



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/ 02

Date: 01.07.21

CIRCULAR

The second IQAC meeting for the academic year 2020-2021 will be conducted in Conference Hall on 17.07.21 at 11.00 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 2020-2021 Second Semester
3. Review of Placement Activities for the year 2020-2021
4. Review of course implementation and monitoring activities
5. Review of Result analysis of FEB / MAR 21
6. Establishment of Institute Innovation Cell
7. Review of Report of the Mentor Mentee System
8. Planning for establishment of an Incubation Centre
9. Review of Alumni meeting
10. Review of Sports / Cultural activities


IQAC Deputy Coordinator




IQAC Coordinator

Copy to

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



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Date: 20.07.21

Minutes of the Meeting

The second IQAC meeting of SWCET for the academic year 2020-2021 was held on 17.07.21 at 11.00 AM in Conference Hall.

Dr M Pavithra Jyothi, 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 2020-2021 Second Semester

Dr P Ramasubramanian, Member IQAC and Coordinator of 2020-2021 Second semester academic audit coordinator presented audit report of all departments conducted during June 2021 and initiated the discussion. The members appreciated the efforts taken by the IQAC for conducting Audit with the help of Senior Professors from various colleges located in and around Hyderabad.

3. Review of Placement Activities for the year 2020-2021

Dr M Pavithra Jyothi, Member IQAC and Head Training, Placement and Corporate Affairs presented the detailed report on various placement training programs, skill development programs. She also presented the report on details of student's placement through placement and training cell. She also presented various steps taken by the placement and training cell with the support of management for improving the placements. The committee members suggested making more MOUs with leading industries for campus placement and training the students in the latest trends in industry scenario.

4. Review of course implementation and monitoring activities

The course implementation and monitoring activities report is presented to the members of IQAC. The members praised the effort taken by IQAC to improve the teaching learning process and learning outcomes.

5. Review of Result analysis of FEB / MAR 21

Ms. M Sireesha, Member IQAC and Examination Branch In charge presented the report on analysis of university examination results held in the month of FEB / MAR 2021. The members suggested HODs to take extra steps and motivate the students to concentrate more on studies. They are suggested to conduct some motivational lectures and yoga programs to improve the concentration of students in studies.

6. Establishment of Institute Innovation Cell

The institution had taken up initiative to enrich the knowledge and innovation skills with a help of active cell for conducting programs related to patent, new product development and entrepreneurship skills. The members have suggested to establish Institute Innovation Cell for developing student's skills. Principal approved the proposal made by the committee members and directed IQAC to constitute a committee and enrol as member in the IIC.

7. Review of Report of the Mentor Mentee System

The report on mentor-mentee system is presented to the members by Dr P Nithiyanantham Deputy Coordinator IQAC. The members suggested to streamline the counselling system adding some professional counsellors basically a doctor along with faculty members to identify the students' personal and mental problems. They have also requested that, the counselling team members are provided with special training to tackle all the issues of students and to improve their career through proper guidance and counselling.

8. Planning for establishment of an Incubation Centre

The institute planned to establish an Incubation Centre to enrich student's entrepreneurship skills and initiate start-ups. Dr K. Palani, Principal approved the proposal made for establishments of Incubation Centre and directed IQAC to form a committee to submit detailed budget requirement to management for the same.

9. Review of Alumni meeting

The alumni meeting conducted during January 2021 are reviewed. The suggestions and comments pointed out by the alumni members are taken up for the discussion.

10. Review of Sports / Cultural activities

The Physical Education Director presented a report on sports / cultural activities carried out during the year 2020-2021. The members have suggested for taking necessary steps for motivating the students to participate in the events organized at national / university level.

Meeting ended with IQAC Member Ms. G Sravani thanking the members for their contribution during the meeting


IQAC Deputy Coordinator

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Internal Quality Assurance Cell – AY 2020-2021

Attendance Sheet

Ref: SWCET/IQAC/ATT/ 2020-21/ 02

Date: 17.07.21

S.No	Name	Designation	Signature
1	Dr K. Palani	Principal	
2	Dr P Hima Bindu	Vice Principal	
3	Dr P Nithiyanantham	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