



MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE (AUTONOMOUS)

(Accredited by "NBA" & NACC A* Grade | Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Pulladigunta (Vil), Vatticherukuru (Md), Prathipadu Road, Guntur - 522 017 A.P.



No. MLEW/Admn/IQAC/2023/1

Date: 03-10-2023

OFFICE ORDER

SUB: Constitution of Internal Quality Assurance Cell (IQAC) Reg.

It is informed that Internal Quality Assurance Committee (IQAC) was formed for the academic year 2023-24 for guiding, monitoring quality assurance and quality enhancement activities of the college. The following are the members of the Committee w.e.f. 03-10-2023.

Committee Members of Internal Quality Assurance Cell

S.No.	Name	Designation	Composition	Role of Member
1.	Dr. J. Appa Rao	Principal	Head of the Institution	Chairman
2.	Dr. D. Vijaya Saradhi	HOD,ECE Dept.	Faculty Representatives	Member
3.	Dr. G. Ramaswamy	HOD,CSE Dept.		Member
4.	Dr. K. Sunitha	HOD, IT Dept.		Member
5.	Dr. A.S.K. Chaitanya	HOD,S&H Dept.		Member
6.	Dr. N. CharlesJayaRao	HOD, AI&DS		Member
7.	Prof. N. HariKrishna	HOD,CSE(DS)		Member
8.	Dr. D. Ravi Kiran	HOD,CSE(AI&ML)		Member
9.	Dr. K. Swetha	T.P.O		Member
10.	Mrs. M. Madhurima	Controller of Finance, MLEW	Management Representative	Member
11.	Dr. K. Gouthami	Professor, Dean R&D	Senior Administrative Faculty	Member
12.	Dr. P. Srinivasa Rao	Professor, S&H Dept.	Administrative Faculty	Member
13.	Mrs. M. Prathyusha	Assistant Professor	Female faculty Representative	Member
14.	Mr. K.SrinivasaRao	Private Employer	Nominee from Local Society	Member
15.	Mrs. Thirupathamma	Secretary, Alumni Association	Nominee from Alumni	Member
16.	Mr. Santhosh Chaluvadi	CEO, Supraja Technologies,Pvt.Ltd., Vijayawada	Nominee from Employers	Member

17.	Mr.Parvathaneni Madhusudhan	Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada	Nominee from Industry	Member
18.	Garine Bhanu Sri Suvani	Student	Student Representative	Member
19.	P Lakshmi Pravallika	Student	Student Representative	Member
20.	V Pallavi	Student	Student Representative	Member
21.	Dr. Chiluka Ramesh	Professor, ECE	Coordinator of IQAC	Member Secretary



PRINCIPAL

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MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-522017.

Copy to:

1. Chairman
2. All members concerned
3. All HODs
4. Admin office
5. All Notice Boards
6. Exam cell
7. PD/Library

Objectives

The primary aim of IQAC is,

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for,

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings.

Functions & Responsibilities:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on 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 leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) which is need to be submitted to NAAC.

Benefits:

IQAC will facilitate,

- Ensure highest level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in the institution.
- Build an organized methodology of documentation and internal communication.



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Ref no.: MLEW/2023-24 /IQAC

Date: 31-10-2023

CIRCULAR

It is hereby informed that a meeting of the IQAC will be convened today, 31st October, 2023, at 2.00 PM in Board Room.

All IQAC members are requested to make it convenient to attend the meeting. The agenda for the meeting is as follows:

Agenda

1. Review of minutes of IQAC meeting held on 28-10-2022 and subsequent action taken.
2. Review of Placement for students
3. Discussion on AQAR Criteria wise Documentation both Qlms & Qnms.
4. Readiness for Physical Infrastructure
5. Issuing direction for teachers to prepare and offering MOOC courses
6. Working of various committees
7. Documentation and Reporting
8. Any other point with the permission from the chair.


IQAC Coordinator

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-522017.


Principal

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PULLADIGUNTA, GUNTUR-522017.

Copy to:

1. Principal, MLWEC
2. Committee members



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Ref: MLEW/IQAC/2023-24/ MoM/1

Date: 31-10-2023

Minutes of Meeting of the Internal Quality Assurance Cell (IQAC)

(A.Y. 2023-2024)


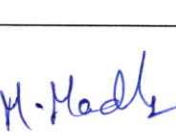




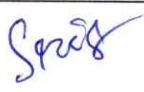



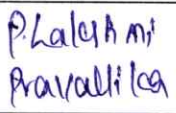

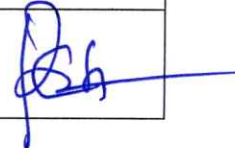
Date: 31-10-2023, Time: 2.00 PM to 4.00 PM, Venue: Board Room.

Agenda

1. Review of minutes of IQAC meeting held on 28-10-2022 and subsequent action taken.
2. Review of Placement for students
3. Discussion on AQAR Criteria wise Documentation both Qlms & Qnms.
4. Readiness for Physical Infrastructure
5. Issuing direction for teachers to prepare and offering MOOC courses
6. Working of various committees
7. Documentation and Reporting
8. Any other point with the permission from the chair.

Members Present

S.No.	Name	Designation	Composition	Role of Member	Sign
1.	Dr. J. Appa Rao	Principal	Head of the Institution	Chairman	
2.	Dr. D. Vijaya Saradhi	HOD,ECE Dept.	Faculty Representatives	Member	
3.	Dr. G. Ramaswamy	HOD,CSE Dept.		Member	
4.	Dr. K. Sunitha	HOD, IT Dept.		Member	
5.	Dr. A.S.K. Chaitanya	HOD,S&H Dept.		Member	
6.	Dr. N. CharlesJayaRao	HOD, AI&DS		Member	
7.	Prof. N. HariKrishna	HOD,CSE(DS)		Member	

8.	Dr. D. Ravi Kiran	HOD,CSE(AI&ML)		Member	
9.	Dr. K. Swetha	T.P.O		Member	
10.	Mrs. M. Madhurima	Controller of Finance, MLEW	Management Representative	Member	
11.	Dr. K. Gouthami	Professor, Dean R&D	Senior Administrative Faculty	Member	
12.	Dr. P. Srinivasa Rao	Professor, S&H Dept.		Member	
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16.	Mr. Santhosh Chaluvadi	CEO, Supraja Technologies,Pvt.Ltd., Vijayawada	Nominee from Employers	Member	AB
17.	Mr.Parvathaneni Madhusudhan	Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada	Nominee from Industry	Member	
18.	Garine Bhanu Sri Suvani	Student	Student Representative	Member	
19.	P Lakshmi Pravallika	Student	Student Representative	Member	
20.	V Pallavi	Student	Student Representative	Member	
21.	Dr. Chiluka Ramesh	Professor, ECE	Coordinator of IQAC	Member Secretary	

Agenda Points Discussed and Resolutions

Dr. J. Appa Rao, Chairman, IQAC, welcomed all members of the IQAC, for the first meeting of 2023-2024 academic year and followed by a review presentation made by Dr. Ch.Ramesh, Coordinator of IQAC.

The following points were discussed and resolved in the meeting:

Agenda 1: Review of minutes of IQAC meeting held on 28-10-2022 and subsequent action taken.

Resolution 1: The minutes of the meeting dated 28-10-2022 were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Agenda 2: Review of Placement for students

Resolution 2: The Committee members has given good appreciation to the Placement officer for getting good opportunities in the last academic years and Principal suggested to the placement officer to put further efforts to get Placement with good packages.

Agenda 3: Discussion on AQAR Criteria wise Documentation both Qlms & Qnms.

Resolution 3: The Committee coordinators are instructed to prepare all the Criteria wise documents as per the new guidelines and best practices followed.

Agenda 4: Readiness for Physical Infrastructure

Resolution 4: The committee members has discussed and the Chairman informed HoDs to keep all equipment under working in all labs.

The Chairman instructed HoDs to perform servicing of equipment if it necessary.

Agenda 5 : Issuing direction for teachers to prepare and offering MOOC courses

Resolution 5: The committee decided to make it mandatory for every faculty to register any MOOC courses from this academic year and need to submit the certification to the department.

Agenda 6: Working of various committees

Resolution 6: The committee has discussed the decentralization of various committees and Chairman has informed the respective coordinators of various committees.

Agenda 7: Documentation and Reporting

The Annual Quality Assurance Report (AQAR 2022-2023) preparation was discussed, and responsibilities for completing sections of the report were assigned

Agenda 8: Any other point with the permission from the chair.

As no other point was raised for discussion the meeting came to an end.

Dr. Ch.Ramesh, IQAC Coordinator, proposed the vote of thanks. The next IQAC meeting is unanimously proposed in the month of March 2024. Coordinator- IQAC solicited the continued support of the members for sharing their rich knowledge and wide experience for furthering the mission of the IQAC.



IQAC Coordinator

Dr. Ch.Ramesh

MALINENI LAKSHMAIAH
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PULLADIGUNTA, GUNTUR-522017,
CC:



Chairman, IQAC & Principal

Dr. J. Appa Rao

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1. All committee members
2. Office