



**SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY: PUTTUR  
(AUTONOMOUS)**

(Approved by AICTE, New Delhi, Affiliated to JNTUA, Ananthapuramu)  
(Accredited by NBA for EEE, MECH, ECE & CSE and Accredited by NAAC with 'A' Grade)  
Siddhartha Nagar, Narayanavanam Road, Puttur – 517583

**OM NO: SISTK/Admin/IQAC/MM-1/2020-21**

**Date: 03.12.2020**

**Minutes of the Meeting**

Dr. M. Janardhana Raju, Principal as Chair, the First IQAC Meeting for the academic year 2020-21 was convened on 03/12/2020, at 02.00PM in Board Room.

**Agenda:**


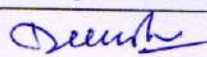

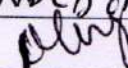

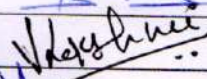
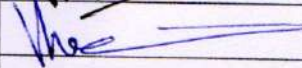

1. Review on last IQAC meeting agenda points
2. Formation of new panel for Internal Quality Assurance Cell
3. Conduction of online classes
4. Staff preparation for the online classes
5. Initiation of displaying academic posters
6. Any other matter with the permission of the chair

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

1. The IQAC Coordinator welcomes the members and circulated the agenda points to the committee.
2. It is proposed and formed new Internal Quality Assurance Cell for the upcoming academic year. The present IQAC coordinator handed over the charges to the new IQAC coordinator.
3. Discussed on online classes during Covid-19 period and committee members given their views and explained challenges faced during the online classes.
4. Members enquired about faculty preparation for the online classes and to restart all activities after pandemic. The IQAC committee given guidelines to the staff members for the best approach to conduct online classes.
5. Committee suggested academic posters that improve student attention and awareness on corresponding courses. IQAC discussed on academic posters and approved.

6. IQAC Chairman has instructed to collect the feedback from the students and other stakeholders on online classes, satisfaction of the students.
7. Members has discussed about revised academic calendar submitted by dean academics for the offline classes and revised schedule for the examination submitted by the controller of examination.

**Members attended:**

S.No	Name of Member	Position	Signature
1.	Dr. M Janardhana Raju	Chairperson (Head of the Institution)	
2.	Mr. K. Madhu	Management Representative	ATTENDED ONLINE
3.	Miss. S. Reshma	HOD of CE	ATTENDED ONLINE
4.	Mr. S. Ramesh	HOD of EEE	
5.	Dr. D. Sudhakar	HOD of MECH	
6.	Dr. S. Sivanandham	HOD of ECE	ATTENDED ONLINE
7.	Dr. M. A. Manivasagam	HOD of CSE	
8.	Mr. B. Sarath Babu	HOD of BS&H	
9.	Ms. M. Vijaya Lakshmi	IQAC Coordinator	
10.	Mr. V. Gopi	Controller of Examinations	
11.	Mrs. C. Nishida Devi	Office Superintendent	ATTENDED ONLINE
12.	Mrs. R. Anitha	Library Head	
13.	Dr. K. Chandrasekhar Reddy	Educationalist	ATTENDED ONLINE
14.	Ms. B. Jayanthi	Student (Alumni)	ATTENDED ONLINE

  
**IQAC COORDINATOR**



**SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY: PUTTUR  
(AUTONOMOUS)**

(Approved by AICTE, New Delhi, Affiliated to JNTUA, Ananthapuramu)  
(Accredited by NBA for EEE, MECH, ECE & CSE and Accredited by NAAC with 'A' Grade)  
Siddhartha Nagar, Narayanavanam Road, Puttur – 517583

**OM NO: SISTK/Admin/IQAC/MM-2/2020-21**

**Date: 18.03.2021**

**Minutes of the Meeting**

Dr. M. Janardhana Raju, Principal as Chair, the second IQAC Meeting for the academic year 2020-21 was convened on 18/03/2021, at 02.00PM in Board Room.

**Agenda**

1. Review on last IQAC meeting agenda points
2. Implementation of Outcome Based Education
3. Feedback from various stakeholders
4. Implementation of Academic audit
5. Proposal of new formats for the lesson plan
6. Any other matter with the permission of the chair

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

1. At the beginning, Dr. B. Sreenivasulu, IQAC Coordinator circulated the agenda points to the committee.
2. IQAC Chairman, enquired about implementation of Outcome Based Education (OBE). DAC (Department Academic Committee) explain about DAC participation in implementation of OBE and progress.
3. IQAC Chairman, enquired about status of feedback from various stake holders. CAC College academic committeesubmittedfeedback report from the various stakeholders to the IQAC for further action.
4. IQAC Chairman, proposed Academic audit for the academic year 2020-21. After discussion on academic audit, the responsibility assign to audit committee and committee visit each department and audit all aspect.

5. IQAC Chairman has proposed new formats for the lesson plan. IQAC team members are discussed on new lesson plan formats and suggested few modification. And IQAC chairman approved new lesson plan formats by considering IQAC suggestions.

**Members attended:**

S.No	Name of Member	Position	Signature
1.	Dr. M Janardhana Raju	Chairperson (Head of the Institution)	<i>M. Janardhana Raju</i>
2.	Dr. S. Bhanu	Professor, Department of BS&H.	<i>S. Bhanu</i>
3.	Mr. S. Sai Kumar	Assistant Professor, Department of MECH.	<i>Saikumar</i>
4.	Mr. M. Doorvasulu Naidu	Associate Professor, Dept. of CSE	<i>M. Doorvasulu</i>
5.	Mr. D. Jaya Naidu	Associate Professor, Department of ECE.	<i>D. Jaya Naidu</i>
6.	Mr. K. Madhu	Member from the Management	ATTENDED ONLINE
7.	Mrs. G. Praveena	Senior Administrative Officer	ATTENDED ONLINE
8.	Dr. R. Supraja Devi	Doctor, Ruya Hospitals, Tirupati.	ATTENDED ONLINE
9.	Ms. D. Suhitha	Student (194E1A04G4)	<i>D. Suhitha</i>
10.	Mr. P. Hemashankar	Alumni member	ATTENDED ONLINE
11.	Mr. M. Lakshminarayana	JTO, BSNL.	ATTENDED ONLINE
12.	Mr. C. Damodhar	Chief Executive Officer (CEO), Ravands Plas tech, Puthalapattu.	ATTENDED ONLINE
13.	Mr. A. Baskar	Parent.	← ABSENT →
14.	Dr. B. Sreenivasulu,	IQAC - Coordinator	<i>B. Sreenivasulu</i>

*B. Sreenivasulu*  
**IQAC COORDINATOR**