



KAMALA INSTITUTE OF TECHNOLOGY & SCIENCE
(Approved by AICTE & Affiliated to JNTUH)
Singapur, Huzurabad, T.S. 505468
Internal Quality Assurance Cell (IQAC)

Minutes of 3rd Internal Quality Assurance Cell Meeting

The 3rd meeting of Internal Quality Assurance Cell was held on 05th August 2015 at 2.30 pm in the Committee Hall of the collage.

Agenda:


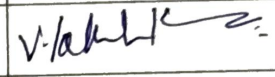
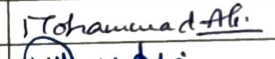

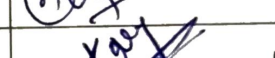
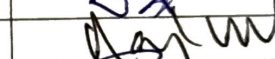

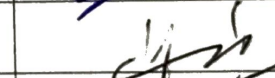
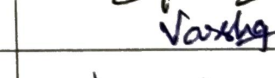

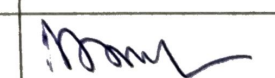

1. Approval of previous minutes of meeting
2. Research proposals for AICTE.
3. Updating Laboratories.
4. Formation of Department Academic Committees.
5. Formation of Project Evaluation Committee.
6. Feedback on facilities provided by institute.
7. Swatch Bharath and Haritha Haram.
8. Newsletter-Department wise.
9. Encouraging merit students.
10. Student's fest.
11. Replacement of IQAC members.
12. Result analysis.

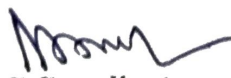
Minutes of the meeting and resolutions:

1. All the members approved the minutes of meeting held on 09th January 2015 and actions taken after the meeting.
2. Members appreciated the efforts made by all departments to get AICTE funding for different proposals like MODROBS/ Seminars etc.
3. Decided to update the laboratories with new equipment to give better practical exposure to the students.
4. Resolved to form Academic committee for each department with HOD, academic coordinator/s and class coordinators to implement the decisions taken by institute academic committee effectively
5. Resolved to form Project Evaluation Committee in each department with HOD, 4 to 5 Senior Staff members to evaluate the quality of projects and also to evaluate the progress of the projects at regular intervals.
6. Decided to collect feedback from students and parents, on facilities at institute and their quality and also to seek their suggestions for further improvement.
7. Members expressed their opinion that the institute should actively participate in Swachh Bharath and also implement the state governments "Haritha Haram" scheme effectively in the campus.

8. Members suggested that every department should prepare newsletter (two per year/ one per semester).
9. Decided to encourage merit students by way of identifying toppers semester wise and presenting merit certificates.
10. Members felt that departments should inculcate the leadership and organizational skills among the students by conducting student's fest
11. Dr. K Ravindra Babu took charge as head of CSE department was welcomed as a new member in IQAC in place of Sri. K. Praveen Kumar Rao.
12. 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	Dr. K Ravindra Babu	
		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 05th August 2015

1. Most of the laboratories in all the department were updated with new equipment
2. Academic committees were formed with HOD, academic coordinator/s and class coordinators to implement the decisions taken by institute academic committee effectively.
3. Project Evaluation Committee has been formed in each department with HOD, 4 to 5 Senior Staff members to evaluate the quality and progress of the projects at regular intervals.
4. Feedback on facilities at institute and their quality has been collected from parents and students and few of their suggestions were implemented.
5. C.S.E & I.T departments were congratulated for getting good results in end semester exams and E.E.E department was asked to put more efforts for increasing the results by next semester.

IQAC Coordinator
Dr. M.V. Satish Kumar

Chair Person
Prof. K. Shanker