6th meeting minutes

Item No 3: Governing Body has recommended to apply for re-assessment to make an improvement in the accredited status

Coordinator has presented significance re- assessment which makes an improvement in the accredited status. Committee has approved and accepted.

Item No 4: To organize a two day workshop on “*Outcome Based Education and Evidence-Based on-site Assessment during accreditation visits*”

Coordinator proposed to organize a two day workshop on “Outcome based Education and evidence based on-site assessment during accreditation team visits at the institute premises. All the members has approved and accepted.

Item No 5: To introduce “*RESEARCH BENCHMARKING CRITERIA*” to faculty for improving research quality at the Institution level

Coordinator has presented research benchmarking criteria for improving research quality at the institution level. Member have suggested few modifications and later approved by all the members.

Research benchmarking criteria is enclosed as in Annexure-I

Item No 6: To consider the “**PBAS pro-forma**” for teachers as per requirement of new API system as per UGC/State Government Guidelines of 6th pay scales.

It is desirable as per 6th pay scales guidelines of UGC/State government. All the member has approved and accepted for implementation.

PBAS pro-forma is enclosed as in Annexure-II

Item No 7: Periodic-Progressive performance

The coordinator has presented the mechanism for ensuring timely, efficient and periodic-progressive performance of **Academic, Administrative, Research** and **Extension activities** on regular basis, different standing committees/Cells were constituted and they have submitted their respective reports to IQAC.

Item No 8: Review on AQAR reports for the year 2015-16

Coordinator has discussed and presented the contents of AQAR reports for the years 2015-16. All the members has approved and accepted.

Item No 9: Review on Institute funding projects for students for the academic year 2016-17.

Committee has decided to offer financial support for innovative projects for the academic 2016-17.

Item No 10: Any other items with permission of chair

Nil

Table Item No 1: Media Centre

A media centre should be established in the Institute premises. A Minimum of 10 to 15 sq.m space and one Office table along with a chair. Committee has recommended nominating senior faculty as Public Relation Officer (PRO).

Prof Mallikharjuna Rao

Coordinator
Internal Quality Assurance Cell
AITS, Rajampet

Annexure-I

RESEARCH BENCHMARKING

Academic performance per faculty

Total articles in SCI/Scopus/web of Science journals

Number of books published

Number of citations

H-index of Institute and individual faculty member

SJR and SNIP values

International collaborations

Number of research projects ongoing and completed in the Institute

Number of patents granted and filed

Number of national and international conferences conducted in the Institute and faculty wise/ department wise.

Number and nature of awards received by the faculty members

Fellows of academies/societies /associations

Professional membership

Industrial Consultancy projects

Annexure-I

Pro-forma to assess Research quality output of faculty member

| SNO | Activity/Output/Outcome | Points per activity |
|-----|---|---|
| 1 | Patents | A-30 per patent granted B- 10 per patent filed |
| 2 | Papers published in SCI journals | A-5x for first/corresponding author B- 3x for other others |
| 3 | Papers published in Scopus/Web of science journals | A-4x for first/corresponding author B-2x for other authors |
| 4 | Papers published in other journals/online journals/conference proceedings | A-2 for first/corresponding author B-1 for other author |
| 5 | Article in magazine/New letter | 1 |
| 6 | Book chapters | A-10 Internal Publishers B-National publishers |
| 7 | Author of Book | A-60 International Publishers B-30 National Publishers |
| 8 | Editorial Board of SCI/Scopus/Web of Science Journals | A-40 Chief Editor B-20 Editorial board member |
| 9 | Editorial Board of other journals | A-15 Chief Editor B-5 Editorial board member |
| 10 | Awards | A-30 International B-15 National |
| 11 | Best Paper/Poster award in conference | A-3 International B-2 National |
| 12 | Memberships | 5 |
| 13 | NET/GATE/UGC/ICMR/ICAR/CSIR/Fellowship | 20 to do PhD 10 for lectureship |
| 14 | Externally funded Projects | A- PI=20 B- Co-PI=10 |
| 15 | Sponsored projects of industries & others | A- PI=15 B- Co-PI=7 C- Member=4 |
| 16 | Industrial Consultancy projects | A- PI=10 B- Co-PI=5 C- Member =3 |
| 17 | Thesis/dissertation supervised (degree awarded only) | A- 10 for PhD B- 4 for M.Tech/ MCA/ MBA C- 2 for B.Tech |
| 18 | Number citations | 1 point / 5 Citations |
| 19 | H-Index | 10 points / 01 H-Index point |

IQAC, AITS

Rajampet

ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES
(Autonomous)
Annual Self-Assessment for the Performance Based Appraisal System
(PBAS)

Session/ Year:

(To be completed and submitted at the end of each academic year) PARTA:

GENERAL INFORMATION

1. Name (in Block Letters):
2. Father's Name/Mother's Name/Husband's Name:
3. Department :
4. Current Designation & Grade Pay:
5. Date of last Promotion :
6. Address for correspondence (with Pin code)
7. Permanent Address (with Pincode)

Telephone No:

Email:

8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/Refresher Course attended during the year:

| Name of the Course | Place | Duration | Sponsoring Agency |
|--------------------|-------|----------|-------------------|
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PART 8: ACADEMIC PERFORMANCE INDICATORS (API)

CATEGORY: I.TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester-wise details, where Necessary)

| S. No. | Course/Paper | Level | Mode of teaching* | Hours per week allotted | % of classes taken as per documented record |
|--------|--------------|-------|-------------------|-------------------------|---|
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*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

| | | API Score |
|-----|--|-----------|
| (a) | Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given) | |
| (b) | Teaching Load in excess of UGC norm (max score: 10) | |

(ii) Reading I Instructional material consulted and additional knowledge resources provided to students

| S. No. | Course/Paper | Consulted | Prescribed | Additional Resource provided |
|--|--------------|-----------|------------|------------------------------|
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| API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score: 20) | | | | API Score |
| | | | | |

(iii) Use of Participatory and Innovative Teaching-Learning Methodologies,
Updating of Subject Content, Course Improvement etc.

| S. No. | Short Description | API Score |
|--------|-----------------------------|-----------|
| | | |
| | | |
| | Total Score (Max Score :20) | |

(iv) Examination Duties Assigned and Performed

| S No | Type of Examination Duties | Duties Assigne | Extent to which carried out(%) | API Score |
|------|----------------------------|----------------|--------------------------------|-----------|
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| | Total Score (Max: 25) | | | |

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to any of the following:

| S. No | Type of Activity | Average Hrs/week | API Score |
|-------|---|---------------------------------------|-----------|
| | (I) Extension, Co-curricular & field based Activities | | |
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| | Total (Max: 20) | | |
| | (ii) Contribution to Corporate Life and Management of the Institution | Yearly/Semester wise responsibilities | API Score |
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| | Total (Max: 15) | | |
| | (iii) Professional Development Activities | | |
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| | Total (Max: 15) | | |
| | Total Score (I+ ii +iii) (Max :25) | | |

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

| SNo. | Title with page nos. | Journal | ISSN/ISBN No | Whether peer reviewed. Impact Factor, if any | No. of co-authors | Whether you are the main author | API Score |
|------|----------------------|---------|--------------|--|-------------------|---------------------------------|-----------|
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B(i)) Articles / Chapters published in Books

| SNo | Title with page nos. | Book Title, editor & publisher | ISSN / ISBN No | Whether peer reviewed. | No. of co-authors | Whether you are the main author | API Score |
|-----|----------------------|--------------------------------|----------------|------------------------|-------------------|---------------------------------|-----------|
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ii) Full Papers in Conference Proceedings

| SNo | Title with page nos. | Details of Conference Publication | ISSN/ISBN No | No. of co-authors | Whether you are the main author | API Score |
|-----|----------------------|-----------------------------------|--------------|-------------------|---------------------------------|-----------|
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iii) Books Published as single author or as editor

| SNo | Title with page nos. | Type of Book & Authorship | Publisher & ISSN/ ISBN No | Whether peer reviewed | No. of co-authors | Whether you are the main author | API Score |
|-----|----------------------|---------------------------|---------------------------|-----------------------|-------------------|---------------------------------|-----------|
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III C). Ongoing and Completed Research Projects and Consultancies

(c)(i & ii) Ongoing Projects / Consultancies

| s. No. | Title | Agency | Period | Grant/ Amount Mobilized (Rs lakh) | API Score |
|--------|-------|--------|--------|-----------------------------------|-----------|
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(c)(iii & iv) Completed Projects / Consultancies

| SNo | Title | Agency | Period | Grant/ Amount Mobilized (Rs lakh) | Whether policy document/patent as outcome | API Score |
|-----|-------|--------|--------|-----------------------------------|---|-----------|
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(D) Research Guidance

| S No | Number Enrolled | Thesis Submitted | Degree awarded | API Score |
|----------------------|-----------------|------------------|----------------|-----------|
| M.Phil or equivalent | | | | |
| Ph. D. or equivalent | | | | |

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (not less than one week duration)

| S. No. | Programme | Duration | Organized by | API Score |
|--------|-----------|----------|--------------|-----------|
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(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

| SNo | Title of the Paper presented | Title of Conference /Seminar | Organized by | Whether international /national/ state /regional /college or university level | API Score |
|-----|------------------------------|------------------------------|--------------|---|-----------|
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E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc

| s. No | Title of Lecture/Academic Session | Title of Conference /Seminar etc | Organized by | whether international /national | API Score |
|-------|-----------------------------------|----------------------------------|--------------|---------------------------------|-----------|
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IV. SUMMARY OF API SCORES

| | Criteria | Last Academic. Year | Total-API Score for Assessment Period | Annual Av. API Score for Assessment Period |
|------------|--|---------------------|---------------------------------------|--|
| I | Teaching, Learning and Evaluation related activities | | | |
| II | Co-curricular, Extension, Professional development etc | | | |
| | Total I+II | | | |
| III | Research and Academic Contribution | | | |

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| S. No. | Details (Mention Year, value etc. where relevant) |
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LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

| | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS pro-forma.

Signature of the faculty
with Designation,
Place & Date

Signature of HOD

PRINCIPAL

N: B: The Annual Self-Assessment pro-forma duly filled along with all enclosures, submitted for CAS promotions will be verified by the university/college and information filed with the IQAC.