



Internal Quality Assurance Cell (IQAC)
Koneru Lakshmaiah Education Foundation
Greenfields, Vaddeswaram, GUNTUR – 522 502

Minutes of the 39st IQAC Advisory Committee Meeting

Venue: Online (WebEx)

Date: 29-03-2022

Time: 3-4:30 PM

Preamble:

Hon'ble Vice Chancellor, Prof. (Dr.) G. Pardha Saradhi Varma welcomed all attendees and appreciated rigorous efforts of IQAC. In his opening remarks, he briefly explained some key features of the new NEP (National Education Policy) and expressed satisfaction that our KLEF Deemed to be University has already started following the path, well before the policy came in to existence.

Hon'ble Vice Chancellor Prof. (Dr.) G. Pardha Saradhi Varma mentioned proudly that KLEF has secured placement of all the (eligible) outgoing students with one student receiving an annual package of Rs. 35 Lakh; he stressed upon setting next benchmark to an annual package of Rs. 40 to 50 Lakh, inclusion of flipped classes in curriculum delivery, adoption of ABC model for credit transfer and connecting to global universities to match University's standards with International standards.

With great pride, the Hon'ble Vice Chancellor informed the members that the University has 10 researchers, counted among best 2% researchers of the World. Hon'ble Vice Chancellor also expressed his satisfaction with the quality of research papers published and establishment of 30 clubs. He congratulated all stakeholders for the success of the University so far.

With this, the Hon'ble Vice-Chancellor handed over the proceedings to Dr. K. Ramakrishna, Dean (Quality) to continue further and take up the agenda for the meeting.

Agenda:

Reporting Items:

1. Report on National Conference IAQHEI-2022.
2. Report on Academic Administrative Audit (AAA)
3. Report on Submission of AQAR – 2021
4. Report on Submission of data to QS (Asia, World rankings)
5. Report on NBA & ABET accreditation status

Agenda Items for Deliberations:

1. Academic audit of departments every semester.
2. Identifying and establishing CPE (Centre for Potential of Excellence)
3. IQAC policy document and preparation of various procedures etc.
4. Collaborative Quality initiatives with other institutions
5. KLEF Calendar of activities for 2022–23.
6. Recent Achievements of KLEF

Attendees : All advisory committee members

Reporting Item #1 :

✓ Report on National Conference IAQHEI-2022

- a. The two-day National (online) conference was held during 11-12th March 2022, through WebEx virtual platform and this was live streamed on YouTube live for the benefit of participants,
- b. The conference was chaired by Prof. (Dr.) Kolli Koteswara Rao, Advisor (Quality), convened by Prof. (Dr.) K. Rama Krishna, Dean (Quality), co-convened by Prof. (Dr.) A. Srinath - Principal (ASC) & Dean (Skill Development) and Coordinated by Dr. Nagesh Mantravadi, Assoc. Dean (Quality),
- c. The conference webpage, layout and conference coordination process were developed by KLEF's students under supervision of Faculty members and Associate Dean (Quality),
- d. There were four main themes of conference, viz. (1) Issues and challenges of developing Quality Assurance System, (2) Standards & policies, (3) Sustaining the Quality while implementing NEP – 2020 and (4) Governance and Quality assurance in HEI's and Quality in 3Ps (Programs, People and Process) in HEIs.
- e. 16 resource persons including 7 speakers from abroad (from Malaysia, Oman, United Arab Emirate and Lebanon) and 9 national speakers from New Delhi, Karnataka, Telangana, Maharashtra and Tamil Nadu deliberated on the identified themes during the two days.
- f. Total of 809 participants registered for the conference and 656 were present on first day and 679 attended on second day. As against the normal trend of decrease in participation on second or third day in most of such events, increase in number of participants is observed and is motivating.
- g. There were participants from different countries, viz. Oman, Malaysia, Qatar, Bangladesh, Sri Lanka, Lebanon, UAE and 21 states of India.
- h. That speakers expressed few concerns, which are follows:
 - Need for providing autonomy to affiliated Institutions.
 - Implications of NEP.

- NAAC & NIRF Ranking framework; Why Indian Universities are not appearing in World Rankings?
- Difficulties being faced by the Faculty community in the process of meeting their Academic and Non-Academic duties in assuring Quality in Higher Education.
- Developing an effective and sustainable assessment system for HEIs.
- Poor ratings of Indian HEIs in World Rankings.
- Quality Research; Quality publications.
- Indian education system is highly diversified; It's a big challenge making a Uniform Policy.

The key take away points from the conference are –

- The HEIs should implement NEP-2020 for better Transparency in education.
- The HEIs should put into operation the metrics of ranking frameworks of NAAC, NIRF and QS World Rankings for appearing in World Rankings.
- The Academics Team of every HEI should find out the desire/goal of each student at the second year of their study through "SWEAR (Strength Weaknesses, Eligibility, Availability and Resources)" Analysis during first year itself, where every student along with his/her parent.
- Faculty should plan for academic/research and admin works properly to overcome challenges in sustaining Continuous Quality Improvement in the process of discharging their duties in assuring Quality in Higher Education.
- HEIs are requested to implement TQM (Total Quality Management) basic principles as well PDCA (Plan-Do-Check-and-Act) policy.
- Indian HEIs (including IITs, etc.) are requested to collect the statistical data on some of the important research metrics and academic data, viz. number of publications, number of PhDs awarded, etc. and do analytical study for grabbing better ranks in the worldwide competition.
- The HEIs are requested to show Incremental improvements in Research by implementing New/Improved Research tools and products, e. g. "Neural Networks", and different types of Research.
- The HEIs are requested to adopt International Benchmarks to overcome the "The Governance Dilemma of Quality and Innovation".
- The HEIs are requested to study Different methods for the calculation of CO-PO attainment of the course and do the Refinement of the target percentage set for the course to the next academic year.

The conference layout provided different navigation Links for participants to chose and attend different sessions of keynote address and/or paper presentation,

Out of 19 papers received, 9 were selected by a panel of experts and after presentation three were awarded cash prize of Rs. 5,000/- (1st Prize) to Dr. Balaji, Dr. R. Milathi and Mr. Senthil Kumar Natarajan from Department of Information Technology - Salalah Campus, Sultanate of Oman for their contribution ON "Student Centered Remote Learning (SCRL) skill set pertaining to IR4 Industrial Entrepreneurship Training Program"; Rs. 3,000/- (2nd Prize) to Prof. R. Anita and Rev. Dr. Thumma Fatima Reddy from Department of Business Management, St. Joseph's Degree and PG College Hyderabad for their contribution ON "Examination Reforms: A learning Outcome Based Reforms" and Rs. 2,000/- (3rd Prize) to Prof. Vamkdoth Praveen Kumar from Hotel Management Institute of host, KLEF Deemed to be University for his contribution "Rating the Quality in Higher Education". The total prize money (Rs. 10,000/-) was sponsored by Dr. Sujeet Kumar Sharma, Chair Person (Doctoral program and Research), IIM Tiruchirapalli.

The participants were asked for feedback on three dimensions; feedback received are:

- ✓ For contents of resource persons: 61% rated full 5 points, 34% rated 4, 3% rated 3 and 2% rated 1, non rated 2 on five point Likert scale.
- ✓ For design look: 80% rated 'EXCELLENT' and 20% rated 'GOOD'.
- ✓ Overall conference: 74% participants rated 'EXCELLENT' and 26% rated 'GOOD'.

Discussion:

- All attendees appreciated the grand success of the conference and rigorous efforts put in by the Organizing team.
- Hon'ble Vice Chancellor Prof. (Dr.) G. Pardha Saradhi Varma and the Registrar, Prof. (Dr.) Y. V. S. S. V. Prasada Rao expressed their satisfaction and congratulated Dean (Quality) and the conference team. They expressed their wish to conduct similar events more frequently in future.
- Overall the Advisory Committee were highly satisfied with the outcomes of the conference and advised to take note of all relevant suggestions for further improvement of quality for KLEF Deemed to be University, wherever applicable.

2. Report on Academic Administrative Audit (AAA) 2020-21:

- a. The external auditors, Dr. Arshad Noor Siddiquee, Professor - Jamia Millia Islamiya, New Delhi and Dr. Audipudi Amruthavalli, Professor - Acharya Nagarjuna University, Guntur visited Vaddeswaram campus during 2-3rd March 2022 and audited offices of Dean (Academics), Dean (Research & Development),

Dean (Faculty & Staff Affairs), Dean (Student Affairs), Dean (Planning & Development), Dean (Student Progression), Dean (Quality), Dean (Skill Development), Office of Registrar and Controller of Examinations.

b. Key observations submitted by the audit team are:

- ✓ Management's dedication and determination combined with a massive infrastructure, huge team of qualified and experienced academic, administrative and support staff at a lush green campus in a vibrant academic and administrative environment makes University competent and capable to chase its vision.

Academic Audit:

- *Curriculum design and improvement:* Well designed employment-oriented curriculums have been implemented. Evidences of feedback-based improvement and approval are in place, mapping of PO, PSO and CO with the developmental need of local, National, region and global level issues with assigned weight have been maintained to a great extent.
- *Teaching Learning process (TLP):* LMS and use of ICT in TLP is in place. Students have undertaken field projects/research projects/internships are commendable.
- *Research and Innovations:* Seed money provided by the Institute to faculty for doing research is showing increasing trend. Extramural funding for Research is also showing increasing trend. Number of Patents published/awarded and PhDs awarded are displaying continuous growth.
- *Skill Development:* 36 skill centers have been established for Capacity development and skills enhancement. Average percentage of teachers undergoing online/face-to-face also is on growth path.
- *Student Progression:* Percentage of students qualifying in state/National/International level examinations is improving.
- *Examination and Results:* Maintaining average number of days for declaration of results at less than 10 days. Average percentage of student complaints/grievances is almost Nil and 100% automation of Examination division is an achievement.

Administrative Audit:

- *Infrastructure:* Availability and use of online and physical resources in library, classrooms, laboratories etc. seems satisfactory. 100% availability of classrooms and seminar halls with ICT - enabled facilities is commendable. Institution has facilities for alternative sources of energy, energy conservation measures and water conservation facilities. University has developed disabled-friendly, barrier-free environment and regularly undertaking quality audits on energy and environment.

- F&SA: Maintaining Student–Full-time Faculty ratio is better than 20:1, 100% full time teachers against sanctioned posts, more than 50% full-time teachers with PhD. Commendable.
- Admission and Registration: Participative management through decentralization of responsibilities and authorities indicates efficient leadership. Demand Ratio has remarkably improved from 7.21 in 2018-19 to 22.43 in 2020-21.
- Community Service: The University’s efforts through different activities in and around university campus for community service and social welfare, through NCC, NSS and different student clubs and other bodies are commendable.

Overall, the university is on right path with full dedication and determination.

c. Suggestions by auditors:

Academic Audit:

- *Curriculum design and improvement:* Alumni engagement in curriculum design and revision is visible, still for more accurate outcomes, it is better to add a greater number of alumni in the representative sample.
 - *Teaching Learning process (TLP):*
 - Remedial classes for slow learners is a good initiative. However, for true inputs in addition to SSS, feedback shared on independent social media portals might also be considered.
 - For identifying slow learners in addition to mid-term exam, other parameters such as performance in previous semester exams, attendance, mentor's feedback etc. may be made point of process.
 - For enhancing students’ learning experiences, andragogy must be paid more attention, rather than pedagogy.
 - *Research and Innovations:*
 - More efforts are required to secure grants for research projects sponsored by the government agencies.
 - Number of research projects per teacher funded by government and non-government agencies is to be improved.
 - Pay more attention to research papers publication and citations per teacher.
 - Evidences and presentation of documents needs to be enhanced to increase visibility.
 - *Student Progression:* Progression to higher education needs attention, prepare gap analysis and action plan for further improvement.
 - *Administrative Audit:* There should be an IT policy statement, including vision of the policy. Implementation terms also need to be mentioned.

- F&SA: Degrees of faculty members must be checked/verified with appropriate authorities e.g. AIU, UGC, foreign country's embassies, etc.
- Maintaining documentary evidences in a presentable format and made available for verification will help improvement.
- Admission and Registration: The proof regarding programs organized on code of conduct, by host Institution is not accepted as valid evidence. For dissemination among all stake holders, more authenticated methods to be followed.
- Community Service:
 - There is a need to involve more students and ensure maximum participation in community services.
 - More number of faculty development, induction, orientation and training programs are recommended.

Discussion:

- The committee expressed their satisfaction and stressed upon improvement as suggested by auditors in totality.

Resolution:

- This is resolved that IQAC will take the lead under leadership of Prof. (Dr.) K. Rama Krishna, Dean (Quality) to ensure implementation of all suggestions of AAA auditors.
- This is also resolved that along with existing practice, IQAC will also develop a mechanism for monitoring for ensuring continuous improvement; to initiate this, IQAC is advised to prepare a report on non-compliances so far and submit to appropriate authorities at the earliest.

3. Submission of AQAR–2021: The AQAR–2021 was submitted on 31.12.2021

Discussion:

- ✓ The committee expressed their satisfaction

Resolution:

- ✓ This is resolved that IQAC will follow the progress and will act according to the requirements.

4. Submission of data to QS Rankings:

- a. QS Environmental, Social, and Governance (ESG) Metrics data was submitted on 28th March, 2022.
- b. QS World University Rankings data was submitted on 4th February, 2022.
- c. QS World University Rankings: Asia data was submitted on 4th February, 2022.

- d. QS World University Rankings: Graduate Employability data was submitted on 25th March, 2022.
- e. QS Evaluation Components are explained:
 - Academic Reputation – 40%
 - Employer Reputation – 10%
 - Faculty/Student Ratio – 20%
 - Citations per faculty – 20%
 - International Faculty Ratio – 5%
 - International Student Ratio – 5%

Discussion:

- ✓ The Advisory Committee expressed their satisfaction.

Resolution:

- ✓ It is resolved that IQAC shall monitor and take all necessary steps for achieving good ranks.

5. NBA & ABET accreditation status:

- Three departments have been identified, viz. Department of Biotechnology, Department of Computer Science & Engineering and Department of Electronics & Communication Engineering.
- Washington Accord requires NBA accreditation before applying for ABET accreditation.
- Two NBA Workshops were organised for all concerned faculty – First one for three days by Internal Experts with an objective to familiarize the participants with the NBA Process; the second workshop was conducted by a team of external experts to provide in-depth understanding about the complete NBA Process including CO-PO mapping, PO Articulation matrix, filling up the SAR, etc.
- NBA Pre-qualifier has been uploaded.
- ABET Readiness Review Report (RRR) has been submitted and SAR will be uploaded in 2023.

Discussion:

- ✓ The committee expressed their satisfaction.

Resolution:

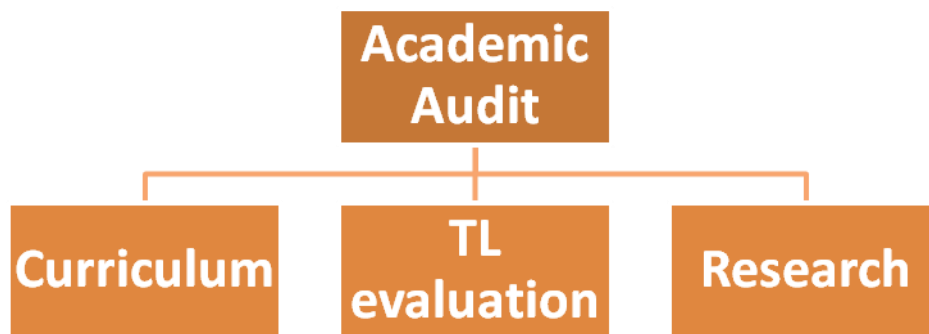
- ✓ This is resolved that IQAC will not leave any stone unturned to get 6 years NBA accreditation and subsequently good grades in ABET; for this all support will be extended by the administration, as and when required.

With the permission of the chair, Prof. (Dr.) K. Rama Krishna, Dean (Quality) took up the agenda items:

Agenda Items:

1. Academic audit of departments every semester.

- The Dean-Quality proposed to initiate Academic Audit of Departments (AAD) every semester. He explained that the key objective of this audit is to Ensure & Encourage departments to adopt best practices for imparting Quality Education.
- He also proposed frequency of AAD as once in a Semester.
- He further proposed a layout of AAD as follows:



Discussion:

- ✓ The committee appreciated the proposal and accepted about AAD's significance for overall improvement of quality at University.
- ✓ The committee approved the AAD proposal as it is.

Resolution:

- ✓ This is resolved that, a team of Associate Deans is to be formed under the leadership of Dean (Quality) to prepare modalities and formats for AAD.
- ✓ The Team is formed as
 - Prof. (Dr.) K. Rama Krishna, Dean – Quality (Chair),
 - Prof. (Dr.) K. V. Narasimha Rao - Associate Dean (Quality)
 - Prof. (Dr.) M. Venu Gopala Rao – Associate Dean (Quality)
 - Prof. (Dr.) Radha Krishan Sharma – Associate Dean (Quality) and
 - Mr. Teja Sreenu Tadivaka – Academic Coordinator (Quality)
- ✓ The team shall submit its first draft on or before 23rd April 2022 to Dean (Quality), and Dean (Quality) will soon take it forward for implementation.

2. Identifying and establishing CPE (Centre for Potential of Excellence)

- Dean (Quality) proposed a new initiative to identify the Research Laboratories for accreditation by NABL and establishing the Center for Potential of Excellence (CPE) in the departments of ECE & Bio-Technology for validating consultancy activities.

- He mentioned that two CPEs of the University, i. e. 'Centre for advanced research and innovation in structural Biology of Diseases' and 'Center for Space Technology and Atmosphere Sciences' has potential to secure NABL certificate / accreditation and suggested that the Dean (R&D) can take-up this task.
- The Dean (Quality) further explained that NABL certification/accreditation will help the University to secure funding under 'Sophisticated Analytical and Technical Help Institutes (SATHI) Program of UGC"
- He informed that the upper limit of SATHI funding support is Rs. 125 Crores.

Discussion:

- ✓ The forum appreciated the proposal and consented to start working on the proposal.

Resolution:

- It is resolved that a team of Heads of identified Departments under the leadership of Dean (R&D) will initiate this proposal.
- It is also resolved that Dean (R&D) and HODs of concerned departments will take the responsibility to plan and execute the proposal.

3. IQAC policy document and preparation of various procedures, etc.

- a. Need for Revised Quality policy:
 - i. Dean (Quality) explained to the forum that for maintaining quality at par with the best of the Higher Education Institutions of rest of the world, quality policy need to be reviewed and improvements must be incorporated (where needed), at least once in three years,
 - ii. The Dean (Quality) further stressed upon that 'existing Quality policy need alignment with University's vision '*To be a globally renowned university*',
 - iii. He placed on table new draft of Quality Policy as "The University is dedicated to deliver quality education on par with global standards for all round development of the students to meet the ever-changing requirements of industry, business and society globally."
 - iv. He further proposed to adopt PDCA (Plan-Do-Check-Act) model for Quality Assurance.
 - v. In addition to the above, Dean (Quality) attracted attention of the committee towards the fact that "Since university is running Engineering as well as many Science, Humanities, Management, Law, Pharmacy programs, Qualification of Dean (Quality) and Associate Dean (Quality) needs to be reviewed and reframed in the new scenario".

- vi. He proposed to change:
 1. Dean (Quality)'s qualification from "Doctorate in any Engineering discipline" to "Doctorate, preferably in Engineering discipline", and
 2. Qualification of Associate Dean (Quality) from "Doctorate in any Engineering discipline" to "Doctorate in any discipline".

Discussion:

- ✓ The committee appreciated the proposal and agreed about significance of proposal in overall improvement of quality at University.
- ✓ The committee approved the proposal as it is.
- ✓ The External Expert Prof (Dr.) P. Thrimurthy suggested to appoint Associate Deans (Quality) from all the disciplines.

Resolutions:

- ✓ The committee resolved that, from now onwards, quality policy will be read as *"The University is dedicated to deliver quality education on par with global standards for all round development of the students to meet the ever-changing requirements of industry, business and society globally."* And IQAC will align all its functions accordingly.
- ✓ It is further resolved that the University will adopt PDCA (Plan-Do-Check-Act) model for continuous Quality Improvement and Assurance,
- ✓ This is resolved that qualification of the Dean (Quality)'s will be "Doctorate, preferably in engineering discipline", and qualification of Associate Deans (Quality) will be "Doctorate in any discipline"
- ✓ This is resolved that in consultation with Dean (Quality), Prof. (Dr.) K. V. Narasimha Rao - Associate Dean (Quality), Prof. (Dr.) Radha Krishan Sharma - Associate Dean (Quality) and Dr. Dama Kiran Kumar will prepare and submit all modalities and procedures.

4. Collaborative Quality initiatives with other institutions

- a. The Dean (Quality) proposed to take collaborative Quality initiatives with other institutions,
- b. He mentioned that "The main objective of the initiative is to enhance the overall quality of the mentee institutions and mentoring the Non-Accredited Higher Education Institutions to enable them to get accredited".
- c. He further proposed to initiate with the following HEIs:
 - i. S. V. R. M. College, Nagaram-522268, Guntur District, Andhra Pradesh, India.
 - ii. Sri Durga Malleswara Siddartha Mahila Kalasala, Vijayawada and
 - iii. Sibar institute of Dental Sciences, Guntur

Discussion:

- ✓ The committee appreciated the proposal and agreed about significance of proposal in overall improvement of quality at University,
- ✓ The committee approved the proposal as it is.

Resolution:

- ✓ It is resolved that that Dean (Quality) will take charge to develop modalities and will follow-up the progress.

5. KLEF Calendar of activities for 2022–23.

- a. The Dean (Quality) requested the Hon'ble Vice Chancellor to issue orders to form a committee to finalize the calendar of events for the AY 2022–23.

Discussion:

Hon'ble Vice Chancellor immediately accepted and issued order to form a committee to finalize the calendar of events for the AY 2022–23.

6. Recent Achievements of KLEF (2021–22):

- a. The Dean (Quality) informed KLEF Achievements during 2021–22 to the committee. The Key achievements are as follows:
 - i. Securing "GOLD" rating of 'AP-State Energy Conservation Award SECA-2021 (Sector-Buildings, Category-Universities/Engineering colleges)'.
 - ii. Under 'ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS (ARIIA) (University & Deemed to be University (Private/Self Financed) (Technical))' *the university secured 'Band-Excellent' with ranking between 11-36.*
 - iii. For 'GREEN RATING FOR INTEGRATED HABITAT ASSESSMENT-GRIHA' (Green Rating for Integrated Habitat Assessment) is a joint initiative of Ministry of New and Renewable Energy (MNRE) Govt. of India and The Energy and Resources Institute (TERI)' the university secured "Five Star" for Central Research Block.
 - iv. In 'Times Higher Education (THE) -Young University Rankings 2022' the University succeeded to secure a place in band of 351-400 rank.

Discussion:

- ✓ The Committee expressed their satisfaction with achievements and appreciated efforts of Dean (Quality) and IQAC.
- ✓ The Committee also expressed their hope to get good grades/rank in NBA and QS Rankings and wished good luck to the Dean (Quality) and IQAC.
- ✓ It is highlighted that public perception is a crucial issue, need to be addressed carefully.

- ✓ External Expert Prof. (Dr.) P. Thrimurthy proposed to form a 5-member committee including some female members to address to come up with proposal to improve perception.
- ✓ Prof. (Dr.) Prof. Y. V. S. S. S. V. Prasada Rao, Registrar and other members appreciated proposal of forming committee.

Resolution:

- ✓ The committee expressed their satisfaction with achievements and appreciated efforts.

7. Any other item with the Permission of Chair:

- ✓ With regard to the authenticity documents for community and social service events, it is advised to get appreciation letter(s) from Village Panchayat office throughout the year on their letterhead.

The meeting concluded with appreciation remarks by Hon'ble Vice Chancellor at 4:32 PM. The Dean (Quality) expressed his gratitude to Hon'ble Vice Chancellor, Prof. (Dr.) G. Pardha Saradhi Varma, Registrar Prof. (Dr.) Y. V. S. S. S. V. Prasada Rao, external expert, Prof. (Dr.) P. Thrimurthy and all other members present.

The meeting was adjourned with the Dean-Quality thanking the members for their cooperation.



**Dr K. Ramakrishna
(Dean-Quality)**

To: All the Advisory Committee Members

Cc: IQAC File