

## **PROCEEDINGS OF THE MEETING OF THE IQAC HELD ON 22.10.2020 AT 3:05 P.M. IN CONFERENCE ROOM**

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A Meeting of the Committee Constituted for Internal Quality Assurance Cell was held in Conference Room on **22.10.2020** at 03:05 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. N. Mallikharjuna Rao – Member**
3. **Head of the Departments- EEE, ECE, CSE, MECH, IT, HS & MCA**
4. **Sri N. Subba Reddy - Member**
5. **Mrs N R. Gouthami- Member**
6. **Mr. O. Hemakesavulu- Member**
7. **Mr. M. Lokanath - Member**
8. **Mr. G. Sudha Kiran - Member**
9. **Mrs. S .Salma Begum- Member**
10. **Mr. P. Nagendra – Member**
11. **Mr. P Venkata Subbaiah- Member**
12. **Mr. C Sasidhar- Member**
13. **Dr. P. Chandra Reddy - Member**
14. **Sri. C Abhishek Reddy, Management Member**
15. **Sri Nagaraju Guptha- Member from Society**
16. **Mr. Anurudha Kulkarni- Member from industry**
17. **Mr. M. Udhay Kumar - Member from industry**
18. **Mr. C N J V Prasad - Member from industry**
19. **Dr. K. Prasad - Alumni**
20. **Sri. Abhijeeth Bhallurkar - Employee form other Group.**
21. **Ms. R Priyanka – Student Member**
22. **Mr. N. Ravi Chandra Obul Reddy – Student Member**
23. **Mr. K. Ajaya Kumar Reddy – Member Secretary**

At the outset Dr. N. Mallikharjuna Rao, Dean-Academics welcomed Dr. SMV Narayana, Principal of AITS and Chairman of Internal Quality Assurance Cell, and Hon'ble members of the Internal Quality Assurance Cell to the 14<sup>th</sup> meeting of the IQAC.

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

**Item No 1: Review of 13th meeting minutes and ratification**

Ratified the 13<sup>th</sup> meeting minutes

**Item No 2: Review of Annual Quality Assurance Report (AQAR) for AY 2018-19**

Coordinator has presented the contents of AQAR for the AY 2018-19 to be submitted to NAAC along with the data sheets. All members approved and accepted to submit the same before the month of May 31<sup>st</sup>, 2021.

**Item No 3: To organize Induction program for newly joined faculty**

A proposal has been placed to organize an induction program for the newly joined faculty on procedures and service rules followed at this institute along with the teaching learning process. After a lengthy discussion about the induction program it is concluded to schedule the program for the new joined faculty.

**Item No 4: Submission of AISHE data for the Academic Year 2019-20**

The data to be sent for AISHE for the academic year 2019-20 is presented for the members. All the members accepted and approved for the submission.

**Item No 5: Online Classes through Microsoft Teams**

Due to COVID-19 pandemic during the lockdown the classes are conducted and scheduled through ZOOM platform for about two months. Because of the time limitation it is proposed to conduct the online classes through Microsoft teams. In this regard necessary action has been taken for handling the classes through Microsoft teams. All the members appreciated the efforts put by the Technical team of computer networks.

**Item No 6: To conduct internal and external examinations for the students with standard operating procedures in view of COVID-19 pandemic.**

Due to COVID-19 pandemic the internal and external examinations for the final year students is delayed. In this regard it is decided to conduct the examinations for the students not to lose the academic year and to avoid the delay in joining of the placed students. All the members accepted and approved to conduct the examinations for all the students within the guidelines given by government and with the standard operating procedures.

**Item No 10: Any other item with the permission of chair**

NIL

Chairman announced the conclusion of the meeting

The meeting ended with vote of thanks by Coordinator, IQAC.

  
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