



SIDDHARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY

(Autonomous)

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
(Accredited by NAAC with 'A' Grade)

Siddharth Nagar, Narayanavanam Road, PUTTUR-517 583, www.sistk.org

Minutes of the Meeting

Dr. P.Sangameswara Raju, Principal as Chair, the first IQAC Meeting for the academic year 2018-19 was convened on 07/08/2018, at 02.00PM in Board Room.

Agenda

1. Review on last IQAC meeting agenda points
2. Development of Curriculum
3. Status of Remedial Classes
4. Discussion on Disciplinary Measures
5. Any other matter with the permission of the chair

During the meeting, the agenda points were discussed more elaborately.

1. At the beginning, Dr. P.Sangameswara Raju, IQAC Chairman has reviewed the progress of Pervious IQAC points. Miss. M.Vijaya Lakshmi, IQAC Coordinator explained to the members on the action taken to achieve the previous tasks. She said that, various meeting were conducted with class teachers and class representatives to motivate the students to participate various curricular, extra-curricular and NSS events.
2. Dr. P.Sangameswara Raju, IQAC Chairman enquires about the progress of On-campus trainings for placements and Higher education. Miss. M.Vijaya Lakshmi, IQAC Coordinator explained soft skill training programs are already started on 05-07-2018 and some of other programs are scheduled.
3. Dr. P.Sangameswara Raju, IQAC Chairman was discussed about the implementation of R18 curriculum and syllabus. And also discussed about the further development of the curriculum. All the HODs are explained the progress.
4. Dr. P.Sangameswara Raju, IQAC Chairman enquired about status of remedial class and all the departmental HODs are given the explained about implementation of the remedial classes and progress.

5. Principal has advised the disciplinary committee to take utmost care to improve the regularity of the students.

The meeting was concluded at 3.00pm.

Dr. P.Sangameswara Raju,
Principal

Copy for kind information to:

- | | | |
|-----|--------------------------|----------------------------------|
| 1. | Dr.P.Sangameswara Raju | Principal |
| 2. | Mr.K.Madhu | Management Representative |
| 3. | Dr. M.Chittaranjan | Professor & HOD of CE |
| 4. | Mr.S. Ramesh | Professor & HOD of EEE |
| 5. | Dr. D. Sudhakar | Professor & HOD of MECH |
| 6. | Dr. S.Sivanandham | Professor & HOD of ECE |
| 7. | Dr. G.Nagalakshmi | Professor & HOD of CSE |
| 8. | Mr.B.Sarath Babu | Professor & HOD of BS&H |
| 9. | Miss.M.Vijaya Lakshmi | Associate Professor, coordinator |
| 10. | Mr. V.Gopi | Controller of Examinations |
| 11. | Mrs.C.Nishida Devi | Office Superintendent |
| 12. | Mrs.R.Anitha | Library Head |
| 13. | Dr.K.Chandrasekhar Reddy | Educationalist |
| 14. | Ms.B.Jayanthi | Student(Alumni) |

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Minutes of the Meeting

Dr. P.Sangameswara Raju, Principal as Chair, the second IQAC Meeting for the academic year 2018-19 was convened on 19/10/2018, at 02.00PM in Board Room..

Agenda

1. Review on last IQAC meeting agenda points
2. Preparation for NBA Accreditations
3. Laboratory manual preparation for the next semester.
4. Any other matter with the permission of the chair

During the meeting, the agenda points were discussed more elaborately.

1. At the beginning, Dr. P.Sangameswara Raju, IQAC Chairman has reviewed the progress of Pervious IQAC points. Departmental HOD are explained the progress of development of curriculum, and status on implementation of the R18 syllabus.
2. Dr. P.Sangameswara Raju, IQAC Chairman and committee member are given guidelines for the preparation of the Laboratory manuals for the next academic year after discussion.
3. Dr. P.Sangameswara Raju, IQAC Chairman given instructions for the preparing of Self-assessment report for the NBA accreditation. The committee members are given many suggestions for preparation on NBA document.
4. Principal has enquired disciplinary committee the progress of student regularity after implementing the disciplinary measure which is discussed in the previous IQAC meeting. Disciplinary committee members explained the various disciplinary measures to improve the students regularity like short messages to parents of the absent students, counsel the irregular student etc.

5. Miss. M.Vijaya Lakshmi, IQAC Coordinator explained to the members on progress previous tasks.

The meeting was concluded at 3.00PM.

Dr. P.Sangameswara Raju,
Principal

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Minutes of the Meeting

Dr. P.Sangameswara Raju, Principal as Chair, the third IQAC Meeting for the academic year 2018-19 was convened on 24/01/2018, between, at 02.30PM in Board Room.

Agenda

1. Review on last IQAC meeting agenda points
2. Progress of NBA Accreditations process
3. Initiation of On-Campus Training for Placements
4. Any other matter with the permission of the chair

During the meeting, the agenda points were discussed more elaborately.

1. At the beginning, Miss. M.Vijaya Lakshmi, IQAC Coordinator circulated the agenda points to the committee
2. Dr. P. Sangameswara Raju, IQAC Chairman has reviewed the progress of Pervious IQAC points. The departmental HODs and NBA coordinator are given the status of the progress on NBA SAR preparation and other NBA relevant works.
3. Dr. P. Sangameswara Raju, IQAC Chairman enquired the status laboratory manual. All departmental HODs are said that, lab manuals are prepared and printed as per the committee suggestions and using in the laboratory.
4. Dr. P. Sangameswara Raju, IQAC Chairman, proposed "Initiation of On-Campus Training for Placements" to improve the placements. Committee proposed that collaborations with external agencies as well as internal trainings to improve placements.
5. Dr. P. Sangameswara Raju, IQAC Chairman enquired the examination section, progress of regular exams conduction, implementation of R18 regulation. And also enquired the issues during implementing the R18 regulations. Controller of examination given progress related to examination.

The meeting was concluded at 3.30PM.

Dr. P.Sangameswara Raju,
Principal

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Minutes of the Meeting

Dr. P.Sangameswara Raju, Principal as Chair, the fourth IQAC Meeting for the academic year 2018-19 was convened on 04/03/2019, at 02.00PM in Board Room.

Agenda

1. Review on last IQAC meeting agenda points
2. Academic and Administrative Audit
3. Progress On-Campus Training for Placements
4. Any other matter with the permission of the chair

During the meeting, the agenda points were discussed more elaborately.

1. At the beginning, Miss. M.Vijaya Lakshmi, IQAC Coordinator circulated the agenda points to the committee
2. Dr. P. Sangameswara Raju, IQAC Chairman has reviewed the progress of On-Campus Trainings. The Placement coordinator given the status of the placement training to improve the placements.
3. Dr. P. Sangameswara Raju, IQAC Chairman and committee members are discussed on Academic and administration audit. And suggestion is given for the academic and administration audit. And also given guidelines for formation of the academic audit committee.
4. IQAC Committee also discussed about the improvement of the students regularity, participation of the students in various activities.

The meeting was concluded at 3.30PM.

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Principal

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