



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)

REF No: SRKIT/IQAC/2021-22/CIR-00

Date: 08.11.2021

**CIRCULAR**

In order to increase the quality of teaching by adopting innovative methods and also capacity building of faculty members to participate in various research related works, it has been decided to constitute an Internal Quality Assurance Cell (IQAC) under the leadership of Dr. S. Sri Gowri, professor ECE Dept.

The IQAC shall comprise the following faculty members as its members:

S No	Name	Designation	Designation
1	Dr. M. Ekambaram Naidu	Principal	Chair Person
2	Dr. S. Sri Gowri	Professor & HOD(ECE)	Coordinator
3	Sri. B. S. Sri Krishna	Secretary	Management
4	Dr. T. Satyanarayana	Professor HOD(CE)	Member
5	Mr.S.Nageswar Rao	Assistant Professor & HOD (EEE)	Member
6	Dr.P.Kishorekumar	Professor HOD(ME)	Member
7	Dr. D. Haritha	Professor&HOD(CSE)	Member
8	Mr. G.D.K. Kishore	Assistant Professor & HOD (IT)	Member
9	Dr. A Padmaja	Professor HOD(S&H)	Member
10	Dr. N. Subramanyam	Professor & HOD (MBA)	Member
11	Mrs.M.Anitha	Assistant Professor & HOD (MCA)	Member
12	Mr D.V. Subba Rao	In-charge of Examinations	Member
13	Mr. A. Siva Nageswara Rao	Placement Officer	Member
14	Mr. B. Naveen	NSS Officer	Member
15	Mr. Ch.Sarat	PD Incharge	Member
16	Mr. B.Pratap	Administration Officer	Member
17	Mr.K.Ashok	Accounts dept	Member
18	Mr.K.Ramesh Naidu	Head Of Operations, APPLY VOLT	Industry
19	Mr.N.Bhavith Kalyan	Student (18X41A0526)	Member
20	Ms.H.Mahitha	Alumni (17X41A0449)	Member
21	Mr.M .HanumanthaRao	Parent	Member

**PRINCIPAL**  
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The IQAC shall be responsible for the following:

- (a) To enhance the quality of teaching and make the institute one of the best engineering college.
- (b) To encourage students and faculty for various research projects.
- (c) To provide necessary support to the faculty members for their research projects.
- (d) To coordinate with the other external agencies for various academic accreditations.

  
PRINCIPAL

Copy to:

Hon'ble Chairman *B.M.*

IQAC Coordinator *S. Sri Gowri*

All HoDS

*by* *Director* *M* *S* *Tejowari* *8* *B.M.*  
*CF* *CSE* *MCA* *ECE* *ET* *ECG* *HSA*

Individual Committee Members

*Shri. B.* *Acharya* *J.S.* *N.B.*  
*Exam Cell* *Thy. E.* *K.R.*  
*M.H.*

  
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REF No: SRKIT/IQAC/2021-22/CIR-01

Date: 10.11.2021

**CIRCULAR**

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 11.11.2021 at 2.00 P.M at Principal's chamber to discuss on the following agenda points:

**AGENDA:**

1. To review and confirm the previous minutes of meeting .
2. To discuss faculty development programs and webinars .
3. To plan an awareness program on peer team visit.
4. To discuss about the measures taken against covid (Omicron)
5. To review the course files.

All members of IQAC are requested to attend the meeting.

*S. Sri Gowri*  
CO-ORDINATOR

TO,

All Members of IQAC

Copy to:

Hon'ble Chairman  
Principal.

*B*  
*D. Srinivas*  
CSE  
*Ning*  
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*MCA*  
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*B*  
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SIH  
*Chandrababu*  
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*EE*  
EEE

*Bm*  
*Thy. Ramesh*  
*Ramesh*  
*N. Ramesh*  
*J. Srinivas*  
*And E.*

*S. Sri Gowri*  
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REF No: SRKIT/IQAC/2021-22/MOM-01

Date: 12.11.2021

**Minutes of Meeting**

The IQAC meeting was held on 11.11.2021 2.00 P.M at Principal's chamber. Following members were present during the meeting:

S No	Name	Designation	Designation	Signature
1	Dr. M. Ekambaram Naidu	Principal	Chair Person	
2	Dr. S. Sri Gowri	Professor & HOD(ECE)	Coordinator	S. Sri Gowri
3	Sri. B. S. Sri Krishna	Secretary	Management	B.S. Sri Krishna
4	Dr. T. Satyanarayana	Professor HOD(CE)	Member	T. Satyanarayana
5	Mr.S.Nageswar Rao	Assistant Professor & HOD (EEE)	Member	S. Nageswar Rao
6	Dr.P.Kishorekumar	Professor HOD(ME)	Member	P. Kishorekumar
7	Dr. D. Haritha	Professor&HOD(CSE)	Member	D. Haritha
8	Mr. G.D.K. Kishore	Assistant Professor & HOD (IT)	Member	G.D.K. Kishore
9	Dr. A Padmaja	Professor HOD(S&H)	Member	A. Padmaja
10	Dr. N. Subramanyam	Professor & HOD (MBA)	Member	N. Subramanyam
11	Mrs.M.Anitha	Assistant Professor & HOD (MCA)	Member	M. Anitha
12	Mr D.V. Subba Rao	In-charge of Examinations	Member	D.V. Subba Rao
13	Mr. A. Siva Nageswara Rao	Placement Officer	Member	A. Siva Nageswara Rao
14	Mr. B. Naveen	NSS Officer	Member	B. Naveen
15	Mr. Ch.Sarat	PD Incharge	Member	Ch. Sarat
16	Mr. B.Pratap	Administration Officer	Member	B. Pratap
17	Mr.K.Ashok	Accounts dept	Member	K. Ashok
18	Mr.K.Ramesh Naidu	Head Of Operations, APPLY VOLT	Industry	K. Ramesh Naidu
19	Mr.N.Bhavith Kalyan	Student (18X41A0526)	Member	N. Bhavith Kalyan
20	Ms.H.Mahitha	Alumni (17X41A0449)	Member	H. Mahitha
21	Mr.M. HanumanthaRao	Parent	Member	M. Hanumantha Rao

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**Resolutions:**

- The previous minutes of meeting were unanimously approved and filed.
- During the meeting the committee members discussed and planned many faculty development programs and webinars that are to be conducted for enhancing teaching abilities of faculty.
- During the meeting awareness programs on Peer Team Visit were planned.
- During the meeting the committee members discussed on course files. The chair person suggested to take exit survey forms from the outgoing students, and also suggested many points like pso, attainment calculation to reform the course file.
- All the members discussed on the measures to be taken against covid (Omicron) as it started even in India and prevailing at faster pace. And also the chair person reviewed the measures that were taken, and asked the members to conduct awareness programs to the students to protect themselves by following the precautionary measures.
- During the meeting chairperson instructed to Head of the departments to insist the paper setters to prepare the internal examination paper i.e. mid paper based on C.O<sup>3</sup> weightage.

The meeting ended with the vote of thanks proposed by Dr. S. Sri Gowri the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

*S. Sri Gowri*  
CO-ORDINATOR

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REF No: SRKIT/IQAC/2021-22/CIR-02

Date: 05.01.2022

**CIRCULAR**

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 06.01.2022 at 2.00 P.M at Principal's chamber to discuss on the following agenda points:

**AGENDA:**

1. To review Academic Administrative audit report.
2. To discuss on outcome based education.
3. To discuss on NAAC Peer Team visit.

All members of IQAC are requested to attend the meeting.

S. Sri Gouni  
CO-ORDINATOR

TO,

All Members of IQAC

Copy to:

Hon'ble Chairman  
Principal.

to  
MB  
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REF No: SRKIT/IQAC/2021-22/MOM-02

Date: 07.01.2022

**Minutes of Meeting**

The IQAC meeting was held on 06.01.2022 2.00 P.M at Principal's chamber. Following members were present during the meeting:

S No	Name	Designation	Designation	Signature
1	Dr. M. Ekambaram Naidu	Principal	Chair Person	
2	Dr. S. Sri Gowri	Professor & HOD(ECE)	Coordinator	S. Sri Gowri
3	Sri. B. S. Sri Krishna	Secretary	Management	
4	Dr. T. Satyanarayana	Professor HOD(CE)	Member	T. Satyanarayana
5	Mr.S.Nageswar Rao	Assistant Professor & HOD (EEE)	Member	
6	Dr.P.Kishorekumar	Professor HOD(ME)	Member	P. Kishorekumar
7	Dr. D. Haritha	Professor&HOD(CSE)	Member	on leave
8	Mr. G.D.K. Kishore	Assistant Professor & HOD (IT)	Member	G.D.K. Kishore
9	Dr. A Padmaja	Professor HOD(S&H)	Member	on leave
10	Dr. N. Subramanyam	Professor & HOD (MBA)	Member	on leave
11	Mrs.M.Anitha	Assistant Professor & HOD (MCA)	Member	M. Anitha
12	Mr D.V. Subba Rao	OIE	Member	D.V. Subba Rao
13	Mr. A. Siva Nageswara Rao	Placement Officer	Member	A. Siva Nageswara Rao
14	Mr. B. Naveen	NSS Officer	Member	B. Naveen
15	Mr. Ch.Sarat	PD Incharge	Member	Ch. Sarat
16	Mr. B.Pratap	Administration Officer	Member	B. Pratap
17	Mr.K.Ashok	Accounts dept	Member	K. Ashok
18	Mr.K.Ramesh Naidu	Head Of Operations, APPLY VOLTS	Industry	K. Ramesh Naidu
19	Mr.N.Bhavith Kalyan	Student (18X41A0526)	Member	N. Bhavith Kalyan
20	Ms.H.Mahitha	Alumni (17X41A0449)	Member	H. Mahitha
21	Mr.M. Hanumantha Rao	Parent	Member	M. Hanumantha Rao

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**Resolutions:**

- The previous minutes of meeting were unanimously approved and filed.
- All the IQAC members discussed on academic administrative audit report and a few changes were said by the chairperson to enhance the teaching quality.
- During the meeting the chairperson advised to conduct awareness programmes on outcome based education.
- All the members reviewed the activities, files for the peer team visit.

The meeting ended with the vote of thanks proposed by Dr. S. Sri Gowri the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

S. Sri Gowri  
CO-ORDINATOR

  
PRINCIPAL  
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ENIKEPADU





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REF No: SRKIT/IQAC/2021-22/CIR-03

Date: 18.04.2022

**CIRCULAR**

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 19.04.2022 at 2.00 P.M at Principal's chamber to discuss on the following agenda points:

**AGENDA:**

1. To review and confirm the previous minutes of meeting.
2. To discuss faculty development programs and professional development programs.
3. To increase the library book count.

All members of IQAC are requested to attend the meeting.

*S. Sri Gowri*  
CO-ORDINATOR

TO,

All Members of IQAC

*AO* *ECE* *IT* *ME* *MCA* *EEE* *CS* *CSE* *MAN* *OTG*

Copy to:

Hon'ble Chairman  
Principal.

*[Signature]*

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REF No: SRKIT/IQAC/2021-22/MOM-03

Date: 20.04.2022

**Minutes of Meeting**

The IQAC meeting was held on 19.04.2022 2.00 P.M at Principal's chamber. Following members were present during the meeting:

S No	Name	Designation	Designation	Signature
1	Dr. M. Ekambaram Naidu	Principal	Chair Person	
2	Dr. S. Sri Gowri	Professor & HOD(ECE)	Coordinator	
3	Sri. B. S. Sri Krishna	Secretary	Management	
4	Dr. T. Satyanarayana	Professor HOD(CE)	Member	
5	Mr.S.Nageswar Rao	Assistant Professor & HOD (EEE)	Member	
6	Dr.P.Kishorekumar	Professor HOD(ME)	Member	
7	Dr. B.AshaLatha	Associate Professor&HOD(CSE)	Member	
8	Mr. G.D.K. Kishore	Assistant Professor & HOD (IT)	Member	
9	Dr. K.Krishna Rao	Professor HOD(S&H)	Member	
10	Dr. B.Kristaiah	Associate Professor & HOD (MBA)	Member	
11	Mrs.M.Anitha	Assistant Professor & HOD (MCA)	Member	
12	Mr D.V. Subba Rao	OIE	Member	
13	Mr. A. Siva Nageswara Rao	Placement Officer	Member	
14	Mr. B.V.S.S SubbaRao	NSS Officer	Member	
15	Mr. Ch.Sarat	PD Incharge	Member	
16	Mr. B.Pratap	Administration Officer	Member	
17	Mr.K.Ashok	Accounts dept	Member	
18	Mr.K.Ramesh Naidu	Head Of Operations, APPLY VOLTS	Industry	
19	Mr.N.Bhavith Kalyan	Student (18X41A0526)	Member	
20	Ms.H.Mahitha	Alumni (17X41A0449)	Member	
21	Mr.M .HanumanthaRao	Parent	Member	

Principal  
SRK INSTITUTE OF TECHNOLOGY  
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**Resolutions:**

- The previous minutes of meeting were unanimously approved and filed.
- During the meeting it is resolved to depute more number of faculty members to attend FDPs and PDPs which include advanced courses. And the committee members discussed and planned many faculty development programs and webinars that are to be conducted for enhancing teaching abilities of faculty.
- During the meeting the members reviewed on library facility, books. And it is resolved to add more number of AI&ML and Data Science books.

The meeting ended with the vote of thanks proposed by Dr. S. Sri Gowri the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

S. Sri Gowri  
CO-ORDINATOR

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REF No: SRKIT/IQAC/2021-22/CIR-04

Date: 06.06.2022

**CIRCULAR**

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 07.06.2022 at 2.00 P.M at Principal's chamber to discuss on the following agenda points:

**AGENDA:**

1. To review and confirm the previous minutes of meeting.
2. To discuss on career development programs.
3. To discuss on ICT tools.
4. To discuss on examination reforms policy.
5. To support non teaching staff financially.

All members of IQAC are requested to attend the meeting.

*S. Sri Gowri*  
CO-ORDINATOR

TO,

All Members of IQAC

*[Handwritten signatures and initials]*  
RT CE EEE MB CSE MCA MBT Dobbins OIG

Copy to:

Hon'ble Chairman  
Principal.

*[Handwritten signature in green ink]*

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REF No: SRKIT/IQAC/2021-22/MOM-04

Date: 08.06.2022

Minutes of Meeting

The IQAC meeting was held on 07.06.2022 2.00 P.M at Principal's chamber. Following members were present during the meeting:

S No	Name	Designation	Designation	Signature
1	Dr. M. Ekambaram Naidu	Principal	Chair Person	
2	Dr. S. Sri Gowri	Professor & HOD(ECE)	Coordinator	
3	Sri. B. S. Sri Krishna	Secretary	Management	
4	Dr. T. Satyanarayana	Professor HOD(CE)	Member	
5	Mr.S.Nageswar Rao	Assistant Professor & HOD (EEE)	Member	
6	Dr.P.Kishorekumar	Professor HOD(ME)	Member	
7	Dr. B.AshaLatha	Associate Professor&HOD(CSE)	Member	
8	Mr. G.D.K. Kishore	Assistant Professor & HOD (IT)	Member	
9	Dr. K.Krishna Rao	Professor HOD(S&H)	Member	
10	Dr. B.Kristaiah	Associate Professor & HOD (MBA)	Member	
11	Mrs.M.Anitha	Assistant Professor & HOD (MCA)	Member	
12	Mr D.V. Subba Rao	OIE	Member	
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17	Mr.K.Ashok	Accounts dept	Member	
18	Mr.K.Ramesh Naidu	Head Of Operations, APPLY VOLTS	Industry	
19	Mr.N.Bhavith Kalyan	Student (18X41A0526)	Member	
20	Ms.H.Mahitha	Alumni (17X41A0449)	Member	
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**Resolutions:**

- The previous minutes of meeting were unanimously approved and filed.
- During the meeting all the members discussed on career development programs and finalized a few programs for the student benefit.
- During the meeting the members reviewed the usage of ICT tools and the chairperson requested to use various new ICT tools.
- In the meeting the Chairperson requested to implement the reforms mentioned in the policy ie, Examination reforms policy of SRK Institute of Technology.
- During the meeting all the members discussed on financial support for the children of non teaching staff.

The meeting ended with the vote of thanks proposed by Dr. S. Sri Gowri the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

*S. Sri Gowri*  
CO-ORDINATOR

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