



# 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/2022-23/ MoM/02

28-10-2022

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

(A.Y. 2022-2023)

Date: 28-10-2022, Time: 2.00 PM to 4.00 PM, Venue: Board Room.

### Agenda

1. Review of minutes of IQAC meeting held on 3-7-2022 and subsequent action taken.
2. NAAC Mock Peer Team Visit – Plan of Action.
3. Identifying data of Alumni and use of their services
4. Discussion about tentative NAAC Peer Team Visit dates to submit after SSR has been prequalified for Assessment.
5. Preparation of Presentations for Institute, IQAC, HODs and Training & Placements
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	<i>J. Appa Rao</i>
2.	Dr. K. Gouthami	HOD, ECE Dept.	Faculty Representatives	Member	<i>Gouthami</i>
3.	Dr. G. Ramaswamy	HOD, CSE Dept.		Member	<i>G. Ramaswamy</i>
4.	Dr. K. Sunitha	HOD, IT Dept.		Member	<i>K. Sunitha</i>
5.	Dr. A. S.K. Chaitanya	HOD, S&H Dept.		Member	<i>A. S.K. Chaitanya</i>
6.	Mrs. K. Swetha	T.P.O		Member	<i>K. Swetha</i>
7.	Dr. S. Satheesh	Professor, ECE Dept		Member	Absent
8.	Dr. A.Srirama Kanaka Ratnam	Associate Professor, CSE		Member	<i>A.Srirama</i>
9.	Mr. T. Venkata Rao	Assistant Professor, ECE		Member	<i>T. Venkata Rao</i>
10.	Mrs. M. Madhurima	Controller of Finance, MLEW		Management Representative	Member
11.	Dr. P. Nageswara	Director, MLEW	Senior	Member	<i>P. Nageswara</i>

	Rao		Administrative Faculty		
12.	Dr. P.Srinivasa Rao	Professor, S&H Dept.		Member	B
13.	Mrs. V. Jhansi Lakshmi	Assistant Professor, CSE	Female faculty Representative	Member	V.J
14.	Mr. K.Srinivasa Rao	Private Employer	Nominee from Local Society	Member	Srinivasa
15.	Mrs. Thirupathamma	Secretary, Alumni Association	Nominee from Alumni	Member	Absent
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	Parvath
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	Ch

Dr. J. Appa Rao, Chairman, IQAC, welcomed all members of the IQAC, for the second meeting of 2022-2023 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 3-7-2022 and subsequent action taken.

**Resolution 1:**

The minutes of the meeting dated 3-7-2022 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	Ref: MLEW/IQAC/2022-23/ MoM/1 <b>Agenda 6</b> Working of various committees	The committee confirmed the decentralization of various committees for smooth running of academic activities in the campus.
2	Ref: MLEW/IQAC/2022-23/ MoM/1 <b>Agenda 3</b> Discussion on NAAC Criteria wise Documentation both Qlms & Qnms	The Criteria Committee members are instructed to prepared all the documents based on Quantitative and Qualitative metrics

**Agenda 2:** NAAC Mock Peer Team Visit – Plan of Action.

**Resolution 2:** The Power-point presentation before the NAAC mock Peer team by each department is to be made and kept ready by November, 10, 2022. An internal mock visit for assessing the level of preparedness to be conducted on November, 5, 2022 and external mock visit will be conducted by Vardhaman College of Engineering, Hyderabad tentatively in the first or second weeks of November, 2022. In this regards all the HoDs are informed to keep all the documents ready for verification.

**Agenda 3:** Identifying data of Alumni and use of their services

**Resolution 3:** Principal of the institution instructed to Alumni Committee members to contact the alumni and collect the details of alumni and note their present status. Invite Alumni to attend for NAAC Peer Team Visit.

**Agenda 4:** Discussion about tentative NAAC Peer Team Visit dates to submit after SSR has been prequalified for Assessment.

**Resolution 4:** The committee tentatively fixed the NAAC Peer Team Visit slots in the month of December. After the Self Study Report has been prequalified for Assessment the visit date needs to upload accordingly. The 2<sup>nd</sup> Level payment & Logistics payment to be paid after getting further communication on SSR from NAAC.

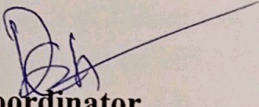
**Agenda 5 :** Preparation of Presentations for Institute, IQAC, HODs and Training & Placements

**Resolution 5:** The Chairman advised the IQAC Coordinators, HODs and Training Placements Cell officer to prepare PPT for effective presentation.

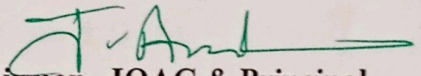
**Agenda 6:** Any other point with the permission from the chair.

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 December, 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