



**Minutes of 1<sup>st</sup> Internal Quality Assurance Cell Meeting**

The 1<sup>st</sup> meeting of Internal Quality Assurance Cell was held on 25<sup>th</sup> July 2014 at 11.30 am in the Committee room.

**Agenda:**


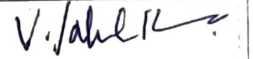


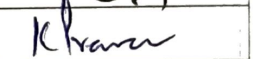
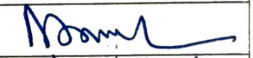
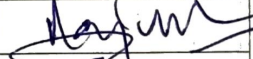


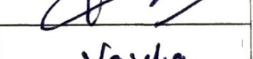
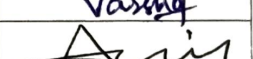
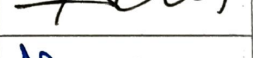
1. Formation of IQAC and its Importance
2. Suggestions from stake holders
3. Review of Vision Mission statements of the institution and departments.
4. Review of KITSOZEN 14
5. Programs by Entrepreneurship Development Cell (EDC)
6. Inviting alumni for Guest lectures
7. Student feedback
8. Research and publications
9. Ragging free campus
10. Student fests and workshops
11. Student's attendance and marks to parents

**Minutes of the meeting and resolutions:**

1. The meeting commenced with the opening remark of the principal about the importance of Quality Assurance Cell and its functions.
2. The IQAC coordinator welcomed all the members for the first Internal Quality Assurance Cell meeting.
3. All the IQAC members introduced themselves to others
4. It was also decided to take the valuable suggestions of all the stake holders for better performance of IQAC and institution.
5. Discussed about the importance of IQAC from institute point of view as well as NBA/NAAC accreditation point of view and the members were asked to give their valuable suggestions for inculcating quality culture in the institution
6. Resolved that the existing Vision and Mission statements of the institute are to be reviewed. Suggestions from stakeholders were welcomed by the coordinator
7. Coordinators and their team members of Students fest-KITSOZEN 14 were congratulated for the successful conduction. Further it was reviewed and suggestions for better conduction of future activities were sought by the team
8. Decided to conduct programs for students by EDC at regular intervals

9. Members suggested inviting alumni for delivering guest lectures at the departments
10. Decided to analyze the student feedback and take necessary actions for improvement
11. Resolved to encourage staff members for publishing good quality papers
12. Decided to continue necessary actions to make the campus as a ragging free campus.
13. Members suggested that various departments should conduct student fest and workshops at regular intervals
14. It was resolved to send attendance and marks of students to their parents through SMS

Following members were present during the meeting:

S.No	Category	Designation	Name of Member	Signature
1.	Chairperson	Principal	Prof. K. Shanker	
2.	Management Member	Secretary & Correspondent	Sri. V. Satish Kumar	
3.	Faculty Members	HoD EEE	Sri. Y.Y. Pundalik	
		HoD ECE	Sri. B. Ramesh	
		HoD CSE	Sri. K. Praveen Kumar Rao	
		I/C HOD CE	Dr. M.V. Satish Kumar	
		HoD H&S	Dr. V. Rajeshwar Rao	
4.	Administrative Officer	Registrar	Sri. P Venkataiah	
5.	Local Community	Advocate	Sri. P.V Harihar Rao	
6.	Student	Roll No.12281A0141	Ms. B.Varsha	
7.	Alumni	Managing Director, MR Energies, Hyderabad	Mr. M.Anil Reddy	
8.	IQAC Coordinator	Prof. & Head MED	Dr. M.V. Satish Kumar	



**IQAC Coordinator**  
Dr. M. V. Satish Kumar  
Professor & Head, MED



**Chair Person**  
Prof. K. Shanker  
Principal, KITS Singapur



## **KAMALA INSTITUTE OF TECHNOLOGY & SCIENCE**

(Approved by AICTE & Affiliated to JNTUH)

Singapur, Huzurabad, T.S. 505468

**Internal Quality Assurance Cell (IQAC)**

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### **ACTION TAKEN REPORT**

The following actions have been taken for the resolutions made in the IQAC meeting held on 25<sup>th</sup> July 2014

1. Suggestions from stake holders have been collected to review the vision and mission statements of the institute.
2. EDC has organized a field visit to JEEVAN industries on 13<sup>th</sup> September 2014 and also conducted a guest lecture by G. Babu, Chief Executive of AKHILESH ENGINEERING on 20<sup>th</sup> December 2014.
3. Alumni of Mechanical Engineering Department Mr.Vamshi, (2008-12) batch working as Insurance Specialist, Lockton MENA, United Arab Emirates has interacted with students on 13/10/2014 about “Employment opportunities for mechanical engineers in the area of risk management”.
4. Principal has instructed HODs to identify the faculty whose feedback is not up to the mark and counsel them. HODs have completed the task.
5. R&D Cell has taken initiative in encouraging staff members towards quality publications, which yielded good results.
6. Few departments have conducted student fests and workshops.

**IQAC Coordinator**  
Dr. M.V.Satish Kumar

**Chair Person**  
Prof. K. Shanker