



INTERNAL QUALITY ASSURANCE CELL

08-02-2018

Dr. K. Rama Krishna
Dean (Quality)

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 15th February, 2018 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

**Dean (Quality)
K.L. University
Green Fields, Vaddeswaram
Guntur Dist., A.P, Pin-522 502**

Orders of Vice-Chancellor dt. 12-02-2018

CIRCULAR

Sub: Conduct of IQAC Meeting on 15th February, 2018– reg.

Ref: Letter dt. 08-02-2018 from Dean (Quality)

As per the Orders of the Hon'ble Vice-Chancellor (IQAC Chairman), IQAC meeting is scheduled from 4.00 PM on 15-02-2018 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.YVSSVPR

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.Thirumthy, BOM Member

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

AGENDA:

15-02-2018

1. To confirm the minutes of last IQAC meeting held on 30-10-2017.
2. Number of students with Backlogs.
3. Laboratory equipment.
4. International fellowship awards for advanced studies/research.
5. Department wise proofs for NAAC criterion

Any other matter with the permission of chair

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 30-10-2017.

Resolution:

The minutes of the meeting held on 30-10-2017 were approved by the members.

Action Taken Report (ATR) from October 2017 to January, 2018 against the Minutes of the meeting held on 30-10-2017:

1. Smart University
2. Extension Services
3. 5th Element system
4. Bench marks for process outcome
5. Continuous Improvement Parameters for all process in the University
6. Responsibilities of Principal(s)
7. Responsibilities of HOD(s)

Agenda 2: Number of students with Backlogs.

Resolution:

Based on the suggestions in the recent faculty meeting, Dean-Quality has advised the HoDs to conduct remedial classes for the students having backlogs. Further Dean-Quality added that, HoDs should finalize the schedule, taking into view that there should not be any clash with other academic programs already planned.

Agenda 3: Obsolete Laboratory equipment.

Resolution:

Keeping in view of the monthly audit reports and while interacting with some of the HoDs by the auditing team, it was found that there are some old laboratory equipment which are not working properly for more than year. Many of them are replaced with new

one. However the old equipment are still lying with the department. In this regard the HoDs are requested to do the necessary for obsolete equipment.

Agenda 4: International Fellowship awards for advanced studies/research.

Resolution: Dean-Quality expressed his happiness that 5 faculty members from CSE department alone awarded international fellowship for advanced studies/research during the month of October 2017. He congratulated the faculty.

Agenda 5: Department wise proofs for NAAC criterion:

Resolution:

Dean-Quality advised all the deans to disseminate the NAAC data to the departments for collecting the required information from various sources and filing as per the NAAC criterion. Further Dean-Quality recommended the following:

- Maintain the files both in the department level and dean's level.
- The files must have index and should be able to retrieve the required information without delay.
- Avoid duplicate information.
- Maintain both hard and soft copies.
- Update the files.

Dean-Quality directed all deans to audit all the departments' criterion wise and provide the suggestions time to time to fulfil the requirements.

Any other item with the permission of chair.

The Dean-IOAC brought the brief summary of the audit conducted during the months October to December, 2017.

S.No.	Non-Conformance	Steps to be Initiated
1	Updation verification of ERP/LMS by the concerned instructors	All HoDs are advised to instruct the faculty to update the ERP / LMS by the instructors from time to time. Some faculty are in leave in the time of auditing. Monthly report in-charges are advised to collect the necessary information and produce at the time of

		auditing.
2	It is observed that some course handouts are not vetted by end of December, 2017.	This compliance is repeating every semester. It is advised all HoDs to take necessary steps in vetting the course handouts by Dean (Academics) in in-time.
3	It is noted that most of the faculty are not taking the attendance directly through automation.	The faculty is not able to take attendance because of unavailability of (a) Wi-Fi (b) Laptop. HoDs are advised to take necessary steps.
4	Report on Active learning sessions conducted. Some departments are not able to furnish the following details at the time of audit: (i) Conduction of tutorial class (ii) Active learning sessions. (iii) lab experiments conducted in each lab per batch for all the sections	Monthly report in-charges are advised to check the monthly reports of each course in all aspects and submit the department monthly reports.

To: IQAC Members

Cc: HODs/Directors/Deans

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

Hon'ble President-KLEFL; Vice-Presidents

Khanabadi
Dean (Quality)
K.L. University
Green Fields, Vaddeewaram
Guntur Dist., A.P, Pin-522 502

15-02-2018

Members Present:

S. No.	Name	Designation	Signature
1	Dr L. S. S. Reddy	Vice-Chancellor, Chairperson IQAC Advisory Committee	
2	Dr. K. Satya Prasad	Pro Vice-Chancellor, Co- Chairperson IQAC Advisory Committee	
3	Dr. K Rama Krishna	Dean (Quality) & Convenor	
4	Dr. J K R Sastry	Professor, ECM & Advisor IQAC	
5	Dr T. Umamaheswara Rao	Registrar	
6	Dr N. Venkatram	Dean (Academics)	
7	Dr. K L Narayana	Dean (R&D)	
8	Dr. Habibulla Khan	Dean (Student Affairs)	
9	Dr. N B V Prasad	Dean (P&P)	
10	Dr. K Subba Rao	Professor, EEE	
11	Dr K V Narasimha Rao	Professor, ME	
12	Dr. M Suman	Professor, ECM	
13	Dr M Kishore Babu	Professor, MBA	
14	Dr. K S Shivraj	Librarian	
15	Smt. K. Malleswari	Sarpanch, Vaddeswaram	
16	Ms. E Vasavi	Student	
17	Mr. B Siddharth	Student	
18	Dr. B T P Madhav	Professor, ECE	
19	Dr. D Rama Krishna	MD, Efftronics Systems Pvt Ltd	
20	Dr. V Venkaiah	Former VC, Krishna University	
21	Dr. P Trimoorthy	Former professor, Acharya Nagarjuna University	