



# 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/2022-23/01


Date: 02.09.22

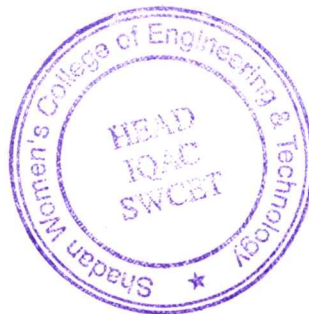
### CIRCULAR

The first IQAC meeting for the academic year 2022-2023 will be conducted in Conference Hall on 10.09.22 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 and Administrative Audit reports of 2021-22 (Semester – II)
3. Plan of Placement Activities for 2022-2023
4. Plan of Add-on / Certificate Programs for 2022-2023
5. Plan of Faculty Development Program / Conference / Workshop for 2022-2023
6. Plan for Implant Training / Internship / Field Work / Projects for 2022-2023
7. Plan for NSS activities for 2022-2023
8. Plan of Orientation Program for Faculty and Students
9. Plan for Alumni Meet 2022-2023
10. Review of Mentor-Mentee system
11. Any other Points

  
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: 12.09.22

### Minutes of the Meeting

The first IQAC meeting of SWCET for the academic year 2022-2023 was held on 10.09.22 at 10.00 AM in Conference Hall. Dr. Taqiullah Sair Mohammed, HoD / H&S 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 points discussed in the minutes of the last meeting were reviewed and all points are completed.

#### **2. Review of Academic and Administrative Audit reports of 2021-22 (Semester – II)**

Dr P. Hima Bindu, IQAC Coordinator presented the report on the Academic and Administrative Audit conducted for the Semester II of 2021-2022 for all departments. The members appreciated the efforts taken by the IQAC for the improvement of quality in teaching and learning process.

#### **3. Plan of Placement Activities for 2022-2023**

Dr. M. Pavithrajyothi, Member IQAC and Placement officer presented the plan of placement and training activities for the year 2022-2023. After the detailed discussion, the committee members approved the plan of placement and training activities for the year 2022-2023.

#### **4. Plan of Add-on / Certificate Programs for 2022-2023**

Dr. P Ramasubramanian, Member IQAC presented the plan of Add-on / Certificate program to be organized by various departments for the academic year 2022-2023. The committee members appreciated the efforts taken by all departments for arranging various programs in latest industrial trends.

#### **5. Plan of Faculty Development Program/Conference/Seminar/Workshop for 2022-2023**

Dr S K Harikarthik, Member IQAC presented the plan of FDP/Conference/ Workshop for teaching and non-teaching faculty members and Workshops/Seminars for students for the academic year 2022-2023.

#### **6. Plan for Implant Training/Internship/Field Work/Projects for 2022-2023**

Dr K Premalatha, Member IQAC presented the plan of Implant Training/Internship/Field Work/ Projects to be carried out by the students to enhance their employability skills.

#### 7. Plan for NSS activities for 2022-2023

Ms. Megha, Member IQAC and NSS Coordinator presented the plan of outreach program and other activities for the academic year 2022-2023. Ms. Megha explained the benefits of each event to the members. After the detailed discussion, the members approved the plan of activities to be carried out during the academic year 2022-2023.

#### 8. Plan of Orientation Program for Faculty and Students

Dr P Nithiyantham, Deputy Coordinator IQAC presented the plan of orientation program for the newly joined faculty members and the students.

#### 9. Plan for Alumni Meet 2022-2023

Ms. K Bhagyalakshmi, Member IQAC and Coordinator of Alumni Welfare Association of SWCET presented the plan of Alumni Meet on 15.10.2022. The members approved the plan of activities carried out by the Alumni Welfare Association. The member insists the coordinator to arrange frequent alumni interaction with students to enhance their technical and personal skills to help them in better placements.


#### 10. Review of Mentor-Mentee system

Dr S Susi, Member IQAC presented the detailed report of the Mentor-Mentee System followed. The members appreciated the efforts of all departments to improve the students pass percentage and their personal skills.

#### 11. Any other Points

Based on the JNTUH Academic calendar, the HoDs are instructed to prepare the course plan, academic calendar, test plan and Induction program.

Meeting ended with IQAC Member Ms. Syeda Summayya thanking the members for their contribution during the meeting

  
IQAC Deputy Coordinator

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4. All members of IQAC



  
IQAC Coordinator



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## Internal Quality Assurance Cell – AY 2022-2023 Attendance Sheet

Ref: SWCET/IQAC/ATT/2022-23/01

Date: 10.09.22

S.No.	Name	Designation	Signature
1	Dr K Palani	Principal	[Signature]
2	Dr P HimaBindu	Vice Principal & IQAC Coordinator	[Signature]
3	Dr P Nithiyantham	Professor/ECE & Deputy IQAC Coordinator	[Signature]
4	Dr P Ramasubramanian	Professor & HoD / CSE	[Signature]
5	Dr S K Harikarthik	Associate Professor & HoD /IT	[Signature]
6	Dr Mohd Abdul Khader Khan	Professor & HoD / ECE	[Signature]
7	Dr K Premalatha	Professor & HoD / EEE	[Signature]
8	Dr Taqiullah Sair Mohammed	Professor & HoD / H&S	[Signature]
9	Dr S Susi	Professor & HoD / MBA	[Signature]
10	Dr M Pavithrajyothi	Associate Professor/ECE & Placement Officer	[Signature]
11	Ms. M Sireesha	Assistant Professor/ CSE, Exam Cell	[Signature]
12	Ms. K. Bhagyalakshmi	Assistant Professor/ ECE, Alumni Welfare Association Coordinator	[Signature]
13	Mr. Md Aqeel Ahmed	Administrative Officer	[Signature]
14	Ms. C HimaBindu	Chief Librarian	[Signature]
15	Mr. Siddique Hassan	Physical Director	[Signature]
16	Ms. Syeda Summayya	Student, III Year / IT	[Signature]
17	Mr. Abdul Rahman Shareef	Industrial Expert	[Signature]
18	Er. Syed Azoz-ur Rahman	Administrative Expert	[Signature]
19	Ms. Aliya Noorian	Entrepreneur	[Signature]
20	Ms. G Swathi	Assistant Professor & Cultural Coordinator	[Signature]
21	Ms. Megha	Assistant Professor & NSS Coordinator	[Signature]

[Signature]  
IQAC Deputy Coordinator



[Signature]  
IQAC Coordinator