

Ref: MLEW/IQAC/2021-22/ MoM/02

Date : 11-02-2022

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

(A.Y. 2021-2022)

Date: 11-02-2022, Time: 2.00 PM to 4.00 PM, Venue: Board Room.

### Agenda

1. Review of minutes of IQAC meeting held on 10-12-2021 and subsequent action taken.
2. Faculty to upgrade Skills in Data Science, AI & DS
3. Readiness for NBA Visit from Mentor Institute.
4. Review of Placements of students
5. Review of activities of all departments
6. Awareness on IIQA & NAAC SSR.
7. Any other point with the permission from the chair.

S.No.	Name	Designation	Composition	Role of Member	Signature
1.	Dr. J. Appa Rao	Principal, MLEW	Head of the Institution	Chairman	J. Appa Rao
2.	Dr. P.V.L.Suvarchala	HOD, ECE Dept.	Faculty Representatives	Member	P.V.L.Suvarchala
3.	Dr. G. Ramaswamy	HOD, CSE Dept.		Member	G. Ramaswamy
4.	Dr. K. Sunitha	HOD, IT Dept.		Member	K. Sunitha
5.	Dr. A. S.K. Chaitanya	HOD, S&H Dept.		Member	A. S.K. Chaitanya
6.	Mrs. K. Swetha	T.P.O		Member	K. Swetha
7.	Dr. K.Gouthami	Professor, ECE Dept		Member	K. Gouthami
8.	Dr.S.Sathesh	Professor, ECE		Member	Absent
9.	Mr. T. Venkata Rao	Assistant Professor, ECE		Member	T. Venkata Rao
10.	Mrs. M. Madhurima	Controller of Finance, MLEW		Management Representative	Member
11.	Dr. P. Nageswara Rao	Director, MLEW	Senior Administrative	Member	P. Nageswara Rao
12.	Dr. P.Srinivasa Rao	Professor, S&H	Faculty	Member	P. Srinivasa Rao

		Dept.			
13.	Mrs. V. Jhansi Lakshmi	Assistant Professor, CSE	Female faculty Representative	Member	Vijj
14.	Mr. K.Srinivasa Rao	Private Employer	Nominee from Local Society	Member	Srij
15.	Mrs. Thirupathamma	Secretary, Alumni Association	Nominee from Alumni	Member	Thirupathamma
16.	Mr. Santhosh Chaluvadi	CEO, Supraja Technologies, Pvt. Ltd., Vijayawada	Nominee from Employers	Member	Ch.Santhosh
17.	Mr. Parvathaneni Madhusudhan	Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada	Nominee from Industry	Member	P. Mad
18.	K. Srividya	19KE1A0433	Student Representative	Member	K.Srividya
19.	S. Sindhu	19KE1A05A7	Student Representative	Member	S.Sindhu
20.	A. Uhasai	19KE1A1204	Student Representative	Member	A.Uhasai
21.	Dr. Chiluka Ramesh	Associate Professor, ECE	Coordinator of IQAC	Member Secretary	Ramesh

Dr. J. Appa Rao, Chairman, IQAC, welcomed all members of the IQAC, for the second meeting of 2021-2022 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 10-12-2021 and subsequent action taken.

**Resolution 1:** The minutes of the meeting dated 10-12-2021 were readout with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

S.No.	Recommendation given by IQAC Committee	Action Taken for implementation & Outcomes
1	<b>Ref: MLEW/IQAC/2021-22/ MoM/1</b> <b>Agenda 2</b> Review of Academic Results and Action Plan for improvement	Chairman review the results of all the departments and suggested the HoDs to concentrate for further improvement.
2	<b>Ref: MLEW/IQAC/2021-22/ MoM/1</b> <b>Agenda 3</b> Review of Industry Institute interaction in students placements	Decision has been taken to conduct more number of workshops by inviting industry persons
3	<b>Ref: MLEW/IQAC/2021-22/ MoM/4</b> Preparation for NBA Peer Team Visit.	NBA Peer Team Visit dates of CSE & ECE Departments confirmed as 25 <sup>th</sup> to 27 <sup>th</sup> Feb, 2022. NBA Mock Peer Team verified all the Physical facilities and documents and suggested some improvements. HoDs are instructed to take necessary measures immediately.

**Agenda 2:** Faculty to upgrade skills in Data Science, AI & DS

**Resolution 2:** As the institution is offering two emerging courses such as Data Science, AI & DS the Chairman, IQAC instructed the faculty members to attend FDPs and workshops on emerging technologies such as DS, Artificial Intelligence, IoT, Block chain Technology etc.

**Agenda 3:** Readiness for NBA Visit by Mentor Institute.

**Resolution 3:** The NBA Peer team visit dates of CSE & ECE departments confirmed as 25<sup>th</sup> to 27<sup>th</sup> Feb 2022. In this regards all the HoDs are instructed to keep the documents ready and maintain all labs clean and tidy.

**Agenda 4:** Review of Placements of students

**Resolution 4:** The committee reviewed the Placement statistics of students for last academic year and Principal suggested making more efforts for good packages.

**Agenda 5 :** Review of activities of all departments

**Resolution 5:** The committee members reviewed the activities out during A.Y. 2021-22 by the various departments. It is instructed to all department HoDs to submit the summary report of different events organized during the academic year 2021-2022 to IQAC cell.

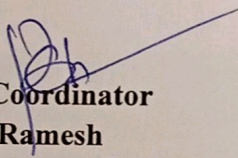
**Agenda 6:** Awareness on IIQA & NAAC SSR.

**Resolution 6:** To apprise the members on revised NAAC Guidelines and Guidelines and Standard Operating Procedure, Principal instructed to IQAC coordinator to conduct Awareness Program on the new Guidelines of NAAC and educate all faculty members about IIQA & NAAC Criteria with respect to all Quantitative metrics and Qualitative metrics.

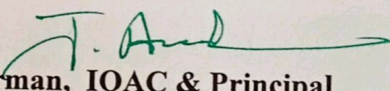
**Agenda 7:** Any other point with the permission from the chair.

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 April, 2022. 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

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

CC:

1. All committee members
2. Office



# MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

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

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

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College Code : Ke

Eamcet & ICET Code : MLEW

Ref :

Date : .....

Ref: MLEW/IQAC/2021-22/ MoM/01

Date: 10-12-2021

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

(A.Y. 2021-2022)

**Date: 10-12-2021, Time: 2.00 PM to 4.00 PM, Venue: Board Room.**

### Agenda

1. Review of minutes of IQAC meeting held on 23-11-2021 and subsequent action taken.
2. Review of Academic Results and Action Plan for improvement
3. Review of Industry Institute interaction for students placements
4. Preparation for NBA Peer Team Visit.
5. Certification Programs, Resources and infrastructure requirements.
6. Any other point with the permission from the chair.

S.No.	Name	Designation	Composition	Role of Member	Signature
1.	Dr. J. Appa Rao	Principal, MLEW	Head of the Institution	Chairman	
2.	Dr. P.V.L. Suvarchala	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.	Mrs. K. Swetha	T.P.O		Member	
7.	Dr. K.Gouthami	Professor, ECE Dept		Member	
8.	Dr. S.Satheesh	Professor, ECE		Member	Absent
9.	Mr. T. Venkata Rao	Assistant Professor, ECE		Member	
10.	Mrs. M. Madhurima	Controller of Finance, MLEW		Management Representative	Member
11.	Dr. P. Nageswara Rao	Director, MLEW	Senior	Member	

12.	Dr. P.Srinivasa Rao	Professor, S&H Dept.	Administrative Faculty	Member	<i>P.S.</i>
13.	Mrs. V. Jhansi Lakshmi	Assistant Professor, CSE	Female faculty Representative	Member	<i>V.J.L</i>
14.	Mr. K.Srinivasa Rao	Private Employer	Nominee from Local Society	Member	<i>S.R.</i>
15.	Mrs. Thirupathamma	Secretary, Alumni Association	Nominee from Alumni	Member	<i>Thirupathamma</i>
16.	Mr. Santhosh Chaluvadi	CEO, Supraja Technologies, Pvt. Ltd., Vijayawada	Nominee from Employers	Member	<i>Ch. Santhosh</i>
17.	Mr. Parvathaneni Madhusudhan	Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada	Nominee from Industry	Member	<i>P. Madh</i>
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21.	Dr. Chiluka Ramesh	Associate Professor, ECE	Coordinator of IQAC	Member Secretary	<i>R. Ch.</i>

Dr. J. Appa Rao, Chairman, IQAC, welcomed all members of the IQAC, for the first meeting of 2021-2022 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 23-11-2021 and subsequent action taken.

**Resolution 1:** The minutes of the meeting dated 23-11-2021 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 Academic Results and Action Plan for improvement

**Resolution 2:** A review was conducted on results of previous academic year. It is discussed that there is a need to improve the results in few subjects. The Chairman instructed all Head of the departments to take necessary action plan for improvement of results.

**Agenda 3:** Review of Industry Institute interaction for students placements

**Resolution 3:** IQAC members have suggested activities such as Industry- Institute Interaction, Mock interviews, Soft skills and Group discussion practice sessions. Conduct awareness sessions for higher studies such as GATE, GRE, GMAT etc. and motivate students towards higher education.

**Agenda 4:** Preparation for NBA Peer Team Visit.

**Resolution 4:** The HoD, CSE & ECE are informed to prepare Power point presentation and all the files as per various Criteria's. Professors from our mentee institution, "Vardhaman College of Engineering", Hyderabad are invited for mock inspection tentatively in the month of January, 2022.

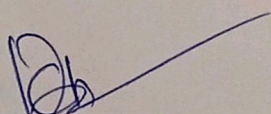
**Agenda 5 :** Certification Programs, Resources and infrastructure requirements.

**Resolution 5:** It is discussed that the institute needs to work for the additional requirements of laboratories, equipment's internet, Digital Library, books and other academic resources for enhancement of academics for the A.Y 2020-21. It is also resolved to conduct Certification programmes by identifying suitable resource persons.

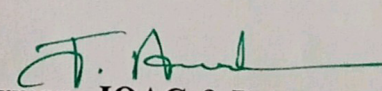
**Agenda 6:** Any other point with the permission from the chair.

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Dr. Ch.Ramesh, IQAC Coordinator, proposed the vote of thanks. The next IQAC meeting is unanimously proposed in the month of February, 2022. 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

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PULLADIGUNTA, GUNTUR-522017.

  
Chairman, IQAC & Principal  
Dr. J. Appa Rao

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

**Action taken report on External Academic Audit for the Academic Year: 2021-22**

As per the orders from the IQAC, the ECE department has successfully completed the external academic audit on 04-04-2022. The following steps are taken as per the suggestions given by the external audit committee.

S.No	Audit Type	Audit Year	Suggestion	Action Taken
1.	External	2021-22	Encourage the students to participate in the more internship programs.	Students are participated in the following internship programs 1. Supraja Technologies: Cyber Security. 2. ARC Lab: Advance certification on emerging technologies.  (Proofs are enclosed)
2.	External	2021-22	Needs to improve in department activities like guest lectures, workshops and seminars.	Organized the more Number of guest lecturers & workshops in the department.  (Proofs are enclosed)

HOD

HOD

Dept. of Electronics & Communication Engineering  
Malineni Lakshmaiah Women's Engineering College  
Pulladigunta, GUNTUR-522017

IQAC Coordinator

IQAC

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Principal

PRINCIPAL

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

**Action taken report on Internal Audit for the Academic Year: 2020-21**

As per the orders from the IQAC, the ECE department has successfully completed the Internal Academic Audit on 29-09-2021. After the Internal Audit, the department conducted a meeting and discussed thoroughly about the suggestion given by the auditors and the following steps are taken as per the suggestions given by the Internal Audit Committee.

S.No	Audit Type	Audit Year	Suggestion	Action Taken
1	Internal	2020-21	Conducting Training Classes for Students and need to be improve the number of placements for outgoing students.	No. of student's placements in the year: 2021-22 are increased. More no. of students placed in MNC Companies. (Proofs are enclosed)
2	Internal	2020-21	Organize the Mini Project Expo for the III ECE students.	Organized the Mini Project Expo for the III ECE students.

HOD

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Malineni Lakshmaiah Women's Engineering College  
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IQAC Coordinator

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