

NOTICE

Ref. No. : KITS/IQAC/2023-24/1

Date: 18.06.2023

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 22/06/2023 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. NAAC SSR preparation for second cycle of accreditation
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. Activation of all Clubs/Forums/Associations
8. Organize Induction cum orientation program for newly admitted students
9. Online/offline guest lectures
10. Motivation of faculty and students to prepare NPTEL courses
11. AOB



IQAC Coordinator

Copy to: 1. Chairman IQAC

2. All IQAC members

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KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE

RAMTEK-441 106, DIST. NAGPUR, MAHARASHTRA,

(Managed by Vodithala Education Society, Hyderabad)

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E-mail: info@kits.edu

Web : www.kits.edu

DTE Institute Code : 4104

Phone: 07114-255309 / 255313

Fax : 07114-255236

The following **Internal Quality Assessment Cell** members were present for the IQAC meeting held on **22.06.2023** in room no. **903** at **2.00 PM**

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Avinash N. Shrikhande, Principal	Chairperson	
2	Sri. V. Pranav, Executive Director (Admin.)	Management Representative	Leave of absence granted.
3	Dr. Y.M.Jibhakate, HOD- Mech. Engg.	Co-ordinator	
4	Dr. A. N. Dabhade, HOD-Civil Engg. & Dean (Admissions)	Member	
5	Dr. V.P.Mahatme, HOD-CTD & Dean (Acad.)	Member	
6	Dr. P.S.Ashtankar, HOD-ECE & Dean (SA)	Member	
7	Mr. B.D.Tale, Asso. Prof. & HOD- Electrical Engg.	Member	
8	Mrs. Saroj Shambharkar, HOD-IT	Member	
9	Mrs. Kalpana Thakare, HOD-Arch.	Member	
10	Dr. K. Gajanan, Asso. Prof. & HOD-ESH	Member	
11	Dr. S.P.Chincholkar, Asso. Prof.(MED) & Incharge T&P Cell	Member	
12	Mr. S.M.Kharad, Asso. Prof. (ECE)	Member	
13	Dr. E. Siva Prasad, Asst. Prof.(ESH) & Asso. Dean (Hostels)	Member	

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PRINCIPAL

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14	Mr. P.M.Pokley, Asso.Prof.(ESH) & Registrar	Member	
15	Mrs. Vaishali S. Pande, Asst. Prof. (ECE)	Member	
16	Mr. M.K.Jaiswal, Asst. Prof. (MED) & Alumni Co-ordinator	Member	
17	Mr. Prashant Fursule, Parents' Representative	Member	

IQAC Coordinator

IQAC Chairperson

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Fax : 07114-255236

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Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/23-24/1

Date: 24.06.2023

The Internal Quality Assurance Cell meeting was held on 22.06.2023 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 the action taken report.
2. It was informed to all members that, the institute is going for second cycle of NAAC Accreditation. All are required to put extra efforts for the preparation of SSR. The tentative submission of SSR was decided in the month of October 2023.

Action: NAAC Core Team and all HODs

3. It was asked to prepare academic schedule of the institute for academic year 2023-24 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 Academics & all HODs

4. The probable dates for reopening the institute were discussed and decided to start the classes for V and VII semester students on 10.07.2023 and for III semester students on 31.07.2023. The registration of the students will start from the dates of reopening of the institute.

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

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Fax : 07114-255236

7. It was informed to all that, the combined inauguration of all Clubs/Forums/Associations/ Student Chapters is to be schedule at the earliest so that students will have sufficient time to conduct the activities.

Action: Dean Student Activity & All HODs

8. The induction cum orientation program is to be organized for fist year students after final round of admission.

Action: HOD ESH

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

Action: All HODs

10. All HODs are informed to motivate the faculty and students to join the NPTEL courses.

Action: All HODs

11. With due permission of the Chair, under AOB following information was shared with all members;

- International YOGA DAY was celebrated in the institute by NSS unit on 21.06.2023.
- Sri Kanchi Kamakoti Pithadhipati Jagatguru Sri Sri Sri Shankar Vijayandra Saraswati Shankaracharya Swamiji is visiting and staying in the institute from 23.06.2023 to 25.06.2023.

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

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Action Taken Report submitted to the IQAC Chairperson on the points discussed in IQAC meeting held on 22.06.2023 at 2.00 PM in Room No. 903.

The following activities/events are conducted during the period 23.06.2023 to 03.10.2023.

1. As per the discussion held in IQAC meeting, the SSR preparation for NAAC cycle 2 accreditation is has been initiated by the NAAC convener and submitted the IIA to NAAC on 03.10. 2023.
2. The academic schedule has been prepared and disseminated to all stake holders of the institute.
3. The class work of V and VII semester has been started on the dates which were decided earlier and also the class work of III semester started on 31-07-2023.
4. Point no. 5 & 6 in the agenda is an ongoing process throughout the academic year and keenly monitored by the Respective departments.
5. The inaugural of all clubs/forums/chapters is scheduled on 16-16-2023 in Silver Jubilee Hall.
6. Induction can orientation program for I year student was Scheduled on 23.08.23.
7. The following guest lectures/seminars/site visits were arranged by the different departments as follows;
 - Pledge taking ceremony under Azadi ka Amrut Mahotsava with subject of Meri Mati Mera Desh was organized on 09.08.2023.
 - Seminar on 'Data Analytics' was organized by the Department of Computer Technology for students on 19.08.2023.
 - Seminar on 'Opportunities for Fresher's in Data Science' was organized by Department of Computer Technology on 19.08.2023.
 - Seminar on 'How to prepare for GATE Examinations' was organized for students by Computer Technology Department on 20.08.23.
 - Department of Architecture has conducted the site visit of VII semester students on 26.08.23.
 - The Voter Registration Campaign was conducted in the institute in association with Tahasil Office, Ramtek on 04.08.23.
 - Teachers Day was celebrated by all departments on 05.09.2023.
 - Webinar was conducted on 'Exciting Carrier Opportunities through Emerging Technologies and Studying Abroad by T & P Cell on 06.09.2023.
 - MOU was signed with INCUBEIN foundation, Incubation Centre of RTMNU on 08.09.23.

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- The Renewal of ISO 9001:2015 and 14001:2015 has been initiated and soon it will be done.
- On 16.01.24 'Alumni Day' was celebrated by all departments. Invited Alumni Students had a interactions with students.
- Research and Development cell has organized workshop on CO and PO Attainments on 02.01.2024.
- Training and Placement cell has organized on day workshop for students on SAP on 12-01-2024.
- Institute's Prize Distribution program was organized on 26.01.24
- Computer Technology Department has organized expert lecture for students on 18.01.24.
- Civil Engg. Dept. has organized guest lecture for student on 'Rain Water Harvesting' on 18.01.2024.

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[Signature]

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IQAC Coordinator

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Ref. No.: KITS/IQAC/2023-24/2

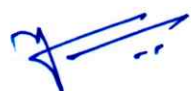
Date 28.09.23

NOTICE

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 04.10.2023 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. Preparation and submission of SSR for II Cycle of accreditation
3. NBA committee formation.
4. Reunion of 94 Batch students.
5. Renewal of Research Centre.
6. Autonomy Committee formation
7. Blood donation camp organization.
8. Conduction of seminar/question lectures/field visit by all departments
9. Renewal of ISO 9001:2015 and 14001:2015 certificates.
10. Alumni Meet organization.
11. One day workshop on CO and PO by R & D Cell.
12. AOB


IQAC Coordinator

Copy to: 1. Chairman IQAC

2. All IQAC members

3. IQAC file



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The following Internal Quality Assessment Cell members were present for the IQAC meeting held on **04.10.2023** in room no. **903** at **2.00 PM**.

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Avinash N. Shrikhande, Principal	Chairperson	
2	Sri. V. Pranav, Executive Director (Admin.)	Management Representative	Leave of absence granted.
3	Dr. Y.M.Jibhakate, HOD- Mech. Engg.	Co-ordinator	
4	Dr. A. N. Dabhade, HOD-Civil Engg. & Dean (Admissions)	Member	
5	Dr. V.P.Mahatme, HOD-CTD & Dean (Acad.)	Member	
6	Dr. P.S.Ashtankar, HOD-ECE & Dean (SA)	Member	
7	Mr. B.D.Tale, Asso. Prof. & HOD- Electrical Engg.	Member	
8	Mrs. Saroj Shambharkar, HOD-IT	Member	
9	Mrs. Kalpana Thakare, HOD-Arch.	Member	
10	Dr. K. Gajanan, Asso. Prof. & HOD-ESH	Member	
11	Dr. S.P.Chincholkar, Asso. Prof.(MED) & Incharge T&P Cell	Member	
12	Mr. S.M.Kharad, Asso. Prof. (ECE)	Member	
13	Dr. E. Siva Prasad, Asst. Prof.(ESH) & Asso. Dean (Hostels)	Member	

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14	Mr. P.M.Pokley, Asso.Prof.(ESH) & Registrar	Member	
15	Mrs. Vaishali S. Pande, Asst. Prof. (ECE)	Member	
16	Mr. M.K.Jaiswal, Asst. Prof. (MED) & Alumni Co-ordinator	Member	
17	Mr. Prashant Fursule, Parents' Representative	Member	

IQAC Coordinator

IQAC Chairperson

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Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/23-24/2

Date: 07.10.2023

The Internal Quality Assurance Cell meeting was held on 04.10.2023 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 action taken report was discussed.
2. The IQAL coordinator informed to all members that, the IIQA may be approved by NAAC and within 45 days of approval the SSR is likely to be submitted. Therefore, NAAC core team and criteria wise committees are required to work hard for the preparation of SSR.

Action: IQAC coordinator, NAAC Core team

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 collectively decided that the Institute has to apply for NBA for three programs such as Civil Engg, Mech. Engg and Computer Technology. To check the eligibility and preparation of SAR the committee is to be constituted.

Action: Registrar

5. It is informed to all IQAC members that, the 94 batch Alumni students' reunion is scheduled on 24.11.23. Around 84 Alumni students from abroad and India are visiting to the institute. The necessary arrangements are to be made in the institute for successful conduction of Reunion.

Action: Alumni cell

6. For renewal of Research Centre, it is required to be applied to the University and try to get it done within stipulated

Action: Dean (R & D)

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7. It was decided and informed to all members that, the institute is applying for Autonomy to UGC. To prepare the related documents the committee is to be constituted who will take care of Autonomy procedure and collection of necessary documents.
Action: Registrar

8. It was informed to all that, Blood Donation Camp is to be organized on 31.01.2024 on the occasion of Martyrs Day as we are organizing event every year.

Action: Dean (SA)

9. It was asked to all HODs to conduct seminar/guest lecture/STTP/Site visit etc in the departments.

Action: All HODS, & Deans

10. It was informed to all that the renewal of 150 9001:2015 and 14001:2015 is to be done in the month of Jan/Feb of 2024.

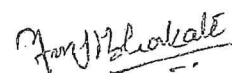
Action: IQAC Coordinator

11. We are celebrating 16 Jan as Alumni Day every year. Therefore, all HODs are required to do the necessary arrangements for Alumni Day.

12. It was informed to all that the workshop on CO & PO is organized for newly joined faculty members.

Action: Dean (R&D)

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

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Action Taken Report submitted to the IQAC Chairperson on the points discussed in IQAC meeting held on 04.10.2023 at 11.00 AM in Room No. 903.

The following activities/events are conducted during the period 05.10.2023 to 04.02.2024.

1. The SSR has been prepared and submitted to NAAC on 21.01.2024. The Students' Satisfaction Survey was also initiated as a part of NAAC accreditation. The Data Verification and Validation is to be received soon from NAAC.
2. The NBA committee has been constituted in the institute to look after pre-qualifier and SAR of in the month of November 2023.
3. The reunion of 94 Batch Alumni students was celebrated in the institute on 24.11.23. Around 84 students/Alumni have participated in the reunion. They had interaction with Students of various departments.
4. For renewal of Research Centre, the institute has applied for renewal to the University and committee will soon visit the Institute.
5. The Autonomy committee in the institute has been constitute and they have initiated their work for applying Autonomy
6. The Blood Donation Camp was organized in the Institute on 31-01-2024. Staff and students donated the blood.
7. The various departments have organized seminar/guest lecture as given below.
 - The combined inauguration of all forums/clubs/Associations was conducted on 16.0-2023-
 - The Department of Computer Technology has organized 'Tectangle' event for students on 30-31.10.2023.
 - Department of architecture organized 'Cart Making Competition' for students on 01.11.2023.
 - Department of Architecture organized industrial visit to Rajasthan for B.Arch students during 14.12.25 to 23.12.23.
 - The Internal Complaint Committee has organized 'Awareness Program on Gender Discrimination' on 04.12.2023.
 - Architecture department has organized Youth Fest Celebration during 14.01.24 to 16-01-24.

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- The guest lecture was organized on 'Importance of Software in Civil Engg.' for all Civil Engineering students on 08.09.23.
- Information Technology department has organized poster competition on "Innovative Ideas for all students on 21.09.23.
- One day workshop on Project Based Research and Patent was organized by R&D cell and Incubation centre on dated 22.07.23.
- Seminar on 'Roles and Responsibility of Higher Technical Institutes in Effective Implementation of National Education Policy 2020' was organized by the Department of Electronics and Communication on 28.07.23.
- Swachha Bharat Diwas was celebrated by the NCC unit of the Institute on 01.10.23.

Jay Bhakate
IQAC Coordinator

Seen

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Ramtek - 441106, Dist. Nagpur (M.S.)

NOTICE

Ref. No. : KITS/IQAC/2023-24/3

Date: 01.02.2024

It is hereby informed to all Internal Quality Assurance Cell (IQAC) members that, the IQAC meeting is scheduled on 05.02.2024 at 2.00 PM in Room. No. 903. All are required to attend the same.

Agenda of the meeting:

1. Revision of previous meeting
2. Submission of DVV and Peer Team visit preparations
3. Registration for NBA
4. Conduction of University examination S-2024
5. Combined valedictory of all forums/clubs/ Associations
6. Annual Sports Prize distribution day
7. Workshop on NBA
8. Conduction of seminar/guest lecturers/site visit etc
9. Students' participation in NPTEL courses
10. AOB.



IQAC Coordinator

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The following **Internal Quality Assessment Cell** members were present for the IQAC meeting held on **05.02.2024** in room no. **903** at **2.00 PM**

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Avinash N. Shrikhande, Principal	Chairperson	
2	Sri. V. Pranav, Executive Director (Admin.)	Management Representative	leave of absence granted.
3	Dr. Y.M.Jibhakate, HOD- Mech. Engg.	Co-ordinator	
4	Dr. A. N. Dabhade, HOD-Civil Engg. & Dean (Admissions)	Member	
5	Dr. V.P.Mahatme, HOD-CTD & Dean (Acad.)	Member	
6	Dr. P.S.Ashtankar, HOD-ECE & Dean (SA)	Member	
7	Mr. B.D.Tale, Asso. Prof. & HOD- Electrical Engg.	Member	
8	Mrs. Saroj Shambharkar, HOD-IT	Member	
9	Mrs. Kalpana Thakare, HOD-Arch.	Member	
10	Dr. K. Gajanan, Asso. Prof. & HOD-ESH	Member	
11	Dr. S.P.Chincholkar, Asso. Prof.(MED) & Incharge T&P Cell	Member	
12	Mr. S.M.Kharad, Asso. Prof. (ECE)	Member	
13	Dr. E. Siva Prasad, Asst. Prof.(ESH) & Asso. Dean (Hostels)	Member	

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Kavikulguru Institute of Tech. & Science
Ramtek - 441106, Dist. Nagpur (M.S.)



KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE

RAMTEK-441 106, DIST. NAGPUR, MAHARASHTRA,

(Managed by Vodithala Education Society, Hyderabad)

Approved by AICTE, COA, New Delhi and Govt. of Maharashtra

Permanently Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

NAAC ACCREDITED

ISO 9001:2015

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E-mail: info@kits.edu

Web : www.kits.edu

DTE Institute Code : 4104

Phone: 07114-255309 / 255313

Fax : 07114-255236

14	Mr. P.M.Pokley, Asso.Prof.(ESH) & Registrar	Member	
15	Mrs. Vaishali S. Pande, Asst. Prof. (ECE)	Member	
16	Mr. M.K.Jaiswal, Asst. Prof. (MED) & Alumni Co-ordinator	Member	
17	Mr. Prashant Fursule, Parents' Representative	Member	

IQAC Coordinator

IQAC Chairperson

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Minutes of Meeting

Ref. No.: KITS/IQAC/MOM/23-24/3

Date : 08-02-2024

The Internal Quality Assurance Cell meeting was held on 05-02-2024 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 action taken report was discussed.
2. It was informed to all that, The DVV is to be submitted to NAAC within stipulated time. Preparations of Peer Team Visit are to be started. It was asked to collect & compile the supporting documents of all qualitative metrics.

Action: NAAC Team and All HODs

3. The registration for NBA prequalifier is to be initiated in the month of April 2024.

Action: NBA Committee

4. It was informed to all members that, the University examinations may be conducted during April 2024. All necessary arrangements are to be made for smoothy conduction of examination.

Action: Dean Exams

5. Combined valedictory program of all clubs/forums/associations is to be organized.

Action Dean SA

6. Annual Sports prize distribution day is to be conducted in the month of March 2024.

Action: Dean SA

7. It was informed to all that, the IQAC is organizing two days workshop on NBA. The dates will be declared in due course of time.

Action: IQAC Coordinator

8. It was asked to all HODS to conduct seminar/guest lectures/site visit/survey camp etc.

Action: All HODs

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9. It was asked to all HODs to motivate the staff and Students to join NPTEL Courses.

Action: All HODs

10. With due permission of the Chain it was informed to all members that, the Department of Civil Engg. is organizing one work STTP on Recent Trends and Innovations in Civil Engg during 5.02.24 to 9.02.24.

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

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