



# Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution, Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

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Dt: 29-07-2025

## Circular

The IQAC Coordinator, Members are informed to attend the IQAC meeting to be held on 1<sup>st</sup> August 2025 in seminar hall at 01:00 P.M

### **Agenda:**

1. Review of academic and administrative quality measures
2. Preparation and submission of AQAR (Annual Quality Assurance Report)
3. Implementation of quality improvement initiatives
4. Organization of seminars, workshops, and faculty development programs
5. Student support and feedback system
6. Any other matter with the permission of the chair

  
**Coordinator**

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**Principal**

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

## Action taken Report for IQAC Meeting:

Sl. No.	Resolution	Action Taken
1	Continue monitoring academic and administrative processes regularly for quality improvement.	Periodic review meetings and internal audits were conducted to assess academic and administrative performance.
2	Collect departmental data systematically and submit AQAR within the stipulated time.	AQAR data was collected from all departments and compiled for timely submission.
3	Organize academic and professional development activities for faculty and students.	Seminars, workshops, and FDPs were conducted on various academic and research topics.
4	Departments to prepare schedules for seminars, workshops, and FDPs.	Departments prepared activity schedules and successfully organized the planned programs.
5	Strengthen the feedback mechanism and review feedback periodically.	Student feedback was collected, analyzed, and suggestions were communicated to faculty members for improvement.
6	Enhance mentoring, counseling, career guidance, and placement support for students.	Mentoring sessions, career guidance programs, and placement training activities were organized for students.

## Committee Members:

Sr. No	Role in IQAC	Name of Staff	Signature
1	Chairperson/ Head of the Institution	Dr. M.Sasidhar	
2	Teachers to represent all levels	Mr P.Ramesh Babu	
3		Dr.G.Vijaya Kumar	
4		Mrs.T.Suhasini	
5		Mr.Ch Chinna Veeraiah	
6		Mr B Praneeth	
7		Dr M Thiyangarajan	
8		Mr K.Appa Rao	
9		Dr Sk.Jaffrullah	
10		Dr K.Haritha	
11		Dr V.Srikanth	
12		One Member from Management	Mr A.Poolmeswara Rao
13	Administrative officer	Mr T.Koteswara Rao	
14	One nominee from Local Society	Mr A.Trishank	
15	One nominee from Student	Mr Chintakayala Charan	
16	One nominee from Alumni	Dr K.Sateesh Kumar	
17	One nominee from Industry	Mr G.Venu Gopal	
18	One Senior teacher as Co-Ordinator/ Director	Dr. P.Chiranjeevi	

**CONVENER**

**PRINCIPAL**

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