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/2020-21/Meetings/03

19-12-2020

IQAC Meeting Attendance sheet

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. M. Sai Ganesh(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	Member	
11	Dr. Aditi Abhishikta (S&H)	Member – IQAC Office	
12	Mr. V. Gurucharan (S&H)	Member – IQAC Office	
13	Sri M. Gopi Krishna	Member	
14	Dr. Ch. Sukumar	Member	
15	Er. S. Suresh Kumar	Member	
16	Mr. A. Revanth	Member	
17	Mr. U. Venkatesh	Member	
18	Ch. Kameswara Rao	Member	
19	Mr. B. Kesav Vardhan Raju	Member	
20	Ms. K. Lavanya	Member	
21	Sri B. Nooka Raju, Parent	Member	
22	Smt. K. Venu Lakshmi, Parent	Member	

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Ref No: BITS/IQAC/2020-21/Meeting Minutes/03   **21-12-2020**

Minutes of meeting

The IQAC meeting was conducted on 19-12-2020, the following members present.

S.No	Name	Designation
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	Mr. U. Venkatesh, Alumni	Member
15	Mr. Ch. Kameswara Rao, Alumni	Member
16	Mr. B. Kesav Vardhan Raju, Student	Member
17	Ms. K. Lavanya, Student	Member
18	Sri B. Nooka Raju, Parent	Member
19	Smt. K. Venu Lakshmi, Parent	Member

Website: www.bitsvizag.com
Email: iqac@bitsvizag.com
Admission code: **BABA**

Estd: 2008

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Fax: 0891-2568811
University Code: **NR**

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Agenda:

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

Following are the points discussed.

1. The IQAC coordinator formally introduced the new IQAC chairperson Dr. K.S.S.S.N. Reddy, who had recently taken charge as Principal of the Institution, to the committee members. Thereafter the chairperson had discussed the agenda points.

2. IQAC reviewed the AQARs compiled till date and suggested necessary updates. Submission of the three previous AQARs are considered at a high priority level and insisted on finalizing the reports for submission.

3. IQAC at the same time insisted upon the compilation of AQAR pertaining to 2019-20.

4. IQAC reviewed the student and faculty participations in various events. Also suggested for hosting of various events in the college.

5. IQAC reviewed the status of obtaining research and consultancy projects and suggested to apply for research projects under RESPOND basket of ISRO. Besides the departments are advised to put efforts in attracting consultancy projects.

6. IQAC reviewed the academic infrastructure availability and suggested departments to identify the deficiencies and submit the proposals for immediate processing.

7. IQAC reviewed the maintenance procedures of academic infrastructure and other physical facilities. Suggestions were given to the departments and other functional units for the necessary changes.

8. IQAC reviewed the initiatives taken towards maintaining the campus eco friendly and suggested for few more initiatives and audits.

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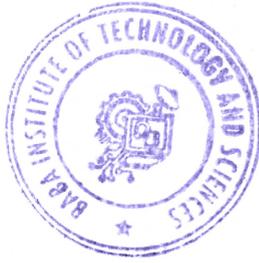Admission code: **BABA**

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9. IQAC reviewed the efforts towards Incubation centre are minimal and suggested the departments to make a substantial progress in this arena.

10. IQAC reviewed the available medical and divyangjan facilities in the campus and suggested the management for necessary improvement.

11. IQAC felt the utmost necessity of Internships for students and informed all the stake holders to put necessary efforts in increasing the Internships. The departments were advised to address this issue seriously and they may inform the students to access AICTE Internship portal and other online internship portals.

12. IQAC suggested the Training and Placement division to invest more specific efforts due to the opportunities amplified during the pandemic.

13. IQAC suggested all the departments and other functional units to identify the days of National and Technological importance and some activities for the benefit of students and society.

Chairperson, IQAC

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

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INTERNAL QUALITY ASSURANCE CELL

Ref No: BITS/IQAC/2020-21/Meetings/04   25-02-2021

IQAC Meeting Attendance sheet

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. M. Sai Ganesh(EEE)	Member	
5	Mrs. Fathimunnisa Begum(ME)	Member	
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16	Mr. A. Revanth	Member	
17	Mr. U. Venkatesh	Member	
18	Ch. Kameswara Rao	Member	
19	Mr. B. Kesav Vardhan Raju	Member	
20	Ms. K. Lavanya	Member	
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Agenda:

1. Review of previous minutes – Action taken report

2. Academic audit

3. Formation of Research groups – Multidisciplinary research

4. Student Mentoring

5. Student enrichment and faculty empowerment activities

6. Planning of various academic and NSS events

7. Revising HR policy document, Student code of conduct document.

Minutes of meeting:

1. Review of previous minutes and Action taken report:

   a) Necessary steps were initiated towards finalizing previous AQARs for submission.

   b) All the departments and other functional units were informed to submit the data pertaining to AY 2019-20.

   c) The departments said that initiation was done in regard of hosting events.

   d) Departments informed IQAC that initiatives were taken in applying for research and consultancy projects.

   e) Departments informed that proposals shall be submitted in regard of the academic infrastructure.

   f) Management had taken few more initiatives in regard of eco friendly campus, medical and divyangjan facilities.

   g) Training and Placement division and the departments informed that necessary steps would be taken in regard of Incubation centre, Placement and Internship activities.

   h) All the departments and other functional units had submitted the days of national and technological importance and affirmed that activities would be performed.

2. IQAC informed all the departments that Academic audit is going to take place and schedule will be announced shortly

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3. In increasing the research quotient, IQAC advised to Form Research groups in writing research papers in advanced concepts and also encouraging Multidisciplinary research

4. IQAC insisted on mentoring the students for career planning and all round development in them.

5. IQAC informed all the departments for various Student enrichment and faculty empowerment activities

6. IQAC informed to increase the neighborhood activities, NSS programs and Events which are useful to the community. Planning of various academic and NSS events

7. IQAC informed all the functional units that a review on HR policy, faculty and student code of conducts is scheduled and are going to be slightly revised if necessary.