

# SITAM

## SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Gajularega, Vizianagaram, Andhra Pradesh, India-535002.

Accredited by "NAAC"

Approved by AICTE and Affiliated to JNTUGV, VIZIANAGARAM

Email: sitam@sitam.co.in, Website: www.sitam.co.in

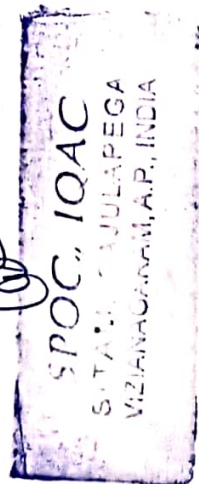
Telephone No: 9676788811, 8978812341/2, Land Line: 08922-234775



### 6.5.3 Average number of quality initiatives by IQAC per year for promoting quality culture (3)

Year	Name of quality initiative by IQAC	Date of conducting	Duration (from - to)	Number of
2022	Web Development Workshop	12/3/2022	03-12-2022 to 08-12-2022	70
2022	A Two Day workshop on Securities Market and Portfolio Management	12/9/2022	09-12-2022 to 10-12-2022	25
2023	One week workshop on GEOPROCESSING WORKFLOWS AND SPATIAL DATA MANAGEMENT - BEYOND THE BASICS	2/6/2023	06-02-2023 to 11-02-2023	75
2023	An internship on Machine Learning for mechanical students	2/13/2023	2/13/2023	40
2023	Fire and Safety Workshop in SITAM	3/3/2023	3/3/2023	50
2023	Skill development training programme under the aegis of SITAM and Dr Reddy's	3/16/2023	3/16/2023	60
2023	Two-day workshop on machine learning begins in SITAM	3/17/2023	17-03-2023 to 18-03-2023	60
2023	ONE DAY WORKSHOP HELD ON "NATIONAL HYDROLOGY PROJECT"	3/21/2023	3/21/2023	70
2023	A TWO DAY WORKSHOP HELD ON COMMUNICATIVE ENGLISH AT SITAM	3/24/2023	24-03-2023 to 25-03-2023	75
2023	A Three-day Workshop on Grammarathon observed at SITAM	4/10/2023	10-04-2023 to 12-04-2023	75

**Dr.D.V.Rama Murthy**  
Principal  
Satya Institute of Technology and  
Management (SITAM)  
Gajularega, Vizianagaram





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022-23**

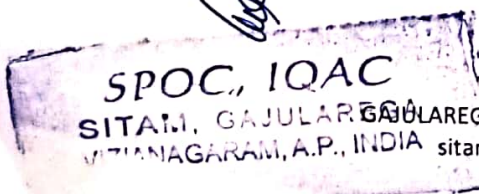
Saturday, July 16, 2022

The following members are nominated for the academic year 2022-23:

<b>Chairperson</b>
Dr. D. V. RAMAMURTHY, Principal
<b>A few senior administrative officers</b>
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
<b>Three to eight teachers:</b>
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
<b>One or two members from the Management:</b>
Prof. M. SASHIBHUSHANA RAO, Director
<b>One / Two nominees from local society, Students and Alumni</b>
Mr. G. PRASANTH (Alumni)
<b>One / two nominees from Employers / Industrialists / Stakeholders</b>
Sri. S. VENKATESWARA RAO, CMD, ANKISOLAR LLP, Gautham Nagar, Vepagunta, Visakhapatnam.
<b>One of the teachers as the Coordinator of IQAC</b>
Smt. CH. VENKATA LAKSHMI, Associate Professor, Dept. of Mechanical Engg.

*[Signature]*

**PRINCIPAL**



**Dr. V. Rama Murthy**  
Principal  
Satya Institute of Technology and  
Management (SITAM)  
Gajularega, Vizianagaram



**Minutes of Meeting of IQAC Committee**

Date of Meeting: Saturday, January 28, 2023 (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. Y. Santosh, 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 the IQAC committee at 3 pm on 28/01/2023 in connection with the following agenda points:

**Agenda:**

- 1) Course file
- 2) Spending in the Library
- 3) Case Study

The Chairman discussed the agenda points in detail with the members present. He discussed the course file and case study submission.

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

Dr. D.V. Rama Murthy  
Principal  
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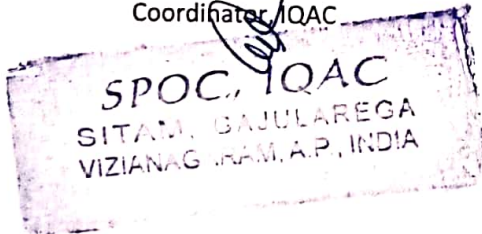
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## Action Taken Report for the IQAC Meeting held on 28/01/2023

Item	Action Taken
Course file submission	All the Faculty prepared the Course file of previous semester Subjects and submitted it to respective HoDs.
Spending in Library	Notice Passed by principal sir that Every Faculty should spend at least 3 hours in a week.
Case Study for respective Subjects	All faculty prepared and submitted Case Studies for their respective Subjects

(CH. VENKATA LAKSHMI)  
Coordinator, IQAC



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



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**Minutes of Meeting of IQAC Committee**

Date of Meeting: Friday, 09 June 2023(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. Y. Santosh, 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 09/06/2023 in connection with the following agenda points:

**Agenda:**

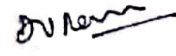
- 1) NPTEL Swayam online courses
- 2) Feedback from Student
- 3) Parents Teacher meetings


The Chairman discussed the agenda points in detail with the members present. The list of AICTE-recommended Swayam online courses was gone through to offer them in forthcoming semesters under electives and also discussed to conduct parent-teacher meetings and to collect feedback from students.

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

  
(CH. VENKATA LAKSHMI)  
Coordinator, IQAC  
SPOC, IQAC  
SITAM, GAJULAREGA,  
VIZIANAGARAM, A.P. INDIA



  
(Dr. D.V. RAMA MURTHY)  
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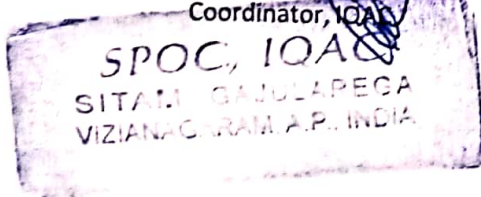


## Action Taken Report for the IQAC Meeting held on 09/06/2023

Item	Action Taken
NPTEL Swayam online courses that can be offered in forthcoming semesters under Electives.	Departments have identified SWAYAM online courses to be offered in UG programs. The same has been approved. All faculty and students need to register at least one online course in NPTEL SWAYAM compulsorily.
Feedback from students	Student feedback was forwarded to the planning committee, College Council, and managing council and management was studied by the committees, and actions were taken to improve suggestions shared by the students.
Parents Teacher meetings	Counseling mentors need to interact with students and parents.

*(Signature)*

(CH. VENKATA LAKSHMI)  
Coordinator, IQAC



*(Signature)*

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

Date of Meeting: Tuesday, 10 October 2023 (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 2.00 pm on 10/10/2023 in connection with the following agenda points:

### Agenda:

- 1) AQAR Submission 2022-23
- 2) Remedial Coaching
- 3) Student Progression & Placement

The Chairman discussed the agenda points in detail with the members present. Members discussed about AQAR 2022-23 submission, Remedial Coaching and student progression and placement.

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

(CH. VENKATA LAKSHMI)

Coordinator, IQAC

SPOC, IQAC

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(Dr. D.V. RAMA MURTHY)

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## Action Taken Report for the IQAC Meeting held on 10/10/2023

Item	Action Taken
AQAR Submission 2022-23	All Faculty members assigned to Criterion works to make AQAR Reports Which should be submitted.
Remedial Coaching	Remedial classes were conducted for students who are categorized as slow learners from the attainments.
Student Progression & Placement	Progression and placement data with supporting documents were collected from the departments.

*Ch. Venkata Lakshmi*

(CH. VENKATA LAKSHMI)

Coordinator, IQAC

SPOC, IQAC

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## Minutes of Meeting of IQAC Committee

Date of Meeting: Wednesday, November 30, 2022 (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 Y. Santosh 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 30/11/2022 in connection with the following agenda points:

1. Student Centric Methods
2. Review of Research and development
3. Counselling Each Students

(CH. VENKATA LAKSHMI)

Coordinator, IQAC

SPOC, IQAC

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## Action Taken Report for the IQAC Meeting held on 30/11/2022

Item	Action Taken
Student-centric methods	Student-centric methods were incorporated into the lesson plans.
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
Counseling Each Student	Mentors are assigned 30 students in one class and counseling is done to each student and recorded them in counselling books.

*S. Venkata Lakshmi*  
**S. VENKATA LAKSHMI**  
SITA Coordinator, IQAC  
VIZIANAGARAM, A.P. INDIA



*Dr. D.V. Rama Murthy*  
**(Dr. D.V. RAMA MURTHY)**  
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