

03-02-2015

**Prof. K. SUBBA RAO**

Director-IQAC

To:

The Registrar  
K L University  
Vaddeswaram.

Sir:

Sub: Conduct of IQAC Advisory Committee Meeting – Request to obtain the approval –  
Reg.

It is proposed to conduct IQAC Meeting with all the members on 10<sup>th</sup> February, 2015 at 4.00 P.M. in the Conference hall (F-008).

In this connection, I request you to kindly obtain the approval from the Hon'ble Vice-Chancellor and inform all the members of IQAC to attend the proposed meeting.

The agenda for the meeting is enclosed.

Yours faithfully



**(Prof. K. SUBBA RAO)**

**Director (QA)  
KL University  
Green Fields, Vaddeswaram,  
Guntur Dist. A.P, PIN-522 502.**

**Orders of Vice-Chancellor dt. 07-02-2015**

**CIRCULAR**

Sub: Conduct of IQAC Meeting on 10<sup>th</sup> February, 2015– reg.

Ref: Letter dt. 03-02-2015 from Director-IQAC.

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As per the Orders of the Hon'ble Vice-Chancellor (IQAC Chairman), IQAC meeting is scheduled from 4.00 PM on 10-02-2015 in the Conference Hall (F-008).

In this connection, I request all the IQAC members to make it convenient to attend the meeting without fail.

The agenda for the meeting is enclosed.

**REGISTRAR**

Encl: Agenda

**To: IQAC Members**

**Hard copy**& mail to: HODs: BT / CIV / CSE / CSS / ECE / EEE / ECM / MECH / MCA / MBA  
COM / Mathematics / Physics / Chemistry / English / Mr. T. Ravi Kumar

**Hard copy** & mail to: Principal, KLUCE & Dean (School of Engg.) / Principal, KLU ASC

**Hard copy** & mail to: Controller of Examinations-Dr. KJB / Librarian-Smt. K. Usha Rani  
Management Representative (ISO) – Dr. K.G.Sudhakar, Professor, ME

Mail to: Coordinators, SR & ARP – Dr. K. Sarat Kumar, ECE / Dr. A. Srinath, ME / Dr. V.Rama Devi, MBA – KLUBS

Mail to: Advisor (HR & IR) – Prof.BVA Rao / Dr. J.K.R.Sastry, Professor, CSE / Alumni Cell-Mr. A.V. Lal/

I/c KLU Website-Sri K. Rajasekhar, CSE / In-charge, Automation-Mr.VMS / Webmaster-  
Mr.Hanumantha Rao /

ET Services & Animations Group-Mr.Jai Kishan / Systems Engineer – Mr.B.Ravi Babu

Mail to: AO – General Manager-Mr. YSRKP / Jt..Registrar-Mr.CSR / FO & AR-Mr.AKR / Sr.Accts.Officer-  
Ms.P.Nagalakshmi /Asst.Manager (HR)-Mr.EVR / I/c, Admissions-Mr.PS

Mail to: Asst.Registrar, I/c Conventional Halls-Mr. Suman / Asst. Registrar-Smt.NLP

Mail to: Assoc. Dean (Academics) & (ECE, EEE, ECM & CSE)-Sri NVR / Assoc.Dean (Academics & I/c CL&CC Dr.TVRK  
/Assoc. Dean (Spon. Research)-Dr.KSK / Assoc.Dean (P&D)-Dr.SV / Assoc.Dean (SA)-Dr.HK

**Hard copy**& Mail to: Director (IQA)-Prof.KSR / Director (IR&P)-Sri YP / Director (KLUBS & PS)-Prof.MBR /  
Director (Intl Relations)-Sri MKB / Director (Acad. Registrations)-Dr.BRK

**Hard copy**& Mail to: Dean (P&D)-Dr.KKR / Dean-Dr.KKR / Dean (Academics)-Dr.KRK / Dean (ARP)-Dr.KVR /Dean  
(Student Welfare)-Dr.KRKP / Dean (Examinations & Evaluation)-Dr.YVSSSVPR

**Hard copy** & mail to: Hon'ble Vice-Chancellor

Mail to: Hon'ble Chancellor

Mail to: Sri K.Raja Harin, Vice-President

Mail to: Prof.P.Thirimurthy, BOM Member

**Hard copy** & mail to: Hon'ble President, KLEF

AGENDA:

10-02-2015

1. To confirm the minutes of last IQAC meeting held on 24-11-2014.
2. Review of the initiatives taken.
3. Quality Circle meeting highlights.

Any other matter with the permission of chair

# Minutes of Advisory Committee Meeting

10-02-2015

Hon'ble Vice-Chancellor has chaired the meeting and invited all the members and discussed the agenda items for the day's meeting. He asked the Dean-IQAC to proceed further in conduction of the meeting. Discussions took place on the agenda and the minutes were recorded as mentioned.

Agenda 1: To confirm the minutes of last IQAC meeting held on 24-11-2014.

Resolution:

The minutes of the meeting held on 10-02-2015 were approved by the members.

Action Taken Report (ATR) from October to December 2014 against the Minutes of the meeting held on 10-02-2015:

- (a) Implementation of Readiness Program – HoDs
- (b) Online monitoring of peer learning and evaluation activities through LMS workshop – Dean – Academics.
- (c) Development of KLU related quality framework- Dean-Quality.

Agenda 2: Review of the initiatives implemented.

Resolution:

The Dean-IQAC discussed the following initiatives implemented during the last quarter.

Director (IQAC) told the parents that a counsellor is made responsible for their ward and he will be in regular contact with them informing the states of the academic progress made by the ward.

He urged that parents should the similar interest and gives their feedback whenever necessary. Director congratulated the Faculty members who received Research awards and other recognition.

### Agenda 3: Quality Circle.

Director (IQAC) has chaired the meeting and invited all the faculty, auditors and students and spelt out the agenda for the day's meeting.

- (a) Director (IQAC) has explained about the concept, mandate of the Quality circle and welcomed all the members to the first Quality circle meeting.
- (b) He also gave a power point presentation explaining about the importance of IQAC and its functions as defined by UGC.
- (c) He highlighted the importance of maintaining the filing system as per the NAAC CRITERION WISE hereafter or develop a filing system that meets the requirements as per NBA, ISO as well as NAAC standards.

Any other item with the permission of chair.

Director IQAC explored the following:

Audit Report for the month of "DECEMBER-2014". (Audit was conducted on 20-01-2015)

#### { A} Academic Related:-

- 1) Taking feedback from the students on course instructors: As per the calendar of events, feedback needs to be taken after two weeks from the commencement of semester. But the feedback was not taken till the date of audit.  
(3<sup>rd</sup> week of January 2015)
- 2) No webinars were organized in the some departments for the month of December, 2014. Department didn't suggest topics for central webinar committee to organize webinars in December-14.
- 3) Session plans of present format are not uploaded in ERP for any of the II/IV courses.
- 4) Session plans for some of the III/IV and IV/IV courses are not furnished as they are not cent percent prepared. (For example, Optical Communications, Wireless Cellular Communications etc).
- 5) ERP was not ready for III/IV and IV/IV year on the date of audit.
- 6) Session plans of present format are not uploaded in ERP for any of the II/IV courses.
- 7) Major Professional Annual Event that is scheduled to conduct for the month of December as per calendar of event was not conducted.
- 8) Department level orientation lectures are not conducted for the month of December-2014.

- 9) It is observed that Dept. of ECE is not yet ready with the Action plan for achieving Departmental goals. (Non Conformance w.r.t previous month audit)
- 10) All the three Research Groups in the department of ECE namely: Signal Processing, Micro Electronics, and Communication Systems didn't get approval for proposed Action Plans as on the date of audit. Non Conformance w.r.t previous month audit).

{ B} Student Development Related:-

- 1) Seminars and G.D's are not being conducted for II/IV students as slot is not provided in the time table.
- 2) Registers for seminars and G.D's of III/IV pupil were not furnished on the date of audit.
- 3) Student Association activities were not conducted in December-14.
- 4) No extension activities were organized separately by the Department in the month of December.
- 5) It is observed that students participation in the Hobby clubs/KLUSO is less in number in some departments.
- 6) Participation of the ECE students in the events conducted outside the University is nil for the month of December-2014.

{ C} Research Related:- Dept. of ECE

- 1) There are three Research groups in the department of ECE. 190 students got registered for Signal Processing Research Group, 40 students got registered for Micro Electronics Research Group and 60 students registered for communication systems Research Group.
- 2) Department claimed 38 papers in International Journals, 1 paper in National Journal, 5 papers in International conferences and 1 paper in National conference for the present academic year by the end of December, 2014. Out of these 37 papers are Scopus Indexed papers.
- 3) The Research group heads of Signal Processing Research Group and Communication Systems Research Group claimed 2 project proposals and 3 project proposals respectively sent for approval in the month of December-14. But monthly report submitted by the department reflects only 2 project proposals sent for the month of December. Likewise there is a variation in cumulative number of project proposals sent by the end of December-2014.
- 4) Projects proposals sanctioned for the month of December-14 are nil.
- 5) Eight faculty in the department are yet to register for PhD.

{ D} Placement and Higher Studies Related:-

There are 27 Green Zone and 34 Red Zone registered B.Tech ECE students who are yet to be placed.(as on 31<sup>st</sup> December-14)



**(Prof. K. SUBBA RAO)**

**Director (QA)  
KL University  
Green Fields, Vaddeswaram,  
Guntur Dist. A.P, PIN-522 502.**

To: IQAC Members

Cc: HODs/Directors/Deans

Pro-VC/Hon'ble Vice-Chancellor/Hon'ble Chancellor

Hon'ble President-KLEFL; Vice-Presidents