

To,  
The Registrar  
KLEF, Vaddeswaram.

07-01-2019

Dear Sir,

**Sub: IQAC Advisory Committee meeting proposed on 23-01-2019- request for permission – Issue of notification - Reg.**

I request you to permit us to conduct the IQAC advisory committee meeting on 23-01-19 (Wednesday) from 3.30 pm onwards. I also request you to officially invite all the members of IQAC Advisory Committee to attend the meeting on that day.

Thanking you sir.

Yours Sincerely

Dr. K. Rama Krishna  
(Dean Quality)

## CIRCULAR

Sub: IQAC Advisory Committee meeting on 23-01-19 at 3.30 p.m. – reg.

The IQAC Advisory Committee meeting of Koneru Lakshmaiah Education Foundation (KLEF) (Deemed to be University) is scheduled to be held on 23-01-2019 (Wednesday) at 3.30 p.m. in Conference Hall (Room No.F008), FED Block. All the members are requested to attend the meeting without fail.

The Agenda Items for discussion are given below.

### Agenda Items:

1. Forth coming National Conference on Quality – February 22<sup>nd</sup> & 23<sup>rd</sup>.
2. Conduction of Labs in Technical courses – open labs, procedures etc..
3. Counselling of students in 2<sup>nd</sup> 3<sup>rd</sup> & 4<sup>th</sup> years.
4. Old answer scripts.
5. Any other item with the permission of chair.
6. Number of hours for theory classes 39.

**All the members are requested to attend the meeting.**

**IQAC Advisory Committee Members:**

Dr. L.S.S. Reddy, Vice Chancellor	: Chairperson
Dr. Ambatipudi Rama Kumar, Pro Vice-Chancellor	: Co-Chairperson
Dr. K. Rama Krishna, Dean-Quality	: Convener
Dr. K. Koteswara Rao , Professor.	: Advisor IQAC
Dr. T.Umamaheswara Rao	: Registrar
Dr. Pranveer Singh Satvat	: Dean (Academics)
Dr. K.L.Narayana	: Dean (R&D)
Dr. Habibulla Khan	: Dean (Student Affairs)
Dr. N.B.V. Prasad	: Dean (P&P)
Dr. V. Rajesh	: Dean (F & SA)
Sri. Koneru Raja Harin	: Vice-President, KLEF
Dr. V. Venkaiah	: Former VC, Krishna University
Dr. P. Thrimurthy	: Former Professor, Acharya Nagarjuna University.
Dr. K. Subba Rao	: Professor, EEE
Dr. M. Suman	: Professor, ECM
Dr. M. Kishore Babu	: Professor, MBA
Dr. K.S. Shivraj	: Librarian
Dr. D. Rama Krishna	: MD, Efftronics Systems P.Ltd.
Smt. K. Malleswari	: Sarpanch, Vaddeswaram
Dr. B.T.P. Madhav	: Professor, ECE
Mr. PadalaVenkata Reddy	: (160031003) 3rd year CSE
Ms. Chodavarapu Siva Bhargavi	: (160041004) 3rd year ECE

**Orders of Vice-Chancellor dt. 11-01-2019**

**CIRCULAR**

Sub: IQAC Advisory Committee meeting on 23-01-2019 (Wednesday) at 3.30 p.m. – reg.  
Ref: Letter from Dean-Quality.

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As per the Orders of Hon'ble Vice-Chancellor, the IQAC Advisory Committee meeting of Koneru Lakshmaiah Education Foundation (KLEF) (Deemed to be University) is scheduled to be held on 23-01-2019 (Wednesday) at 3.30 p.m. in Conference Hall (Room No.F008), FED Block.

**All the members are requested to attend the meeting without fail.**

The Agenda Items for discussion are given below.

**Agenda Items:**

Forthcoming National Conference on Quality – February 22<sup>nd</sup> & 23<sup>rd</sup>.

1. Conduction of Labs in Technical courses – open labs, procedures etc..
2. Counselling of students in 2<sup>nd</sup> 3<sup>rd</sup> & 4<sup>th</sup> years.
3. Old answer scripts.
4. Any other item with the permission of chair.
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Dr. K. Rama Krishna, Dean-Quality	: Convener
Dr. K. Koteswara Rao , Professor.	: Advisor IQAC
Prof. R.R.L. Kantam	: Registrar
Dr. T.Umamaheswara Rao	: OSD
Dr. Pranveer Singh Satvat	: Dean (Academics)
Dr. K.L.Narayana	: Dean (R&D)
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## REGISTRAR

**To**  
**All Members**

Mail to: All HODs

Mail to: Controller of Examinations-Dr.K.J.Babu

Mail to: Director I/c (Mktg)-Mr.Sri Harsha Aluri / Principal - Hyderabad Off-Campus

Mail to: Prof. K.Koteswara Rao, Advisor-Quality for KLU and In-charge of Hyderabad Off-campus & Administrative Office /

Mail to: All Associate Deans / All Directors / All Principals / All Deans / All Advisors

Mail to: Dr.A. Vani, Special Officer

Mail to: Dr.A. Jagadeesh, Chief Coordinating Officer.

**Hard copy**& mail to: Pro Vice-Chancellor

Chancellor

President, KLEF

Mail to: Hon'ble Vice-President, KLEF

**Hard copy**& mail to: Hon'ble Vice-

**Hard copy**& mail to: Hon'ble

## “MINUTES” of 27<sup>th</sup> IQAC Advisory Committee Meeting

**VENUE: F008 (Conference Room)**

**DATE: 23-01-2019**

**TIME: 03:30 P.M.**

The Vice-chancellor invited the members and informed them about the importance of this meeting as it is a curtain-raiser to all our development plans to be taken up after attaining the status of Tier-1 university with NAAC A++ grading.

Dr. K. Rama Krishna, Dean Quality made an announcement about the proposed National Conference on Quality Assurance in Higher education to be conducted on 22<sup>nd</sup> and 23<sup>rd</sup> February 2019. Dr. Rama has been approached as a key-note speaker and her approval is awaited shortly.

The Dean started the meeting and the following agenda points were taken up for discussion.

**Agenda point1:** Conduct of labs in Technical courses-open labs procedures etc.

The Dean expressed that the audits on labs have revealed that the maintenance of observation and records is not meticulously followed by the students and this deserves our urgent attention and remedial action.

**Dr. Subba Rao:** Dr. Subba Rao, Principal B.Tech (Sophomore and final sections) pointed out that the new methods implemented in the lab and the technology employed imply that the lab observation books and records are no more mandatory.

**Vice-Chancellor:** The VC remarked that the lab manuals were satisfactory but the teachers handling the labs should display more focus, knowledge and commitment.

**Pro- Vice Chancellor:** The Pro chancellor suggested that the use of mobile phones in the labs should be strictly prohibited as they cause more distraction and do more damage than in the classrooms or corridors.

**Resolution1:** It was resolved to implement the above with immediate effect.

Dr. Rama Krishna added that further information regarding the conduct of labs by non-engineering departments is required. As the science groups constitute less than 10% of all Non-Engineering departments, the concept of a lab should be redefined and restructured to suit the genuine needs of some alien departments like management, law, commerce, Visual Arts, BHM, Language and Literature.

Dr. Rama Krishna has also opined that the practice of introducing a ‘Black Book’.

**Agenda point2:** The Dean pointed out lack of uniformity in the counseling process and for a large extent it is about sending information regarding attendance and marks. Counseling should focus more on identifying and solving problem issues, academic, social as well as personal.

**Dr. Subba Rao:** The counseling schedule as planned for II and III year was satisfactory except one or two stray cases. Dr. Subba Rao pointed out that 12 special sessions were added in the schedule where the wards are addressed by experts in psychology, social sciences, professional ethics stress management etc.

Where in the identified mischievous students in previous years is carried forward to the counselors so as to enable them concentrate more on their routine activities.

**Resolution 2:** It is resolved to review the counseling process closely.

**Agenda point 3:** The Dean observed that there have been many complaints about the piling stacks of old answer scripts which are kept by individual faculty. There is a lot of uncertainty presently in the absence of a clear policy on how long the answer scripts have to be preserved in an archive and who should take the custodial responsibility.

The general consensus was that they have to be preserved for 3 years. Also it was felt that a common place should be allotted to keep all these papers.

The VC advised the Dean, Academics and Dean Quality to ascertain about the matter from the latest UGC directives.

**Resolution3:** It was resolved to find a permanent place to keep old answer scripts on confirmation of UGC specifications.

**Any other items with the permission of the chair.**

The Dean pointed out the allocation of hours per credit is not uniform and there are several variants ranging between 12 to 14 weeks per semester instead of a minimum of 15.

**Vice-Chancellor**

As it was confirmed that there should be 15 hours per credit the lesson plans should be prepared for 16 weeks instead of the existing practice of 13 weeks. This can be implemented from next semester.

The meeting was adjourned at 4.30 pm.