



# 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](http://www.brecw.ac.in)

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30 July 2024

## INTERNAL QUALITY ASSURANCE CELL (2024-25)

IQAC meeting was held on 27 July 2024 at 14.30 Hrs in IQAC room (WB-307).

### Agenda:

1. Review of previous academic year activities
2. Preparation of NAAC department Files
3. Presentation about departments by HODs and IQAC coordinator
4. Course file updation
5. Status of CRT
6. Additional infrastructure requirements
7. Review on Final Year Results
8. Faculty Enhancement programs
9. Preparation of college Newsletter and Magazine
10. Any other matter with the permission of the chair

### Members Present:

- |    |                    |                                  |
|----|--------------------|----------------------------------|
| 1. | Dr V Sudha         | Secretary                        |
| 2. | Dr J Madhavan      | Principal                        |
| 3. | Dr C Murugamani    | Head-IQAC, HOD & Professor of IT |
| 4. | Dr S Asha Kiranmai | Associate Professor, EEE         |
| 5. | Ms G Jyothi        | Head A&E Section                 |
| 6. | Dr P Sumalatha     | Associate Professor, CSE         |
| 7. | Dr K Ashok Kumar   | Associate Professor, ECE         |
| 8. | Ms K Madhuravani   | Associate Professor, IT          |

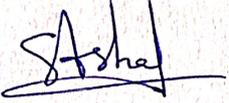
9.	Ms V Pushparani	Assistant Professor, GBH
10.	Mr B L Vivek Thakur	Administrative Officer
11.	Ms Ch Padma	I/C Admin & Estt Section
12.	Mr Naresh Survi	Senior Developer, Accenture
13.	Mrs J Swetha Madhukar Reddy	Corporator, I S Sadan
14.	Ms M Sai Geetha	22321A0220, III EEE
15.	Ms B Shravya	Sub-Engineer, TGSPDCL

The Chairperson welcomed all members to the meeting, provided a detailed briefing on the agenda, and opened the floor for discussion. The following points were discussed along with the actions to be taken:

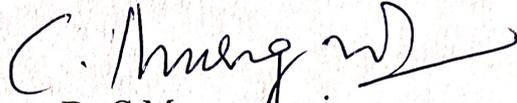
1. The Coordinator inquired about the implementation of activities discussed in the previous meeting and requested an analysis of students' mid-exam performance from the previous academic year.
2. The Chairperson addressed the committee members and emphasized the importance of timely submission of NAAC files. Department Heads were instructed to ensure that the submitted data is properly documented, well-organized, and clearly labeled.
3. The Chairperson instructed all Heads to prepare a PowerPoint presentation highlighting key departmental achievements relevant to NAAC criteria. Additionally, the IQAC Coordinator was directed to prepare a presentation covering institution-level quality initiatives, strategic plans, and continuous improvement efforts.
4. Based on suggestions from the members present, it was decided that the course file content for the upcoming semester should be updated. This must be verified by the designated Course File Coordinator and signed by the IQAC Coordinator.
5. CRT (Campus Recruitment Training) classes should be conducted as early as possible to better prepare students for placements. Students must be instructed to attend these classes regularly.
6. Members were informed to submit the requirements for laboratories, the library, and other infrastructure needs for the academic year 2024–25.

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7. All department Heads must encourage faculty members to register for Ph.D. programs at reputed institutions to comply with AICTE regulations. They were also asked to work on increasing the number of doctorates in their departments.
8. Faculty enhancement activities should be conducted both at the departmental and college levels. HODs are responsible for planning these activities and informing the committee accordingly.
9. The Chairperson instructed the committee members and Heads to identify a coordinator and team members for preparing the college newsletter and magazine.



Dr S Asha Kiranmai  
Coordinator



Dr C Murugamani  
Head-IQAC

Copy to:

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

