



Internal Quality Assurance Cell (IQAC)



MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY

(Autonomous Institution – UGC, Govt. of India)

Sponsored by CMR Educational Society

(Affiliated to JNTUH, Hyderabad, Approved by AICTE - Accredited by NAAC – 'A' Grade - ISO 9001:2015 Certified)

Maisammaguda, Dhulapally, Kompally, Secunderabad – 500100, Telangana State, India.

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ACADEMIC YEAR
2016-17

Composition of the IQAC Committee

November 27, 2016

S.No	Name	Designation
1	Dr.VSK.Reddy, Principal	Chairman
2	Dr.M.Murali Krishna, Director	Member
3	Prof.P.Sanjeeva Reddy, Director of ECE	Member
4	Dr.S.SrinivasaRao, Professor, ECE	Director
5	Dr.D.Sujatha, Professor, CSE	Member
6	Dr.PHV. SeshaTalpaSai, Director, R&D	Member
7	Dr.G.Sharada, Professor, IT	Member
8	Dr.M.Amarnadha Reddy, Professor	Member
9	Dr.V.Madhusudhan Reddy, Professor,H&S	Member
10	Prof.G.Naveeen Kumar, Professor, MBA	Member
11	Mr.M.Shashikanth, MD, Volksoft Technologies, Pvt.Ltd	Member
12	Mr.Rupakjada, (Alumni)	Member
13	Mr.G.Prakash Raj, (ECE Student)	Member
14	Mr.Manasi Joshi, (CSE Student)	Member
15	Mr.B.Rajeshwar Reddy, Administrative Officer	Member

INSTITUTIONAL QUALITY ASSURANCE CELL COMMITTEE

FUNCTIONS:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement
- Conducting Institutional academic as well as administrative audits.
- The cell supports the teaching and learning goals articulated in the institution's strategic plan.
- The cell ensures maximum utilization of infrastructural facilities and the development of institutional database through MIS for the purpose of enhancing the quality.
- Development of quality culture in higher education learning

Frequency of Meeting: Once in a year

MALLA REDDY COLLEGE OF ENGINEERING AND TECHNOLOGY
Permanently Affiliated to JNTUH, Approved by AICTE, ISO 9001:2015 Certified
Institution
Maisammaguda, Dhullapally, Secunderabad, Kompally -500100

Circular

Date: December 03, 2016

This is to hereby inform the members of the Institutional Quality Assurance Cell Committee that the Institutional Quality Assurance Cell Committee meeting is scheduled to be held on December 05, 2016 at 01.30 pm in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda.

Agenda:

- Confirmation of minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Planning Faculty Development programs like International and national conferences, Refresher courses and workshops
- Planning Student development programs like workshops and guest lectures.
- Planning trainings, Certification courses and finishing schools.
- Planning co-curricular activities like Symposiums, Conferences, Paper& design contests.
- Planning and Discussing on activities undertaken by centers of Excellence like R&D, IIPC, EDC, CG & Counseling cell and CDCS
- Discussion on Stake Holders feedback on Institutional PEOs and Review
- Planning Personality Development programs for Student improvement.
- Planning NSS and MRCET Welfare Association Activities.
- Preparation for ISO Audit and Renewal of ISO Certification.
- Monitoring quality as per NAAC and ISO.
- Introduction of Quality Assessment System for faculty members based on APR.
- Collection of Students Feedback on teaching of faculty members.

Any other discussion with the permission of the chair.

Sd/-
PRINCIPAL

Minutes of the Meeting

Date: December 05, 2016

The Institutional Quality Assurance Cell Committee Meeting was held on December 05, 2016 at 10.30 am in the Principal's Office under the chairmanship of the Principal, Dr.VSK.Reddy. The following discussions were held and actions taken during the meeting.

- The members of the committee expressed their gratitude towards electing them as a member of IQAC.
- The Principal interacted with the members to organize several co-curricular activities like paper contest, design contest, conferences and various other competitions and to encourage students to participate and improve their technical, communication, presentation, organization and interpersonal and leadership skills.
- The Principal advised the members to constantly monitor and review whether all the existing quality parameters as per NAAC and ISO are being observed and showing progress, as they would help in setting the highest quality standards.
- The Principal also advised the members to regularly update all the documentation as per ISO norms and also planned to apply for renewal of ISO certification.
- NSS activities were discussed and planned. The committee decided to organize plantation programs, Blood donation camps, Dental checkup camps and also to donate money to financially weak students for education through MRCET welfare Association to inculcate Social Responsibility in the students.
- The Committee planned to organize various personality development programs in association with Ramakrishna matt through Centre for Human Excellence, by Dr. B.V. Pattabhiram-the Renowned Motivational speaker & Psychologist, also through other motivational speakers and also by presenting videos and PPT's on Personality development.
- The Committee reviewed Academic Results and Action Plan for improvement.
- The activities under the Co-curricular activities committee were discussed and the Principal suggested to organize National Level Technical Symposium-Exuberanza/Sankalp/Core tantraand State Level Technical Symposium with more number of events and innovative events to encourage maximum student participations.

- The Counseling and monitoring cell committee activities were discussed and the Principal suggested to conduct personal counseling at least twice every semester to motivate the students and monitor their progress.
- The Examination coordination committee activities were discussed and result analysis was presented.
- The Library Committee activities were discussed and the Principal advised the committee members to upgrade the Library facilities constantly with latest e-journals, magazines and e-books and more number of titles and number of books and also to encourage reader ship among the students.
- Quality related Seminars to create awareness among the faculty members was initiated.
- Mock academic audit is to be conducted next year by involving external assessors.
- The committee planned to organize refresher course during the semester break in the month of November.
- The Principal suggested the members to constantly update the Institutional database through Bees software for easy and prompt dissemination of student progress to parent's .He also suggested the Library members to maintain the Library Database –Koha software efficiently for better benefit.
- The committee discussed and planned to organize workshops and guest lecturers in all departments in advanced areas for student development.
- The committee reviewed and planned the conduction of CISCO, BEC, Microsoft & Oracle certification Training programs during the Academic year and discussed about the current achievements in certifications.
- The feedback on Institutional PEOs collected from stake holders like students, parents and alumni was discussed and the committee expressed happiness over the findings and planning was done to constantly gather the feedback for improvement.
- The Training and Placement cell committee activities were discussed and the Principal suggested the committee members to arrange effective CRT programs aimed towards maximum number of placements.
- The Committee discussed about the progress of the R & D cell and the Principal advised the R & D director to encourage more effective Research, more number of faculties to take up research and to encourage students and faculty to work together towards Research.
- The Committee discussed about the activation of IIPC and expressed happiness about the progress. The Principal advised the Director, IIPC to establish more MOUs with Reputed Organization for development of students.

- The Activities of Career Guidance & Counseling cell were discussed and the Principal suggested to provide personal career counseling to each student from time to time and streamline their ideas and competence.
- The EDC activities were discussed and planning about the activities to be organized during the year was done. The Principal advised the head, EDC to organize more entrepreneur skills development programs.
- The Committee reviewed Industry Institute Interaction and Quality Improvement by each Department.

These were the discussions made during the Institutional Quality Assurance Cell Committee Meeting which was held on December 05, 2016.

CC to all the Institutional Quality Assurance Cell Committee members.

Sd/-
PRINCIPAL



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Recognized under 2(f) and 12 (B) of UGC ACT 1956

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MINUTES OF MEETING OF IQAC MEETING HELD ON December 05, 2016

S.No	Name	Designation	Signature
1	Dr.VSK.Reddy, Principal	Chairman	
2	Dr.M.Murali Krishna, Director	Member	
3	Prof.P.Sanjeeva Reddy, Director of ECE	Member	
4	Dr.S.SrinivasaRao, Professor, ECE	Member	
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10	Prof.G.Naveen Kumar, Professor, MBA	Member	
11	Mr.M.Shashikanth, MD, Volksoft Technologies, Pvt.Ltd	Member	
12	Mr.Rupakjada, (Alumni)	Member	
13	Mr.G.Prakash Raj, (ECE Student)	Member	
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MRCET