






ADMINISTRATIVE COMMITTEE MEETING  
2017-A2 OF KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE,  
WARANGAL HELD AT 11.00 AM ON 04.11.2017  
AT INSTITUTE CAMPUS.

MEMBERS:

- |   |     |                 |  |
|---|-----|-----------------|--|
| 1. Dr. A.Murthy Raju garu                                     | ... | Chairman        |               |
| 2. Capt.V.Lakshmikantha Rao garu<br>Secretary & Correspondent | ... | Convener        |               |
| 3. Sri P. Narayan Reddy garu<br>Treasurer                     | ... | Member          |               |
| 4. Dr.V.Vishwanatha Rao garu                                  | ... | Member          |  |
| 5. Dr.P.Venkateswar Rao garu<br>Principal                     | ... | Member          |             |
| 6. Dr. Y.Manohar garu<br>Director                             | ... | Special Invitee | <br>4.11.17 |
| 7. Prof.K.Ashoka Reddy garu                                   | ... | Special Invitee |  |

-.-.-

**MINUTES OF THE 2017-A2 MEETING OF THE ADMINISTRATIVE COMMITTEE OF KAKATIYA INSTITUTE OF TECHNOLOGY AND SCIENCE, WARANGAL HELD AT 11.00 AM ON 04.11.2017 IN THE BOARD ROOM OF THE INSTITUTE.**

The 2017- A2 meeting of the Administrative Committee was held in the Board Room of the Institute at 11.00 AM on 04.11.2017. The following members were present.

- |   |                 |
|---|-----------------|
| 1. Dr. Alluri Murthy Raju                                   | Chairman        |
| 2. Capt.V.Lakshmikantha Rao ..<br>Secretary & Correspondent | Convener        |
| 3. Sri.P.Narayana Reddy ..<br>Treasurer                     | Member          |
| 4. Dr P.Venkateswara Rao ..<br>Principal                    | Member          |
| 5. Dr.Y.Manohar ..<br>Director                              | Special Invitee |

Dr. V.Viswanatha Rao, Member & Dr.K. Ashoka Reddy, Special Invitee were granted leave of absence.

Director extended a warm welcome to the Hon'ble Chairman and the members of Administrative Committee and expressed gratitude for their presence and continuous guidance in running the Institute effectively.

2017-A2-1	To confirm the minutes of 2017-A1 meeting of the Administrative Committee held on 23.02.2017
-----------	--

The minutes of the 2017-A1 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 may be taken as confirmed.

2017-A2-2	The action taken report on the resolutions adopted in 2017- A1 meeting of Administrative Committee.
-----------	---

***Resolution: 2017-A1-3***

*The Administrative Committee noted the action taken report on the resolutions adopted in 2017 -A1 meeting of the Administrative Committee.*

2017-A2-3	To approve the newly drafted Vision & Mission of the Institute.
-----------	---

**Vision:**

- To make our students technologically superior and ethically strong by providing quality education with the help of our dedicated faculty and staff and thus improve the quality of human life.

**Mission:**

- To provide latest technical knowledge, analytical and practical skills, managerial competence and interactive abilities to students, so that their employability is enhanced.
- To provide a strong human resource base for catering to the changing needs of the industry and commerce.
- To inculcate sense of brotherhood and national integrity

***Resolution: 2017-A2-3***

*The Administrative Committee noted the new Vision and Mission of the Institute and recommended to place before the Governing Body for its approval.*

2017-A2-4	To note the starting of the additional New Section for B.Tech. Mechanical Engineering program from the academic year 2017-18 onwards.
-----------	---

***Draft Resolution: 2017-A2-4***

*The Administrative Committee noted starting of the new section in B.Tech. Mechanical Engineering from the academic year 2017-18 onwards and recommended to place before the Governing Body for information and ratification.*

2017-A2-5	To note the admission status into B.Tech. I year 4 YDC & Lateral entry at II Year level, M.Tech. and MBA I Year for the academic year 2017-18 .
-----------	---

*Resolution: 2017-A2-5*

*The Administrative Committee noted the admission status for the current Academic Year 2017-18 in to UG & PG programmes of the institute and recommended to place before the Governing Body for information. Admissions of 60/60 in the MBA class was appreciated.*

2017-A2-6	To note the detention of students for the academic year 2017-18 on account of backlog subjects.
-----------	---

*Draft Resolution: 2017-A2-6*

*The Administrative Committee noted the detention of the students in accordance with the requirement of the Autonomous status Academic Rule RR-14 .*

2107-A2-7	To note the status of Scholarships for the academic years 2014-15, 2015-16 and 2016-17
-----------	--

*Resolution: 2017-A2-7*

*The Administrative Committee noted the status of reimbursement of tuition fee for the last three academic Years, i.e, 2014-15, 2015-16 and 2016-17*

2017-A2-8	To apprise the results of II,IV,VI & VIII semesters of 2016-17 academic year.
-----------	---

*Resolution: 2017-A2-8*

*The Administrative Committee noted the results of the B.Tech. Program both autonomous batch and Kakatiya University for the academic year 2016-17.*

017-A2-9	To ratify the action taken by the Secretary & Correspondent in relieving Dr. P.G.K.Murthy, part time Medical Officer upon his resignation & appointing Dr.B.Govardhan as part time Medical Officer w.e.f.01.03.2017
----------	---

**Resolution: 2017-A2-9**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in relieving Dr. P.G.K. Murthy, part time Medical Officer of the Institute and in appointing Dr. B.Govardhan as part time Medical Officer w.e.f. 01.03.2017 onwards.*

2017-A2-10	To ratify the action taken by the Secretary & Correspondent in appointing Dr. Soora Narasimha Reddy as Associate Professor in CSE Department
------------	--

**Resolution: 2017-A2-10**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in appointing Dr. Soora Narasimha Reddy as Associate Professor in the Department of Computer Science & Engineering.*

2017-A2-11	To ratify the action taken by the Secretary & Correspondent in appointing Sri B.Sumanth Kumar, Assistant Professor in Civil Engineering Department on regular basis.
------------	--

***Resolution: 2017-A2-11***

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in appointing Sri B.Sumanth Kumar, Assistant Professor in Civil Engineering on regular basis with a condition that he has to face the duly constituted committee for regularizing his post.*

2017-A2-12	To ratify the action taken by the Secretary & Correspondent in relieving the superannuated employees of the Institute.
------------	--

***Resolution: 2017-A2-12***

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in relieving the superannuated employees from their services on attaining the age of superannuation.*



2017-A2-13	To ratify the action taken by the Secretary & Correspondent in appointing temporary teaching staff in Civil, Mechanical, Electrical & Electronics Engineering, Electronics & Communication Engineering, Computer Science & Engineering, and Physical Sciences Departments for the academic year 2017-18
------------	---

**Resolution: 2017-A2-13**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in appointing the faculty members on temporary basis in the departments as specified to meet the teaching load as per the AICTE norms for the current academic year 2017-18.*

2017-A2-14	To ratify the action taken by the Secretary & Correspondent in relieving Sri B.Sumanth Kumar, Asst. Professor (CED) on regular basis on LLOP for pursuing his Ph.D Program.
------------	---

**Resolution: 2017-A2-14**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in sanctioning the leave on loss of salary to Sri B. Sumanth Kumar (CED) to pursue his Ph. D Program at NIT Warangal w.e.f. 04.07.2017.*

2017-A2-15	To note the nomination of University representative on to the Governing Body of the Institute for a period of two years with effect from 24.04.2017
------------	---

**Resolution: 2017-A2-15**

*The Administrative Committee noted and recommended to place before the Governing body for information about the nomination of representative of Kakatiya University, Warangal on the Governing Body of KITSW for a period of two years w.e.f 24.04.2017*

2017-A2-16	To note the recognition of the Institute as Research Centre for the courses of Civil, Mech, CSE, E&IE for a period of Three years w.e.f. 2017-18 onwards.
------------	---

**Resolution: 2017-A2-16**

*The Administrative Committee noted and recommended to place before the Governing Body for ratification about the recognition of the Institute as Research Centre in the four fields of Engineering w.e.f.2017-18.*

2017-A2-17	To note the status of proposal for NAAC (National Assessment and Accreditation Council) accreditation under revised format
------------	--

**Resolution: 2017-A2-17**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in according permission to apply for NAAC accreditation of the Institute under revised format.*

2017-A2-18	To note the action taken by the Secretary & Correspondent in relieving Dr. H.Ramesh Babu, Assistant Professor in Physical Sciences from the duties of Additional Controller of Examinations (Conduction) and appointment of Dr. K. Rajendra Prasad Assistant Professor as Faculty I/c. Examinations Branch
------------	--

**Resolution: 2017-A2-18**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in relieving Dr. H. Ramesh Babu as Additional Controller of Examinations (Conduction) with immediate effect and appointing Dr. K.Rajendra Prasad, Asst. Professor as Faculty I/c. Examinations Branch.*

2017-A2-19	To Approve the Audited Balance Sheet for the financial year 2016-17 and to recommend to the Governing Body for its approval.
------------	--

**Resolution: 2017-A2-19**

*The Administrative Committee noted the Audit Report for the year ended 31<sup>st</sup> March, 2017 and recommended to the Governing Body of the Institute for its approval.*

2017-A2-20	To ratify the action taken by the Secretary & Correspondent in releasing the enhanced DA which is due for 1 <sup>st</sup> January 2016 from <u>15.196% to 18.340%</u> released in the month of April, 2017, and enhanced DA from <u>18.340% to 22.008%</u> due from first July, 2016 released in the month of July,2017.
------------	--

**Resolution: 2017-A2-20**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in releasing two installments of Dearness Allowances to the employees of the Institute.*

2017-A2-21	To take a decision on releasing the enhanced DA which is due from 1st January,2017 ( from 22.008% to 24.104%) as per the G.O.Ms.No. 135 of Finance (HRM.IV) Dept. dated 22.09.2017.
------------	---

**Resolution: 2017-A2-21**

*The Administrative Committee noted the release of DA by the Government of Telangana which is due from 1<sup>st</sup> January, 2017 (from 22.008 to 24.104% as per the G.O.Ms.No. 135 of Finance (HRM.IV) Dept. dated 22.09.2017 and the item is deferred keeping in view of the present financial status of the Institute.*

2017-A2-22	To note the action taken by the Secretary & Correspondent in releasing the EL Surrender amount & Gratuity amount to the superannuated employees (from January, 2017 Onwards)
------------	--

**Resolution: 2017-A2-22**

*The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in releasing the EL surrender amount and Gratuity amount to the superannuated employees.*

2017-A2-23	To apprise the status of placements for the academic year 2016-17 & 2017-18
------------	---

**Resolution: 2017-A2-23**

*The Administrative Committee noted the placement status in the Institute for the academic year 2016-17 & 2017 -18 ongoing (up to October, 2017).*

2017-A2-24	To note the status of Hostel admissions for the academic year 2017-18
------------	---

**Resolution: 2017-A2-24**

*The Administrative Committee noted the admission status in the Hostels for the academic year 2017-18.*

2017-A2-25	To note the students affairs activities during the current academic year 2017-18
------------	--

**Resolution: 2017-A2-25**

*The Administrative Committee noted the students' affairs activities during the academic year 2017-18 as per the list enclosed.*

2017-A2-26	To apprise the Conduct of Inter Collegiate Tournaments in the Institute Campus.
------------	---

**Resolution: 2017-A2-26**

*The Administrative Committee noted the Conduct of the Inter Collegiate Tournaments for Kakatiya University, at our Institute Campus and the performance of the Institute teams.*

2017-A2-27	To apprise on the GWMC third party quality control contact agreement from 09.12.2015 to 08.12.2016 ( One Year)
------------	--

**Resolution: 2017-A2-27**

*The Administrative Committee noted the third party quality control work agreement with GWMC, Warangal and ratified the action taken by the Secretary & Correspondent in terminating the agreement by not participating in the tender for the next year.*

2017-A2-28	To note the construction activity in the Institute campus
------------	---

**Resolution: 2017-A2-28**

*The Administrative Committee noted the ongoing construction activity in the campus and ratified the action taken by the Secretary & Correspondent in according the sanctions to the above construction and renovation works.*

2017-A2-29	Construction of the Auditorium in the Institute Campus.
------------	---

**Resolution: 2017-A2-29**

*The Administrative Committee noted the proposal for construction of auditorium in the institute campus and deferred the matter for want of detailed discussion.*



2017-A2-30	Any other item with the permission of Chair
------------	---

Director apprised the following activities taken place at the Institute to the Administrative Committee for information and necessary approvals.

- Apprised the draft research policy of KITSW and after seeking certain clarifications it was approved.(Copy enclosed) **(Annexure-I)**
- The Administrative Committee noted the proposals sent to the Kakatiya University, Warangal for according permission to recognize the departments of EEE and ECE as research centers at this Institute.
- Conduct of Career guidance program by Confederation of Indian Industry (CII) on 06.11.2017.
- The director apprised the activities taken place after the Administrative Committee meeting on 23.02.2017. ( Copy enclosed) **(Annexure-II)**
- Constitution of Internal Quality Assurance Cell (IQAC) as per NAAC Guidelines and include the following among others: (Copy enclosed) **(Annexure-III)**
  1. Sri P. Narayana Reddy, Treasurer, KITSW
  2. Sri P.Sadasiva Rao, Advocate, Warangal
  3. Sri Suresh Reddy ( Amrutha Tools, Hyderabad)
  4. Employer TCS, Hyderabad
- Apprised SAE Supra Vehicle - Competition held at Kari Motor Speedway, Coimbatore from 6.10.2017 to 9.10.2017 and the participation of 28 students & 01 faculty member.
- Apprised SAE NIS-Efficiency-2017 - Competition scheduled at Lovely Professional University Jalandhar, Punjab from 01.11.2017 to 05.11.2017 and participation of 08 students & 02 faculty members.
- The Alumni visits to the Institute Campus.

- Secretary & Correspondent interacted with the faculty of CSE Department. Total 29 faculty interacted during 6 days continuously on 19.09.2017, 20.09.2017, 03.10.2017, 04.10.2017, 10.10.2017 and 11.10.2017. Almost 2 hours per faculty was taken for interaction. This has developed more seriousness among the faculty.
- The demands note submitted by KITSTA vide their letter No. 04/17 dated 31.10.2017 has been deferred.
- The Administrative Committee noted the extension of services of Dr.Y.Manohar, as Director for a period of one year from 23.07.2017 on the same terms and conditions and resolved to place before the Governing Body for its ratification.

The meeting concluded with profound vote of thanks to the chairman and members of the Administrative Committee.

-.-.-