6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. All newly admitted students Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. All students are provided with the Student Diary that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Important announcements are made in the morning assembly and attendance and conduct of classes are monitored by the Deans of faculties, HODs and proctors of various classes. The Principal and the Discipline Committee members make random visits to ensure smooth functioning of classes. Class Committees are regularly conducted with students to take feedback and appropriate steps are taken to enhance the teaching-learning process. Feedback from students is also taken individually by teachers for their respective courses, by Proctors, AAC and directly through IQAC. Students are also free to approach the Principal of the Institute for feedback and suggestions. Feedback is properly analyzed and shared with the Principal, Deans, HODs and individual faculty members. The teaching-learning processes are reviewed, and improvements implemented, based on the IQAC recommendations. The major initiatives taken over the last five years include the following:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.

2. Implementation of Outcome-based learning education in each program.

3. Introduces the aptitude classes and soft skill classes for students to enhance personality and employability.

4. Participation of college in NIRF, AISHE, and various other quality audits recognized by the state, national and international agencies.

5. Establishing Research and Development cell to promote Research and Development activities.

6. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.

7. Establishment of various processes to take feedback/surveys from various stakeholders.

8. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.

9. Establishment of the Mentor-mentee process and its effective implementation.

10. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

12. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressalcell.

Introduction of Daily Home Assignments

• Automation of Admission Processes - Provision for online fee payment
• Automation of Examination Processes
• Curriculum Development Workshops in many subjects
• Introduction of Certification programmes like IBM,Python etc.
• Green initiatives in Campus – tree plantation, Biodiversity Park, Biogas plant, solar power plants, e-vehicles etc.
• MoUs with prestigious Institutes, Universities, Govt. agencies
• International student exchange programmes
• Student manufactured products and Student managed outlets: Institute Uniforms and Dairy Products
• Application for NIRF and ISO Certifications

In addition to IQAC and AAC, the Institute also considers the recommendations of the Advisory Committee on Education, Khammam Institute of Technology and Sciences, Khammam, a think tank comprising eminent and renowned educationists and academicians from within and outside KITS, which regularly reviews the progress and makes necessary recommendations in an advisory capacity.

Other than these initiatives IQAC works on improving the teaching-learning process and supports adopting Outcome-Based Education (OBE) in all programs of college gradually. The Program outcomes are adapted from NBA, program-specific outcomes, and course outcomes prepared by each program considering Bloom's taxonomy in collaboration with faculty, industry experts, and other stakeholders. A result-oriented, performance-based model is adopted at Khammam Institute of Technology and Sciences (KITS), Khammam that emphasizes accountability based on student learning. Outcome-based education aims to create a student-centric learning environment at the course level including curriculum and training. The POs, PSOs, and COs attainment is measured every session, for low attained courses, proper action is planned and efforts are made to improve the attainments if required beyond curriculum content and activities planned and implemented, this helps in improving the employability of students

Estd: 2008

Sri Kavitha Educational Society's

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(Affiliated to JNTUH & Approved by AICTE, New Delhi)

Ponnekal (Village), Khammam (Rural), Khammam (Dist) -507170

Phone: 08742 – 285399, 9908567792

IQAC
Internal Quality Assurance Cell

Dated: 30th July, 2020

Minutes of Meeting

The meeting of IQAC was convened at 9:30 am on 30th July 2020 at IQAC Meeting Hall. The members present in the meeting were:

SL.No	Name	Designation
1	Dr. P. Krishna Murthy	Principal & Committee Chairman
2	Sri. K. Appi Reddy	Secretary & Correspondent, Member
3	Mr. N. Arun Babu	HOD Mech, Convener
4	Dr. V. Devender	Vice Principal, Member
5	Mr. V. Sudarshan	HOD CSE, Member
6	Mr. CH. Krishna Prasad	HOD EEE, Member
7	Mr. K. Rajesh	HOD ECE, Member
8	Mr. RN. Srinivas	Administrative Officer
9	Mrs. Padmaja	Senior Faculty ECE
10	Mr. N. Srinivas	Senior Faculty ECE
11	Mr. J. Balakrishna	Senior Faculty Mech

The following points were discussed in the meeting

1. The minutes of the meeting held on 15th April 2020 were ratified.
2. To Nominate the IQAC Departmental Coordinators from various departments of the Institute.
3. To Organize the Meeting related to ISO 21001:2018 Certification.
4. To Aware of the promotion scheme under the CAS Scheme to the Faculty members.
5. To Introduce the Internal Audit Quality Plan including the All Administrative and All Faculties include CIVIL, CSE, EEE, MECH, ECE & H&S.

Next meeting of IQAC will be held on 10thNov 2020 at 9:30 am in IQAC Meeting Hall.

Meeting ended with a vote of thanks.

P R I N C I P A L

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

Sri Kavitha Educational Society's

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IQAC
Internal Quality Assurance Cell

Dated: 23rd AUG 2020

Action Taken Report

The following has now been accomplished from the IQAC meeting minutes held on 30th July 2020

Planning for introducing the following new initiated:

1. Scheduled Phase two of the Final External Audit of 21001:2018 for the Certification from 17th Sep 2020 to 22nd Sep 2020 (for Remote – 100% audit).

2. Organized the Meetings with the HoDs and Deans to assure the full implementation of the ISO standard to match the Quality standards as per the requirements of the ISO 21001:201 certification.

3. Organize the pre-interaction meeting with the ISO Experts and consultants for the assurance of the preparation of various standards.

4. Planned the mock drill for all the departments by the External experts before the Final Audit of ISO 21001: 2018

P R I N C I P A L

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

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IQAC
Internal Quality Assurance Cell

Dated: 10th Nov 2020

Minutes of Meeting

The meeting of IQAC was convened at 9:30 am on 10th Nov 2020 at IQAC Meeting Hall. The members present in the meeting were:

SL.No	Name	Designation
1	Dr. P. Krishna Murthy	Principal & Committee Chairman
2	Sri. K. Appi Reddy	Secretary & Correspondent, Member
3	Mr. N. Arun Babu	HOD Mech, Convener
4	Dr. V. Devender	Vice Principal, Member
5	Mr. V. Sudarshan	HOD CSE, Member
6	Mr. CH. Krishna Prasad	HOD EEE, Member
7	Mr. K. Rajesh	HOD ECE, Member
8	Mr. RN. Srinivas	Administrative Officer
9	Mrs. P.Padmaja	Senior Faculty ECE
10	Mr. N. Srinivas	Senior Faculty ECE
11	Mr. J. Balakrishna	Senior Faculty Mech

The following points were discussed in the meeting

1. The minutes of the meeting held on 30th July 2020 were ratified.
2. To Organize the Internal Audit Quality Plan in the month of Dec. 2020 including the All Administrative and Finance.
3. To Schedule Various meetings to assure the preparation of ISO 2001:2018 Certification.
4. To Assure the maintenance of Labs by the various departments including the Faculties.
5. To coordinate and initiate with the NIRF.
6. To Develop the Common procedures as per the requirements of ISO 2001:2018.
7. Next meeting of IQAC will be held on 23th Jan 2021 at 9:30

PRINCIPAL

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

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IQAC
Internal Quality Assurance Cell

Dated: 12ᵗʰ Dec 2020

Action Taken Report

The following has now been accomplished from the IQAC meeting minutes held on 10ᵗʰ Nov 2020

Planning for introducing the following new initiated:

1. Scheduled Phase two of the Final External Audit of 21001:2018 for the Certification from 04ᵗʰ Jan 2021 to 10ᵗʰ Jan 2021 (for Remote – 100% audit).

2. Organized the Meetings with the HoDs and Deans to assure the full implementation of the ISO standard to match the Quality standards as per the requirements of the ISO 21001:201 certification.

3. Organize the pre-interaction meeting with the ISO Experts and consultants for the assurance of the preparation of various standards.

4. Planned the mock drill for all the departments by the External experts before the Final Audit of ISO 21001: 2018

P R I N C I P A L

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

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IQAC
Internal Quality Assurance Cell

Dated: 23th Jan 2021

Minutes of Meeting

The meeting of IQAC was convened at 9:30 am on 23th Jan 2021 at IQAC Meeting Hall.
The members present in the meeting were:

SL.No	Name	Designation
1	Dr. P. Krishna Murthy	Principal & Committee Chairman
2	Sri. K. Appi Reddy	Secretary & Correspondent, Member
3	Mr. N. Arun Babu	HOD Mech, Convener
4	Dr. V. Devender	Vice Principal, Member
5	Dr. V. Sudarshan	HOD CSE, Member
6	Mr. CH. Krishna Prasad	HOD EEE, Member
7	Mr. K. Rajesh	HOD ECE, Member
8	Mr. RN. Srinivas	Administrative Officer
9	Mrs. Padmaja	Senior Faculty ECE
10	Mr. N. Srinivas	Senior Faculty ECE
11	Mr. J. Balakrishna	Senior Faculty Mech

The following points were discussed in the meeting

1. To Organize the Meetings with the HoDs and Deans to assure the full implementation of the ISO standard to match the Quality standards as per the requirements of the ISO 2001:2018 certification.
2. To organize the pre-interaction meeting with the ISO Experts and consultants for the assurance of the preparation of various standards.
3. To plan the mock drill for all the departments by the External experts before the Final Audit of ISO 21001: 2018
4. To plan for preparing the NIRF Documents.
5. Next meeting of IQAC will be held on 11th April 2021 at 9:30 am in IQAC Meeting Hall.

Meeting ended with a vote of thanks.

PRINCIPAL

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

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IQAC
Internal Quality Assurance Cell

Dated: 25th Feb 2021

Action Taken Report

The following has now been accomplished from the IQAC meeting minutes held on 23th Jan 2021

Planning for introducing the following new initiated:

1. Scheduled Phase two of the Final External Audit of 21001:2018 for the Certification from 30th March 2021 to 3rd April 2021 (for Remote – 100% audit).

2. Organized the Meetings with the HoDs and Deans to assure the full implementation of the ISO standard to match the Quality standards as per the requirements of the ISO 21001:201 certification.

3. Organize the pre-interaction meeting with the ISO Experts and consultants for the assurance of the preparation of various standards.

4. Planned the mock drill for all the departments by the External experts before the Final Audit of ISO 21001: 2018

P R I N C I P A L

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

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IQAC
Internal Quality Assurance Cell

Dated: 11th Apr 2021

Minutes of Meeting

The meeting of IQAC was convened at 10:00 am on 11th Apr 2021 at IQAC Meeting Hall.
The members present in the meeting were:

SL.No	Name	Designation
1	Dr. P. Krishna Murthy	Principal & Committee Chairman
2	Sri. K. Appi Reddy	Secretary & Correspondent, Member
3	Mr. N. Arun Babu	HOD Mech, Convener
4	Dr. V. Devender	Vice Principal, Member
5	Dr. V. Sudarshan	HOD CSE, Member
6	Mr. CH. Krishna Prasad	HOD EEE, Member
7	Mr. K. Rajesh	HOD ECE, Member
8	Mr. RN. Srinivas	Administrative Officer
9	Mrs. Padmaja	Senior Faculty ECE
10	Mr. N. Srinivas	Senior Faculty ECE
11	Mr. J. Balakrishna	Senior Faculty Mech

The following points were discussed in the meeting

1. To Organize the Meetings with the HoDs and Deans to assure the full implementation of the ISO standard to match the Quality standards as per the requirements of the ISO 2001:2018 certification.
2. To organize the pre-interaction meeting with the ISO Experts and consultants for the assurance of the preparation of various standards.
3. To plan the mock drill for all the departments by the External experts before the Final Audit of ISO 21001: 2018
4. To plan for preparing the NIRF Documents.
5. Next meeting of IQAC will be held on 18th Sep 2021 at 9:30 am in IQAC Meeting Hall.

Meeting ended with a vote of thanks.

PRINCIPAL

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC

Estd: 2008

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IQAC
Internal Quality Assurance Cell

Dated: 15th June 2021

<u>**Action Taken Report**</u>

The following has now been accomplished from the IQAC meeting minutes held on 11th Apr 2021

Planning for introducing the following new initiated:

1. Scheduled Phase two of the Final External Audit of 21001:2018 for the Certification from 1st July 2021 to 5th July 2021 (for Remote – 100% audit).

2. Organized the Meetings with the HoDs and Deans to assure the full implementation of the ISO standard to match the Quality standards as per the requirements of the ISO 21001:201 certification.

3. Organize the pre-interaction meeting with the ISO Experts and consultants for the assurance of the preparation of various standards.

4. Planned the mock drill for all the departments by the External experts before the Final Audit of ISO 21001: 2018

P R I N C I P A L

Coordinator, IQAC

Meeting ended with a vote of thanks.

To Chairperson, IQAC (The Director) All members & Special Invitees, IQAC