

12-02-2016

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 18th February, 2016 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 (IQA)
KL University
Green Fields, Vaddeswaram,
Guntur Dist. A.P, PIN-522 502.**

Orders of Vice-Chancellor dt. 16-02-2016

CIRCULAR

Sub: Conduct of IQAC Meeting on 18th February, 2016– reg.

Ref: Letter dt. 12-02-2016 from Dean (Quality)

As per the Orders of the Hon'ble Vice-Chancellor (IQAC Chairman), IQAC meeting is scheduled from 4.00 PM on 18-02-2016 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:

18-02-2016

1. To confirm the minutes of last IQAC meeting held on 25-11-2015.
2. Review of the initiatives taken.
3. Quality Circle meeting highlights.

Any other matter with the permission of chair

Minutes of Advisory Committee Meeting

18-02-2016

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 25-11-2015.

Resolution:

The minutes of the meeting held on 25-11-2015 were approved by the members.

Action Taken Report (ATR) against the Minutes of the meeting held on 29-08-2015:

- (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.

- (a) A hybrid grading system has been introduced.
- (b) Another milestone has been the computerization of examination system.
- (c) Evaluation parity has been accomplished with the introduction of an examiner correcting one question for all scripts.
- (d) With the automation of the examination system the University has been able to declare results much faster within 15 days and the certificate is issued within three weeks.
- (e) Another remarkable step is the revaluation of an answer script and the display of the photocopy of a booklet.

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. He asked the Faculty Auditors of IQAC to proceed further in conduction of the "Quality Circles". Discussions took place on the agenda and the minutes were recorded as mentioned.

- Prof. J. K. R. Sastry, Dean (R&D), the member by invitation, has suggested more focussed research based on the impact factor of the journals to improve the visibility of the university among the peer researchers. He suggested the research groups in each of the department to segregate journals that have relatively high impact factors.
- Based on the feedback from both staff and students, it was felt that, there should be separate teams to monitor important services of the university like Transport, hostels and sports. These teams should refine the said services by taking constant feedback from the departments. Professor in charges for the said services should be appointed.

Any other item with the permission of chair.

Director IQAC explored the following:

During the period (October to January, 2015) some important initiatives have been taken by the IQAC to promote three areas --- Sponsored research, Incubation and the outreach programs.

The Director informed all the stake holders about the constitution of a committee to assess the quality of proposals related to sponsored projects. Regarding the innovative findings stationed at the incubation centre , the director mentioned that suitable procedure for applying for patents will be devised.

Several health awareness camps for girl students were organized during this period. Saheli conducted a program on Nirbhaya Act. A workshop on women's legal rights was conducted.

Brief summary of the audit conducted during the months September to January, 2015.

S.No.	Non-Conformance	Steps to be Initiated
1	Monthly reports are not sending to IQAC in in-time every month.	It is advised to send the monthly reports on or before 7 th of every month.
2	25% Syllabus Delivery by Industrial Experts is not conducted during the odd semester in the Dept. of Civil Engg.	It is strongly recommended to conduct classes for the 25% syllabus by industrial experts during the semester
3	All the departments of the university are not yet send the student details to SYTE/Automation department. Hence ERP is not activated for 4 th year students and faculty.	It is advised to send the 4 th year student details to SYTE/Automation department immediately after completion of registration process.
4	Subject based seminar for faculty that is scheduled for the month of September-2015 is not yet conducted for Hotel Management department.	It is advised to plan and conduct the subject based seminar without any further delay.
5	Most of the faculty are not prepared the seating plan as per the Calendar of Activities of December-2015.	It is advised to prepare and implement the seating plan as per the schedule.



(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