



# Shadan Women's College of Engineering and Technology

6-2-980, Raj Bhavan Road, Khairatabad, Hyderabad, Telangana – 500 004

Approved by AICTE & Permitted by the Government of Telangana  
Affiliated to Jawaharlal Nehru Technological University, Hyderabad  
A Minority Institution - Established by Shadan Educational Society

## Internal Quality Assurance Cell

Ref: SWCET/IQAC/CIR/ 2020-21/ 01

Date: 07.12.20

### CIRCULAR

The first IQAC meeting for the academic year 2020-2021 will be conducted in Conference Hall on 19.12.20 at 10.00 AM. All the IQAC members are informed to attend the meeting without fail.

### Agenda for the Meeting

1. Review of last meeting minutes
2. Review of Academic Audit report for 2019-2020 Second Semester
3. Review of Report on Feedback analysis and action taken
4. UGC 2(f) Certification
5. Registration of NSS unit with university
6. ISO 9001: 2015 Certification
7. Participation in NIRF
8. Faculty participation in FDP/Conference/Workshop/IPR/book publication
9. Purchase of Books / Journals for Library
10. Faculty development program on OBE and Blooms Taxonomy based question paper

  
IQAC Deputy Coordinator

  
IQAC Coordinator

Copy to

1. The Principal
2. IQAC file
3. Office file
4. All members of IQAC





# Shadan Women's College of Engineering and Technology

6-2-980, Raj Bhavan Road, Khairatabad, Hyderabad, Telangana – 500 004

Approved by AICTE & Permitted by the Government of Telangana  
Affiliated to Jawaharlal Nehru Technological University, Hyderabad  
A Minority Institution - Established by Shadan Educational Society

## **Internal Quality Assurance Cell**

Ref: SWCET/IQAC/MOM/ 2020-21/ 01

Date: 22.12.20

### **Minutes of the Meeting**

The first IQAC meeting of SWCET for the academic year 2020-2021 was held on 19.12.20 at 10.00 AM in Conference Hall.

Dr M A Khader Khan, Member IQAC, welcomed all the members of the IQAC. The meeting started with a permission of the Head of the Institution.

#### **1. Review of last meeting minutes**

The last meeting minutes were reviewed and all points are completed.

#### **2. Review of Academic Audit report for 2019-2020 Second Semester**

Dr P Nithiyantham, Member IQAC and Coordinator of 2019-2020 second semester academic audit coordinator presented audit report of all departments conducted during October 2020 and initiated the discussion.

#### **3. Review of Report on Feedback analysis and action taken**

The student feedback, Alumni feedback, Faculty feedback and Employer feedback collected during September 2020 and its analysis report is presented to the members. The suggestions and comments made by the stake holders are taken into account, the principal assured the members of IQAC the efforts was taken to implement the suggestion. He also informed the members that a proposal was made for establishing ICT facilities, Smart classrooms; extra computing facilities that was submitted to the management for approval.

#### **4. UGC 2(f) Certification**

The institution planned to take quality initiative for applying for the NAAC. The first step of the process for accreditation is that the institution has planned to apply for UGC 2(f) certification. A committee is constituted with senior members of faculty headed by IQAC coordinator. They are asked to complete the work within the period of 6 months.

#### **5. Registration of NSS unit with University**

The institution is having an NSS unit functioning from 2015 onwards and conducting various programs like Blood Donation Camp, Tree Plantation, Mass Cleaning Yoga etc. The NSS unit had been doing service for the local people with help of people doing social services. All the members have appreciated the extension activities carried out by the

institute through NSS. The members requested the Principal to take necessary steps to register the unit with JNTUH for getting some funds for their extension services.

**6. ISO 9001: 2015 Certification**

The institution should take up quality assurance initiatives by obtaining accreditation with some national or international agencies. The members advised the IQAC to take initiative to get ISO certification. Principal requested the IQAC to constitute a committee to draft the ISO Document and apply for accreditation within a span of 6 months.

**7. Participation in NIRF**

The quality level of teaching learning, learning outcomes and the infrastructures are the strong basics of the institution, it will be compared with the leading institute only when we participate in an evaluation process like NIRF. The members have suggested to participate in NIRF ranking and directed the IQAC to form a committee to fill the data.

**8. Faculty participation in FDP/Conference/Workshop/IPR/book publication**

The faculty participation in FDP/Conference/Workshop/IPR/book publication is reviewed. The members have suggested to improve the participations of these activities and also guided the principal to increase the funding for attending the same.

**9. Purchase of Books / Journals for Library**

The librarian presented the requirement of books / journals as per newly updated syllabus of JNTUH. The members directed the principal to take necessary action to release the funds to purchase the books before commencement of classes.

**10. Faculty development program on OBE and Blooms Taxonomy based question paper**

The members pointed out the importance of implementation OBE model and Blooms taxonomy based question papers to increase the level of teaching learning and learning outcomes. They directed IQAC to take steps to conduct FDP of OBE and Blooms level based question paper setting; this will be helpful for the faculty joined newly to the institution.

Meeting ended with IQAC Member Ms. C Hima Bindu thanking the members for their contribution during the meeting

  
IQAC Deputy Coordinator

Copy to

1. The Principal
2. IQAC file
3. Office file
4. All members of IQAC



  
IQAC Coordinator



# Shadan Women's College of Engineering and Technology

6-2-980, Raj Bhavan Road, Khairatabad, Hyderabad, Telangana – 500 004

Approved by AICTE & Permitted by the Government of Telangana  
Affiliated to Jawaharlal Nehru Technological University, Hyderabad  
A Minority Institution - Established by Shadan Educational Society

## Internal Quality Assurance Cell – AY 2020-2021

### Attendance Sheet

Ref: SWCET/IQAC/ATT/ 2020-21/ 01

Date: 19.12.20

S.No	Name	Designation	Signature
1	Dr K. Palani	Principal	
2	Dr P Hima Bindu	Vice Principal/ Head IQAC	
3	Dr P Nithiyantham	Professor	
4.	Dr V K Senthil Ragavan	Professor	
5	Dr P Ramasubramanian	Professor & HoD / CSE	
6	Dr S K Harikarthik	Associate Professor & HoD /IT	
7	Dr M A Khader Khan	Professor & HoD / ECE	
8.	Prof C V B Subbaraidu	Associate Professor & HoD / EEE	
9	Dr M Vijaya Ramaiah	Professor & HoD / H&S	
10	Dr S Susi	Professor & HoD / MBA	
11	Dr M Pavithra Jyothi	Associate Professor/ECE, Head Training, Placement and Corporate Affairs	
12	Ms. M Sireesha	Assistant Professor/ CSE, Exam Cell	
13	Ms. K. Bhagyalakshmi	Assistant Professor/ ECE, SWCET Alumni Association	
15	Mr. Md Aqeel Ahmed	Administrative Officer	
14	Ms. C HimaBindu	Chief Librarian	
15	Mr. Siddique Hassan	Physical Director	
16	Ms. G Sravani	Student, II Year / ECE/ SWCET	
17	Mr. Abdul Rahman Shareef	Industrial Expert	
18	Er Syed Azoz-ur Rahman	Administrative Expert	
19	Ms. Hasfa Begum	Entrepreneur	
20	Ms. M Srivani	Assistant Professor	

IQAC Deputy Coordinator



IQAC Coordinator