

2016-A1 MEETING OF THE
ADMINISTRATIVE COMMITTEE OF KAKATIYA
INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL
HELD AT 03.00 PM ON 12.01.2016
AT INSTITUTE CAMPUS.

MEMBERS:

- | | | | |
|---|-----|-----------------|-----------------------------------|
| 1. Dr. A.Murthy Raju garu | ... | Chairman | |
| 2. Capt.V.Lakshmikantha Rao garu
Secretary & Correspondent | ... | Convener | <i>Ullas</i>
12-1-16 |
| 3. Sri P. Narayan Reddy garu
Treasurer | ... | Member | <i>P</i> |
| 4. Dr.V.Vishwanatha Rao garu | ... | Member | <i>V. Rao</i> |
| 5. Dr.K.Gururaj garu
Principal | ... | Member | <i>KGJ</i> |
| 6. Dr. Y.Manohar
Director | ... | Special Invitee | <i>Y Manohar</i>
12-1-16 |
| 7. Prof.K.Ashoka Reddy | ... | Special Invitee | <i>K Ashoka Reddy</i>
12-01-16 |

KITSW-2016-A1 MINUTES OF THE
ADMINISTRATIVE COMMITTEE

Date: 12.01.2016

Time: 3.00 PM

Venue: Institute Campus

2016-A1-1	To confirm the minutes of the 2015- A3 meeting of the Administrative Committee held on 03.10.2015
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The minutes of the 2015-A3 meeting of the Administrative Committee were circulated to the Chairman and all the members. The Institute has not received any comments on the minutes that were circulated to the members. Hence, the minutes are confirmed.

2016-A1-2	The action taken report on the resolutions adopted in 2015- A3 meeting of Administrative Committee.
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Resolution: 2015-A3-R03

The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in getting the sanction of additional intake from 120 to 180 seats in the CSE and ECE Courses from the academic year 2015-16 onwards..

Action:

No action is necessary

Resolution: 2015-A3-R04

The Administrative Committee noted the Audited Balance sheet and resolved to differ the matter to the next Administrative Committee Meeting and resolved to request the Auditors of the Institute to be present on the next Administrative Committee Meeting in order to offer any clarifications that may be required

Action:

Auditors have been informed accordingly

Resolution: 2015-A3-R05

The Administrative Committee noted the minutes of the Academic Council Meeting (Autonomous) held on 28.06.2015.

Action:

No Action is necessary

Resolution: 2015-A3-R06

The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in recruiting the temporary faculty during the month of July, 2015.

Action:

Resolution: 2015-A3-R07

The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in appointing Dr. Y.Manohar as Director and Professor in Management Department of the Institute with effect from 23.07.2015.

Action: No action is necessary

Resolution: 2015-A3-R08

The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in relieving Dr. K.Ashoka Reddy from the duties of the officiating Principal w.e.f. 23.07.2015.

Action:

No Action is necessary

Resolution: 2015-A3-R09

The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in appointing Dr. K.Gururaj as officiating Principal of the Institute w.e.f. 23.07.2015.

Action:

No Action is necessary

Resolution: 2015-A3-R10

The Administrative Committee noted the admissions status of B.Tech. and MBA programmes for the academic year 2015-16.

Action:

No Action is necessary

Resolution: 2015-A3-R11

The Administrative Committee noted the results of I & II Semester of B.Tech, MBA and I Semester of M. Tech. Programmes of the autonomous batch for the year 2014-15

Action:

No Action is necessary

Resolution: 2015-A3-R12

The Administrative Committee noted the superannuation of the staff of the Institute and ratified the action taken by the Secretary & Correspondent in relieving the staff on attaining the age of superannuation

Action:

No Action is necessary

Resolution: 2015-A3-R13

The Administrative Committee noted the pending of One month's Dearness Allowance arrears (January, 2013) to the employees of the Institute and resolved to release the same

Action:

No Action is necessary

Resolution: 2015-A3-R14

The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in implementing the ESI Scheme to the employees of the Institute whose salaries are up to and below Rs.15000/- per month.

Action:

No action is necessary

2015-A3-R15 (i)

- i) To note the status of placements of the Institute till September, 2015.

Resolution: 2015-A3-R15 (i)

The Administrative Committee noted the status of placement of students of the Institute and congratulated the Dean Training & Placement, Placement Officer, and their staff for the efforts they put up in conducting campus drives.

Action:

No Action is necessary

2015-A3-R15 (ii) To approve the purchase of electrical department lab equipment

Resolution: 2015-A3-R15 (ii)

The Administrative Committee noted the need of the equipment to be procured for the Electrical and Electronics Engineering Department and resolved to purchase the same as per the bare necessities.

Action:

No Action is necessary

Resolution: 2015-A3-R15 (iii)

The Administrative Committee resolved to invite Dr. K.Ashoka Reddy, Prof of ECE Department and former Officiating Principal of this Institute as a Special Invitee for the Administrative Committee meetings henceforth.

Action:

He has been informed accordingly

2016-A1-3	To ratify the action taken by the Secretary & Correspondent in uploading the Institute information to TAFRC for the financial year 2016-17 (For tuition fee enhancement)	
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Resolution: 2016-A1-03

The Administrative Committee noted the initiation taken by the Secretary & Correspondent in making efforts in preparation of the proposal to be submitted to TAFRC for fee enhancement for the block period 2016-17 to 2018-19 and approved to B.Tech.,(ii) M.Tech., (iii) MBA upload the same with the following fee structure.

			<u>Current fee</u>
• B.Tech. Program	...	Rs. 1,40,000/-	85,600/-
• M.Tech. Program	...	Rs. 65,000/-	57,000/-
• MBA Program	...	Rs. 45,000/-	56,900/-

2016-A1-4	To ratify the action taken by the Secretary & Correspondent in uploading the Institute information to NIRF (National Institutional Ranking Framework) 2016-17	
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Resolution: 2016-A1-04

The Administrative Committee noted the initiation taken by the secretary & Correspondent in registering the Institute for ranking in the web-portal of (National Institutional Ranking Framework (NIRF))

2016-A1-5	To ratify the action taken by the Secretary & Correspondent in relieving the superannuated non teaching staff (06) up to December 2015.
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Resolution: 2016-A1-5

The Administrative Committee noted the superannuation of the staff of the Institute and ratified the action taken by the Secretary & Correspondent in relieving the staff on attaining the age of superannuation.

S. No.	Name of the Staff	Designation	Date of superannuation	Amount paid towards Gratuity Rs.	Amount Paid towards EL Surrender Rs.
1	K.Sudershan Reddy*	Lab. Asst	31.10.2015	5,84,031.00	3,18,560.00
2	P.Ven kata Chary**	Attender	31.10.2015	3,32,474.00	9,056.00
3	P.Gattaiah**	Attender	31.10.2015	3,32,474.00	3,34,057.50
4	M.Jaya Prakash*	Office.Supdt.	30.11.2015	7,41,189.00	6,56,051.00
5	B.Srinivasulu**	Attender	30.11.2015	3,52,318.00	3,40,110.00
6	Ch.Rajaiah*	Sr.Instructor	31.12.2015	@	4,76,800.00
Total Amount Paid Rs.				18,16,889.00	21,34,634.50

2016-A1-6	To ratify the action taken by the Secretary & Correspondent in recruiting the Faculty, Non-teaching staff (temporary basis).
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Resolution: 2016-A1-6

The Administrative Committee noted the appointment of Faculty member and nonteaching staff (on Regular & temporary basis) and ratified the action taken by the Secretary & Correspondent.

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|---------------------------|------------------------|--------------------|
| 1. Dr. C.Venkatesh | Professor in EEE Dept, | on regular basis |
| 2. Sri T. Vengopal Rao | Office Superintendent | on regular basis |
| 3. Smt. R. Lalitha | Assistant Librarian | on temporary basis |
| 4. Sri K. Indrasena Reddy | Assistant Librarian | on temporary basis |
| 5. Sri M.Arun Kumar | Library Assistant | on temporary basis |
| 6. Smt. P. Sumalatha | Library Assistant | on temporary basis |
| 7. Sri V.Prasad | Programmer | on temporary basis |
| 8. Sri B.Ashok | Attender | on temporary basis |
| 9. Sri M.Venkateshwarlu | Attender | on temporary basis |
| 10. Sri P.Srinivas | Attender | on temporary basis |

2016-A1-7	To Confirm the services of the teaching staff who have been recruited on regular basis during the month of June, 2013.
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S. No.	Name of the faculty (Sarva Sri)	Department	Designation	Date of Joining	Date of confirmation
1	G. Shravan Kumar	Civil Engg	Asst.Prof.	03.06.2013	03.06.2015
2	Ch. Sridhar	Civil Engg	Asst.Prof.	03.06.2013	03.06.2015
3	N.Srikanth	Civil Engg	Asst.Prof.	13.06.2013	13.06.2015
4	N.Raghavender	Civil Engg	Asst.Prof.	19.06.2013	19.06.2015
5	K.Srujan Varma	Civil Engg	Asst.Prof.	06.06.2013.	06.06.2015
6	K.Kishore Kumar	Mech. Engg	Asst.Prof.	03.06.2013	03.06.2015
7	B.Venumaheshwar Rao	E&I Engg	Asst.Prof.	03.06.2013	03.06.2015
8	B.Smitha	E&I Engg	Asst.Prof.	03.06.2013	03.06.2015
9	Syed Zaheeruddin	EC Engg	Asst.Prof.	03.06.2013	03.06.2015
10	B.Narsimha	EC Engg	Asst.Prof.	03.06.2013	03.06.2015
11	P.Chiranjeevi	EC Engg	Asst.Prof.	04.06.2013	04.06.2015
12	V.Raju	EC Engg	Asst.Prof	03.06.2013	03.06.2015
13	D.Venu	EC Engg	Asst.Prof	03.06.2013	03.06.2015
14	R.Srikanth	EC Engg	Asst.Prof	03.06.2013	03.06.2015
15	P.Mamatha	EE Engg	Asst.Prof	03.06.2013	03.06.2015
16	T.Swetha	EE Engg	Asst.Prof	03.06.2013	03.06.2015
17	C.Pavan Kumar	EE Engg	Asst.Prof	03.06.2013	03.06.2015
18	N.Rakesh	EE Engg	Asst.Prof	12.06.2013	12.06.2015
19	P.Vijaya Kumar	CSEngg	Asst.Prof	27.06.2013	27.06.2015
20	V.Swathy	CS Engg	Asst.Prof	03.06.2013	03.06.2015
21	R.Gautam	IT	Asst.Prof	03.06.2013	03.06.2015
22	Dr. M.Srinivas Reddy	Phy.Edn.	Asst.Phy. Director	01.06.2013	01.06.2015

Resolution: 2016-A1-7

The Administrative Committee noted the ratification of the above faculty members by Kakatiya University and resolved to recommend to the Governing body for ratification of their services.

2016-A1-8	To Consider the proposal of construction of Alumni Auditorium in the campus., (KITS Warangal Alumni Association)
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Resolution: 2016-A1-8

The Administrative Committee noted the proposal submitted by the KITSWAA for construction of the Alumni Auditorium and resolved to place before the Governing body of the Institute.

2016-A1-9	To ratify the action taken by the Secretary & Correspondent in implementing the Revised Pay Scales - 2015 to the regular non teaching staff of the Institute with effect from December 2015.
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Resolution: 2016-A1-9

The Administrative Committee noted and resolved to place before the Governing Body of the Institute for ratification.

2016-A1-10	To note the list of the superannuating staff (both teaching & non-teaching) of the institute during the calendar year 2016.
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Resolution: 2016-A1-10

The Administrative Committee noted the dates of superannuation of the staff of the institute during the calendar year 2016.

(i) **Faculty Members:** Age of superannuation(60 Years)

Sl. No.	Name of the Staff	Designation	Department	Date of Superannuation
1	Dr.M.Lokanadha Rao	Professor	Mech.Engg	31.03.2016
2	Dr.K.Srinivas	Prof. & Head	PSS Dept	31.05.2016
3	Prof. P. Venugopal Rao	Professor	EE Engg	31.07.2016
4	Dr.K.Gururaj	Principal	Mech. Engg	30.09.2016
5	Dr.M.Surender Kumar	Professor	M & H Dept	31.12.2016

(ii) **Non-Teaching Staff** (Age of Superannuation 58 Years/*60 Years)

Sl. No.	Name of the Staff	Designation	Department	Date of Superannuation
1	Sri C.Shankaraiah@	Attender	Library	29.02.2016
2	Sri G.Kumaraswamy**	Driver	Accounts	31.05.2016
3	Sri B.Krishna Murthy**	Sr.Instructor	E & I Engg	31.05.2016
4	Sri K.Sailu**	Sr.Plumber	Civil Engg	30.06.2016
5	Sri P. Devi Prasad**	Lab.Assistant	Mech.Engg	31.07.2016
6	Sri M. Saraiah@	Attender/Sweeper	Mech.Engg	31.08.2016.
7	Sri K.Lingaiah@	Attender/Sweeper	Info.Tech.	31.10.2016

- Class IV Staff. @ 60 Years ** 58 Years

2016-A1-11	To consider the implementation of the revised leave rules to the new recruiting staff of the institute (both teaching and non-teaching)
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Resolution: 2016-A1-11

The Administrative Committee authorised the Secretary & Correspondent and the Treasurer to finalise the leave rules pertaining to the new recruiters.

2016-A1-12	Any other item with the permission of the chair	
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(i) Career Advancement Scheme

The director appraised to the Administrative Committee the action taken by the Secretary & Correspondent in according permission to grade change under the Career Advancement Scheme to the following faculty members.

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|-------|------------------------|----|---------------------------------|
| i) | Dr. P.Srikanth | .. | Associate Professor Mech. Engg. |
| ii) | Dr. U.Shrinivas Balraj | .. | Assistant professor Mech.Engg |
| iii) | Dr. G.Ganesh Kumar | .. | Assistant Professor, Mech. Engg |
| iv) | Dr. P.Prabhakar Rao | .. | Assistant Professor, Mech. Engg |
| v) | Sri Ch. Karunakar | .. | Assistant Professor, Mech. Engg |
| vi) | Dr.K.Shiva Shankar | .. | Assistant professor, M & H |
| vii) | Dr.D.Prabhakara Chary | .. | Assistant Professor, PSS Dept. |
| viii) | Sri N.Maramu | .. | Assistant Professor, PSS Dept. |

- (ii) To decide the Date for arranging the Governing Body Meeting:

The Director proposed to convene 1st meeting of Governing body meeting, in the year 2016.

The administrative committee resolved to convene the meeting of the Governing Body and fix the date with the consultation of the Chairman.

- (iii) NBA Dates

The director apprised the 5 sets of proposed dates for visit of NBA to the Institute to accredited the 4 B.Tech. programmes i.e, , Civil Engg., Mech. Engg., EEEngg and Information Technology.

- (iv) Placement activity in the Institute

The director apprised about the 157 students placed in different companies. The Administrative Committee noted the status of the Placement Activity

- (v) To update the Dates of Sumshodhini -2016

The director appraised the conduct of the dates of the Sumshodhini 2016 on 21st to 23rd January, 2016 to the members of the Administrative Committee

- (vi) Conduct of Vivekananda Jayanthi on December, 12th January,2016

The conduct of the Vivekananda Jayanthi has been brought to the notice of the administrative committee.

The alumni of the Institute Sri K.Chadraseshkar Reddy, Sri G. Venkat Reddy, Sri A.K.S.N.Ramana, Sri K.Ram Reddy and Sri K. Rajan were sponsored Rs. 40,465/- to organize Swami Vivekananda birthday celebrations at KITS Warangal on 12.12.2015.

The Institute had conducted the Swami Vivekananda Birthday celebrations on 12th December, 2015. Dr.S.Laxmana Murthy, former Professor of English, KU, Warangal was the chief guest and delivered a lecture on Swami Vivekananda preaches.

(vii) Superannuated faculty applications regarding gratuity.

The following retired faculty members have applied for the payment of gratuity keeping their services at the Institute.

- 1) Dr Ch. Sribabu
- 2) Prof. T.Bhupal Reddy
- 3) Sri K.Bhagawan Reddy

(viii) The director brought to the notice of the administrative Committee about the Memorandum of understanding (MOU) regarding quality control test for the GWMC works that are to be carried out within the purview of the Corporation.

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