

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)

Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Ref No: BITS/IQAC/2019-20/Meeting Minutes/01

24-08-2019

Minutes of meeting

Members present for the meeting conducted by IQAC on 24.08.2019.

S.No	Name	Designation	Signature
1	Dr. C.V. Gopinath	Chairperson	
2	Mr. S. Durga Prasad	Coordinator	
3	Mrs. P. Kiranmayi (CE)	Member	
4	Mr. K. Venkateswara Rao (EEE)	Member	
5	Mrs. Fathimunnisa Begum (ME)	Member	
6	Mr. M. Ravi Kishore (ECE)	Member	
7	Dr. Ch. Pavan Satish (CSE)	Member	
8	Dr. G.V. Lakshmi (MBA)	Member	
9	Mr. P. Jayaranga Rao (S&H)	Member	
10	Mr. T. Kiran Kumar (Administrative Officer)	Member	
11	Mr. V.V. Gurucharan (S&H)	Member – IQAC Office	
12	Sri M. Gopi Krishna, Society	Member	
13	Dr. Ch. Sukumar, Entrepreneur	Member	
14	Er. S. Suresh Kumar, Industry	Member	
15	Mr. A. Revanth, Employer	Member	
16	Mr. U. Venkatesh, Alumni	Member	
17	Mr. Ch. Kameswara Rao, Alumni	Member	
18	Mr. B. Kesav Vardhan Raju, Student	Member	
19	Ms. K. Lavanya, Student	Member	
20	Sri B. Nooka Raju, Parent	Member	
21	Smt. K. Venu Lakshmi, Parent	Member	

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)
Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Agenda:

1. Value added/Certificate courses
2. Industrial visits
3. Internships
4. Student Enrichment and Faculty empowerment
5. e-content preparation – Media centre and recording facilities
6. NPTEL certifications
7. Student Counseling
8. Sports
9. Research activities
10. Submission of earlier AQARs
11. Preparation and submission of AQAR for the Academic year 2018-19

Following are the points discussed.

1. IQAC felt the need of conducting more value added and certificate courses for students and suggested all the members the same.
2. IQAC appealed to all the departments to increase the industrial visits for students.
3. IQAC informed all the departments to encourage the students for doing internships.
4. IQAC suggested increasing the Student enrichment and Faculty empowerment activities.
 - a. Student participation in various activities
 - b. Performance improvement in various competitions etc...
 - c. Faculty participation to be increased in various FDPs, Seminars, Conferences etc...
 - d. Faculty must actively conduct FDPs, workshops etc...
 - e. Faculty must improve their research contributions in terms of quantity and quality.
5. IQAC insisted on developing e-content to make students and themselves much more beneficial.



PRINCIPAL
Baba Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (H)
Visakhapatnam - 530048

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: **NR**

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)
Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

-
6. IQAC advised students and faculty for undergoing NPTEL Certifications.
 7. IQAC informed all the departments to strengthen the counseling process which helps in making the students benefitted in either recruitments or higher education.
 8. IQAC expected more number of sport activities to be conducted in the campus as well as student participations inside and outside the college. Also IQAC insisted the same and informed to the concerned functional unit.
 9. IQAC discussed regarding preparation and submission of AQAR 2018-19.



PRINCIPAL

BABA Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (P)
Visakhapatnam

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: BABA



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)

Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Ref No: BITS/IQAC/2019-20/Meeting Minutes/02

30-11-2019

Minutes of meeting

Members present for the meeting conducted by IQAC on 30.11.2019.

S.No	Name	Designation	Signature
1	Dr. C.V. Gopinath	Chairperson	
2	Mr. S. Durga Prasad	Coordinator	
3	Mrs. P. Kiranmayi (CE)	Member	
4	Mr. K. Venkateswara Rao (EEE)	Member	
5	Mrs. Fathimunnisa Begum (ME)	Member	
6	Mr. M. Ravi Kishore (ECE)	Member	
7	Dr. Ch. Pavan Satish (CSE)	Member	
8	Dr. G.V. Lakshmi (MBA)	Member	
9	Mr. P. Jayaranga Rao (S&H)	Member	
10	Mr. T. Kiran Kumar (Administrative Officer)	Member	
11	Mr. V.V. Gurucharan (S&H)	Member – IQAC Office	
12	Sri M. Gopi Krishna, Society	Member	
13	Dr. Ch. Sukumar, Entrepreneur	Member	
14	Er. S. Suresh Kumar, Industry	Member	
15	Mr. A. Revanth, Employer	Member	
16	Mr. U. Venkatesh, Alumni	Member	
17	Mr. Ch. Kameswara Rao, Alumni	Member	
18	Mr. B. Kesav Vardhan Raju, Student	Member	
19	Ms. K. Lavanya, Student	Member	
20	Sri B. Nooka Raju, Parent	Member	
21	Smt. K. Venu Lakshmi, Parent	Member	

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)

Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Agenda:

1. Review of previous minutes – Action taken report
2. Remedial classes
3. Staff welfare schemes
4. MoUs with Industries
5. Expert Lectures
6. Feedback analysis of stakeholders
7. Library and Laboratory audits
8. Increase in Financial support to faculty towards attending research and academic events.
9. Increase in Industry – Institute interaction
10. Consultancy projects.

Following are the points discussed.

1. a) Departments planned and submitted and initiated the action plan of conducting value added courses, industrial visits.
b) It was indicated by all the departments that they were in the process of encouragement and insisting the students towards internships.
c) e-content preparation was initiated in the departments. Besides student enrichment and faculty empowerment programmes were also planned by the departments and institution.
d) AQARs submission and preparation of current year's AQAR had been pursued by the IQAC Coordinator.
2. Keeping in mind the progress of students those who are weak as well good at studies, IQAC reminded the departments for conduction of remedial classes and expert lectures.
3. IQAC signaled all the departments regarding executing MoUs with industries and insisted them on a significant improvement in the Industry – Institute interaction process.
4. IQAC conveyed all the departments and functional units to analyze the feedback given by various stake holders and also plan for consultancy projects.
5. IQAC recommended management in increasing the financial support to faculty for participating in research and other academic activities. Also discussions had been made regarding staff welfare schemes.
6. IQAC deputed the committees for library and laboratory audits.

PRINCIPAL

Baba Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (P)
Visakhapatnam

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: BABA



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)
Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Ref No: BITS/IQAC/2019-20/Meeting Minutes/03

15-02-2020

Minutes of meeting

Members present for the meeting conducted by IQAC on 15.02.2020.

S.No	Name	Designation	Signature
1	Dr. C.V. Gopinath	Chairperson	
2	Mr. S. Durga Prasad	Coordinator	
3	Mrs. P. Kiranmayi (CE)	Member	
4	Mr. K. Venkateswara Rao (EEE)	Member	
5	Mrs. Fathimunnisa Begum (ME)	Member	
6	Mr. M. Ravi Kishore (ECE)	Member	
7	Dr. Ch. Pavan Satish (CSE)	Member	
8	Dr. G.V. Lakshmi (MBA)	Member	
9	Mr. P. Jayaranga Rao (S&H)	Member	
10	Mr. T. Kiran Kumar (Administrative Officer)	Member	
11	Mr. V.V. Gurucharan (S&H)	Member – IQAC Office	
12	Sri M. Gopi Krishna, Society	Member	
13	Dr. Ch. Sukumar, Entrepreneur	Member	
14	Er. S. Suresh Kumar, Industry	Member	
15	Mr. A. Revanth, Employer	Member	
16	Mr. U. Venkatesh, Alumni	Member	
17	Mr. Ch. Kameswara Rao, Alumni	Member	
18	Mr. B. Kesav Vardhan Raju, Student	Member	
19	Ms. K. Lavanya, Student	Member	
20	Sri B. Nooka Raju, Parent	Member	
21	Smt. K. Venu Lakshmi, Parent	Member	

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: BABA



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)
Bakkannapalem Village, Madhurawada Post, Visakhapatnam – 530 048

INTERNAL QUALITY ASSURANCE CELL

Agenda:

1. Review of previous minutes – Action taken report
2. Departments' Audit
3. Social Responsibility
4. Green campus initiatives
5. Alumni activities
6. Placements
7. Committees' Audits
8. Infrastructure augmentation
9. Budget and Planning for next academic year.

Following are the points discussed.

1. a) Remedial classes were planned and conducted. Student and Faculty enrichment programmes were conducted and still there are few to be conducted yet. Departments informed were in the process of executing MoUs with industries and in this regard initial talks had been happened.
b) Feedback analysis had been done by the departments and functional units and found the report to be satisfactory. Further action steps were also planned.
c) Library and Laboratory audits were conducted by the committees and reports were submitted to IQAC. They were analyzed and the compliance report specifying the recommendations was submitted to management for further action.
d) Management accepted the recommendations given by IQAC in regard of staff welfare measures and increasing the financial support and issued some guidelines in this perspective.
2. IQAC scheduled Department audit in the academic perspective and also other committee audits.
3. IQAC gave certain recommendations to the management in augmenting the infrastructure for the existing and future academic requirements.

PRINCIPAL

Baba Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (P)
Visakhapatnam

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)
Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

-
4. IQAC emphasized the need of conducting Alumni meet, constituted Alumni coordination committee and asked the committee to come forward with an action plan in conducting Alumni meet at the earliest.
 5. IQAC also recommended the management for betterment of green initiatives. Further it requested all the stakeholders to increase the social responsibility activities.
 6. IQAC suggested the Training & Placement Unit to accelerate the training and placement activities to a maximum extent.
 7. IQAC had informed all the departments and functional units to submit the Budget proposals and their plans for the coming academic year so as to prepare the institution's budget.

PRINCIPAL

Baba Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (P)
Visakhapatnam

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: BABA



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)
Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Ref No: BITS/IQAC/2019-20/Meeting Minutes/04

25-06-2020

Minutes of meeting

Members present for the meeting conducted by IQAC on 25.06.2020.

S.No	Name	Designation	Signature
1	Dr. C.V. Gopinath	Chairperson	
2	Mr. S. Durga Prasad	Coordinator	
3	Mrs. P. Kiranmayi (CE)	Member	
4	Mr. K. Venkateswara Rao (EEE)	Member	
5	Mrs. Fathimunnisa Begum (ME)	Member	
6	Mr. M. Ravi Kishore (ECE)	Member	
7	Dr. Ch. Pavan Satish (CSE)	Member	
8	Dr. G.V. Lakshmi (MBA)	Member	
9	Mr. P. Jayaranga Rao (S&H)	Member	
10	Mr. T. Kiran Kumar (Administrative Officer)	Member	
11	Mr. V.V. Gurucharan (S&H)	Member - IQAC Office	
12	Sri M. Gopi Krishna, Society	Member	
13	Dr. Ch. Sukumar, Entrepreneur	Member	
14	Er. S. Suresh Kumar, Industry	Member	
15	Mr. A. Revanth, Employer	Member	
16	Mr. U. Venkatesh, Alumni	Member	
17	Mr. Ch. Kameswara Rao, Alumni	Member	
18	Mr. B. Kesav Vardhan Raju, Student	Member	
19	Ms. K. Lavanya, Student	Member	
20	Sri B. Nooka Raju, Parent	Member	
21	Smt. K. Venu Lakshmi, Parent	Member	

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)

Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Agenda:

1. Review of previous minutes – Action taken report
2. Covid 19 – precautions – measures
3. Reviewing the opportunities – online activities
4. Reviewing the programs done, faculty and student participations
5. Roadmap during the pandemic situation

Following are the points discussed.

1. The previous points were reviewed but much stress could not be given on the outcome due to the prevailing Covid 19 pandemic situation.
2. IQAC insisted upon the necessary precautions and safety measures to be taken during the situation.
3. IQAC found that the students and faculty had large number of participations in the activities conducted by various organizations. In this connection IQAC appreciated all the participants.
4. In addition to the already hosted programs, IQAC suggested all the departments and functional units to identify the opportunities during the pandemic and organize the activities online.
5. IQAC informed all the departments and other functional units to carefully create a roadmap incorporating all the activities to be done during the pandemic.

PRINCIPAL
Baba Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (P)
Visakhapatnam

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: BABA



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: NR

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)

Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Ref No: BITS/IQAC/2019-20/Meeting Minutes/05

11-12-2020

Minutes of meeting

Members present for the meeting conducted by IQAC on 11.12.2020.

S.No	Name	Designation	Signature
1	Dr. K.S.S.S.N. Reddy	Chairperson	
2	Mr. S. Durga Prasad	Coordinator	
3	Mrs. P. Kiranmayi (CE)	Member	
4	Mr. K. Venkateswara Rao (EEE)	Member	
5	Mrs. Fathimunnisa Begum (ME)	Member	
6	Mr. M. Ravi Kishore (ECE)	Member	
7	Mr. R. Ashok Kumar (CSE)	Member	
8	Dr. B. Rama Jyothi (MBA)	Member	
9	Mr. P. Jayaranga Rao (S&H)	Member	
10	Mr. T. Kiran Kumar (Administrative Officer)	Member	
11	Mr. V.V. Gurucharan (S&H)	Member - IQAC Office	
12	Sri M. Gopi Krishna. Society	Member	
13	Dr. Ch. Sukumar, Entrepreneur	Member	
14	Er. S. Suresh Kumar, Industry	Member	
15	Mr. A. Revanth. Employer	Member	
16	Mr. U. Venkatesh. Alumni	Member	
17	Mr. Ch. Kameswara Rao. Alumni	Member	
18	Mr. B. Kesav Vardhan Raju. Student	Member	
19	Ms. K. Lavanya. Student	Member	
20	Sri B. Nooka Raju, Parent	Member	
21	Smt. K. Venu Lakshmi. Parent	Member	

Website: www.bitsvizag.com

Email: iqac@bitsvizag.com

Admission code: **BABA**



Estd: 2008

Phone: Off: 0891-2569933

Fax: 0891-2568811

University Code: **NR**

BABA INSTITUTE OF TECHNOLOGY AND SCIENCES

(Approved by AICTE New Delhi, NAAC Accredited, Affiliated to JNTU Kakinada, ISO 9001-2008 Certified)

Bakkannapalem Village, Madhurawada Post, Visakhapatnam - 530 048

INTERNAL QUALITY ASSURANCE CELL

Agenda:

1. Submission of earlier AQAR reports
2. Preparation of AQAR 2019-20
3. Review on Faculty and student Development programmes.
4. Review on Research and Consultancy projects
5. Review on Infrastructure augmentation
6. Review on maintenance of Infrastructure and other physical facilities
7. Review on Green Initiatives
8. Review on Incubation center activities
9. Review on Medical and Divyangjan facilities
10. Review on Placements.
11. Internships – offline and online
12. Days of National and Technological importance

Following are the points discussed.

1. IQAC Chairperson introduced himself to the members and reviewed the progress in submission of earlier AQAR reports. Upon finding that all the reports were pending in submission, he asked the IQAC Coordinator to submit the AQARs immediately after scrutinizing them.
2. Also the chairperson insisted on the preparation of 2019-20 AQAR.
3. Later discussions were made with various departments and functional units. He reviewed all the agenda points and suggestions were given accordingly.
4. IQAC once again insisted on the student internships. Quoting the example of AICTE Internship initiatives, the students could do such internships which were available in online mode too.
5. IQAC insisted all the departments and functional units to commemorate the days of National and Technological significance.




PRINCIPAL

Baba Institute of Technology and Sciences
Bakkannapalem (V), Madhurawada (P)
Visakhapatnam