

17 April 2013

Prof. K. Subba Rao
Director (IQAC)
K L University,
Vaddeswaram.

To:
The Registrar
K L University
Vaddeswaram.

Sir:

Sub: Conduct of IQAC Meeting – Request to obtain the approval of Hon'ble Vice-Chancellor (26-04-2013) and invite the IQAC Members –Reg.

As per the direction of the Hon'ble Vice-Chancellor (IQAC Chairman), it is proposed to conduct IQAC meeting with all the members on 26th April 2013 at 3 pm at the Conference Hall (F-008).

In this connection, I request you to kindly obtain the approval from the Hon'ble Vice-Chancellor and invite all the members of IQAC for the proposed meeting.

The agenda for the meeting is enclosed.

Yours faithfully



(Prof. K. SUBBA RAO)

Director (IQAC)

**Director (IQA)
KL University
Green Fields, Vaddeswaram,
Guntur Dist. A.P, PIN-522 502.**

Orders of Vice-Chancellor dt. 20-06-2012

CIRCULAR

Sub: Conduct of IQAC Meeting on 26th April 2013– reg.

Ref: Letter dt. 17-04-2013 from Director-IQAC

As per the Orders of the Hon'ble Vice-Chancellor (IQAC Chairman), IQAC meeting is scheduled from 3 PM on 26-04-2013 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.YVSSSVPR

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.Thrimurthy, BOM Member

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

26-04-2013

Agenda:

Agenda 1: To ratify the minutes of last IQAC meeting held on 22nd March, 2013.

Agenda 2: To finalize short-term and long-term goals of IQAC

Agenda 3: To recommend for offering more Technical Certificate Courses.

Agenda 4. Preparation of standard formats for reporting outcomes.

Any other item, with the permission of the chair.

Hon'ble Vice-Chancellor has chaired the meeting and invited all the members and spelt out the agenda for the day's meeting. He asked the Director, IQAC to proceed further in conduction of the meeting. Discussions took place on the agenda and the minutes were recorded as mentioned.

Action Taken Report (ATR) from December 2012 to March 2013 against the Minutes of the meeting held on 22nd March 2013:

1. Involvement of Industries in academic activities – Dean (IRP) and HODs
2. External funds received – Dean (R & D) and HODs
3. Revisions, if any, with regard to Short-term and Long-term goals – Director (IQAC)
4. Status of DST-FIST Proposals – HODs
5. Funds applied to conduct International Conferences – HODs
6. Calendar of Events – Director (IQAC)
7. Developments, if any, in audit formats – Director (IQAC)
8. Appointing Course Co-ordinators – HODs
9. Uploading of Course content in E-Learning sites (ERP) - HODs

Agenda 1: To ratify the minutes of last IQAC meeting held on 22nd March, 2013.

Resolutions:

The minutes of meeting held on 22nd March, 2013 are approved by the members.

Agenda 2: To finalize short-term and long-term goals of IQAC

Resolutions:

After thorough discussions, the short-term goals (1-2 years) and long term goals (3-5 years) have been approved by all the IQAC Members. Placed as (Annexure -1)

Agenda 3: To recommend for offering more Technical Certificate Courses.

Resolutions:

It is agreed in principle to conduct a minimum of two certificate courses and one technical course in sports and games to enable all round development of the students as per the industrial requirement and for their personality development. Dean (Acad) is requested to plan the certificate courses in consultation with respective BOS heads.

Agenda 4. Preparation of standard formats for reporting outcomes.

Resolutions:

The Director, IQAC has been assigned with the responsibility of preparation of standard formats for compliance of IQAC.

Any other item, with the permission of the chair.

As there are no issues raised by the members in specific ,the Director IQAC has adapted the following resolutions after thorough discussion.

1. It is unanimously resolved to advise the ASC to release a calendar of events and conduct more programs during semester breaks.
2. KLU has conducted Five Technical Certificate Courses for B. Tech. students during 2012-13, which apparently benefited 604 students. These Certificate courses are of 40 hours duration and have received good response from the students and parent community. Besides, some of the prospective employers, who visited KLU campus, also encouraged conduct of these courses. Hence, it is recommended that KLU should conduct more of such courses and benefit all the students.
3. The Director, IQAC also informed that there was a request from the Alumni that KLU should provide online facility for the parents/students to view pertinent details of the students. As this is a good suggestion, it is resolved to implement this from the current academic year.
4. It is also suggested that ERP should be used to send sms alerts to the parents of the absentee students on a daily basis. Parents should also be able to view their ward's academic performance particulars online. In addition to this, faculty counsellors will be instructed to call the parent over phone and provide them with monthly attendance particulars and internal marks, if any.

The Director (IQAC) informed the members the following achievements of K L University:

1. KLU received the Award for "BEST PRIVATE UNIVERSITY" in South India in "The Global Education Excellence Awards 2013" for demonstrating Exemplary Excellence, Innovation and Creativity.
2. K L University has been awarded with WCRC Leaders Excellence Award for the year 2012-2013 among Asia's 100 Best and Fastest growing Private Education Institutes.
3. KLU was awarded the Best Educational Institute in Engineering under Asian Education Leadership Awards - 2012 which was held at Dubai on 25th September, 2012.
4. The Dept of ECE has received a funding of Rs. 55 Lakh from DST-FIST (Govt of India) for the project titled, "Antenna, RF and Microwave Engineering".
5. The Dept of Mechanical Engineering has received a funding of Rs. 55 Lakh from DST-FIST (Govt of India) for establishment of Robotics and Mechatronics Research Laboratory.
6. The Dept of ECE has received a funding of Rs. 0.75 Lakh from DST-SERB (Govt of India) for conducting 3rd International Conference on RF and Signal Processing Systems-2013.

The meeting is adjourned.



(Prof. K. SUBBA RAO)

Director, IQAC

**Director (IQA)
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

Short-term Goals of IQAC:

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote greater awareness and understanding of Quality across all the stake holders, viz. administrators, faculty, staff, students, parents, alumni, employers, etc.
3. To develop the plan of action at the beginning of the year/semester towards quality enhancement and analyse the outcomes achieved by the end of the year.
4. To Prepare the Annual Quality Assurance Report (AQAR) of KLU based on the quality parameters/assessment criteria developed by NAAC and submit the same before the deadline with the approval of Dean (IQAC) and other higher officials of KLU. To ensure that the AQAR is displayed in KLU website.
5. To prepare reports by collecting data required for all kinds of Rankings, viz. NIRF, QS Rankings, World Rankings of Higher Education Institutions, etc. in the prescribed format and maintain the records of accreditations such as NAAC, NBA, UGC, AICTE, Bar council, Pharmacy council, Architecture council, etc., and to provide data to survey agencies such as AISHE etc.
6. To coordinate and ensure the completion of ISO and other certifications to KLU as per the schedules.
7. Documentation of various programmes/activities of the institution, leading to quality improvement.
8. To develop a mechanism to recognize individuals who make outstanding contribution in the field of imparting quality education and reward them suitably.
9. To conduct audits periodically for verifying the compliance with respect to various monthly activities, calendar of events (which also includes statutory meetings) and initiating the necessary steps for corrective actions in case of non-conformances.
10. To gain knowledge on Quality Issues by participating in conferences/seminars/ workshops on "Quality Assurance" regularly.

Long-term Goals of IQAC:

1. To develop "Quality Culture" in KLU.
2. To set relevant bench marks for various academic, research and administrative activities to enhance quality.
3. To act as a nodal agency for coordinating quality-related activities, including adoption and dissemination of best practices.
4. To keep the University abreast of quality sustenance activities through workshops/seminars/demonstrations/Case studies/ Group discussions/ Panel discussions/Role plays/Symposia, etc.
5. To ensure continuous improvement in all the operational aspects of the University.
6. To motivate the faculty to aim constantly at quality and sustenance activities.
7. To encourage all the faculty to pursue research.

26-04-2013

Members Present:

S. No.	Name	Designation	Signature
1	Dr R. Srihari Rao	Vice-Chancellor & Chairman, IQAC	
2	Er Koneru Havish	Vice President	
3	Er Koneru Raja Harin	Vice President	
4	Dr N. Rangaiah	Registrar	
5	Prof. K. Subba Rao	Director, IQAC	
6	Prof. M. Venkatram	Professor in CSE	
7	Dr K. V. Ramana	Professor in ME	
8	Dr Ch. Hanumantha Rao	Professor in CE	
9	Mrs. K. Usha Rani	Librarian	
10	Dr K. Srinivasa Ravi	Physical Education	
11	Mr V. Subhakar Raju	Cultural Activities	
12	Mr M. Karthik	Student	
13	Ms. L. Navya	Student	
14	Ms. V. Swathi Chowdary	Student	
15	Mr N. V. S. Sai Kasyap	Student	
16	Mr M. Hari Sai Krishna	Alumni	
17	Mr K. Sarat Chandra	Alumni	
18	Mrs. Lalitha	KLU Women's Forum	
19	Mr E. Kotaiah	Sarpanch, Vaddeswaram	
20	Mr D. Ramakrishna	Industrialist (M. D., Efftronics Systems Pvt. Ltd, Vijayawada)	
21	Mr Moses	Head, HR, Satyam Ventures, Hyd'bad	
22	Dr P. Bangaru Babu	Professor in ME, NITW	
23	Dr G. Abbaiah	Professor in CE, JNTUK	