



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)

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Telephone No:9676788811, 8978812341/2

EAMCET CODE: **SGVP**

JNTUGV CODE: **B6**

SBTET CODE: **649**

Minutes of Meeting of IQAC Committee

Date of Meeting: 16 September 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	Dr. Y Narendra, 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

The Chairman discussed the agenda points in detail with the members present. The committee deliberated on preparation of academic calendars, faculty participation in FDPs, and quality initiatives for effective implementation during the academic year.

Agenda:

1. Academic Planning for AY 2024–25
2. Faculty Development Programmes
3. NAAC Quality Initiatives

(CH. VENKATA LAKSHMI)

Coordinator, IQAC

(Dr. D.V. RAMA MURTHY)

Chairman, IQAC & Principal



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Action Taken Report – Meeting held on 16.09.2024

Agenda	Action Taken
Academic Planning	Academic calendars prepared and circulated to all departments
FDPs	Faculty encouraged to attend FDPs and workshops
NAAC Initiatives	Departments guided to maintain quality documentation

(CH. VENKATA LAKSHMI)
Coordinator, IQAC

(Dr. D.V. RAMA MURTHY)
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Minutes of Meeting of IQAC Committee

Date of Meeting: 12 December 2024 (11:00 AM – 12:30 PM)

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	Dr. Y. Narendra, 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

Agenda:

1. Review of I Semester Academic Progress
2. Student Feedback Analysis
3. Industry Interaction Activities

The Chairman reviewed the academic progress of I semester and discussed student feedback analysis. The committee suggested strengthening industry interaction through guest lectures and industrial visits.

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Action Taken Report for the IQAC Meeting held on **12.12.2024**

Agenda	Action Taken
Academic Review	Academic progress reviewed department-wise
Student Feedback	Feedback collected and corrective measures initiated
Industry Interaction	Guest lectures and industry visits planned

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Minutes of Meeting of IQAC Committee

Date of Meeting: 20 March 2025 (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	Dr. Y. Narendra, HoD, Dept of EEE
6	Dr. Golajapu Venu Madhava Rao, HoD, Dept of CSE
7	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
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Agenda:

1. Preparation for End Semester Examinations
2. Research & Innovation Activities
3. Extension and Outreach Programmes

The Chairman discussed examination preparedness and encouraged faculty participation in research and extension activities. The committee emphasized documentation of outreach activities.

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Action Taken Report for the IQAC Meeting held on **20.03.2025**

Agenda	Action Taken
Examinations	Examination schedules prepared and circulated
Research	Faculty encouraged to publish papers and apply for projects
Extension Activities	NSS and outreach activities conducted and documented

(CH. VENKATA LAKSHMI)
Coordinator, IQAC

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Chairman, IQAC & Principal