



Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad - 500 059, Telangana. www.brecw.ac.in

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05 February 2024

INTERNAL QUALITY ASSURANCE CELL (2023-24)

IQAC meeting was held on 02 February 2024 at 14.30 Hrs in IQAC Cell (WB-307).

Agenda:

1. Maintenance of department files
2. Infrastructure for NAAC
3. Lab Requirements and academic Budget
4. Discussion on software Requirements quotations
5. Suggestions and planning for next academic year
6. Conduction of FDPs and workshops
7. Review of Feedback Mechanisms and Improvements
8. Student Support and Mentoring Programs
9. Green Initiatives and Sustainable Practices
10. Any other matter with the permission of the chair

Members Present:

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| 1. Mr M Rama Reddy | Secretary |
| 2. Dr J Madhavan | Principal |
| 3. Dr S Asha Kiranmai | Coordinator & Associate Professor, EEE |
| 4. Ms G Jyothi | Head A&E Section |
| 5. Dr P Sumalatha | Associate Professor, CSE |
| 6. Mr K Ashok Kumar | Associate Professor, ECE |
| 7. Ms K Madhuravani | Assistant Professor, IT |
| 8. Ms V Pushparani | Assistant Professor, GBH |

S. D. J.

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| 9. | Mr B L Vivek Thakur | Administrative Officer |
| 10. | Ms Ch Padma | I/C Admin & Estt Section |
| 11. | Mr Naresh Survi | Senior Developer, Accenture |
| 12. | Ms P Akshara | 20321A0501, IV CSE-A |
| 13. | Mrs J Swetha Madhukar Reddy | Corporator, I S Sadan |

Members Absent:

- | | | |
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| 1. | Ms S Umasri Rajeshwari | Software Developer, Ericsson |
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The Chairperson welcomed all the members to the meeting, provided a detailed briefing on the agenda, and opened the floor for discussions. The following points were discussed, along with actions to be taken:

1. The Coordinator requested all department HODs to maintain departmental files more effectively.
2. The Coordinator asked all HODs to submit the necessary requirements related to NAAC work.
3. The Coordinator informed all HODs to submit the requirements for the next academic year to ensure the smooth functioning of the college.
4. The Coordinator and HODs discussed software requirements for all departments and asked HODs to submit quotations from different vendors.
5. The Chairperson instructed all HODs and the TPO to submit academic plans and suggestions for the next semester.
6. All the HODs are instructed to increase the number of FDPs and workshop programs in their departments to improve quality.
7. Feedback collected from students, faculty, and other stakeholders on academic programs and institutional facilities was reviewed. Effective ways to address and incorporate the feedback for continuous improvement were discussed.



8. Student support services, including counseling, career guidance, and mentoring programs, were evaluated. Discussions were held on improving access to resources that support student mental health and career development.
9. Sustainability practices within the institution, such as energy conservation, waste management, and green campus initiatives, were reviewed. Proposals for additional measures to promote environmental responsibility among students and staff were requested.



Dr S Asha Kiranmai
Coordinator

Copy to:

1. Secretary
2. Principal
3. Vice-Principal
4. All HoDs, HoFs & Members of the Committee

