

MEETING NOTICE

Date: 08/10/2017

Subject: Meeting of IQAC Scheduled on 10/10/2017 at 3:00PM
Venue: Board Room

Dear Sir/Madam,

You are cordially invited for the 3rd IQAC meeting, the agenda for meeting is as follows:

1. Confirmation of Minutes of 2nd meeting held on 07/04/2017.
2. To review the action taken report of 1st and 2nd meeting.
3. Review the progress of NAAC required documents from view point of IQAC.
4. To take Review on Progress of National Conference
5. Review report of Program Assessment Committee (PAC).
6. To take review of Academic performance (Odd Semester result analysis for 2016-17).
7. Any other points with the permission from chair.

You are kindly requested to confirm your presence as it will help us to make further Provisions.
Looking forward to hear from you.

Thanking you in anticipation



Yours faithfully

M.N.Narsaiah

Coordinator, IQAC

COORDINATOR, IQAC
KG Reddy College of Engineering & Technology
Chilkur (V), Molnabad (M),
Ranga Reddy Dist., Telangana

Minutes of the 3rd Meeting

The IQAC 3rd meeting was held on 10th October 2017 at 3:00 P.M. at the Institute Board room
Members Present:

S.no	Name	Designation	Position
1	Dr. R. S. Jahagirdar	Principal, KGR CET	Chairman
2	Ln. K. Krishna Reddy	Chairman, KGR CET	Member, Representative from Management
3	Prof. M.N.Narsaiah	HOD ECE, KGR CET	Coordinator
4	Ms. K. Sandhya Reddy	Industrialist, KENRA Technology Hyderabad	Member
5	Dr. Dilip Kumar Sahu	Professor, Dept of Mech, KGR CET	Member
6	Prof. M. Saidi Reddy	HOD CSE, KGR CET	Member
7	Prof. P.Rama Mohan Reddy	HOD MECH, KGR CET	Member
8	Prof. K. Syed	HOD EEE, KGR CET	Member
9	Prof. K.Umashankar	HOD, H&S, KGR CET	Member
10	P.Usha	Assistant Professor, Dept of ECE	Members
11	A.Nandini	Assistant Professor, Dept of CIVIL	Members
12	N.Harini	Assistant Professor, Dept of Mech	Members
13	V. Shailaja	Assistant Professor, Dept of EEE	Members
14	S. Krushima	Assistant Professor, Dept of CSE	Members
15	Mr. B. Ravi Kiran	Office Superintendent, KGR CET	Member, Administration
16	Mr.D.Vinay	Alumni	Member, Representative from Alumni
17	Mr. A. Manish Chandra	Chairman, Student Council, KGR CET	Member, Representative from Student Council
18	Mr. G.Vikram reddy	General Secretary, Student Council	Member, Representative from Student Council
19	Mr. S. Samba Shivan	General Secretary, Student Council	Member, Representative from Student Council

M.N.Narsaiah

Coordinator, IQAC
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**The following points are discussed in 3rd meeting of IQAC****1. Confirmation of Minutes of 2nd meeting held on 07/04/2017.**

MOM is circulated to all the members of IQAC and Action Taken Report is accepted and recommended to the Governing Body.

2. To review the action taken report of 1st and 2nd meeting.

Action taken report is circulated to all the committee members.

- Fortnight attendance updation needs to be done regularly. Identify the students with less attendance and inform the parents, and instruct them to take care about their ward attendance.
- MOM for mentoring: Major points of mentoring need to be discussed. Raise any particular cases of students facing any difficulties in the following points.
 - Academics
 - Personality development
 - Extra-curricular activities
 - Co-curricular activities
 - Placements
- Mentor-Mentee whatsapp groups need to be formed for the effective communication. Try to know the subject difficulties student wise.
- Take report of syllabus coverage thrice in a semester (i.e. before 1st mid, middle of the semester and before second mid). Analyze the report and see is there any requirements of extra classes arrange accordingly.
- After the results identify students who failed in particular subjects. Prepare a schedule for remedial classes to particular students who failed. Arrange the subject faculty for particular subject. Same need to be informed to the parents.
- Study hours need to be planned for the students to prepare for the regular examinations. Plan study hour for each subject, identify the important topics and give it to the students. Take feedback from the students to know the gap between their expectation and our inputs.
- Conduct the programs that boost the confidence levels of girl students. Motivate the girl students to participate in NSS activity. Organize various types of training programmes to encourage self reliance among women.

It is accepted by all the members of IQAC. Copy from IQAC is recommended to governing body.

3. Review the progress of NAAC required documents from view point of IQAC.

We planned to apply NAAC. In the view of NAAC work, different Coordinators submitted the report about the progress of work criteria wise. The report is accepted and it is directed to appoint phase wise external auditor.

I-Phase : Dr. Usha Patil

They are expected to check the criteria wise progress and documentation.

II & III-Phase : It consists of checking the criteria metrics quality, quantity wise and is proposed to higher professional auditor for the same

4. To take Review on Progress of National Conference

It is proposed to appoint peer reviewer, for assessing quality of research paper submitted to National conference to be held on 21st, 22nd of December 2017.

5. Review report of Program Assessment Committee (PAC).

Program Assessment Committee (PAC) suggestions were discussed by committee.

6. To take review of Academic performance (Odd Semester result analysis for 2016-17).

To take academic performance and result analysis for 2016-17 and it is directed all the Heads of the departments to prepare the list of the subjects where the result is not up to the mark. This report is to be submitted within a week. The Heads of all departments are also directed to suggest remedies to improve results.

7. Any other points with the permission from chair.

As there is no point raised by any member of committee, the meeting ended up by giving vote of thanks to the chairman.



Chairman, IQAC
Dr. R.S. Jahagirdar

CHAIRMAN, IQAC
KG Reddy College of Engineering & Technology
Chilkur (V), Molnabad (M),
Ranga Reddy Dist., Telangana.



Coordinator, IQAC
M.N. Narsaiah

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