

Date: 07/02/2020

Subject :- Meeting with all the HOD's and IQAC coordinators and Members of IQAC on 7/2/20 at 11.00 am in board room.

Agenda of Meeting :-

- 1) Review on last meeting minutes
- 2) Discussion on Points observed during the NAAC PEER TEAM
- 3) Discussion on transfer from transaction audit to Quality Audit
- 4) Discussion on Audit schedule (Pre, Mid & Post)
- 5) Discussion on student feedback - 01

Any other points with the permission of chairman

Meeting discussions :-

1) Based on the Review on last minutes of meetings final Audit conducted and reports shared to all the departments like where the Academic calendar is deviated and where exactly followed.

2) Recently we completed NAAC Peer team visit. The following points are observed during the NAAC PEER Team visit

- vision & Mission statements need to be defined very clearly
- filling the Patent will not consider unless it is accepted & Grants Provided for execution
- Specific Improvements in Student feedback
- SWAYAM videos are Monotonous, co-PO attainment
- we need to work on research projects for funding agency
- Internal complaint committee (ICC) need to be formed as per VISHAKA act

- List of students who can operate fire extinguisher kit should be maintained, Details of E-waste Generation etc.
- Quality of sewage water, water harvesting
- Number of MBA books need to be increased
- Carpet thickness should be increased in Day care.

3) Based on NAAC PEER team visit comment, the Discussion on transfer from transaction Audit to quality Audit. Now onwards to increase the quality in various activities from student Point of view and Departments wise, IQAC is going to change Audit Process from Transaction Audit to Quality Audit. For this process a lot of questionnaire is prepared to check the quality from the all templates given by IQAC. Quality-Audit Process will be shared to all Departments.

4) Discussion on Audit schedule: In previous semester IQAC did Monthly Audit for all the Monthly & semester wise files. But to improve the quality in Audit, Audit schedule is changed to Monthly Audit to Pre Audit, Mid Audit, Post Audit with different file along with additional files. Before in last semester IQAC conducted two hours Audit to each department. Now onwards IQAC Audit is going to conduct Audit whole day. In Audit IQAC is going to check the different files, DAB, visiting the laboratories records, Experiments, viva etc. Interaction with students about various activities & difficulties. Interactions with faculty etc.

5) Students feedback - 01: feedback schedule is Prepared by IQAC, and will share the schedule, links for online feedback. All the Heads of the Departments are requested to follow the schedule and collect the feedback and Prepare the analysis and action taken report AS soon as possible

Note:- The students who are having more than 50% of Attendance they should be have to Give feedback.

SNo	Name of the faculty	Designation	Signatures
1	P.S. Jadhav	Chairman	[Signature]
2	Dr. Rohit Kandakarla	Director	[Signature]
3	M. N. Narasimhan	IQAC coordinator	[Signature]
4	K. Syed	CEED	[Signature]
5	G. Nassimullah	H&S, IQAC coordinator	[Signature]
6	Kashinath Patil	IQAC coordinator	[Signature]
7	Dr. H.S. Wankhede	HOD, CSE	[Signature]
8	Thandapani	HOD-CE	[Signature]
9	P. Sanyuktha	HOD-EEE	[Signature]
10	Mahesh Reddy	mech - HOD	[Signature]
11	Srinivasaiah - Mammidala	IQAC coordinator - EEE	[Signature]
12	K. Uma Shankar	Head - Accreditation	[Signature]
13	Ashwini	IQAC-coordinator - CSE	[Signature]
14	Nijayashankar Reddy	IQAC - " - MBA	[Signature]
15	Dr. T.V.V. Prasad Kumar	EvonBrach	[Signature]
16	K. Kalpana	IQAC-coordinator	[Signature]

**COORDINATOR, IQAC**  
 KG Reddy College of Engineering & Technology  
 Chitkur (V), Moinabad (M),  
 Rangareddy Dist., Telangana

**CHAIRMAN, IQAC**  
 KG Reddy College of Engineering & Technology  
 Chitkur (V), Moinabad (M),  
 Rangareddy Dist., Telangana.

Date: 31/12/2019

Subject:- Meeting with all the members and coordinators of ISAC on 31/12/2019 at 11:00 am in board room.

### Agenda of Meeting:-

- 1) Review on last meeting.
- 2) End Semester - Audit Reports
- 3) International Conference.
- 4) Academic Review

### Discussions:-

- Based on the review on last meeting, students feedback-II, Academic Audit Reports, Academic Review these points are discussed.
- End semester Audit is conducted in all the Departments Based on the following Parameters.
- Academic calendar is available in all the Departments. but coming to the activities some of the departments are deviated from the plan. Some departments conducted more than Planned. Reports are shown in excel sheet.
- Guest lectures, Technical Seminars, Technical workshops Industrial visits and Industry Interactions are conducted through Academic calendar. Based on the MoU's Department's need to interact more Industry Interactions.
- Internal Examination & Evaluation is completed for Mid - I & II in all the Departments. Co attainment for Mid is completed. Asked the all the HOD's

To complete co attainments for External Examinat also After getting the Results.

⇒ Improvement in Placement, Higher Studies and Entrepreneurship details. Need to improve in all the departments.

⇒ Student enrollment Ratio, faculty cadre Proportion faculty qualification list is available in all the Departments. No visiting faculty is available in any Department. Director Sir and Principal Sir Given suggest to Heads of all the Departments to have atleast one visiting faculty.

⇒ for implementation of Innovative teaching learning Methods & other before submitting to Accreditation cell they have to verify by CEE CED Department.

⇒ Based on the Audit Reports No one Department is having consultancy with Industry. Principal Sir requests to HOD's to have consultancy with Industry.

⇒ Mentoring Reports are need to improve in all the Departments. Now onwards college management System is introduced for Mentoring process. All the mentors are requested to follow the CMS System.

⇒ Regarding Remedial classes, As asked the first year HOD, Mr. Ananthaiah share the details to Departments about Remedial classes.

⇒ Need to improve the Mechanism for difficult subject

- feedback I&I is completed. All the HOD's are requested to share the feedback reports to faculty members.
- For student self learning process, All the Heads are instructed to encourage the students to join in online courses & Internships, Training, etc.
- Based on the Audit Reports leave - OD information is available in all the Departments. But HOD's are requested to act the faculty regarding reports, and after submission only consider the OD. And also avoid the Duplication of Reports.
- To improve the attendance & late comers college gate will be closed by 9:30am. All the HOD's are instructed to monitor the students & faculty wearing the ID cards and formal dress. And also leaves are not recommended without prior intimation.
- Regarding Professional Body Membership, very few faculty are having membership. For this suggested to All HOD's Motivate the faculty for Individual and Department (Group) Memberships.
- Some of the students are completed Project Based Assignments. But All the Departments need to have Consolidated Reports, and also student Internship. All the Heads are requested to complete that work.
- Faculty Participation in FDP is very less, Need to improve this area.

⇒ Faculty & Library utilization in central library as well as in Departments. Need to improve. Research funding projects are submitted.

⇒ All the HOD's are requested to include the Alumni Interactions in DAB Meetings.

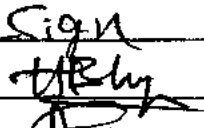



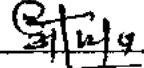

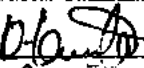


⇒ Based on Audit reports MOU's are available, Syllabus coverage, Student Achievements list is available in all the Departments.

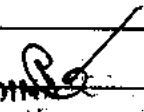
⇒ Regarding value added courses, certification courses All the heads are requested to conduct every semester wise.


⇒ Some of the faculty are completed and got certification from online courses (MOOC's) and few students participate in all the Departments and in inter institute events.

Signatures:-

S.No	Name of the faculty	Designation	Sign
01	R. S. Jahagirdar		
2	Rohit Kardaratta	Director	Rohit
3	Jareena Jansen	SWD Head.	Jareena
4	K. Uma Shankar	Accreditation head.	Uma
5	Trivedi Meevi	CE-HOD	
6	Dr. H. S. Wamechude	CSE HOD	
7	Dr. Anil Rakhonde	ECE HOD	Anil
8	Kashirathy Patil	Civil	
9	T. Venkata Ramana	MBA	

S.No	Name	Designation	Sign
10	Hemanta Ku. Bhuya	Professor	
11	Ashwini Gulhane	Asst. Prof	
12	Dr. Ananthaiah. J	Associate prof.	
13	K. Syed	Head-ceed	
14	M. N. Narasimh	IQC-coordinator	
15	Mahesh. R. Reddy	Head - WOD	
16	K. Kalpana	Mech - IQAC coordinator	
17	P. Ganjakhla	EEE - HOD	
18	Bilip Kumar Sahu	Dean-RED	

  
 CHAIRMAN, IQAC  
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 Sanga Reddy Dist., Telangana

  
 CHAIRMAN, IQAC  
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 Chilkur (V), Moinabad (M),  
 Sanga Reddy Dist., Telangana.



## Minutes of Meeting

Date :- 20/11/19

Subject :- Meeting with All the Members and coordinators of IQAC on 20/11/19 at 11:00 AM in board room.

### Agenda of Meeting :-

- 1) Review on last meeting
- 2) Students feedback-II
- 3) International Conference
- 4) FDP
- 5) NAAC DvV clarifications
- 6) Review on Academic audit Reports
- 7) Academic Review

Any other points with the permission of Chairman.

### Discussions :-

1) Based on the last Review of meeting, To Make Industry institute interaction and MoU's functional, Research board meeting is Planned.

2) Students feedback-II, online Google forms created and shared to HOD's and asked to take the feedback from students and Make Analysis and Action taken Report.

3) International conference is tentively planned on 2<sup>nd</sup> week of February. Parallel tracks like track-01 is (ECE, CSE, EEE) and Track-02 is Hard core branches (Mech & civil).

4) FDP is planned on 1<sup>st</sup> week of December (i.e. 2<sup>nd</sup> to 7<sup>th</sup>)

5) NAAC DvV Clarifications: Regarding this on 15<sup>th</sup> Nov we submitted the Documents & Documentation Part is done.

All the Heads are requested to Plan for co-PO attainments & PPT Presentations & Information Regarding Labs.

6) Till now ~~the~~ ~~com~~ PAAC completed four Audits in this Semester and one audit for the departments like CEED, R&D, SWD, Placement. Based on the Audit Reports the critical feed back on the following points.

1) Academic calendar

2) DAR

3) Department file system as per New templates

4) Department Alumni meetings

5) Innovative teaching learning methods

6) Late course Monitoring

7) Faculty Involvement in Audit

8) PBA

9) course file

10) Scheme of Evaluation

11) Industry Interaction

12) Mentoring

13) Check list for various activities such as workshops, seminars, Industrial visits, Guest lectures and standard operating procedure on dropbox.

14) Professional bodies CSE - CSP

Mech - SAE

EEE - IEEE

BCE - IETE

15) MOU's

16) certificate courses and value added courses (Syllabus, objectives, outcomes, Attendance, Schedule & Report)

17) library Utilization

18. Faculty weekly diary and weekly work load

19. Science fair

20. IQAC coordinators & Audit Experience

Faculty concluded with All Above Points Based on Academic Review.

21. New HR Policies has been discussed and implemented to improve the faculty Retention.

s.no	Name of the Member	Designation	Signature
1	R.S. Jahagirewar	Chairman	
2	M.N. Narasimh	IQAC-coordinator	
3	Maresh. Reddy	Associate Professor	
4	<del>Laxma Laxma</del>	Asst. Head SWD	
5	G. Narimulu	H&S-IQAC coordinator	
6	Dr. Ananthulu. J	Head - H&S	
7	Kashinath Patil	Civil-IQAC co-coordinator	
8	Suganakar. Mamedala	EEE-IQAC co-coordinator	
9	Dr. H.S. Wankhede	Head, CSE	
10	Thandilapati Q	Head, CB	
11	K. Uma shankar	Head, Accreditation	
12	Dr. V. SUNDARESAN	Head, MMS	
13	Sameera Afroz	MECH IQAC COORDINATOR	
14	P. Sanyuktha	HOD EEE	
15	P. USHA	ECE	
16	Ashwini	CSE	
17	Dr. Rakhonde	ECB	
18	K. Kalpana	Mech, IQAC coordinator	

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**CHAIRMAN IQAC**  
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 Ranga Reddy Dist., Telangana

## Minutes of Meeting

Date:- 31/10/2019.

Subject:- Meeting with All the Members & Coordinators of IQAC on 31/10/19 at 11:00 AM in board room

### Agenda of the Meeting:-

- 1) Review on the last meeting
  - 2) Feedback
    - a) feed back - 01 - for first year
    - b) Analysis of Action taken Report for core Dept.
  - 3) Student Satisfaction Survey (SSS) - NAAC.
  - 4) Academic Review
    - a) Syllabus coverage b) PBA
    - c) Implementation of Innovative teaching Method
    - d) Review on department file systems
    - e) Academic Projects.
  - 5) Industry Meet
  - 6) Research board Meeting
  - 7) Department alumni Interaction
  - 8) Review on Co-PO-PSO Mappings & Attainment.
- Any other point with the permission of chairman.

### Discussion :-

- 1) Based on the Review of last Meeting Audit Reports, feedback, IQAC initiatives, SWOC Analysis, these are the points discussed
- 2) feedback - 01 - for first year ; tasks, creations & collection of feedback is done. Preparation of Analysis of Action taken Reports are asked to Mr. Ananthasah, HOD, HSP.
- (b) Similarly Action taken Reports are prepared for core

Departments. And All the heads are requested to submit original copies to central documents coordinator

3) Principal Sir asked the HOD's to supervise the students about student satisfaction survey and Requested to create the awareness among the students about feedback.

4) Academic Review :-

a) university is extended Academic calendar by one week due to RTI strike. So that more focus is needed to complete syllabus. Principal Sir asked the HOD's to submit status of syllabus coverage & Attendance Reports by today Evening.

b) As per the discussions on PBA, Abstracts and Prototypes Received. & It should be completed by end of this semester

c) Principal Sir is asked the HOD's, continuous Monitoring is Requested for Implementation of Innovative teaching methods & department file systems, Academic Projects, etc.

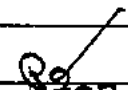
5) Reporting the Industry Meet. All the Industries with whom the Institution is tied up.

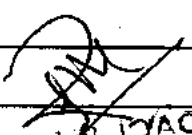
6) Research board Meeting is planned to conduct in the Month of November 2019.

7) DSEP - All the heads are asked to Strengthen Department-Alumni Interaction & also Co-PO-PSO Mapping & Attainment

8) All the heads are asked to prepare the presentations about their respective departments, in such a way, the points which are covered in the institution presentations should not cover in the departments.

S.No.	Name	Designation	Signature
1	R.S. Jeyarejendar	Principal/Chairman	[Signature]
2	M.N. Narsimh	IQAC Coordinator	[Signature]
3	K. Syed	Head - CEED	[Signature]
4	Maheesh Reddy	HOD - Mech	[Signature]
5	Thangavelu K	HOD - CE	[Signature]
6	Varuna Varma	HOD - SWD	[Signature]
7	Dr. Ananth T	HOD - HAC	[Signature]
8	K. Uma Shankar	Head - Accreditation	[Signature]
9	Samira Afroz	IQAC Coordinator	[Signature]
10	Dr. Sukanya	HOD - MBA	[Signature]
11	DR V. SUNDARESAN	Ag/ MOD	[Signature]
12	Dr. H.S. Wankhede	HOD - CSE	[Signature]
13	P. Sanyuktha	HOD - EEE	[Signature]
14	K. Kalpana	MECH - IQAC Coordinator	[Signature]
15	Dr. Purni Kothareddy	HOD - ECE	[Signature]
16	Dr. Anil Rakhonde	Professor, ECE	[Signature]
17	Bavusahel Ruk	ECE	[Signature]

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

## Meeting Notice

Date: 17/09/2019

Subject :- Meeting with All the HOD's and IQAC coordinators on 17/09/19 at 11.00am in board room

Agenda of meeting :-

- 1) Review on last meeting
- 2) Students feedback - 1
- 3) Strength, weakness, opportunities & challenges (SWOC) based on NAAC peer team report.
- 4) IQAC Initiatives
- 5) Review on Academic Audit reports

Discussions :-

- 1) Based on Review on last meeting already two Audits completed with new templates and remaining seven core departments like (SWD, CEED, RSD - - etc) templates creation completed and will send to all the departments.
- 2) Students feedback - 01 is completed (Google forms consisting with 34 Questions) feedback structure will Give 9 categories like learning, enthusiasm, org, group interaction, Individual Report, Extensiveness, Examination Assignments, overall, etc.
- 3) All the feedback responses showned to All the HOD's and also explained about feedback Analysis System All Heads are requested to encourage students to Participate in the IT feedback system, & more speed Sir Given Suggestion to collect the feedback from the staff those who are having 70% attendance.

4) SWAC Analysis Report Given by NAAC team is showned to All the members. Especially weakness & opportunity appreciated Admission team for Quality Improvement & Awareness Creation (Mock RANCF, B-CET).

TOAC Initiatives:

5) Discussion based on bridge courses, financial assistance, Industry Interaction cell & Industry Innovative course - Alumni contribution (Department Alumni) - etc. All heads are requested call & conduct the Alumni & also try to get Report for that.

6) R&D is strengthen based on contribution Given by Principal sir Dr. Ramachandra Jahagirdhar & Dr. Dileep Kumar Sahu

7) Finally Academic Audit is completed based on new templates. The following are observations & also requested All heads to follow & strengthen Dept file system, DAB, MOU's, Dept Alumni, Academic calendar, PBA, CRT - etc, Mentoring, Box Membership, visiting faculty, late comers Action taken

S.No NAME OF THE PERSON

8) Head are requested to update the department file system AS Per the new templates.

9) DAB AS to be updated as Per Department meeting discussion once in 15 days. DAB should include Action taken also.

10) Departments are deviating from their Academic calendar And hence HOD's are suggested to follow the Academic



calendar which is Prepared by their own departments.

- 1) Department Alumni has to be strengthened by inviting Alumni for seminars, Guest lectures & workshops. And Department should conduct at least two meetings with Department alumni in semester.
- 2) Advised the Heads of all the Departments to make the Professional bodies functionally.  
Civil , Mech - SAE , EEE - IEEE ,  
ECE - IETE , CSE - CSI
- 3) Heads are requested to focus on Project Based Assignments which Provides Practical Knowledge to the students.
- 4) Heads are requested to encourage the faculty to visit Industry for interaction.
- 5) All existing and new MOU's of various departments should be functional.
- 6) <sup>For</sup> CRT, Technical training, certificate & value added courses for the courses Syllabus, objectives, outcome, Attendance Schedule and reports must be maintain.
- 7) Mentoring should happens continuously and Heads are Requested to Plan the action to address the situations.
- 8) Heads are requested to have BOS Membership at least for couple of faculty members in the department.
- 9) Heads are requested to maintain faculty from industry as visiting faculty in the Department.
- 10) Implementation of Innovative teaching methods is to be Improved in the class room which makes classroom more interactive.
- 11) It is decided to capture the video lectures on every unit for 15 to 20 min and update the same in youtube by creating the channels.

17/09/2019  
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List of members attended for meeting

S. No	Name	Designation	Signature
1	R S Jagannathan		
2	M. N. Narasimha	IQAC Coordinator	
3	Dr. H. S. Nankhede	HOD, CSE	
4	Maheesh R. Reddy	HOD, Mech	
5	Farheenah Sameer	HOD - SNO	
6	G. Narasimulu	H&S - IQAC Coordinator	
7	Thangaraj K.	CE - HOD	
8	Kashinath Patil	Civil - IQAC Coordinator	
9	Dr. Biniva Sarav Tunti	Head of IIT HOD	
10	Dr. M. Sukanya	HOD - MBA	
11	Bavusabes B. B.	ECE - IQAC Coordinator	
12	Dr. T. V. V. Ravan Kumar	EEE & CSE	
13	K. Syed	EEE, CEED	
14	Sugamakar Mamidala	EEE, IQAC Coordinator	
15	P. Samyuktha	HOD, EEE	
16	K. Kalpana	MECH - IQAC Coordinator	
17	Ashwini Gulbone	CSE - IQAC Coordinator	
18	Dr. Ram Khrigoo	ECE - HOD	
19	Dr. Anil Rakhale	Prof. & Admin of.	
20	B. Ravi Kumar Reddy	Admin	
21	D. Vinay Kumar	Alumni - Member	
22	Kashritha Gengati	President - Student Council	
23	S. Nikitha	Technical Secretary	
24	Mohammed Afith	General Secretary	

COORDINATOR, IQAC  
K S Reddy College of Engineering & Technology  
Chikkur (V), Malajabad (M),  
Range

CHAIRMAN, IC  
K S Reddy College of Engineering & Technology  
Chikkur (V), Malajabad (M),  
Range Reddy Dist. Telangana

## Meeting Notice

Date:- 27/08/2019

Subject:- Meeting of IQAC scheduled on 27/08/19 at IQAC cell.

### Agenda of Meeting

- 1) Academic Audit
- 2) Audit Schedule for the Remaining Department
- 3) feedback
- 4) Templates Creation
- 5) Inputs / suggestions to improve the templates

⇒ All the coordinators are requested to attend the meeting every Tuesday 12:00 PM. Each and every IQAC Member congratulated for getting Good experience on the Audit.

⇒ Every IQAC coordinators requested asked to submit Individual time table. So it will be easy to schedule for the next Audit. Ashwini mam will collect the Individual time table.

⇒ All the coordinators have to complete feedback link immediately (Google form creation). Clear instructions also given to coordinators. ECE, Mech, MBA done CSE, EEE, Civil, H&S have to complete before 1:00 PM by tomorrow.

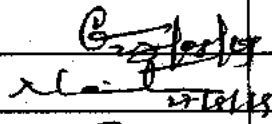
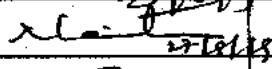

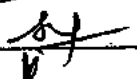

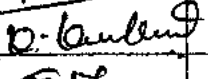


⇒ IQAC Meeting on Friday with Principal & HOD. Every IQAC coordinator should attend the meeting.


Work Allotment:-

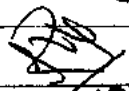
⇒ Templates creation for other Departments like  
CEED, Exam branch etc - Bavusahel

Circulars - Nassimhulu &

Suggestion & Inputs & clarifications - Kalpana

<u>S.No</u>	<u>NAME</u>	<u>DEPARTMENT/DESIGNATION</u>	<u>SIGNATURE</u>
1	M.N. Nagesh	IQAC Coordinator	
2	G. Nassimhulu	HQS	
3	Ashwini Gulhane	CSE	
4	Sugumakar Mamidala	EEE	
5	Sameera Ajeek	MBA	
6	Kalpana.K	Mech	
7	Kashinath Patil	Civil	
8	Bavusahel B.e	ECE	

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

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

## Meeting Notice

Date: 13/8/19

Subject: Meeting of IQAC scheduled on 13/8/19 at IQAC cell.

Agenda of meeting:

- 1) Review on department file system.
- 2) Arranging the documents as per the file names.
- 3) IQAC audit report.
- 4) Creating google forms.
- 5)

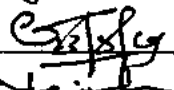

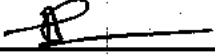
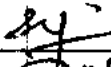

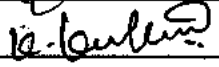
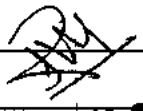
⇒ IQAC members reviewed the file system in dept. as per the discussion in the last meeting. They check also whether it is in proper sequence or not.


IQAC members have to check whether it is arrange according to file names.

⇒ We discussed about a list of documents which we are going to audit in departments.

⇒ feedback mechanism should be done by IQAC. IQAC members have to create google form for each dept within 2 days.

⇒ All the department have to reshuffle all the data upto 23/8/19 as per the new file system.

s.no	Name	Designation/Dept.	sign.
1)	M. N. Narayana	IQAC-coordinator	
2)	G. Narasimulu	IQAC coordinator, H&S	
3)	Ashwini G.	CSE	
4)	Sugunabhar Mamplak	EEE	
5)	Kaashinath Patil	COE/I	
6)	Kalpana K	Mech	
7)			

  
 COOF  
 KG Reddy College of Engg. & Technology  
 Chilkur (V), Moinabad (M),  
 Rang Reddy Dist., Telangana

**CHAIRMAN, IQAC**  
 KG Reddy College of Engineering & Technology  
 Chilkur (V), Moinabad (M),  
 Rang Reddy Dist., Telangana.

## Meeting Notice

Date: 06/08/2019

Subject: Meeting of IQAC Scheduled on 6/8/19 at IQAC cell

### Agenda of Meeting:-

- 1) Department file system templates
- 2) Existing files & Requirements
- 3) IQAC Audit Schedule
- 4) file system template cells  
RSD, CEED, SWD, Placements & training etc
- 5) feedback Mechanism
- 6) IQAC composition (or) formation

⇒ Before going to Audit every IQAC member should have knowledge about Department file systems. By consideration of Previous meeting suggestions template will be shared to every member (total 30 templates)

⇒ Proper file systems are created with NIRA Metric & Parameters. and here intention is checking & Giving Audit Report.

⇒ Rohit Sir suggested Drop box System and also Paste the labels on files. collection of files from the Departments, and we should keep labels (file names) (or) stickers on files. By Friday itself have to collect the files from Departments.

⇒ After finishing the Dept file systems and immediately have to create templates for RSD, CED, SWD, ... etc.

⇒ feedback mechanism should be done by IQAC cell only

⇒ Based on Audit Report again we have to meet Head of the Departments and students based on Report

⇒ Every IQAC member have to play bigger Role in IQAC Regarding how better can we make the things.

<u>S.No</u>	<u>NAME</u>	<u>Designation</u>	<u>sign</u>
1	K. Rohit	Director	Rohit
2	M.M. Narasara	<del>Head</del> IQAC-coordinator	
3	K. Kalpana	Mech	
4	G. Narasimulu	H&S	
5	Sugraker Manidala	EEE	
6	Ashwini	CSE	
7	Vikram ingi Bunsalal	ECE	
8	Sameera Afrose	MDA	

**COOK**  
 KG Reddy College of Engg & Technology  
 Chilkur (V), Molnabad (M),  
 Ranga Reddy Dist., Telangana

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



IQAC Meeting held on 28/19 at 10:30 am  
in board room in the presence of IQAC  
Chairman Dr. R.S. Jahagirdar

### Agenda of the meeting

1. Decentralized file system presentation
2. Template Modification & suggestions
3. Student feedback forms

- The document templates are <sup>presented</sup> shown <sup>to</sup> and <sup>to</sup> all HOD's are asked for suggestions for the templates
- All the document formats are needed according to the NBA Criteria and the matrices.
- All the files are shared with HOD's and asked for
- The student feed back to taken twice in the semester and feedback should be taken accordingly with one for one subject.
- Student feedback should be analysed and the action taken report should be prepared by the HOD's

Members Attended.

S.No.	Name of the Faculty	Designation	Sign
1.	Dr. R.S. Jagtap	Chairman IQAC	[Signature]
2.	M.N. Nataraj	Coordinator IQAC	[Signature]
3.	Dilip Kumar Sahu	Member	[Signature]
4.	Dr. Raim Khatke	HOD-EEE	[Signature]
5.	Dr. Anil N. Lakshonde	Professor, ECE	Anil
6.	Mahesh Reddy	HOD - Mech	[Signature]
7.	P. Sanyuktha	HOD - EEE	[Signature]
8.	K. Kalpana	MECH, IQAC coordinator	[Signature]
9.	K. Syed	EEE, Head-Head	[Signature]
10.	K. Issa Shantak	CSE, coordinator, NAAC	[Signature]
11.	Dr. M. Sukanaga	Associate Prof, HOD-MBA	[Signature]
12.	Bavusahel B. R.	IQAC - ECE	[Signature]

~~COORDINATOR~~  
 IQAC  
 K.R. Reddy College of Engineering & Technology  
 Chilkur (V), Nalgonda (M),  
 Rangas Reddy Dist., Telangana

[Signature]  
 CHAIRMAN, IQAC  
 K.R. Reddy College of Engineering & Techno  
 Chilkur (V), Nalgonda (M)  
 Rangas Reddy Dist., Telangana