



MEETING NOTICE

Date: 11/07/2017

Subject: Meeting of IQAC scheduled on 13/07/2017.

Dear Sir/Madam,

A meeting with IQAC members is scheduled on 13-07-2017 at 03.30 PM in the Conference Hall, Prefab Block, to discuss the following agenda items. Thereby, you are requested to make yourself available for the meeting.

Agenda:

1. Academic Calendar for A.Y. 2017-18
2. Syllabus coverage planning
3. Students' Attendance Submission
4. Faculty/Staff Feedback Questionnaire

Thanking you,

Yours faithfully

Mr. Ranadheer Sagi,
Associate Dean Academics,
Coordinator, IQAC,
RGUKT Basar



**Minutes of the Meeting Held on 13.07.2017 at 03.30 PM in the Conference Hall,
Prefab Block, RGUKT – Basar**

Agenda:

1. Academic Calendar for A.Y. 2017-18
2. Syllabus coverage planning
3. Students' Attendance Submission
4. Faculty/Staff Feedback Questionnaire

Members Present:

1. Dr. A Ashok, IAS, Vice – Chancellor, Chairperson
2. Prof. Srihari Somu, Professor, Senior Member
3. Prof. M. Sainath, Professor, Senior Member
4. Prof. T. Rajagopala Chary, Professor, Senior Member
5. Prof. S. Rajesham, Professor, Senior Member
6. Mr. Ranadheer Sagi, Associate Dean Academics, Coordinator
7. Mr. G Srinivas Sagar, Controller of Examinations, Member
8. Mr. K Mahesh, Head, Dept of ME, Member
9. Ms. Santhi Jagadeeswari, Head, Dept of CE, Member
10. Ms. K Nandini, Head, Dept of Chemical Engg., Member
11. Mr. A Ch MadhuSudana Rao, Head, Dept of ECE, Member
12. Mr. M Laxman, Head, Dept of EEE, Member
13. Mr. A Ashok Kumar, Head, Dept of MME, Member
14. Mr. G Ranjith Kumar, Head, Dept of CSE, Member

The Chairperson welcomed the members and presented the Agenda of the meeting. The members discussed the Agenda in detail and the following are the minutes of the meeting.

Item No. 1: Academic Calendar for A.Y. 2017-18

The Chairperson requested the Associate Dean Academics to present the academic calendar for the Academic Year (A.Y) 2017-18. The Associate Dean has put forth that the A.Y 2017-18 would have two semesters of 16 weeks in each semester excluding the examination period. In order to improve the standard of education and decrease the stress on the students, in each semester, three mid exams are scheduled with equal intervals and separate lab exam and preparation week is being provided.

Item No. 2: Syllabus coverage planning

The Associate Dean Academics has informed the members that the syllabus shall be planned as per the academic calendar and the same has to be written in the academic dairy provided to each faculty. Some of the HoDs brought to the notice of the Hon'ble Vice Chancellor that the consumables shall be supplied in time for timely start of the labs. As it is taking more

time than expected to procure the consumables, the Associate Dean Academics requested the Hon'ble Vice Chancellor to sanction some advance amount to HoDs to procure the consumables so that lab experiments can be started without delay.

The HoDs proposed that Communication Lab should be given prioritized in order to improve the communication of the students.

Item No. 3: Students' Attendance Submission

The Associate Dean Academics circulated the department-wise registered students list for attendance submission. The Associate Dean Academics also instructed the HoDs to constantly monitor the submission of attendance of their faculty otherwise it creates a problem at the end of the semester.

Item No. 4: Faculty/Staff Feedback Questionnaire

The Associate Dean Academics presented the previous questionnaires used for faculty feedback and for lab staff feedback in the last Semester and requested for modifications, if required.

The HoDs suggested in the questionnaire to have one more option with "Hardly/Rarely" for all the questions for faculty and lab staff feedback except for questions numbered 6 and 8(of faculty) for which they shall have three and five options respectively and all the members agreed to it. Following are the options for the question no. 1 to 7 (except 6). The options are:

- a. Always (5)
- b. Most of the times (4)
- c. Usually (3)
- d. Sometimes (2)
- e. Hardly/Rarely (1)
- f. Never (0)

The question number 1 is to be appended with "and regular" at the end.

The question number 7 is to be modified as "Does the faculty clarify the doubts?"

The question number 8 includes one more option with option f. "50%".

At the end of the meeting, the Vice Chancellor has thanked the members.



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

Basar, Nirmal, Telangana State - 504107

IQAC Meeting Held on 13.07.2017 in the Conference Hall, Prefab Block, RGUKT - Basar

Attendance of the Members

S.No	Name	Designation	Position	Signature
1	Dr. A Ashok, IAS	Vice - Chancellor	Chairperson	
2	Prof. Srihari Somu	Professor	Senior Member	
3	Prof. M. Sainath	Professor	Senior Member	
4	Prof. T. Rajagopala Chary	Professor	Senior Member	
5	Prof. S. Rajesham	Professor	Senior Member	
6	Mr. Ranadheer Sagi	Associate Dean Academics	Coordinator	
7	Mr. G.Srinivas Sagar	Controller of Examinations	Member	
8	Mr. K Mahesh	HoD, Mechanical Engineering	Member	
9	Ms. Santhi Jagadeeswari	HoD, Civil Engineering	Member	
10	Ms. K Nandini	HoD, Chemical Engineering	Member	
11	Mr. A Ch MadhuSudana Rao	HoD, Electronics and Communication Engineering	Member	
12	Mr. M Laxman	HoD, Electrical and Electronics Engineering	Member	
13	Mr. A Ashok Kumar	HoD, Metallurgical and Materials Engineering	Member	
14	Mr. G Ranjith Kumar	HoD, Computer Science and Engineering	Member	