



SIDDARTHA EDUCATIONAL ACADEMY GROUP OF INSTITUTIONS

(An Integrated Campus for Engineering & MBA)

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

SEAGI/IQAC/CIR-1/20-21

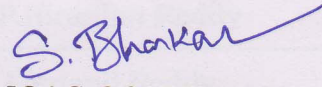
Date: 11-09-2020


CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 14-09-2020 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Faculty recruitment
2. Establishment of labs for the current semester, if needed.
3. Semester plan as per the academic calendar.
4. Initiation of NAAC process.
5. Preparation of question papers useful blooms taxonomy.


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Siddhartha Educational Academy
Group of Institutions
Near C. Gollapalli, TIRUPATI-517 505


Copy to:

1. The Chairman
2. The Principal
3. All Heads of the Departments
4. All the members of IQAC.

Near C.Gollapalli, Tirupati (Rural) - 517 505, ANDHRA PRADESH

Phone : 8008202337, 9966700414

 www.siddharthaedu.in

 siddharthaedu@gmail.com



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MINUTES OF MEETING

1. Based on the recruitment of the staff given by the Heads of departments, the Principal has accepted the recruitment of staff in required departments.
2. If needed establishment of new labs in different departments has been accepted to meet the requirement of labs as per the curriculum given by the affiliating University.
3. The Principal has instructed the Heads of all departments to prepare semester
4. Plan as per the academic calendar issued by the affiliating University, and also include student seminar and Guest lectures from industry experts during this semester.
5. It has been resolved to initiate the NAAC process as soon as possible.
6. It is resolved to prepare question papers as per blooms taxonomy.

MEMBERS OF IQAC

S.N O	Name	Designation	Position	Signature
1	Dr. K Rajasekhar	Principal	Chairperson	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Asso.Professor	Co-Convener	
4	Dr.P.Niranjan Reddy	Professor	Member	
5	Mr.A.Anand Reddy	Asst.Professor	Member	
6	Mr.D.Balasubramanyam	Asst.Professor	Member	
7	Dr.K.purushotham Prasad	Professor	Member	
8	Mr.S.Mohammad Abrar Taha	Asst.Professor	Member	
9	Dr.P.Ravi	Professor	Member	
10	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
11	Mr.A.Venkateswar Raju	Rtd.AGM	External Expert	
12	Mr.M.N.Naidu	Senior Administrative Officer	Member	

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SEAGI/IQAC/CIR-2/20-21

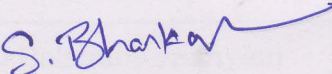
Date: 04-11-2020


CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 05-11-2020 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Orientation Program for I Year students
2. Teaching and Learning Activities.
3. Training and placement activities.
4. Any other item with the permission of chair.


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MINUTES OF MEETING

- 1) It is resolved to conduct an orientation programme for I year students as part of Zeroth semester as per the academic calendar given by the affiliating University.
- 2) It is resolved to prepare the time table and also Instruct the faculty members to prepare course files for the coming semester and to make affective use of ICT tools for teaching.
- 3) It is resolved to conduct training program for students in this semester to prepare them for future campus recruitment.
- 4) It is suggested that the formation of discipline committee is required to take preventive measures.

MEMBERS OF IQAC

S.N O	Name	Designation	Position	Signature
1	Dr. K Rajasekhar	Principal	Chairperson	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr.Sujeeth.T	Asso.Professor	Co- Convener	
4	Dr.P.Niranjana Reddy	Professor	Member	
5	Mr.A.Anand Reddy	Asst.Professor	Member	
6	Mr.D.Balasubramanyam	Asst.Professor	Member	
7	Dr.K.purushotham Prasad	Professor	Member	
8	Mr.S.Mohammad Abrar Taha	Asst.Professor	Member	
9	Dr.P.Ravi	Professor	Member	
10	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
11	Mr.A.Venkateswar Raju	Rtd.AGM	External Expert	
12	Mr.M.N.Naidu	Senior Administrative Officer	Member	

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SEAGI/IQAC/CIR-3/20-21

Date: 05-01-2021

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 06-01-2021 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Action taken report on minutes of meeting held on 14-09-2020 & 05-11-2020
2. Constitution of imperative committees for the college.
3. To study the NAAC application hand book and process.
4. Allotment of student counsellors in all the departments.

S. Shankar

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[Signature]

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MINUTES OF MEETING

- 1) The previous minutes of meeting held on 11-09-2020 & 04-11-2020 were revealed and the progress has been found to be satisfactory.
- 2) All the important committees for the college as per the guidelines of AICTE, have been constituted.
- 3) Resolved to appoint two coordinators for NAAC application process.
- 4) It is resolved that the appointment of student counsellor should be made by all the departments.

MEMBERS OF IQAC

S.N O	Name	Designation	Position	Signature
1	Dr. K Rajasekhar	Principal	Chairperson	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Asso.Professor	Co-Convener	
4	Dr.P.Niranjan Reddy	Professor	Member	
5	Mr.A.Anand Reddy	Asst.Professor	Member	
6	Mr.D.Balasubramanyam	Asst.Professor	Member	
7	Dr.K.purushotham Prasad	Professor	Member	
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SEAGI/IQAC/CIR-4/20-21

Date: 23-03-2021

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 24-03-2021 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. MOU's
2. Internships and project works.
3. Co-Curricular activities.
4. Ex-curricular activities.
5. Verification of COs and POs of different subjects.

S. Dharmaraj
IQAC CONVENER

[Signature]
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MINUTES OF MEETING

- 1) It is resolved to make MOU's with educational consultancies, local industries and mentor Institutes.
- 2) Resolved to allow students to go for internship and undertake projects as per the Directorates of JNTUA under the guidance of APSICHE.
- 3) Resolved to conduct technical forum functions in all departments in this semester.
- 4) Resolved to conduct sports day and college day before the last working day of this semester.
- 5) It is resolved to verify the mid question papers of all branches using bloom's taxonomy.

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SEAGI/IQAC/CIR-5/21-22

Date: 15-06-2021

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 16-06-2021 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Teaching and Learning activities.
2. Workshops/FDPs/conference conducted/attended.
3. Improvement of communication skills of the students.

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MINUTES OF MEETING

- 1) Suggestions given to faculty members to prepare course file. In addition, focus on improvement of teaching and learning using teaching and learning aids.
- 2) Resolved to conduct workshops/FDPs/Conferences and instruct the faculty members to participate in workshops, FDP's and conferences at least once in a semester.
- 3) Resolved to focus on improvement of skills of students by appointing an expert on soft skills

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1	Dr. K Rajasekhar	Principal	Chairperson	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Asso.Professor	Co-Convener	
4	Mr.P.Bayya Reddy	Asst.Professor	Member	
5	Mr.D.Suresh Reddy	Asst.Professor	Member	
6	Mr.T.Venkata Ramana	Asst.Professor	Member	
7	Mr.G.Vijay Kumar	Asst.Professor	Member	
8	Dr.V.Venkata Ramana	Professor	External Expert	
9	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
10	Mr.R.Sreekanth Reddy	Senior Administrative Officer	Member	

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SEAGI/IQAC/CIR-6/21-22

Date:21-09-2021

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 22-09-2021 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Online courses
2. Review on analysis of results.
3. Institution Innovation Council.
4. Infrastructure needed, if any.

S. Shankar

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[Signature]

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MINUTES OF MEETING

- 1) Resolved to encourage students and faculty members to undergo online courses through NPTEL/SWAYAM.
- 2) Based on the results of students, it is resolved to analyze the results and to take necessary measures to improve results.
- 3) Resolved to establish Institution Innovation Council as per the guidelines given by AICTE.
- 4) Resolved to intimate the management to provide additional infrastructure.

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1	Dr. K Rajasekhar	Principal	Chairperson	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Asso.Professor	Co-Convener	
4	Mr.P.Bayya Reddy	Asst.Professor	Member	
5	Mr.D.Suresh Reddy	Asst.Professor	Member	
6	Mr.T.Venkata Ramana	Asst.Professor	Member	
7	Mr.G.Vijay Kumar	Asst.Professor	Member	
8	Dr.V.Venkata Ramana	Professor	External Expert	
9	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
10	Mr.R.Sreekanth Reddy	Senior Administrative Officer	Member	

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SEAGI/IQAC/CIR-7/21-22

Date: 03-11-2021

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 08-11-2021 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Action taken reports on minutes of meetings held on 16-06-2021 & 22-09-2021
2. Industrial and Technical visits.
3. Feedback from students.
4. Remedial classes.
5. Training and Placements.

S. Bharath
3/11/21
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[Signature]
3/11/21
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
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MINUTES OF MEETING

- 1) The previous Minutes of meeting held 16-06-2021 & 22-09-2021 were revived and progress has been found to be satisfactory.
- 2) Resolved to send students along with faculty advisor to local industries and projects once in year.
- 3) Resolved to collect feedback from students in every semester and analyze the feedback and report to the higher authority to take necessary measures.
- 4) Resolved to conduct remedial classes and study hours to improve the pass percentage.
- 5) Resolved to plan sufficient training programs through extra working hours to enable students to face interviews of different companies easily.

MEMBERS OF IQAC

S.N O	Name	Designation	Position	Signature
1	Dr. K Rajasekhar	Principal	Chairperson	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Asso.Professor	Co-Convener	
4	Mr.P.Bayya Reddy	Asst.Professor	Member	
5	Mr.D.Suresh Reddy	Asst.Professor	Member	
6	Mr.T.Venkata Ramana	Asst.Professor	Member	
7	Mr.G.Vijay Kumar	Asst.Professor	Member	
8	Dr.V.Venkata Ramana	Professor	External Expert	
9	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
10	Mr.R.Sreekanth Reddy	Senior Administrative Officer	Member	

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SEAGI/IQAC/CIR-8/21-22

Date: 08-03-2022

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 09-03-2022 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Collaborative and interactive learning activities.
2. Library hours.
3. ISO Certification.
4. Conduct of NSS activities
5. Planning and conduct of projects works for final year, final semester students.

S. Bharan

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MINUTES OF MEETING

- 1) Resolved to instruct the faculty members to conduct collaborative and interactive learning activities for the students in every semester.
- 2) Resolved to allocate definite Library hours for the students of all branches.
- 3) Resolved to prepare the institute for getting additional ISO certifications.
- 4) Resolved to conduct NSS camp in the adopted village in the second week of January, particularly concentrating on health concern of the villages.
- 5) Resolved to allow students to undertake projects works as follows.
 - Civil and Mechanical students are allowed to undertake projects outside
 - While other branch students are allowed to undertake projects under the supervision of industrial experts at the college.

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SEAGI/IQAC/CIR-9/22-23

Date: 13-09-2022

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 14-09-2022 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Implementation of Zeroth semester programs for 1 year.
2. Students Internships.
3. Students community service project.
4. Review on the process of NAAC
5. Semester planning.

S. Bhanu
IQAC CONVENER

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Tirupati

[Signature]
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MINUTES OF MEETING

- 1) Resolved to implement of Zeroth semester programs effectively as per the instruction given by the Affiliating University.
- 2) Resolved to implement internship for students compulsorily as per the instructions of Affiliating University
- 3) Resolved to implement community services projects compulsorily for student as per Affiliating University curriculum.
- 4) Resolved to review the progress of all criteria of NAAC.
- 5) Resolved to instruct the faculty prepare the semester plan as per academic calendar of the Affiliating University.

MEMBERS OF IQAC

S.No	Name	Designation	Position in committee	Signature
1	Dr. K Rajasekhar	Principal	Chairman	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Assoc.Professor	Co-convener	
4	Dr.K.Krishna Karthik	Professor	Member	
5	Mr.D.Suresh Reddy	Asst.Professor	Member	
6	Dr.K.Purushotham Prasad	Professor	Member	
7	Dr.P.Ravi	Professor	Member	
8	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
9	Mr.Venkateswara Raju	Rtd.AGM	External Expert	
10	Mr.M.N.Naidu	Senior Administrative Officer	Member	
11	S.Dileepkumar reddy	Alumni	member	

S. Bhaskar
11/1/21
IQAC CONVENER
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SEAGI/IQAC/CIR-10/22-23

Date: 23-12-2022

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 26-12-2022 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting.

Meeting Agenda:

1. Action taken report on minutes of meeting held on 09-03-2022 & 14-09-2022
2. Appointment of mentors for counseling for the academic year 2022-23.
3. Workshops/FDPs/Seminars/Conferences to be conducted and attended by the faculty
4. Socially relevant Projects.
5. Review on result analysis.

S. Shankar 23/12/22
IQAC CONVENER
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SIDDARTHA EDUCATION ACADEMY GROUP OF INSTITUTIONS
Tirupati

by
PRINCIPAL
PRINCIPAL

Siddhartha Educational Acade
Group of Institutions
Near C.GOLLAPALLI, Tirupati (R)-517
Tirupati Dist. (A.P.)

Copy to:

1. The Chairman
2. The Principal
3. All Heads of the Departments
4. All the members of IQAC.



SIDDARTHA EDUCATIONAL ACADEMY GROUP OF INSTITUTIONS

An ISO 9001 : 2015 & ISO 14001 : 2015 Certified Institution

Approved by the AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu

MINUTES OF MEETING

- 1) Resolved to review the implementation and progress of earlier agenda.
- 2) Resolved to instruct the Heads of all departments to allot mentors for class at the rate of 1 mentor per 20 students.
- 3) Resolved to encourage faculty members to participate in workshops/FDPs/Seminars/Conferences and also instruct Heads of all departments to organize workshops/FDPs/ conferences at least one per semester.
- 4) Resolved to encourage students to undertake socially relevant projects with a definite plan compulsorily as per the instructions of APSCHE.
- 5) Resolved to conduct, a detailed review of the results, as also correct measures.

MEMBERS OF IQAC

S.No	Name	Designation	Position in committee	Signature
1	Dr. K Rajasekhar	Principal	Chairman	
2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Assoc.Professor	Co-convener	
4	Dr.K.Krishna Karthik	Professor	Member	
5	Mr.D.Suresh Reddy	Asst.Professor	Member	
6	Dr.K.Purushotham Prasad	Professor	Member	
7	Dr.P.Ravi	Professor	Member	
8	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
9	Mr.Venkateswara Raju	Rtd.AGM	External Expert	
10	Mr.M.N.Naidu	Senior Administrative Officer	Member	
11	S.Dileepkumar reddy	Alumni	member	

26/12/22
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SEAGI/IQAC/CIR-11/22-23

Date: 24-02-2023

CIRCULAR

All the members of IQAC are hereby informed that the meeting of IQAC is scheduled on 27-02-2023 at 3.00 PM in the IQAC room to discuss the following agenda. Therefore, all the members are requested to attend the meeting without fail.

Meeting Agenda:

1. COs and POs attainments for current academic year.
2. Add on courses.
3. Projects, internships and socially relevant projects.
4. Review on result analysis of past semester.

S. Shankar
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[Signature]
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MINUTES OF MEETING

- 1) A work shop will be conducted in the middle of March on Cos and Pos attainment.
- 2) The members of the faculty are instructed to guide the final year projects according to the industry needs and also guide the students for internships and socially relevant projects.
- 3) The H&S faculty members are instructed to offer placement related Add-on courses to all the final and third year students of all departments.
- 4) Resolved to encourage students to undertake socially relevant projects with a definite plan compulsorily as per the instructions of APSICHE.
- 5) Resolved to conduct a detailed review of result analysis of past semester and inform all the faculty member to concentrate on remedial classes based on pass percentage.

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2	Mr.S.Bhaskar	Asst.Professor	Convener	
3	Dr Sujeeth.T	Assoc.Professor	Co-convener	
4	Dr.K.Krishna Karthik	Professor	Member	
5	Mr.D.Suresh Reddy	Asst.Professor	Member	
6	Mr.P.Sai prasad	Asst.Professor	Member	
7	Dr.P.Ravi	Professor	Member	
8	Dr.C.Chandra Mohan Reddy	Professor	External Expert	
9	Mr.A.Venkateswara Raju	Rtd.AGM	External Expert	
10	Mr.M.N.Naidu	Senior Administrative Officer	Member	
11	Mr.S.Dileepkumar reddy	Alumni	member	

S. Bhaskar 27/2/20
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