

# CIRCULAR

SWEC/IQAC/CIR/1-10/05/2019

10/5/2019














The following faculty members are informed to attend the meeting on 15<sup>th</sup> May, 2019 in ECE Conference hall at 12.30 Pm.

## **Agenda:**

1. Welcoming Members and opening remarks by chair person
2. Introduction speech by IQAC Coordinator
3. The aim, functions, strategies are demonstrated by coordinator
4. IQAC contribution to teaching learning process and academic research programs
5. IQAC prospective plan for the academic year 2018-19
6. NBA and NAAC awareness program
7. Alumni contributions to effective functioning of IQAC
8. Any other item with the permission of the chair

  
Chairperson IQAC





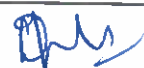

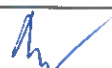





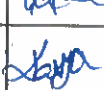
**Cc to: All IQAC members and Departments**

              
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Office

## IQAC- Minutes of the meeting

The meeting of IQAC was held on 15<sup>th</sup> May, 2019 in the conference hall at 12.30 Pm to discuss the agenda.

### Item no:1 The committee as per 12<sup>th</sup> plan guidelines for effective monitoring of IQAC in the college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINICIPAL	Chairman	
2	Mr. E.Krishnaveni Reddy	Assistant professor	Coordinator	
2	Dr.G.Anil Kumar	CSE – HOD	Member	
3	Dr.E.Naga Booshanam	ECE – HOD	Member	
4	Dr. D. Padmavathi	EEE-HOD	Member	
5	Dr. P.Avinash	IT – HOD	Member	
6	Mr.K.C.Ravi Kumar	S&H – HOD	Member	
7	Dr. U. Padmavathi	MBA-HOD	Member	
8	Mr.Rajesham.A	AECS, Head	Member	
9	Dr. M.Seetha	CSE, HOD, G.NITS	Member	
10	Dr.M.Asharao	Professor, ECE, JNTUH	Member	
11	Mr Murali Oruganti	Stakeholder	Member	
12	Miss.K. Kavya	Alumni president	student	

### Item no: 2 welcoming members and opening remarks by chairperson

The chairperson welcomed all the members of IQAC and requested all the members for effective functioning of the Cell.



### **Item no: 3 Introduction speech by IQAC coordinator**

IQAC coordinator discussed on the functions and role of IQAC and reviewed on the implementation of activities as were discussed in the previous IQAC meeting

### **Item no: 4 IQAC functions and responsibilities are demonstrated by the coordinator**

#### **A. Goal**

Development and application of quality benchmarks for various academic and administrative activities of the college through channelizing the efforts and procedures towards academic excellence in the field of Engineering and Management.

#### **B. Functions**

1. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices
2. Streamline the efforts and procedures towards academic excellence.
3. To evolve mechanisms and procedures for ensuring quality sustenance and enhancement.
4. To become a potential vehicle for steering in quality by working out intervention strategies to remove deficiencies.
5. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
6. The relevance and quality of academic and research programs.
7. Equitable access to and affordability of academic programs to suit to various sections of the society.
8. Optimization and integration of modern methods of teaching and learning.
9. Organization of workshops and seminars on quality-related themes and promotion of quality circles.
10. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.

#### **C. Responsibilities:**

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

*M. M. M. M.*

#### **D. Follow up**

The AQAR shall be approved by governing counsel of the college for the follow up action of necessary quality enhancement initiatives.

#### **Item no: 5 Contribution to teaching learning process**

1. FDPs on teaching pedagogy, communication skills and latest developments in Engineering and Management Education.
2. Faculty orientation programs are organized on basic pedagogy at the beginning of the academic year.
3. Implementation of teaching\learning process using Multimedia Lectures, NPTEL, video lectures and webinars.
4. Monitoring the use of latest technology methodologies in the classroom by faculty.
5. Guest lectures in various domains by eminent academicians, technologists and researchers.
6. Organization of workshops, seminars and quality related themes.
7. Implementation of project based learning by faculty in departments.
8. Incentives to the faculty for Research, research publications and qualification up gradation.
9. Departmental associations and clubs working with various national and international professional bodies like ISTE, IEEE, LMISTE, FIE, FIETE, ICMAI, HMA and institutional student chapters.
10. IQAC encourages staff members to publish papers in UGC, Scopus and reputed journals.
11. IQAC helps faculty members to write research proposals to UGC, DST, AICTE and IST.
12. Documentation of various programs and activities leading to quality improvement.
13. Faculty appraisal at the end of every academic year.
14. Self-assessment report from faculty is collected and analyzed.
15. Conducting internal quality and academic quality audit periodically
16. Student's feedback is collected and analyzed to improve the quality of teaching & learning and necessary actions.

#### **Item no: 6 IQAC prospective plans for academic year 2019-20**

The objectives considered under IQAC for the academic year 2017-18 are as follows:

1. Emphasis on curriculum aspects, teaching learning and its evaluation
2. Maintain and upgrade the standards of teaching and learning
3. Improvement in stakeholders involvement

4. To improve brand image and visibility of institution
5. Bringing accountability in every aspects of its functioning
6. To bring consistency in its functioning so that quality becomes integral part of the college
7. Theoretical classes for weak students along with timetable
8. Material on curriculum should be facilitated to the students.

**Item no: 7 NBA and NAAC awareness program**

It is decided to organize the program regularly to bring awareness among the students and staff about NBA and NAAC. The chair person advised to all the HODs to nominate coordinator from each department for NAAC work

**ITEM NO: 8 Alumni contribution to the effective functioning of IQAC**

It is decided to organize alumni meetings regularly with large number of alumni participants so as to share their ideas for effective functioning of IQAC.

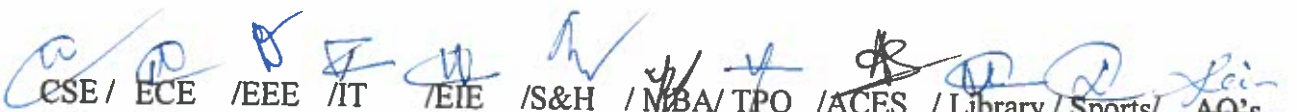
**ITEM NO: 9 Any other items with the permission of the chair**

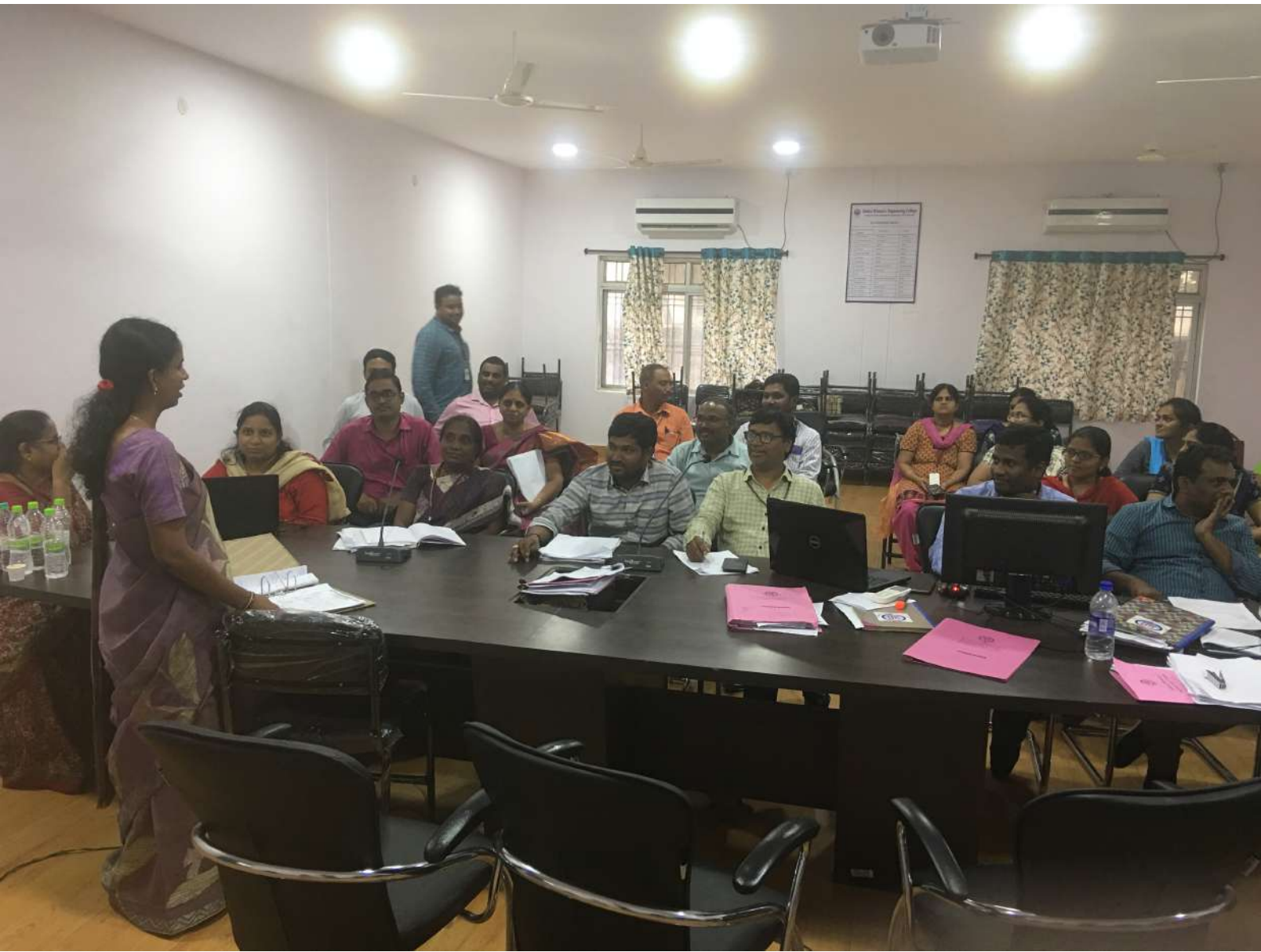
The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 15<sup>th</sup> may, 2019

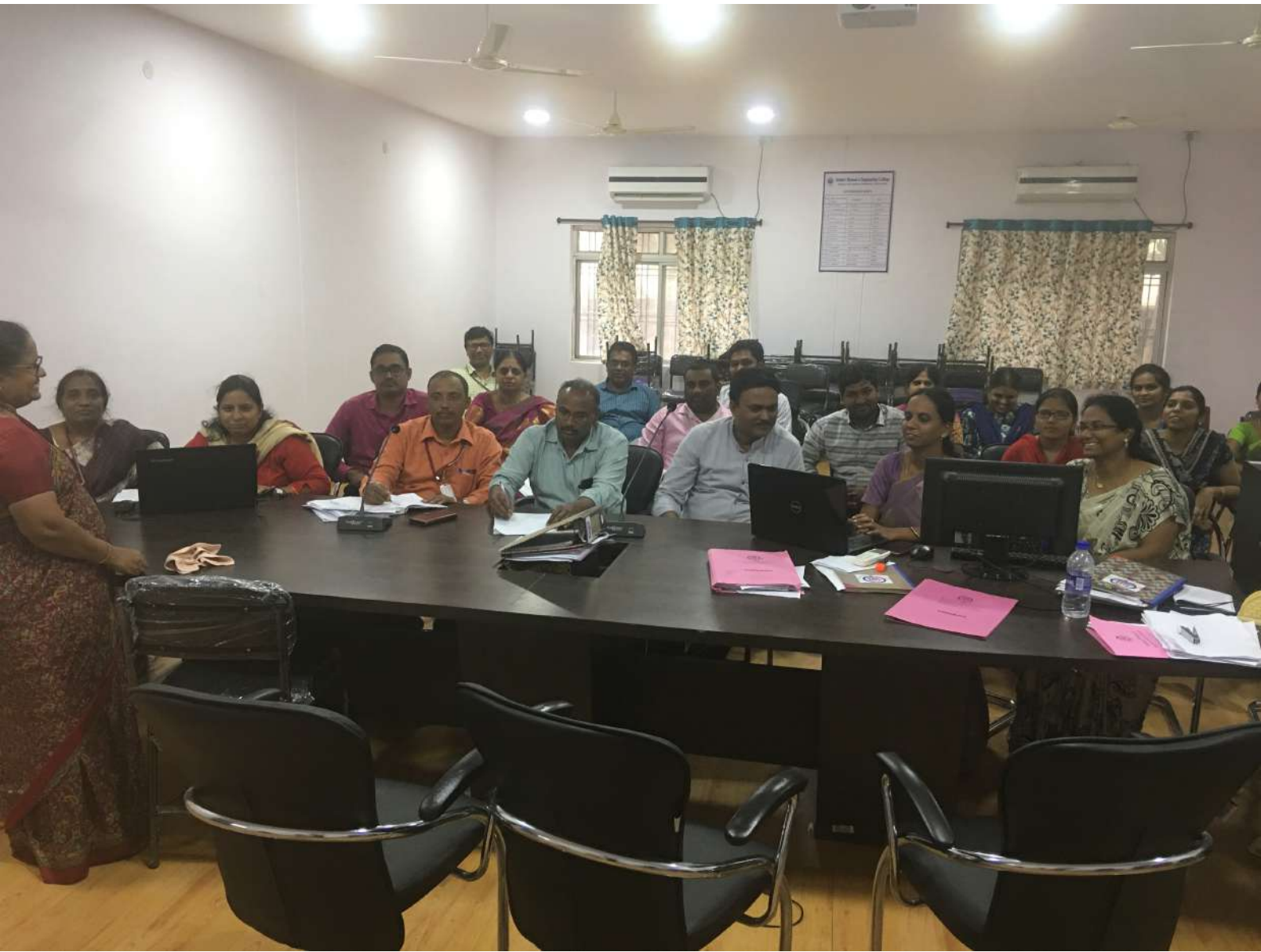
**End of minutes**

  
**Chair person**

CC to: All HoDs

  
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Office





## CIRCULAR

SWEC/IQAC/CIR/1-16/05/2018

16/5/2018

The following faculty members are informed to attend the meeting on 18<sup>th</sup> May, 2018 in ECE Conference hall at 12.30 Pm.

### **Agenda:**

1. Welcoming Members and opening remarks by chair person
2. Introduction speech by IQAC Coordinator
3. The aim, functions, strategies are demonstrated by coordinator
4. IQAC contribution to teaching learning process and academic research programs
5. IQAC prospective plan for the academic year 2018-19
6. NBA and NAAC awareness program
7. Alumni contributions to effective functioning of IQAC
8. Any other item with the permission of the chair

  
Chairperson IQAC

**Cc to: All IQAC members and Departments**


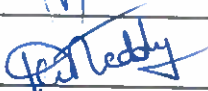


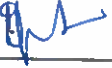
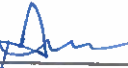







          
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Office



## IQAC- Minutes of the meeting

The meeting of IQAC was held on 18<sup>th</sup> May, 2018 in the conference hall at 12.30 Pm to discuss the agenda.

### Item no:1 The committee as per 12<sup>th</sup> plan guidelines for effective monitoring of IQAC in the college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINICIPAL	Chairman	
2	Mr. E.Krishnaveni Reddy	Assistant professor	Coordinator	
2	Dr.G.Anil Kumar	CSE – HOD	Member	
3	Dr.E.Naga Booshanam	ECE – HOD	Member	
4	Dr. D. Padmavathi	EEE-HOD	Member	
5	Dr. P.Avinash	IT – HOD	Member	
6	Mr.K.C.Ravi Kumar	S&H – HOD	Member	
7	Dr. U. Padmavathi	MBA-HOD	Member	
8	Mr.Rajesham.A	AECS, Head	Member	
9	Dr. M.Seetha	CSE, HOD, G.NITS	Member	
10	Dr.M.Asharao	Professor, ECE, JNTUH	Member	
11	Mr Murali Oruganti	Stakeholder	Member	
12	Miss.K. Kavya	Alumni president	student	

### Item no: 2 welcoming members and opening remarks by chairperson

The chairperson welcomed all the members of IQAC and requested all the member for effective functioning of the Cell.

### **Item no: 3 Introduction speech by IQAC coordinator**

IQAC coordinator discussed on the functions and role of IQAC and reviewed on the implementation of activities as were discussed in the previous IQAC meeting.

### **Item no: 4 IQAC functions and responsibilities are demonstrated by the coordinator**

#### **A. Goal**

Development and application of quality benchmarks for various academic and administrative activities of the college through channelizing the efforts and procedures towards academic excellence in the field of Engineering and Management.

#### **B. Functions**

1. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices
2. Streamline the efforts and procedures towards academic excellence.
3. To evolve mechanisms and procedures for ensuring quality sustenance and enhancement.
4. To become a potential vehicle for steering in quality by working out intervention strategies to remove deficiencies.
5. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
6. The relevance and quality of academic and research programs.
7. Equitable access to and affordability of academic programs to suit to various sections of the society.
8. Optimization and integration of modern methods of teaching and learning.
9. Organization of workshops and seminars on quality-related themes and promotion of quality circles.
10. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.

#### **C. Responsibilities:**

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### **D. Benefits of IQAC**

1. Ensure internalization of quality culture

2. Ensure enhancement and integration among of various activities of the college and good practices
3. Ensure finely tuned clarity and focus in institutional functioning towards quality enhancement.
4. Provide a sound basis for decision making in organizational functioning
5. Develop an systematized methodology of documentation
6. Build an effective internal communication system
7. Develop a dynamic system for quality change in the college

**E. . Follow up**

The AQAR shall be approved by governing counsel of the college for the follow up action of necessary quality enhancement initiatives.

**Item no: 5 Contribution to teaching learning process**

1. FDPs on teaching pedagogy, communication skills and latest developments in Engineering and Management Education.
2. Faculty orientation programs are organized on basic pedagogy at the beginning of the academic year.
3. Implementation of teaching\learning process using Multimedia Lectures, NPTEL, video lectures and webinars.
4. Monitoring the use of latest technology methodologies in the classroom by faculty.
5. Guest lectures in various domains by eminent academicians, technologists and researchers.
6. Organization of workshops, seminars and quality related themes.
7. Implementation of project based learning by faculty in departments.
8. Incentives to the faculty for Research, research publications and qualification up gradation.
9. Departmental associations and clubs working with various national and international professional bodies like ISTE, IEEE, LMISTE, FIE, FIETE, ICMAI, HMA and institutional student chapters.
10. IQAC encourages staff members to publish papers in UGC, Scopus and reputed journals.
11. IQAC helps faculty members to write research proposals to UGC, DST, AICTE and IST.
12. Documentation of various programs and activities leading to quality improvement.
13. Faculty appraisal at the end of every academic year.
14. Self-assessment report from faculty is collected and analyzed.
15. Conducting internal quality and academic quality audit periodically
16. Student's feedback is collected and analyzed to improve the quality of teaching & learning and necessary actions.

## **Item no: 6 IQAC prospective plans for academic year 2018-19**

The objectives considered under IQAC for the academic year 2017-18 are as follows:

1. Emphasis on curriculum aspects, teaching learning and its evaluation
2. Maintain and upgrade the standards of teaching and learning
3. Improvement in stakeholders involvement
4. To improve brand image and visibility of institution
5. Bringing accountability in every aspects of its functioning
6. To bring consistency in its functioning so that quality becomes integral part of the college

## **Item no: 7 NBA and NAAC awareness program**

It is decided to organize the program regularly to bring awareness among the students and staff about NBA and NAAC. The chair person advised to all the HODs to nominate coordinator from each department for NAAC work

## **ITEM NO: 8 Alumni contribution to the effective functioning of IQAC**

It is decided to organize alumni meetings regularly with large number of alumni participants so as to share their ideas for effective functioning of IQAC.

## **ITEM NO: 9 Any other items with the permission of the chair**

The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 15<sup>th</sup> may, 2019

**End of minutes**

**Chair person**

CC to: All HoDs

CSE / ECE / EEE / IT / EIE / S&H / MBA/ TPO / ACES / Library / Sports / AO's  
Office

# CIRCULAR

SWEC/IQAC/CIR/1-17/05/2017

11/5/2017

The following faculty members are informed to attend the meeting on 19<sup>th</sup> May, 2017 in ECE Conference hall at 12.30 Pm.

## Agenda:

1. Introduction of Members by chairperson IQAC
2. Welcoming Members and opening remarks by chair person
3. Introduction speech by IQAC Coordinator
4. The aim, functions, strategies are specified by coordinator
5. To reconstitute Internal quality assurance committee as Internal quality assurance cell
6. IQAC contribution to teaching learning process and academic research programs
7. IQAC prospective plan for the academic year 2017-18
8. NBA awareness program
9. Alumni contributions to effective functioning of IQAC
10. Any other item with the permission of the chair

  
Chairperson, IQAC


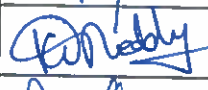











Cc to: All IQAC members and Departments

  
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Office

## IQAC- Minutes of the meeting

The meeting of IQAC was held on 19<sup>th</sup> May, 2017 in the conference hall at 12.30 pm to discuss the agenda.

Item no:1 the committee was constituted as per 12<sup>th</sup> plan guidelines for effective monitoring of IQAC in the college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINICIPAL	Chairman	
2	Mrs.E. Krishnaveni Reddy	Assistant Professor-CSE	Coordinator	
2	Dr.G.Anil Kumar	CSE – HOD	Member	
3	Dr.E.Naga Booshanam	ECE – HOD	Member	
4	Dr. D. Padmavathi	EEE-HOD	Member	
5	Dr. P.Avinash	IT – HOD	Member	
6	Mr.K.C.Ravi Kumar	S&H – HOD	Member	
7	Dr. U. Padmavathi	MBA-HOD	Member	
8	Mr.Rajesham.A	AECS, Head	Member	
9	Dr. M.Seetha	CSE, HOD, G.NITS	Member	
10	Dr.M.Asharao	Professor, ECE, JNTUH	Member	
11	Mr. Murali Oruganti	Stakeholder	Member	
12	Miss.k. kavya	Alumni president	student	

### Item no: 2 welcoming members and opening remarks by chairperson

Chairperson welcomed all the members of IQAC and discussed on the importance of formation of IQAC cell at SWEC and requested all the member for effective functioning of the Cell.

### **Item no: 3 introduction speech by IQAC coordinator**

IQAC coordinator discussed on the functions and role of IQAC and reviewed on the implementation of activities as were discussed in the previous IQAC meeting.

### **Item no: 4 IQAC functions and responsibilities are demonstrated by the coordinator**

#### **A. Goal**

Development and application of quality benchmarks for various academic and administrative activities of the college through channelizing the efforts and procedures of the institution towards academic excellence in the field of Engineering and Management

#### **B. Functions**

1. Streamline the efforts and procedures towards academic excellence.
2. IQAC shall evolve mechanisms and procedures for ensuring quality sustenance and enhancement.
3. To become a potential vehicle for steering in quality by working out intervention strategies to remove deficiencies.
4. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
5. The relevance and quality of academic and research programs.
6. Equitable access to and affordability of academic programs to suit to various sections of the society.
7. Optimization and integration of modern methods of teaching and learning.
8. Organization of workshops, seminars on quality-related themes and promotion of quality circles.

#### **C. Responsibilities;**

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### **D. Benefits of IQAC**

1. Ensure enhancement and integration among of various activities of the college and good practices
2. Ensure finely tuned clarity and focus in institutional functioning towards quality enhancement.
3. Provide a sound basis for decision making in organizational functioning
4. Develop an systematized methodology of documentation
5. Build an effective internal communication system

6. Develop a dynamic system for quality change in the college
7. Ensure internalization of quality culture

#### **E. Follow up**

The AQAR shall be approved by governing counsel of the college for the follow up action of necessary quality enhancement initiatives.

#### **Item no: 5 Contribution to teaching learning process**

1. FDPs on teaching pedagogy, communication skills and latest developments in Engineering and Management Education.
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6. Organization of workshops and seminars on quality related themes.
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8. Incentives to the faculty for Research, research publications and qualification up gradation.
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10. IQAC encourages staff members to publish papers in UGC, Scopus and reputed journals.
11. IQAC helps faculty members to write research proposals to UGC, DST, AICTE and IST.
12. Documentation of various programs and activities leading to quality improvement.
13. Faculty appraisal at the end of every academic year.
14. Self-assessment report from faculty is collected and analyzed.
15. Student's feedback is collected and analyzed to improve the quality of teaching & learning and for necessary actions.

#### **Item no: 6 IQAC prospective plans for academic year 2017-18**

The objectives considered under IQAC for the academic year 2017-18 are as follows:

1. Emphasis on curriculum aspects, teaching learning and its evaluation.



2. Maintain and upgrade the standards of teaching and learning.
3. Improvement in stakeholder's involvement.
4. To improve brand image and visibility of institution.
5. Bringing accountability in every aspects of its functioning.
6. To bring consistency in its functioning so that quality becomes integral part of the college.

**Item no: 7 NBA awareness program**

It is decided to organize the program regularly to bring awareness among the staff about NBA. The chairperson advised to all the HODs to nominate coordinator from each department for NBA work

**ITEM NO: 8 Alumni contribution to the effective functioning of IQAC**

It is decided to organize alumni meetings regularly with large number of alumni participants so as to share their ideas for effective implementation of internal quality culture.

**ITEM NO: 9 Any other items with the permission of the chair**

The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 16<sup>th</sup> may, 2018.

End of minutes

  
chairperson

Copy to all HODs

  
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## CIRCULAR

Date: 17/05/2016

SWEC/IQAC/Cir 1-17/05/2016














IQAC members are informed to attend the meeting on 19<sup>th</sup> May 2016 in ECE Conference hall at 12.30pm.

### Agenda

1. Modern methods of teaching and learning
2. Workshops and seminars
3. Tutorials and Assignments

CC to: All HoDs

  
Chairperson

              
CSE / ECE /EEE /IT /EIE /S&H /MBA/TPO /ACES /Library /Sports/ AO's  
Office

## IQAC - Minutes of Meeting







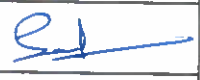


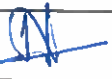
Date: 19/5/2016

SWEC/IQAC/MOM 1-19/5/2016

The following minutes of IQAC are recorded in the meeting held on 19<sup>th</sup> May 2016, With reference to SWEC/IQAC/Cir 1-17/05/2016 in ECE Conference hall at 12.30pm in the presence of committee members.

The following resolutions were passed

**Item no1:** The committee members for effective implementation of IQAC in college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINCIPAL	Chairperson	
2	Mr.K.C.Ravi Kumar	Assistant Professor	Coordinator	
3	DR.M.RAMASUBRAMANIAN	CSE – HOD	Member	
4	DR.E.NAGA BOOSHANAM	ECE – HOD	Member	
5	DR. D. PADMAVATHI	EEE-HOD	Member	
6	DR K.RAMAKRISHNA	IT – HOD	Member	
7	DR.P V H S SAI KUMAR	S&H - HOD	Member	
8	DR. U. PADMAVATHI	MBA-HOD	Member	
9	Mr. RAJESHAM.A	AECS, Head	Member	
10	Miss. D. Nishitha	IT, Alumni member	student	

**Item no: 2** The coordinator reviewed the implementation of previous minutes of meeting.

**Item no: 3** To facilitate faculty development programs for developing the quality of the subject and research internally and externally.

**Item no: 4** Workshops and seminars are to be planned to fill the gap between the academics and industry.

**Item no: 5** HODs are suggested to follow up the faculty and students tutorial classes within the department for developing performance of the students who are poor in academics

**Item no: 6** The chairperson advised to all the HODs to nominate coordinator from each department for NBA work

The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 19<sup>th</sup> may, 2017

**End of minutes**

CC to: All HoDs

  
Chairperson

             
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Office

# CIRCULAR

Date: 22/07/2015

SWEC/IQAC/Cir 1-22/07/2015

IQAC members are informed to attend the meeting on 23<sup>rd</sup> July 2015 in ECE Conference hall at 11.30am.

## Agenda

1. Review of previous meeting minutes
2. Modern methods of teaching and learning
3. Academic and research programs
4. Workshops and seminars
5. Strategies for quality sustains and enhancement

CC to: All HoDs

               
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Chairperson

## IQAC- Minutes of Meeting


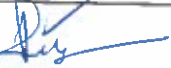








SWEC/IQAC/MOM 1-23/7/2015

Date: 23/7/2015

The following minutes are recorded in the meeting held on 23/7/2015, in ECE Conference hall at 11.30am in the presence of committee members.

The following resolutions were passed

Item no: 1 The committee members for effective implementation of IQAC in college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINCIPAL	Chairperson	
2	Mr.K.C.Ravi Kumar	Assistant Professor	Coordinator	
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4	DR.E.NAGA BOOSHANAM	ECE – HOD	Member	
5	DR. D. PADMAVATHI	EEE-HOD	Member	
6	DR K.RAMAKRISHNA	IT – HOD	Member	
7	DR.P V H S SAI KUMAR	S&H - HOD	Member	
8	DR. U. PADMAVATHI	MBA-HOD	Member	
9	Mr.RAJESHAM.A	AECS, Head	Member	
10	Miss.D. Nishitha	IT, Alumni member	student	

Item no: 2 The coordinator reviewed the follow up actions of previous minutes of meeting.

Item no: 3 To facilitate faculty development programs for developing the quality of the curriculum for new faculty and research internally and externally.

**Item no: 4** Student's development programs are to be planned through technical fest.

**Item no: 5** Workshops and seminars are to be planned to fill the gap between the academics and industries

**Item no: 6** To encourage memberships among the students and staff in professional Bodies and e-journals

**Item no: 7** Encouragement for registration of online courses by both faculty and students for quality circle.

**Item no: 8** The chairperson advised to all the HODs to nominate coordinator from each department for NBA work

The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 19<sup>th</sup> may, 2016

**End of minutes**

CC to: All HoDs

  
Chairperson

  
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Office

# CIRCULAR

Date: 23/5/2014


SWEC/IQAC/Cir 1-23/5/2014

IQAC members are informed to attend the meeting on 24<sup>th</sup> May 2014 in ECE Conference hall at 2.30pm.

## Agenda

1. To Consider and approve the proposal of one day workshop's /seminars on quality related themes and promotion of academic quality related activities.
2. Course assessment feedback.
3. Guidelines and procedures to promote R&D activities.

CC to: All HoDs

  
CSE / ECE /EEE /IT /EIE /S&H /MBA/TPO /ACES /Library /Sports/ AO's

  
Chairperson



## IQAC-Minutes of Meeting


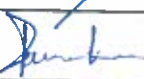

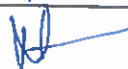






SWEC/IQAC/MOM 1-23/5/2014

Date: 23/5/2014

The following minutes are recorded in the meeting held on 24<sup>th</sup> May 2014, With reference to SWEC/IQAC/Cir 1-23/5/2014 in ECE Conference hall at 2.30pm in the presence of committee members.

The following resolutions were passed

**Item no 1:** The committee members for effective implementation of IQAC in college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINICIPAL	Chairman	
2	Mr.K.C.Ravi Kumar	Assistant Professor	Coordinator	
3	Dr.Anitha Patil	CSE – HOD	Member	
4	Dr.E.Naga Booshanam	ECE – HOD	Member	
5	Dr. D. Padmavathi	EEE-HOD	Member	
6	Dr. RamaKrishna	IT – HOD	Member	
7	Mrs.Heepsiba	S&H - HOD	Member	
8	Professor.B.Subba Rao	MBA-HOD	Member	
9	Mr.Kiran	AECS, Head	Member	
10.	Miss.P. Chandana	CSE, Alumni member	student	

**Item no 2:** the coordinator reviewed the follow up activities of the previous meeting minutes

**Item no 3:** Suggested to follow-up faculty members who are attending workshops, Seminars, Conferences etc. by conducting guest lectures within the department for developing internal resources.

**Item no 4:** Students feedback is very valuable to maintain quality and needed for the faculty to improve their Skills

**Item no 5 :** To encourage faculty members to generate resource by way of submitting research projects and undertaking consultancy and extension activities and also to encourage faculty members to publish their research in high quality research journals of international and national repute.

**Item no: 6** The chairperson advised to all the HODs to nominate coordinator from each department for NBA work

The chair person thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 23<sup>th</sup> July, 2015

**End of minutes**

CC to: All HoDs

  
Chairperson

  
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Office

# CIRCULAR

Date: 22/07/2013

SWEC/IQAC/Cir 1-22/07/2013

IQAC members are informed to attend the meeting on 23<sup>rd</sup> July 2013 in ECE Conference hall at 11.30am.

## Agenda

1. Modern methods of teaching and learning
2. Academic and research programs
3. Workshops and seminars
4. Strategies for quality sustains and enhancement.

CC to: All HoDs

  
Chairperson

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Office

## IQAC-Minutes of Meeting







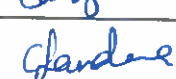
SWEC/IQAC/MOM 1-23/7/2013

Date: 23/7/2013

The following minutes are recorded in the meeting held on 23/7/2013, With reference to SWEC/IQAC/Cir 1-22/07/2013 in ECE Conference hall at 11.30amin the presence of committee members.

The following resolutions were passed

**Item no 1:** The committee members for effective implementation of IQAC in college

S.No	Name	Designation	Nature	Signature
1	Dr. B. L Malleswari	PRINICIPAL	Chairman	
2	Professor B.Subba Rao	MBA-HOD	Coordinator	
3	Mrs.E.Krishnaveni Reddy	CSE – HOD	Member	
4	K.Siva Nagi Reddy	ECE – HOD	Member	
5	Dr. D. Padmavathi	EEE-HOD	Member	
6	Dr K.Ramakrishna	IT – HOD	Member	
7	Mrs.M.Hepsiba	S&H - HOD	Member	
8	Mr. Suryakanth Patil	AECS, Head	Member	
9.	Miss.P. Chandana	CSE, Alumni member	student	

**Item no 2:** To facility faculty development programs for developing the quality of the subject and research internally and externally.

**Item no 3:** Students development programs are to be planned through technical fest.

**Item no 4:** Workshops and seminars are to be planned to fill the gap between the academics and industries

**Item no 5:** To encourage memberships among the students and staff professional e-journals

**Item no 6:** Encouragement to online courses both faculty and students for quality circle

**Item no: 8** The chairperson advised to all the HODs to nominate coordinator from each department for NBA work

The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 23<sup>th</sup> may, 2014

**End of minutes**

CC to: All HoDs

  
Chairperson

              
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Office












Ref: SWEC/Admin/order/Cir-1/4/6/2012

Date: 30/5/2012

**OFFICE ORDER**

**Sub: - Formation of Internal Quality Assurance Committee for 2012-2013-Reg**

As per the norms of JNTUH, Internal Quality Assurance Committee for 2012-2013 has been formed on 4/6/2012

S.No	Name	Designation	Nature	Signature
1	Dr. Y.Rajasree	PRINCIPAL	Chairperson	
2	Professor.B.Subba Rao	MBA-HOD	Coordinator	
3	Dr.Latha	CSE – HOD	Member	
4	Dr.Vikram	ECE – HOD	Member	
5	Mr.Ganga Dinesh	EEE-HOD	Member	
6	Dr.Ramakrishna	IT – HOD	Member	
7	K.C.Ravi Kumar	S&H – HOD	Member	
8	Mr.Kamal	AECS, Head	Member	
9	Dr.M.Seetha	Professor & HOD CSE, GNITS	Member	
10	Dr.Nagarathna P.Hedge	Professor CSE, VCE	Member	
11	Miss.P.Chandana	CSE, Alumni member	student	

Apart from above members TPO, Training Head, Librarian, and Physical Director will be called for the meetings as and when required.

Quorum: The Quorum for the meeting shall be 40% of total members

# CIRCULAR

Date: 28/05/2012

SWEC/IQAC/Cir 1-18/06/2012

IQAC members are informed to attend the meeting on 4<sup>th</sup> June 2012 in ECE Conference hall at 12.30pm.

## Agenda

1. Modern methods of teaching and learning
2. Academic and research programs
3. Workshops and seminars
4. Strategies for quality sustains and enhancement.

CC to: All HoDs

  
Chairperson

 CSE /  ECE /  /EEE /  /IT /  /EIE /  /S&H /  /MBA/  TPO /  /ACES /  /Library /  /Sports/  / AO's

## Functions

1. To channelize the efforts and procedures of the institution towards academic excellence.
2. To become a potential vehicle for steering in quality by working out intervention strategies to remove deficiencies and enhance quality. Strategies: In order to ensure quality sustenance and enhancement, IQAC shall evolve mechanisms and procedures for:
3. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
4. The relevance and quality of academic and research programs.
5. Equitable access to and affordability of academic programs to suit to various sections of the society.
6. Optimization and integration of modern methods of teaching and learning.
7. Organization of workshops, seminars on quality-related themes and promotion of quality circles.

## Responsibilities:

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.

**Chairperson**

Copy to: All Hod's

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AO's Office



## IQAC-Minutes of Meeting

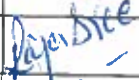

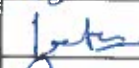

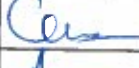

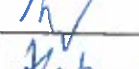
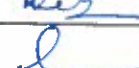



SWEC/IQAC/MOM 1-19/6/2012

Date: 4/6/2012

The following minutes are recorded in the meeting held on 4/6/2012, With reference to SWEC/IQAC/Cir 1-17/06/2012 in ECE Conference hall at 12.30pm in the presence of committee members.

The following resolutions were passed

**Item no 1:** The committee members for effective implementation of IQAC in college

S.No	Name	Designation	Nature	Signature
1	Dr.Y.Rajasree	PRINCIPAL	Chairperson	
2	Professor.B.Subba Rao	MBA-HOD	Cordinator	
3	Dr.Latha	CSE – HOD	Member	
4	Dr.Vikram	ECE – HOD	Member	
5	Mr.Ganga Dinesh	EEE-HOD	Member	
6	Dr.Ramakrishna	IT – HOD	Member	
7	K.C.Ravi Kumar	S&H – HOD	Member	
8	Mr.Kamal	AECS, Head	Member	
9	Dr.M.Seetha	Professor & HOD CSE, GNITS	Member	
10	Dr.Nagarathna P.Hedge	Professor CSE, VCE	Member	
11	Miss.P.Chandana	CSE, Alumni member	student	

**Item no 2:** To facility faculty development programs for developing quality of the subject and research internally and externally.

**Item no 3:** Students development programs are to be planned through technical fest.

**Item no 4:** Workshops and seminars are to be planned to fill the gap between the academics and industries.

**Item no 5:** To encourage memberships among the students and staff professional e-journals.

**Item no 6:** Encouragement to online courses both faculty and students for quality circle.





**Item no 7:** The chairperson advised to all the HODs to nominate coordinator from each department for NAAC work






The chair person also thanked all the IQAC members for their active participation and their valuable suggestions for effective implementation of the activities in the college. The chair has concluded the meeting that the members of the cell will meet again on 23<sup>th</sup> June, 2013




**End of minutes**

CC to: All HoDs

  
Chairperson

     
CSE/ ECE /EEE /IT  
Office

      
/EIE /S&H /MBA/TPO /ACES

    
/ Library / Sports/ AO's