

**IQAC**

# 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 521 180

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.


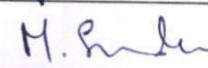
**ALLOTTED FACULTY TO CARRY OUT THE INTERNAL AUDIT.**

The committee that audits the Department of CSE.

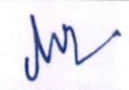
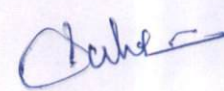
| Name                   | Designation | Department | Signature |
|------------------------|-------------|------------|-----------|
| Dr. Samiran Chatterjee | Professor   | ECE        |           |
| Dr.D.DayakarRao        | Professor   | ECE        |           |



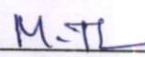
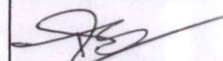
**The committee that audits the Department of ECE.**

| 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<br>Professor | EEE        |  |
| Mrs.T.Suhasini     | Assistant<br>Professor | EEE        |  |


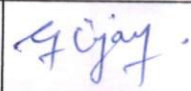
**The committee that audits the Department of EEE.**

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

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


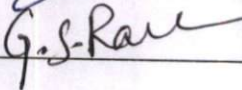
| Name              | Designation            | Department | Signature   |
|-------------------|------------------------|------------|---|
| P.Ramesh Babu     | Assistant<br>Professor | CSE        |  |
| K.Subhash Chandra | Assistant<br>Professor | CSE        |  |

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

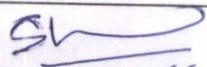
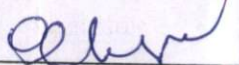
| Name                | Designation            | Department | Signature   |
|---------------------|------------------------|------------|---|
| Dr A.Vijaya Lakshmi | Associate<br>Professor | ECE        |  |
| Dr.G.Vijay Kumar    | Associate<br>Professor | CSE        |  |



**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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Ref: CIR/CSE/2022/2023

Date: 16/08/2023

## CIRCULAR

All the teaching and non-teaching of the department are here by informed that the Internal Audit team will inspect the department on 18<sup>th</sup> of August. Hence all the staff are suggested to get ready to submit the documents as and when they ask .

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

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

Head of Department

Copy to:

The teaching.

Non-teaching staff.

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## PROCEDURE AND FORMAT OF INTERNAL AUDIT

The activities are to be graded on the following scale

| GOOD | Average | Satisfactory | Needs Improvement |
|------|---------|--------------|-------------------|
| A    | B       | C            | D                 |

| S.NO | PERTICULARS   | AUDITOR'S INPUT | GRADE | AUDITORS REPORT |
|------|---|-----------------|-------|-----------------|
| 1    | Implementation of academic calendar   | YES             | A     | GOOD            |
| 2    | Certification Programs  | YES             | A     | GOOD            |
| 3    | No. of students undertaking field Projects/ internships                     | YES             | A     | GOOD            |
| 4    | Organization of industrial visits   | YES             | A     | GOOD            |
| 5    | Feedback collection from stakeholders                                       | YES             | A     | GOOD            |
| 6    | Maintenance of faculty student ratio in the department.                     | 1:15            | A     | GOOD            |
| 7    | Procedure followed in the allotment of subjects to the faculty.             | YES             | A     | GOOD            |
| 8    | Course files maintained by the subject teachers and is updated periodically | YES             | A     | GOOD            |
| 9    | Mentoring system  | YES             | A     | GOOD            |
| 10   | Student professional society chapter and association activities             | YES             | C     | SATISFACTORY    |
| 11   | Allotment of additional responsibilities to faculty.                        | YES             | A     | GOOD            |




|    |  |          |   |                  |
|----|--|----------|---|------------------|
| 13 | Pass percentage of outgoing students.  | YES      | A | GOOD             |
| 14 | Dissemination of PEOs, POs, PSOs, COs.   | YES      | A | GOOD             |
| 15 | No. of faculty participated in conferences and symposia.   | YES      | B | AVERAGE          |
| 16 | Organization of Guest lectures, Workshops, etc.  | YES      | D | Need improvement |
| 17 | Extension activities in the neighbourhood community interms of <i>impact</i> and sensitizing students to social issues and holistic development.                           | YES      | B | AVERAGE          |
| 18 | Adequate facilities for teaching — learning, viz. class rooms, laboratories, computing equipment, etc.   | YES      | A | GOOD             |
| 19 | Number of students participating in extension activities.  | YES      | A | GOOD             |
| 20 | Established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. | YES      | A | GOOD             |
| 21 | Expenditure incurred on maintenance of physical facilities excluding salary component  | YES      | A | GOOD             |
| 22 | Linkages with institutions/ industries for internship, on-the-job training, project work, sharing of research facilities etc.  | YES      | A | GOOD             |
| 23 | Per day usage of library by teachers and students  | 300      | A | GOOD             |
| 24 | Bandwidth of Internet  | 1000Mbps | A | GOOD             |
| 25 | Management merit scholarships  |          | C | Satisfactory     |
| 26 | Skill Enhancement initiatives  |          | C | Satisfactory     |


|    |  |     |   |                  |
|----|--|-----|---|------------------|
| 27 | Number of placements of outgoing students  | YES | A | GOOD             |
| 28 | Student qualified in competitive examinations  | YES | D | Need Improvement |
| 29 | Students admitted in higher studies  | YES | A | GOOD             |
| 30 | Awards/medals for outstanding performance in sports, yoga/ cultural activities national/international level.                       | YES | A | GOOD             |
| 31 | Alumni association/chapters meetings conducted.  | YES | A | GOOD             |
| 32 | Organization of professional development programs.   | YES | A | GOOD             |
| 33 | Teachers attending professional development programs.  | YES | C | SATISFACTORY     |
| 34 | Effectiveness of various bodies/ cells/ committees is evident through minutes of meetings and implementation of their resolutions. | YES | A | GOOD             |

Suggestions if any:

1. Suggested to conduct more career Guidance Programs.
2. Suggested to conduct counselling for Students to improve moral values..
3. Faculty are suggested to publish publications in UGC and Scopus Journals.

  
Signature of the HOD

  
Signature of Auditor 1

  
Signature of Auditor 2

  
Signature of the Principal.

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

Copy to: The Chairperson  
The Principal Office File  
All Members of the IQAC.



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## DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

### ACADEMIC AND ADMINISTRATIVE INTERNAL AUDIT

As per the office order from the Ref: ASIST/IQAC/CIR/2022/23, dated 16/08/2023, CSE Department has completed Internal Academic and Administrative Audit successfully on 18/08/2023

The committee that audits the Department of CSE.

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

IQAC Coordinator

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

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Ref: ASIST/ IQAC/2022/23

Date: 19/08/2023

## CIRCULAR

As orders received from principal, the IQAC would like to remind to submit the Action Taken Report of the internal Academic Administrative Audit report which was conducted on 18<sup>th</sup> August 2023 for the A.Y 2022-23. Hence the HOD of CSE are requested to submit the same within two days to the IQAC.

**IQAC Coordinator**

**Principal**

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

Copy to:

The Chairman,

Principal's Office,

All the IQAC Members.



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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Ref:CIR/CSE/2022/2023

Date. 19/08/2023

### CIRCULAR

All staff members of the department are requested to attend the meeting on 19<sup>th</sup> of July at the department seminar hall at 1.00PM

Agenda.

1. Discussion on Academics
2. Discussion on suggestions give by Auditors (internal Academic Administrative Audit)
3. Conduction of class work

Head Of The Department

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## DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

### Action taken report on Internal Academic And Administrative Audit Report for A.Y.2022-23

As orders received from the IQAC the department of CSE has successfully completed the internal academic audit on 18<sup>th</sup> August 2023. After the audit the department conducted a meeting and discussed thoroughly about the suggestions given by the Auditors and took necessary steps to implement them.

#### The action taken report on the made by the Auditors.

| S.No | Audit Type | Audit year | Suggestion  | Action Taken  |
|------|------------|------------|---|---|
| 1    | Internal   | 2022-23    | Suggested to conduct more career Guidance Programs.                       | Management is encouraging students to participate in career Guidance Programs.              |
| 2    | Internal   | 2022-23    | Suggested to conduct counselling for Students to improve moral values.    | We have conducted a Counselling Program towards improving the moral values of the students. |
| 3    | Internal   | 2022-23    | Faculty are suggested to publish publications in UGC and Scopus Journals. | Faculty are suggested to publish more papers in UGC and Scopus Journals.                    |

  
Head of the Department

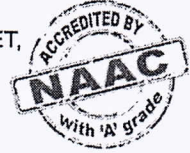


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**Ref: ASIST/ IQAC/2019/20**

**Date: 09/11/2020**

## CIRCULAR

All the HOD'S and members of IQAC are here by informed that there will be a meeting with principal on 10<sup>th</sup> November 2020 at 11.00 am in Principal chamber.

### **AGENDA:**

1. Internal Audit for the Academic Year 2019-20.
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**

IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

**Principal**

PRINCIPAL

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

**Copy to: The Chair Person**

**The Principal Office File**

**All Members of the IQAC.**

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**Ref: ASIST/ IQAC/2019/20**

**Date: 10/11/2020**

ACADEMIC AND ADMINISTRATIVE INTERNAL AUDIT FOR A.Y.2019-20.

*Minutes of the meeting held on 10<sup>th</sup> August, 2019-2020*

At the outset Coordinator of IQAC welcomed Dr M.Sasidhar, Chairman of the committee, HODs, 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. As per the office order from the principal dated 9/11/2020, the following committees have been constituted by IQAC to carry out the internal audit of the departments for the Academic Year 2019-2020 in the Month of November 2020 from 11/11/2020 to 19/11/2020
2. After discussion with IQAC Coordinator and HOD'S the Principal has finalized the below faculty to carry out their Assigned department Internal Audit.
3. All the HODs were asked to depute the allotted faculty to carry out the duty. IQAC coordinator thanked the principal and the HOD'S for their cooperation .The meeting ended with vote of thanks.

ALLOTTED FACULTY TO CARRY OUT THE INTERNAL AUDIT.

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

| Name               | Designation | Department | Signature |
|--------------------|-------------|------------|-----------|
| Dr.B.Jaya Chandran | Professor   | ECE        | Jaya      |
| Dr.K.Murali Babu   | Professor   | ECE        | Murali    |

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

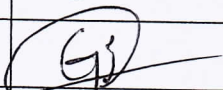
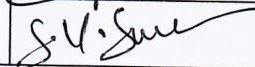
| Name               | Designation | Department | Signature       |
|--------------------|-------------|------------|-----------------|
| Dr.G.Sambasiva Rao | Professor   | CSE        | G.Sambasiva Rao |
| Dr.M.Pavan Kumar   | Professor   | CSE        | M.Pavan Kumar   |

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

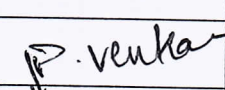
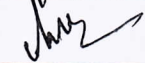
| Name          | Designation         | Department | Signature  |
|---------------|---------------------|------------|------------|
| Dr.T.Elango   | Professor           | MECH       | T.Elango   |
| Mr.B.Praneeth | Assistant Professor | MECH       | B.Praneeth |



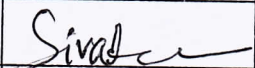
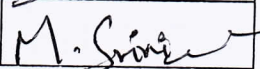
**The committee that audits the Department of EEE.**

| Name                      | Designation | Department | Signature   |
|---------------------------|-------------|------------|---|
| Dr.V.Gajendra Kumar       | Professor   | ECE        |  |
| Dr.S.Vasantha Swaminatham | Professor   | ECE        |  |

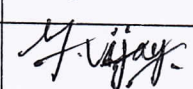
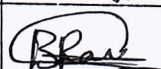
**The committee that audits the Department of Mechanical.**

| Name                  | Designation         | Department | Signature   |
|-----------------------|---------------------|------------|---|
| Mr.P.Venkateswara Rao | Associate Professor | EEE        |  |
| Mr.Ch.Chinna Veeraiah | Assistant Professor | EEE        |  |

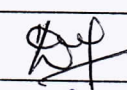

**The committee that audits the Department of B & SH**

| Name             | Designation | Department | Signature  |
|------------------|-------------|------------|--|
| Dr.S.Sivalingam  | Professor   | ECE        |   |
| Dr.M.Srinivasulu | Professor   | CSE        |  |


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

| Name             | Designation         | Department | Signature   |
|------------------|---------------------|------------|---|
| Dr.G.Vijay Kumar | Professor           | CSE        |  |
| B.Rama Rao       | Assistant Professor | ECE        |  |

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

| Name                 | Designation | Department | Signature   |
|----------------------|-------------|------------|---|
| Dr.D.Dyayakarara Rao | Professor   | ECE        |  |
| Dr.M.Sreedevi        | Professor   | CSE        |  |

  
**IQAC Coordinator**  
 IQAC Coordinator  
 Amrita Sai Institute of Science & Technology  
 Amrita Sai Nagar, Paritala -521180

  
**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, Staff, Notice board, Exam Cell, Library.

# AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY

(AUTONOMOUS)



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www.amritasai.org.in, Phone: 0866 2428399.



| S.No. | Name                  | Designation                        | Designation in Committee | Signature |
|-------|-----------------------|------------------------------------|--------------------------|-----------|
| 1     | Dr.M.Sasidhar         | Principal ,ASIST                   | Chairman                 |           |
| 2     | Mr.Ch.Chinna Veeraiah | Office in charge Examinations      | Coordinator              |           |
| 3     | Sri.K.V.Rao           | Office Manager                     | Member                   |           |
| 4     | Dr.Shaik Rafi         | Director EDC                       | Member                   |           |
| 5     | Dr S.Vijaya Vardhini  | Director, R&D                      | Member                   |           |
| 6     | Dr.P.Chiranjeevi      | Director of Academics              | Member                   |           |
| 7     | Dr.P.Durga Bhavani    | Coordinator Women Empowerment cell | Member                   |           |
| 8     | Sri.P.Ramesh Babu     | Placement Officer                  | Member                   |           |
| 9     | Sri.K.Ramya           | Vice-president Syncreon Technology | Member                   |           |
| 10    | Dr.D.Dayakar Rao      | HOD,ECE                            | Member                   |           |
| 11    | Sri.D.Pavan Kumar     | HOD,S&H                            | Member                   |           |
| 12    | Sri.B.Praneeth        | HOD, Mech                          | Member                   |           |
| 13    | Dr.M.Thiyagarajan     | HOD,CE                             | Member                   |           |
| 14    | Sri.E.Sateesh         | Assistant Professor CSE            | Member                   |           |
| 15    | Sri.D.Balaji          | Assistant Professor S&H            | Member                   |           |
| 16    | Mrs.T.Suhasini        | Assistant Professor EEE            | Member                   |           |
| 17    | Sri.K.Appa Rao        | Librarian                          | Member                   |           |
| 18    | Ms.B.Sirisha          | Student/Alumni                     | Member                   |           |

IQAC Coordinator

IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

Principal  
PRINCIPAL

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



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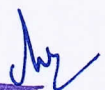


Ref: ASIST/IQAC/2019/20

Date: 18/11/2020

## CIRCULAR

The IQAC would like to remind to submit the Action Taken Report of the internal Academic Administrative Audit report which was conducted on 16<sup>th</sup> November 2020 for the A.Y 2019-20. Hence the HOD of CSE are requested to submit the same within a week to the IQAC.

  
IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

Copy to:  
The Chairman,  
Principal's Office,  
All the IQAC Members.

  
Principal

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

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**Ref: ASIST/IQAC/2019/20**

**Date: 02/12/2020**

## CIRCULAR

All the HODs and Staff members are requested to attend the meeting with Principal on 03/12/20 at 11 am in principal chamber to discuss about External audit for the academic year 2019-20.

### **AGENDA:**

1. External Audit process and procedure for the Academic Year 2019-20.
2. Selection of external auditors.
3. Date of audit.

**IQAC Coordinator**

IQAC Coordinator

Amrita Sai Institute of Science & Technology

Amrita Sai Nagar, Paritala -521180

Copy to: The Chairperson

The Principal office

All the members of the IQAC.

**Principal**

**PRINCIPAL**

Amrita Sai Institute of Science and Technology

Amrita Sai Nagar, Paritala

Krishna Dist 521180



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**Ref: ASIST/IQAC/2019/20**

**Date: 03/12/2020**

**ACADEMIC AND ADMINISTRATIVE EXTERNAL AUDIT.**

***Minutes of the meeting held on 3<sup>rd</sup> December, 2019-2020***


At the outset Coordinator of IQAC welcomed Dr.M.Sasidhar, Chairman of the Committee, Hods, 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. Chairperson discussed with the IQAC Coordinator, senior faculty and HODs about External Academic and Administrative Audit for the Academic Year 2019-20.
2. The committees have been constituted by IQAC to carry out the External audit of the Departments for the academic year 2019-2020 in the Month of December from 07/12/2020 to 09/12/2020.
3. Chairperson asking for the convenient date of the department the HOD'S proposed to finish within a week.
4. Principal suggested the HODs to prepare the departments for the Audit.

IQAC Coordinator Mr.Ch.Chinna Veeraiah garu thanked the Principal and HOD'S and staff for their active participation of the meeting.

**IQAC Coordinator**  
Amrita Sai Institute of Science & Technology  
Paritala -521180  
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Principal Office File  
All Members of IQAC, Staff, Notice board,  
Exam Cell, Library.

  
**Principal**

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

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www.amritasai.org.in, Phone: 0866 2428399.



| S.No. | Name                  | Designation                        | Designation in Committee | Signature |
|-------|-----------------------|------------------------------------|--------------------------|-----------|
| 1     | Dr.M.Sasidhar         | Principal ,ASIST                   | Chairman                 |           |
| 2     | Mr.Ch.Chinna Veeraiah | Office in charge Examinations      | Coordinator              |           |
| 3     | Sri.K.V.Rao           | Office Manager                     | Member                   |           |
| 4     | Dr.Shaik Rafi         | Director EDC                       | Member                   |           |
| 5     | Dr S.Vijaya Vardhini  | Director, R&D                      | Member                   |           |
| 6     | Dr.P.Chiranjeevi      | Director of Academics              | Member                   |           |
| 7     | Dr.P.Durga Bhavani    | Coordinator Women Empowerment cell | Member                   |           |
| 8     | Sri.P.Ramesh Babu     | Placement Officer                  | Member                   |           |
| 9     | Sri.K.Ramya           | Vice-president Syncreon Technology | Member                   |           |
| 10    | Dr.D.Dayakar Rao      | HOD,ECE                            | Member                   |           |
| 11    | Sri.D.Pavan Kumar     | HOD,S&H                            | Member                   |           |
| 12    | Sri.B.Praneeth        | HOD, Mech                          | Member                   |           |
| 13    | Dr.M.Thiyagarajan     | HOD,CE                             | Member                   |           |
| 14    | Sri.E.Sateesh         | Assistant Professor CSE            | Member                   |           |
| 15    | Sri.D.Balaji          | Assistant Professor S&H            | Member                   |           |
| 16    | Mrs.T.Suhasini        | Assistant Professor EEE            | Member                   |           |
| 17    | Sri.K.AppaRao         | Librarian                          | Member                   |           |
| 18    | Ms.B.Sirisha          | Student/Alumni                     | Member                   |           |

IQAC Coordinator  
IQAC Coordinator  
Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

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



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Ref: ASIST/IQAC/2019/20

Date: 08-12-2020

## CIRCULAR

The IQAC would like to remind the HOD's of all the Departments to submit the Action Taken Report of the External Academic Administrative Audit which was conducted in the month of December from 07/12/2020 to 09/12/2020 for the A.Y.2019-20. Hence the HODs are requested to submit the same within a week to the IQAC.

**IQAC Coordinator**

IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

Copy to:

The Chairman,

Principal's Office,

All the IQAC Members.

**Principal**

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

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**Ref: ASIST/IQAC/CIR/2021/22**

**Date: 08/08/2022**

**CIRCULAR**

All the HODs and members of IQAC are here by informed that there will be a meeting with principal on 9<sup>th</sup> August 2022 at 11.00 am in Principal chamber to discuss about the internal audit for the academic year 2021-22.

**Proposed Agenda:**

1. Internal Audit Format and Procedure for the Academic Year 2021-22.
2. Deputation of staff to Audit Internal Departments.
3. Proposed dates of submission.
4. Any other with permission of the Principal.

I would like to invite all the IQAC members, Hods and senior staff of the college to attend this meeting and deliberate upon the Agenda.

  
**IQAC Coordinator**

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

Copy to: The Chairperson,

The Principal Office File,  
All Members of the IQAC.

  
**Principal**

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



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Ref: ASIST/ IQAC/2021/22

Date: 09/08/2022

## ACADEMIC AND ADMINISTRATIVE

### INTERNAL AUDIT.

#### *Minutes of the meeting held on 9<sup>th</sup> August, 2021-2022*

At the outset Coordinator of IQAC welcomed Dr M.Sasidhar, Chairman of the committee, HODs, 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. As per the office order from the principal dated 8<sup>th</sup> August 2022, the following committees have been constituted by IQAC to carry out the internal audit of the departments for the Academic Year 2021-2022 in the Month of August 2022 from 10/08/2022 to 18/08/2022.
2. After discussion with IQAC Coordinator and HOD'S the Principal has finalized the below faculty to carry out their assigned department Internal Audit.
3. All the HOD's were asked to depute the allotted faculty to carry out the duty.



IQAC Coordinator 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.

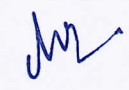
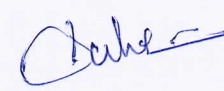
**The committee that audits the Department of CSE.**

| Name                   | Designation            | Department | Signature |
|------------------------|------------------------|------------|-----------|
| Dr.V.Gajendra<br>Kumar | Professor              | ECE        |           |
| Dr.S.Sivalingam        | Associate<br>Professor | ECE        |           |

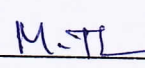
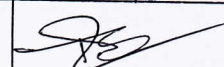
**The committee that audits the Department of ECE.**

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

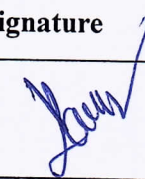
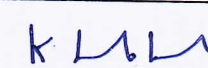
**The committee that audits the Department of Civil**

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

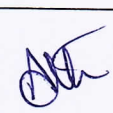
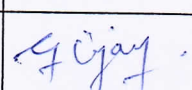
**The committee that audits the Department of EEE.**

| 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**


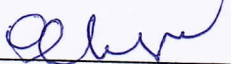
| Name                | Designation         | Department | Signature   |
|---------------------|---------------------|------------|---|
| Dr A.Vijaya Lakshmi | Associate Professor | ECE        |  |
| Dr.G.Vijay Kumar    | Associate Professor | CSE        |  |

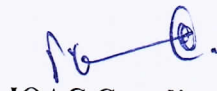


**The committee that audits the Department of Examination Cell.**

| 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**

IQAC Coordinator

Amrita Sai Institute of Science & Technology

Amrita Sai Nagar, Paritala -521180



**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                   |           |

IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala - 521180

Principal

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



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**Ref: ASIST/IQAC/2021/22**


**Date: 12/09/2022**

## **CIRCULAR**

All the HODs and Staff members are requested to attend the meeting with Principal on 13/09/22 at 11 am in Principal chamber to discuss about External Audit for the academic year 2021-22.

### **AGENDA:**

1. External Audit process and procedure for the Academic Year 2021-22.
2. Selection of external auditors.
3. Date of audit.

  
IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

Copy to: The Chairperson

The Principal office

All the members of the IQAC.

  
Principal

**PRINCIPAL**

Amrita Sai Institute of Science and Technology  
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Krishna Dist - 521180

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**Ref: ASIST/IQAC/2021/22**

**Date: 13/09/2022**

## ACADEMIC AND ADMINISTRATIVE EXTERNAL AUDIT.

*Minutes of the meeting held on 13<sup>th</sup> September, 2021-2022*

At the outset Coordinator of IQAC welcomed Dr.M.Sasidhar, Chairman of the Committee, Hods, 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. Chairperson discussed with the IQAC Coordinator, senior faculty and HODs about External Academic and Administrative Audit for the Academic Year 2021-22.
2. The committees have been constituted by IQAC to carry out the External audit of the Departments for the academic year 2022-2023 in the Month of September from 17/09/2022 to 21/09/2022.
3. Chairperson asking for the convenient date of the department the HOD'S proposed to finish within a week.
4. Principal suggested the HODs to prepare the departments for the Audit.

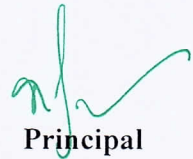
IQAC Coordinator Dr.P.Chiranjeevi thanked the Principal and HOD'S and staff for their active participation of the meeting.

  
IQAC Coordinator  
IQAC Coordinator

Amrita Sai Institute of Science & Technology

Amrita Sai Nagar, Paritala, 521180

Copy to: The Chairperson,  
Principal Office File,  
All Members of IQAC,  
Staff, Notice board.

  
Principal

PRINCIPAL

Amrita Sai Institute of Science and Technology

Amrita Sai Nagar, Paritala

Krishna Dist. 521180



# AMRITA SAI INSTITUTE OF SCIENCE & TECHNOLOGY (AUTONOMOUS)



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www.amritasai.org.in, Phone: 0866 2428399.



The following are the IQAC Members:

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

**IQAC Coordinator**  
Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

**Principal**  
PRINCIPAL  
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Krishna Dist - 521180

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Ref: ASIST/IQAC/2021/22

Date: 19/08/2022

CIRCULAR

The IQAC would like to remind to submit the Action Taken Report of the internal Academic Administrative Audit report which was conducted on 18<sup>th</sup> August 2022 for the A.Y 2021-22. Hence the HOD of CSE is requested to submit the same within a week to the IQAC.

**IQAC coordinator**  
IQAC Coordinator

Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

Copy to:

The Chairman,  
Principal's Office,  
All the IQAC Members.

**Principal**

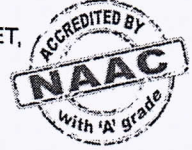
**PRINCIPAL**  
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Amrita Sai Nagar, Paritala  
Krishna Dist - 521180



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**Ref: ASIST/IQAC/2021/22**

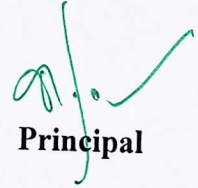
**Date:21-09-2022**

**CIRCULAR**

The IQAC would like to remind the HOD's of all the Departments to submit the Action Taken Report of the External Academic Administrative Audit which was conducted in the Month of September from 17/09/2022 to 21/09/2022 for the A.Y.2021-22. Hence the HOD's are requested to submit the same within a week to the IQAC.

**IQAC Coordinator**

IQAC Coordinator  
Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

  
**Principal**

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

Copy to:  
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**Ref: ASIST/IQAC/CIR/2022/23**

**Date: 07/08/2023**

**CIRCULAR**

All the HODs and members of IQAC are here by informed that there will be a meeting with principal on 8<sup>th</sup> August 2023 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**

**IQAC Coordinator**

**Amrita Sai Institute of Science & Technology**  
**Amrita Sai Nagar, Paritala -521180**

Copy to: The Chairman,

The Principal Office File,  
All Members of the IQAC.

  
**Principal**

**PRINCIPAL**

**Amrita Sai Institute of Science and Technology**  
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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, Hods, 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. The following committees have been constituted by IQAC to carry out the internal audit of the Departments for the academic year 2022-2023 in the Month of August from 16/08/2023 to 18/08/2023.
2. After discussion with IQAC Coordinator and HOD'S the Principal has finalized the below faculty to carry out their Assigned department Internal Audit.
3. All the HOD's were asked to depute the allotted faculty to carry out the duty.

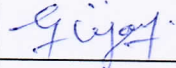
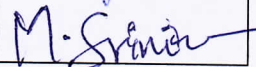
IQAC Coordinator Dr P.Chiranjeevi thanked the Principal and HODs and staff for their active participation of the meeting.

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

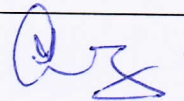

**The committee that audits the Department of CSE.**

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

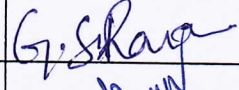
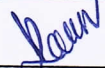
**The committee that audits the Department of ECE.**

| Name             | Designation | Department | Signature   |
|------------------|-------------|------------|---|
| Dr.G.Vijay Kumar | Professor   | CSE        |  |
| Dr.M.Srinivasulu | Professor   | CSE        |  |

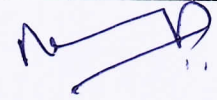
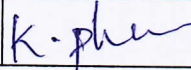
**The committee that audits the Department of Civil**

| Name            | Designation         | Department | Signature   |
|-----------------|---------------------|------------|---|
| Mr.Abdul Firoz  | Assistant Professor | MECH       |  |
| Mr.T.Gopala Rao | Assistant Professor | MECH       |  |


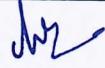
**The committee that audits the Department of EEE.**

| Name                | Designation         | Department | Signature   |
|---------------------|---------------------|------------|---|
| Dr.G.Samba Siva Rao | Professor           | CSE        |  |
| Mr.P.Ramesh Babu    | Assistant Professor | CSE        |  |

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

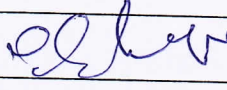
| Name                | Designation         | Department | Signature   |
|---------------------|---------------------|------------|---|
| Mr.B.Balaji         | Assistant Professor | ECE        |  |
| Dr.K.Phani Srinivas | Professor           | ECE        |  |

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


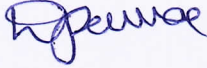
| Name               | Designation         | Department | Signature   |
|--------------------|---------------------|------------|---|
| Dr.D.Hema          | Associate Professor | ECE        |  |
| Ch.Chinna Veeraiah | Assistant Professor | EEE        |  |



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

| Name              | Designation | Department | Signature   |
|-------------------|-------------|------------|---|
| Dr.T.Elango       | Professor   | MECH       |  |
| Dr.M.Thiyagarajan | Professor   | CIVIL      | M.TL  |

**The committee that audits the Library.**

| Name              | Designation            | Department | Signature   |
|-------------------|------------------------|------------|---|
| Dr.R.Dinesh Kumar | Professor              | ECE        |  |
| Dr. D.Pavan Kumar | Assistant<br>Professor | S & H      |  |

  
IQAC Coordinator

**IQAC Coordinator**  
Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

  
Principal

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

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Principal Office File

All Members of IQAC, Staff, Notice board,  
Exam Cell, Library.

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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                   |           |

**IQAC Coordinator**  
Amrita Sai Institute of Science & Technology  
Amrita Sai Nagar, Paritala -521180

**Principal**  
Amrita Sai Institute of Science and Technology  
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**Ref: ASIST/ IQAC/2022/23**

**Date: 19/08/2023**

**CIRCULAR**

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**IQAC Coordinator**

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Amrita Sai Nagar, Paritala -521180

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Principal's Office,  
All the IQAC Members.

**Principal**

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Amrita Sai Institute of Science and Technology  
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Kanchikacherla Dist - 521180