



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Near RTO Office, Gajularega, Vizianagaram-535003, Andhra Pradesh, India

Accredited by "NAAC", Approved by AICTE, New Delhi

(Permanently Affiliated to JNTUGV, Vizianagaram, Recognized by SBTET, Government of A.P)

Email: principal@sitam.co.in, Website: www.sitam.co.in, Face Book: /Sitam.Sgvp, Instagram:/sitamvzm

Telephone No:9676788811, 8978812341/2

EAMCET CODE: **SGVP**

JNTUGV CODE: **B6**

SBTET CODE: **649**

Minutes of Meeting of IQAC Committee

Date of Meeting: Friday, 12 APRIL 2024 (10:00 A.M -12:00 P.M)

Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Smt. Ch.V. Lakshmi, Coordinator, IQAC
3	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
4	Dr. K. Sreelatha, HoD, Dept of Humanities
5	Sri .Y. Santosh, HoD, Dept of EEE
6	Dr. Golajapu Venu Madhava Rao, HoD, Dept of CSE
7	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
8	Smt. L. Satyavathi, Librarian
9	Mr. J. Maheswara Rao, Warden-Boys Hostel
10	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 10.00 am on 12/04/2024 in connection with the following agenda points:

Agenda:

1) AQAR Submission 2023-24

2) EdX Courses

The Chairman discussed the agenda points in detail with the members present. Members discussed about AQAR 2023-24 submission and edX Courses.

(CH. VENKATA LAKSHMI)
Coordinator, IQAC

(Dr. D.V. RAMA MURTHY)
Chairman, IQAC & Principal



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Action Taken Report for the IQAC Meeting held on 12/04/2024

Item	Action Taken
AQAR Submission 2023-24	All Faculty members assigned to Criterion works to make AQAR Reports Which should be submitted. Each criterion was assigned in charge. In charges Are responsible for assigning tasks to each member of that respective criterion.
EdX Courses	All the students and faculty registered for EdX Courses, Completed the Courses, and Submitted Certificates to respective Class Teachers,

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Minutes of Meeting of IQAC Committee

Date of Meeting: Monday, 12 February 2024 (2:00 P.M -3:00 P.M)

Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Smt. Ch.V. Lakshmi, Coordinator, IQAC
3	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
4	Dr. K. Sreelatha, HoD, Dept of Humanities
5	Sri .Y. Santosh, HoD, Dept of EEE
6	Dr. Golajapu Venu Madhava Rao, HoD, Dept of CSE
7	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
8	Smt. L. Satyavathi, Librarian
9	Mr. J. Maheswara Rao, Warden-Boys Hostel
10	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 2.00 pm on 12/02/2024 in connection with the following agenda points:

Agenda:

- 1) Infosys Springboard Courses
- 2) NPTEL Courses

The Chairman discussed the agenda points in detail with the members present.

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Action Taken Report for the IQAC Meeting held on 12/02/2024

Item	Action Taken
Infosys Springboard Courses	All Faculty members and students registered with Infosys Springboard and Submitted Basic English Course Certificates.
NPTEL Courses	All the faculty and students registered for the NPTEL Exam. NPTEL Classes were conducted to Students and faculty helped them to submit assignments..

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Minutes of Meeting of IQAC Committee

Date of Meeting: Monday, 4 December 2023 (2:00 P.M -3:00 P.M)

Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Smt. Ch.V. Lakshmi, Coordinator, IQAC
3	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
4	Dr. K. Sreelatha, HoD, Dept of Humanities
5	Sri .Y. Santosh, HoD, Dept of EEE
6	Dr. Golajapu Venu Madhava Rao, HoD, Dept of CSE
7	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
8	Smt. L. Satyavathi, Librarian
9	Mr. J. Maheswara Rao, Warden-Boys Hostel
10	Smt. M. Satyaveni, Warden-Girls Hostel

A meeting was conducted with the members of IQAC committee at 2.00 pm on 04/12/2023 in connection with the following agenda points:

Agenda:

1)SDG activities

2) Rubrics and Case Study

The Chairman discussed the agenda points in detail with the members present.

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Action Taken Report for the IQAC Meeting held on

04/12/2023

Item	Action Taken
SDG Activities	SDG committee was formed with 7 members From all departments. All faculty and students in the SDG Committee Participated in Sustainable development programs, alumni meet, and social responsibility programs.
Rubrics and Case Study	All the Faculty prepared rubrics for their respective lab and case studies for concerned Subject. Faculty asked students to prepare case studies of concern subject. All students prepared case studies on concern subject.

(CH. VENKATA LAKSHMI)
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(Dr. D.V. RAMA MURTHY)
Chairman, IQAC & Principal