



# Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Accredited by NAAC with A Grade, 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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03 January 2025

## Internal Quality Assurance Cell (IQAC)

The IQAC meeting was held on 02 January 2025 (Thursday) at 14.30 Hrs in IQAC room (WB-307).

### Agenda is as follows:

1. CRT Status
2. Industrial Oriented Mini Project/ Internship / Skill Development Courses
3. Real-time Research Project / Societal related project
4. Open Electives
5. IV year syllabus completion status
6. Students permission and punctuality
7. Faculty Publication
8. Subject Allocation for II, III years
9. Lesson plan preparation for Lab and Theory Subjects
10. Completion of Course files
11. Any other with the permission of 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         |

S-D

12. Mrs J Swetha Madhukar Reddy      Corporator, I S Sadan
13. Ms M Sai Geetha                      22321A0220, III EEE
14. Ms B Shravya                          Sub-Engineer, TGSPDCL

**Members Absent:**

1. Mr Naresh Survi                      Senior Developer, Accenture

**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. Commencement of CRT Classes**

It was informed that the II Year II Semester classes will commence on 10 January 2025. As per the schedule, CRT classes for II Year students will begin from 20 January 2025, with a weekly duration of 3 hours. CRT classes for III Year II Semester students are scheduled to commence from 29 January 2025, with a weekly duration of 6 hours.

The Chairperson advised that the respective CRT faculty should monitor the classes regularly and collect monthly feedback from students to ensure quality and effectiveness. The Vice Principal will maintain communication with the department CRT Incharge to review the syllabus coverage and ensure that the curriculum is being followed as planned.

**2. Industrial Oriented Mini Project/ Internship / Skill Development Courses**

As per the R-22 regulation, Industrial Oriented Mini Projects (IOMP) are to be undertaken by III-II semester students. The Chairperson suggested allotting three hours per week for IOMP activities, to be conducted in two laboratories under the supervision of two faculty members. Project Coordinators are instructed to ensure that students publish a minimum of two journal papers—one based on the IOMP and another on their Major Project. Furthermore, Internal Guides and Project Coordinators must review the papers thoroughly prior to submission and recommend suitable UGC or Scopus-indexed journals for publication, based on the quality of the work.

*J. D. J.*

### **3. Real-Time Research Project / Social Related Project**

RTRP is included for II-II semester students. It was suggested to conduct RTRP classes in the same manner as followed in the previous academic year, with a duration of 3 hours per week. One hour of RTRP should be assigned as an additional hour under one of the regular subjects.

### **4. Open Electives**

The Coordinator advised collecting students' preferences to ensure appropriate allocation of elective subjects.

### **5. IV Year Syllabus Completion Status**

Faculty members handling IV-year subjects have completed four units of the syllabus. The MID-II internal examinations are scheduled from 18 January 2025. The IQAC instructed that the syllabus must be fully completed prior to the commencement of these examinations.

### **6. Student Permission & Punctuality**

The IQAC suggested that HODs and Class Incharges should counsel the students on the proper and responsible use of permission slips when leaving the college premises during working hours.

### **7. Faculty Publications**

The IQAC recommended that all the faculty members publish a minimum of two research papers per academic year in reputed journals indexed in Scopus, Web of Science, or SCI. Publication in such recognized journals is a requirement for consideration in the next academic year's increments.

### **8. Subject Allocation**

Subject allocation for II and III year students was finalized, ensuring a balanced distribution of workload among faculty based on expertise and experience

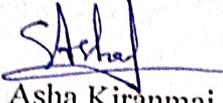
### **9. Lesson Plans**

Faculty members are to prepare detailed lesson plans for both laboratory and theory subjects, to enhance structured and outcome-based delivery;

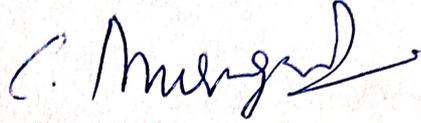


## 10. Course Files

Completion of course files was emphasized, with all documentation to be maintained in accordance with academic standards and audit requirements.



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

