



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2021-22

Friday, July 16, 2021

The following members are nominated for the academic year 2021-22:

Chairperson
Dr. D. V. RAMAMURTHY, Principal
A few senior administrative officers
Dr. K. SREELATHA, HOD,HBS
Sri. T.D.V.A. NAIDU, HOD,ECE
Dr. G. VENU MADHAV RAO, HOD,CSE
Smt. L. SATYAVATHI, Librarian
Sri J. MAHESWARA RAO, Warden-Boys Hostel
Smt. M. SATYAVENI, Warden-Girls Hostel
Three to eight teachers:
Mrs. M. BHARGAVI, Asst. Prof, Dept of Civil Engg.
Mr. P.KARUNAKAR, Asst. Prof, Dept of EEE
Smt. V.SIRISHA, Asst. Prof, Dept of ECE
Mr. T. ANJI KUMAR, Asst. Prof, Dept of CSE
One or two members from the Management:
Prof. M. SASHIBHUSHANA RAO, Director
One / Two nominees from local society, Students and Alumni
Mr. G.PRASANTH (Alumni)
One / two nominees from Employers / Industrialists / Stakeholders
Sri. S. VENKATESWARA RAO, CMD, ANKISOLAR LLP, Gautham Nagar, Vepagunta, Visakhapatnam.
One of the teachers as the Coordinator of IQAC
Smt. CH. VENKATA LAKSHMI, Associate Professor, Dept. of Mechanical Engg.

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SPOC, IQAC
 SITAM, GAJULAREGA
 VIZIANAGARAM, A.P., INDIA

Dr. D.V. Rama Murthy
 Principal
 Satya Institute of Technology and
 Management (SITAM)
 Gajula Rega, Vizianagaram - 535002, A.P. INDIA, Mobile: 9676788855 / 11
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PRINCIPAL



Minutes of Meeting of IQAC Committee

Date of Meeting: Thursday, 09 June 2022(3 pm - 4 pm)
Attendees:

1	Dr. D.V. Ramamurthy, Principal
2	Dr. I Siva Rao, HoD, Dept of CSE
3	Smt. Ch.V. Lakshmi, Coordinator, IQAC
4	Sri. T.D.V.A. Naidu, Vice Principal (Admin)
5	Dr. K. Sreelatha, HoD, Dept of Humanities
6	Sri P. Karunakar, HoD, Dept of EEE
7	Sri. T. Anji babu, Asst. Professor, Dept of CSE
8	Mr. D. Avinash Babu, Training and Placement Officer
9	Dr. G.Ravi Kishore, HoD, Dept of Civil Engg
10	Smt. L. Satyavathi, Librarian
11	Mr. J. Maheswara Rao, Warden-Boys Hostel
12	Smt. M. Satyaveni, Warden-Girls Hostel

An online meeting was conducted with the members of IQAC committee at 3pm on 09/06/2022 in connection with the following agenda points:

Agenda:

- 1) NPTEL Swayam online courses
- 2) Students Placements and support in career services
- 3) Parents Teacher meetings

The Chairman discussed the agenda points in detail with the members present. The list of AICTE recommended Swayam online courses were gone through for the purpose of offering them in the forthcoming semesters under electives. In order to guide the students in their career planning, the Chairman along with the members discussed upon the need to establish a center for career planning. As an initial step, the idea of starting GATE classes for the II year students was also discussed in detail.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above mentioned agenda items in detail.


(CH. VENKATA LAKSHMI)
Coordinator, IQAC


(Dr. D.V. RAMA MURTHY)
Chairman, IQAC & Principal
Satya Institute of Technology and Management (SITAM),
Gajula Rega, Vizianagaram.


SPOC, IQAC
SITAM, GAJULA REGA
VIZIANAGARAM, A.P., INDIA



Action Taken Report for the IQAC Meeting held on 09/06/2022

Item	Action Taken
NPTEL Swayam online courses that can be offered in forthcoming semesters under Electives.	Departments have identified SWAYAM on-line courses to be offered in UG programs. The same has been approved.. All faculty and students need to compulsorily register atleast one online course in NPTEL SWAYAM.
Students Placements and support in career services	An exclusive platform of career guidance is established for providing training and placements. CRT classes are conducted to students and TPO s are making students to register in Internship programs.
Parents Teacher meetings	Counselling mentors need to interact with students and parents.

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SPOC, IQAC
SATYA INSTITUTE OF TECHNOLOGY AND
MANAGEMENT (SIETAM)
GAJULAREGA, VIZIANAGARAM, A.P., INDIA



Minutes of Meeting of IQAC Committee

Date of Meeting: Friday, January 28, 2022 (3:00 pm - 4:00pm)
Attendees:

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

A meeting was conducted with the members of IQAC committee at 3pm on 28/01/2022 in connection with the following agenda points:

Agenda:

- 1) Collection of student feedback online
- 2) Ulektz Learning management system
- 3) Spending in Library

The Chairman discussed the agenda points in detail with the members present. He discussed about using of Online Student Feedback form. And he asked to find on which areas need to focused in future.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above mentioned agenda items in detail.


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Action Taken Report for the IQAC Meeting held on 28/01/2022

Item	Action Taken
Collection of student feedback online	The detailed analysis reports are examined by the respective HoDs and necessary suggestions were given to respective faculty.
Ulektz Learning management system	Ulektz account is must for all students and faculty in our college. Faculty need to conduct online quiz and students should attempt quizzes. Faculty can post Notes and Assignment questions in Ulektz books.
Spending in Library	Notice Passed by principal sir that Every Faculty should spend at least 3 hours In a week.

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

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 Vizianagaram - 535 002, INDIA



Minutes of Meeting of IQAC Committee

Date of Meeting: Tuesday, November 30, 2021 (2:30pm-3:30pm)
Attendees:

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

A meeting was conducted with the members of IQAC committee at 2.30pm on 30/11/2021 in connection with the following agenda points:

1. Preparation of files for all criterions in the respective departments for the internal Academic Audit.
2. Extra classes
3. Review of Research and development

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SITATM
VIZIANAGARAM



Action Taken Report for the IQAC Meeting held on 30/11/2021

Item	Action Taken
Preparation of files for all criterion in the respective departments for internal audit	Files for all criterion necessary for internal audit are prepared and kept ready in the respective departments
Extra Classes	Extra classes are to be conducted for difficult subjects.
Review of Research and development	PhD status is analyzed. More than 30% are PhD awarded and 30% are PhD Pursuing and remaining are waiting for PhD admission. Patent cultural is initiated in the Institute. Number of journals published by faculty are analyzed and asked to increase the number

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GAJULA REGA, VIZIANAGARAM, INDIA



Minutes of Meeting of IQAC Committee

Date of Meeting: Monday, 10 October 2022 (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 P. Karunakar, 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

An online meeting was conducted with the members of IQAC committee at 10.00am on 10/10/2022 in connection with the following agenda points:

Agenda:

- 1)AQAR Submission 2021-22
- 2)Review of Academic Results
- 3)Counselling of each student

The Chairman discussed the agenda points in detail with the members present. Members Discussed about AQAR 2021-22 submission, review of academic results and counselling hours for student.

The Chairman finalized to conduct a meeting of the HoDs to discuss the above mentioned agenda items in detail.


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Action Taken Report for the IQAC Meeting held on 10/10/2022

Item	Action Taken
AQAR Submission 2021-22	All Faculty members assigned to Criterion works to make AQAR Reports Which should be submitted.
Review of Academic Results	MCQ Based practice test is planned through online mode The subjects are categorized on the basis of last three-year results. Focus will be on improvement in attendance. Extra hours may be allotted for hard subjects.
Counselling of each student	Each Counselling mentor (faculty) is assigned 20 students. He should keep track of students progress (attendance and marks) in Counselling books)

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