



# AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi, & Permanently Affiliated to J.N.T.U.K., Kakinada)

NAAC "B++" Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Bhogapuram (Mandal), Vizianagaram -531162.

www.aicitta.ac.in, principal@aieitta.ac.in

## Internal Quality Assurance Committee (2020-2021)

S. No	Position	Designation	Name of the Member
1	Chairperson	Head of the Institution	Dr.S.N.V.Ganesh
2	Coordinator IQAC	Professor, Dept. of CSE	Dr. Gandhi Satyanarayana
3	Member	Member of GB	Mr.I. Shravan Kumar
4	Members	Vice Principal & HOD EEE	Mr.A.Arjuna Rao
		Prof. & HOD CSE	Dr.Akula Chandra Sekhar
		Assoc.Prof & HOD ECE	Mr.V.Siva Bhaskara Rao
		Assoc.Prof & HOD ME	Dr.B.Avinash Ben
		Asst.Prof & HOD Civil Engg.	Mr.R.Venkatesh
		Assoc.Prof.& HOD MBA	Dr V Sai Prashanth
		Assoc.Prof & HOD S &H	Mr.J.R.G.Patnaik
		Prof. of ECE	Dr.P.Krishna Rao
		Prof. of Mechanical Engg.	Dr.Raja Santosh
		Assoc.Prof of S&H	Mr.G.Chinna Rao
		Prof of S&H	Dr.R.Swapna
		Prof. of CSE	Dr. Annepu Balakrishna
		Assoc.Prof. of EEE	Dr.H.Mallessam Dora
		Asst.Prof. of Civil Engg.	Mrs.M.Sumathi
Exam Cell In charge	Mrs.K.Praveena		
5	Industry Members	WNS Central Head Visakhapatnam	R.L.Narayana
6	Senior Administrative Officers	Placement Officer	Mr.M.Rupu Sundara Rao
		Administrative officer	Mr. M.S.Santosh Kumar
7	Nominee from	Local society	Mr.R.Appala Narsayya Sarpanch, Cherukupally (Village)
		Alumni	Mr.V.Vidya Sagar SBI, Deputy Manager
		Student	Ms.L.Gayathri III Year, CSE



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## Functions & Responsibilities:

- a) Parameters for various academic and administrative activities of the institution.
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes / activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

G. Satyanarayana  
IQAC Coordinator

  
Principal

PRINCIPAL  
AVANTHI INSTITUTE OF ENGG. & TECH  
Cherukupally (V), Chittivalasa (SAO)  
Bhogapuram (M),  
Vizianagaram (Dist) -531162



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Ref No: AIET/IQAC/2020-2021 /01

Date: 04.08.2020

To

The Members of IQAC

Avanathi Institute of Engineering and Technology

Cherukupally (Village), Near Tagarapuvalasa Bridge

## CIRCULAR

This is to inform and invite all the member of IQAC to attend the Internal Quality Assurance Cell meeting of our Institution via online on 10.08.2020 at 10.00 AM .The link will be shared soon. All the members of IQAC are requested to attend for the meeting without fail.

### Agenda:

1. Review the minutes of previous IQAC meeting..
2. In view of covid-19 pandemic situation conducted online classes. Review on student attendance and syllabus coverage.
3. To fill the AQAR 2019-2020
4. Discussion on new B.Tech programmes introduced from 2020-2021 Academic Year.
5. Mandatory Internships for B.Tech Students
6. Any other item with permission of chairman

Thank you,

*G. Satyanarayana,*

Dr.Gandi Satyanarayana  
(IQAC Coordinator)

*An*  
Chairman  
PRINCIPAL

AVANTHI INSTITUTE OF ENGG. & TECH  
Cherukupally (V), Chittivalasa (SAO)  
Bhogapuram (M),  
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### Copy to:

1. Principal office
2. All Concerned members
3. All HoD's
4. Notice board, IQAC



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## Internal Quality Assurance Cell (IQAC)

Ref No: AIET/IQAC/2020-2021 /01

Date: 10.08.2020

### IQAC Minutes of Meeting

IQAC coordinator Dr.Gandi Satyanarayana extended a warm welcome to the all IQAC members. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting. The agenda is presented before the committee by IQAC coordinator and the discussion started with action taken report meeting held on 15- 06-2020

#### **Agenda Item 1: To review the minutes of IQAC meeting held on 15- 06-2020**

**Resolution:** The members reviewed the IQAC minutes of meeting held on 15-06-2020 and approved the same.

#### **Agenda Item 2: In view of covid-19 pandemic situation conducted online classes. Review on student's attendance and syllabus coverage.**

**Resolution:**

- In view of Covid-19 pandemic situation, the committee resolved to conduct online classes for B.Tech, M.Tech, and MBA through online zoom apps, Goggle Meet apps etc with immediate effect.
- Resolved to attend webinars, FDP's, etc in this lockdown period by all the staff members to improve their technical skills.
- All HODs and faculty are instructed to motivate the students towards online classes in the present scenario.
- The Committee resolved that the staff shall publicize among the students about precautionary measures to be taken to overcome the COVID-19.
- It was decided to conduct virtual laboratory sessions for the students.
- It was resolved to provide online assignments and to evaluate it regularly.
- It was decided to maintain appropriate infrastructure facilities for the conduct of online classes and lab classes.

#### **Agenda Item 3: To fill the AQAR 2019-20**

**Resolution:**

- IQAC Coordinator informed all the criteria in-charges to update the status of data filling and to complete it on time in view of AQAR submission. It was observed that for some



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of the parameters, data provided is not sufficient. The same was discussed thoroughly and the members present suggested ways to gather the data appropriately.

## Agenda Item 4: Discussion on new B.Tech programmes introduced from 2020-2021 Academic Year.

### Resolution:

- IQAC coordinator Dr.Gandi Satyanarayana mentioned about the new B.Tech programs introduced from 2020-2021 Academic year. B.Tech CSE (Artificial Intelligence & Machine Learning), B.Tech CSE (Data Science) as per the university guide lines.
- Further, he mentioned that these new B.Tech programs will have plenty of job opportunities.
- The members congratulated the management, Principal, Faculty for introducing these new B.Tech programmes.

## Agenda Item 5: Internships Mandatory for B.Tech students

### Resolution:

- The committee decided to encourage the mandatory internships for all III and IV B.Tech Students in Govt. and reputed Private companies in line.

## Agenda Item 6: Any other item with permission of chairperson

**Resolution:** The committee decided to meet at regular intervals in formal / informal manner to enhance IQAC institutionalization

### Signatures:

S.No	Name of the Member and Designation	Role	Signature
1	Dr.S.N.V.Ganesh Principal, AIET	Chairman	
2	Mr.I. Shravan Kumar Member of GB, AIET	Member	
3	Dr.A.Chandra Sekhar Professor and HOD CSE	Member	
4	Mr.A.Arjuna Rao Vice Principal & HOD EEE	Member	
5	Mr.V.Siva Bhaskara Rao Assoc.Prof & HOD ECE	Member	
6	Dr.B.Avinash Ben Assoc.Prof & HOD Mechanical	Member	
7	Mr.R.Venkatesh Asst.Prof & HOD Civil Engg	Member	



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8	Dr.V.Sai Prasanth Prof & HOD MBA	Member	
9	Mr.J.R.G.Patnaik Prof & HOD S &H	Member	
10	Dr.P.KrishnaRao Prof. of ECE	Member	
11	Dr.Raja Santosh Prof. of Mechanical Engg.	Member	
12	G.Chinna Rao Assoc. Prof of S & H	Member	
13	Dr.R.Swapna Prof of S&H	Member	
14	Dr.Annepu Balakrishna Prof. of CSE	Member	
15	Dr.H.Mallessam Dora Assoc. Prof. of EEE	Member	
16	Mrs.M.Sumathi Asst.Prof. of Civil Engg.	Member	
17	Mrs.K.Praveena Exam Cell Incharge	Member	
18	Mr. R.L.Narayana WNS Central Head, Industry Member	Member	
19	Mr.M.Rupu Sundara Rao Placement Officer	Member	
20	Mr. M.S.Santosh Kumar Administrative officer	Member	
21	Mr.R.Appala Narsayya Sarpanch	Member	
22	Mr.V.Vidya Sagar SBI, Deputy Manager, Alumni	Member	
23	L.Gayathri Student ,II CSE,19Q71A0587	Member	
24	Dr. Gandhi Satyanarayana Professor & IQAC Coordinator	Member Secretary	

Dr.Gandhi Satyanarayana  
Coordinator, IQAC

Principal



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Ref No: AIET/IQAC/2020-2021 /02

Date: 9.12.2020

To

The Members of IQAC

Avanathi Institute of Engineering and Technology

Cherukupally (Village), Near Tagarapuvalasa Bridge

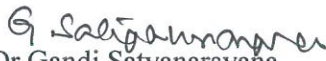
## CIRCULAR

This is to inform and invite all the members of IQAC to attend the Internal Quality Assurance Cell meeting of our Institution on 14.12.2020 at 10.00 AM through virtual mode. All the members of IQAC are requested to attend the meeting without fail and the link will be shared soon.

### Agenda:

1. Review the minutes of previous IQAC meeting..
2. Discussion on online class work
3. NPTEL and Coursera Certification Courses for Students and Faculty Members
4. Discussion on Placements & Higher studies
5. Project reviews for B.Tech students
6. Any other item with permission of chairman

Thank you,

  
Dr. Gandhi Satyanarayana  
(IQAC Coordinator)

  
Chairman

### Copy to:

1. Principal office
2. All Concerned members
3. All HoD's
4. Notice board, IQAC

PRINCIPAL  
AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY  
Cherukupally (Village), Near Tagarapuvalasa (S/O)  
Bh... (M),  
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## Internal Quality Assurance Cell (IQAC)

Ref No: AIET/IQAC/2020-2021 /02

Dates: 14.12.2020

### IQAC Minutes of Meeting

IQAC coordinator Dr.Gandi Satyanarayana convened the meeting by welcoming all the IQAC members. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting. The agenda is presented before the committee by IQAC coordinator and the discussion started with action taken report meeting held on 10- 08-2020

#### **Agenda Item 1: To review the minutes of IQAC meeting held on 10.08.2020**

**Resolution:** The members reviewed the IQAC minutes of meeting held on 10.08.2020 and approved the same.

- The IQAC coordinator praised the CRT team for their tremendous training amidst covid and for satisfactory Campus placements.
- It was decided to include and implement ICT tools in teaching the students.

#### **Agenda Item 2: Discussion on online class work**

**Resolution:**

- IQAC Coordinator discussed about online class work for students, which is being carried out during Covid-19. He also informed to all the faculty members to be prepared with their lesson plans, course material etc for the academic year 2020-2021.

#### **Agenda Item 3: NPTEL and Coursera Certification Courses for Students and Faculty Members**

**Resolution:**

- IQAC coordinator Dr.Gandi Satyanarayana highlighted the importance of NPTEL certification courses for the continuous improvement of students and faculty members.
- It was resolved and the members also recognized the importance of NPTEL and Certification courses for the faculty members and the need to enroll into such courses. Members also highlighted the promising scope of learning through other online platforms i.e. Coursera, Udemy., Udacity etc.





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- It was resolved and members also suggested the faculty members and the students to concentrate on a module of specialized courses in a particular domain to get expertise in that particular domain through online platforms.
- As per the discussions made ,all the faculty members are informed to participate in certification courses like NPTEL,FDP's. It was also mandated for the faculty members to participate in five to six online FDP's and submit the entire information to IQAC and forward the complete FDP details to AICTE and UGC.

#### Agenda Item 4: Discussion on Placements & Higher studies

##### Resolution:

- HODs applauded the Training and Placement team for their efforts towards getting better placements
- IQAC coordinator suggested the Training and Placement team to conduct Technical training especially to the branches of Mech, EEE and ECE for further enhancement of their prospects in higher education as well as Job placements
- The IQAC coordinator emphasized the importance of higher studies and informed the members to motivate and guide the students in preparation for the examinations like GATE,GRE ,etc
- The committee heart fully agreed and showed their willingness to proceed.

#### Agenda Item 5:Project reviews for B.Tech students

##### Resolution:

- It was resolved to conduct online project reviews for B.Tech students, to guide them and to give necessary suggestions in the preparation of quality projects.

#### Agenda Item 6: Any other item with permission of chairperson

**Resolution:** The committee decided to meet at regular intervals in formal / informal manner to enhance IQAC institutionalization

##### Signatures:

S.No	Name of the Member and Designation	Role	Signature
1	Dr.S.N.V.Ganesh Principal, AIET	Chairman	
2	Mr.I. Shravan Kumar Member of GB, AIET	Member	
3	Dr.A.Chandra Sekhar Professor and HOD CSE	Member	



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4	Mr.A.Arjuna Rao Vice Principal & HOD EEE	Member	
5	Mr.V.Siva Bhaskara Rao Assoc.Prof & HOD ECE	Member	
6	Dr.B.Avinash Ben Assoc.Prof & HOD Mechanical	Member	
7	Mr.R.Venkatesh Asst.Prof & HOD Civil Engg	Member	
8	Dr.V.Sai Prasanth Prof & HOD MBA	Member	
9	Mr.J.R.G.Patnaik Prof & HOD S &H	Member	
10	Dr.P.KrishnaRao Prof. of ECE	Member	
11	Dr.Raja Santosh Prof. of Mechanical Engg.	Member	
12	G.Chinna Rao Assoc. Prof of S & H	Member	
13	Dr.R.Swapna Prof of S&H	Member	
14	Dr.Annepu Balakrishna Prof. of CSE	Member	
15	Dr.H.Mallessam Dora Assoc. Prof. of EEE	Member	
16	Mrs.M.Sumathi Asst.Prof. of Civil Engg.	Member	
17	Mrs.K.Praveena Exam Cell Incharge	Member	
18	Mr. R.L.Narayana WNS Central Head, Industry Member	Member	
19	Mr.M.Rupu Sundara Rao Placement Officer	Member	
20	Mr. M.S.Santosh Kumar Administrative officer	Member	
21	Mr.R.Appala Narsayya Sarpanch	Member	
22	Mr.V.Vidya Sagar SBI, Deputy Manager, Alumni	Member	
23	L.Gayathri Student ,II CSE,19Q71A0587	Member	
24	Dr. Gandhi Satyanarayana Professor & IQAC Coordinator	Member Secretary	

Dr.G.Satyanarayana

Coordinator, IQAC

Principal



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Ref No: AIET/IQAC/2020-2021 /03

Date: 20.04.2021

To

The Members of IQAC

Avanthi Institute of Engineering and Technology

Cherukupally (Village), Near Tagarapuvalasa Bridge

## CIRCULAR

This is to bring to your kind notice that the Internal Quality Assurance Cell (IQAC) meeting of Avanthi Institute of Engineering and Technology will be organized on 26.04.2021 at 10.00 AM through virtual mode. All the following members are requested to be present for the meeting without fail and the link will be shared soon.

### Agenda:

1. Minutes and actions of IQAC meeting held on 14.12.2020
2. Discussion on Mentoring by faculty
3. Review of the Academic Performance
4. Review of preparation of even semester Time tables for the Academic year 2020-2021
5. Discussion on Admission work
6. Preparation of e-content and subject wise soft copy
7. Utilization of digital e -content for saving the necessary documents
8. Any other item with permission of chairman

*G. Satyanarayana*  
Dr.Gandi Satyanarayana  
(IQAC Coordinator)

### Copy to:

1. Principal office
2. All Concerned members
3. All HoD's
4. Notice board, IQAC

*[Signature]*  
Chairman  
PRINCIPAL  
AVANTHI INSTITUTE OF ENGG. & TECH  
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Bhogapuram (M),  
Vizianagaram (Dist.)-531162



## **Internal Quality Assurance Cell (IQAC)**

Ref No: AIET/IQAC/2020-2021 /03

Date: 26.04.2021

### **IQAC Minutes of Meeting**

IQAC coordinator Dr.Gandi Satyanarayana commenced the meeting with a note of welcome to the IQAC members. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting.

#### **Agenda Item 1: To review the minutes of IQAC meeting held on 14.12.2020**

**Resolution:** The members reviewed the IQAC minutes of meeting held on 14.12.2020 and approved the same.

#### **Agenda Item 2 : Discussed on Mentoring by faculty**

##### **Resolution:**

IQAC coordinator requested HOD's to discuss about mentoring duties executed by the respective faculty members.

HODs elaborated about the student mentoring process adopted by their faculty members. faculty members have been calling the students and their parents on every week end, due to which the students online classes attendance is also good.

#### **Agenda Item 3: Review of the Academic Performance**

##### **Resolution:**

- Reviewed the performance of the first midterm test results of final years of all the departments. It is informed and kept mandate for all HOD's to maintain a department pass percentage of 75% (in all the years).
- Also, it is further suggested to maintain in all internal tests so that it can be sustained in the semester end examinations. In case of any deviations or any feedback received from the students with regard to online classes delivery, the Academic Monitoring Committee (AMC), it is suggested to call them, counsel them and to further motivate them to perform better.
- HODs are requested to inform faculty to focus much on Lateral Entry students.

#### **Agenda Item 4 : Review of preparation of even semester Time tables for the Academic year 2020-2021**

##### **Resolution:**



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Reviewed the preparation of Even Semester Time tables for the Academic year 2020-2021.

The following points are resolved

- Resolved to include Technical Training in the regular time table from 2nd year onwards
- HODs are informed to prepare department training calendars from 2nd to 4th years and also prepare a separate calendar for 6<sup>th</sup> semester

**Agenda Item 5: Discussion on Admission work**

**Resolution:**

- The coordinator emphasized the members to concentrate on admission work.

**Agenda Item 6: Preparation of e-content and subject wise soft copy**

**Resolution :**

- It was decided and faculty members were informed to prepare and provide e-content and subject wise softcopy of the notes to the students .
- It was resolved to provide softcopy of the text books and lab manuals.

**Agenda Item 7:Utilization of digital e -content for saving the necessary documents**

**Resolution:**

- Provide training for storing and utilizing the data and the process that is required to store the content electronically.

**Agenda Item 8: Any other matter with permission of chairperson.**

**Resolution:** The committee decided to meet at regular intervals in formal / informal manner to enhance IQAC institutionalization

**Signatures:**

S.No	Name of the Member and Designation	Role	Signature
1	Dr.S.N.V.Ganesh Principal, AIET	Chairman	
2	Mr.I. Shravan Kumar Member of GB, AIET	Member	
3	Dr.A.Chandra Sekhar Professor and HOD CSE	Member	
4	Mr.A.Arjuna Rao Vice Principal & HOD EEE	Member	
5	Mr.V.Siva Bhaskara Rao Assoc.Prof & HOD ECE	Member	
6	Dr.B.Avinash Ben Assoc.Prof & HOD Mechanical	Member	



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8	Dr. V.Sai Prasanth Prof & HOD MBA	Member	
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24	Dr. Gandhi Satyanarayana Professor & IQAC Coordinator	Member Secretary	

Dr.Gandhi Satyanarayana  
Coordinator, IQAC

Principal