Minutes of the 25th IQAC Advisory Committee Meeting

Venue: F008 (Conference Room)   **14th August 2018**

Chaired by: Dr L S S Reddy, Vice Chancellor

The 25th IQAC Advisory Committee Meeting was held at 2 p.m on 14-08-2018 in F 008.

Dr L S S Reddy, Vice Chancellor chaired the meeting.

Addressing the gathering, the Vice-Chancellor commended the services rendered by IQAC and stressed the importance and contribution of such a body towards the overall growth of the institution. He also wished that the departments and various functionaries are properly geared up for the forthcoming NAAC visit in about a fortnight.

1. At the outset the Dean (Quality) welcomed the induction of Dr. A. Anand Kumar, Professor (EEE) as Advisor, IQAC.
2. The meeting was started by Dean (Quality) with the presentation of the minutes of the previous IQAC Advisory Committee meeting held in June 2018 for approval of the members.

The following agenda items were taken up for discussion.

Agenda Item No 3: NAAC related work

The Dean mentioned the dates of submission of SSR and about the completion of SSR and data validation process on 25th July 2018 and 31st July 2018 respectively. He informed the members that as part of NAAC preparation four mock visits were conducted by external members, experts in all the aspects of NAAC accreditation procedure and all departments functionaries are geared up for the coming inspection.

Further, internal inspection was also conducted and the advice given by all these committees were implemented. However the NAAC core team was asked to prepare the FAQ for the benefit of HODs.

Follow up action: Dr K Rama Krishna & Dr. Koteswara Rao have to prepare the FAQ for all functionaries and circulate the same, to make them prepared for the NAAC visit.

Annexure 1:

Agenda Item No 4: Rankings

The Dean next gave a brief report on the ranks accorded to KLEF by various ranking agencies during the period June 2018 to till date.

Annexure 2:

Agenda Item No 5: Annual Reports – Audits – Feedback

Auxiliary Points (i)

While discussing the issue of conduct of workshops and seminars, members were divided over who should take responsibility for it. Which some opined it is the subject of Dean (R & D) others felt that Dean (Academics) and Dean (Student Affairs) also have an equally important role in it.

Follow up action: Breaking the impasse Dean (Quality) requested the Pro Chancellor to convene a special meeting of the three Deans concerned to iron out the anomalies associated with the conduct of workshops and seminars, so that a fool-proof mechanism would become operative in future.

The Dean gave a detailed feedback on the Annual Report submitted by the departments and the findings of the audit teams. When members started reacting to this, seeing different areas covered by the feedback.

Follow Up action: The Dean (Quality) requested Dean, academics to convene a meeting to examine the items mentioned in the feedback like

i.Enhancement of quality in curriculum design

ii.Academic regulations should not change so frequently

iii.More emphasis should be laid on conceptual teaching and learning

iv.Administrative meetings with faculty should not affect class work.

Annexure 3:

Agenda Item No 6: Discussion of Quality Circles feedback.

The Dean informed the members that a questionnaire was issued to all Quality Circle members and the responses gathered from various departments provided some interesting data. The responses collected from different stakeholders who were asked to rate the institution on a scale of 5 read as follows:

Parents: 2/5

Students: 2/5

Faculty: 2/5

Non-teaching staff: 2/5

Follow up action: The Dean suggested that the figures are very revealing and points to a need for a lot of revamping and rejuvenation on the part of all members concerned.

Agenda Item No 7: INITIATIVES BY IQAC / PhD Research reviews.

a) The Dean next took up the initiatives launched by IQAC cell and highlighted Revamping of the review process of progress of PhD scholars.

As this was a process involving around 3000 scholars, Dean R & D said he will conduct meetings with all the stakeholders involved and arrive at a satisfactory solution.

Follow up action: Dean (Quality) requested Dean, R & D to conduct the meeting at the earliest and devise methods of standardizing the Research review process.

b)Regarding the proposed conduct of online entrance exam for the admission of PhD scholars, Dean (R & D) has expressed some technical difficulties.

Follow up action: **Dean (Quality) suggested that a fool proof mechanism may be set in place at the earliest.**

Agenda Item No 8: Proposed workshop on Quality.

Finally the Dean mentioned that IQAC is proposing to conduct a workshop on quality in the month of September.

Follow up action: Dr. Anoop is entrusted to plan for it.

The meeting was adjourned at 3 pm.

Annexure 1:

NAAC RELATED WORK

a) Started preparing IIQA:04-12-2017

b) Completed and submitted IIQA for verification:08-12-2017

c) NAAC Team verified and approved your IIQA:06-01-2018

d) SSR link has been opened for preparation: 06-01-2018

e) Date of submission of SSR: 28-02-2018

f) DVV of SSR started on: 04/05/2018

g) DVV ended on: 25/07/2018

h) Student satisfaction survey:
   Survey Started on: 22/05/2018
   Survey end on: 31/07/2018
   Percentage of students participated in SSS out of 2016-17 students 13188:
   46.148%

i) Number of mock inspections with details

   Inspection-I
   - Date of inspection:- 5th & 6th May, 2018
   - 2 External members from other universities
   - Departments visited- ALL
   - Central facilities visited- ALL

   Inspection-II
   - Date of inspection:- 29th May 2018
   - Experts from Higher Educational Institutions obtained A Grade.
   - Departments visited: - Architecture, Bio Technology, Business School, Civil Engineering, Commerce, Computer Science And Engineering, Electrical And Electronics Engineering, Electronics And Communication Engineering, Mechanical Engineering, Pharmacy, Physics, School Of Law.
   - Central facilities visited-Library, Hostel, Canteen, Transportation, Physical Education, Registrar Office, IQAC, Exam section, Student Affairs

   Inspection-III
   - Date of inspection :- 22nd and 23rd June 2018
   - Members of team:-
      i. Prof. V. Venkaiah, Former Vice-Chancellor, Krishna University, Machilipatnam.
      ii. Prof.Venu Gopal Anne, Professor in Mechanical Engineering, NIT, Warangal.

iii.   Prof. T. Subrahmanyam, Former Principal, Andhra University, Vishakhapatnam.
    iv.   Prof.Venkata Krishna Vakula, Former Prinicipal, GIET, Hyderabad.
- Departments visited: 21
- Central facilities visited: All

<u>Inspection-IV</u>
- Date of inspection:- 12th, 13th, and 14th July 2018 on QLMs
- Members of team:-
    i.   Dr. K. Rama Krishna
    ii.   Dr. M. Venu Gopala Rao
    iii.   Dr. T. Anoop Kumar
- Departments visited:- All
- Central facilities visited: All

j) Number of reviews of NAAC presentations by the departments and their details
        No of inspection- 02

NAAC PENDING WORK – 04-08-2018

1) Collection of data for the Academic Year 2017-18 and its analysis.

2) Preparation of progress report for the Academic Year 2017-18.

3) Updating and modifying the Qualitative Metrics report.

4) Verification of supporting data/information/files, related to Central PPT and IQAC PPT.

5) Verification of the following at the Department level:

   a) Physical facilities covering HODs room, PPT presentation room, PPT and its supporting data/files, files related to Qualitative Metrics, labs, research labs, Centre of Excellencies if any.

   b) Department Library, Vision, Mission, Quality Policy, best 10 research publications, etc.

6) Verification of the following in case of common facilities and administrative units like: Examinations Branch, Library, Central Instrumentation Centre, Academic, Staff College, Industrial sponsored Centres of Excellence, Research Centres, Hostels, Sports & Registrar Office etc.

   a) Functional chart b) Degree of automation c) Display of names of sections d) Progress during the last 6 years starting from 2012-13. e) Prepare PPT in case of major common facilities and administrative units like library, examinations, Registrar office, Academic Staff College, etc. f) Supporting files/data related to PPTs.

7) Verification of files related to finance and interaction with Finance Officer and his team.

8) Placement training and Placement activities.

9) Arranging libraries in the following departments:

   a) CSE   b) ECE   c) EEE   d) BT   e) COMMERCE   & f) BFA

10) Finalization of cultural programs for organizing the same before NAAC Peer Team – Identification of programs and starting rehearsals.

11) Preparing list of deficiencies related to Department/Function/Central Services/Administrative Units.

12) Complying the compliances related to statuary bodies at Central Level.

13) Special focus on major departments opted for NAAC along with the other departments (particularly CSE, ECE & BT).

14) Preparing Detailed Notes on;

    a. Course Co-ordinatership

    b. Community Engagement

    c. Research Culture

    d. ICT enabled services

    e. E-Governance/ERP

    f. Exam Manual

15) Updating the website in line with the current data.

16) Physical visit to all labs of the departments (Lab name, name of the equipment and list of experiments have to be displayed).

17) Finalizing the rooms for PPT presentation by the HoDs.

18) Photo cum news item exhibition covering University recognitions achievements empowerment, green practices etc.

19) Dean (P&D) activity oriented works.

20) Strong room work in Exam Cell not completed.

21) JyothiSurekha – Achievement – hoarding.

22) University – Block – Plan – Hoarding arrangement.

23) Photo Exhibition of extension activities taken up to be arranged in CSE lobby.

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Annexure 2:

Ranking and certifications (including NIRF):

S. No	Name of the ranking	State wide	National wide	Proofs (including photos and certificates	Remarks
1	NIRF-2018	-	National Wide-University Category – 56th Rank	Available	
		-	National Wide-Engineering Category – 49th Rank	Available	
		-	National Wide-Management Category – 46th Rank	Available	
		-	National Wide-Overall Category– 83rd Rank	Available	
2	Times of India Engineering Colleges Survey-2018	➤ **1st** Rank in **Andhra Pradesh & Telangana States** Private Engineering Colleges-2018. ➤ **1st** Rank in Top 15 Private Engineering Institutes Rankings 2018- In **Andhra Pradesh.**	➤ **5th** Rank in Top 20 Private Engineering Institutes in **South** -2018. ➤ **13th** Rank in Top 100 Private Engineering Institute Rankings in **All India**-2018. ➤ **24th** Rank in Overall category ranking in Top 150	Available	

			Engineering Institutes in **India** -2018.		
3	Higher Education Review Survey -2018	➢ **1ˢᵗ** Rank in Top 100 Private Engineering Colleges in **Andhra Pradesh State**-2018. ➢ **1ˢᵗ** Rank in Deemed Universities in **Andhra Pradesh & Telangana States**-2018.	➢ **9ᵗʰ** Rank in Top 100 Private Engineering Colleges in **India** -2018. ➢ **6ᵗʰ** Rank in Top 25 Deemed Universities in **India** - 2018.	Available	
4	Outlook-Drshti Engineering College Survey-2018	➢ **1ˢᵗ** Rank in Top 100 Private Engineering Colleges in **Andhra Pradesh State**-2018.	➢ **40ᵗʰ** Rank in Top 100 Engineering Colleges Survey in **India**-2018.	Available	
5	The Week Magazine Ranking Survey - 2018	➢ **3ʳᵈ** Rank in Top 150 Engineering Colleges Survey in **Andhra Pradesh State** -2018. ➢ **6ᵗʰ** Rank in Top 9 Private & Deemed Multidisciplinary Universities in **South Zone** -2018. ➢ **24ᵗʰ** Rank in Top 27 Multidisciplinary Universities	➢ **73ʳᵈ** Rank in Top 150 Engineering Colleges Survey in **India**-2018. ➢ **12ᵗʰ** Rank in Top 28 Private & Deemed Multidisciplinary Universities in **All India** - 2018. ➢ **58ᵗʰ** Rank in Top 75 Multidisciplinary Universities Ranking In **All**	Available	

		in **South Zone** -2018.	**India** -2018.		
6	Chronicle 7th All India Engineering Colleges Ranking Survey-2018	➢ **1**st Place in **A.P.**	➢ **"A"** Grade Accredited by Chronicle 7th **All India** Engineering Survey-2018	Available	
7	Neatcad Cybersecurity Learn (CISCO Networking Academy)	➢ **2**nd Place (Winner SHAIK RIAZ CSE Department)	Available		

Annexure 3:

Report on Annual Audit Report of 2017-18 conducted on month of July - 2018

The following salient points are noticed during the audit conducted and scrutiny of annual report submitted by various departments.

Most departments have done well in maintenance of student details, conduct of course coordinator meetings, organization of guest lectures etc., They have also maintained the R & D related data like paper publications, seminars, workshops etc,. The HOD meetings are also conducted regularly.

However almost all departments failed to maintain ERP and LMS data details properly. As there has been a general complaint about the functionality and reliability of these methods it is imperative that this data is presented with utmost care.

Similarly Student R & D requires a lot more support to take it up on a large scale and the present outcomes are only indicative and do not sustain a reliable long-term practice.

The meetings of the student sub-committees are not properly conducted and it is high time that the functionaries should conduct these meetings with greater commitment and with positive outcomes.

Though seminars and workshops are conducted on a regular basis the maintenance of minutes, reports and other data is very poor. This aspect has to be addressed immediately by all the departments.

The Engineering departments have sufficient data, but lag in the reporting or maintenance of data areas. They could have performed much better with a little attention in these aspects.

The non-engineering departments do not have the data as most of the departments have been started recently.

The performance of departments of BSc(Visual Communications) Hotel Management and English is extremely poor. These departments will have to process the information with care, understanding, relevance and precision.

Among the Engineering departments CSE and ECE have fallen well short of the expectations and project themselves is a poor light.

Similarly Departments of English and Chemistry have submitted all the soft copies but could not produce or submit the hard copies during verification.

The above – mentioned aspects need urgent self-remedial measures.