

PROCEEDINGS OF THE MEETING OF THE IQAC HELD ON 29.09.2014 AT 4.00 P.M. IN COFERENCE ROOM

A Meeting of the Committee Constituted for Internal Quality Assurance Cell was held in the Conference Room on **29.09.2014** 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 3rd meeting of the IQAC for the year 2014. Dr. G Prabhakara Rao, Senior Administrative member has welcomed the members of IQAC and encouraged members to support and strengthen IQAC.

Item 1): Review of 2nd meeting minutes and ratification

Ratified 2nd meeting minutes

Item 2) Nomination of the new chairman of IQAC and resolution

Prof N Mallikharjuna Rao, Coordinator has proposed Dr. SMV Narayana, Professor in Civil Engineering as new IQAC chairman and all the members has accepted and it is ratified.

Item 3) Remarks by new Chairman in brief

Dr SMV Narayana has presented quality factors in engineering institution for improving quality on education.

Item 3) to finalize the contents of Institute's rules book

Coordinator (IQAC) has informed about content of institute's rules and regulations and supplied skeleton of contents to members. Members have decided to go for rules book with contents supplied. Copy enclosed as Annexure I

Item 4) Introduce Performance Based Appraisal System (PBAS)

Committee has decided to implement PBAS at this institute for next academic year. Copy enclosed as Annexure II

Item 5) Approval of new feedback system

Committee has decided to implement criteria based feedback system at this institute for next academic year.

Item 6) Filled-up the Performa (research database) of faculty

Committee has decided to collect research data from the individual faculty members working at this institute for sharing among other researchers. Copy enclosed as Annexure III

Item 7) Feedback of NAAC evaluation criterion

Coordinator has presented Post Accreditation initiatives at this institute after NAAC visit.

Item 8) Research & Development Cell activation

Activate research cell

1. Encourage the faculty members to publish their research work in Scopus indexed journals.
2. R&D cell-to prepare and submit proposals to various funding agencies (UGC, MHRD, AICTE, NBA and NAAC) for acquiring funds.
3. Regulations for conference attendees
 - a. Check on quality of the paper before financial support
 - i. Plagiarism
 - ii. Quality of conference

Steps (i) and (ii) are authenticated by research and development cell

4. Faculty members publish their research work in journals without fee
 - i. Benefits / incentives. It is required to provide cash prize or other benefits (say example: one increment for two Scopus indexed publications or some cash prize)
5. Improve the quality on M.Tech projects
 - a. Make it compulsory at least one publication in peer reviewed journals (Specific domain focus) for M.Tech course.
 - b. M.Tech students are required to submit their publications in R&D Cell.
6. R & D cell is responsible to train the faculty members on Outcome Based Education
7. R & D cell is responsible to improve the quality on faculty members' especially on teaching and learning process for young teachers.

8. R & D cell is responsible to release monthly bulletin with publications, conference attendees and recent activities held in the institute premises. (circulate one copy to each department, one copy to website update and two or three copies to library)

Item 9) Funds to student projects (2 per year)

Institute provides funds for student academic projects- a maximum of 2 projects per year.

1. Receive the proposals from students with the following information:
 - a. Aim of proposal
 - b. Objectives and Significance of proposal
 - c. Project cost estimation plan
 - d. Duration for completion of project
2. The committee decides and accepts the project proposals which are constituted by Director/ Principal.
 - a. Chairman – In-charge R & D cell
 - b. Member from senior position
 - c. Member from senior position
 - d. Convener from senior position

Item 10) AITS employee's welfare association constitution

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

Initiated welfare association and decided to establish the association soon.

Item 11) 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 *(AN AUTONOMOUS INSTITUTION)*

INSTITUTE RULES AND REGULATIONS



Permanent affiliation from JNTUA, Anantapuram,
(Accredited by National Board of Accreditation (NBA), New Delhi)
(Accredited by National Assessment and Accreditation Council (NAAC),
Bangalore)

Accredited by Institute of Engineers (India), Kalkotta)

New Boyanapalli, Tallapaka (Panchayth)
Rajamapet-516126, Andhra Pradesh, India

E-mail: aitsap@yahoo.co.in

Institute URL: aitsrajampet.ac.in

2014-15

Annexure I

Contents

- 1. Introduction**
 - a. Admission criteria
 - b. Structure of admission process
- 2. Institute Administration**
 - a. Governing Body
 - b. IQAC Cell
 - c. Academic Council
 - d. Boards of Studies
 - e. Finance Committee
 - f. College Academic Committee
- 3. Regulation for Staff members**
 - a. General rules
 - b. Leave rules
 - i. Casual leaves
 - ii. Earned leaves
 - iii. Maternity leaves
 - iv. Academic leaves
 - v. Special Casual leaves
 - c. Pay Rules
 - i. Teaching
 - ii. Non-Teaching
 - d. Conference /workshop/paper presentation attendee's
 - i. National Level
 - ii. International Level
 - e. Research & Development cell rules
- 4. Academic regulations**
 - a. B.Tech
 - b. M.Tech
 - c. MBA
 - d. MCA
- 5. Examination system**
 - a. Internal examination scheme
 - b. External examination scheme
 - c. Evaluation practice
 - d. Results monitoring system
- 6. Other rules**
 - a. Anti ragging
 - b. Inter-discipline
 - c. Educational tours
 - d. Sport and games
 - e. Cultural event rules
 - f. Dress code
 - g. Fresher's day/farewell day

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- h. Annual Days
- 7. Hostel Regulations**
- 8. Student rules**

On admission to any course of study, every student submits himself/herself to disciplinary jurisdiction of the management of the Institute, the In-charge and other officers of the institute who may be vested with the authority to exercise discipline under Annamacharya Institute of Technology & Sciences (Autonomous) act and ordinance, Rules and Regulations that have been or will be framed by the institute.

- The students are advised to keep themselves aware of the Institute rules. They are also advised to go through detailed Hostel rules and Prevention of Ragging rules given separately.

Ignorance of rules shall not be an excuse for violation.

- Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and residents of the Institute, and good behavior to senior students.
- Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, students or other personnel and residents of the Institute; use of abusive and offensive language: disturbing students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
- Loud talking, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
- Students are required to be dressed neatly and decently.
- Use of cell phones is strictly prohibited in all academic areas of the campus. Use of cell phones would entail confiscation of the handset. It would be returned only: (a) At the end of the course or, (b) After payment of a fine of Rs. 2,000/-.

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- Late arrival and early departure at or from a class are recorded as absence from the class. Students are not allowed to leave the institute during working hours without the written permission of the Principal.
- Students will not operate any machinery / equipment without the permission of the instructor.
- No responsibility will be accepted by the institute for any injury, loss or damage to the personal articles of students.
- The students at the institute require attention and diligence. A student neglecting his / her studies and having unsatisfactory progress will be given two warnings after which if he/ she fails to improve, he/she will be liable for expulsion from the institute.
- It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
- Students shall observe all safety precautions. The institute is not responsible for any accident, of whatever nature, in the institute, hostel, workshop, play ground and during summer training and industrial training or educational tour/trip.
- Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.
- The students will compensate damage to institute/ hostel property/furniture caused by neglect or willful damage. Defacing the walls or institute property will be viewed seriously.
- Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ hostel room, lab etc. Students must help keep the institute neat and clean and also preserve and maintain the gardens.
- Students must pay their fee/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that fees once paid will not be refunded/ adjusted. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.

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- Students must keep their identity cards always with them and shall show the same on demand by any faculty/official of the institute.
- Candidates have to fulfill the minimum attendance requirements as per university norms. No students will absent him/her from any of the lectures without leave having been obtained previously from the Class In-charge and that too for sufficient cause and if he/she is irregular in attendance, or fails to show progress or is not diligent in studies, his /her name is liable to be struck off from the rolls of the institute. In case of a candidate who joined late owing to late declaration of result or who sought admission provisionally till declaration of the lower examination, the lecture requirements will be calculated as per academic rules and provisions.
- Students claiming benefits/ concessions on medical grounds are required to submit medical certificate from a govt. hospital or dispensary. The certificate should be submitted by student concerned within a week of rejoining the Institute after illness. However in such cases there will not be any relaxation in the minimum attendance requirement to appear in the AITS semester examination.
- Any student found smoking or under the influence of intoxication of alcohol/drugs in the Institute or in the Hostel is liable to strict disciplinary action which may be up to expulsion from the Institute.
- The name of the student who fails to submit the university examination form for the semester in which he/she is studying without the approval of the Director-Principal shall be removed from the Institute rolls.
- The students are advised to see regularly the notices displayed on the Institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.
- Any student who fails to clear all the dues shall be debarred from appearing in semester examination.
- All applications must be addressed to the Principal.
- The Director-Principal reserves the right to modify any of the Institute rules as and when necessary. The decision of the Director-Principal in all matters shall be final

Annexure II

Annamacharya Institute of Technology & Sciences

(An Autonomous Institution)

Rajampet-516126

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Session/ Year:

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

PART A: 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/ Summer School	Place	Duration	Sponsoring Agency
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PART 8: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS preform before filling out this section)

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

*-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 / Instructional material consulted and additional knowledge resources provided to students

S. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
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 Assigned	Extent to which carried out(%)	API Score
	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		
	Total (Max: 20)		
	(ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	Total (Max: 15)		
	(iii) Professional Development Activities		
	Total (Max: 15)		
	Total Score (I+ ii +iii) (Max :25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals

S. No.	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

B(i)) Articles /Chapters published in Books

S. No.	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

ii) Full Papers in Conference Proceedings

S. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author	API Score

iii) Books Published as single author or as editor

S. No.	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

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

(c) (iii & iv) Completed Projects / Consultancies

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs lakh)	Whether policy document/patent as outcome	API Score

(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

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No	Title of the Paper presented	Title of Conference /Seminar	Organized by	Whether international /national/ state /regional /college or university level	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc

S. No	Title of Lecture/Academic Session	Title of Conference /Seminaretc.,	Organized by	whether international /national	API Score

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)

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 Proforma.

Signature of the faculty with
Designation, Place & Date

Signature of HOD / School
Chairperson/Principal

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

**ANNAMACHARYA INSTITUTE OF TECHNOLOGY & SCIENCES: Rajampet – 516126
DEPARTMENT OF RESEARCH AND DEVELOPMENT**

MEASURES TO ENHANCE RESEARCH OUTPUT

1	Name of the Teacher	
2	Designation	
3	Highest Qualification (HQ)	
4	If HQ is not PhD, whether registered for PhD? [Yes / No]	
5	If registered for PhD, give details	<p>Date of Registration : (enclose a copy of admission receipt)</p> <p>University :</p> <p>Guide :</p> <p>Topic of Research :</p> <p>Pre-Phd Examination is Passed: YES / NO (enclose copy of certificate)</p> <p>Progress up to now :</p> <p>Expected date to finish:</p>

6	Area of Research Interest	
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7	Can you improve your research output? [Indicate by ticking]	a) Publishing papers in peer refereed International Journals b) Publishing papers in peer refereed National Journals c) Presenting papers in peer refereed International Conferences d) Presenting papers in peer refereed National Conferences e) Undertaking in-house research projects f) Submitting research proposals for external funding agencies g) Submitting proposals for sponsored research		
8	What sort of academic support is required?			
9.	What sort of administrative support is required?			
10.	How many papers published till now & details publication (as annexures)	Scopus indexed	No :	Enclose accept notifications/publication details
		Non Scopus indexed	No:	
		<i>h</i> -Index		

11	Weather your published papers are free from Plagiarism	Yes / No
12.	To pursue your research objectives, what are the exemptions in administrative load are required?	
13.	What are the infrastructural facilities required?	
14.	Are you received any financial support from Institute? If yes, give details	

Head of the Department

Signature with date