



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/2016-17/ 01

Date: 26.07.2016

CIRCULAR

The first IQAC meeting for the academic year 2016-2017 will be conducted in Principal's Chamber on 10.08.2016 at 11.00 AM. All the IQAC members are informed to attend the meeting without fail.

Agenda for the Meeting

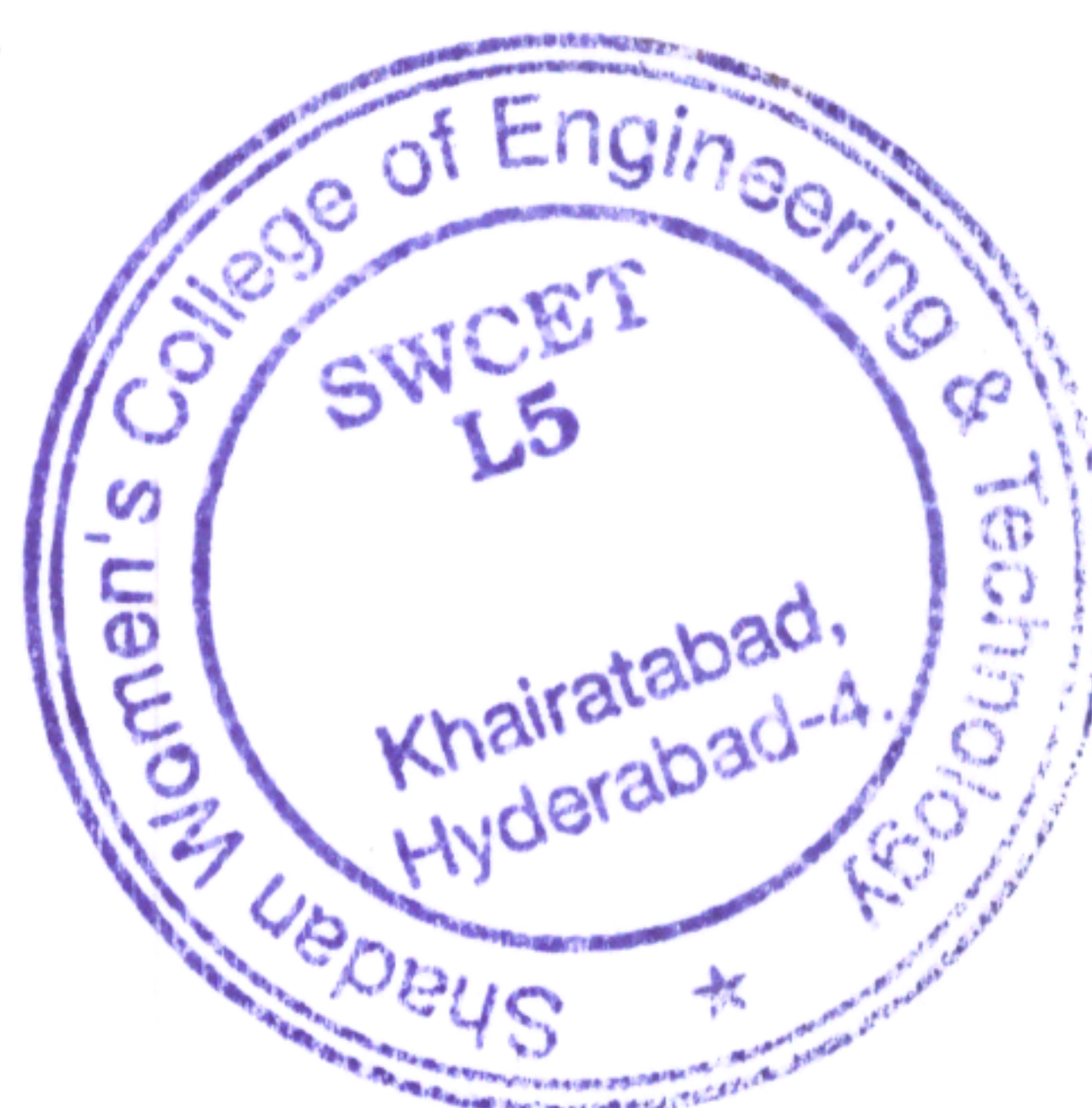
1. Discussion on Roles and Responsibilities of IQAC members
2. Discussion on Establishment of IQAC office
3. Discussion on NAAC
4. Guidelines for Preparation of the Course file, Time Tables, Academic and Administrative Audit


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: 12.08.2016

Minutes of the Meeting

The first IQAC meeting of SWCET for the academic year 2016-2017 was held on 10.08.2016 at 11.00 AM in Principal's Chamber. The following discussions were made as per agenda of the meeting and the following decisions were taken.

Ms.Arshia Sultana, Coordinator IQAC, welcomed all the members of the IQAC. The meeting started with a permission of the Principal.

Dr. P Subbaraj, Principal gave the institute presentation highlighting the various achievements of institute and students.

1. Discussion on Roles and Responsibilities of IQAC members

Ms.Arshia Sultana introduced all the members of the IQAC. She explained the roles and responsibilities of IQAC members and also illustrated the benefits of IQAC.

Er. Syed Azoz-ur Rahman emphasized on benchmarking with reputed institute for academic excellence. He also suggested visiting nearby institute to know their work culture for improvement in the existing system.

2. Discussion on Establishment of IQAC office

IQAC coordinator discussed importance of establishment of IQAC office in the Institute and it is decided that, new IQAC office will be established in the Institute. IQAC coordinator suggested place for IQAC office and requirements of furniture and other things for IQAC office. Dr P Subbaraj, Principal has approved place for IQAC office and furniture requirements.

3. Discussion on NAAC.

It is decided to go for NAAC accreditation. Mr. Abdul Rehman Shareef suggested visiting the NAAC accredited institutions for getting information and to understand the process which are followed there.

4. Guidelines for Preparation of the Course file, Time Tables, Academic and Administrative Audit

IQAC coordinator presented the guidelines and templates for the preparation course file, time tables, academic and administrative audit. After the discussion the members of IQAC approved the formats.

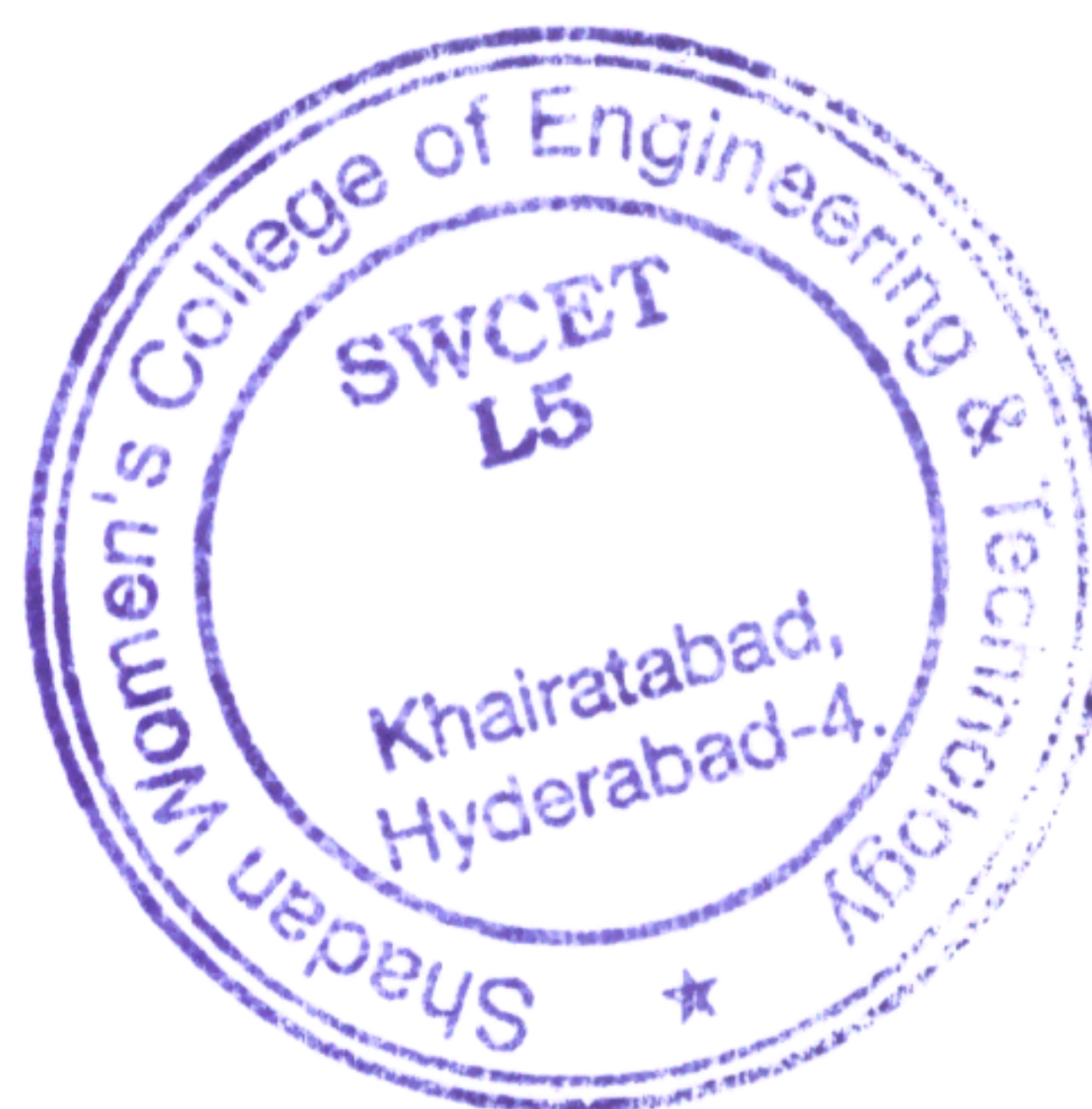
Meeting ended with thanking the members for their contribution during the meeting, by IQAC Member Ms. K Shlipa.


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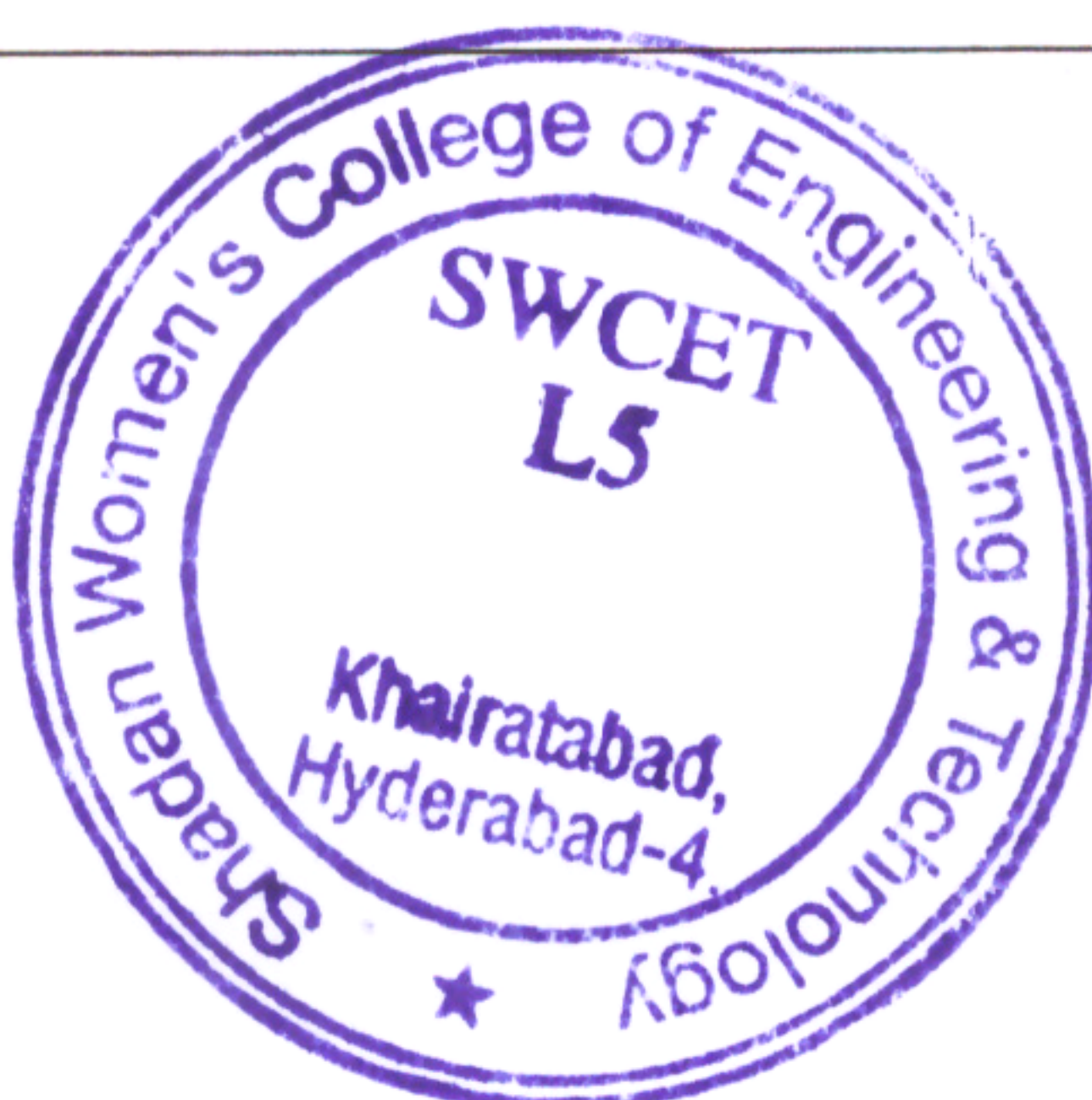
Attendance Sheet

Ref: SWCET/IQAC/ATT/ 2016-17/ 01

Date: 10.08.2016

| S.No | Name | Designation | Signature |
|------|--------------------------|---|-----------|
| 1 | Dr P Subbaraj | Principal | |
| 2 | Ms. Arshia Sultana | Associate Professor / Mathematics & Head IQAC | |
| 3 | Ms. Amatul Fatima | Assistant Professor / Mathematics | |
| 4. | Ms K. Shilpa | Assistant Professor /IT | |
| 5 | Dr P Ramasubramanian | Professor & HoD / CSE | |
| 6 | Ms. SaiKumari | Assistant Professor & HoD /IT | |
| 7 | Ms. G Aruna | Associate Professor & HoD / ECE | |
| 8. | Mr C B V Subbaraidu | Associate Professor & HoD / EEE | |
| 9 | Ms Kateeja Begum | Assistant Professor & HoD / H&S | |
| 10 | Ms. Tabassum | Assistant Professor & HoD / MBA | |
| 11 | Ms. Asra Sultana | Assistant 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 | Mr Ramesh | Chief Librarian | |
| 15 | Mr.Siddique Hassan | Physical Director | |
| 16 | Ms Nithya | Student, II Year / ECE/ SWCET | |
| 17 | Mr. Abdul Rahman Shareef | Industrial Expert | |
| 18 | Er Syed Azoz-urRahman | Administrative Expert | |
| 19 | Ms Adeeba Anwar | Entrepreneur | |
| 20 | Ms Tazeen Fathima | Assistant Professor | |

IQAC Deputy Coordinator



IQAC Coordinator