



**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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**Minutes of 2<sup>nd</sup> Internal Quality Assurance Cell Meeting**

The 2<sup>nd</sup> meeting of Internal Quality Assurance Cell was held on 09<sup>th</sup> Jan 2015 at 2.00pm in the Committee Hall of the collage.

**Agenda:**

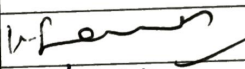

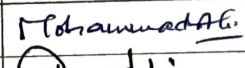

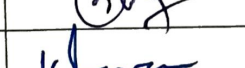
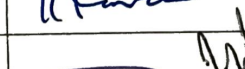


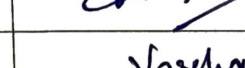
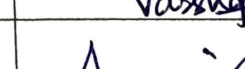

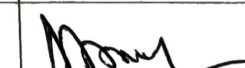
1. Approval of previous minutes of meeting.
2. Progress of institute level committees
3. Financial support for Research publications
4. Institutional database.
5. Plan of installation of solar power plant
6. Updating Website
7. Syllabus coverage-meeting with CRs
8. Experiments beyond the syllabus
9. Programs for staff members by departments
10. Dress code for staff & students
11. Interaction with Alumni Entrepreneurs
12. Student Projects
13. Result analysis.

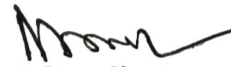
**Minutes of the meeting and resolutions:**


1. All the members approved the minutes of meeting held on 25<sup>th</sup> July 2014 and actions taken.
2. Resolved that IQAC should coordinate with various committees of the institute and review their progress towards quality improvement as suggested by stake holders.
3. It was decided to support the staff members financially for quality publications in International conferences.
4. Decided to develop and maintain Institutional database through MIS for the purpose of collection, analysis and better usage of data.
5. Members strongly advised to install solar power plants on roof top of all the buildings in the campus in phase wise manner. The team lead by Mr. Y.Y Pundalik Head EEE, should initiate the plan of action for installation
6. It was resolved that website of the institute is to be updated at regular intervals.
7. It was resolved that institute academic in-charge should conduct meetings with department academic in-charges and class representatives to monitor the progress of syllabus coverage and understanding of the subjects by the students

8. As the institute is affiliated to the university, syllabus cannot be framed but experiments beyond the syllabus can be covered. It was decided that in every lab at least one experiment beyond the syllabus should be included.
9. It was decided to conduct various programs for staff members by departments at regular intervals. Resolved that head of the departments should come forward with their proposals, to enhance the knowledge of faculty and hence improve the quality of teaching.
10. Members appreciated the implementation of dress code for staff & students and further suggested to educate the students about our culture.
11. Members advised to invite alumni entrepreneurs for motivating young minds by way of arranging guest lecturers/ interactive sessions by EDC
12. Members suggested encouraging students to undertake quality projects with societal responsibility as inherent motto
13. Members discussed and analyzed the results of previous end semester examinations

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 CE	Dr. Mohammad Ali	
		HoD EEE	Sri. Y.Y. Pundalik	
		HoD ECE	Sri. B. Ramesh	
		HoD CSE	Sri. K. Praveen Kumar Rao	
		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



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### ACTION TAKEN REPORT

The following actions have been taken for the resolutions made in the IQAC meeting held on 09<sup>th</sup> Jan 2015

1. Financial support was given to the faculties who have published papers in conferences.
2. The process of installation of solar power plant is initiated under the guidance of Y.Y.Pundalik, Head EEE and application has been sent to the electricity department for approval.
3. Academic in charge, in the chairmanship of Principal has convened meeting with department academic in charges and class representatives and enquired about the syllabus coverage and the same has been conveyed to head of the departments to take actions.
4. Experiments beyond the syllabus have been conducted in different laboratories of various departments.
5. Few departments have organized programs for faculty members to improve the quality of teaching.
6. EDC has organized a guest lecture by M. Anil Reddy, Managing Director M.R energies on 21<sup>st</sup> March 2015.
7. Some of the students have done quality projects with societal responsibility as motto. Some of the projects have won prizes and got appreciation by print and electronic media.

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

**Chair Person**  
Prof. K. Shanker