Advisory Committee Meeting Minutes (05-05-2018)

Hon'ble **Pro-Vice-Chancellor**, **Dr. K. Satya Prasad** has chaired the meeting and invited all the members and spelt out the agenda 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.

To ratify the minutes of last IQAC meeting held on 30th October 2017.

The members approved the resolutions of the meeting held on 30th October 2017.

Agenda 1: Review of NIRF rankings, AICTE team visit.

Points discussed:

External members appreciated for getting a rank below 50 an Engineering college and at the same time expressed concern over the poor rank as university and suggested to strive for rank below 50 as a university. Various parameters of NIRF ranking are analysed. The report is attached. ***Annexure* (1).** The AICTE team has visited the university on 3rd March 2018. The intake strength for all programs applied for, by the University, has been sanctioned.

University updated to all stakeholders based on the submission experiences.

Agenda 2: Feedback to all stakeholders about the experiences in NAAC SSR preparation and submission.

Resolutions:

Dean(IQAC) has mentioned that during the course of submitting SSR, there were several issues that are discussed and resolved. A consolidation of all such experiences is shared by Dean (IQAC) with HoDs and all other deans in the DDH meeting. Also, all of them are advised to keep the documentary evidence for all the data given in SSR, in proper filing system for quick retrieval during the time of NAAC PEER team visit.

***Annexure* (2)**

Agenda 3: New initiatives taken up IQAC.

The new initiatives taken up IQAC are as follows:

a) Initiation of trimester audit of offices of all Deans & Registrar and the preparation of the audit report templates.

b) Self-Assessment templates metrics & targets of all offices of Deans and Registrar.

c) Re-activating of Quality circles department wise.

Points discussed:

1) Members are satisfied with the templates and the initiative as a whole and have asked to do the audit more systematically and give the feedback to the respective functional heads.

2) As regards the Quality circle, members opined that more participatory mechanism must be evolved through QC activities and active student members are to be inducted into the Quality circles.

Resolutions:

All members present, have appreciated the efforts of IQAC in preparing the above said templates and asked them to be forwarded to BoM/V.C's office for the final approval to implement the initiatives.

Annexure (3)

Agenda 4: Digital Initiatives for better perception about the university.

Resolutions: The agenda item is dropped as the necessary information is not furnished by Mrs. Rama Patnaik & her team.

Annexure (4)

Agenda 5: Transparency, Awareness to all stakeholders about initiatives, activities of University and the rules and regulations.

Points discussed:

1) Prof.Trimuthulu has probed about the awareness levels of a first year under graduate student in the university about the various academic options available and, rules etc., He stressed the importance of grievance redressal mechanism available to all stake holders and also the creation of the awareness of the same by all functional heads and IQAC.

2) Dean IQAC has informed that from this Academic year onwards the Counsellor allotted to a particular student at the time of admission will continue till he completes his program on campus.

3) Prof. K. Satya Prasad has seconded the above remark and also mentioned that proper action in this direction would enhance the good will of the stakeholders about the university.

Annexure **(5)**

Agenda 6: To Review the progress of the audit of the departments.
Points discussed:

Dean (Quality) has discussed some auditing observations from the year 2017-18 that are outlined below.

Summary of the non-conformances with respect to monthly audit all the departments was spelt out and the members have asked to bring into effect some system to ensure timely submission and complete data.

Annexure **(6)**

Agenda 7: To take stock of the various activities of IQAC in the previous 2 months.
Points discussed:

Dean(IQAC) has informed that various activities of the various of IQAC in the preceding two months and members appreciated this.

Annexure **(7)**

Agenda 8: Discussion on awarding A grade for CGPA 8 and fixation of range of marks as 65-75.
Points discussed:

a) Review of the conversion of CGPA into percentage of marks formula
% of marks = (CGPAx10 – 7.5)

b) **The range of marks fixed for A** grade 65-75 is lower than any other university in India and hence Dean (Quality) suggested Dean (Academics) to take up the issue in the next Academic council meet and the possibility of revision so that the grading system is more in line with the systems prevailing at the global level and also help our students for the pursuit of higher studies.

c) Prof. Trimurtulu suggested that the AICTE norms can be followed for calculating grades and marks, to which, Dean (Academics) informed that the present system is in concurrence with UGC.

Other items beyond agenda with the permission of chair:-

The following points are discussed during the meeting

1. More impetus on quality research work

2. Prof Trimuthulu pointed that only few faculty are doing most of the work and suggested to involve other faculty and young faculty in particular in various works.

3. ERP should be refined on a continuous basis to make it more efficient and effective.

4. Prof. Satwat suggested that entire academics course files/handouts related work must be looked after by Dean-Academic's office and told that for every six months, faculty must submit their achievements, which should be evaluated by the management.

5. Deans and HODs should coordinate to complete the tasks within the specified time.

6. Committee reviewed the recommendations of the 2012 NAAC PEER TEAM queries. Those points are
   a) To make the existing campus a residential one.
   b) To ensure student admissions from a wide spectrum/background including improving the equity.
   c) To enhance and strengthen faculty development initiatives.
   d) To improve the quality of research output by publishing in better quality journals.

e) To augment the infrastructural facility to keep pace with the changing needs of teaching/learning environment.

f) To strengthen Masters & Doctoral programs by enhancing intake capacity and by starting programs in emerging areas.

g) To develop long-term strategic plan with well defined goals and objectives to maintain pace of growth.

h) To enhance the nature of placements by inviting more reputed companies offering better opportunities.

i) To actively undertake and promote entrepreneurial activities on the campus.

j) To strengthen the networked activities with industries and institution of repute.

k) Give stats like figures/numbers for how many students/Building capacity

l) Show with figures/numbers compare previous/existing write in that line.

Annexure **(8)**

The meeting is adjourned.

Dean, IQAC

Dean (Quality)
K.L. 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

NEW INITIATIVES TAKEN UP IQAC

1. Initiation of trimester audit of offices of all Deans, Registrar and the preparation of the corresponding audit report templates.

IQAC has proposed a more comprehensive audit of Deans' offices, hereafter, starting from July 2018. The frequency of the audit of the offices of Deans' & Registrar's office would henceforth proposed as, for every 4 months. This initiative, apart from sustaining quality, is to aggregate data about all quality metrics, data for external statutory accreditation & ranking agencies both at the department and central levels. In this regard, the following documents have been prepared by IQAC KLEF.

    a) A detailed checklist for all activities under the purview of each office of Dean & registrar office has been prepared as a qualitative self-assessment questionnaire. This has been circulated among the respective deans, so that they could add more to these checklists about the entire activities pertaining to their office functionalities. This checklist is expected to be updated and refined by the respective functional heads as and when any new additional responsibilities are assigned or removed with regard to them. To sumup, this CHECKLIST should act a QUALITY COMPASS for the respective offices.

    b) IQAC has further prepared two more additional documents for the purpose of auditing all important offices of the University.

        i) Trimester audit report templates.

        ii) Trimester audit report annexure templates.

    These have been circulated to the Deans. Further refinement would be done for these documents and would be circulated again for refinement. Once finalized, these would form, the basis for "TRIMESTER AUDIT OF DEANS' OFFICES AND REGISTRAR'S OFFICE".

2. Self-Assessment template metrics & targets for all offices of Deans and Registrar.

To meet the expectations of the general public, government, ranking agencies, statutory accreditation bodies and also to keep pace with the other peers in higher education, it was felt by the management to set targets on an annual basis for every division of the University, which would in a way, act as annual self-assessment guide.

In this regard, IQAC has made an earnest attempt to prepare a SELF ASSESSMENT REPORT, to keep some positive pressure on itself to achieve the targets set for itself in that year. Similar SELF ASSESSMENT TEMPLATES were prepared by all Deans offices & Registrar office and these are vetted by IQAC.

 3. Re-activation of Quality circles.

The IQAC has also decided to rejuvenate the Quality Circles by restructuring them, to make more active contribution for refining processes at all levels of hierarchy, functions and activities in the University. New members are inducted into the Quality Circles and the procedure for its functioning has been brought out by IQAC.

Transparency, Awareness to all stakeholders about initiatives, activities of University and the rules and regulations

Dean (Student Affairs)

From: Dean(Student Affairs)
Sent: 02 May 2018 12:15
To: Dr. K Rama Krishna, Dean(Quality)
Subject: Re: Data Required for the agenda items fixed for IQAC advisory committee meeting-Request-Reg

To
The Dean (IQAC)

Sir

We have formed all the committees necessary as per the requirement of statuary bodies both at department level and central level.

Do's and Don't and punishment for violation of disciplinary rules were prepared and will be circulated at the beginning of the academic year.

Calendar of all activities were prepared and will be circulated at the beginning of academic year

Thanking you sir

with regards
Dr.Habibulla Khan,M.E.,Ph.D.
MIE.FIETE.MISTE
Dean(Student Affairs)
Dept of ECE - (DST-FIST-Sponsored)
K L deemed to be University,
Vaddeswaram.

From: Dr. K Subba Rao
Sent: Wednesday, May 2, 2018 11:08 AM
To: Dr. K Rama Krishna, Dean(Quality)
Subject: INFORMATION FOR AGENDA ITEM NO.5 - IQAC ADVISORY COMMITTEE MEETING -REG

Dear sir,

Initiatives made by the Principal, College Of Engineering for ensuring transparency in various activities of Engineering College.

a. **HODs' meeting is conducted every week** and points for implementation are deliberated. Minutes of the meetings are circulated to the Heads of the departments.

Heads of the departments are explaining these points to the faculty and staff in their departmental meetings which ensures that the decisions taken in the HODs' meeting by the Principal are made transparent to the faculty and staff.

2. **Principal periodically addresses** the students of various departments and they are informed about new policies/systems/developments in the college for their awareness and for their implementation.

3. **Departmental committees (involving student members)** are conducted every month by the departments, their inputs are taken, analysed, corrective steps (if needed) are taken and the students are informed about the corrective steps taken in the subsequent meetings.

4. Students' answer scripts after evaluation of every test are shown to them.

5. The continuous evaluation marks are shown to the students.

6. The consolidated final internal marks are shown to the students at the end of each semester.

7. All the rules and regulations are made transparent to the faculty, staff and students by means of circulars/ office orders from the Registrar and also posting them on the website.

Thanks & Regards
Dr K. SUBBARAO
Principal,
College of Engineering.

From: Dr. K L Narayana

Sent: 03 May 2018 11:04

To: Dr. K Rama Krishna, Dean(Quality)

Cc: Dr. B.Jayakumar Singh; Dr. K. Ch. Sri Kavya

Subject: Transparency Document

<u>TRANSPARENCY MECHANISM FOR IQAC AUDIT</u>

1. PhD admissions are announced through advertisement in national news paper.
2. Admission is based on online test which displays the test results at the end of the online test.
3. Doctoral Committee appointed for every PhD students enrolled.
4. Pre – PhD syllabus, papers and exam results are available or displayed on KLU website.
5. Publication code of ethics are adopted into the following UGC guidelines.
6. Equipments purchase from sponsored projects are under the preview of Central Purchase Committee.
7. Appointments of project personnel under sponsored projects is undertaken with advertisement on websites or newspapers etc and followed by interview by selection panel appointed by Vice Chancellor.
8. Incentives to faculty for publication or projects are allotted as per the institute policy.

Dr. K.L. Narayana

Dean (R&D)

AUDIT OBSERVATIONS

1. All the Departments are being requested to send "Monthly Reports" on or before 4th of every month. But it is observed that the reports are not being sent on time.

2. The filled monthly reports are either incomplete or don't comply with the formats. Some of the columns are left unfilled.

3. As per the audit schedule, some of the concerned faculty are not available in the departments.

4. Files are not being maintained or uploaded properly.

5. HoDs meeting with faculty are not being conducted regularly in some departments.

6. Most of the faculty are not updating LMS.

7. The proof of data presented in monthly format is not submitted at the time of audit in some cases.

8. Most of the course handouts are not being approved by vetting committee and Dean Academics.

9. Many departments have not uploaded the course handouts in LMS before the commencement of semester class work.

10. Non Engineering departments are not maintaining the files as per the IQAC monthly formats.

11. Faculty shall be encouraged to register for more professional society memberships from each department.

12. Some departments are not conducting the student level and department level committee meetings as per the requirement.

As the audit format is designed to enable the department to self assess its capacities, all HoDs and in-charges are advised to take up the submissions of monthly audit reports with utmost sincerity.

Review of IQAC activities in the past 2 Months

1. <u>Students meeting</u>

   IQAC called for a student representatives meet as part of interaction with stakeholders on 05-02-2018 in Metrology lab of department of Mechanical engineering. 47 students have attended this meet.

   Dean (IQAC) and his team have addressed the meet and asked them to bring any problems, suggestions to their notice.

2. <u>Monthly report in charges' meeting</u>

   A meeting with monthly report in charges' was held in room no 165 of department of Mechanical engineering, to discuss about the preparedness of the departments for NAAC works, their feedback about department auditing, suggestions for refinement of department audit templates.

3. <u>NAAC work</u>

   a) SSR preparation.

   SSR for 2nd cycle was prepared & submitted to NAAC website on 28th February 2018, after working for the last one year.

   b) The following members are part of the core team involved in the preparation of SSR document.

   NAAC Team members

1.	Prof. K. Koteswara Rao	Chairman, NAAC Core Committee
2.	Dr. K. Rama Krishna	Dean (QUALITY)
3.	Dr. P. Venkateswarlu	Associate Dean (IQAC)
4.	Dr. M. Venu Gopala Rao	Associate Dean (IQAC)
5.	Dr. T. Anup Kumar	Associate Dean (IQAC)
6.	Dr. Animesh Adhikari	Associate Dean (IQAC)
7.	Dr. Alagappan Pandian	Associate Dean (IQAC)
8.	Dr. P.J.K. Jamaleswara Kumar	Associate Dean (IQAC)
9.	Dr. M.V. Ramana Murthy	Professor (Dept. of English)
10.	Dr. S. Lavanya	Associate Professor (Dept. of English)
11.	Mr. T. Teja Sreenu	Assistant Professor (Dept. of E.E.E.)
12.	Mr. K. Anil Kumar	Manager
13.	Mr. Vahed Shakeel Ahammad	Academic Coordinator
14.	Mr. Abdul Samad	Stenographer
15.	Mr. V.V.K.P. Gopal	Programmer
16.	Mr. M. Venkata Karthik	Programmer
17.	Mrs. B. Sridevi	Library Assistant
18.	Mrs. S. Deepthi	Office Assistant

c) Working timings of NAAC core team

NAAC team has worked for extended hours i.e. up to 08:00 P.M. for 2 months, towards the fag end of preparation of SSR.

4. Awareness program for students regarding NAAC peer team visit

IQAC team along with honourable Vice Chancellor, have addressed the students to bring about awareness regarding the "Student feedback survey" by NAAC, the NAAC accreditation in general and also the NAAC peer team visit in the coming months.

5. Strategic plan for institute of eminence

IQAC team has prepared the "Strategic plan for Institute of Eminence", in the month of February.

6. NIRF work

IQAC core team, in collaboration with the special team headed by Prof. J.K.R. Sastry with Dr. M. Kameswar Rao, Dr. Maha Lakshmi Naidu & Dr. P Sai Kiran have worked for the NIRF preparation work.

7. Preparation of Audit Templates

To bring into effect more comprehensive verification of processes at Central level offices, IQAC has developed the following new exhaustive audit templates.

a) Checklists for each functional Head/Dean

b) Audit report templates for each Dean & Registrar's Office

c) Audit report annexures for each Dean & Registrar's Office

d) Mapping the department audit report criterion to each Deans' office.

8. Self Assessment Template of IQAC for the year 2018-19 was prepared by the IQAC team.

9. Vetting of the Self Assessment Report of all Deans was done by the IQAC team.

10. Regular auditing of all the departments was done by IQAC.

11. IQAC along with Academic Staff College has organized a refresher program on OBE (Outcome Based Education).

12. Re constitution of organogram of "Quality circles" and restructuring of its functions.

13. Some of the IQAC functionaries have attended refresher programs and workshops in the last two months.

a) "Refresher course on NBA – SAR Filling & Preparedness for Assessment by ESCI (Engineering Staff College of   India), Hyderabad.

b) "Capacity Building for next generation Quality Assurance Initiative in Institute", March 23rd to 29th 2018. Nagpur

c) "Data and Reputation ,Master class- A workshop on World University rankings" orientation program for THE (Times Higher Education) international ranking" organised by APSCHE (Andhra Pradesh State Council of Higher Education" at Acharya Nagarjuna University, Guntur.

GITAM UNIVERSTIY

Grade	Grade points	Absolute Marks
O	10	90 and above
A+	9	80 – 89
A	8	70 – 79
B+	7	60 – 69
B	6	50 – 59
C	5	40 – 49
F	Failed, 0	Less than 40

ANNA UNIVERSITY, CHENNAI

Letter grade	Grade Points	Marks Range
S	10	91 – 100
A	9	81 – 90
B	8	71 – 80
C	7	61 – 70
D	6	57 – 60
E	5	50 – 56
U	0	< 50
I	0	
W	0	

"U" denotes **Reappearance** is required for the examination in the course. (This grade will figure both in Marks Sheet as well as in Result Sheet)

"W" denotes **withdrawal** from the course.

The Grade "I" denotes inadequate attendance (as per clause 12) and hence prevention from writing the end semester examination.

The Grade "I' and "W" will figure only in the Result Sheets.

INDIAN INSTITUTE OF TECHNOLOGY MADRAS (IIT-Madras)

Grade	Grade Points	Remarks
S	10	
A	9	
B	8	
C	7	
D	6	
E	4	
U	0	
P	-	Pass
F	0	Fail
W	0	Failure due to insufficient attendance in course
I	0	Incomplete (subsequently to be changed into pass (E to S) or U grade in the same semester).
X	0	Completed NSO/NCC/NSS requirements
Y	0	Incomplete (in NSO/NCC/NSS)

BITS, Pilani

Letter Grade	Grade Point attached (on a scale of 10)
A	10
A -	9
B	8
B -	7
C	6
C -	5
D	4
E	2

KLEF Deemed to be University

GRADE	O	A+	A	B+	B	C	P	F
GRADE POINTS	10	9	8	7	6	5	4	0
Quantitative Meaning	Out - Standing	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
Range of Marks	85&100	80&<85	65&<80	60&<65	50&<60	45&<50	40&<45	<40

Note:

In addition to the above grades, Students may also be awarded the below grades:

AB - Absent (If Student is Absent for Semester end Theory / Laboratory Examination)

DT - Detained (If Student is Detained due to lack of Internal Marks 40% (or) Attendance 75%)

NA - Not applied (Student eligible, but not applied for Semester end Examinations)

NR - Not Registered (Not registered for that Particular Course)

S - Satisfactory (for Audited Courses)

NS - Not Satisfactory (for Audited Courses)

SRM University

Letter Grade	Grade Points	Normalised Mark range
O (Outstanding)	10	95-100
A+ (Excellent)	9	90-94
A (Very Good)	8	85-89
B+ (Good)	7	75-84
B(Above Average)	6	65-74
C (Average)	5	55-64
P (Pass)	4	50-54
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination
I (Incomplete)	0	Failure due to insufficient attendance in the course.

Grades, Semester and Cumulative Performance Index

- A student is awarded a letter grade in each course he/she is registered for, including his/her overall performance in that course. There are nine letter grades: A, B, C, D, E, F, S, X and I. The correspondence between grades and points (on a 10-point scale) / rating is given below:-
   A: 10 B: 8, C: 6, D: 4, E: 2 F: 0, S: Satisfactory, X: Unsatisfactory, I: Incomplete
- If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it is automatically converted to an F grade.
- A student getting an E or F grade in a course must either repeat it or substitute it by another course as suggested by DFGC.
- A student getting a D grade in a course may be allowed to repeat it or substitute it by another course, provided:
   - his/her CPI is less than the prescribed minimum and the student is allowed to continue in the programme as per provision in the Academic Performance Requirement, and
   - he/she has completed all the courses as prescribed by the department
   In case a course is repeated or substituted, the old grade will also appear on the transcript although it will not be taken into account while computing the CPI/SPI.
- Seminars will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero units for credit.
- The grade S or X will be awarded for D.IIT., M.Tech., Ph.D. project/thesis units as follows:
   - ▶ At the end of the semester, the project/thesis supervisor(s) will assess the student's progress towards the project/thesis work during the semester and will award the grade S for each set of 4 units if the work is satisfactory and a X for every unsatisfactory 4 units. Thus a student registered for 16 units can get one of the following five combinations
   SSSS, SSSX, SXXX, XXXX.
- If a student is on leave for a part of the semester or submits his/her thesis in the middle of a semester, the SPGC may reduce his/her thesis/project units appropriately.

Computation of the Semester Performance Index (SPI) and Cumulative Performance Index(CPI):-
 The SPI is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows: If the grades awarded to student are G_1, G_2, etc in courses with corresponding units U1, U2 etc, the SPI is given by :-

$$SPI = (U_1G_1 + U_2G_2 + ...) / (U_1 + U_2 + ...)$$

 In the above computation, courses with S and X grades are ignored. Similarly, the CPI indicates the cumulative academic performance in all the courses taken including those taken in the current semester.

VIT
UNIVERSITY
(Estd. u/s 3 of UGC Act 1956)
VELLORE ■ CHENNAI
www.vit.ac.in

Dr R. Selvakumar,
Controller of Examinations.

TO WHOM IT MAY CONCERN

Sub. : **CGPA to percentage conversion**

Ref. : **VIT/Dean(Acd)/2008/Gen/16,dt.25.9.2008**

As per VIT University norms the conversion formula for Cumulative Grade Point Average **(CGPA)** to percentage is :

Percentage equivalent of CGPA = CGPA * 10

For example, CGPA 8.75 is considered equivalent to 87.5%

Controller of Examinations

DR. R. SELVAKUMAR
CONTROLLER OF EXAMINATIONS
VIT UNIVERSITY,
VELLORE - 832 014.
TAMIL NADU, INDIA.