

## NOTICE

Ref. No. : KITS/IQAC/2022-23/1

Date: 03.06.2022

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 08/06/2022 at 2.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting
2. NAAC AQAR preparation and submission
3. Academic schedule preparation
4. Registration of students to higher classes
5. Monitor the theory and practical classes engagements
6. Monitor syllabus coverage and conduction of internal exams
7. Add on/Certificate programmes for students by all departments
8. Activation of all Clubs/Forums/Associations
9. Online/offline guest lectures
10. Celebration of International Yoga Day
11. To arrange COVID-19 Vaccination camp
12. To celebrate Azadi Ka Amrut Mahostav in the institute
13. AOB

  
IQAC Coordinator

- Copy to: 1. Chairman IQAC
2. All IQAC members
  3. IQAC file

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/22-23/1

Date: 10.06.2022

The Internal Quality Assurance Cell meeting was held on 08.06.2022 at 2.00 PM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. It was informed to all members that, NAAC AQAR for Academic Year 2021-22 is required to be prepared and submitted in time. All HODs are asked to submit the requisite department data to respective Criterion in-charges.

**Action: NAAC Convener and all HODs**

3. It was asked to prepare academic schedule of the institute for academic year 2022-23 after receiving academic calendar from University.

It was also informed to all HODs to ask faculty members to prepare teaching schedule of their respective subjects allotted to them.

**Action: Dean Academic & all HODs**

4. It was informed to all that, after receiving Academic Calendar from University, the reopening of the institute and students registration for higher classes will be communicated.

**Action: Dean Academic**

It was also asked to all HODs to form a Registration Assessment Committee at department level to verify eligibility of students for higher classes.

**Action: All HODs**

5. It was informed to all HODs to monitor the engagement of theory and Practical classes along with academic coordinator and class in-charges.

**Action: All HODs**

6. It was informed to all HODs to monitor the syllabus coverage of all courses in regular time interval. To complete syllabus, ask faculty members to conduct extra classes if required. The Mid Sessional Examinations should be conducted as per University standard/pattern

**Action: All HODs & Exam Coordinator**

7. It was decided to conduct 2-3 Add on/Certificate programmes for students by all departments which will help the students for placements.

**Action: All HODs and Deans**

8. Activities of all Clubs/Forums/Associations/ Student Chapters are to be started by all concerned after combined inauguration.

**Action: Dean Student Activity & All HODs**

9. It was asked to all HODs to organize seminars/workshops/guest lectures for the benefit of staff and students.

**Action: All HODs**

10. It was decided to celebrate International Yoga Day in the institute.

**Action: Dean (SA) & NSS In-charge**

11. It was informed to all that, the institute is arranging COVID -19 Vaccination Camp in the institute for the staff, students and nearby residents.

**Action: Dean (SA)**

12. It was informed to all HODs to instruct the subject teachers of respective departments to prepare the teaching schedule after finalizing the academic schedule.

**Action: All HODs and Dean Academics**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.

  
IQAC Coordinator

  
IQAC Chairman

**Action Taken Report submitted to the IQAC Chairperson on the points discussed in IQAC meeting held on 08.06.2022 at 2.00 PM in Room No. 903.**

The following activities/events are conducted during the period 08.06.2022 to 05.09.2022.

1. The minutes of previous IQAC meetings and various activities conducted were discussed.
2. The NAAC Convener initiated the work for the preparation and submission of AQAR to NAAC office. He has formed the core committee and criterion wise committee and allotted the AQAR related work.
3. The academic schedule has been prepared after receiving the academic calendar from the university.
4. Point No. 4 to Point No. 6 in the agenda is an ongoing process throughout the academic year and keenly monitored by the respective departments.
5. The Add on/Certificate courses are started by all departments. As soon as the classes of V semester and VII semester commenced, the CPP and SSD courses are also started. All departments are going to conduct 2-3 Add on/Certificate courses during the academic year.
6. The institution was planning to have a combined inaugural of all associations/forums/clubs/chapters but due to late commencement of III semester classes. The inaugural programme was postponed and likely to be conducted in the third week of September.
7. The department of Computer Technology has planned faculty induction program on Teaching Art during 06.09.2022 to 07.08.2022. The NAAC Core team of the institute is also conducting one day workshop on Understanding NAAC Accreditation and Assessment Process for HEI, on 10.09.2022.
8. The yoga day was celebrated in the institute with great enthusiasm on 21.06.2022.
9. COVID-19 Vaccination Camp was organized in the institution in association with Public Health Department, PHC, Mansar, Ramtek on 23.08.2022
10. The faculty members dealing the subjects of V and VII semester subjects have prepared teaching schedules.

  
IQAC Coordinator

Ref. No. : KITS/IQAC/2022-23/2

Date: 02.09.2022

**NOTICE**

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 06/09/2022 at 11.00 AM in Room. No. 903. All are required to attend the same.

**Agenda of the meeting:**

1. Review of previous meeting
2. Conduction of Seminars/ Workshops/Guest lectures
3. To organize workshop on NAAC Accreditation Process Awareness programme
4. Celebration of 91<sup>st</sup> Birth Anniversary of Former Chairman Honorable Late Shri. V. Rajeshwara Rao Sir
5. Foundation Day celebration
6. Combined inauguration of all Clubs/Forums/Associations
7. Induction cum orientation programme for newly admitted students
8. Alumni Meet organization
9. Programmes to be conducted by the Internal Complaint Committee
10. ISO 9001:2015 and 14007:2015 certification renewal
11. AOB

  
IQAC Coordinator

- Copy to: 1. Chairman IQAC
2. All IQAC members
  3. IQAC file

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/22-23/2

Date: 08/09/2022

The Internal Quality Assurance Cell meeting was held on 06/09/2022 at 11.00 AM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. It was suggested to organize Webinars/Workshops and guest lecture online/offline mode by all departments.

**Action: All HODs**

3. The NAAC Convener informed that, one day workshop on "Understanding NAAC Accreditation and Assessment Process for HEI" is organized on 10.09.2022. Also informed that, the Department of Computer Technology has conducted two days workshop on Art of Teaching during 06.09.2022 to 07.09.2022.

**Action: NAAC Convener**

4. It was decided to celebrate the 91<sup>st</sup> birth anniversary of honorable former Chairman Late Sri. V. Rajeshwar Rao Sir. The department of Information Technology has to arrange the Tree Plantation on the same day.

**Action: Dean Student Activity and HOD, ITD**

5. It was informed to all that, the Foundation Day is to be celebrated in the institute on 19.09.2022.

**Action: IQAC Coordinator**

6. It was informed that the combined inauguration of all Associations/Forums/Clubs/Students Chapters is to be made which was postponed.

**Action: Dean Student Activity**

7. It was discussed and decided that, the induction cum orientation program is to be organized to all newly admitted students of I semester.

**Action: HOD, ESH**

8. It was asked to President of Alumni Association to organize alumni meet in the institution.

**Action: President Alumni Association**

9. It was decided that, the Internal Complaint Committee has to conduct the program on Cyber Security and women safety.

**Action: ICC Presiding Officer**

10. The renewable of ISO 9001:2015 and ISO 14001:2015 certification is due in the month of December 2022. In this regard it was asked to prepare the documentation required for certification.

**Action: IQAC Coordinator**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair and declared the closure of the meeting.

  
IQAC Coordinator

  
IQAC Chairman

**Action Taken Report submitted to the IQAC Chairperson on the points discussed in  
IQAC meeting held on 06.09.2022 at 11.00 AM in Room No. 903.**

The following activities/events are conducted during the period 06.09.2022 to 01.12.2022.

1. The minutes of previous IQAC meetings and various activities conducted were discussed.
2. Two days workshop was conducted by the department of Computer Technology on Art of Teaching during 06.09.2022 to 07.09.2022. Two days workshop on "Enhancing Presentation Skills of Architecture Students to Face Design Jury" was organized by Architecture department during 29.09.2022 to 30.09.2022. Also architecture department has organized Design Competition on occasion of World Architecture Day on 06.10.2022.
3. The NAAC Convener informed that, one day workshop on "Understanding NAAC Accreditation and Assessment Process for HEI" is organized on 10.09.2022.
4. The 91<sup>st</sup> birth anniversary of honorable former Chairman Late Sri. V. Rajeshwar Rao Sir was celebrated in the institute and Tree Plantation was carried out in the institute on his anniversary.
5. The Foundation Day of the institute was celebrated in the institute and guest lecture was organized on Universal Human Values on 19.09.2022.
6. Combined inauguration of all Associations/Forums/Clubs/Students Chapters was conducted in the institute on 28.09.2022. In inaugural talk the chief guest addressed the students.
7. The induction cum orientation program was organized to all newly admitted students of I semester and introduced the management and staff. They were also made aware about the various practices carried out in the institute.
8. The Alumni Association of the institute has arranged alumni meet on 06.10.2022 of Architecture and MBA alumni.
9. The internal complaint committee has organized Awareness program in the institute on Cyber Security and Women Safety at Higher Educational Institutions on 26.11.2022.
10. The renewable of ISO 9001:2015 and ISO 14001:2015 certification documentation has been started and likely to get the certificates in the month of January 2023.
11. Apart from above teachers day was celebrated in all departments, department of Electronics and Communication organized seminar on Industry Awareness, Computer Technology department conducted two days workshop on Sales Force, Electrical Engineering department conducted interactive session and department of Architecture organized two days workshop for students.

  
QAC Coordinator



## **NOTICE**

Ref. No. : KITS/IQAC/2022-23/3

Date: 03/12/2022

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 07/12/2022 at 2.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting
2. ISO 9001:2015 and 14001:2015 certification of the institute
3. ICC cell awareness programme
4. KITS Alumni Day celebration
5. Conduction of training programme for technical and admin staff
6. MOUs with institutes and industries
7. Organization of blood donation camp in the institute
8. Organization of camp for voter registration
9. Organization of Students Technical Fest
10. Compilation of result analysis
11. AOB

  
IQAC Coordinator

Copy to: 1. Chairman IQAC

2. All IQAC members

3. IQAC file

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/22-23/3

Date: 09/12/2022

The Internal Quality Assurance Cell meeting was held on 07/12/2022 at 12.00 Noon in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. It was informed to all members that the work related to ISO 9001:2015 and 14001:2015 certification related work is in progress. Soon we will be able get the certificates.

**Action: NAAC Convener**

3. It was decided to have a women awareness programme under ICC banner.

**Action: ICC Presiding Officer**

4. It was informed to all members that, the KITS Alumni Association will conduct the Alumni Day programme on 16/01/2023. It will be a combined programme for all departments.

**Action: Dean (SA), President Alumni Association**

5. It was asked to all HODs about the conduction of various guest lecture/Webinars etc. the suggestion has been given to organize such events for the betterment of the students.

**Action: All HODs**

6. It was decided to organize Induction cum orientation programme for all newly recruited admin staff and technical supporting staff to make them aware the SOPs in the institute.

**Action: Dean Academic**

7. It was informed to all that the institute will organize Blood Donation Camp on Martyrs Day. All interested staff and students are required to donate the blood.

**Action: Dean (SA), NCC incharge**

8. It was informed that the voters registration camp will be organized in the institution for students those who have not yet registered for it. All such students are required to be informed.

**Action: Dean (SA), All HODs**

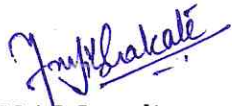
9. It was discussed that, national level student's technical fest to be organized in the institute. For conducting the event, it was asked to see the feasibility.

**Action: Dean (SA)**

10. It was asked to all HODs to prepare result analysis as soon as the results will be declared by the university.

**Action: All HODs**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.



IQAC Coordinator



IQAC Chairman

**Action Taken Report submitted to the IQAC Chairman on the points discussed in  
IQAC meeting held on 07.12.2022 at 2.00 PM in Room No. 903.**

The following activities/events are conducted during the period 07.12.2022 to 01.03.2023.

1. The minutes of previous IQAC meetings and various activities conducted were discussed.
2. The institute has acquired ISO 9001:2015 and ISO 2015 certificates in the month of January 2023.
3. Two awareness programs were organized by the Internal Complaint Committee on "Provision of Act and Health Tips for Working Women" and "Women's Health in Higher Educational Institutions". These programs were conducted on 10.12.2022 and 10.01.2023 respectively.
4. KITS Alumni Day was celebrated on 16.01.2023 was celebrated in the institute.
5. Induction Cum Training Programme for Technical and Administrative staff "UDBODHAN" was organized by the department of Computer Technology during 11.01.2023 to 13.01.2023.
6. The institute has signed MOU with Ramdeobaba College of Engineering and Management, Nagpur on
7. Mega Blood Donation Camp was organized by the NCC unit of the institute on the occasion of Martyrs Day on 30.01.2023.
8. Voter's registration camp was organized by the institution for new voters on 31.01.2023.
9. The Students Technical Fest TEKNODEON- 23 was planned to organize in the month of April 2023. The staff and students committees are formed and events to be conducted are finalized.
10. All HODs have prepared the result analysis although all semester's results are yet to declare by the university.
11. Apart from above, Youth Day was celebrated, Pledge taking ceremony was conducted on National Voters Day and department of Computer Technology has organized seminar for students.

  
IQAC Coordinator

## NOTICE

Ref. No. : KITS/IQAC/2022-23/4

Date: 05/03/2023

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 09/03/2023 at 2.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting
2. Conduction of industrial visit and survey camp
3. Organization of workshop on Research Methodology
4. Organization of workshop on IPR
5. Organization of Annual Sports Prize Distribution Day
6. Organization of Annual Academic Prize Distribution Day
7. Students Technical Fest TEKNODEON
8. Organization of programme on National Education Policy
9. Combined valedictory function of all Clubs/Forums/Associations/Students Chapters
10. Workshop on Prototype Design and Development
11. Syllabus coverage and university examinations
12. AOB

  
IQAC Coordinator

Copy to: 1. Chairman IQAC

2. All IQAC members

3. IQAC file

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/22-23/4

Date: 12/03/2023

The Internal Quality Assurance Cell meeting was held on 09/03/2023 at 2.00 PM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. It was asked to all HODs to organize industrial visits and survey camp for students.  
**Action: All HODs**
3. It was informed that the institute is organizing one day work shop on Research Methodology for the benefit of faculty members.  
**Action: Dean (R & D)**
4. It was decided to organize two days work shop on Intellectual Property Rights for the benefit of Staff and students.  
**Action: Dean (R & D), Incharge Incubation Centre**
5. It was informed to all that, this year the institute is organizing Annual Sports Prize Distribution Day as its conduction was not possible during lock down period.  
**Action: Dean (SA), Incharge Physical Director**
6. Also it was informed that, the Annual Prize Distribution Day will be organized by the institution.  
**Action: Dean Academic**
7. As it was decided in the previous meeting to organize the Technical Fest to the students of the institute, it was informed to all that, the programme will be organized as TEKNODEAN during 11-13/04/23.  
**Action: Dean (SA)**
8. It was to informed to all that, the IQAC is organizing two days work shop on National Education Policy Awareness in association with NAAC, Bangalore. The workshop dates will be communicated in due course of time.  
**Action: IQAC Coordinator**
9. It was decided that, the combined valedictory programme for all Clubs/Forums/Associations and Chapters will be organized. HODs are required to communicate the message to all incharges.  
**Action: Dean (SA), All HODs**
10. It was informed to all that, the institute is organizing one day work shop on Prototype Design and Development for staff and students.  
**Action: Dean (R & D), Incharge Incubation Centre**

11. It was asked to all HODs about the conduction of classes and syllabus coverage. It was advised to conduct extra classes if not able to complete the syllabus in regular classes.

**Action: All HODs, Dean Academic**

12. Under AOB with due permission of Chair, the IQAC Coordinator briefed the NAAC accreditation. The first cycle is to be end in November 2023 and we have to go for NAAC Accreditation Cycle 2. He appealed to all Deans and HODs to work hard for SSR preparation and getting good accreditation grade.

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.

  
IQAC Coordinator

  
IQAC Chairman

**Action Taken Report submitted to the IQAC Chairman on the points discussed in  
IQAC meeting held on 09.03.2023 at 2.00 PM in Room No. 903.**

The following activities/events are conducted during the period 09.03.2023 to 02.06.2023

1. The minutes of previous IQAC meetings and various activities conducted were discussed.
2. The visits and Survey camp for students were organized by the department of Civil Engineering.
3. The Research and Development Cell of KITS, Ramtek has organized one day workshop on "Research Methodology" on 18.03.2023.
4. Incubation Centre and Research and Development Cell of KITS, Ramtek has organized two days workshop on "Project Based Intellectual Property Rights and Incubation" for staff and students during 28.03.2023 to 29.03.2023.
5. Annual Sports Prize Distribution Day was organized in the institution on 05.04.2023 to distribute the prizes they owned in various sports events conducted during academic year.
6. Annual Academic Prize Distribution Day was organized in the institute on 10.04.2023 to distribute academic prizes and awards constituted in different categories.
7. The Students Technical Fest TEKNODEON-23 was organized during 11.04.2023 to 13.04.2023. Various events were organized by the students.
8. The IQAC of the institute organized two days workshop on "National Education Policy Awareness and Its Influence on HEI in Relevance to Accreditation Process" during 27.04.2023 to 28.04.2023. This workshop was conducted in collaboration with NAAC, Bangalore.
9. Combined valedictory function of all Associations/Forums/Clubs/Students Chapters was organized on 11.05.2023.
10. Institutions' Innovation Cell and Incubation Centre have organized workshop on "Prototype Design and Development" for students and staff on 15.05.2023.
11. The university has declared the examinations dates for VI and VIII semesters and subsequently will declare the exam dates for IV and II semesters.

  
IQAC Coordinator



## **NOTICE**

Ref. No. : KITS/IQAC/2021-22/1

Date: 03/07/2021

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 07/07/2021 at 2.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting.
2. Academic schedule preparation.
3. Teacher's day celebration.
4. National e-Conference by the department of Mechanical Engineering.
5. Online/offline guest lectures.
6. Memorandum of Understanding by each department.
7. Activation of all clubs/forums/associations.
8. AOB



**IQAC Coordinator**

Copy to: 1. Chairman IQAC

2. All IQAC members

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/21-22/1

Date: 10/07/2021

The Internal Quality Assurance Cell meeting was held on 07/07/2021 at 2.00 PM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. It was instructed to prepare Academic Schedule of the institute for current academic year after receipt of academic calendar from the University.

**Action: Dean Academics**

3. It was informed to celebrate Teacher's Day across all departments by the respective students associations.

**Action: All HODs and Dean Student Activity**

4. It was informed to all that, the department of Mechanical Engineering is E- National Conference entitled 'Recent Trends in Mechanical Engineering'. The conference is scheduled on 16/09/2021 and its conduction should be smoothlier.

**Action: HOD, Mechanical Engineering**

5. It was asked to all HODs to organize online/offline guest lectures.

**Action: All HODs**

6. To built up Industry- Institute interaction for the benefit of staff and students. It is asked to all HODs to sign the Memorandum of Understanding with institute and industries.

**Action: All HODs and Dean (R & D)**

7. Activities of all Forums/Clubs/Associations are to be started by all concerned after inauguration.

**Action: All HODs and Dean Student Activity**

8. With due permission of the Chair, it was informed to all HODs to instruct the subject teachers of respective departments to prepare the teaching schedule after finalizing the academic schedule.

**Action: All HODs and Dean Academics**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.

  
IQAC Coordinator

  
IQAC Chairman

## NOTICE

Ref. No. : KITS/IQAC/2021-22/2

Date: 05/10/2021

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 09/10/2021 at 3.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting.
2. Online/offline guest lectures.
3. Inauguration of NSS unit.
4. Organization of Vaccination camp in the institute.
5. Constitution day celebration.
6. Conduction of classes online/offline mode.
7. NCC training camp in the institute.
8. Surveillance visit for ISO 9001:2015 and 14007:2015
9. AOB



**IQAC Coordinator**

Copy to: 1. Chairman IQAC

2. All IQAC members

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/21-22/2

Date: 13/10/2021

The Internal Quality Assurance Cell meeting was held on 09/10/2021 at 3.00 PM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. It was suggested to organize Webinars/Workshops and guest lecture online/offline mode by all departments.

**Action: All HODs**

3. It was informed to inaugurate NSS unit at the earliest and conduct the activities.  
**Action: Dean Student Activity and NSS incharge**

4. It was decided to arrange the COVID-19 vaccination camp in the institute for the benefit of students, staff and nearby residents.

**Action: Dean Student Activity and NSS incharge**

5. It was decided to celebrate the Constitution Day on 26/11/2021.

**Action: Dean Student Activity and NSS incharge**

6. It was instructed to all HODs to conduct the classes online/offline mode.

**Action: All HODs**

7. It was informed to all that, NCC is organizing one week training camp at our institute in the first week of January 2022.

**Action: Dean Student Activity and NSS incharge**

8. It was informed to all that, the first surveillance ISO audit visit may likely to take place in the month of December 2021.

**Action: ISO Coordinator**

9. With due permission of the Chair it was suggested to all HODs to conduct remedial classes for slow learners and extra classes for Diploma students.

**Action: All HODs and Dean Academics**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.



IQAC Coordinator



IQAC Chairman

## **NOTICE**

Ref. No. : KITS/IQAC/2021-22/3

Date: 03/01/2022

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 08/01/2022 at 12.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting.
2. KITS Alumni Day celebration.
3. Conduction of FDP/Workshop.
4. Organization of STTP by Mech. Engg. Department..
5. Online/offline webinars/guest lectures.
6. NSS camp organization.
7. AOB



**IQAC Coordinator**

Copy to: 1. Chairman IQAC

2. All IQAC members

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/21-22/3

Date: 12/01/2022

The Internal Quality Assurance Cell meeting was held on 08/01/2022 at 12.00 PM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. The institute is celebrating 16<sup>th</sup> January as KITS Alumni Day every year. Therefore, it was decided to be celebrated by all departments. All HODs were asked to call distinguished Alumni to have interaction with the students. Also decided that the programme should be online.

**Action: Dean Academics**

3. It was informed to B. Arch. Department to organize FDP/Workshop.

**Action: All HODs and Dean Student Activity**

4. It was suggested to Mechanical Engg. Department to organize STTP within a 2-3 months.

**Action: HOD, Mechanical Engineering**

5. It was asked to all HODs about the conduction of various guest lecture/Webinars etc. the suggestion has been given to organize such events for the betterment of the students.

**Action: All HODs**

6. It was decided to organize NSS camp at nearby village and conduct activities creating awareness among villagers regarding cleanliness, digital education etc.

**Action: Dean Student Activity and NSS incharge**

7. One of the members has suggested to organize Traffic Awareness Programme in the institute for staff and students.

**Action: Dean Student Activity**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.



IQAC Coordinator



IQAC Chairman

## **NOTICE**


Ref. No. : KITS/IQAC/2021-22/4

Date: 05/04/2022

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 11/04/2022 at 2.00 PM in Room. No. 903. All are required to attend the same.

### **Agenda of the meeting:**

1. Review of previous meeting.
2. Conduction of industrial visit and survey camp.
3. Valedictory function of all Forums/Clubs/Associations and student Chapters.
4. AOB

  
IQAC Coordinator

Copy to: 1. Chairman IQAC  
2. All IQAC members

## Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/21-22/4

Date: 15/04/2022

The Internal Quality Assurance Cell meeting was held on 11/04/2022 at 2.00 PM in Room. No. 903. The following points were discussed in the meeting as per the agenda.

The IQAC Coordinator greeted all IQAC members with due permission of the Chair.

1. The minutes of previous meeting were reviewed and discussed.
2. All HODs are asked to conduct industrial visits and survey camp for fulfillment of their curriculum.

**Action: Dean Academics**

3. It was decided to organize common valedictory function of all Forums/Clubs/Associations and Student's Chapters on 22/04/2022.

**Action: All HODs and Dean Student Activity**

4. It was asked to Computer Technology Department to organize the programme under Computer Society of India.

**Action: HOD, Computer Technology**

5. The review has been taken from all HODs on syllabus coverage and informed/discussed the University offline examinations.

**Action: Exam Coordinator**

The IQAC Coordinator proposed the vote of thanks and with due permission of the Chair, declared the closure of the meeting.



IQAC Coordinator



IQAC Chairman