



**KAKINADA INSTITUTE OF TECHNOLOGY AND SCIENCE
(AUTONOMOUS)**

Tirupathi (V), Divili, Peddapuram Mandal, East Godavari District, Pin: 533433
Approved by AICTE, New Delhi, Affiliated to JNTUK, Kakinada
Accredited by **NAAC** with **A Grade**

Date: 22.12.2023

Circular

All the IQAC Committee members are hereby informed that a meeting will be convened on 24-12-2023 at 11.30 am in the Principal's chamber to discuss the following agenda

1. Conferment of Autonomous Status to the Institution by UGC.
2. Review about AQAR
3. Review of syllabus coverage
4. Conduct of FDPs
5. Review of pass percentage
6. Review on attendance, mid marks and counseling the students
7. Review of faculty development program
8. Discussion of MOUs with Industries and Institutes
9. Confirmation of Autonomy to KITS-Divili by UGC
10. Any other point with the permission of the chair

All the member are requested to attend the meeting positively.


IQAC Coordinator

To

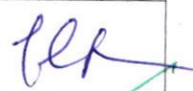



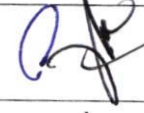

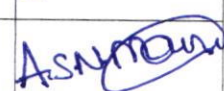
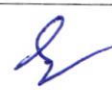
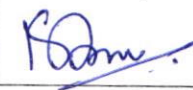
Chairman for information.

Chairperson of the committee for information.

All HODs to intimate the concerned members to attend the meeting.

All members in the committee with instructions to attend the meeting

Members present

S. No	Name	Designation	Signature
1	Dr. E. Sarwa Rameswarudu	Professor	
2	Sri N. Jenni Babu	Administrative Officer	
3	Dr. Ch. V. Subbarao	IQAC Coordinator	
4	Sri B. Veerandra	HOD-CSE	
5	Sri G. Varaprasada Rao	HOD-AGR	
6	Sri E. Atcha Rao	HOD-ECE	
7	Sri A. S. N. Manikanta	HOD-Civil	
8	Sri N. Shyam Babu	HOD-Mechanical	
9	Sri P.N. Kumar Reddy	HOD-H&S	

MINUTES OF MEETING

The IQAC review meeting is held on 24-12-2023 at 11.30 AM at Principal's chamber.

The following points were discussed.

1. The UGC, New Delhi has accorded confinement of autonomous status to the college. The orders are issued in the month of November-2024 for the period of 10 years w. e. f. the academic year 2024-25. The committee congratulated all the teaching and non teaching staff for their constant efforts shown. It is really appreciated the team work done by all the staff members and management.
2. The committee has taken the feedback of previous meeting agenda and expressed satisfaction.
3. The Committee reviewed the both Qualitative and Quantitative metrics and advised modification in Institutional Best Practices.
4. The Committee collected the syllabus coverage from all the heads and analyzed the report and suggested to completing the syllabus one week before the commencement of mid examinations.
5. The committee decided to conduct FDP for enhancing performance.
6. The committee reviewed the admissions in UG and PG courses for the AY 2023-2024.
7. The committee suggested to follow the academic regulations for attendance, mid marks and counseling the students.
8. The committee reviewed the MoU with industries and institutes. The Committee suggested to conduct industrial visits every semester.
9. To constantly strive towards modernization and excellence in infrastructure.


IQAC Coordinator

To
All members
Chairperson of the committee
Chairman for information



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No. IQAC meeting/2/23-24,

Date: 09.02.2024

Circular

All the IQAC Committee members are hereby informed that a meeting will be convened on 13-02-2024 at 11.30 am in the Principal's chamber to discuss the following agenda

1. Review about AQAR
2. Review of syllabus coverage
3. Conduct of FDPs
4. Review of pass percentage
5. Review on attendance, mid marks and counseling the students
6. Review of faculty development program
7. Discussion of MOUs with Industries and Institutes
8. Any other point with the permission of the chair

All the member are requested to attend the meeting positively.

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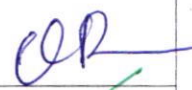
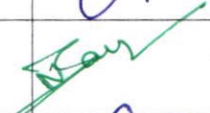


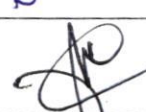
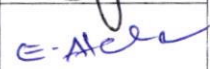
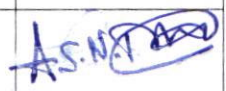


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All members in the committee with instructions to attend the meeting

Members present

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9	Sri P.N. Kumar Reddy	HOD-H&S	

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- Action taken report on Previous meeting held on 24.12.2023

- The number of faculty who attended the faculty development program are 3. The committee suggested to encourage more staff members for attending the faculty development program. In view of the New education policy (NEP), the committee also suggested to attend inter-departmental faculty development programs. The committee also suggested to prepare a proposal to conduct a FDP Program at the institute level.
- The no of faculty pursuing Ph.D are 4 and international book publications are 6. The committee expressed satisfaction on the book publication and suggested to improve the Ph.D registrations by encouraging more staff members to register for their Ph.D. The committee also suggested the need to improve the quality publications in high impact factor journals.
- Campus recruitment training was conducted and around 40 final year students attended the training program to improve their coding and quantitative skills. The committee suggested to improve the no of students attending the campus recruitment program. The committee also suggested to send request letters to different core companies for visiting the campus for recruitment.
- One student from Computer Science and Engineering got selection for participating the JNTU-K coaching camp on Kho-Kho and for subsequent selection at the South Zone inter-university championships. The committee congratulated the student and the physical director and suggested to encourage for active participation of the students in extracurricular activities.
- Four of the existing MOUS are completing their contract period. The committee advised to renew the contract period and also suggested to add to MOUS by interacting with institutions/ industries of repute for up gradation of skill set of students as well as faculty.



MINUTES OF MEETING

The IQAC review meeting is held on 13-02-2024 at 11.30 AM at Principal's chamber. The following agenda was discussed.

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2. The Committee reviewed the both Qualitative and Quantitative metrics and advised modification in Institutional Best Practices.
3. The Committee collected the syllabus coverage from all the heads and analyzed the report and suggested to completing the syllabus one week before the commencement of mid examinations.
4. The committee decided to conduct FDP for enhancing performance.
5. The committee reviewed the admissions in UG and PG courses for the AY 2023-2024.
6. The committee suggested to follow the academic regulations for attendance, mid marks and counseling the students.
7. The committee reviewed the MoU with industries and institutes. The Committee suggested to conduct industrial visits every semester.
8. To constantly strive towards modernization and excellence in infrastructure.


IQAC Coordinator

To
All members
Chairperson of the committee
Chairman for information



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No. IQAC meeting/3/23-24

Date: 11.03.2024

Circular

All the IQAC Committee members are hereby informed that a meeting will be convened on 15-03-2024 at 11.30 am in the Principal's chamber to discuss the following agenda

1. Review about AQAR
2. Review of syllabus coverage
3. Conduct of FDPs
4. Review of pass percentage
5. Review on attendance, mid marks and counseling the students
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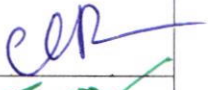
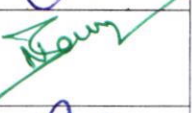
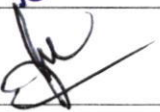
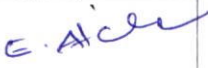
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7	Sri A. S. N. Manikanta 73	HOD-Civil	
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9	Sri P.N. Kumar Reddy	HOD-H&S	

Action taken report on meeting of IQAC held on 13-02-2024

The institute has achieved Autonomous status. The committee congratulated all the staff members for this achievement and suggested to add the following expert members in the BOS of each department.

- One Academician
- One Researcher
- One Industry personal
- One affiliating university Nominee.

The head of the department will be the chairmen of BOS and looks after the preparation of the syllabus and credits in consultation with the BOS members.

The AQAR report is to be prepared for submission to AICTE. The committee suggested to collect data in the following areas for preparing the report.

- Academic achievements of staff and students
- Faculty participating in development programs
- Faculty publications and conferences
- Guest-lectures
- Funded projects
- On-line certification program attended by staff and students.
- Faculty as resource person
- Students participation in extra-curricular and co-curricular activities.
- MOUS with industries and academia.

The number of companies shown interest to visit the campus is 16. The committee suggested to improve the placements by providing training support to the students.

MINUTES OF MEETING

The IQAC review meeting is held on 15-03-2024 at 11.30 AM at Principal's chamber. The following agenda was discussed.

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7. The committee reviewed the MoU with industries and institutes. The Committee suggested to conduct industrial visits every semester.
8. To constantly strive towards modernization and excellence in infrastructure.


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No. IQAC meeting/4/23-24

Date: 10.06.2024

Circular

All the IQAC Committee members are hereby informed that a meeting will be convened on 15-06-2024 at 11.30 am in the Principal's chamber to discuss the following agenda

1. Review about AQAR
2. Conduct of FDPs
3. Review on attendance, mid marks and counseling the students
4. Review of faculty development program
5. Discussion of MOUs with Industries and Institutes
6. Any other point with the permission of the chair

All the member are requested to attend the meeting positively.


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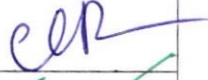
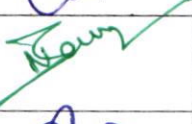
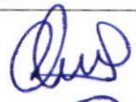

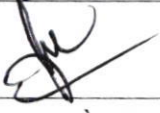
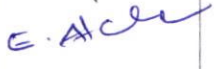
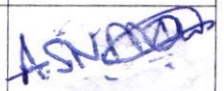


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Action taken report:

The pass percentage is 89%. The committee expressed satisfaction and suggested to improve the teaching learning process due to the academic flexibility in designing the syllabus under autonomous status received to the Institute.

The total no of placements were 83. The committee was not satisfied with the number of placements upto date and suggested to improve placements by providing adequate training during the 4-1 semester as well as III B.Tech.II semester students..

MINUTES OF MEETING

The IQAC review meeting is held on 15-06-2024 at 11.30 AM at Principal's chamber. The following agenda was discussed.

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