

# AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY (AUTONOMOUS)



Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK, Kakinada, SBTET,  
Recognized by UGC under 2(f) & 12(B) of 1956 Act,  
ISO 9001:2015 Certified Institution, Accredited by NAAC "A" Grade,  
Paritala, Kanchikacherla, Krishna Dist, Andhra Pradesh- 521180.  
www.amritasai.org.in, Phone: 0866 2428399.



Ref: ASIST/IQAC/CIR-23/-2022/23

Date: 07/08/2023

## CIRCULAR

All the HOD'S and members of IQAC are here by informed that there will be a meeting with principal on 8<sup>th</sup> August at 11.00 am in Principal chamber.

### AGENDA

1. Internal Audit for the Academic Year 2022-23.
2. Selection of dates
3. Deputation of staff for internal audit.

I would like to invite you all to attend the meeting and discuss upon the Agenda.

**IQAC Coordinator**

**Principal**

### PRINCIPAL

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521180

Copy to: The Chairperson

The Principal Office File

All Members of the IQAC.

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Ref: ASIST/IQAC/2022/23

Date: 08/08/2023

**ACADEMIC AND ADMINISTRATIVE  
INTERNAL AUDIT.**

*Minutes of the meeting held on 8<sup>th</sup> August, 2022-2023*

At the outset Coordinator of IQAC welcomed Dr.M.Sasidhar, Chairman of the committee, Hod's, senior faculty and other members. The agenda points were taken up for discussion with the permission of the chair.

The following points were discussed and deliberated upon in the meeting.


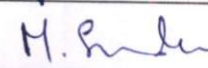
1. Principal discussed with the IQAC convener, senior faculty and HOD's about Academic calendar. College Activities, Conduction of Regular class promptly.
2. The following committees have been constituted by IQAC to carry out the internal audit of the departments in the Month of August for the academic year 2022-2023 in the next week.
3. After discussion with IQAC Coordinator and HOD'S the Principal has finalized the below faculty to carry out their Assigned department Internal Audit.
4. All the HOD's were asked to depute the allotted faculty to carry out the duty.
5. IQAC Coordinator Mr Dr.P.Chiranjeevi thanked the Principal and HOD'S and staff for their active participation of the meeting.

**ALLOTTED FACULTY TO CARRY OUT THE INTERNAL AUDIT.**

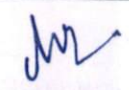
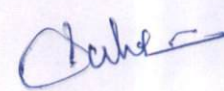
The committee that audits the Department of CSE.

Name	Designation	Department	Signature
Dr. Samiran Chatterjee	Professor	ECE	
Dr.D.DayakarRao	Professor	ECE	

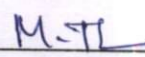
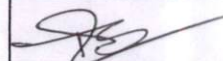
**The committee that audits the Department of ECE.**

Name	Designation	Department	Signature
Dr.Chiranjeevi Paritala	Professor	CSE	
Dr.M.Sreedevi	Professor	CSE	



**The committee that audits the Department of Civil**

Name	Designation	Department	Signature
Ch.Chinna Veeraiah	Assistant Professor	EEE	
Mrs.T.Suhasini	Assistant Professor	EEE	


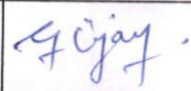
**The committee that audits the Department of EEE.**

Name	Designation	Department	Signature
Dr. M.Thiyagarajan	Professor	CIVIL	
B.Koteswara Rao	Assistant Professor	CIVIL	


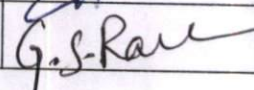
**The committee that audits the Department of Mechanical.**

Name	Designation	Department	Signature
P.Ramesh Babu	Assistant Professor	CSE	
K.Subhash Chandra	Assistant Professor	CSE	


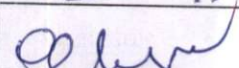
**The committee that audits the Department of B & SH**

Name	Designation	Department	Signature
Dr A.Vijaya Lakshmi	Associate Professor	ECE	
Dr.G.Vijay Kumar	Associate Professor	CSE	

**The committee that audits the Department of Examination Cell.**

Name	Designation	Department	Signature
Dr.V.Ramesh Babu	Professor	ECE	
Dr. G.Samba Siva Rao	Professor	CSE	

**The committee that audits the Department of Library.**

Name	Designation	Department	Signature
Dr.S. Viajaya Vardini	Professor	S & H	
Dr.T.Elango	Professor	MECH	

  
IQAC Coordinator

  
Principal

**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521 180

Copy to:

The Chairperson

Principal Office File

All Members of IQAC,

Exam Cell, Library, Staff, Notice board.

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S.No.	Name	Designation	Designation in Committee	Signature
1	Dr.M.Sasidhar	Principal, ASIST	Chairman	
2	Dr.P.Chiranjeevi	Director of Academics	Coordinator	
3	Sri.K.V.Rao	Office Manager	Member	
4	P.Venkateswara Rao	Director EDC	Member	
5	DrY.Jyotsna Sirisha Rani	Director, R&D	Member	
6	Sri.B.Rama Rao	HOD,ECE	Member	
7	Sri.D.Pavan Kumar	HOD,S&H	Member	
8	Sri.B.Praneeth	HOD, Mech	Member	
9	Dr.M.Thiyagarajan	HOD,CE	Member	
10	Mrs.M.Prameela	Assistant Professor CSE	Member	
11	Sri.Sk.Jaffrullah	Assistant Professor S&H	Member	
12	Sri.BTirumala Rao	Assistant Professor EEE	Member	
13	Sri.B.Sai Rama Krishna	Assistant Professor Mech	Member	
14	Mrs.T.Subhasini	Coordinator Women Empowerment cell	Member	
15	Sri.G.Naresh	Vice-president Syncreon Technology	Member	
16	Sri.Ch.Chinna Veeraiah	Office in-charge Examinations	Member	
17	Sri.P.Ramesh Babu	Placement Officer	Member	
18	Sri.K.Appa Rao	Librarian	Member	
19	Ms.Y.Kalyani	Student/Alumni	Member	



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2<sup>nd</sup>, April, 2021

**OFFICE ORDER**

The following members are appointed for Internal Quality Assurance Cell (IQAC) for the Academic year, 2021-2022, 2022-2023

1. Dr. M.Sasidhar	Principal, ASIST	Chairman
2. Sri.K.V Rao	Office Manager	Member
3. P.Venkateswara Rao	Director EDC	Member
4. Dr Y Jyotsna Sirisha Rani	Director, R&D	Member
5. Sri.Ch.Chinna Veeraiah	Office incharge Examinations	Member
6. Mrs.T.Subhasini	Coordinator Women Empowerment cell	Member
7. Sri.B Rama Rao	HOD, ECE	Member
8. Sri.D Pavan Kumar	HOD, S&H	Member
9. Sri.P.Ramesh Babu	Placement Officer	Member
10. Sri.B Praneeth	HOD, Mech	Member
11. Dr.M Thiyagarajan	HOD, CE	Member
12. Sri. K.Appa Rao	Librarian	Member
13. Mrs.M.Prameela	Asst prof CSE	Member
14. Sri.Sk.Jaffrullah	Asst Prof S&H	Member
15. Sri.B Tirumala Rao	Asst Prof EEE	Member
16. Sri.B.Sai Rama Krishna	Asst Prof Mech	Member
17. Ms. Y Kalyani	Student/Alumni	Member
18. Sri.G.Naresh	Vice- president Syncreon Technology	Member
19. Dr.P.Chiranjeevi	Director of Academics	Coordinator

  
(Dr M SASIDHAR)  
PRINCIPAL

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521180



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[www.amritasai.org.in](http://www.amritasai.org.in), 0866-2428399



8<sup>th</sup> April, 2020

### Minutes of 6<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:

Minutes of the 6<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 8<sup>th</sup> April, 2020 in the conference hall, administrative block at 10.00 AM. Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Dr. P.Chiranjeevi, Coordinator, IQAC, to continue with the further proceedings.

1. Dr. M. Sasidhar	Principal, ASIST	Chairman	
2. Sri K.V Rao	Office Manager	Member	
3. Dr.A Lakshmana Swami	Director EDC	Member	
4. Dr.D Dayakar Rao	Director, R & D	Member	
5. Mr. CH. Chinna Veeraiah	Officer incharge Examinations	Member	
6. Dr. P Durga Bhavani	CoOrdinator Womens Empowerment cell	Member	
7. Sri. B.Rama Rao	HOD, ECE	Member	
8. Sri.D.V Pavan Kumar	HOD,S&H	Member	
9. Sri P Ramesh Babu	Placement officer	Member	
10. Sri. B.Praneeth	HOD, Mech	Member	
11. Sri M Thyagarajan	HOD,CE	Member	
12. Sri K Appa Rao	Librarian	Member	
13. Sri. B Balaji	Assistant Prof ECE	Member	
14. Sri.N.Venkateswar Rao	Asst. Prof., MCA	Member	
15. Sri.G Raghu	Student	Member	
16. Sri .T. Shyam	Vice-President, syncreonTechnology	Member	
17. Dr. P.Chiranjeevi	Director of Academics	Coordinator, IQAC	

**Members Absent:**

Sri K V Rao, Office Manager, have not attended the meeting due to their due to covid-19 lockdown.

The following agenda items were discussed and deliberated upon.

**Item No. A. Action taken report on the proposals of 5<sup>th</sup> IQAC meeting held on 15-06-2019.**

Dr.M Sasidhar, Chairman, IQAC, presented the following **Action Taken Report** on the resolutions of the 5<sup>th</sup> IQAC meeting.

**1. ICT Enable Teaching and smart Class rooms**

Dr, P Chiranjeevi presented the report on how best utilization of MOOCS and NPTEL tutorials and he added that one conference room and one smart class rooms were established with full equipment like LCD projector, multimedia with PA systems .

Dr.M Sasidhar Principal extended further for to take classes in smart class rooms and asked HODs to implement smart class rooms for ever class in college and make college as smart college.

**Item No. (B) Issues for discussion**

**1. Action plan to complete the remaining syllabus & conduct internal examinations online**

**a)Syllabus coverage:**

Dr.P.Chiranjeevi requested the Head of various departments to present the status of syllabus coverage in the on-going even semester of 2019-20. Responding to this, all the head of the departments have informed their syllabus coverage. The essence of it is about 75% to 85% of the syllabus in 2<sup>nd</sup> / 3<sup>rd</sup> /4<sup>th</sup> year B.Tech /M.Tech /MCA/MBA was covered in the regular mode in the on-going even semester of 2019-20 by the time of COVID-19 lockdown. While 50-60% of syllabus was covered in 1<sup>st</sup> B.Tech / MBA /MCA /M.TECH since, the class work was commenced little later in the academic year.

Therefore Dr.P Chiranjeevi directed to complete the rest of syllabus by 31<sup>st</sup> May 2020 through online classes utilizing digital platform such as Google Met,Cisco WebEx, Zoom etc.

Dr. P. Chiranjeevi, IQAC coordinator proposed an online training session to all the faculty to training them in 'online teaching through digital platforms'. The responsibility was given to CSE & IT Heads.



Dr. M Sasidhar requested all the Heads to circulate the class wise schedule to all students in advance and ensure 80% of students attendance.

**b) Internal Examinations:**

Second midterm examinations for 2,3 and 4<sup>th</sup> B.Tech /MBA /MCA courses are pending. The Heads of CSE & IT recommended the MOODLE platform to conduct online 2<sup>nd</sup> midterm test. Dr. P Chiranjeevi asked to complete the online examinations before of June 2020.

Regarding continuous evaluation in laboratory courses, all Heads informed that it is almost completed for all classes before lockdown. However Dr. P Chiranjeevi directed the Heads to complete them through online interaction in the laboratory courses. Where the evaluation is yet to be done.

All the members to an understanding to complete continuous evaluation in Main Projects. Mini Projects and term papers through Skype.

Finally the Dr P Chiranjeevi requested all Heads that no student will suffer either in online classes or in online assessment.

**2) Action plan to engage the faculty and students effectively during lockdown through online courses.**

Dr. P Chiranjeevi directed all the Heads to utilize the Lockdown situation effectively by registering online courses for advancement of knowledge and keeping the following points in mind.


- The enhanced the emerging skills required for current industry for better employment and opportunities in higher education to students.


He requested all heads to follow-up course-era registrations of a final year students in particular. Through class counselors he also made it mandatory for a faculty to register at least one advanced online courses during lockdown.

**Finally it is resolved to**

- Complete the rest of the syllabus by 31st May 2020 through online classes utilizing digital platforms such as a Google meet Cisco WebEx zoom etc.
- Complete all internal pending examinations for 2nd 3rd and 4th B.Tech / MCA / MBA through MOODLES platform before middle of June 2020.
- Utilizing the lockdown situation effectively by registering online courses for advancement of knowledge for faculty and better employment and opportunities in higher education to students.

Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

  
(Dr.P.Chiranjeevi)  
Coordinator-IQAC

  
(Dr.M.Sasidhar)  
Chairman,IQAC&  
Principal,ASIST



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16<sup>th</sup>, March, 2020

**Minutes of 12<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:**

Minutes of the 12<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 16<sup>th</sup> March 2020 in the conference hall, administrative block at 10.00AM. Dr. M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Ch. Chinna Veeraiah Coordinator, IQAC, to continue with the further proceedings.

1. Dr. M. Sasidhar	Principal, ASIST	Chairman	
2. Sri. K. V Rao	Office Manager	Member	
3. Dr. Shaik Rafi	Director EDC	Member	
4. Dr. S. Vijaya Vardhini	Director, R&D	Member	
5. Dr. P. Chiranjeevi	Director of Academics	Member	
6. Dr. P. Durga Bhavani	Coordinator Women Empowerment cell	Member	
7. Dr. D. Dayakar Rao	HOD, ECE	Member	
8. Sri. D. Pavan Kumar	HOD, S&H	Member	
9. Sri. P. Ramesh Babu	Placement Officer	Member	
10. Sri. B. Praneeth	HOD, Mech	Member	
11. Dr. M. Thiagarajan	HOD, CE	Member	
12. Sri. K. Appa Rao	Librarian	Member	
13. Sri. E. Sateesh	Asst prof CSE	Member	
14. Sri. D. Balaji	Asst Prof S&H	Member	
15. Mrs. T. Suhasini	Asst Prof EEE	Member	
16. Ms. B. Sirisha	Student/Alumni	Member	
17. Sri. K. Ramya	Vice- president Syncreon Technology	Member	
18. Mr. Ch. Chinnaveeraiah	Office incharge Examinations	Coordinator	

(Dr M SASIDHAR)

**PRINCIPAL**  
**PRINCIPAL**

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist. - 521 180

The following agenda items were discussed and deliberated up on.

**Item No. A.Action taken report on the proposal's of 11<sup>th</sup> IQAC meeting held on 25-01-2020**

Dr.M.Sasidhar,Chairman,IQAC,presented the following Action taken report on the resolutions of the 11<sup>th</sup> IQAC meeting.

**1. ICT Enable Teaching and smart Class rooms**

Dr.P Chiranjeevi presented the report on how best utilization of MOOCS and NPTEL tutorials and he added that one conference room and one smart class rooms were established with full equipment like LCD Projector, multimedia with PA systems.

Dr.M.Sasidhar Principal extended further for to take classes in smart class rooms and asked HODS to implement smart class rooms forever class in college and make college as smart college.

**2. Action plan to engage the faculty and students effectively during lockdown through online courses.**

Dr.P.Chiranjeevi directed all the Heads to utilize the lockdown situation effectively by registering online courses for advancement of knowledge and keeping the following point sin kind.

- The enhanced the emerging skills required for current industry for better employment and opportunities in higher education to students.

He requested all heads to follow –up course – era registrations of a final year students in particular. Through class counselors he also made it mandatory for a faculty register at least on advanced online courses during lockdown.

**3. Action plan to complete the remaining syllabus & conduct internal examinations online**

a) Syllabus Coverage:

Dr.P.Chiranjeevi requested the Head of various departments to present the status of syllabus coverage in the on-going even semester of 2019-2020.Responding to this ,all the head of the departments have informed their syllabus coverage. There fore Dr.P Chiranjeevi directed to complete the rest of syllabus by 31<sup>st</sup> May 2020 through on line classes utilizing digital platform such as Google Met,Cisco,WebEx,Zoom etc...

Ch.Chinna Veeraiah,IQAC Coordinator proposed an online training session to all faculty to training them in o"online teaching through digital platforms" the responsibility was given to CSE & IT Heads.

M.Sasidhar requested all the heads to circulate the class wise schedule to all students in advance and ensure 80% of students attendance.

b) Internal Examinations:

Second midterm examinations for 2,3 and 4<sup>th</sup> B.Tech /MBA/MCA courses are pending. The Heads of CSE & IT recommended the MOODLE platform to conduct online 2<sup>nd</sup> midterm test Dr.P.Chiranjeevi asked to complete the online examinations before of June 2020

Regarding continuous evolution in laboratory courses, all Heads informed that it is almost completed for all classes before lockdown. However Dr.P.Chiranjeevi directed the Heads to complete them through online interaction in the laboratory courses. Where the evaluation is yet to be done.

All the members to understanding to complete continuous evaluation in main projects. Mini projects and term papers through Skype.

Finally the Ch .Chinnaveeraiah IQAC coordinator requested all heads that no student will suffer either in online classes or in online assessment.

**Finally it is resolved to**

- Complete the rest of the syllabus by 31<sup>st</sup> May 2020 through online classes utilizing digital platform such as a Google meet Cisco ,WebEx,Zoom etc.
- Complete all internal pending examinations for 2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> B.Tech /MCA/MBA through MOODLES platform before middle of June 2020
- Utilizing the lockdown situation effectively by registering online courses for advancement of knowledge for faculty and better employment and opportunities in higher education to students.
- Dr.M.Sasidhar .Chairman,IQAC and Principal,ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

(Ch.Chinna Veeraiah)  
Coordinator – IQAC

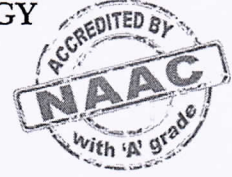
(Dr.M.Sasidhar)  
Chairman,IQAC& Principal,ASIST

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25<sup>th</sup>, January, 2020

**Minutes of 11<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:**

Minutes of the 11<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 25<sup>th</sup> January 2020 in the conference hall, administrative block at 10.00AM. Dr. M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Ch. Chinna Veeraiah Coordinator, IQAC, to continue with the further proceedings.

1. Dr. M. Sasidhar	Principal, ASIST	Chairman	
2. Sri. K. V. Rao	Office Manager	Member	
3. Dr. Shaik Rafi	Director EDC	Member	
4. Dr. S. Vijaya Vardhini	Director, R&D	Member	
5. Dr. P. Chiranjeevi	Director of Academics	Member	
6. Dr. P. Durga Bhavani	Coordinator Women Empowerment cell	Member	
7. Dr. D. Dayakar Rao	HOD, ECE	Member	
8. Sri. D. Pavan Kumar	HOD, S&H	Member	
9. Sri. P. Ramesh Babu	Placement Officer	Member	
10. Sri. B. Praneeth	HOD, Mech	Member	
11. Dr. M. Thiyagarajan	HOD, CE	Member	
12. Sri. K. Appa Rao	Librarian	Member	
13. Sri. E. Sateesh	Asst prof CSE	Member	
14. Sri. D. Balaji	Asst Prof S&H	Member	
15. Mrs. T. Suhasini	Asst Prof EEE	Member	
16. Ms. B. Sirisha	Student/Alumni	Member	
17. Sri. K. Ramya	Vice-president Syncreon Technology	Member	
18. Mr. Ch. Chinnaveeraiah	Office incharge Examinations	Coordinator	

**(Dr. M. SASIDHAR)  
PRINCIPAL**

**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521180

The following agenda items were discussed and deliberated upon  
**Item No.A.Action taken report on the proposals 10<sup>th</sup> IQAC meeting held on 2<sup>nd</sup> January 2019**

Dr.M.Sasidhar ,Chairman,IQAC,presented the following

**Action Taken report** on the resolutions of 10<sup>th</sup> IQAC meeting.

**1. Effectiveness and successful monitoring of Quality Circles.**

Dr.M. Sasidhar,chairman,requested the heads of various departments to present about the functioning of Quality Circles.

Ch.Chinnaveeraih,HOD,EEE said that in EEE Department slow learners (<50% marks) were identified after the completion of first two internals examinations of course work and they are taken care in all aspects for their betterment through quality circles. He further said that,for advanced learners coding student welfare club was formed to enhance the computation thinking and to make them expertise in coding.

Sri Dr.D.Dayakar Rao,HOD ECE said that QC hour is incorporated in time table weekly and is monitored by the designated In-charge.

Sri B.Praneeth HOD,ME,Said that, Quality Circles implemented for strength of Materials course and 80% of students cleared backlogs due to QC approach

In this regard Dr.M Sasidhar,Chairman,suggested that the quality circles should be implemented effectively in all departments, not only for the benefit of slow learners,but also to improve the performance of students in campus placements.

**2. Plastic free campus – initiatives in each department**

Dr.M.Sasidhar, has presented the report on initiatives taken on minimization of single use plastics in all departments as well as in the college to make the campus a plastic – freezone. Further, he added that computer science and Engineering Department organized two events,ideahon and photography,to create awareness about the plastic usage and its harmful effects. Information Technology department organized international plastic bag free day and mechanical Engineering Department organized international program called “Say No to Plastic”

**3. Departmental distinctiveness**

Dr.M Sasidhar, requested the heads of various departments to present about the distinctiveness of their departments.

Dr.P Chiranjeevi,HOD,CSE explained about the Semester Readiness programe (SRP) and the work book developed for laboratory courses and the functioning of computers in the department.

Ch.Chinnaveeraiah,HOD,EEE explained that, the department is offering extensive training in PCB design for the present first year students.

Sri P Ramesh babu said that achieving 100% placement and establishment of collaborative labs withIBM,Apple is the distinctiveness.

Sri.Thiyarajan HOD of CIVIL explained about the establishment of centre of excellence in composites, useful for PG Project work, R& D and consultancy services.

#### **4. Implementation of coding practice on model based development for embedded projects in CSE and IT departments.**

Dr.M.Sasidhar, requested the heads of departments to present about the coding practice on model based development for embedded projects in CSE and IT departments.

Responding to this Dr.P Chiranjeevi HOD, CSE and Dr.D.Dayakara Rao HOD, ECE one work shop and two guest lectures organized to create awareness on development of model based projects and 18 student projects are identified for implementing coding practice in CSE Department.

#### **Item No(B) Issues for discussion**

##### **1. Extension activity by involving Technical expertise.**

Dr.M.Sasidhar, explained about the significance of extension activities to be conducted by involving technical expertise and requested the HODs to involve student groups to organize various extension activities with the help of technical expertise of the departments.

Responding to this Dr.P.Chiranjeevi, HOD, CSE said that, the department is planning to organize six activities during this semester in selected villages under NSS.

Sri.M.Thyagarajan, HOD, CE said that the department is planning to organize eight activities during this semester under this NSS.

Sri.Dr.D.Dayakara Rao, HOD, ECE Said that the department is planning to organize three activities during this semester for the benefit of society.

Sri. Ch.Chinnaveeraiah, HOD, EEE the department is proposed to organized activities on energy saving methods & usage of solar energy.

Dr.P.Durga Bhavani said that the cell is focusing on extension activities related girl students and working women.

Sri B.Praneeth I/C HOD, ME Said that the department is planning to organize a training program to school dropouts in selected villeges.

In this regard Dr.M.Sasidhar, Chairman ,IQAC suggested that there should be collaborative involvement from different departments for effectiveness of extension activities.

##### **2. New Industry contacts for taking up real time student projects**

Dr.M.Sasidhar, Principal, briefed about the importance of new industry contacts for taking up real time students projects/ internships/R&D Funding ,in turn to improve campus placements.

In this regard Dr.P.Chiranjeevi, Director of Academics and HOD, CSE informed that 7 new industries /companies are identified so far for the benefit of students and to depute students for their projects/ Internship.

##### **3. ICT Enable Teaching and smart Class rooms.**

Dr.P.Chiranjeevi, explained about the sing finance of ICT enabled teaching process, and requested HODs to involve faculty and student groups utilize the resources and he also added the importance of smart class rooms in each and every department.



In this regard Dr.M Sasidhar accepted and suggested to establish at least one conference room for each department.

**Finally it is resolved to**

- Implementation of extension activities for welfare of villages around the college.
- Focusing on girl and women well – being conducting seminars for making aware.
- Improving industry institute interaction and increasing industry contacts.
- Best usage of ICT enabled teaching
- Establishment of smart class rooms

Dr.M.Sasidhar,Chairman,IQAC and Principal, ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

(Ch.Chinna Veeraiah)  
Co ordinator-IQAC

(Dr.M,Sasidhar)  
Chairman,IQAC& Principal,ASIST

**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist 521 180



**AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY  
(AUTONOMOUS)**

Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK, Kakinada,  
Recognized by UGC under 2(f) & 12(B) of 1956 Act.,  
ISO 9001:2015 Certified Institution, Accredited by NAAC "A" Grade,  
Paritala, Kanchikacherla, Krishna Dist, Andhra Pradesh- 521180.  
www.amritasai.edu.in, Phone: 0866 2428399.



2<sup>nd</sup>, July, 2019

**OFFICE ORDER**

The following members are appointed for Internal Quality Assurance Cell (IQAC) for the Academic year 2019-2020 & 2020-2021

1. Dr. M.Sasidhar	Principal,ASIST	Chairman
2. Sri.K.V Rao	Office Manager	Member
3. Dr Shaik Rafi	Director EDC	Member
4. Dr.S Vijaya Vardhini	Director,R&D	Member
5. Dr.P.Chiranjeevi	Director of Academics	Member
6. Dr.P Durga Bhavani	Coordinator Women Empowerment cell	Member
7. Dr.D.Dayakar Rao	HOD,ECE	Member
8. Sri.D Pavan Kumar	HOD,S&H	Member
9. Sri.P.Ramesh Babu	Placement Officer	Member
10. Sri.B Praneeth	HOD,Mech	Member
11. Dr.M Thiyagarajan	HOD,CE	Member
12. Sri. K.Appa Rao	Librarian	Member
13. Sri.E.Sateesh	Asst prof CSE	Member
14. Sri.D .Balaji	Asst Prof S&H	Member
15. Mrs.T.Suhasini	Asst Prof EEE	Member
16. Ms. B.Sirisha	Student/Alumni	Member
17. Sri.K.Ramya	Vice- president Syncreon Technology	Member
18. Mr.Ch.Chinnaveeraiah	Office incharge Examinations	Coordinator

  
**(Dr M SASIDHAR)**

**PRINCIPAL**

Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist. - 521 180



## Amrita Sai Institute of Science and Technology (Autonomous)

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[www.amritasai.org.in](http://www.amritasai.org.in), 0866-2428399



15<sup>th</sup> June, 2019

### Minutes of 5<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:

Minutes of the 5<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 15<sup>th</sup> June, 2019 in the conference hall, administrative block at 10.00 AM. Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Dr. P.Chiranjeevi, Coordinator, IQAC, to continue with the further proceedings.

1. Dr. M. Sasidhar	Principal, ASIST	Chairman	
2. Sri K.V Rao	Office Manager	Member	
3. Dr .A Lakshmana Swami	Director EDC	Member	
4. Dr. D Dayakar Rao	Director, R & D	Member	
5. Mr. CH. Chinna Veeraiah	Officer incharge Examinations	Member	
6. Dr.P Durga Bhavani	CoOrdinator Women Empowerment cell	Member	
7. Sri. B.Rama Rao	HOD, ECE	Member	
8. Sri. D.V.Pavan Kumar	HOD,S&H	Member	
9. Sri P Ramesh Babu	Placement officer	Member	
10. Sri. B.Praneeth	HOD, Mech	Member	
11. Sri M Thyagarajan	HOD,CE	Member	
12. Sri K Appa Rao	Librarian	Member	
13. Sri. B Balaji	Assistant Prof ECE	Member	
14. Sri.N.Venkateswar Rao	Asst. Prof., MCA	Member	
15. Sri.G Raghu	Student	Member	
16. Sri .T. Shyam	Vice-President, syncreonTechnology	Member	
17. Dr. P.Chiranjeevi	Director of Academics	Coordinator, IQAC	

**Members Absent:**

Sri K V Rao, Office Manager, Member have not attended the meeting due to their pre-occupations.

The following agenda items were discussed and deliberated upon.

**Item No. A. Action taken report on the proposals of 4<sup>th</sup> IQAC meeting held on 09-11-2018.**

Dr.M Sasidhar,Chairman, IQAC, presented the following

**Action Taken Report** on the resolutions of the 4<sup>th</sup> IQAC meeting.

**1. Effectiveness and successful monitoring of Quality Circles.**

Dr. M Sasidhar,Chairman, requested the heads of various departments to present about the functioning of Quality Circles.

Dr. P Chiranjeevi, HOD, CSE said that in CSE department slow learners (<50% marks) were identified after the completion of first two internal examinations of course work and they are taken care in all aspects for their betterment through Quality Circles. He further said that, for advanced learners Coding student welfare club was formed to enhance the computation thinking and to make them expertise in coding.

Sri M Thyagarajan, HOD, CE said that Quality Circle groups (four identified slow learners and one student leader) are formed under the supervision of two faculty coordinators. For advanced learners different activities are arranged through various professional societies.

Sri Rama Rao, HOD, ECE said that QC hour is incorporated in time table weekly once and is monitored by the designated In-charge.

Sri Ch.Chinna Veeraiah, HOD, EEE said that three courses based on previous batch inputs are selected to form the Quality Circles for the benefit of slow learners.

Dr.A L. Swamy, HOD, MBA said that slow learners are identified subject wise in 2<sup>nd</sup> and 3<sup>rd</sup> year classes and implemented Quality Circles. Considerable improvement is found to an extent of 77% from 50% of results in slow learners having backlogs.

Dr. P Chiranjeevi, HOD, CSE said that slow learners are identified from 2<sup>nd</sup> year students and implemented Quality Circles in R Programming, Operating Systems, DBMS, Python Programming and DAA courses. For meritorious students Coding lab Special task is included in the time-table.

Sri B Praneeth, HOD, ME, said that, Quality Circles implemented for Strength of Materials course and 80% of students cleared backlogs due to QC approach.

In this regard, Dr M Sasidhar, Chairman, suggested that the Quality Circles should be implemented effectively in all the departments, not only for the benefit of slow learners, but also to improve the performance of students in campus placements.

## **2. Plastic free campus – Initiatives in each department**

Dr. M Sasidhar, has presented the report on initiatives taken on minimization of single use plastics in all the departments as well as in the college to make the campus a plastic - freezone. Further, he added that Computer Science and Engineering department organized two events, Ideathon and Photography, to create awareness about the plastic usage and its harmful effects. Information Technology department organized International Plastic Bag Free Day and Mechanical Engineering Department organized interdepartmental program called “Say No to Plastic”.

## **3. Departmental distinctiveness**

Dr. M Sasidhar, requested the heads of various departments to present about the distinctiveness of their departments.

Responding to this all the heads of the departments are presented their departmental distinctiveness.

Dr. P Chiranjeevi, HOD, CSE explained about the Semester Readiness Programme (SRP) and the Work Book developed for Laboratory courses and the functioning of computers in the department.

Sri B Rama Rao, HOD, ECE, explained about the creation of conducive atmosphere for promoting Research and Innovations. He further added that, the department is trying for Research Projects and Research Publication in SCI / Scopus indexed journals.

Sri Ch.Chinna Veeraiah, HOD, EEE, explained that, the department is offering extensive training in PCB design for the present first year students.

Dr.A L. Swamy, HOD, MBA, explained about the Job Oriented trainings organized in Various departments.

Sri P Ramesh Babu said that achieving 100% Placement and establishment of collaborative labs with IBM, APPLE is the distinctiveness.

Sri B Praneeth I/c HOD, ME, explained about the establishment of Centre of Excellence in Composites, useful for PG Project Work, R & D and consultancy services.

## **4. Implementation of coding practice on model based development for embedded projects in CSE and IT departments.**

Dr.M Sasidhar, requested the heads of departments to present about the coding practice on model based development for embedded projects in CSE and IT departments.

Responding to this, Dr. P Chiranjeevi, HOD, CSE said that one workshop and two guest lectures organized to create awareness on development of model based projects and 18 student projects are identified for implementing coding practice in CSE department.

Sri B Rama Rao, HOD, ECE said that three 'IOT' based projects developed by the students were demonstrated on the occasion of Innovation Day.

#### **Item No. (B) Issues for discussion**

##### **1. Extension activity by involving Technical expertise.**

Dr. M Sasidhar, explained about the significance of extension activities to be conducted by involving technical expertise and requested the HODs to involve student groups to organize various extension activities with the help of technical expertise of the departments.

Responding to this, Dr. P Chiranjeevi, HOD, CSE, said that, the department is planning to organize six activities during this semester in selected villages under NSS.

Sri M Thyagarajan, HOD, CE said that the department is planning to organize eight activities during this semester under this NSS.

Sri B Rama Rao, HOD, ECE said that the department is planning to organize three activities during this semester for the benefit of society.

Sri Ch Chinnaveeraiah, HOD, EEE the department is proposed to organize activities on energy saving methods & usage of solar energy.

Dr. A L Swamy, HOD, MBA said that the department is planning to organize awareness campon Road Safety for the benefit of society.

Dr. Durga Bhavani said that the cell is focusing on extension activities related to girl students and working women.

Sri.B. Praneeth I/c HOD,ME said that the department is planning to organize a training program to school dropouts in selected villages.

In this regard, Dr. M Sasidhara, Chairman, IQAC suggested that there should be collaborative involvement from different departments for effectiveness of extension activities.

##### **2. New Industry contacts for taking up real time student projects**

Dr.M Sasidhar, Principal, briefed about the importance of new industry contacts for taking up real time students projects / Internships / R & D Funding, in turn to improve campus placements.

In this regard, Dr. P Chiranjeevi, Director Academics and HOD, CSE informed that 7 new industries/companies are identified so far for the benefit of students and to depute students for their projects/ Internship.

### **3. ICT Enable Teaching and smart Class rooms**

Dr.P Chiranjeevi, explained about the significance of ICT enabled teaching process, and requested the HODs to involve faculty and student groups utilize the resources and he also added the importance of smart class rooms in each and every departments.


In response all the HODs are requested Dr.M Sasidgar Chairman for establishment of smart class rooms,


In this regard Dr.M Sasidhar accepted and suggested to establish at least one conference room for each department.

#### **Finally it is resolved to**

- Implementation of extension activities for welfare of villages around the college
- Focusing on girl and women well-being conducting seminars for making aware.
- Improving Industry Institute Interaction and increasing industry contacts
- Best usage of ICT enabled teaching
- Establishment of smart class rooms.

Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

  
(Dr.P.Chiranjeevi)  
Coordinator-IQAC

  
(Dr.M.Sasidhar)  
Chairman,IQAC&  
Principal,ASIST



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12th, June, 2019

**Minutes of 8<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:**

Minutes of the 8<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 12<sup>th</sup> June 2019 in the conference hall, administrative block at 10.00AM. Dr. M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Dr. P. Chiranjeevi Coordinator, IQAC, to continue with the further proceedings.

1. Dr. M. Sasidhar	Principal, ASIST	Chairman	
2. Sri. K. V Rao	Office Manager	Member	
3. Dr. A. Lakshmana Swami	Director EDC	Member	
4. Dr. S. Vijaya Vardhini	Director, R&D	Member	
5. Mr. Ch. Chinnaveeraiah	Office incharge Examinations	Member	
6. Dr. P. Durga Bhavani	Coordinator Women Empowerment cell	Member	
7. Sri. B. Rama Rao	HOD, ECE	Member	
8. Sri. D. Pavan Kumar	HOD, S&H	Member	
9. Sri. P. Ramesh Babu	Placement Officer	Member	
10. Sri. B. Praneeth	HOD, Mech	Member	
11. Sri. M. Thiyagarajan	HOD, CE	Member	
12. Sri. K. Appa Rao	Librarian	Member	
13. Sri. B. Balaji	Asst prof ECE	Member	
14. Sri. D. Balaji	Asst Prof S&H	Member	
15. Sri. B. N. Sai Santhoshi	Student/Alumni	Member	
16. Sri. T. Shyam	Vice-president Syncreon Technology	Member	
17. Dr. P. Chiranjeevi	Director of Academics	Coordinator	

**(Dr. M. SASIDHAR)**  
**PRINCIPAL**

**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist., 521 180



## **Members Absent:**

Sri.T.Shyma, Vice president, syncreon technology, industrialist have not attended the meeting due to their pre- occupations.

The following agenda items were discusses and deliberated up on

Item No.A.Action taken report on the proposals 7<sup>th</sup> IQAC meeting held on 10<sup>th</sup> April 2019  
Dr.P.Chiranjeevi, Coordinator IQAC, presented the following Action Taken report on the resouuctions of the 7<sup>th</sup> IQAC meeting.

Dr.P.Chiranjeevi,coordinator IQAC,presented the following **Agenda** for the resolutions of IQAC meeting.

### **1. Innovative models development at department level**

Sri B.Rama rao has presented a report on innovative models developed by the engineering departments and exhibited on college innovations day held on 15<sup>th</sup> September 2019(engineers day).He highlighted the model recognizer at outside platform and emphasized the aquaculture monitoring system developed in ECE Department who secured prizes at a national/ intentional level.He stressed the need of such innovative models for the recognition of our students and the institute as well hence the requested the heads of all the departments to motivate their students and faculty to develop innovative models to get recognition at outside prominent platforms in more number.

### **2. Encourage the students to industry driven National/Global level competitions**

Dr.A.L Swami in his presentation said that a committee with a college level coordinator mentors from all engineering departments is constituted and elaborated its objectives functioning and outcomes as on date.

He informed the members that the college has established R & D and innovation cell,which promotes the culture of innovation among higher education institutions.

Dr.M Sasidhar,chairman,stressed the importance of R &D and innovation cell and added that the faculty and students are router to submit their innovations through the cell.

He requested to constitute a committee this purpose to take the necessary steps for their encouragement to participate in industry driven in National/. Global level competitions and get more awards internships placements in industry and the subsequently to increase the visibility of institute.

## **Item No.(B) Issues for discussion**

### **1. Institutionalization of quality circles**

Dr.P.Chiranjeevi has explained about quality circles and in need of their institutional in the institute.while starting the advantages, he mentioned the quality circles create the student-centric environment where the students are involved enthusiastically in their teaching – learning process: QCs act like a catalyst in transforming the passive learning in to the active learnig environment.enchance studen's involvement,moral and satisfaction and promote team – building among the students and spreading message of work together for progress,he said that it can be extended to faculty for promoting research culture,teaching capability and many more areas in an academic institute for performance enchancement.

He added that institutionalization of quality circles is a mandatory requirements as per the revised guidelines of NAAC. He also mentioned the areas in which the quality circles to begin with in the college.

Responding to Dr.P.Chiranjeevi, Dr.M.Sasidhar principal explained the way of monitoring that uses through program coordinator and student counselors.

## 2. Assessment of comprehensive performance of departments.

Dr.P.Chiranjeevi, Director of Academics has emphasized the need of assessment for comprehensive performance of Departments. He said that the assessment is based on performance indicators identified and he further added that his practice is first of its kind in the institute by the principal to indicate the spirit of healthy competition among the departments, in turn result in overall development of institution .

Dr.A.L Swami Director EDC questioned that does it a mandatory requirement as per the NAAC .in the reponse to him De.M.Sasidhar ,principal responded that any new policy or strategy to be adopted should be routine through IQAC of the Institution.

## 3. Plastic free campus

Dr.P Chiranjeevi has explained the need of agenda item by citing three points 1) Social repositibility 2) AICTE clean campus award 3) NAAC – under SSR7th criteria.

Sri B Rama rao HOD,CSE Expressed his doubt on implementation of plastic free campus in response to B.Rama rao ,Dr.M Sasidhar principal said that the complete removal of plastic may not be possible,thorugh let us intiate towards reduction of usage of a plastic in the campus and move forward to the maximum extent for its implementation.

## 4. Any other item with the permission of the chairperson


Sri. K V Rao suggested that,trees may be planted along the compound wall inside the campus.

### Finally it is resolved to

- All the heads are directed to introduce the quality circle approach in the indentified areas (slow learners/backlogs students/repeated failures of the students and the specific subjects and the improving results of a first and a second year engineering students) through their student counselor and the program coordinator by maintaining the proper record for the performance enhancement.
- Assessment for comprehensive performance of a department is implemented from the academic year 2019 to 20 ,to cultivate spirit among the department and thus to become one of the top private institution in the country in the next two years.
- Necessary steps have to be taken up towards minimization of uses of plastic products in the campus.
- Plantation of trees will be done soon after the completion of the construction work.

Dr.M.Sasidhar ,chairman,IQAC and Principal, ASIST thanked all the members for their active involment and constructive suggestions for improvements.

  
(Dr.P.Chiranjeevi)  
Coordinator – IQAC

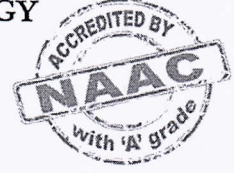
  
(Dr.M.Sasidhar)  
Chairman,IQAC& Principal,ASIST

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10th, April, 2019

**Minutes of 7<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:**

Minutes of the 7<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 10<sup>th</sup> April 2019 in the conference hall, administrative block at 10.00AM. Dr.M.Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Dr.P.Chiranjeevi Coordinator, IQAC, to continue with the further proceedings.

1. Dr. M.Sasidhar	Principal, ASIST	Chairman	
2. Sri.K.V Rao	Office Manager	Member	
3. Dr A Lakshmana Swami	Director EDC	Member	
4. Dr.S Vijaya Vardhini	Director, R&D	Member	
5. Mr.Ch.Chinnaveeraiah	Office incharge Examinations	Member	
6. Dr.P Durga Bhavani	Coordinator Women Empowerment cell	Member	
7. Sri B.Rama Rao	HOD, ECE	Member	
8. Sri.D. Pavan Kumar	HOD, S&H	Member	
9. Sri.P.Ramesh Babu	Placement Officer	Member	
10. Sri.B Praneeth	HOD, Mech	Member	
11. Sri.M Thiyagarajan	HOD, CE	Member	
12. Sri. K.Appa Rao	Librarian	Member	
13. Sri.B.Balaji	Asst prof ECE	Member	
14. Sri.D .Balaji	Asst Prof S&H	Member	
15. Sri. B N Sai Santhoshi	Student/Alumni	Member	
16. Sri.T.Shyam	Vice- president Syncreon Technology	Member	
17. Dr.P.Chiranjeevi	Director of Academics	Coordinator	

(Dr M SASIDHAR)  
PRINCIPAL

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Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist . 521 180

**The following agenda items were discussed and deliberated up on**

**Item No.A.Action taken report on the proposals 6<sup>th</sup>IQAC meeting held on 18<sup>th</sup> February 2019**

Dr.P.Chiranjeevi, Coordinator IQAC, presented the following Action Taken report on the resolutions of the 6<sup>th</sup> IQAC meeting.

Dr.P.Chiranjeevi, coordinator IQAC, presented the following Agenda for the resolutions of IQAC meeting.

**1. Presenting status utilization of library resources and steps to improve further utilization.**

In the 6<sup>th</sup> IQAC meeting, Dr.M. Sasidhar Chairman IQAC asked the librarian to take feedback from students with respect to functioning of library and library resources, along with the initiatives. Hence Sri.K Appa Rao Librarian Presented the feedback analysis report taken from students.

Dr.M.Sasidhar, Chairman, IQAC, told to the members to form a committee with three members from different departments to improve the utilization of the library resources and to check the available internet bandwidth. He directed the HODs, to allot time slots to faculty members through respective departments to monitor and to motivate the student to make use of library resources in a more effective manner. He also suggested to allot a period for the students to visit the library along with faculty and emphasized that the HODs are responsible if they fail to make the students visit the library.

**2. Automation of college activities**

Dr.P Chiranjeevi has presented a report on procured integrated software and expressed thanks on behalf of IQAC for their support.

**Item No.(B) Issues for discussion**

**1. Student Participation in national level industry driven innovative solutions competitions**

Dr.P.Chiranjeevi, has presented the report on need for implementation of a strategy to promote our students to industry driven National/Global level competitions. He also listed out various international companies, organizing competitions to students. Further he stressed the importance of constitution of a cell at college by nominating mentors from each department to update the help the students to participate in industry driven National/Global level student competitions.

In this regard, B.Rama rao, HOD, CSE, Sri B.Praneeth, HOD, ECE and Sri Dr.P.Chiranjeevi Director of Academics requested Dr.M.Sasidhar garu to allocate funds and arrange training to students from more cluster groups to face the competitions at national/Global level.

Dr.M.Sasidhar garu promised to extend all the support from the Academy for the students to participate in various competitions.

**2. Departmental Model development room/ laboratories & fabrication facilities – present status.**

D.P.Chiranjeevi, has presented a report on products developed in departmental product rooms/labs, their exhibition and prizes won. He requested all the heads of the departments to motivate their students to develop more quality models, which lead to get at least two patent rights from each department in a year.

Hods of CE, S&H,EEE, expressed the need to invite skilled professionals to train the students in various new technologies.Dr. M.Sasidhar garu accepted to provide the necessary financial support to skilled professional to train our students.

Sri.Ch.Chinna veeraiah HOD,EEE,reported that three products were developed by the faculty & students of EEE and requested Dr.M.Sasidhar garu to provide the support to release those products to open market.


**3. Any other item with the permission of Chairperson.**


Dr.P.Chiranjeevi,Coordinator IQAC proposed to revise the quality policy to meet the current industry requirements.

**Finally it is resolved to**

- From a committee with HODs of there depts to improve the utilization of the library resources, to check internet bandwidth and allot time slots to faculty members to monitor and to motivate the student to make use of library resources.
- Provide internet facility to common computer center to make use of the same as digital library so as increase the potential of existing digital library.
- Constitute a cell at college level with mentors from each department to update the help the students to participate in industry driven National/Global level student competitions.
- Identify and conduct Training programs from more cluster groups for better placements as per there requirements of various companies offering employment.
- Produce more quality products/ models, which lead to get at least two patent rights from each department in a year.

Dr.M.Sasidhar,Chairman,IQAC and principal,ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

  
(Dr.P.Chiranjeevi)  
Co ordinator-IQAC

  
(Dr.M,Sasidhar)  
Chairman,IQAC& Principal,ASIST  
**PRINCIPAL**  
Amrita Sai Institute of Science and Technology  
Amrita Sai Nagar, Paritala  
Krishna Dist . 521 180



**AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY**  
(AUTONOMOUS)

Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK, Kakinada,  
Recognized by UGC under 2(f) & 12(B) of 1956 Act.,  
ISO 9001:2015 Certified Institution, Accredited by NAAC "A" Grade,  
Paritala, Kanchikacherla, Krishna Dist, Andhra Pradesh- 521180.  
www.amritasai.edu.in, Phone: 0866 2428399.



10<sup>th</sup>, November, 2018

**OFFICE ORDER**

The following members are appointed for Internal Quality Assurance Cell (IQAC) for the Academic year 2018-2019.

1. Dr. M.Sasidhar	Principal, ASIST	Chairman
2. Sri.K.V Rao	Office Manager	Member
3. Dr A Lakshmana Swami	Director EDC	Member
4. Dr.S Vijaya Vardhini	Director, R&D	Member
5. Mr.Ch.Chinnaveeraiah	Office incharge Examinations	Member
6. Dr.P Durga Bhavani	Coordinator Women Empowerment cell	Member
7. Sri B.Rama Rao	HOD, ECE	Member
8. Sri.D V Pavan Kumar	HOD, S&H	Member
9. Sri.P.Ramesh Babu	Placement Officer	Member
10. Sri.B Praneeth	HOD, Mech	Member
11. Sri.M Thaiyagarajan	HOD, CE	Member
12. Sri. K.Appa Rao	Librarian	Member
13. Sri.B.Balaji	Asst prof ECE	Member
14. Sri.D .Balaji	Asst Prof S&H	Member
15. Sri. B N Sai Santhoshi	Student/Alumni	Member
16. Sri.T.Shyam	Vice- president Syncreon Technology	Member
17. Dr.P.Chiranjeevi	Director of Academics	Coordinator

  
(Dr M SASIDHAR)  
PRINCIPAL



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30 June,2018

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The following members are appointed for Internal Quality Assurance Cell (IQAC) for the Academic year 2018-2019.

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2. Sri.K.V Rao	Office Manager	Member
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17. Dr.P.Chiranjeevi	Director of Academics	Coordinator

  
**(Dr M SASIDHAR)**  
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30th April, 2018

### Minutes of 3<sup>rd</sup> Internal Quality Assurance Cell (IQAC) meeting:

Minutes of the 3<sup>rd</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 30th April, 2018 in the conference hall, administrative block at 10.00AM. Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Dr.P. Chiranjeevi Coordinator, IQAC, to continue with the further proceedings.

1. Dr.M. Sasidhar	Principal, ASIST	Chairman	
2. Sri K.V Rao	Office Manager	Member	
3. Dr. A Lakshmana Swami	Director EDC	Member	
4. Dr. S Vijaya Vardhini	Director, R&D	Member	
5. Mr. CH. ChinnaVeeraiah	Officer incharge Examinations	Member	
6. Dr. P Durga Bhavani	CoOrdinator Women Empowerment cell	Member	
7. Sri. B.RamaRao	HOD,ECE	Member	
8. Sri. D V.Pavan Kumar	HOD,S&H	Member	
9. Sri P Ramesh Babu	Placement officer	Member	
10. Sri. B.Praneeth	HOD, Mech	Member	
11. Sri M Thyagarajan	HOD,CE	Member	
12. Sri K AppaRao	Librarian	Member	
13. Sri. B Balaji	Assistant Prof ECE	Member	
14. Sri. N.VenkateswarRao	Asst. Prof., MCA	Member	
15.Sri.B N SaiSanthoshi	Student	Member	
16.Sri .T. Shyam	Vice-President, syncreonTechnology	Member	
17.Dr.P.Chiranjeevi	Director of Academics	Coordinator,IQAC	



The following agenda items were discussed and deliberated upon.

**Item No. A. Action taken report on the proposals of 2<sup>nd</sup> IQAC meeting held on 23<sup>rd</sup> Sept 2017**  
Dr.P.Chiranjeevi, Coordinator IQAC, presented the following Action Taken Report on the resolutions of the 2<sup>nd</sup> IQAC meeting.

Dr.P.Chiranjeevi, Coordinator IQAC, presented the following **Agenda** for the resolutions of IQAC meeting

**1. Present status of utilization of Library resources and steps to improve further utilization.**

In the 2<sup>nd</sup> IQAC meeting, Dr. M Sasidhar Chairman IQAC asked the Librarian to take feedback from students with respect to functioning of library and library resources, along with other initiatives. Hence, Sri K. Appa Rao, Librarian, presented the feedback analysis report taken from students and internet Bandwidth increased.

Dr.M Sasidhar, Charman, IQAC, told to the HODs to form a committee of three departments to improve the utilization of the library resources and to check the available internet bandwidth. He directed the HODs, to allot time slots to faculty members through respective departments to monitor and to motivate the student to make use of library resources in a more effective manner. He also suggested to allot a period for the students to visit the library along with faculty and emphasized that the HODs are responsible if they fail to make the students visit the library.

At the request of Librarian, Dr. M Sasidhar, Chairman, IQAC directed Dr.P.Chiranjeevi, Director of Academics to provide the Internet facility to common computer center to make use the same as digital library so as to increase the potential of existing digital library.

Sri P Ramesh Babu, placement officer asked the principal to remove the common wall in between the library and common computer center so that more computers can be accommodated in the computer center which can be useful to more students.

**2. Automation of College activities**

Dr. P Chiranjeevi has presented a report on procured integrated software and expressed thanks on behalf of IQAC for their support.

Sri P Ramesh Babu, Placement Officer requested to speed up the customization of automation software. Dr. M Sasidhar, Chairman directed Dr. P Chiranjeevi, Director of Academics to complete

the automation process before the vacation.

#### **Item No. (B) Issues for discussion**

**1. Student participation in national level industry driven innovative solutions competitions**  
Dr. P Chiranjeevi, has presented the report on need for implementation of a strategy to promote our students to Industry driven National/ Global level Competitions. He also listed out various international Companies, organizing competitions to students. Further he stressed the importance of constitution of a cell at college by nominating mentors from each department to update and help the students to participate in industry driven National /Global level student competitions.

In this regard, B Rama Rao, HOD, ECE, Sri B Praneeth, HOD, ME and Sri Dr. P. Chiranjeevi Director of Academics requested Dr M Sasidhar garu to allocate funds and arrange training to students from more cluster groups to face the competitions at national /Global level.

Dr. M Sasidhar garu directed Sri P. Ramesh Babu, Placement Officer to prepare a detailed report and plan of action on training programs to meet the requirements of various industries offering employment.

Dr. M Sasidhar garu promised to extend all the support from the Academy for the students to participate in various competitions.

#### **2. Departmental Model development room/ laboratories & fabrication facilities – Present Status.**

Dr. P Chiranjeevi, has presented a report on Products developed in departmental Product rooms/labs, their exhibition and prizes won. He requested all the Heads of the departments to motivate their students to develop more quality models, which lead to get at least two patent rights from each department in a year.

HODs of CE, ECE expressed the need to invite skilled professionals to train the students in various new technologies. Dr. M Sasidhar garu accepted to provide the necessary financial support to skilled professionals to train our students.

Sri Ch. Chinna Veeraiah, HOD, EEE, reported that three products were developed by the faculty & students of EEE and requested Dr M Sasidhar garu to provide the support to release those products to open market.


#### **3. Any other item with the permission of Chairperson.**

Dr P Chiranjeevi, Co-ordinator IQAC proposed to revise the 'Quality policy' to meet the current industry requirements.

**Finally it is resolved to**

- Form a committee with HODs of three depts to improve the utilization of the library resources, to check internet bandwidth and allot time slots to faculty members to monitor and to motivate the student to make use of library resources.
- Provide Internet facility to common computer center to make use of the same as digital library so as to increase the potential of existing digital library.
- Constitute a cell at college level with mentors from each department to update and help the students to participate in industry driven National/ Global level student competitions.
- Identify and conduct Training programs from more cluster groups for better placements as per the requirements of various companies offering employment.
- produce more quality products / models, which lead to get at least two patent rights from each department in a year.

Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

  
(Dr.P.Chiranjeevi)  
Coordinator-IQAC

  
(Dr.M.Sasidhar)  
Chairman, IQAC &  
Principal, ASIST



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9<sup>th</sup> November, 2018

**Minutes of 4<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting:**

Minutes of the 4<sup>th</sup> regular meeting of the Internal Quality Assurance Cell (IQAC) held on 9<sup>th</sup> Nov. 2018 in the conference hall, administrative block at 10.00 AM. Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST, chaired the meeting and requested Dr. P.Chiranjeevi, Coordinator, IQAC to continue with the further proceedings.

1. Dr. M. Sasidhar	Principal, ASIST	Chairman	
2. Sri K.V Rao	Office Manager	Member	
3. Dr.A Lakshmana Swami	Director EDC	Member	
4. Dr.D Dayakar Rao	Director, R & D	Member	
5. Mr. CH. Chinna Veeraiah	Officer in charge Examinations	Member	
6. Dr. P Durga Bhavani	CoOrdinator Women Empowerment cell	Member	
7. Sri. B.Rama Rao	HOD, ECE	Member	
8. Sri.D.V Pavan Kumar	HOD,S&H	Member	
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12. Sri K Appa Rao	Librarian	Member	
13. Sri. B Balaji	Assistant Prof ECE	Member	
14. Sri.N.Venkateswar Rao	Asst. Prof., MCA	Member	
15. Sri.B N Sai Santhshii	Student	Member	
16. Sri .T. Shyam	Vice-President, syncreonTechnology	Member	
17. Dr. P.Chiranjeevi	Director of Academics	Coordinator, IQAC	

**Members Absent:**

Sri T. Shyam, Vice President, syncreon technology, industrialist have not attended the meeting due to their pre-occupations.

The following agenda items were discussed and deliberated upon.

**Item No. A. Action taken report on the proposals of 3<sup>rd</sup> IQAC meeting held on 30<sup>th</sup> April 2018**

Dr.P.Chiranjeevi, Coordinator IQAC, presented the following Action Taken Report on the resolutions of the 3<sup>rd</sup> IQAC meeting.

Dr.P.Chiranjeevi, Coordinator IQAC, presented the following **Agenda** for the resolutions of IQAC meeting

**1. Innovative models development at department level**

Sri B Rama Rao has presented a report on innovative models developed by the engineering departments and exhibited on college innovations day held on 15th September 2018 (engineers day). He highlighted the models recognizer at outside platform and emphasized the aquaculture monitoring system developed in ECE department who secured prizes at a national / international level. He stressed the need of such innovative models for the recognition of our students and the institute as well hence the requested the heads of All the departments to motivate their students and faculty to develop innovative models to get recognition at outside prominent platforms in more number.

**2. Encourage the students to industry driven National / Global level competitions**

Dr. A L Swami in his presentation said that a committee with a college level coordinator mentors from all engineering departments is constituted and elaborated its objectives functioning and outcomes as on date.

He informed the members that the college has established R&D and innovation cell, which promotes the culture of innovation among higher education institutions.

Dr M Sasidhar, Charman, stressed the importance of R&D and innovation cell and added that the faculty and students are router to submit their innovations through the cell.

He requested to constitute a committee this purpose to take the necessary steps for their encouragement to participate in industry driven in National / global level competitions and get more awards internships placements in industry and the subsequently to increase the visibility of the institute.

## **Item No. (B) Issues for discussion**

### **1. Institutionalization of quality circles**

Dr P Chiranjeevi has explained about quality circles and in need of their institutionalization in the institute. While starting the advantages, he mentioned the quality circles create the students-centric environment where the students are involved enthusiastically in their teaching-learning process; QCs act like a catalyst in transforming the passive learning into an active learning environment; enhance student's involvement, moral and satisfaction and promote team-building among students and spreading message of work together for progress, he said that it can be extended to faculty for promoting research culture, teaching capability and many more areas in an academic institute for performance enhancement.

He added that institutionalization of Quality Circles is a mandatory requirement as per the revised guidelines of NAAC. He also mentioned the areas in which the Quality Circles to begin within the college.

Responding to Dr.P Chiranjeevi, Dr M Sasidhar principal explained the way of monitoring that uses through program coordinator and student counselors.

### **2. Assessment of comprehensive performance of Departments.**

Dr P Chiranjeevi, Director Academics has emphasized the need of assessment for comprehensive performance of Departments. He said that the assessment is based on performance indicators identified and he further added that this practice is first of its kind in the institute by the principal to indicate the spirit of healthy competition among the departments, in turn resulting in overall development of Institution.

Dr A L Swami Director EDC questioned that does it a mandatory requirement as per the NAAC. In response to him Dr M Sasidhar, principal responded that any new policy or strategy to be adopted should be routed through IQAC of the institution.

### **3. Plastic free campus**

Dr P Chiranjeevi has explain the need of agenda item by citing three points 1)social responsibility 2) AICTE clean campus award 3)NAAC- under SSR 7th criteria.

Sri B Rama Rao HOD, ECE Expressed his doubt on implementation of plastic free campus in response to B Rama Rao, Dr M Sasidhar Principal said that the complete removal of plastic may not be possible, though let us initiate towards reduction of usage of a plastic in the campus and move forward to the maximum extent for its implementation.

Dr P Chiranjeevi explained various options available- hot beverages are served in steel /ceramic/ glass cups rather than the plastic cups at both college and canteen. Plastic straws and plastic food packages can be stopped. Plastic cutlery can be replaced by Steel cutlery, usage of plastic bags in a

classroom or a campus can be stopped. He further added the measures to be taken up towards the plastic free campus awareness and motivational program through Students group, NCC and NSS activities, display of placards in prime locations of the campus and declaring students awards who are working for it.

#### **4. Any other item with the permission of the chairperson**

Sri K V Rao suggested that, trees may be planted along the compound wall inside the campus.

Responding to Sri K V Rao suggestion Dr M Sasidhar the principal informed that will be taken up soon after the completion of Hostel construction.

Sri K V Rao also suggested that the students may be motivated and given training to become entrepreneur rather than waiting for getting a job in government /public/ private sectors.


In response Dr.M Sasidhar informed that the entrepreneur development cell of the college is providing the necessary guidance and training for the students to become entrepreneurs.

#### **Finally it is resolved to**

- All the heads are directed to introduce the quality circle approach in the identified areas (slow learners/ backlog students/ repeated failures of the students and the specific subjects and the improving results of a first and a second year engineering students) through their student counselor and the program coordinator by maintaining the proper record for the performance enhancement.
- Assessment for comprehensive performance of a department is implemented from the academic year 2018 to 19, to cultivate spirit among the department and thus to become one of the top private institution in the country in the next two years.
- Necessary steps have to be taken up towards minimization of uses of plastic products in the campus.
- Plantation of trees will be done soon after the completion of the construction work.

Dr.M. Sasidhar, Chairman, IQAC and Principal, ASIST thanked all the members for their active involvement and constructive suggestions for improvements.

  
(Dr.P.Chiranjeevi)  
Coordinator-IQAC

  
(Dr.M.Sasidhar)  
Chairman,IQAC&  
Principal,ASIST