



PRINCETON INSTITUTE OF ENGINEERING AND TECHNOLOGY FOR WOMEN

Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088

(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

Internal Quality Assurance Cell (IQAC)

Annual Report

Academic Year: 2017-2018

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2017-2018

COMPOSITION OF THE IQAC

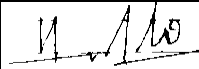
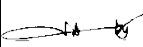












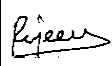
Sl.	Position in IQAC	Name(s)
1.	Chairperson	Dr V MURALIKRISHNA
2.	Convener / Coordinator of the IQAC	Dr A KRISHNAMURTHY
3.	Management Representative	Mr. S SUDHEER KUMAR
4.	Administrative Officers	Mrs SWETHA
5.	Faculty Members	Mr. N S AJEESH KUMAR, HOD,DEPT OF CIVIL ENGINEERING
		Mr. M MOSHE , HOD,DEPT OF ELECTRONICS & COMMUNICATION ENGINEERING
		Mr. J ANJIAH HOD,DEPT OF ELECTRICAL & ELECTRONICS ENGINEERING
		Mrs MEENAKSHI HOD,DEPT OF SCIENCE & HUMANITIES
		Mrs M SHAILAJA HOD,DEPT OF COMPUTER SCIENCEENGINEERING
6.	Nominees From Local Society, Students and Alumni	Alumni: S.NIROSHA
		Student: J.SWATHI EEE-III RD YR
		Local Society: Chowdaryguda, Sarponch
7.	Nominees From Employers / Industrialists / Stakeholders	Employer:Y. LAVANYA
		Industrialists: EELLC BPO SERVICES PVT LTD
		Stakeholder:


Coordinator / IQAC

Copy to:

- Chairman
- Director
- Principal
- IQAC Cell and All HoDs


Chairperson / IQAC
Principal
 BRUNEL INSTITUTE OF ENGINEERING
 & TECHNOLOGY FOR WOMEN
 Chowdaryguda, Korremula (V)
 Ghatkesar (M), Medchal Dist. T S-500084

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		Stakeholder:	

INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2017-2018

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 03/08/2017

Time: 03:00PM

Agenda:

- Academic Planning
- Perspective plan
- Activity Planning
- Technical Skill Training
- Co-curricular Activity for Faculty
- Implementing new Mentor mentee system
- Procure of Lab Equipment

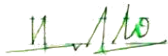
Proceedings of the Meeting:

IQAC coordinator invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.

Agenda Item No.	POINTS DISCUSSED	Resolution	Target Date	Responsibility	Action Taken
1	Review of previous IQAC meeting.	-	12.08.17	All the Department HoDs	Members noted the Action taken on the previous meeting and noted the tasks still pending.
2	IQAC - Perspective plan for the year 16-17		Every NAAC Cycle Meeting	NAAC Co-Cordinator	The perspective plan of extracurricular and co-curricular activities from various committees have been received and discussed in detail. The final strategic perspective plan has been prepared and approved
4	Academic Planning for the 2017-18 Odd semester and DAC & PAC Meeting tentative dates.	Academic calendar should submit with entire planning of the each department activities.	17.08.17	HoDs	Department Academic calendar should verified and give the recommendation if required.
5	To conduct extracurricular and	Tentative Event list for the AY:2017	01.09.17	With respect to the event. Report sent	Decision taken to conduct Engineering

	co-curricular activities in this AY: 2017-18 like Workshops/Guest Lectures/FDPs/Conferences/Sports Activities	Odd Semester should submit by Hods		by the HoDs to IQAC cell	Workshops/Guest Lectures/FDPs/Conferences/Sports Activities
6	Technical Skill Trainings to Students for Placements	Tentative placement activities list for the AY:2017 Odd Semester should submit by the Placement Director	01.09.21	Placement Director	Decision taken to initiate and conduct the technical skill trainings to students for placements
7	To implement New Mentor Mentee System	Mentor Mentee Minutes signed by the HoDs every week and submit to Principal Monthly once for verification	Now onwards	Hods and respective class in-charges.	It is decided to implement the mentor mentee system in all the departments of the institution
8	Improve the ICT based activities	To conduct workshop on how to create ICT lectures	11.10.17	NAAC Coordinator and Criteria- 2 Incharge	It decided to conduct SWAYAM/MOOCs awareness workshop on how to create ICT lectures and the same has been approved
9	Step to improve the skill set for the students	To conduct skills training based workshops for students	19.10.17	HoDs	Decision taken to conduct soft skills training for all the UG students
10	Laboratory equipments and Library procurements	Lab maintenance and Equipment/Consumable/ Library books purchase as per change of syllabus	08.09.17	HoDs	It is decided to take laboratory equipments and library procurements from all the laboratories & library and approved the same


Coordinator / IQAC


Principal
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Copy to :

Chairman
Director
Principal
IQAC Cell and All HODs

INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2017-2018

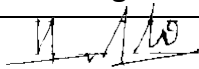
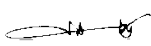
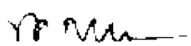



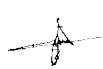







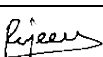
MINUTES OF MEETING

Venue: BOARD ROOM

Date: 05/12/2017

Time: 10:00AM

Agenda:

Sl.	Position in IQAC	Name(s)	Signature
1.	Chairperson	Dr V MURALIKRISHNA	
2.	Convener / Coordinator of the IQAC	Dr A KRISHNAMURTHY	
3.	Management Representative	Mr. S SUDHEER KUMAR	
4.	Administrative Officers	Mrs SWETHA	
5.	Faculty Members	Mr. N S AJEESH KUMAR, HOD,DEPT OFCIVIL ENGINEERING	
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		Mr. J ANJIAH HOD,DEPT OF EEE	
		Mrs MEENAKSHI HOD,DEPT OF SCIENCE & HUMANITIES	
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		Student: J.SWATHI EEE-III RD YR	
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		Industrialists: EELLC BPO SERVICES PVT LTD	
		Stakeholder:	

- Induction Program
- Virtual Lab
- Orientation Program
- CO's and PO's
- Signing of MOAs/MOUs
- National/International Conferences

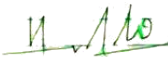
Proceedings of the Meeting:

DEAN IQAC invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.

Item No.	POINTS DISCUSSED	Resolution	Target Date	Responsibility	ACTION PLAN
1.	Induction Program for the faculty	To conduct induction Programme to the newly joined faculty.	16.12.17	NAAC Co-ordinator	It has been decided and approved to conduct Induction programmes for the newly joined faculty
2.	Virtual lab classes and online class status	Heads are instructed to take theory classes and send the recording link to the students for the reference. Lab course also instructed to conduct using VLab offered by the IITs.	Monthly Report	Hods	Hods need to collect all the Recording link of respective V-Lab details and submit to IQAC at the End of the semester.
3.	Orientation Program Report	Orientation Programme has scheduled for the first year students.	16.12.17	HoD/H& S	Report was analyzed and remedial steps to be instructed based on the student feedback.
4.	Cos, Pos and attainment	Co and Po mapping and attainment calculation, Guidelines to prepare and implement course files with attainment.	-	Hods	Attainment level analysis in every course and Instruction given to improvement for forthcoming semesters
5.	Signing of MOUs with Industries/Research Institutions	Each Department Hods should get	24.01.18	HoDs	Decision taken to make Memorandum of Memorandum of

		MoU with reputed Industry related to student skill development basis			Understandings with various Industries/NGOs/Research organizations.
6.	To conduct International Conferences	International Conference “Challenges and opportunities for Innovation Science, Engineering and Technology” scheduled.	06.01.18	Conference Convener	Conference Organizing Committee members and strategic plan was discussed and confirmed.
7.	To Organize the various FDP/Guest Lecture/Workshops/awareness programme for the AY 2017-18	Tentative dates should be submit by the Hods , R&D Co-ordinator, Club Co-ordinator, IPR and EDC Co-ordinator	11.12.18	Hods , R&D Co-ordinator, Club Co-ordinator, IPR and EDC Co-ordinator	Event coordinator, guest of the event has panned and approval got from Principal.


Coordinator / IQAC


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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2017-2018

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 05/04/2018

Time: 02:00PM

Sl.	Position in IQAC	Name(s)
1.	Chairperson	Dr V MURALIKRISHNA
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		Industrialists: SV GLOBAL TECH
		Stakeholder:

Agenda:

- DAC and PAC Meetings
- Review of Academic activities
- Student Club activities
- Website updating and organizing more seminars and student activities
- NAAC Accreditation
- Research Activities and Consultancy activities
- MoU with Malaysia University

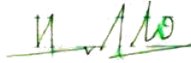
Proceedings of the Meeting:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. Dr. A.Krishna Murthy Dean IQAC welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

No.	Points Discussed	Resolution	Target Date	Responsibility	Action Plan
1.	Review of the Academic year 2016-17- Odd Semester activity and planning for 2016-17 even Semester.	-	-	IQAC Coordinator	Academic year 2016-17 odd semester file was verified. Reviewed the tentative
2.	Academic Planning for the 2016-17 Even semester and DAC & PAC Meeting tentative dates.	Instructed the HoDs to Submit Department Advisory Committee and Program Assessment Committee finalized dates and Pannel members details for current semester.	11.04.2018	HoDs	DAC and PAC Minutes were reviewed.
3	Website updating and organizing more seminars and student activities	Strategic plan & website updating to be followed Due to COVID -19, all the departments have to conduct online FDPs, Workshops, Webinars, Value added courses to our faculty, students and also for outside colleges.	11.04.2018	Website Incharge	Website Incharge should verified and keep on monitoring and report to the changes required.
4.	NAAC Accreditation	Review meeting will be conduct criteria wise	-	NAAC Coordinator	NAAC Mack audit is scheduled and all criteria incharge should be ready for the file submission.

5.	Research Activities and Consultancy activities.	<p>All the faculty members are informed to publish their papers in SCI/SCIE/Scopus Indexed journals.</p> <p>Consultancy Project status was discussed with the respective Principal Investigator and team members</p> <p>IPR cell, EDC cell report should be submit to IIC every semester end for review</p>	25.04.2018	R & D Coordinator	Motivated the faculty through Faculty Incentive Policies R&D Coordinator are instructed to get the activity report from the various research activity coordinator
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Coordinator / IQAC


Principal
Chairman / IQAC
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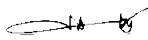












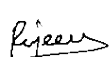
INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2017-2018

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 11/08/2018

Time: 02:00PM

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		Stakeholder:	

Agenda:

- Academic calendar received from the JNTUH
- NAAC- Committee review
- Safety measures against the Pandemic

Proceedings of the Meeting:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. Dr. G. Dhanalakshmi Dean IQAC welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

The committee had discussed the following activities:

No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Review of the Academic year 2016-17- Even Semester activity and planning for 2017-18 ODD Semester.			HoDs	Academic year 2016-17 even semester file was reviewed.
2	Preparation of academic activity based on the revised academic calendar received from the JNTUH for the AY:2017-18 odd semester	Teaching learning Methodology and collection of lesson plan from every Department	03.09.17	HoDs	Academic planning done based on the academic calendar sent by JNTUH. It is received from various departments and discussed in details and approved the same which is enclosed for AY: 2017-18 ODD semesters
3	Various committee formed and reviewed for AY:2017-18	create various Committees in the institution for improving the Academic and Administrative process.	03.09. 17	Research Coordinator	IQAC instructed to create various Committees in the institution for improving the Academic and Administrative process.
4	NAAC- Committee	NAAC Criteria incharges are asked to submit the details of the AY: 16-17.	03.09. 17	NAAC Coordinator	NAAC – Criteria incharges submitted files are reviewed and

	review				send for for SSR submission.
5	Academic Administration Audit	AC coordinator s planned for AAA, Audit members list has been scheduled get approval from Principal	04.08.17 to 02.09.17	IQAC Coordinator	Academic Administration Audit is planned on 24.09.17, The internal auditor and schedule will be announced.
6	Safety measures against the Pandemic.	Academic year 2017-18 Commenced on 12 th July2017 onwards. Reopening the institution after the after the pandemic is a challenge. So an arranged setup has to be established when the students return to the college to take care of the safety of the all individuals.	02.09.17	Campus Incharge	Inspected by the Hods, Dean and assure the cleanness was taken. The next semester class work is scheduled on 12.07.17


Coordinator / IQAC


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Chairman

Director

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