



# Dr. K.V. SUBBA REDDY INSTITUTE OF TECHNOLOGY

Dupadu Village, NH-44, Lakshmipuram (Post), Kurnool, AP-518218.

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu, ISO 9001: 2008 Certified Institution)

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# AY 2015-16



# Dr. K.V. SUBBA REDDY INSTITUTE OF TECHNOLOGY

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## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

CIR.No.DRKVSRIT/IQAC/2015-2016/1

Date: 03/08/2015

This is to inform the members of IQAC that the first IQAC meeting for the AY 2015-2016 is going to be held on 10/08/2015 at 11:00 AM in the Principal's chamber. All the members are requested to attend the meeting to discuss on the following agenda.

#### Agenda:

1. To discuss on Plans of the Institution for the current Academic Year 2015-16
2. To discuss on participation of the stakeholders for the academic growth and development of the Institution.
3. To discuss the need of Lab & Library requirements
4. Extended Committees for wide range engagement of faculty and administrative staff to ensure effective performance.
5. Introduction of Computer Course Training for Lab staff of all branches.
6. To analyze Student Academic Performance
7. To discuss the proposal for Training and Placement Activities for the current AY
8. To discuss on the Participation of students in Curricular and Co-Curricular Activities.
9. To discuss on budget proposals for the AY 2015-16
10. To discuss on Mentoring System
11. To discuss on analysis of Academic Results
12. To discuss on updating labs and lab requirements for various depts.
13. To discuss about organising seminars and conferences.
14. To finalize the Academic Schedule for the current Academic Year 2015-16

  
Coordinator IQAC

Co ordinator  
Internal Quality Assurance Cell  
Dr. K.V. Subba Reddy Institute of Technology  
Kurnool A.P. 518 218.

  
Chairman IQAC

PRINCIPAL  
Dr. K.V. Subba Reddy Inst. of Tech.  
Dupadu (V), N.H-44, Kurnool-518 218.

Copy to 1.Management Representative 2.Industrial Experts 3.Member from local society  
4.Members from Stakeholders 5.Members of Alumni 6.All dept. HOD's



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## COMMITTEE FOR THE AY 2015-16

IQAC Committee for the Academic Year 2015-16:

S.No	Name	Designation	Role
1.	Dr. L. Thimmaiah	Principal	Chairman
2.	Miss. K. Lahari	Member	Management Representative
3.	Mr. K. Kishore Kumar	Asst. Professor, ECE	Coordinator
4.	Mr. S. Sudheer	Asst. Professor, CE	Member Secretary
5.	Mr. Ananda Ramababu G	Asst. Professor ,H&S	Member
6.	Dr. M .L. Narasimhulu	Professor, CE	Member
7.	Mr. M. Madhusudan Reddy	HoD, EEE	Member
8.	Dr. C. Muhammad Gulzar	HoD, CSE	Member
9.	Dr. R. Prabhakar	HoD, ECE	Member
10.	J. Kanna Kumar	HoD, ME	Member
11.	Dr. M. M. Sucharitha	HoD, MBA	Member
12.	Mr. Y. Karunakar	Siemens PLM Software Bangalore	Member from Industry
13.	Mr. G. Sudhakar	Gram Panchayath Member, Dupadu	Member from Local Society
14.	M. Ramprasad Reddy	Parent	Member from Stakeholders
15.	Mr. SMP Naimul Nawaz	Alumni, CSE	Alumni Member
16.	Mr. G. Bhaskar	3rd Year, ECE	Student Member







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## MINUTES OF THE MEETINGS

**Minutes of the 1st IQAC meeting held on 10th Aug 2015 at 11 AM**

### Agenda:

1. To discuss the performance of the faculty with respect to classes.
2. To create awareness and motivate students to register for advanced technical courses from the interested students.
3. In order to enhance students digital & Soft skills by offering various world class technical programs.
4. To apprise the House about the status of Institute-Industry Collaborations.
5. To discuss on Academic and Administrative Audits.
6. To review the events conducted by Professional Society Chapters/Student Clubs, seminars during the last academic year.
7. To discuss on Reinforcement of Attendance Monitoring System.
8. To discuss on organising Academic & Non Academic activities.
9. To discuss on Mentoring System
10. To discuss on analysis of Academic Results
11. To discuss on maintenance of Infrastructure
12. To discuss on budget proposals for new labs and lab requirements for various depts.
13. To discuss about organising seminars and conferences.
14. To finalize the Academic Schedule for the current Academic Year 2015-16

### Resolutions:

1. The action taken/compliance report of previous meeting was discussed and accepted after the review.
2. Academic and Administrative Audits: It was decided that an academic and administrative audit shall be conducted in the College by appointing external auditors to be led by management representative Ms. K. Lahari. The format of the audit would be decided by the auditors themselves.
3. Committee has appreciated Dr.Nagaraja Rao (Prof.ECE) for organising and making the NCRIT-15 First National Level Conference a huge success, dated 25/04/2015 and also encouraged other depts. to organise such similar conferences pertaining to their branches.
4. Mr.K.Kishore Kumar has presented the report of tasks completed by IQAC during the last academic year. The key features are as follows.
  - a. Details of Training & Placements
  - b. Matters pertaining to Academic Results.



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- c. Details of construction of New Facilities & Infrastructure in the college premises.
5. Reinforcement of Attendance Monitoring System: In order to reinforce attendance monitoring system, it was decided that an email would be sent to the parents, sharing attendance of the students for each month, in addition to the letters being sent. Further students with attendance less than 60% would be required to appear in person before Internal Department Committee prior to issuing of their admit cards. It was also resolved to link attendance with eligibility to participate in extra-curricular activities and value added courses.
6. Committee has discussed the implementation of Self Learning System among students by introducing programs like MOOCS, CS, SWAYAM, UDEMY, UDACITY, NPTEL etc.
7. KITES Event & Extra Curricular Activities: The College is carrying out various Academic & Non Academic Initiatives in the form of projects, events, training and consultancy and research programs. In lieu of this committee has advised MBA dept to organise the KITES event.
8. Mentoring Scheme for the Students: The details of the mentoring system along with all the formats are presented before the committee. The committee has reviewed and analysed the efficacy of the mentoring system. The Committee suggested that the mentors should implement the system to its true spirit to achieve better results.
9. Committee finalised upon the requirement to update the Data Analytical Lab for MBA dept.
10. Committee has decided to install the Numerical Controlled Machines Lab for the ME dept.as per the JNTU's new regulation R15.
11. Analysis of Academic Results: It was suggested that the College Academic Committee analyse the Academic results of the Courses for identification of Strengths, Weaknesses highlighting areas of improvement.

Coordinator IQAC

(Mr. K. Kishore Kumar)

Co ordinator

Internal Quality Assurance Cell  
Dr. K.V. Subba Reddy Institute of Technology  
Kurnool A.P. 518 218.

Chairman IQAC

(Dr. L. Thimmaiah)

PRINCIPAL

Dr. K.V. Subba Reddy Inst. of Techn.  
Dupadu (V), N.H-44, Kurnool-518 218.





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## ATTENDANCE SHEET

Attendance of the 1st IQAC meeting held on 10th Aug 2015 at 11 AM.

S.No	Name	Designation	Role	Signature
1.	Dr. L. Thimmaiah	Principal	Chairman	
2.	Miss. K. Lahari	Member	Management Representative	
3.	Mr. K. Kishore Kumar	Asst. Professor, ECE	Coordinator	
4.	Mr. S. Sudheer	Asst. Professor, CE	Member Secretary	
5.	Mr. Ananda Ramababu G	Asst. Professor, H&S	Member	
6.	Dr. M. L. Narasimhulu	Professor, CE	Member	
7.	Mr. M. Madhusudan Reddy	HoD, EEE	Member	
8.	Dr. C. Muhammad Gulzar	HoD, CSE	Member	
9.	Dr. R. Prabhakar	HoD, ECE	Member	
10.	J. Kanna Kumar	HoD, ME	Member	
11.	Dr. M. M. Sucharitha	HoD, MBA	Member	
12.	Mr. Y. Karunakar	Siemens PLM Software Bangalore	Member from Industry	
13.	Mr. G. Sudhakar	Gram Panchayath Member, Dupadu	Member from Local Society	
14.	M. Ramprasad Reddy	Parent	Member from Stakeholders	
15.	Mr. SMP Naimul Nawaz	Alumni, CSE	Alumni Member	
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## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

CIR.No.DRKVSRIT/IQAC/2015-2016/2

Date: 04/01/2016

This is to inform the members of IQAC that the second IQAC meeting for the AY 2015-2016 is going to be held on 11/01/2016 at 03:00 PM in the Principal's chamber. All the members are requested to attend the meeting to discuss on the following agenda.

#### Agenda:

1. To discuss the performance of the faculty with respect to classes.
2. To create awareness and motivate students to register for advanced technical courses from the interested students.
3. To discuss on applying JNTU ratification for the existing and new staff.
4. In order to enhance students digital & Soft skills by offering various world class technical programs.
5. To apprise the House about the status of Institute-Industry Collaborations.
6. To discuss on Academic and Administrative Audits.
7. To review the events conducted by Professional Society Chapters/Student Clubs, seminars during the last academic year.
8. To discuss on Reinforcement of Attendance Monitoring System.
9. To discuss on Research Initiatives
10. To discuss on Mentoring System
11. To discuss on analysis of Academic Results
12. To discuss on maintenance of Infrastructure
13. To discuss on budget proposals
14. To finalize the internals and externals lab Schedule for the current AY 2015-16

  
Coordinator IQAC  
Co ordinator

Internal Quality Assurance Cell  
Dr. K.V. Subba Reddy Institute of Technology  
Kurnool A.P. 518 218.

  
Chairman IQAC

PRINCIPAL  
Dr. K.V. Subba Reddy Inst. of Tech.  
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Copy to 1.Management Representative 2.Industrial Experts 3.Member from local society  
4.Members from Stakeholders 5.Members of Alumni 6.All dept. HOD's



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2.	Miss. K. Lahari	Member	Management Representative
3.	Mr. K. Kishore Kumar	Asst. Professor, ECE	Coordinator
4.	Mr. S. Sudheer	Asst. Professor, CE	Member Secretary
5.	Mr. Ananda Ramababu G	Asst. Professor, H&S	Member
6.	Dr. M .L. Narasimhulu	Professor, CE	Member
7.	Mr. M. Madhusudan Reddy	HoD, EEE	Member
8.	Dr. C. Muhammad Gulzar	HoD, CSE	Member
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## MINUTES OF THE MEETINGS

### Minutes of the 2nd IQAC meeting held on 11th Jan 2016 at 3 PM

#### Agenda:

1. To discuss the performance of the faculty with respect to classes.
2. To create awareness and motivate students to register for advanced technical courses from the interested students.
3. To discuss on applying JNTU ratification for the existing and new staff.
4. In order to enhance students digital & Soft skills by offering various world class technical programs.
5. To apprise the House about the status of Institute-Industry Collaborations.
6. To discuss on Academic and Administrative Audits.
7. To review the events conducted by Professional Society Chapters/Student Clubs, seminars during the last academic year.
8. To discuss on Reinforcement of Attendance Monitoring System.
9. To discuss on Research Initiatives
10. To discuss on Mentoring System
11. To discuss on analysis of Academic Results
12. To discuss on maintenance of Infrastructure
13. To discuss on budget proposals
14. To finalize the internals and externals lab Schedule for the current AY2015-16

#### Resolutions:

1. The action taken/compliance report of previous meeting was discussed and accepted after the review.
2. Academic and Administrative Audits: It was decided that an academic and administrative audit shall be conducted in the College by appointing external auditors to be led by management representative Ms. K. Lahari. The format of the audit would be decided by the auditors themselves.
3. Committee has decided to file the Teaching Staff Ratification Application with the JNTU Anantapur.
4. Mr.K.Kishore Kumar has presented the report of tasks completed by IQAC during the last academic year. The key features are as follows.
  - Details of Training & Placements
  - Matters pertaining to Academic Results.



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- Details of construction of New Facilities & Infrastructure in the college premises.
- 5. Reinforcement of Attendance Monitoring System: In order to reinforce attendance monitoring system, it was decided that an email would be sent to the parents, sharing attendance of the students for each month, in addition to the letters being sent. Further students with attendance less than 60% would be required to appear in person before Internal Department Committee prior to issuing of their admit cards. It was also resolved to link attendance with eligibility to participate in extra-curricular activities and value added courses.
- 6. Committee has discussed the implementation of Self Learning System among students by introducing and also finalised to organise in house soft skills & communication skills training for all the final year students.
- 7. Best Practices: The College is carrying out Academic Initiatives in the form of projects, training and consultancy and research programs. Also, the College is undertaking Faculty Development Programmes on regular basis for upgrading teaching and research skills of faculty.
- 8. Mentoring Scheme for the Students: The details of the mentoring system along with all the formats are presented before the committee. The committee has reviewed and analysed the efficacy of the mentoring system. The Committee suggested that the mentors should implement the system to its true spirit to achieve better results.
- 9. Analysis of Academic Results: It was suggested that the College Academic Committee analyse the Academic results of the Courses for identification of Strengths, Weaknesses highlighting areas of improvement.
- 10. Maintenance of Infrastructure: Several steps have been initiated in the infrastructure domain to address maintenance and upgrade of the same. The Committee suggested renovation of HoD's chambers, staff rooms, seminar Hall and corridor.

Coordinator IQAC

(Mr. K. Kishore Kumar)

Coordinator

Internal Quality Assurance Cell  
Dr. K.V. Subba Reddy Institute of Technology  
Kurnool A.P. 518 218.

  
Chairman IQAC

(Dr. L. Thimmaiah)

PRINCIPAL

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1.	Dr. L. Thimmaiah	Principal	Chairman	
2.	Miss. K. Lahari	Member	Management Representative	
3.	Mr. K. Kishore Kumar	Asst. Professor, ECE	Coordinator	
4.	Mr. S. Sudheer	Asst. Professor, CE	Member Secretary	
5.	Mr. Ananda Ramababu G	Asst. Professor, H&S	Member	
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