



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.

Contact Number: 7207034237, 9133555162, E-Mail ID: mrcet2004@gmail.com, website: www.mrcet.ac.in

ACADEMIC YEAR
2018-19

MALLA REDDY COLLEGE OF ENGINEERING AND TECHNOLOGY
Permanently Affiliated to JNTUH, Approved by AICTE, ISO 9001:2008 Certified
Institution
Maisammaguda, Dhullapally, Secunderabad, Kompally -500100

Circular

Date: December 01, 2018

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 03, 2018 at 1.30 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 trainings, Certification courses and finishing schools.
- Planning co-curricular activities like Symposiums, Conferences, Paper& design contests.
- Monitoring quality as per NAAC and ISO.
- Preparation for ISO Audit and Renewal of ISO Certification.
- Planning NSS and MRCET Welfare Association Activities.
- Initiating the process of construction of new buildings and other physical infrastructure.
- Planning Faculty Development programs like International and national conferences, Refresher courses and workshops.
- Upgrading Information Technology base and computerization of different departments.
- Planning Student development programs like workshops and guest lectures.
- Discussion on Stake Holders feedback on Institutional PEOs and Review.
- Discussion and Monitoring of activities of Institutional Committees.
- Planning and discussing on activities undertaken by centers of Excellence like R&D, IIPC, EDC, CG & Counseling cell and CDCS.

Any other discussion with the permission of the chair

Sd/-
PRINCIPAL

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Minutes of the Meeting

Date:December 03, 2018

The Institutional Quality Assurance Cell Committee Meeting was held on December 03, 2018 at 01.30 pm 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 minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The committee reviewed the work progress of the International Conferences to be organized during June 2018 in association with Springer publication and expressed happiness.
- The committee planned to organize refresher course during the semester break in the month of November.
- 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 committee planned the finishing schools to be organized during the year.
- 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 participated and improve their technical, communication, presentation, organization and interpersonal and leadership skills.
- The Committee discussed about the progress of the R & D cell and the Principal advised the R & D director to encourage more effective Research, apply for Funding Projects & 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 EDC activities were discussed and planned about the activities to be organized during the year . The Principal advised the head, EDC to organize more entrepreneur skill development programs.
- 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 committee Incharges briefed about the status of preparation of interaction with students, parents, alumni and staff.
- The activities of the academic committee were discussed and reviewed.
- 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.
- Review of the status of Centre of Excellence in each Department.
- 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.
- 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 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 Principal suggested the members to constantly update the Institutional database through Bees software for easy and prompt dissemination of student progress to parent's .She also suggested the Library members to maintain the Library Database efficiently for better benefit.
- 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 ppts on Personality development.
- 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 Principal also advised the members to regularly update all the documentation as per ISO norms.
- 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.
- Director academics discussed the academic results and highlighted the analysis and action plan for improvement in results.

These were the discussions made and actions taken during the Institutional Quality Assurance Cell Committee Meeting which was held on December 03, 2018.

CC to all the Institutional Quality Assurance Cell Committee members.

Sd/-
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Actions Taken Report

Date: December 03, 2018

The Institutional Quality Assurance Cell Committee Meeting was organized on December 03, 2018 during which decisions were made to organize several events. The following is the list of all the events which were successfully organized during the semester.

1. The Centre for Development of Communication skills has conducted BEC Training, JAMs, G.Ds, and soft skills sessions on Oral presentations, Business writing, Interview skills, Resume Preparation, Team building and Leadership Management. The centre also organized sessions during semester break for enhancing faculty language ability.
2. Under EDC, financial assistance awareness program were conducted. Entrepreneurial skills development programmes were organized through expert lectures. Business plan competitions were regularly conducted. Various Entrepreneurial skills building innovative competitions were organized.
3. Through Career Guidance & Counseling cell, study abroad Expo was organized with delegates from several Universities abroad. Students were given personal career counseling. Ppts were presented about higher education opportunities abroad and means of approach.
4. Faculties were encouraged to take up Research programs and many faculties have started Ph.D.
5. Chairman of the committee appreciated the efforts of organizers for successfully conducting the international conference.
6. Various departments collected feedback for the smooth maintenance of both academic and non-academic environment.
7. Many faculty publications have been done.
8. A good number of faculties have attended workshops & Refresher courses for up gradation.
9. New MOUs have been established.
10. New Consultancy projects have been taken up.

11. Workshops and Guest Lectures on advanced topics of relevant fields were organized for all departments.
12. Many co-curricular Competitions like paper contests, design contests, Essay Writing, Debate, Quiz and Elocution were organized.
13. Extension activities of various clubs were appropriately coordinated.
14. Initiatives were taken to strengthen the Career Guidance and Placement Cell.
15. LCD projectors in every class rooms are being effectively used to deliver quality lectures.
16. Course files and lab manuals have been prepared for effective institution.
17. Merit Scholarships for 1st& 2nd rank holders and Young Engineers Award for best performers in final year were given to encourage quality improvement.
18. New volumes and titles & E-books and Journals have been added to the Library.
19. Counseling was done minimum twice in the semester based on LOGB report analysis of each student personally. All counseling details were documented in the counseling Registers regularly.
20. Finishing schools were organized in all departments.
21. Employability skills Enhancement training programs are conducted regularly.
22. Mock Interviews were organized regularly for all and many for IV years.
23. Project based training programs were conducted for all students.
24. Under NSS Unit Blood donation Camp, Dental Health checkup camp & GO-Green plantation Program were conducted.
25. Personality Development Programs were organized in association with Rama Krishna Matt, by SwamyBodhamayanandaji twice by Dr.B.V.Pattabhiram&Prof.Vishwanatham
26. Documentation and filing was constantly updated as per NAAC and ISO.
27. ISO Audit was held and ISO Certification was renowned.
28. Effective CRT Programs and Company specific Training programs were conducted for improving placements.
29. Feedback from stakeholders was taken and significant measures were implemented to improve the infrastructural inadequacies to ensure an appropriate learning environment.
30. BEC, CICSO, Microsoft and Oracle certification training programs were conducted as per schedule and many students completed the certification.

Cc to all Institutional Quality Assurance Cell Committee Members.

Sd/-

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Recognized under 2(f) and 12 (B) of UGCACT 1956

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MINUTES OF MEETING OF IQAC MEETING HELD ON December 03, 2018

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	
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.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	
14	Mr.Manasi Joshi, (CSE Student)	Member	
15	Mr.B.Rajeshwar Reddy, Administrative Officer	Member	

MRCET