



# SRINIVASA



**INSTITUTE OF TECHNOLOGY AND SCIENCE**

**(AUTONOMOUS)**

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuram)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapullii, Kadapa-516002, www.sitskadapa.ac.in

Date:8-07-2025

In the continuation of the office order dated 08-07-2025 Internal Quality Assurance Cell has been reconstituted in line with UGC norms.

S.No	Members Present	IQAC Position
1	Dr. Y.Nagaraja, Principal	Chairman
2	Mr. G. Bala Krishna Administrative Officer	Member
3	Mrs. G. Naga Deepthi Assistant Professor Dept. of ECE	Coordinator
4	Mr. N. Naga Mallikarjuna Associate Professor & Head, Dept. of CE	Member
5	Mr. S.Jaffar Associate Professor & Head, Dept. of ECE	Member
6	Mr. G Lakshmi Bharath Alumni,Assistant Professor, ECE	Member
7	Mrs. A.Ravi Shankar Associate Professor & Head, Dept. of CSE	Member
8	Mr.K.Chandraprasad Assistant Professor & Head, Dept.of AI&ML	Member
9	Mrs.P.Amara Sravanthi Assistant Professor, CSE	Member
10	Mr. Syed Sibgathullah Assistant Professor, CE	Member
11	Mr. K. Ramakrishna Rao Assistant Professor, BS&H	Member
12	Mr.P.VenuGopal Rao TPO,Assistant Professor, BS&H	Member

13	Mr. S Karimulla Assistant Professor, BS&H	Member
14	Miss.S. Hushmitha sai poorna Assistant Professor, BS&H	Member
15	Mrs.S.Farhana Assistant Professor, ECE	Member
16	Mr. G. Prabhakar Accountant	Member From office

The committee shall takeover immediately with existing mandate and will strive to improve upon the excellent work done by the committee.

The management and principal of Srinivasa Institute of Technology & Science wishes them all the best in this endeavor.

  
PRINCIPAL  
Dr. Y. Nagaraja

**PRINCIPAL**  
**Srinivasa Inst. of Technology & Science**  
**UKKAYAPALLI (V) & (P)**  
**KADAPA - 516 002. (A.P)**

Copy to:  
Office of the Principal  
Head of Departments  
Members of the IQAC cell





# SRINIVASA



INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitskadapa.ac.in](http://www.sitskadapa.ac.in)

## Attendance Sheet

IQAC Meeting held : 11/08/2025

Venue: IQAC Chamber

S.No	Members Present	IQAC Position	Signature
1	Dr. Y.Nagaraja, Principal	Chairman	
2	Mr. G. Bala Krishna Administrative Officer	Member	
3	Mrs. G. Naga Deepthi Assistant Professor Dept. of ECE	Coordinator	
4	Mr. N. Naga Mallikarjuna Associate Professor & Head, Dept. of CE	Member	
5	Mr. S.Jaffar Associate Professor & Head. Dept. of ECE	Member	
6	Mr. G Lakshmi Bharath Alumni, Assistant Professor, ECE	Member	
7	Mrs. A.Ravi Shankar Associate Professor & Head, Dept. of CSE	Member	
8	Mr.K.Chandraprasad Assistant Professor & Head, Dept.of AI&ML	Member	
9	Mrs.P.Amara Sravanthi Assistant Professor, CSE	Member	
10	Mr. Syed Sibgathullah Assistant Professor, CE	Member	
11	Mr. K. Ramakrishna Rao Assistant Professor, Head,BS&H	Member	
12	Mr.P.VenuGopal Rao TPO, Assistant Professor, BS&H	Member	
13	Mr. S Karimulla Assistant Professor, BS&H	Member	
14	Miss.S. Hushmitha sai poorna Assistant Professor, BS&H	Member	
15	Mrs.S.Farhana Assistant Professor, ECE	Member	
16	Mr. G. Prabhakar Accountant	Member From office	

Coordinator (IQAC)



# SRINIVASA

## INSTITUTE OF TECHNOLOGY AND SCIENCE



(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitskadapa.ac.in](http://www.sitskadapa.ac.in)

### MINUTES OF MEETING

Date: 11/08/2025

The IQAC Review meeting was held on 11/08/2025 at 2.00PM in IQAC Chamber.

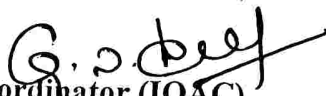
#### Agenda:

1. Teaching & learning activities
2. Faculty Development Programs.
3. Student performance analysis
4. Research and innovation
5. Criteria-wise committee reports
6. Laboratories
7. Result analysis

#### Minutes of the Meeting

1. IQAC coordinator welcomed the gathering briefed out the objectives of the meeting.
2. Teaching & learning activities
  - Plan for detailed induction program for I year students.
  - All the departments have maintained documents of teaching in Prescribed formats
  - New faculty needs to be trained to follow the procedure of IQAC.
3. It was resolved to conduct at least two FDPs per semester.
4. Student results were analyzed and improvement strategies discussed.
5. Faculty were encouraged to publish research papers and apply for grants.
6. Criteria heads were instructed to submit supporting documents.
7. Strengthen laboratory components in core subjects.
8. Semester results indicated improvement in core subjects.

At the end of the minutes, committee members resolved that the action plans & Academic issues presented by IQAC where meticulous. Meeting was concluded with by proposing vote of thanks.

  
Coordinator (IQAC)

Copy to:  
The Principal  
The Heads of Departments  
All the Members of IQAC

  
PRINCIPAL  
Srinivasa Inst. of Technology & Science  
Ukkayapalli (V) & (P)  
KADAPA - 516 002, (A.P.)



# SRINIVASA



INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkavapalli, Kadapa-516002. www.sitskadapa.ac.in

## Internal Quality Assurance Cell

### Action taken report for the meeting conducted on 11 August 2025

S.No	Plan of Action	Achievement
1.	Result Analysis & Student performance analysis	<ul style="list-style-type: none"><li>Conducted remedial classes for slow learners.</li><li>Assign faculty mentors to all students</li><li>Mentor-mentee meetings conducted monthly</li></ul>
2.	Guest lectures	<ul style="list-style-type: none"><li>.ECE &amp; CSE Departments are conducting Guest lectures for the students in the month of December 2025.</li></ul>
3.	Feedback	<ul style="list-style-type: none"><li>Academic feedback from the students of all years is collected as per the schedule .the collected feedback is analyzed and the faculty who got lesser feedback is counseled by the concerned HoD.</li></ul>

These actions were taken in line with the agenda points discussed during the IQAC meeting to ensure continuous improvement and quality enhancement in the Institution's academic and administrative processes

  
IQAC COORDINATOR

(Mrs.G.Naga Deepthi)



# SRINIVASA

INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitskadapa.ac.in](http://www.sitskadapa.ac.in)



SITS/IQAC/2025-2026/02

## CIRCULAR

Dated: 6/11/2025


Sub: Internal Quality Assurance Cell (IQAC) Meeting

An Internal Quality Assurance Cell (IQAC) meeting is arranged on 11/11/2025 at IQAC Chamber. All the members of IQAC are requested to attend the meeting at 11:00AM. The points to be discussed in the meeting as follows:



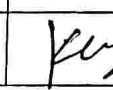
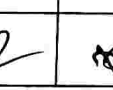

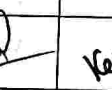
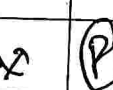
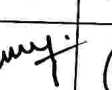

### Agenda:

1. Confirmation of minutes of previous IQAC meeting
2. Review of academic performance and result analysis
3. Faculty Development Programs (FDPs) and workshops
4. Student Support and Progression
5. Research, consultancy, and innovation initiatives
6. Infrastructure and learning resources
7. Feedback mechanism and quality improvement
8. Any other matter with the permission of the Chair

  
Coordinator (IQAC)

  
PRINCIPAL  
PRINCIPAL  
Srinivasa Inst. of Technology & Science  
Ukkayapalli (V) & (P)  
KADAPA - 516 002, (A.P.)

Copy to:

CIVIL	EEE	AI & ML	ECE	CSE	BS&H	TPO	AO	IQAC
								



# SRINIVASA

INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitkadapa.ac.in](http://www.sitkadapa.ac.in)



## Attendance Sheet

IQAC Meeting held : 11/11/2025

Venue: IQAC Chamber

S.No	Members Present	IQAC Position	Signature
1	Dr. Y.Nagaraja, Principal	Chairman	
2	Mr. G. Bala Krishna Administrative Officer	Member	
3	Mrs. G. Naga Deepthi Assistant Professor Dept. of ECE	Coordinator	
4	Mr. N. Naga Mallikarjuna Associate Professor & Head, Dept. of CE	Member	
5	Mr. S.Jaffar Associate Professor & Head, Dept. of ECE	Member	
6	Mr. G Lakshmi Bharath Alumni, Assistant Professor, ECE	Member	
7	Mrs. A.Ravi Shankar Associate Professor & Head, Dept. of CSE	Member	
8	Mr.K.Chandraprasad Assistant Professor & Head, Dept.of AI&ML	Member	
9	Mrs.P.Amara Sravanthi Assistant Professor, CSE	Member	
10	Mr. Syed Sibgathullah Assistant Professor, CE	Member	
11	Mr. K. Ramakrishna Rao Assistant Professor, Head of BS&H	Member	
12	Mr.P.VenuGopal Rao TPO, Assistant Professor, BS&H	Member	
13	Mr. S Karimulla Assistant Professor, BS&H	Member	
14	Miss.S.Hushmitha sai poorna Assistant Professor, BS&H	Member	
15	Mrs.S.Farhana Assistant Professor, ECE	Member	
16	Mr. G. Prabhakar Accountant	Member From office	

Coordinator (IQAC)



# SRINIVASA

INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitskadapa.ac.in](http://www.sitskadapa.ac.in)



## MINUTES OF MEETING

Date: 11/11/2025

The IQAC Review meeting was held on 11/11/2025 at 11.00AM in IQAC Chamber.

### Agenda:

1. Confirmation of minutes of previous IQAC meeting
2. Review of academic performance and result analysis
3. Faculty Development Programs (FDPs) and workshops
4. Student Support and Progression
5. Research, consultancy, and innovation initiatives
6. Infrastructure and learning resources
7. Feedback mechanism and quality improvement
8. Any other matter with the permission of the Chair

### Minutes of the Meeting

#### Agenda Item 1: Confirmation of Previous Minutes

The minutes of the previous IQAC meeting held on 11/08/2025 were read and confirmed.

**Resolution:** Resolved to approve the minutes of the previous meeting.

#### Agenda Item 2: Review of Academic Performance

The IQAC Coordinator presented the semester-wise result analysis of B.Tech and M.Tech programs. Suggestions were made to improve pass percentage and slow learner performance.

**Resolution:**

- Departments shall conduct remedial classes for slow learners.
- Action plan to be prepared by all HoDs.

#### Agenda Item 3: Faculty Development Programs

The committee discussed the need for continuous professional development of faculty members.

**Resolution:**

- At least two FDPs/workshops to be organized per semester.
- Faculty members are encouraged to attend external FDPs and MOOCs.

#### Agenda Item 4: Student Support and Progression

The committee reviewed mentoring, placement training, and competitive exam coaching.

**Resolution:**

- Strengthen mentoring system.
- Organize career guidance and placement training programs.

#### Agenda Item 5: Research and Innovation

Discussion was held on publications, funded projects, and IPR activities.

**Resolution:**

- Motivate faculty and students for quality research publications.

**Agenda Item 6: Infrastructure and Learning Resources**

The committee reviewed laboratory upgrades and digital learning facilities.

**Resolution:**

- Upgrade laboratories as per syllabus requirements.
- Enhance e-resources and LMS usage.

**Agenda Item 7: Feedback and Quality Improvement**

Feedback from students, alumni, parents, and employers was reviewed.

**Resolution:**

- Analyze feedback and initiate corrective actions.
- Share feedback analysis with departments.

**Agenda Item 8: NAAC / NBA / AQAR Activities**

The committee reviewed the status of AQAR preparation and documentation.

**Resolution:**

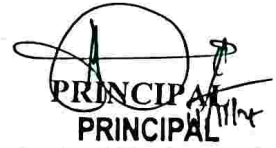
- Ensure timely submission of AQAR.
- Maintain proper documentation for quality initiatives.

**Agenda Item 9: Any Other Matter**

No other matter was discussed.

At the end of the minutes, committee members resolved that the action plans & Academic issues presented by IQAC were meticulous. Meeting was concluded with by proposing vote of thanks.

  
Coordinator (IQAC)

  
PRINCIPAL  
PRINCIPAL

Srinivasa Inst. of Technology & Science  
Ukkayapalli (V) & (P)  
KADAPA - 516 002, (A.P.)

Copy to:  
The Principal  
The Heads of Departments  
All the Members of IQAC



# SRINIVASA

INSTITUTE OF TECHNOLOGY AND SCIENCE

(AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitskadapa.ac.in](http://www.sitskadapa.ac.in)



## Internal Quality Assurance Cell

Action taken report for the meeting conducted on 11 November 2025

S.No	Agenda/Decision	Action planned	Responsibility	Status
1.	Conduct remedial classes	Remedial classes scheduled for weak students	HoDs	Completed / Ongoing
2.	Organize FDPs	FDP on emerging technologies planned	IQAC & Departments	Ongoing
3.	Strengthen mentoring	Mentor-mentee meetings conducted	Class Advisors	Completed
4	Research encouragement	Incentives announced for publications	Management & IQAC	Ongoing
5	Infrastructure upgrade	Lab equipment procurement initiated	Admin & HoDs	Ongoing
6	Feedback analysis	Feedback collected and analyzed	IQAC	Completed
7	AQAR preparation	AQAR data compilation started	IQAC Team	Ongoing

These actions were taken in line with the agenda points discussed during the IQAC meeting to ensure continuous improvement and quality enhancement in the Institution's academic and administrative processes

  
IQAC COORDINATOR

(Mrs.G.Naga Deepthi)



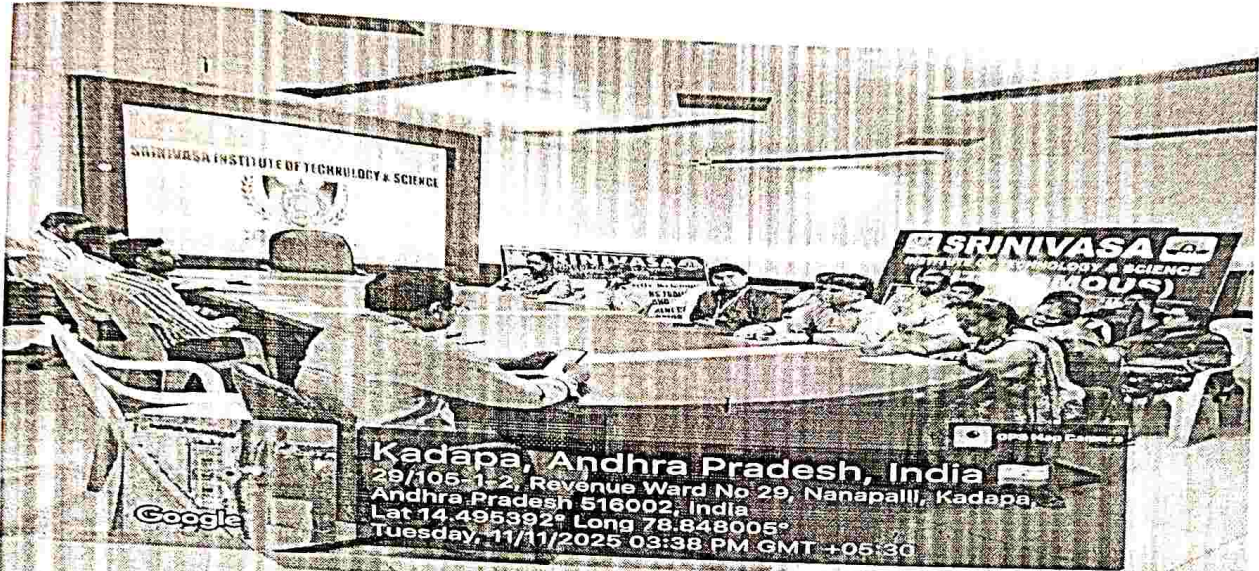
# SRINIVASA

## INSTITUTE OF TECHNOLOGY AND SCIENCE



### (AUTONOMOUS)

(Approved By AICTE, New Delhi & Affiliated To JNTUA, Anantapuramu)  
An ISO 9001:2015 Certified Institution and NAAC Certified Institution  
Chennai-Hyderabad Bypass Road, Ukkayapalli, Kadapa-516002, [www.sitskadapa.ac.in](http://www.sitskadapa.ac.in)



**Kadapa, Andhra Pradesh, India**  
29/105-1-2, Revenue Ward No 29, Nanapalli, Kadapa,  
Andhra Pradesh 516002, India  
Lat 14.495392° Long 78.848005°  
Tuesday, 11/11/2025 03:38 PM GMT +05:30



**Kadapa, Andhra Pradesh, India**  
29/105-1-2, Revenue Ward No 29, Nanapalli, Kadapa,  
Andhra Pradesh 516002, India  
Lat 14.495397° Long 78.84798°  
Tuesday, 11/11/2025 03:38 PM GMT +05:30

*G. S. Deef*  
IQAC COORDINATOR

*[Signature]*  
PRINCIPAL  
PRINCIPAL

Srinivasa Inst. of Technology & Science  
Ukkayapalli (V) & (P)  
KADAPA - 516 002, (A.P.)