



MEETING NOTICE

Date: 09-11-2017

Subject: Meeting of IQAC scheduled on 14-11-2017.

Dear Sir/Madam,

A meeting with IQAC members is scheduled on 14-11-2017 at 04.00PM 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. Review on Syllabus Completion
2. Review on Students' Attendance Submission

Thanking you,

Yours faithfully

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



**Minutes of the Meeting Held on 14.11.2017 at 04.00PM in the Conference Hall,  
Prefab Block, RGUKT – Basar**

**Agenda:**

1. Review on Syllabus Completion
2. Review on Students' Attendance Submission

**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: Review on Syllabus coverage**

The Associate Dean Academics has informed the members that the syllabus in some of the subjects has been covered towards the end of the semester in the form of extra classes which is not advisable. The syllabus should be planned uniformly during the semester from time to time. The HoDs have informed that the lab experiments were carried out with delay due to the timely procurement of necessary consumables.

**Item No. 2: Review on Students' Attendance Submission**

The Associate Dean Academics has circulated the department-wise attendance submission reports of faculty to the HoDs concerned. Hon'ble Vice Chancellor has suggested the members to monitor the students who are absent to the classes for a week or so and the same shall be intimated to the Chief Warden office for necessary steps like informing the concerned parents about the status of their son/daughter.

The Associate Dean Academics has informed the members that the faculty and staff feedback is taken as per the modifications suggested in the earlier meeting i.e., 13-07-2017.

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 14.11.2017 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 Srthivas 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	