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Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

INTERNAL QUALITY ASSURANCE CELL
Minutes of Meeting of
36th Advisory Committee Meeting
Held "Online – Microsoft Teams" on 18.06.2021, 10.00 am

In Chair: Hon'ble Pro VC

The 36th Advisory committee meeting by Internal Quality Assurance Cell, KLEF is held on 18.06.2021. The Dean, Quality commenced the meeting by welcoming the members.

DISCUSSION ON AGENDA ITEMS

Agenda Items:

1. Dean's audit report.
2. Central level facilities audit report.
3. QS – I-Gauge advanced e-lead certification.
4. Recent achievements.
5. Any other item-with the permission of Chair.

Agenda Point 1: Dean's audit report

The Dean, Quality presented the Dean's office audit reports to the committee. The Dean, Quality reported that the following Dean's offices were audited by IQAC.

1. Dean of Academics.
2. Dean of Student Affairs.
3. Dean of Placement & Progression.
4. Dean of Skill Development.
5. Dean of Faculty & Staff Affairs.
6. Dean of Research & Development.

The Dean, Quality also reported that the Dean, P&D office audit is in progress. The audit observations, recommendations / suggestions presented by Dean, Quality are as follows:

Dean, Academics

Audit observations:

- **1204** courses identified having focused on employability/ entrepreneurship/ skill development offered by the University.
- **198** new courses are introduced.
- **63** programs identified under Choice Based Credit System (CBCS)/ Elective course system.
- **137** courses identified under value-added courses for imparting transferable and life skills.
- **20606** students enrolled and course wise count is also available.
- **9555** students undertaking field projects / research projects / internships and the count is improved.
- **100%** of teachers using ICT for effective teaching at present – Learning Management Systems, E-learning resources etc.
- Mentor-Mentee Ratio is 1:12.
- E-Content developed in LMS by all the faculties.

Recommendation / Suggestions

- Recommended to have the list of teachers and mapped students-counseling details.
- Recommended to maintain the proof document for e-content submitted to SWAYAM.
- Suggested to provide the details of Best practices adapted year wise.
- Suggested to maintain event-wise participants list of professional development / administrative training Programs.
- Suggested to maintain the list of teachers undergoing online/ face-to-face Faculty Development Programs (FDP) event wise.

Dean, Student Affairs

Audit Observations

- Details of Extension activities conducted in the neighbourhood community are available.
- Verified the no of awards and recognitions received for extension activities.
- Transparent mechanism is implemented for timely redressal of student grievances including sexual harassment and ragging cases through ERP.
- Verified the sports / cultural activities/ competitions organized at the institution level.
- Verified the details of programs organized under Gender equity promotion.
- Verified the Activities planned and organized to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations.

Recommendations / Suggestions

- Recommended to maintain the list of participants of Extension activities, Outreach programs.
- Recommended not to show Hobby club activities as Extension activities.
- Recommended to conduct events for Sensitizing students to social issues and towards holistic development.
- Recommended to have proofs for Online events conducted and they shall reflect the date, time and no. of participants.
- Recommended to establish a Day care centre.
- Recommended to maintain the list of faculty staying inside the campus and quarters with hostel names and room numbers.

Dean, Placement & Progression

Audit Observations

- **92.3 %** of placement of outgoing students achieved.
- Number of linkages: **199** Companies for **1005** Students.
- **56** Studentsbenefited through **9** types of External Scholarships and free-ships.
- **377** students qualified in state/ national/ international level examinations during A.Y. 2020-21.
- **Campus Recruitment Companies visited data (in this Quarter)**
  Registered Students – 1543.
  No of Offers received – 2576.
  No of students got placed – 1377.
  No of students yet to be placed - 116.
  No of offers available – 694.
  Minimum Salary package - 1.2 Lakh.
  Maximum Salary package - 31 Lakh.
  Average Salary package - 4.37 Lakh.

Dean, Skill Development

Audit Observations

- **16** activities conducted on *Outcome based education system*, *Skills training and development of concerned stakeholders*, *Certification programs* basing on emerging trends and technologies.
- Identified elite personalities from the industry and conducted the activities for the Engineering students, **1085** students participated.
- Identified potential industrial partners,**2** MoUs sanctioned in this Quarter and **6** MoUs in this AY 2020-21.
- **8** skilling courses are mapped to different programs of Skill education, training and development in the regular academic system.

- Strategic Plan provided for various activities like Skilling, workshop, TOT, FDP etc.
- Job Roles data provided for various skilling courses and it is mapped to the curriculum.
- 26 SPOCs available through Centers of Excellence (CoEs) for addressing consultancy & social entrepreneurship.
- Student : Full time teacher ratio **1:14.45** is maintained.
- **100%** Full time teachers against sanctioned posts are filled.
- **52.62%** full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty/D.Sc./D.Lit.
- % of faculty with > 5 years experience – **89.92%.**

Suggestions / Recommendations

- Suggested to have **80%** full time teachers with Ph.D./D.M/M.Ch./D.N.B Super specialty/D.Sc./D.Lit.
- Recommended to maintain the details of faculty who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognized bodies.
- Suggested to record the proofs of Performance Appraisal System.

Dean, Faculty & Staff Affairs

Audit Observations

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Dean, R&D

Audit Observations

- **44** projects &**2.20 Crore** seed money sanctioned to teachers for research in this AY 2020-21.
- **73** research follows (JRFs, SRFs, Post Doctoral Fellows, Research Associates) are enrolled in this AY 2020-21.
- **3** departments have got FIST projects (BT, Physics & ECE).

- **8** projects &**1.25 Crore** sponsored by the Non-Government sources under Extramural funding for research.
- **33** research projects, 9 events &**5.04 Crore** sponsored by the Government in this Financial Year 2020-21.
- **36** Workshops/ seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship.
- **11** Startups incubated in this AY 2020-21.
- **Turnitin, Dril bit** are used for Code of Ethics for research.
- **23** awards/ recognitions received for research/ innovations by the institution/ teachers/ research scholars/ student.
- **31** full time teachers received awards, recognition, fellowships at state, national, international level from government, recognized bodies.
- **107** utility patents.

  28 design patents .

  11 innovations.
- **99**Ph.Ds awarded in this AY2020-21.
- **1732** Research papers published in the Journals notified on UGC website.
- **3** Books &**22** book chapters are published.
- **2320** citationsin Scopus/ Web of Science/ PubMed.
- **H-index 13** for the Year 2020 and overall **53.**
- **1.41 Crore** revenue generated from **364** consultancy projects.
- **449** collaborative activities with institutions/ research establishment/ industry.
- **27** functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research.

Discussion on Agenda item 1:
Dr. S. Venkateswarly, Dean – Progression and Training reported to the committee to note that the placements are 100% with an average package of 5.2 Lakhs per annum. The total number of students appeared for national and international competitive examinations are 824. The committee found the above submission is a good improvement and appreciated.

Agenda Point 2: Central level facilities audit report
The Dean, Quality submitted the central facilities audit report to the committee with the audit observations and recommendations for improving the quality parameters. The Dean, Quality stated that the audit of hostels, canteen, health cares, transport, central instrumentation facilities, hardware & networking facilities were completed.
The following are the audit observations and suggestions submitted by IQAC.

Hostels

Audit Observations

- Well maintained kitchen and hostel rooms with good hygiene.
- Well balanced diet, based on the feedback menu will be changed according to the need of students.
- Different food menu is maintained for Indian students and international students.
- Round the clock Security, CC Camera coverage and Fire Safety arrangements.
- Doctor/Medical facility, & Emergency ambulance service available.
- Psychologist is available for regular counseling.
- Covid-19 precautions are maintained with limited number of students per room.
- Social distance is maintained in Kitchen.
- Providing time for hobby clubs and other activities.
- Special coaching facility is available for hostel students who are having backlogs.

Suggestions/Recommendations

- Library Facility is available up to 5PM only, advised to Extend it up to 9PM.
- Recommended to extended computer centers/labs facilities made available after 5.00 pm.
- Suggested to conduct study hours for non-engineering students also.
- Recommended to provide separate Electricity meters for each room.
- Recommended to maintain proper record of cleaning activity.
- Recommended operable separate Gym facility for both boys and girl students.
- Recommended to maintain Social Distance in the mess with 3 members per dining table.

Canteen

Audit Observations

- Price lists of all items in the canteens are available as per the 2019-20 approved list.
- US Pizza center: Good in maintaining hygiene and well cleaning procedure.
- Satish Canteen: Valid FSSAI certificate is available.
- US Pizza : Valid FSSAI certificate is available.

Suggestions/Recommendations

- Agreement copy is not available with the canteens.
- The cleaning in main canteen is not satisfactory.
- Valid FSSAI certificate is required for main canteen.
- In Sateesh canteen food items are to be kept in a closed display units to avoid dusting.
- Food court at boys Hostel is not having approved price list.

Health center

Audit Observations

- All 4 centers are well maintained.
- 3 Doctors (ONE full time, TWO part time) & 3 Nurses (Full time) are available
- Free medication is provided.
- Instant approval for purchase of medicines is in practice.
- Facilitiesbeing provided in health center are found satisfactory.

Suggestions/Recommendations

- Health center organogram is to be prepared.

Suggestions from Physicians:

- See that Glucose-D is available in every department.
- Patients (Student or Staff) should be brought to Dispensary rather calling the physician to the department.
- Message to Parents - "Don't send your wards to college without feeding breakfast".

Transport Department

Audit Observations

- Out of 86 only 25 buses are in use, due to partial closure of University & Work from home faculty extended to faculty.
- Sanitization of buses is taking place regularly. All buses are having First aid kits.
- Driving Licenses of all drivers are verified and found in order.
- Meeting with drivers, supervisors are being held regularly.
- Vehicle permit, insurance, taxation, fitness and pollution check are updated regularly.
- Fuel, oil, servicing bills and utilization details are recorded and approved by Vice president regularly.

Suggestions/Recommendations

- Recommended to conduct financial audit which was not happened from 2020.
- GPS tracking system is recommended for all buses.

Central Instrumentation Facility

Audit Observations

The Dean, Quality stated that, during the audit it is observed that the following instruments are available and are in working condition.

1. Abrasive Cutting Machine.

2. Digital Micro Hardness Tester.

3. Rotary Wear Tester / PoDTribometer.

4. Corrosion Resistance Tester / Electrochemical Work Station.

5. Weighing Balance.

6. Metallurgical Microscope.

7. Surface Roughness Tester.

8. Dual Grinder / Polisher.

9. Flat Corrosion Cell.

10. Regulated Power Supply.

11. CMC - Daq Pulse Amplifier.

12. EXG - Signal Generator.

13. High Horn Antenna LOG70180.

14. MS2037C - Time Domain Activation Software.

15. CST Studio Suite.

16. My Signal HW Complete kit.

17. Acc-Check Active Glucometer Digital BP Monitor.

18. ANSYS Academic Research Savant Software.

19. ANRTSU VNA Master (MS2037C).

20. PCB Prototype Machine.

21. PCAM Software.

22. Compact Thermal Imaging Infrared Camera.

23. Differential Scanning Calorimeter (DSC).

Suggestions/Recommendations

- Suggested that various instruments purchased from the External Fund, and installed at various departments shall be shifted to this centre.

- Suggested to shift one equipment from the multiple Equipments available with departments to this centre.

- Suggested that efforts shall be made to install basic fabrication equipment, and precision measuring equipment in this centre.

- Suggested that efforts shall be made to generate revenue from this centre.

- Suggested that Log Book shall be maintained for the equipment utilization.

Hardware & Networking

Audit Observations

- Work/ repairs orders:Tickets are raised by the departments through ERP and it was solved within 7days and is updated in ERP.

- List of equipment (Soft copy) department wise is available.

- List of operating/ maintenance personnel (Soft copy) is available.

- Maintenance policy document (Soft copy) is available.

- List of new purchases & their bills/invoices are available.

Suggestions/Recommendations

- Suggested to update the list of software's available in the University frequently.

- Suggested to dispose the scrap/ unused electronic waste to authorized vendor.

- Recommended to maintain the record of Condemned or not working computers/ other equipment.

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Agenda Point 3: QS I GAUGE ADVANCED E-LEAD CERTIFICATION

The Dean, Quality informed the committee that the application process for QS – I.GAUGE Advanced E-LEAD certification was initiated.

Agenda Point 4: Recent achievements

The Dean, Quality portrayed the recent achievements of KLEF to the committee.

1. KLEF received "*One District One Green Champion*" award for the district Guntur, AP from Mahatma Gandhi National Counsil of Rural Education.

2. KLEF is ranked *401+* in **ASIA University ranking by Times Higher Education ranking.**

3. **KLEF ranked overall *801-1000*** by The Impact Rankings 2021. We participated in 7/17 SDGs.

   SDG 3 – Good health and well-being 601-800

   SDG 4 – Quality education 401-600

   SDG 6 – Clean water and sanitation 201-300

   SDG 7 – Affordable and clean energy 201-300

   SDG 9 – Industry Innovation and Infrastructure 301-400

   SDG 13 – Climate action 201-300

   SDG 17 – Partnerships for the goals 1001+

4. KLEF is ranked *6th* by Data Quest T school survey & ranking.

The meeting was adjourned with the Hon'ble Pro Vice-Chancellor thanking the members for their cooperation.

Dr K. Ramakrishna

(Dean-Quality)

To: All the Advisory Committee Members

Cc: IQAC File