



Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Accredited by NAAC with A Grade,
Approved by AICTE and Affiliated to JNTUH)

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25 October 2024

INTERNAL QUALITY ASSURANCE CELL (2024-25)

The Internal Quality Assurance Cell (IQAC) meeting was held on 23 October 2024 (Wednesday) at 14.30 Hrs at IQAC room (WB-307).

Agenda is as follows:

1. CRT Status
2. Review of I & II Year Results
3. Students Permissions and Punctuality
4. Faculty Punctuality
5. Students Publication
6. Faculty Publication
7. Management Sponsorship
8. Innovations & Best Practices
9. Any other 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 |

S. D. J.

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

Meeting Minutes:

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. CRT Status:

- Chairperson reviewed the feedback on CRT program taken from the students of II & III year of all the departments.
- Instructed to counsel the students who did not pay the CRT fees yet and to complete the payments by 01 October 2024.
- Instructed to give the data of students who have not attended the classes since the beginning of the semester to Mr T Santosh, Placement Coordinator.

2. Review of I & II Year Results:

- Department-wise results of I & II B Tech, II- Semester were discussed. The results of various departments are as follows:

I Year Results	II Year Results
I-CSE-A: 79.6% and CSE-B: 88.5%	II-CSE-A: 82.6% and CSE-B: 88.4%
I-CSM: 78.12%	II-CSM: 84.05%
I-ECE-A: 49.2% and ECE-B: 60.3%	II-ECE-A: 66.6% and ECE-B: 66.2%
I-EEE: 55%	II-EEE: 74.5%
I-IT-A: 76% and IT-B: 82.5%	II-IT-A: 83% and IT-B: 85%

- To improve the pass percentage, the following actions were suggested:

- Collect data on students with two or more backlogs and schedule weekly meetings with their mentors. Mentors should counsel these students and provide reports to the HOD.

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- ii. After the I-mid examinations, identify below-average students and conduct remedial classes during library and sports hours. The timetable for these remedial classes will be prepared by the timetable in-charge.
- iii. As it is observed that many of the students, irrespective of departments have failed in mathematics, Chairperson called for a meeting with Mathematics faculty at 12.30 pm on 30.09.2024 in his chamber.

3. Student's Permissions and Punctuality:

- As many students are unaware of permission slips, the Chairperson suggested that class in- charges counsel students on the proper use of these slips when leaving campus during college hours.
- Many students have been observed arriving late to class and to college. The Chairperson recommended that class in-charges encourage students to be present in class by the first hour, before 9:25 AM.

4. Faculty Punctuality:

- The Chairperson emphasized the importance of faculty punctuality and encouraged HODS to engage in regular check-ins within their departments to promote a positive and disciplined environment.

5. Student Publication:

- Project coordinators should instruct students to publish at least two journal papers: one for the mini project and another for the major project.
- Internal guides must review the papers before submission for publication and recommend appropriate UGC Care journals or Scopus journals based on the quality of the work.

6. Faculty Publication:

- It is suggested for the faculty to concentrate on SCI / Web of science journal publications or Scopus journal publications.
- Each faculty member should aim to have at least two publications per year, which can include either journal articles or conference papers.

7. Management Sponsorship:

- The management has decided to provide a 50% reimbursement of fees for Faculty Development Programs (FDPs), technical society memberships, NPTEL exams, and conference registration fees.



- Additionally, faculty members will be granted on-duty (OD) leave to attend offline FDPs, conferences, and NPTEL exams

8. Innovations & Best Practices:

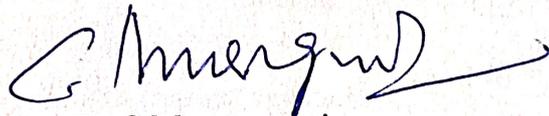
- Classrooms are increasingly using Google Classroom, YouTube lectures, and digital boards to make sessions more interactive. A workshop for training faculty on advanced ICT tools is scheduled next month.
- The institution has initiated the digitalization of attendance records and internal mark submissions through the ERP portal to enhance efficiency and reduce paperwork.

9. Other Points:

- Faculty should avoid mobile usage during class.
- Students should be taught ethics and values.
- Extra hours for below-average students should be recorded in the format prepared for NAAC filing.
- Midterm marks should be entered in the attendance register without splitting them; overall marks for both the first and second midterms should be recorded together.



Dr S Asha Kiranmai
Coordinator



Dr C Murugamani
Head-IQAC

Copy to:

1. Secretary
2. Principal
3. Vice-Principal
4. All the Concerned Members

