



Indira Institute of Technology & Sciences

(Approved by AICTE, New Delhi, Affiliated to JNTU, Kakinada)

(Sponsored by V.H.R. Educational Society, Markapur)

Darimadugu (v), Markapur (Mandal), Prakasam District-523 316 AP

Ref: IITM / IQAC / 2021-2022 / 1

Date: - 1/11/2021

To,

The Members of IQAC,
IITS,
Markapur.

Dear Sir/Madam,

Notice and Agenda for IQAC Meeting.

1. Greetings.
2. The first Internal Quality Assurance Cell meeting of our institute is being conducted on November 1st, 2021 at 2.00 pm in the Principal Cabin of the institute.
3. The Agenda for the meeting is appended below.
 - * Introduction to IQAC members
 - * Objectives of IQAC Cell,
 - * Functions of IQAC Cell
 - * General discussions.



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4. You are kindly requested to Confirm your presence as it will help us to make further arrangements. Looking forward to your presence in the Meeting.

ADMINISTRATIVE OFFICER
INDIRA INSTITUTE OF TECHNOLOGY & SCIENCES
Darimadugu, Markapur-523 316
Prakasam Dist. (A.P.) India

[Signature]
Your Sincerely
Coordinator, IQAC & Dean
(Academics)

PRINCIPAL
INDIRA INSTITUTE OF TECHNOLOGY & SCIENCES
Darimadugu, Markapur-523 316
Prakasam Dist. (A.P.) India

[Signature]
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Minutes of the first Internal Quality Assurance Cell Meeting.

* The first IQAC meeting was conducted on November 1st, 2021 in the principal Cabin of the institution at 2:00PM.

* As per the guidelines of National Assessment and Accreditation Council (NAAC), Constitution of an Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) to NAAC in a timely manner was considered.

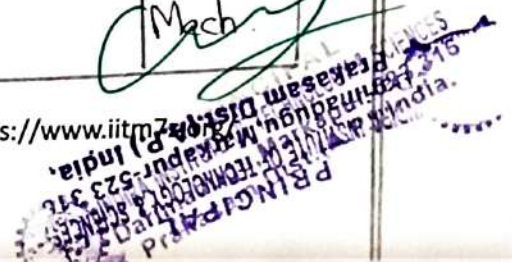
* The Institute has constituted an IQAC Committee as per the NAAC guidelines. following is the IQAC members.

S.No	Name of Person.	Designation	Department
1.	Dr. N. Gopala krishna	Principal & Chairman	CSE
2.	Dr. V. Venugopal.	IQAC Co-ordinator	Mech
3.	Dr. R. Bala murigan.	HOD, Civil.	Civil
4.	Dr. M. Kodhandaraman	Professor, HOD	S&H
5.	Dr. Rajeev kumar Anand	Professor, HOD	ECE
6.	K. Raja Sekhara Reddy	Associate professor	Mech
7.	N. Satya Vani.	Associate professor	S&H
8.	Sk. Abdhul kalam.	Asst. prof.	Mech

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Other persons (or) Members of Committee :-

Librarian — V. Prakash Rao .

Administrative — U.V Ravindra Reddy .
Office

Exam cell — K. Surendra Reddy .

Points discussed in the meeting are as follows,

1. The meeting commenced with a formal address by the director about the need and importance of formation of an IQAC at the institute and its functions and welcomed the members of the newly constituted IQAC .

2. IQAC Coordinator made a detailed presentation of the IQAC Composition, and its Objectives and functions .

3. IQAC Coordinator briefly explained the agenda of the first meeting .

4. The committee decided to meet once in every Semester to assess the quality of teaching and best practices to be adopted for improving the quality of Academics, Administration of the Institute

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5. The IQAC Coordinator suggested to start numbering IQAC meetings hence forth including the current one starting with 1, subsequent to start of ~~2nd~~ ^{1st} of NAAC accreditation.

IQAC Coordinator requested Cooperation from all the IQAC members to make IQAC at the institute to Succeed in achieving its aims and Objectives.

Amr
Yours Sincerely.

Coordinator, IQAC & Dean
(Academics)

Copy to:-

1. Secretary & Correspondent for kind information.
2. Principal Sir.
3. All HOD's.
4. All members of IQAC.
5. Training & Placement office.
6. Admin office.
7. library.

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Ref: IITM/IQAC/2021-2022/2

Date: 8/11/21.

Circular

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 22/11/21; at 10:15AM at the principal's Cabin to discuss on the following Agenda points. All members are requested to prepare the necessary information pertaining to their department and present it during the meeting for approval.

AGENDA:-

- * To review and confirm previous Minutes of meeting.
- * To discuss on Placement Activities.
- * To discuss on the Result Analysis of each Course and Semester.
- * To discuss on the publication in approved Journals Suggested by UGC.
- * To discuss on the CRT training programs.
- * To discuss on the Student in



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- * To discuss on the SSR Submission.
- * To discuss on the extension Activities under NSS.
- * Any other details with the permission of the Chair.

Co-ordinator - IQAC.

Principal - IQAC
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 INDIRA INSTITUTE OF TECHNOLOGY & SCIENCES
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2. Principal Sir.
3. All HOD's
4. All members of IQAC.
5. Training & Placement office.
6. Admin Office.
7. Library.
8. PD Sports.
9. file.

Principal
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Ref: IITM/IQAC/2021-2022/2

Date: 22/11/21


Internal Quality Assurance cell

IITM/IQAC/2021-2022/2, Date: 8/11/21

The first IQAC meeting for the Academic year 2021-2022 was held on 22/11/21, the following resolutions have been taken in the meeting.

⇒ The committee received the resolutions of odd semester

⇒ The committee members discussed the list of activities conducted and suggested planning for some more extension & cultural activities in regular intervals.

⇒ The committee has received the CR  the following programs conducted the plan for career guidance programs.

⇒ The TPO informed participation of students

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in various NQTS and progress of the placements. The committee suggested for improvement of student placements in MNCs.

⇒ The committee received the results of the previous semester and suggested the HODs to improve the pass percentage

⇒ The committee suggested the publication of students projected in reputation journals as per the guidelines of UGC and NAAC.

⇒ The committee suggested the HODs to improve the student participation internship programs

⇒ All HODs are informed to monitor the feedback process intervals and appropriate action should be taken on those who falls below bench mark and also maintain the documents in the department properly for further reference.

⇒ The IQAC co-ordinator and



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charges are instructed as to finalize the SSR in consultation with HoDs to ensure timely submission.

* The meeting is concluded with vote of thanks by Dr. V. Venu gopal., IQAC Coordinator.

The following members were present :-

S.NO	Name of Staff	Signature
1.	Dr. N. Gopala krishna.	
2.	Dr. V. Venu gopal.	
3.	Dr. R. Bala murgan.	
4.	Dr. M. Kodhandaraman.	
5.	Dr. Rajeev kumar Anand	
6.	K. Raja sekhar Reddy.	
7.	N. Satya Vani.	
8.	Sk. Abdhul kalam.	
9.	K. Surenindra Reddy.	
10.	V. Prakash Rao	
11.	U.V. Ravindra Reddy.	

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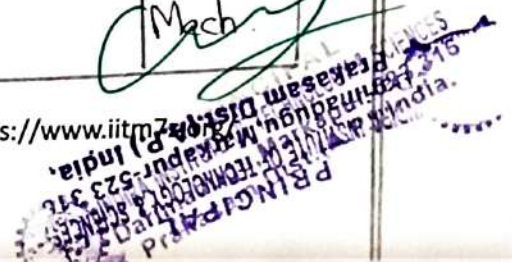
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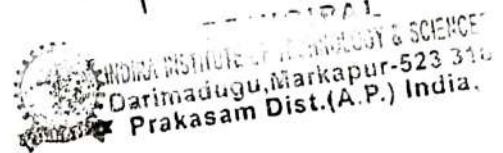
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Co-ordinator - IQAC.

Principal - IQAC

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Internal Quality Assurance cell

IITM/IQAC/2021-2022/2, Date: 8/11/21

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