



ESTD. 1945

# KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

( Affiliated to Osmania University )

A Unit of Keshav Memorial Educational Society

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Website : [www.kmics.ac.in](http://www.kmics.ac.in)

## IQAC Meeting Conducted

| S. No | Date of IQAC Meeting            |
|-------|---------------------------------|
| 1     | 06 <sup>th</sup> May 2022       |
| 2     | 25 <sup>th</sup> October 2021   |
| 3     | 02 <sup>nd</sup> September 2020 |
| 4     | 10 <sup>th</sup> June 2019      |
| 5     | 15 <sup>th</sup> June 2018      |

PRINCIPAL

Keshav Memorial Institute of Commerce & Science,

Narayanaguda, Hyderabad-500 029

College Code No: 1110/318

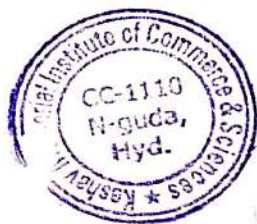
**Keshav Memorial Institute of Commerce and Sciences**  
Affiliated to Osmania University  
Narayanaguda, Hyderabad – 500 029

**A Unit of Keshav Memorial Educational Society**

**Notice**

The following are the Members of IQAC for the Academic Year 2023-24

| S. No | Name                | Designation   | Category                            |
|-------|---------------------|---|-------------------------------------|
| 1     | Dr.A.V.Subramanyam  | Secretary, Keshav Memorial Educational Society                | Management Representative           |
| 2     | Mrs. V. Santhi      | Principal, Keshav Memorial Institute of Commerce and Sciences | Chairperson                         |
| 3     | Dr. B. Anjan Kumar  | Associate Professor, Keshav Memorial Educational Society      | Education Representative            |
| 4     | Dr. Geetha Patnayak | Principal, BJR College  | Education Representative            |
| 5     | Komuroja Srikanth   | SAP Functional technical Lead                                 | Parent Representative               |
| 6     | Vijay Kiran Agastya | CMA   | Industry Representative             |
| 7     | Mrs.B.Anupreethi    | IQAC Coordinator  | Faculty Representative              |
| 8     | Mrs. V. Neeraja     | Head, Dept. of Commerce                                       | Faculty Representative              |
| 9     | Dr. B. Kiran Kumar  | Head, Dept. of Biotechnology                                  | Faculty Representative              |
| 10    | Mrs. Shravanthi     | Head, Dept. of Chemistry                                      | Faculty Representative              |
| 11    | Mr. K. Sanjay Raj   | Head, Examination Branch                                      | Faculty Representative              |
| 12    | Mr. Krishna Prasad  | Assistant Professor, KMICS                                    | Faculty Representative              |
| 13    | Mrs. A. Deepika     | Assistant Professor, KMICS                                    | Faculty Representative              |
| 14    | Mrs. Hema Malini    | Administrative Officer  | Administrative Staff Representative |



*V. Santhi*  
**PRINCIPAL**  
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College Code No: 1110/318

|    |                      |                        |                                     |
|----|----------------------|------------------------|-------------------------------------|
| 15 | Mr. A. Ashok         | Administrative Officer | Administrative Staff Representative |
| 16 | M.Rushikeshwar Chary | B.Com Student          | Alumni Representative               |
| 17 | K.Preethi            | M.Com Student          | Alumni Representative               |
| 18 | Varun Kulkarni       | B.Com Student          | Student Representative              |



*V. Ganti*

PRINCIPAL  
 Keshav Memorial Institute of Commerce & Sciences  
 Narayanapeta, N-guda, Hyderabad-500 029  
 College Code No: 110/318

**Academic Year 2022-23**  
**Internal Quality Advisory Committee Meeting**  
**AGENDA**

**Date: 06.05.2022**

**Timings: 2:00 pm**

**Venue: SV Hall**

1. Introduction of the members by IQAC Coordinator, Mrs. B. Anupreethi
2. Welcoming the Members by Principal, Dr. K. Someshwer Rao
3. Presentation of Agenda by Principal, Dr. K. Someshwer Rao
4. Minutes of the Previous Meeting – IQAC Coordinator, Mrs. B. Anupreethi.
5. Action Taken Report – IQAC Coordinator, Mrs. B. Anupreethi
6. Presentation of the Report of Activities of 2021-22
  - Institutional Achievements
  - Students' Academic performances.
  - Faculty Achievements and their performances.
7. Topics for Discussions –
  - i. Academic Activities – Suggestions for New Courses, Outcome Based Education, Certificate Course.
  - ii. FDPs, Research & Consultancy
  - iii. Student Induction Programme
  - iv. Student Centric Activities – Internships, Projects & Extra-curricular Activities
  - v. Extension Activities
  - vi. Career Development Cell
  - vii. Industry Institution Tie-ups & Collaborations
  - viii. Review the data collection and storage for NAAC purpose.
8. Plan of Action for the coming year 2022-23
9. Vote of Thanks by Mrs. B. Anupreethi

*Principle*  
*6/5/22*



*K. Someshwer Rao*  
**PRINCIPAL**

Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/318

## Minutes of the Internal Quality Assurance Meeting

**Date: 06.05.2022**

**Venue: SV Hall**

The Internal Quality Assurance Cell of Keshav Memorial Institute of Commerce & Sciences held its Annual Meeting for the Academic Year 2022-23 with the external members, on **06.05.2022** at the S V Hall, to review its Academic and Administrative processes for the quality enhancement and sustenance.

**Agenda Point 1:** The IQAC meeting began on with the introduction of IQAC Members by IQAC Coordinator Mrs. B. Anupreethi.

**Agenda Point 2:** This was followed by Welcome address by Principal Dr. K. Someshwer Rao, who accorded a warm welcome to all the members, after a formal introduction of the members. She stated that the objectives of the IQAC Meet focus on the review and renewal of the institutional quality initiatives, in order to take Keshav on the stellar path of holistic excellence and thus the meeting was declared open for intellectual interactions and deliberations to achieve the same.

**Agenda Point 3:** The agenda for the meeting presented by Principal was unanimously approved by the members.

**Agenda Point 4 & 5:** The IQAC Coordinator presented the minutes of the previous IQAC Meeting which were unanimously passed by the Members. She also highlighted the contributions of IQAC, by depicting the Action Taken against the recommendations of the previous IQAC meeting conducted.

**Agenda Point 6:** The IQAC Coordinator, once again welcomed the members, followed by a presentation which gave an overview of the IQAC initiatives/ activities conducted from 2021-2022 till date.

**Agenda Point 7:** Discussions took place on the topics of Academic Activities, FDPs, Research activities, Student Induction Program, Student Centric Activities, Career development cell, and other programs to be conducted in an effective way to benefit the students.

**Agenda Point 8:** Plan of Action for the coming year 2022-23 are discussed and strategies are made to bring the plan into action.

**Agenda Point 9:** All the criteria heads have presented the report on the data collected by respective criterion members to proceed for NAAC process.

**Agenda Point 10:** The meeting came to a close with Vote of Thanks proposed by to express profuse thanks to each and every member for their proactive contribution towards the quality sustenance and enrichment of the institution.

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*K. Someshwer Rao*



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Hyderabad-500 029  
Code No: 1110/318

Members Present

| S. No | Name of the Member      | Designation           |
|-------|-------------------------|-----------------------|
| 1     | Prof. K. Someshwer Rao  | Principal             |
| 2     | Mrs. B. Anupreethi      | IQAC Coordinator      |
| 3     | Mrs. Shravanthi         | HoD, Chemistry PG     |
| 4     | Mrs. V. Neeraja         | HoD, Commerce UG      |
| 5     | Mr. Sanjay Raj          | Head, Examinations    |
| 6     | Mrs. A. Padmaja         | HoD, Microbiology     |
| 7     | Dr. Kiran Kumar         | HoD, Biotechnology    |
| 8     | Mrs. Vijitha            | HoD, Computer Science |
| 9     | Mrs. Sangeetha Lawernee | Assistant Professor   |
| 10    | Mrs. Pranitha           | Assistant Professor   |

*Pranitha*

*K. Someshwer Rao*

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College Code No: 1110/318



**Plan of Action for Academic Year 2022-23**

| Plan of Action                            | Achievements/Outcomes   |
|---|---|
| Faculty and student orientation programme | <ul style="list-style-type: none"> <li>To improve the education of teachers and students, a variety of seminars, conferences, workshops, symposiums, guest lectures, and extension lectures were planned.</li> </ul>  |
| Curriculum Design and Development         | <ul style="list-style-type: none"> <li>Add on Courses programs focused on employability and skills, with agreements in place with reputable institutions like the Deeksha Academy for Civil Services Coaching.</li> </ul>   |
| Teaching and Learning Practices           | <ul style="list-style-type: none"> <li>In the classroom, teachers support students' learning so they can develop their knowledge, thinking, and skill sets. When employing pedagogy, teaching entails determining the students' educational backgrounds in relation to specific skills. In order to satisfy the needs of every student in the classroom, differentiated instruction and monitoring are essential components of understanding the pedagogy of the pupils.</li> <li>Student Centric Learning: We have implemented the student-centered Reformed Teaching Learning (RTL) methodology in our classroom because we discovered certain challenges with the conventional chalk-and-talk teaching approach. Students' interface has been enhanced with this RTL technique.</li> <li>Activity Based Learning: Students have more opportunities to engage with teachers and peers because this new method is linked to activity-based learning activities like role playing. Additionally, the RTL technique makes use of PPTs, Videos, OHPs, and brief seminars, which help students learn the topics with ease.</li> <li>Project Based Learning In addition to giving pupils a thorough education, the RTL approach empowers them to start a project based on what they have</li> </ul> |

*Signature*

  
**K. Srinivas Rao**  
 PRINCIPAL  
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 College Code No: 1110/318

learned in class.

- Mentor Teachers meet with students on a regular basis to discuss the advantages and disadvantages of this approach, and they advise them to remove the Technical Quiz. Every subject has a technical quiz to help students get in-depth understanding and achieve targeted learning.
- challenges with their academic performance; this approach is known as the "mentoring system"; students' personal problems are also addressed, and appropriate counsel and assistance are given to guarantee students' comfort on campus.

*Principle*

*K. Someshwara Rao*

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Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/318





**Academic Year 2021-22**  
**Internal Quality Advisory Committee Meeting**  
**AGENDA**

**Date: 25.10.2021**  
**Timings: 3:00 pm**  
**Venue: SV Hall**

1. Introduction of the members by IQAC Coordinator, Mrs. B. Anupreethi
2. Welcoming the Members by Principal, Dr. K. Someshwer Rao
3. Presentation of Agenda by Principal, Dr. K. Someshwer Rao
4. Minutes of the Previous Meeting – IQAC Coordinator, Mrs. B. Anupreethi.
5. Action Taken Report – IQAC Coordinator, Mrs. B. Anupreethi
6. Presentation of the Report of Activities of 2020-21
  - Institutional Achievements
  - Students' Academic performances.
  - Faculty Achievements and their performances.
7. Topics for Discussions –
  - i. Academic Activities - Outcome Based Education, Add On Course.
  - ii. MDP, FDP & Seminar scheduling
  - iii. Student Induction Program
  - iv. Student Centric Activities – Internships, Projects & Extra-curricular Activities
  - v. Extension Activities by NCC & NSS
  - vi. Placement Cell report
  - vii. Industry Institution Tie-ups & Collaborations
  - viii. Review of feedback and suggestions from Stakeholders
  - ix. Planning for NAAC application process.
8. Plan of Action for the coming year 2021-22
9. Vote of Thanks by Mrs. B. Anupreethi

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25/10/21



*Handwritten signature: K. Someshwer Rao*

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Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/310

## Minutes of the Internal Quality Assurance Meeting

Date: 25.10.2021

Venue: SV Hall

The Internal Quality Assurance Cell of Keshav Memorial Institute of Commerce & Sciences held its Annual Meeting for the Academic Year 2021-22 with the external members, on 25.10.2021 at the S V Hall, to review its Academic and Administrative processes for the quality enhancement and sustenance.

**Agenda Point 1:** The IQAC meeting began on with the introduction of IQAC Members by IQAC Coordinator Mrs. B. Anupreethi.

**Agenda Point 2:** After the members were formally introduced, Principal Dr. K. Someshwer Rao gave the welcome speech, extending a hearty welcome to each and every one of them. She said that the goal of the IQAC Meet is to review and revitalize institutional quality programs in order to put Keshav on the extraordinary route of holistic excellence. As a result, she said that the conference is open for discussions and exchange of ideas in order to accomplish this goal.

**Agenda Point 3:** The agenda for the meeting presented by Principal was unanimously approved by the members.

**Agenda Point 4:** The minutes of the previous IQAC meeting, which were approved by all members, were delivered by the IQAC Coordinator. By illustrating the action taken in defiance of the previous IQAC meeting's recommendations, she further emphasized the contributions made by the group.

**Agenda Point 5:** The IQAC Coordinator, once again welcomed the members, followed by a presentation which gave an overview of the IQAC initiatives/ activities conducted during 2020-21

**Agenda Point 6:** Academic activities, FDPs, research activities, student-centered activities, student induction program, career development cell, and other programs to be carried out in an efficient manner to benefit the students were among the issues discussed.

**Agenda Point 7:** Summary of feedback received from stakeholders is reviewed and discussion on how to address concerns and incorporate suggestions are made.

**Agenda Point 8:** A plan of action for the forthcoming year 2021-22 is looked at, and plans for executing the plan are created.

**Agenda Point 9:** To move forward with the NAAC process, each criteria head has submitted a report on the information gathered by their specific criteria members.

*K. Someshwer Rao*



*Anupreethi*

**Agenda Point 10:** A vote of gratitude was proposed at the end of the meeting to appreciate all of the members for their proactive contributions to the institution's enrichment and quality sustainability.

**Members Present**

| S. No | Name of the Member      | Designation           |
|-------|-------------------------|-----------------------|
| 1     | Prof. K. Someshwer Rao  | Principal             |
| 2     | Mrs. B. Anupreethi      | IQAC Coordinator      |
| 3     | Mrs. Shravanthi         | HoD, Chemistry PG     |
| 4     | Mrs. V. Neeraja         | HoD, Commerce UG      |
| 5     | Mr. Sanjay Raj          | Head, Examinations    |
| 6     | Mrs. A. Padmaja         | HoD, Microbiology     |
| 7     | Dr. Kiran Kumar         | HoD, Biotechnology    |
| 8     | Mrs. Vijitha            | HoD, Computer Science |
| 9     | Mrs. Sangeetha Lawernee | Assistant Professor   |
| 10    | Mrs. Pranitha           | Assistant Professor   |

*Facetti*

*K. Someshwer Rao*  
**PRINCIPAL**

Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/318



**Plan of Action for Academic Year 2021-22**

| Plan of Action                            | Achievements/Outcomes   |
|---|---|
| Faculty and student orientation programme | <ul style="list-style-type: none"> <li>In order to enhance the learning experience of teachers and students, a variety of seminars, conferences, workshops, symposiums, guest lectures, and extension lectures were planned.</li> </ul>   |
| Curriculum Design and Development         | <ul style="list-style-type: none"> <li>Skill and employability-oriented Certificate courses with MoUs with institutes of high reputation such as Deeksha Academy for Civil Services Coaching.</li> </ul>  |
| Teaching and Learning Practices           | <p>In the educational setting, teachers enhance students' learning in order that they can develop their knowledge, thinking, and skill sets. When employing pedagogy, teaching involves assessing the students' educational backgrounds in relation with particular skills. To be able to satisfy the needs of every student in the classroom, differentiated instruction and monitoring are essential components of appreciating the psychology of the pupils.</p> <ul style="list-style-type: none"> <li>Student Centric Learning:</li> <li>Activity Based Learning: understanding of the concepts by students.</li> <li>Project Based Learning</li> <li>Technical Quiz</li> <li>Mentoring</li> </ul> |

*[Handwritten signature]*

*K. Someshwara Rao*

**PRINCIPAL**

Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/318



Academic Year 2020-21  
Internal Quality Advisory Committee Meeting  
AGENDA

**Date: 02.09.2020**  
**Timings: 4:00 pm**  
**Venue: SV Hall**

1. Introduction of the members by IQAC Coordinator, Ms. N. Uma Devi
2. Welcoming the Members by Principal, Dr. K. Someshwer Rao
3. Presentation of Agenda by Principal, Dr. K. Someshwer Rao
4. Minutes of the Previous Meeting – IQAC Coordinator, Ms. N. Uma Devi.
5. Action Taken Report – IQAC Coordinator, Ms. N. Uma Devi
6. Presentation of the Report of Activities of 2019-20
  - Institutional Achievements
  - Students' Academic performances.
  - Faculty Achievements and their performances.
7. Topics for Discussions –
  - i. Academic Activities.
  - ii. Student Induction Program
  - iii. Student Centric Activities – Internships, Projects & Extra-curricular Activities
  - iv. Extension Activities by NCC & NSS
  - v. Placement Cell report
  - vi. Review of feedback and suggestions from Stakeholders
  - vii. Review the criteria wise progress for NAAC
8. Plan of Action for the coming year 2020-21
9. Vote of Thanks by Ms. N. Uma Devi



*K. Someshwer Rao*  
**PRINCIPAL**  
Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/318



## Minutes of the Internal Quality Assurance Meeting

Date: 02.09.2020

Venue: SV Hall

The Internal Quality Assurance Cell of Keshav Memorial Institute of Commerce & Sciences held its Annual Meeting for the Academic Year 2020-21 with the external members, on 02-09-2020 at the S V Hall, to review its Academic and Administrative processes for the quality enhancement and sustenance.

**Agenda Point 1:** The IQAC meeting began on with the introduction of IQAC Members by IQAC Coordinator Ms. N. Uma Devi

**Agenda Point 2:** After the members were formally introduced, Principal Dr. K. Someshwer Rao gave the welcome speech, extending a hearty welcome to each and every one of them. She said that the goal of the IQAC Meet is to review and revitalize institutional quality programs in order to put Keshav on the extraordinary route of holistic excellence. As a result, she said that the conference is open for discussions and exchange of ideas in order to accomplish this goal.

**Agenda Point 3:** The agenda for the meeting presented by Principal was unanimously approved by the members.

**Agenda Point 4:** The minutes of the previous IQAC meeting, which were approved by all members, were delivered by the IQAC Coordinator. By illustrating the action taken in defiance of the previous IQAC meeting's recommendations, she further emphasized the contributions made by the group.

**Agenda Point 5:** The IQAC Coordinator, once again welcomed the members, followed by a presentation which gave an overview of the IQAC initiatives/ activities conducted during 2019-20

**Agenda Point 6:** Summary of feedback received from stakeholders is reviewed and discussion on how to address concerns and incorporate suggestions are made.

**Agenda Point 7:** A plan of action for the forthcoming year 2020-2021 is looked at, and plans for executing the plan are created.

**Agenda Point 8:** To proceed further on the NAAC process, every criteria head presented a report on the information gathered by their specific criteria members.

*K. Someshwer Rao*



**Agenda Point 9:** At the conclusion of the meeting, a motion to express gratitude to each and every member for their proactive contributions to the institution's sustainability and enrichment was put forth.

**Members Present**

| S. No | Name of the Member      | Designation           |
|-------|-------------------------|-----------------------|
| 1     | Prof. K. Someshwer Rao  | Principal             |
| 2     | Ms. N. Uma Devi         | IQAC Coordinator      |
| 3     | Mrs. Shrvanathi         | HoD, Chemistry PG     |
| 4     | Mrs. V. Neeraja         | HoD, Commerce UG      |
| 5     | Mr. Sanjay Raj          | Head, Examinations    |
| 6     | Mrs. A. Padmaja         | HoD, Microbiology     |
| 7     | Dr. Kiran Kumar         | HoD, Biotechnology    |
| 8     | Mrs. Vijitha            | HoD, Computer Science |
| 9     | Mrs. Sangeetha Lawernee | Assistant Professor   |
| 10    | Mrs. Pranitha           | Assistant Professor   |

*K. Someshwer Rao*  
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College Code No: 1110/318



### Plan of Action for Academic Year 2020-21

| Plan of Action                            | Achievements/Outcomes  |
|---|--|
| Faculty and student orientation programme | <ul style="list-style-type: none"> <li>A number of Seminars, Conferences, Workshops, Symposiums and Guest Lecturers and Extension Lecturers were organized to enhancement of students and faculty.</li> </ul>  |
| Curriculum Design and Development         | <ul style="list-style-type: none"> <li>Introduction of B.Com (Business Analytics) and BBA courses.</li> <li>Additional B.Com Honors section of 60 students was approved by OU.</li> <li>Skill and employability-oriented Certificate courses with MoUs with institutes of high reputation such as Deeksha Academy for Civil Services Coaching.</li> </ul>  |
| Teaching and Learning Practices           | <p>In education, teachers facilitate student learning which helps students gain skills knowledge and thinking ability. Teaching using pedagogy involves assessing the educational levels of the students on particular skills. Understanding the pedagogy of the students in the class room involves using differentialised instruction as well as supervision to meet the needs of all students in the classroom.</p> <ul style="list-style-type: none"> <li>Student Centric Learning: As we found a few difficulties in the traditional method of chalk and talk teaching, we have set up the classroom as student centric namely Reformed Teaching Learning (RTL) process. In this RTL method, the interface by students has improved considerably.</li> <li>Activity Based Learning: As this new process is connected with activity based learning such as role play, students get more space to interact with teachers and classmates. Further, PPTs, Videos, OHPs and short seminars are being used in the RTL method that results in easy understanding of the concepts by students.</li> <li>Project Based Learning The RTL method provides a detailed learning to students and also reduces them to initiate a project on the basis of what they have learnt in the classroom.</li> <li>Technical Quiz To get in-depth knowledge in subjects, technical quiz is conducted in each subject which helps students to have specified learning.</li> <li>Mentoring The teachers meet students periodically, collects the pros and cons of</li> </ul> |

*K. Someshwara Rao*  
PRINCIPAL



G. B. Lakshminarayana Memorial Institute of Commerce & Sciences  
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College Code No: 1110/318



|                              |  |
|------------------------------|--|
|                              | <p>this method and counsel them to remove the difficulties in their academic performance; this method is called 'Mentoring system' ; students' personal issues are also discussed and a proper guidance and support is provided to ensure the comfort of students in the campus.</p>   |
| <p>Promotion of Research</p> | <ul style="list-style-type: none"> <li>• Faculty were motivated to pursue M. Phil &amp; Ph.D • 4 faculty awarded Ph. D • 08 faculty currently pursuing • Ph. D • 01 Faculty submitted Ph.D. Thesis (Waiting for Final Viva) • Faculty and students were encouraged to attend workshops/seminars etc and were also motivated to write research articles/paper and publish the same • 24 Papers Presented in National &amp; International Journals.</li> </ul> |

*K. Someshwara Rao*  
**PRINCIPAL**

Keshav Memorial Institute of Commerce & Sciences  
 Narayanpet, Hyderabad-500 029  
 Contact No: 1110/318



# Keshav Memorial Institute of Commerce and Sciences

Narayanaguda, Hyderabad 500029

## Internal Quality Assurance Cell

### MEETING – 2019-20


Notice

Date: 10-06-2019

It is hereby informed that IQAC meeting for Academic Year 2019-20 is scheduled on 10-06-2019 at 16:00 Hrs. in Seminar Hall. All the IQAC members are requested to make a note of it.


#### Agenda:

- a. Review of previous meeting.
- b. Curriculum Aspects
- c. Teachers performance and teaching methods
- d. Students Outcomes
- e. Seminars, FDPs, planning
- f. Planning for NAAC Accreditation process

  
IQAC Coordinator  
Ms. N. Uma Devi

#### Copy to:

1. Principal
2. IQAC Members

  
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**Minutes of the Internal Quality Assurance Cell (IQAC) MEETING – 2019-20**

1. Welcome address by Principal.
2. Minutes of previous meeting were read by IQAC Coordinator.
3. Manual of NAAC Accreditation presented by IQAC Coordinator.
4. Progress in the collection and revising of data were discussed briefly.
5. Vote of thanks by IQAC Coordinator.

**Members Present**

| S. No | Name of the Member      | Designation           |
|-------|-------------------------|-----------------------|
| 1     | Dr. J. Nageshwar Rao    | Principal             |
| 2     | Ms. N. Uma Devi         | IQAC Coordinator      |
| 3     | Mrs. Shrvanthi          | HoD, Chemistry PG     |
| 4     | Mrs. V. Neeraja         | HoD, Commerce UG      |
| 5     | Mr. Sanjay Raj          | Head, Examinations    |
| 6     | Mrs. A. Padmaja         | HoD, Microbiology     |
| 7     | Dr. Kiran Kumar         | HoD, Biotechnology    |
| 8     | Mrs. Vijitha            | HoD, Computer Science |
| 9     | Mrs. Sangeetha Lawernee | Assistant Professor   |
| 10    | Mrs. Pranitha           | Assistant Professor   |



*[Handwritten Signature]*

**PRINCIPAL**

**Keshav Memorial Institute of Commerce & Sciences  
Narayanaguda, Hyderabad-500 029  
College Code No: 1110/318**

# Keshav Memorial Institute of Commerce and Sciences

Narayanaguda, Hyderabad 500029

## Internal Quality Assurance Cell

### MEETING for Academic Year 2018-19


Notice

Date: 15-06-2018

It is hereby informed that IQAC meeting for Academic Year 2018-19 is scheduled on 15-06-2018 at 16:00 Hrs. in Seminar Hall. All the IQAC members are requested to make a note of it.

#### Agenda:

- a. Review of previous meeting.
- b. Curriculum Aspects
- c. Facilities for Teaching
- d. Teachers performance and teaching methods
- e. Students Outcomes
- f. Seminars, FDPs, planning

  
IQAC Coordinator  
Ms. N. Uma Devi

#### Copy to:

1. Principal
2. IQAC Members



**PRINCIPAL**

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College Code No: 1110/313

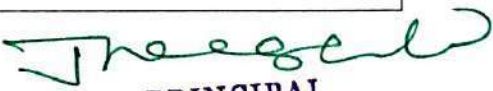


## Minutes of the Internal Quality Assurance Cell (IQAC) MEETING – 2018-19

1. Welcome address by Principal.
2. Minutes of previous meeting were read by IQAC Coordinator.
3. Discussed to provide ITC facilities for teaching in the classrooms.
4. Students results and placement report was presented in the meeting.
5. Discussion took place to increase the
6. Vote of thanks by IQAC Coordinator.

### Members Present

| S. No | Name of the Member       | Designation           |
|-------|--------------------------|-----------------------|
| 1     | Dr. J. Nageshwar Rao     | Principal             |
| 2     | Ms. N. Uma Devi          | IQAC Coordinator      |
| 3     | Mrs. Shrvanthi           | HoD, Chemistry PG     |
| 4     | Mrs. V. Neeraja          | HoD, Commerce UG      |
| 5     | Mr. Sanjay Raj           | Head, Examinations    |
| 6     | Mrs. A. Padmaja          | HoD, Microbiology     |
| 7     | Dr. Kiran Kumar          | HoD, Biotechnology    |
| 8     | Mrs. Vijitha             | HoD, Computer Science |
| 9     | Mrs. Sangeetha Lawerence | Assistant Professor   |
| 10    | Mrs. Pranitha            | Assistant Professor   |

  
**PRINCIPAL**  
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