



# 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:** 20 June 2025 (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

**Agenda:**

1. AQAR Preparation for AY 2024–25
2. Online Certification Courses
3. Student Mentoring System

The Chairman discussed AQAR preparation and allocation of responsibilities. The committee deliberated on encouraging online certification courses and strengthening the mentoring system.

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

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



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### Action Taken Report – Meeting held on 20.06.2025

Agenda	Action Taken
AQAR	Criterion-wise responsibilities assigned
Certifications	Students enrolled in NPTEL and online courses
Mentoring	Mentoring schedules prepared

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### **Minutes of Meeting of IQAC Committee**

**Date of Meeting:** 18 September 2025 (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. Academic Planning for AY 2025–26
2. Faculty Performance Appraisal
3. Use of ICT in Teaching–Learning

The Chairman reviewed academic planning and emphasized effective use of ICT tools. The committee suggested continuous monitoring of faculty performance.

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### **Action Taken Report for the IQAC Meeting held on** **18.09.2025**

<b>Agenda</b>	<b>Action Taken</b>
Academic Planning	Academic calendars finalized
Faculty Appraisal	Performance review conducted
ICT Usage	ICT tools promoted in classrooms

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### **Minutes of Meeting of IQAC Committee**

**Date of Meeting:** 24 January 2026 (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. Review of Quality Initiatives
2. Student Support Services
3. Preparation for Next Academic Year

The Chairman reviewed quality initiatives and student support services. The committee discussed preparation strategies for the upcoming academic year.

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Coordinator, IQAC

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### **Action Taken Report for the IQAC Meeting held on** **21.01.2026**

<b>Agenda</b>	<b>Action Taken</b>
Quality Initiatives	Continuous improvement measures adopted
Student Support	Counselling and placement support strengthened
Future Planning	Action plan prepared for next academic year

**(CH. VENKATA LAKSHMI)**  
Coordinator, IQAC

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