

**MINUTES OF THE 2019-A3 MEETING OF THE ADMINISTRATIVE COMMITTEE
OF KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL HELD
ON 11.11.2019 AT 10.30 AM IN THE BOARD ROOM OF THE INSTITUTE.**

The 2019-A3 meeting of the Administrative Committee was held in the Board Room of the Institute on 11.11.2019 at 10.30 AM. The following members were present.

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| 1. Dr. A. Murthy Raju | ... | .. | Chairman |
| 2. Capt. V.Lakshmikantha Rao
Secretary & Correspondent | ... | ... | Convener |
| 3. Sri P. Narayana Reddy
Treasurer | ... | .. | Member |
| 4. Prof. K.Ashoka Reddy
Principal | ... | .. | Member |

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

KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL- 506 015
2019-A3 MEETING OF THE ADMINISTRATIVE COMMITTEE
KITS, WARANGAL.

Date: 11.11.2019

Time: 10.30AM

Venue: Institute Campus

MINUTES

2019-A3-1	To confirm the minutes of 2019-A2 meeting of the Administrative Committee held on 22.08.2019
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The minutes of the 2019-A2 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.

2019-A3-2	The action taken report on the resolutions adopted in 2019-A2 meeting of Administrative Committee.
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2019-A2-3	To approve & recommend the budget to the Governing Body for the financial year 2019-20. (Adjourned Item)
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Resolution:

2019-A2-R3: *The Administrative Committee noted and approved the budget for the Financial Year 2019-20 and resolved to recommend to the Governing Body for its final approval.*

Action: *The budget for the Financial Year 2019-20 was presented to the Governing Body for its final approval and the Governing Body approved it.*

2019-A2-4	To ratify the action taken by the Secretary & Correspondent in sanctioning the extraordinary leave /relieving some faculty members.
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Resolution:

2019-A2-R4: *The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in relieving the faculty for higher studies: 1. Sri K. Harish, Assistant Professor, EEE Department (2). Sri B. Hanmanthu, Assistant Professor, CSE Department (3) Smt. T.Swetha, Assistant Professor, EEE Department and those who have resigned on various grounds (1) Smt. V. Sunitha, Assistant Professor, IT Dept. (2) Dr. K. Himabindu, Assistant Professor, M & H Department.*

Action: *Noted*

Resolution:

2019-A2-R5: *The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in according permission to conduct interviews for recruitment of regular faculty in July, 2019 and to send the recommendations of the selection committee to the Kakatiya University, Warangal, for ratification.*

<i>Sl.No.</i>	<i>Department</i>	<i>Asst. Prof.</i>	<i>Assoc. Prof.</i>	<i>Professor</i>
1	<i>Civil Engg</i>	04	01	--
2	<i>Mech.Engg</i>	04	02	--
3	<i>CSE</i>	03	01	--
4	<i>EEE</i>	04	03	02
5	<i>ECE</i>	02	02	--
6	<i>Maths</i>	04	01	--
7	<i>Chemistry</i>	02	--	--
8	<i>English</i>	02	--	--
9	<i>Physics</i>	02	--	--
<i>Total</i>		27	10	02

Action: *The proceedings of the selection committee have been submitted to the Kakatiya University, Warangal for ratification.*

2019-A2-6	To note a report on the CAS promotions for Professor/Associate Professor Positions
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Resolution:

2019-A2-R6: *The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in selecting the Professors/Associate Professor under CAS in July, 2019 and to send the recommendations of the selection committee to the Kakatiya University, for ratification.*

<i>Sl. No.</i>	<i>Department</i>	<i>Assoc. Prof AGP `9000/-</i>	<i>Professor AGP `10,000/-</i>
<i>1</i>	<i>Civil Engg</i>	<i>--</i>	<i>03</i>
<i>2</i>	<i>Mech.Engg</i>	<i>--</i>	<i>02</i>
<i>3</i>	<i>CSE</i>	<i>--</i>	<i>02</i>
<i>4</i>	<i>IT</i>	<i>--</i>	<i>01</i>
<i>5</i>	<i>ECE</i>	<i>--</i>	<i>01</i>
<i>6</i>	<i>E & I</i>	<i>--</i>	<i>01</i>
<i>7</i>	<i>Physics</i>	<i>01</i>	<i>--</i>
<i>Total</i>		<i>01</i>	<i>10</i>

Action: *The proceedings of the selection committee have been submitted to the Kakatiya University, Warangal for ratification.*

2019-A2-7	To note the starting of Two new B.Tech. Courses from the academic year 2019-20 onwards.
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Resolution:

2019-A2-R7: The Administrative Committee noted the starting of new B.Tech. Courses at the Institute from the Academic Year 2019-20 onwards.

1. ***B.Tech. Computer Science & Engineering (NET WORKS) [Code: CSN] with an intake of 60 Students.***
2. ***B.Tech. Electronics and Communication and Instrumentation Engg. [Code: ECI] with an intake of 60 students.***

Action: *The committee noted the starting of new courses in the Institute from the academic year 2019-20 onwards.*

2019-A2-8	To note the enhancement of tuition fee for the block period 2019-20 to 2021-22.
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Resolution:

2019-A2-R8: The Administrative Committee noted the following enhancement of Fee structure of the Institute for the block period 2019-20 to 2021-22.

- ***B.Tech. `1,25,700/-, M. Tech. `70,000/- MBA `60,000/- Subject to finalization of TAFRC.***

2019-A2-9	To note the admission status of B.Tech. Program for the academic year 2019-20.
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Resolution:

2019-A2-R9: *The Administrative Committee noted the admission status into the 1st Year B.Tech. Program for the Academic Year 2019-20.*

Action: Noted

2019-A2-10	To note the results status of Even semesters for the academic year 2018-19
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Resolution:

2019-A2-R10: *the Administrative Committee noted the results and suggested to take special measures for improving performance of ME, E&IE students. The Administrative Committee congratulated the Controller of Examinations, HoDs, faculty for their dedicated work and the students on their success.*

Action: Noted

2019-A2-11	To note the expenditure incurred in connection with the orientation and Induction program to the I year B.Tech. students 2019-20 intake (Budget for orientation Program)
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Resolution:

2019-A2-R11: *The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent in sanctioning an amount of `2,77,000=00 (Rupees Two Lakhs Seventy Seven Thousand Only) to meet the expenses and for smooth conduction of Orientation Programme and Induction Programme, for the First Year students of 2019-20. The student orientation and Induction program started on 2nd & 3rd August, 2019.*

Action: Noted

2019-A2-12	To note the scholarship status for the Academic Year 2018-19
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Resolution:

2019-A2-R12: *The Administrative Committee noted the status of the pending scholarship amount `8,19,78,800/- pertaining to the previous academic year i.e., 2018-19 from the Government of Telangaana.*

Action: Noted

2019-A2-13	To Approve Establishing Innovation & Incubation Centre (IIC) in the Institute
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Resolution:

2019-A2-R13 *The Administrative Committee noted and resolved to accord approval for establishing innovation and incubation centre (IIC) in the Institute.*

Action: *The Principal is preparing an action plan for establishment of Innovation and incubation Centre (ICC)*

2019-A2-14	To approve the purchase of 3D- printer for Indo American Artificial Heart Project
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Resolution:

2019-A2-R14 *The Administrative Committee noted and ratified the action taken by the Secretary & Correspondent to purchase a 3D- Printer for the Indo American Artificial Heart Project with an estimated cost of `16,00,000/- (Rupees Sixteen Lakhs Only).*

Action: *Placed order for the procurement of the 3D- printer on 21.08.2019 with Adroitec Engineering Solutions, Pvt. Ltd, Noida- 201 301 (UP). The firm delivered the 3D- Printer and installed successfully on 05.11.2019.*

Training session to faculty was arranged from 06.11.2019 to 09.11.2019

2019-A2-15	To note and take a decision on implementation of revised Dearness Allowance (w.e.f. 1 st July, 2018) as per the Government Order G.O.Ms. No. 36 of Finance (HRMIV) Department dated 01.06.2019)
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Resolution:

2019-A2-R15: *The Administrative Committee noted and resolved to implement the new DA w.e.f. 1st August, 2019 prospectively.*

Action: *The payment of Dearness Allowance is implemented to the staff of the Institute w.e.f. 1st August, 2019 prospectively.*

2019-A2-16	To approve conduction of the Yoga classes to students
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Resolution:

2019-A2-R16: *The Administrative Committee noted and accorded approval by sanctioning ` 75,000/- per semester to conduct of YOGA Classes to the B.Tech. III & IV Semester students every year from the Academic Year 2019-20. The Administrative Committee also approved for establishing a permanent Yoga Center in the Institute Premises.*

Action: *Noted*

2019-A2-17	Any other item with the permission of the Chair
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Based on the suggestions received, the following are the resolutions adopted:

- 2019-A2-17.1 The Administrative Committee advised the Principal to constitute a committee to study and recommend the measures for continuous development of the Institute.
- 2019-A2-17.2 The Administrative committee resolved to hold its meetings to be conducted regularly and at least once in every 3 months.
- 2019-A2-17.3 The Administrative Committee informed the principal to send the Meeting Agenda & Notes well in advance i.e, at least one week before the meeting date.

Action: *Noted*

2019-A3-3	To approve the audited Balance Sheet for the Financial Year 2018-19 and to recommend to the Governing Body for its approval.
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Resolution: 2019-A3-R3: *The Administrative Committee noted the Audited Balance Sheet for the Financial Year 2018-19 along with its notes and requested to recommend to the Governing Body for its approval.*

2019-A3-4	To note the visit of NBA expert team during 4- 6 October, 2019 for accreditation of CE, ME, EEE and IT Departments.
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Resolution: 2019-A3-R4: *The Administrative Committee noted the visit of the NBA expert team to the Institute and the opinion expressed in the exit meeting held on 6th October, 2019. Further the Administrative Committee instructed the Principal to circulate the summary of exit meeting in terms of "SWOC" to all the faculty.*

2019-A3-5	To note the superannuation of Dr. K.V.Raghubabu, Professor & Head, PSS Department on 30.09.2019.
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Resolution: 2019-A3-R5: *The Administrative Committee noted the superannuation of Dr.K.V.Raghubabu, Professor & Head, Physical Sciences Department on 30.09.2019 and ratified the action taken by the Secretary & Correspondent in relieving Dr. K.V.Raghubabu.*

2019-A3-6	To note and ratify the action taken by the Secretary & Correspondent in relieving the regular faculty members upon their resignation.
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Resolution: 2019-A3-R6:

The Administrative Committee noted the resignations of the faculty and the action taken by the Secretary & Correspondent in relieving them is ratified.

2019-A3-7	To note and ratify the action taken by the Secretary & Correspondent in changing the Heads of Departments of ECE, EEE, CSE and PS
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Resolution: 2019-A3-R7: The Administrative Committee noted the change of Heads of Departments of ECE, EEE, CSE and PS and the action taken by the Secretary & Correspondent is ratified.

<i>Sl.No</i>	<i>Department</i>	<i>Head of the Dept</i>	<i>Charge taken on</i>
1	ECE	Dr.B.Ramadevi	01.11.2019
2	EEE	Dr.C.Venkatesh	02.05.2019
3	CSE	Dr.V.Shankar	01.11.2019
4	PS	Dr.T.Madhukar Reddy	01.10.2019

2019-A3-8	To note and ratify the action taken by the Secretary & Correspondent in nominating Dr.G.Rajendra Naik Associate Professor Dept. of EEE as Additional Controller of Examinations.
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Resolution: 2019-A3-R8

Resolution: 2019-A3-R8: The Administrative Committee noted the nomination of Dr. G. Rajendra Naik, as Additional Controller of Examinations and the action taken by the Secretary & Correspondent is ratified.

2019-A3-9	To ratify the action taken by the Secretary & Correspondent in appointing Dr. K.V.Raghubabu, Professor on temporary basis for the current Academic Year 2019-20.
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***Resolution: 2019-A3-R9:** The Administrative Committee noted the appointment of Dr. K.V.Raghubabu as Professor on temporary basis in the Department of Physical Sciences with effect from 03.10.2019 and ratified the action taken by the Secretary & Correspondent.*

2019-A3-10	To note the Placements status for the current year 2019-20 till date (5 th November, 2019)
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The status of placements for the current Academic Year 2019-20 (up to 5th November, 2019) has been appended herewith.

- No. of eligible/registered students for placements: 623
- No. of offers (2019-20) Up to 5th Nov. 2019 : 242
- Number of companies visited: 20
- Company wise/Branch wise offers are appended.

Major Offers:

i) TCS Ninja:	111
ii) Mphasis :	53
iii) TCSCodeVita	09
iv) Vipro Talent Next	09

i) No. of Single offers ..	118
ii) NO. of Double offers ..	45
iii) No. of Tripple offers ..	08
iv) No. of Quadruplicate offers ..	00
v) No. of Five offers ..	02

Up to 5th November 2019

- No. of offers: 242
- No. of students placed: 118

Resolution: 2019-A1-R10: The Administrative Committee noted the number of students placed as of 5th November, 2019.

- *No.of offers:* 242
- *No. of students placed* 118
- *No. of registered students* 623
- *No. of companies visited* 20

2019-A3-11	To note the activities of the Department of Physical Education
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Resolution: 2019-A3-R11: *The Administrative Committee noted the activities of the Department of Physical Education.*

2019-A3-12	To note the detention of students in the Odd semesters of III & V Semester B.Tech. due to shortage of attendance
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Resolution: 2019-A3-R12: *The Administrative Committee noted the detention of students of III and V Semesters for the academic year 2019-20 due to shortage of attendance.*

B.Tech. III Semester (II-year students)

Sl.No	Roll No.	Branch-Section	Name of the Student
1	B18CE053	Civil -I	Kummari Laxmana Sai Shiva Shankar
2	B18CE093	Civil - II	Vaibhav Reddy Palamakula
3	B19ME205L	Mech - III	Abudl Basith Muqeeth Abood Salim
4	B18CS073	CSE - II	Andapally Bhuvanasri
5	B18CS146	CSE - III	Mirza Wajid Ali Baig
6	B17EE047	EEE - I	Narmeta Dhanush Chandra

B.Tech. V- Semester (III-year students)

Sl.No	Roll No.	Branch-Section	Name of the Student
1	B17CE032	Civil -I	Durgam Mahesh Kumar
2	B18CS190L	CSE - I	Koduri Abhinay
3	B18CS200L	CSE - II	Ayesha Nishad

2019-A3-13	To note the status of candidates reported against regular appointments.
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The following table shows the list of candidates reported for duty Out of the selected candidates.

Resolution: 2019-A3-R13: *The Administrative Committee noted the status of reported candidates against regular appointments made during faculty recruitment drive conducted in June/July 2019.*

Sl. No	Department	Professor		Associate Professor		Assistant Professor	
		Selected	Reported on regular basis	Selected	Reported on regular basis	Selected	Reported on regular basis
1	CE	--	--	01	01	04	03
2	ME	--	--	02	02	04	04
3	ECE	--	--	03	03	02	02
4	EEE	02	02	03	03	04	04
5	CSE & IT	--	--	01	01	03	03
6	Physics	--	--	--	--	03	03
7	Chemistry	--	--	--	--	02	02
8	Maths	--	--	01	01	04	04
9	English	--	--	--	--	02	02
Total		02	02	11	11	28	27

2019-A3-14	To apprise on Yoga Classes conducted for III Semester students of current academic year 2019-20.
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Around 350 students were trained during this period.

Resolution: 2019-A3-R14: The Administrative Committee noted the conduct of the Yoga Classes at the Institute level from 29-08-2019 to 29-10-2019 to the students.

Batch	Participants	From	To	Venue
Batch-I	Faculty & Staff	29-08-2019	07-09-2019	SH-1 (Music, Dance & Fine arts club room, Near KITSW Dispensary)
Batch-II	III Semester ME-I students & counselors	08-09-2019	14-09-2019	Auditorium
Batch-III	III Semester ME-II students & counselors	15-09-2019	21-09-2019	Auditorium
Batch-IV	III Semester ME-III students & counselors	22-09-2019	28-09-2019	Auditorium
Batch-V	III Semester CSE-I students & counselors	29-09-2019	05-10-2019	Auditorium
Batch-VI	III Semester CSE-II students & counselors	06-10-2019	12-10-2019	Auditorium
Batch-VII	III Semester CSE-III students & counselors	13-10-2019	19-10-2019	Auditorium
Batch-VIII	III Semester IT students & counselors	23-10-2019	29-10-2019	Auditorium

2019-A3-15	Any other item with the permission of the Chair
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-- NIL ---

The meeting concluded with profound vote of thanks by Dr. K. Ashoka Reddy, to the Chairman and the Members of the Administrative Committee.

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