



KLR COLLEGE OF ENGINEERING & TECHNOLOGY

(Affiliated to JNTUH, Approved by AICTE New Delhi, An ISO 9001:2015 Certified)

BCM ROAD, PALONCHA-507115, BHADRADRI KOTHAGUDEM DIST



PROCEEDINGS OF THE PRINCIPAL

KLRCET/Principal's Office/IQAC/2022-23/01

Date:09-07-2022

Sub: KLRCET – Re-constitution of Internal Quality Assurance Cell – Regarding.

ORDER:

The Internal Quality Assurance Cell of KLRCET for the academic year 2022-23 is re-constituted with the following composition:

SI No	Name of the Member	Designation	Position
1	Dr.M.Surendra Kumar	Principal	Chairman
2	Dr. M. Kishore	HOD-BS&H	Member
3	Dr.P.Ramesh Babu	HOD-CSE	Member
4	Dr.G.Hathiram	HOD-CIVIL	Member
5	Dr.K.Rajendra Prasad	HOD-ECE	Member
6	Mr.G.Dhamodara Rao	HOD-MIN	Member
7	Dr.S. Ioshuva Daniel	HOD-MBA	Member
8	Mrs.G.Santhosha Rathnam	Senior Faculty Member	Member
9.	K.Govinda Reddy	Industry Representative	Member
10	K.Sindhu	Management Representative	Member
11	G.Sireesha(ECE)	Student	Member
12	Dr.T.Rakesh	HOD-EEE	Coordinator

Copy to

1. Members of the Internal Quality Assurance Cell
2. All Heads


Principal

PRINCIPAL
KLR COLLEGE OF ENG & TECH
Palvancha, BCM Road
Bhadradi Kothagudem Dist



Agenda of the Meeting

1. To review and confirm the minutes of the last meeting which held on,03-09-2021.
2. Preparation of Academic calendars
3. Follow up of university examination result analysis.
4. Preparation for NBA accreditation for B.Tech, 3 branches.
5. To Reconstitute the members for the academic year 2022-23.
6. To prepare the yearly plan for the committee for the academic year 2022-23.
7. To direct Academic Audit Committee to do internal audit in all branches.
8. To recommend Academic Audit committee to complete the process of external Academic Audit by appointing senior faculty from nearby Engineering Colleges.
9. Any other matter with the permission of the chair

After through discussion among the members the following decisions were taken

Item 1: To review and confirm the minutes of the last meeting which held on,03-09-2021.

Coordinator has read the minutes of earlier meeting which was held on 03-09-2021 and the minutes were reviewed and passed by the members.

Item 2: Preparation of Academic calendars.

The IQAC coordinator informed all HODs to prepare academic calendars with reference to JNTUH calendar.

Item3: Follow up of university examination result analysis.

It was decided by all members of IQAC that University examination results should be analyzed by all subject teachers and present it to HODs of department concerned. The HoD of concerned department should give feedback of result analysis to IQAC for further action.



Item 4: Preparation for NBA accreditation for B.Tech, 3 branches.

As per the order of the Governing body it is decided to review the progress of NBA accreditation work, as such Governing body has decided to accredit for the following three branches in B.Tech in the academic year 2023-24.

1. Computer Science Engineering.
2. Electronics and Communication Engineering.
3. Electrical and Electronics Engineering.

Item 5: To Reconstitute the members for the academic year 2022-23.

After thorough discussion among the members, new members have been reconstituted for the academic year 2022-23 Principal has approved the new members.

Item 6: To prepare the yearly plan of the committee for the academic year 2022-23.

The coordinator along with members prepared the yearly plan of the committee for the academic year 2022-23, and the same has been approved by the members.

Item 7: To direct Academic Audit Committee to do internal audit in all branches.

As per procedure Academic Audit Committee is directed to conduct internal audit for all branches by appointing faculty members of one department to audit for other department. The internal audit report should be submitted by 22-10-2022.

Item 8: To recommend Academic Audit committee to complete the process of external Academic Audit by appointing senior faculty from nearby Engineering Colleges.

As per the procedure the Academic Audit Committee is recommended to complete process of appointing External auditor, the letter has been forwarded to the committee to appoint senior faculty from nearby Engineering colleges as External Auditor for verifying academic activities.



Item 9: Any other matter with the permission of the chair.

After detailed discussion the following points were raised by the members which requires the action to be taken at an earliest

1. Preparation of plan of action and academic calendars for the coming for 2022-23.
2. Schedule for co-curricular and extra-curricular activities.
3. Progress of NBA accreditation work.

P. Kumar

Coordinator
KLR College of Engineering & Technology,
Paloncha.



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The following IQAC members attended the meeting and ratified the resolutions made on
21-08-2022.

SN	Name of the Member	Designation	Position	Signature
1	Dr.M.Surendra Kumar	Principal	Chairman	
2	Dr. M. Kishore	HOD-BS&H	Member	
3	Dr.P.Ramesh Babu	HOD-CSE	Member	
4	Dr.G.Hathiram	HOD-CIVIL	Member	
5	Dr.K.Rajendra Prasad	HOD-ECE	Member	
6	Dr.T.Rakesh	HOD-EEE	Coordinator	
7	Mr.G.Dhamodara Rao	HOD-MIN	Member	
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9	Dr.S.Joshuva Daniel	HOD-MBA	Member	
10	K.Govinda Reddy	Industry Representative	Member	
11	K.Sindhu	Management Representative	Member	
12	G.Sireesha(ECE)	Student Alumni	Member	



Minutes of the meeting held on 21-08-2022

Action taken Report

1. Preparation of plan of action and academic calendars for the coming for 2022-23.

As per the recommendations of the committee all the department heads have prepared academic calendar by considering the University almanac which was circulated by the JNTUH.

2. Schedule for co-curricular and extra-curricular activities.

As per the recommendations of the committee schedule for the co-curricular and extra-curricular activities has been prepared by the coordinator in consultation with the department heads.

3. Progress of NBA accreditation work.

NBA accreditation work has been speeded up for the three departments namely

1. Computer Science Engineering
2. Electronics and Communication Engineering
3. Electrical and Electronics Engineering.

The work has been allotted to faculty members basing on various criteria. All the faculty are advised to stay in the college beyond the working hours to complete the allotted work.

A. Lakshmi

Coordinator
Coordinator

KLR College of Engineering & Technology,
Paloncha.