



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/ 2023-2024/ 01

Date: 02.08.2023

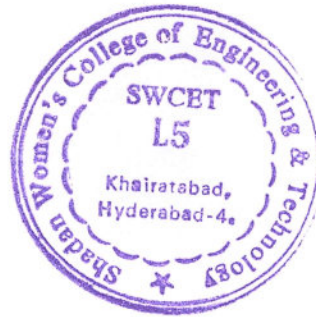
CIRCULAR

The first IQAC meeting for the academic year 2023-2024 will be conducted in Conference Hall on 11.08.2023 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 2022-2023 Second Semester
3. Review of Result analysis of JUNE / JULY 2023
4. Submission of Self-Assessment Report for CSE (UG)
5. External Audits of CSE and H&S departments to be conducted for verifying supporting documents
6. Registration of Institution of Engineers (India) for CSE Department
7. Plan for Placement and Training Activities 2023-2024
8. Plan for Sports and Cultural Activities 2023-2024


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: 16.08.2023

Minutes of the Meeting

The first IQAC meeting of SWCET for the academic year 2022-2023 was held on 11.08.2023 at 10.00 AM in Conference Hall. Dr P Nithiyantham, Deputy Coordinator and 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 2022-2023 Second Semester

Dr S Mohan Babu, Member IQAC and Coordinator of 2022-2023 Second semester academic audit coordinator presented audit report of all departments conducted during July 2023 and initiated the discussion. The members appreciated the efforts taken by the IQAC for conducting Audit to improve teaching learning process.

3. Review of Result analysis of JUNE / JULY 2023

Ms. Fareesa Amina, Member IQAC and Examination Branch In charge presented the report on analysis of university examination results held in the month of JUNE / JULY 23. 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.

4. Submission of Self-Assessment Report for CSE (UG)

The IQAC Members appreciated the effort taken by the faculty members in preparing Self-Assessment Report for CSE (UG) Programme. The committee members are instructed the NBA Coordinator to submit the SAR on or before end of September 2023.

5. External Audits of CSE and H&S departments to be conducted for verifying supporting documents

IAQC members instructed the Head of the Department of Computer Science and Engineering and Humanities and Science to keep all the documents pertaining to the SAR. IQAC members directed the NBA Coordinator to arrange external experts to verify the documents before the peer team visit.

6. Registration of Institution of Engineers (India) for CSE Department

The members directed Head of the Department of Computer Science and Engineering initiate to start Institution of Engineers (India) Student's Chapter for CSE Department before September 2023.

7. Plan for Placement and Training Activities 2023-2024

Dr. M Pavithra Jyothi, Member IQAC and Placement Officer presented the plan of placement and training activities to be carried out during 2023-2024. The members reviewed the previous year activities and the effectiveness of these activities in enhancement of better placement. The members informed to the placement coordinator to involve some experts from leading industries / institutes to provide training to the students.

8. Plan for Sports and Cultural Activities 2023-2024

Mr. Siddique Hassan, Member IQAC and Physical Director presented the plan of Sports and Cultural activities to be carried out during 2023-2024. The members appreciated the efforts taken by the Physical Education Department and Cultural Activities Club for getting more prizes and certificates.

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


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Internal Quality Assurance Cell – AY 2023-2024

Attendance Sheet

Ref: SWCET/IQAC/ATT/ 2023-2024/ 01

Date: 11.08.2023

S.No	Name	Designation	Signature
1.	Dr K Palani	Principal	
2.	Dr P Hima Bindu	Vice Principal & IQAC Coordinator	
3.	Dr P Nithiyanantham	Professor / ECE & IQAC Deputy Coordinator	
4.	Dr Mohd Umar Farooq	Professor & HoD / CSE	
5.	Dr Mohd Pasha	Professor & HoD /IT	
6.	Dr M A Khader Khan	Professor & HoD / ECE	
7.	Dr K Premalatha	Professor & HoD / EEE	
8.	Dr S Mohan Babu	Professor & HoD / H&S	
9.	Dr S Susi	Professor & HoD / MBA	
10.	Dr C Berin Jones	Professor & HoD / AI&DS	
11.	Dr I Samuel Peter James	Dean - Academics	
12.	Dr M Pavithra Jyothi	Associate Professor/ECE, Placement Officer	
13.	Ms. Fareesa Amina	Assistant Professor/ ECE, Exam Cell	
14.	Ms. K. Bhagyalakshmi	Assistant Professor/ ECE, SWCET Alumni Association	
15.	Mr. Mohd Aqeel Ahmed	Administrative Officer	
16.	Ms.C. Hima Bindu	Chief Librarian	
17.	Mr. Siddique Hassan	Physical Director	
18.	Ms. Syeda Summayya	Student, IV Year / IT / SWCET	
19.	Mr. Abdul Rahman Shareef	Industrial Expert	
20.	Er Syed Azoz-ur Rahman	Administrative Expert	
21.	Ms. Hasfa Begum	Entrepreneur	
22.	Ms. Megha	Assistant Professor and NSS Coordinator	

IQAC Deputy Coordinator



IQAC Coordinator