

ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES:: RAJAMPET  
(AUTONOMOUS)  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING  
Feed Back - Action Taken Report

To following actions were taken based on the feedback taken from various stake holders during the academic year 2019-20 in the meeting of the Feed Back Committee, held on 14-12-2020.

S.No.	Decision about	Action Taken
1	Increase number of training and placement classes	Recommended to increase the training activities
2	Increase the communication skill development classes	Recommended to increase communication skill development classes
3	Improve the hostel facilities in the organization.	Recommended to improve the hostel facilities in the organization
4	Improve the configuration of systems in labs	Recommended to improve configuration of systems in labs
5	Provide more facilities to develop mini and major projects	Recommended to provide more facilities to develop mini and major projects
6	Need to revise Courses	Courses were revised in R 20 Regulation
7	Limit no. of online classes per day.	No.of online classes limited to four per day w.e.f. 17/08/2020
8	Request to provide more number of Internship Programs	Recommended for more number of Internship Programs
9	Separate app for online classes.	Separate app (MS Teams) was purchased for conducting online classes commences from 17/08/2020
10	Limit no. of questions in mid examinations.	An amendment was done on no.of questions in mid examinations is limited to three instead of four for the forgoing mid examinations
11	Mid-II and external examination on the same day.	An amendment was done on conduction of mid-II and external examination on the same day for the forgoing examinations.
12	Any other item with permission of chair.	

This report is to be presented to the Programme Assessment Committee for its approval and feedback.

  
 HOD EEE  
 Head of the Department  
 Electrical & Electronics Engineering  
 Annamacharya Institute of Technology & Sciences  
 New Boyanaballi, Rajampet - 516 120

ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES:RAJAMPET  
(AUTONOMOUS)  
DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING  
Feed Back Meetings Agenda

07-12-2020

**Attention: Feedback committee members**

The 5<sup>th</sup> Feedback committee meeting is scheduled at 4:00 PM on 14<sup>th</sup> December 2020 at seminar hall of Electrical & Electronics Engineering Smart Class room. All the feedback committee members are requested to attend the same without fail.

**Meeting agenda:**

- Item No. 1: Increase number of training and placement classes
- Item No. 2 Increase the communication skill development classes
- Item No. 3 Improve the hostel facilities in the organization
- Item No. 4 Improve the configuration of systems in labs
- Item No. 5 Provide more facilities to develop mini and major projects
- Item No. 6 Need to revise Courses
- Item No. 7 Limit no.of online classes per day.
- Item No. 8 Request to provide more number of Internship Programs
- Item No. 9 Separate app for online classes
- Item No. 10 Limit no.of questions in mid examinations
- Item No. 11 Conduct Mid-II and external examination on separate days
- Item No. 12 Any other item with permission of chair.

  
Dr. M. Padma Lalitha  
HOD-EEE  
Head of the Department  
Electrical & Electronics Engineering  
Annamacharya Institute of Technology & Sciences  
Jew Boyanapalli, Rajampet - 516 126

Copy to: Feedback committee members

Proceedings Of The Meeting Of The Feed Back Committee Held On 14-12-2020 At 4:00 Pm In Departmental Smart Class Room.

A meeting of feedback committee was held in Departmental Smart Class Room on 14-12-2020 at 4:00 PM under the chairman ship of Dr. M.Padma Lalitha, Head of the department, Electrical & Electronics Engineering, Annamacharya Institute of Technology and Sciences (Autonomous), Rajampet.

### Members Present

1. Dr.M.Padma Lalitha Prof & HOD, Dept. of EEE
2. Dr.O.Hema Kesavulu, Professor, Dept. of EEE
3. Dr.P.B.Chennaiah, Professor, Dept. of EEE
4. Dr.P.Gopi Associate Professor, Dept. of EEE
5. Dr.P.S.Suresh Associate Professor, Dept. of EEE
6. Mr.K.Harinath Reddy, Assistant Professor, Dept. of EEE
7. Mr.C.Ganesh Assistant Professor, Dept. of EEE
8. Dr.K.Dhananjaya Babu Assistant Professor, Dept. of EEE

At the outset Dr. M.Padma Lalitha HOD-EEE welcomed members of feedback committee to the 5<sup>th</sup> meeting of the Feedback committee and agenda items were taken up for discussion.

**Item No. 1:** Increase number of training and placement classes

Recommended to increase the training activities

**Item No. 2:** Increase the communication skill development classes

Recommended to increase communication skill development classes

**Item No. 3:** Improve the hostel facilities in the organization

Recommended to improve the hostel facilities in the organization

**Item No. 4:** Improve the configuration of systems in labs

Recommended to improve configuration of systems in labs

**Item No. 5:** Provide more facilities to develop mini and major projects

Recommended to provide more facilities to develop mini and major projects

**Item No. 6:** Need to revise Courses

Courses were revised in R 20 Regulation

**Item No. 7:** Limit no. of online classes per day.

Recommended for less no.of online classes, so that students attend to classes effectively

**Item No. 8:** Request to provide more number of Internship Programs

Recommended for more number of Internship Programs

**Item No.9** Separate app for online classes.

Due to separate app for online classes, classes can be conducted without any interruptions.

**Item No. 10** Limit no. of questions in mid examinations.

Due to limited no.of questions in mid examinations, students retain in examination hall for a long time can be avoided in pandemic situation.

**Item No. 11** Conduct Mid-II and external examination on the separate days.

Due to conduction of Mid-II and external examination on the same day, the no.of days taken to conduct mid-II and external examination can be minimized

**Item No. 12** Any other item with permission of chair.  
NIL.

Chairman announced the conclusion of the meeting.

The meeting ended with vote of thanks by Chairman-EEE.

  
Dr.M.Padma Lalitha  
HOD EEE  
Head of the Department  
Electrical & Electronics Engineering  
Annamacharya Institute of Technology & Research  
New Boyanapalli, Rajamahendravaram - 516 120