



## 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 08<sup>th</sup> Internal Quality Assurance Cell Meeting

The 08<sup>th</sup> meeting of Internal Quality Assurance Cell was held on 18<sup>th</sup> Jan 2018 at 11.30 am in the Committee room.





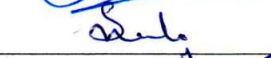











#### Agenda:

1. Approval of minutes of previous meeting.
2. Departmental visits by IQAC members
3. SWOC analysis of departments by HoDs.
4. Result analysis
5. Improving the feedback procedure
6. Progress review of institute level committees
7. FDPs/ Refresher courses in association with reputed organizations.
8. Parent-Teacher meeting
9. Strengthening Alumni network

#### Minutes of the meeting and resolutions:

1. Approval of minutes of Meeting held on 24<sup>th</sup> July 2017 and action taken report.
2. Resolved that, committees should be formed with IQAC members and other senior faculty, who in turn should visit all the departments and report on the shortfalls if any. These committees should give suggestions for improvement, from the quality aspect.
3. It was resolved that all the HOD s should prepare a power point presentation about the profile of their department, highlighting the strengths of the department and to prepare a SWOC report
4. Members discussed and analyzed the results of previous end semester examinations.
5. Members expressed their opinion that feedback procedure should be improved by collecting feedback from more number of students to get better data for analysis.
6. Decided to review the progress made by various committees of the institute
7. Members reviewed the programs such as FDPs and Refresher courses conducted for staff members so far and suggested that all the departments should conduct such programs at regular intervals. It was also decided that outside organizations should be involved in organizing the programs.
8. Members discussed the feedback/suggestions received during Parent-Teacher meeting, for improving the quality of the institute
9. It was resolved that interaction with Alumni should be increased by way of conducting Alumni meets and inviting them for Interactions / Guest lectures. Members felt that the knowledge and experience of alumni should be utilized by the departments effectively.

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                                   | Dr. V. Sharmila               |    |
|      |                        | 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                | 14281A0301                                | Mr. V. Ajay                   |    |
| 7.   | Alumni                 | Managing Director, MR Energies, Hyderabad | Sri. M. Anil Reddy            |   |
| 8.   | Employer               | TCS Academic Relations Manager            | Sri. Richard King Chatragadda |  |
| 9.   | Industry               | DGM, NTPC, Ramagundam                     | Sri. G. Rajith Kumar          |  |
| 10.  | Stake holder (Parent)  | Super indent Engineer KTPP, Bhupalpally   | Sri. E. Chandramouli          |  |
| 11.  | IQAC Coordinator       | Prof. & Head MED                          | Dr. M. V. Satish Kumar        |  |
| 12.  | Faculty incharge, IQAC | Assoc. Professor, Dept. of ECE            | Sri. B. Ramesh                |  |



**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 18<sup>th</sup> Jan 2018

1. Committees have formed with IQAC members and other senior faculty, in order to visit all the departments and report on the shortfalls if any.
2. All the HOD s have prepared power point presentation of their department profile, and prepared SWOC report.
3. AAC committee has been constituted which has audited all the departments/cells and gave their report.
4. The feedback procedure has been improved by collecting feedback from more number of students instead of collecting from few members.
5. The progress of the various committees of the institute was reviewed.
6. A six day MHRD sponsored FDP under PMMMNMTT scheme on “Pedagogy and ICT in Engineering Education” was organized by the institute in association with Teaching and learning centre of NIT Warangal during 2<sup>nd</sup> July to 7<sup>th</sup> July 2018.
7. The HODs were informed to implement the suggestions given by the parents in Parent-Teacher meeting.
8. Number of alumni interaction with students was increased as compared to the last academic year

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

**Chair Person**  
Prof. K. Shanker