

Estd. 2008

# MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

(AUTONOMOUS)

(Accredited by "NBA" for CSE & ECE Programmes and NAAC A+ Grade)

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

Pulladigunta (Vil), Vatticherukuru (Md), Prathipadu Road, GUNTUR - 522 017, A.P.

Ph & Fax : 0863-2286126, 97031 44772, E-mail : principal\_ke@yahoo.com, www.mlewguntur.com

College Code : KE

Eamcet & ICET Code : MLEW



Ref :

Date : .....

Ref no.: MLEW/2024-25 /IQAC

Date: 24-03-2025

## CIRCULAR

It is hereby informed that a meeting of the IQAC will be convened on, 31<sup>st</sup> March, 2025, 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:

1. Confirmation of minutes of the previous IQAC meeting
2. Review of Action Taken Report (ATR)
3. Review of academic calendar implementation
4. Review of innovative teaching practices adopted
5. Review of mentoring, counseling, and grievance redressal outcomes
6. Review of ICT facilities and library usage
7. Review of green campus initiatives and sustainability outcomes
8. Internal academic and administrative audit review
9. NBA compliance progress review
10. NIRF data validation and submission review
11. Review of best practices and institutional distinctiveness
12. Review of extension and outreach activity impact
13. AQAR preparation, validation, and submission status
14. Any Other Matters with the Permission of the Chair

  
IQAC Coordinator

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

Copy to:

1. Committee members
2. Office Copy

  
Principal 24/3/25

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

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Ref: MLEW/IQAC/2024-25/ MoM/2

Date: 31-03-2025.....

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

(A.Y. 2024-2025)

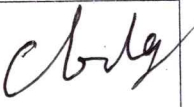




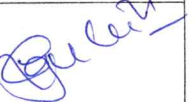





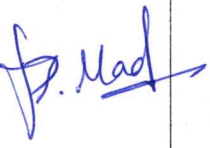
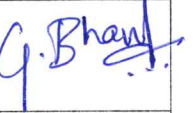
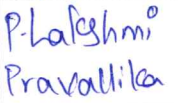

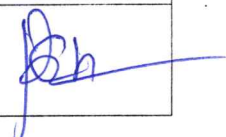
Date: 31-03-2025, Time: 2.00 PM to 4.00 PM, Venue: Board Room.

### Agenda

1. Confirmation of minutes of the previous IQAC meeting
2. Review of Action Taken Report (ATR)
3. Review of academic calendar implementation
4. Review of innovative teaching practices adopted
5. Review of mentoring, counseling, and grievance redressal outcomes
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14. Any Other Matters with the Permission of 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. Sreenivasa Rao	Professor, S&H Dept.		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.Lt d., 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	

## Agenda Points Discussed and Resolutions:

### 1. Confirmation of the Minutes of the Previous Meeting

**Discussion:**

The IQAC Coordinator presented the minutes of the previous IQAC meeting held on 28<sup>th</sup> October, 2024 to the members. The action points discussed earlier were highlighted for reference.

**Resolution:**

The minutes of the previous IQAC meeting were unanimously confirmed by all the members.

**Action Taken:**

Confirmed minutes were approved for record and documentation..

### 2. Review of Action Taken Report (ATR)

**Discussion:**

The Action Taken Report (ATR) on the decisions of the previous IQAC meeting was presented. The progress on academic, administrative, and quality enhancement activities was reviewed.

**Resolution:**

The IQAC expressed satisfaction with the implementation status and suggested strengthening monitoring mechanisms for pending activities.

**Action Taken / Responsibility:**

Departments were instructed to submit status updates on pending actions.

**Timeline:** Within two weeks

**Status:** In Progress

### 3. Review of Academic Calendar Implementation

**Discussion:**

The academic calendar implementation across departments was reviewed with respect to course coverage, assessments, and co-curricular activities.

**Resolution:**

The IQAC resolved that all departments strictly adhere to the academic calendar and report deviations, if any, with justification.

**Action Taken:**

Continuous monitoring through monthly academic reviews.

**Status:** Ongoing

#### **4. Review of Innovative Teaching Practices Adopted**

**Discussion:**

Faculty members presented innovative teaching practices such as flipped classrooms, project-based learning, blended learning, LMS usage, and ICT-enabled teaching.

**Resolution:**

The IQAC appreciated the initiatives and recommended documentation of best teaching practices for NAAC and NBA requirements.

**Action Taken :**

Departments to submit innovation reports with evidence.

**Timeline:** End of semester

**Status:** In Progress

#### **5. Review of Mentoring, Counseling, and Grievance Redressal Outcomes**

**Discussion:**

The effectiveness of mentoring systems, counseling services, and grievance redressal mechanisms was reviewed based on student feedback and records.

**Resolution:**

The IQAC resolved to strengthen mentor-mentee interactions and ensure timely redressal of grievances.

**Action Taken / Responsibility:**

- Periodic mentor meetings scheduled.
- Grievance cell to submit biannual reports.

**Status:** Ongoing

#### **6. Review of ICT Facilities and Library Usage**

**Discussion:**

The availability and utilization of ICT facilities, e-resources, digital classrooms, and library resources were reviewed.

**Resolution:**

The IQAC recommended increased awareness programs for students and faculty on effective utilization of e-resources.

**Action Taken / Responsibility:**

Orientation programs planned.

Usage statistics to be monitored.

**Status:** In Progress

## 7. Review of Green Campus Initiatives and Sustainability Outcomes

**Discussion:**

Green initiatives such as waste management, energy conservation, water harvesting, and plastic-free campus practices were reviewed.

**Resolution:**

The IQAC resolved to enhance green practices and document sustainability outcomes for accreditation purposes.

**Action Taken / Responsibility:**

Green audit follow-up actions initiated.

**Responsibility:** Eco-Club / Campus Maintenance Committee

**Status:** Ongoing

## 8. Internal Academic and Administrative Audit Review

**Discussion:**

Findings of internal academic and administrative audits were presented. Observations related to documentation, teaching quality, and administrative processes were discussed.

**Resolution:**

The IQAC resolved to implement corrective actions based on audit recommendations.

**Action Taken:**

Departments instructed to submit compliance reports.

**Timeline:** One month

**Status:** In Progress

## 9. NBA Compliance Progress Review

**Discussion:**

The progress of NBA accreditation-related activities, including OBE implementation, CO-PO attainment, and documentation, was reviewed.

**Resolution:**

The IQAC resolved to conduct periodic internal reviews to ensure sustained NBA compliance.

**Action Taken / Responsibility:**

NBA documentation to be updated department-wise.

**Responsibility:** NBA Coordinators / HoDs/Criteriawise Coordinators

**Status:** Ongoing

## 10. NIRF Data Validation and Submission Review

**Discussion:**

The status of NIRF data collection, validation, and submission was reviewed.

**Resolution:**

The IQAC resolved to ensure accuracy and timely submission of NIRF data.

**Action Taken / Responsibility:**

Data verification committees to cross-check entries.

**Responsibility:** NIRF Coordinator

**Status:** In Progress

## 11. Review of Best Practices and Institutional Distinctiveness

**Discussion:**

Department-level and institutional best practices and distinctiveness initiatives were reviewed.

**Resolution:**

The IQAC resolved to refine and document best practices aligned with NAAC criteria.

**Action Taken / Responsibility:**

Compilation of best practices with evidence.

**Responsibility:** IQAC Coordinator / HoDs

**Status:** Ongoing

## 12. Review of Extension and Outreach Activity Impact

**Discussion:**

The impact of extension activities such as NSS, community outreach, and social responsibility programs was discussed.

**Resolution:**

The IQAC recommended impact assessment and proper documentation of outreach activities.

**Action Taken / Responsibility:**

Impact analysis reports to be prepared.

**Responsibility:** NSS Coordinator / Faculty In-charges

**Status:** In Progress

## 13. AQAR Preparation, Validation, and Submission Status

**Discussion:**

The status of AQAR preparation for the academic year was reviewed with emphasis on data validation and supporting documents.

**Resolution:**

The IQAC resolved to complete AQAR preparation within the stipulated timeline.

**Action Taken / Responsibility:**

Metric-wise data verification initiated.

Supporting documents compilation underway.

**Status:** In Progress

**13. Any Other Matters with the Permission of the Chair**

- Suggestions for improving communication between departments were discussed.

Dr. Ch.Ramesh, IQAC Coordinator, proposed the vote of thanks. The next IQAC meeting is unanimously proposed in the month of August 2025. 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

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

  
Chairman, IQAC & Principal

Dr. J. Appa Rao

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**MALINENI LAKSHMAIAH**  
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**PULLADIGUNTA, GUNTUR-522017.**

CC:

1. All committee members
2. Office