



**SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY**  
(An Autonomous Institution, Accredited by NAAC with 'A' Grade and NBA of AICTE)  
(Recipient of TEQIP Phase I and Phase II under World Bank Assistance)  
Yamnampet, Ghatkesar, Hyderabad 501 301.

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**April 8, 2016**

**CIRCULAR**

There will be a meeting of IQAC **on 14-04-2016 (Thursday) at 2.00 p.m.** in the Chambers of the Executive Director to discuss the following Agenda: All the members of NAAC-IQAC are requested to make it convenient to attend the meeting.

**Agenda:**

1. Review of the meeting held on \_\_\_\_\_ 16.
2. Introducing SAP – I and SAP-II for the students as open elective for all branches of Engineering which will be beneficial in interviews and in their works after appointment.
3. Organizing FDP for the faculty of CSE and IT by the experts from organization supplying SAP software.
4. Continuous monitoring for NBA visit for 5 M.Tech programs scheduled from 15<sup>th</sup> to 17<sup>th</sup> July 2016.
5. Organizing guest lecture for students by experts from industries, R&D organizations.
6. Instructing the paper setters to set the question papers based on “Blooms Taxonomy” to improve the quality of students performance and teaching.
7. Any other matter with permission of Chair.

**PRINCIPAL**

To  
All Deans, Directors and HoDs  
Copy to Executive Director for his kind information.



## SREENIDHI INSTITUTE OF SCIENCE AND TECHNOLOGY

(An Autonomous Institution)

Yamnampet, Ghatkesar, R. R. Dist., A.P. – 501 301

Minutes of the IQAC Meeting held on 14.04.2016 at 2:00 p.m. in the Chambers of the Executive Director.

### Members present:

Sl. No.	Name and Designation	
1.	Dr. K. Sumanth, Principal	Chairman
2.	Dr. T. Ch. Siva Reddy, HoD, Mech. Dept.	Member
3.	Dr. P Venkat Reddy, Dean (Exams) & HoD, S&H	Member
4.	Dr. V.Sesha Srinivas, HoD, BT	Member
5.	Dr. V.V. S.S.S. Balram, HoD, IT Dept.	Member
6.	Dr. Aruna Varanasi, HoD, CSE Dept.	Member
7.	Dr. K. Sashidhar, HoD, ECM Dept.	Member
8.	Dr.M.Sukanya, HoD, SMS	Member
9.	Dr. M. Komaraiah, Professor & Dean (Academic)	Member
10.	Dr.Ameet Chavan, Professor, ECM Dept.	Member

2. It is observed from the skills in demand survey that ..... are number of vacancies in SAP. Hence, it is decided to offer SAP-I and SAP-II to all branches of engineering as open elective. This is to be placed centre the Academic Council for approval before it is offered. the HoDs of CSE, IT and ECM are requested to go to various software industries and take their view points in framing the syllabus.
3. It is decided to offer SAP-I and SAP-II as an open-elective to the students of all branches of Engineering. A faculty development programme is to be organised for the benefit of faculty, inviting the experts engaged in the SAP software. The faculty members who are trained can confidently teach the subject and the students can get jobs in this area.
4. NBA team is visiting the institution for accreditation from 15th to 17th July, 2017 for accreditation of five M.Tech programmes. As the HoDs, Teaching and Non-Teaching and Administrative staff are informed to get ready with cleanliness, infrastructure maintenance, working of lab equipment, examinatin system and documents to show the proof of organising seminars, conferences, student activities, games and sports events, various functions organised by the students, faculty development programmes, local visits, guest lectures etc. Every student, faculty, and staff should know about vision and mission statements. Every one must improve in the preparations, so that there will be good ambience and visiting team should appreciate .....

5. It is decided to organise two local visits and two request lectures to the students so that students can be exposed additional information beyond the syllabus. They will perform well in the interviews.
6. It is observed that some of the question paper setters are not putting efforts in paper setting for B.Tech, MBA and M.Tech students. Hence, it is decided to inform the internal faculty members, feeding the subject to prepare model question with good quality can be prepared by making ..... of Bloom's Taxanology.



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**July 1, 2016**

**CIRCULAR**

There will be a meeting of IQAC **on 7-07-2016 (Thursday) at 3.00 p.m.** in the Chambers of the Executive Director to discuss the following Agenda: All the members of NAAC-IQAC are requested to make it convenient to attend the meeting.

**Agenda:**

1. Review of the meeting held on 14.4.16.
2. Deputing teachers to industrial training during mid – semester gap in emerging areas to teach the students with latest information.
3. Organizing seminars, conferences and bridge courses.
4. Introducing minor streams in open-electives, so that students have perfection in particular courses.
5. Introducing business research methods, Entrepreneur research programs (ERP) as control.
6. Conducting skills in demand survey and organizing bridge courses and introducing new subjects to fill the gaps.
7. Any other matter with the permission of Chair.

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**Minutes of the IQAC Meeting held on 7.7.2016 at 3:00 p.m. in the Chambers of the Executive Director.**

### Members present:

Sl. No.	Name and Designation	
1.	Dr. K. Sumanth, Principal	Chairman
2.	Dr. T. Ch. Siva Reddy, HoD, Mech. Dept.	Member
3.	Dr. P Venkat Reddy, Dean (Exams) & HoD, S&H	Member
4.	Dr. V.Sesha Srinivas, HoD, BT	Member
5.	Dr. V.V. S.S.S. Balram, HoD, IT Dept.	Member
6.	Dr. Aruna Varanasi, HoD, CSE Dept.	Member
7.	Dr. K. Sashidhar, HoD, ECM Dept.	Member
8.	Dr.M.Sukanya, HoD, SMS	Member
9.	Dr. M. Komaraiah, Professor & Dean (Academic)	Member
10.	Dr.Ameet Chavan, Professor, ECM Dept.	Member

2. It is observed that teachers with industrial background are performing well as they teach with real examples. Hence, it is decided to depute faculty members and staff to undergo practical training during mid-semester gap of during summer vacation and submit a report and deliver a lecture on the knowledge gained during practical training.

3. The students must be encouraged to organise seminars, conferences so that they can be exposed to new areas and they gain confidence in expressing the ideas, it is also decided to organise bridge courses in the latest areas based on the information got by organising skills in demand survey, which are not covered in the curriculum.

4. The course structure is approved for two professional electives and three open-electives. The student if he chooses a minor stream of Mechanical, Electrical, Electronics and Computer area, he has to choose the remaining two elective subjects in the same area, so that the student can study, three subjects in other branch of engineering, depending on his interest or for getting a job.

5. It is decided to cultivate in the minds of the students about entrepreneurship activity so that he can plan and may start an industry or organization. The students will be exposed to opportunities for unemployed engineers, concessions, subsidies, loan facility and other benefits. Hence, it is decided to offer courses in the area of entrepreneurship areas.



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**August 3, 2016**

**CIRCULAR**

There will be a meeting of IQAC **on 11-08-2016 (Thursday) at 2.00 p.m.** in the Chambers of the Executive Director to discuss the following Agenda: All the members of NAAC-IQAC are requested to make it convenient to attend the meeting.

**Agenda:**

1. Review of the minutes of meeting held on 7/7/2016.
2. Collecting feedback from out-going students and Alumni about the present course – structure and need for introducing new courses in the curriculum.
3. Encouraging the faculty members to concentrate on research work and publishing papers in scopus indexed journals.
4. Concentration on the M.Tech project for one year, to have atleast one publication in journals.
5. Conversion of logical reasoning and quantitative aptitude as theory subjects instead of lab courses.
6. Purchase of equipments and software to suit the current regulations.
7. Any other matter with the permission of Chair.

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**Minutes of the IQAC Meeting held on 11.8.2016 at 2:00 p.m. in the Chambers of the Executive Director.**

### Members present:

Sl. No.	Name and Designation	
1.	Dr. K. Sumanth, Principal	Chairman
2.	Dr. T. Ch. Siva Reddy, HoD, Mech. Dept.	Member
3.	Dr. P Venkat Reddy, Dean (Exams) & HoD, S&H	Member
4.	Dr. V.Sesha Srinivas, HoD, BT	Member
5.	Dr. V.V. S.S.S. Balram, HoD, IT Dept.	Member
6.	Dr. Aruna Varanasi, HoD, CSE Dept.	Member
7.	Dr. K. Sashidhar, HoD, ECM Dept.	Member
8.	Dr.M.Sukanya, HoD, SMS	Member
9.	Dr. M. Komaraiah, Professor & Dean (Academic)	Member
10.	Dr.Ameet Chavan, Professor, ECM Dept.	Member

2. It is decided to organise exit survey from outgoing students and also from the Alumni which can be considered in deleting some topics from the syllabus and to add some portion of the syllabus in the existing subject a deleting the subjects, if the subjects are out-dated or obsolete. All the HoDs are requested to organise exit survey by giving a proforma to each student and based on the analysis the decision with regard to changing of syllabus or introducing new subjects can be decided.

3. It is decided to encourage the faculty members to concentrate on research activity by involving in various projects of B.Tech and M.Tech students, so that Technical papers can be published in scopus indexed journals. The faculty members engaging in research activity will improve their knowledge, so that quality of teaching will be improved and performance of students in examination and also in placements will be improved and performance of students in examination and also in placements will be improved.

4. It is decided to concentrate on the M.Tech projects, as they are spending one full year in this activity. The guides must give topics or the students can bring a topic, so that work can be done in an industry or R&D labs. The students must be encouraged to work hard in that research area, so that the results obtained can be sent for publication of paper in a journal.

5. The important subjects "Logical reasoning and quantitative optitude" are included in course structure which are useful in attending interviews on-campus or off-campus. At present there subjects are treated as laboratory subjects and hence, the students are not shaving much ..... and they are taking it easy. Hence, it is decided that there subjects can be treated as theory

subjects and all the benefits available for theory subject can be used for these subjects. The HoDs are requested to get it approved in the academic council.

6. Once in every two years, we are revising the syllabus or at times including new subjects. It is decided purchase the books, equipment and software to suit to the syllabus and FDPs are to be organised.





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**September 1, 2016**

**CIRCULAR**

There will be a meeting of IQAC **on 08-09-2016 (Thursday) at 3.30 p.m.** in the Chambers of the Executive Director to discuss the following Agenda: All the members of NAAC-IQAC are requested to make it convenient to attend the meeting.

**Agenda:**

1. Review of the minutes of the meeting held on 11.8.2016
2. Constant reviewing and monitoring of syllabus between Mid-test-I and II so that syllabus will be completed in time and previous examination question papers can be solved.
3. Encouraging faculty and students convert their innovative ideas into real projects and patenting the project if the results are better.
4. Review the mid-test papers and end semester papers and verify, whether the questions set as per "Bloom's Taxonomy". If, not the examiners can be changed to improve the standards.
5. Deputing the faculty members to attend Quality improvement programs, seminars and workshops.
6. Any other matter with the permission of Chair.

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**Minutes of the IQAC Meeting held on 8.9.2016 at 3:30 p.m. in the Chambers of the Executive Director.**

### Members present:

Sl. No.	Name and Designation	
1.	Dr. K. Sumanth, Principal	Chairman
2.	Dr. T. Ch. Siva Reddy, HoD, Mech. Dept.	Member
3.	Dr. P Venkat Reddy, Dean (Exams) & HoD, S&H	Member
4.	Dr. V.Sesha Srinivas, HoD, BT	Member
5.	Dr. V.V. S.S.S. Balram, HoD, IT Dept.	Member
6.	Dr. Aruna Varanasi, HoD, CSE Dept.	Member
7.	Dr. K. Sashidhar, HoD, ECM Dept.	Member
8.	Dr.M.Sukanya, HoD, SMS	Member
9.	Dr. M. Komaraiah, Professor & Dean (Academic)	Member
10.	Dr.Ameet Chavan, Professor, ECM Dept.	Member

2. It is decided that the HoDs must go round the classes and see that the classes are held properly and continuously monitor the syllabus, so that mid tests and end-semester examinations can be held as per academic schedule. If the feedback taken from the students is very poor about any particular faculty member, he/she must be counselled or alternative arrangements are to be made.

HoDs must counsel the faculty members and see that they solve previous question papers, so that students can gain confidence in answering the final examinations.

3. It is decided to concentrate on research activity and to encourage faculty and students to concentrate on lab-projects, industrially oriented mini-project and main project so that innovative ideas can be worked and if the results one better, they can be sent for publication in journals or for patents.

4. It is decided to verify the marks obtained by the students in mid-tests and question papers set for mid-tests and end-semester examination to analyse standard of teaching and paper setting. Senior teachers from each department must go through mid-test question papers, and if the standard of paper is not upto the mark he should not be allowed to set the paper and counseled to improve his teaching and paper setting. Similarly the question papers set by external examiners must be removed from the panel of paper setting.

5. The members of CAC opined that the faculty members must be deputed to attend seminars, conferences, and faculty development programmes to have exposure to other organisations.



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**November 7, 2016**

**CIRCULAR**

There will be a meeting of IQAC **on 10-11-2016 (Thursday) at 3.00 p.m.** in the Chambers of the Executive Director to discuss the following Agenda: All the members of NAAC-IQAC are requested to make it convenient to attend the meeting.

**Agenda:**

1. Review of the minutes of the meeting held on 8.9.2018.
2. Encouraging the students to participate in curricular, co-curricular and extra-curricular activities to excel their performance in different places.
3. Encourage the faculty members to apply for internal R&D funds.
4. Offering list of open electives to be given to B.Tech III year students which are to be approved in BOS meetings and finally in Academic council.
5. Organizing remedial classes for the students having backlogs or the students performance is poor in the mid-tests.
6. Any other matter with the permission of chair.

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**Minutes of the IQAC Meeting held on 10.11.2016 at 3:00 p.m. in the Chambers of the Executive Director.**

### Members present:

Sl. No.	Name and Designation	
1.	Dr. K. Sumanth, Principal	Chairman
2.	Dr. T. Ch. Siva Reddy, HoD, Mech. Dept.	Member
3.	Dr. P Venkat Reddy, Dean (Exams) & HoD, S&H	Member
4.	Dr. V.Sesha Srinivas, HoD, BT	Member
5.	Dr. V.V. S.S.S. Balram, HoD, IT Dept.	Member
6.	Dr. Aruna Varanasi, HoD, CSE Dept.	Member
7.	Dr. K. Sashidhar, HoD, ECM Dept.	Member
8.	Dr.M.Sukanya, HoD, SMS	Member
9.	Dr. M. Komaraiah, Professor & Dean (Academic)	Member
10.	Dr.Ameet Chavan, Professor, ECM Dept.	Member

2. All the HoDs are informed that they should encourage the students to participate in the national conferences, seminars, and workshops organised by other educational institutions.

3. The management is quite liberal in sanctioning funds for internal R&D projects to encourage research activity. This experience can be utilised in applying for research projects to AICTE, DST, CSIR, ISRO, DRDO etc. This improves the knowledge, performance in teaching and they will be exposed to latest fields.

4. It is decided to offer minor streams in open electives so that the students can have knowledge in other areas. Each department can offer in the areas of Electronics, computer science, Electrical Engineering, Mechanical Engineering, Biotechnology. The subjects to be offered must be discussed in the departmental meeting, followed by Boards of studies.

5. All the HoDs must organise remedial classes from 4 PM to 7PM for the students having backlogs and for the students having poor performance in the mid-tests.



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**January 1, 2017**

**CIRCULAR**

There will be a meeting of IQAC **on 12-1-2017 (Thursday) at 3.00 p.m.** in the Chambers of the Executive Director to discuss the following Agenda: All the members of NAAC-IQAC are requested to make it convenient to attend the meeting.

**Agenda:**

1. Review of the minutes of the meeting held on 10.11.2018.
2. Organizing FDP programs during summer vacation and
3. Constant monitoring and counseling of students and parents whose attendance is low and who are having number of backlogs.
4. Director Advancement and Research is to convene regular meetings and discuss about the progress of research and consultancy.
5. Any other matter with the permission of the chair.

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**Minutes of the IQAC Meeting held on 12.1.2017 at 3:00 p.m. in the Chambers of the Executive Director.**

### Members present:

Sl. No.	Name and Designation	
1.	Dr. K. Sumanth, Principal	Chairman
2.	Dr. T. Ch. Siva Reddy, HoD, Mech. Dept.	Member
3.	Dr. P Venkat Reddy, Dean (Exams) & HoD, S&H	Member
4.	Dr. V.Sesha Srinivas, HoD, BT	Member
5.	Dr. V.V. S.S.S. Balram, HoD, IT Dept.	Member
6.	Dr. Aruna Varanasi, HoD, CSE Dept.	Member
7.	Dr. K. Sashidhar, HoD, ECM Dept.	Member
8.	Dr.M.Sukanya, HoD, SMS	Member
9.	Dr. M. Komaraiah, Professor & Dean (Academic)	Member
10.	Dr.Ameet Chavan, Professor, ECM Dept.	Member

1. The minutes of the meeting held on 10-11-2018 were discussed and approved.
2. It is decided to depute faculty and staff members to attend faculty development programs organised by leading educational institutions and also organise programs in the college on the latest topics to improve their knowledge and to have better teaching. Faculty must also be deputed to undergo practical training in the industry or research laboratories, which develops industry-institute interaction and develops contacts which may benefit in the research activity and consultancy.
3. All the HoDs are to take utmost interest in improving teaching-learning process. The students whose attendance is low and the students, whose performance is poor in the mid-tests and end-semester examinations must be counselled. Two faculty-members may be nominated as advisors for each section of the students and frequently they must be counselled. If it is necessary the parents must also be called and the performance of his ward can be shown.
4. Prof.Subhananda Rao, Director Advancement and Research to convene meetings in the department and encourage the faculty members to concentrate on research and consultancy which will benefit the institute and individual.
5. Purchase of equipment as per the syllabus and also creating infrastructure as per the guidelines of AICTE.

HoDs must take initiative in purchase of tools and equipment as per the list of experiments approved in the academic council meeting. Similarly, the required

infrastructure can be created by improving the management to allocate funds to this effect.

6. Recruitment of faculty and staff as per the guidelines of JNTUH and AICTE.

In order to continue the present number of sections in all the departments and also increasing the intake in some of the departments, it is necessary to recruit faculty and staff in each department, as per the guidelines.

7. Purchase of computers, softwares as per the guidelines and also based on the intake. It is decided to purchase computers in place of obsolete computers and softwares, based on the intake.....