

**Stanley College of Engineering and Technology for Women**  
Chapel Road, Abids, Hyderabad – 500 001

Ref. No. SCETW/IQAC/MoM-1

Date: 16.08.2019

**Internal Quality Assurance Cell (IQAC)**

**Minutes of Meeting held on 5<sup>th</sup> August 2019, 3.00 P.M.**

**Attendance of Members**

S.No.	Members	P	A	S.No.	Members	P	A
1	Dr. Satya Prasad LankaSpecial Invitee	√	--	11	Mrs.M Sharada Devi, Member	√	--
2	Dr. A.Vinay Babu, Chairman	√	--	12	Mr.S. Vijay Kumar, Member	√	--
3	Dr. Kedar Nath Sahu Coordinator	√	--	13	Shri K. Krishna Rao, Member	√	--
4	Dr. G. Yesuratnam, Member	√	--	14	Shri D. Srinivasu Rao, Member	√	--
5	Dr. K. Rama Krishna, Member	√	--	15	Shri Om Prakash, Member (Local society nominee)	√	--
6	Dr. C Kishor Kumar Reddy Member	√	--	16	Ms. Shivani Ysaswi Sharma Member (Student nominee)	√	--
7	Ms. D. Radhika, Member	√	--	17	Ms. Srija Harshika, Member (Alumni nominee)	√	--
8	Mrs.T. Prasanna, Member	√	--	18	Ms. P. Sirisha, Member (Employer nominee)	--	A
9	Mrs.Surabhi Bhatnagar Member	√	--	19	Mr. Ch. Yuktesh, Member (Industrialist nominee)	√	--
10	Mrs. Y V Srivani, Member	√	--	20	Ms. K. Manjula, Member(Industrialist nominee)	--	A

**P: Present**

**A: Absent**

The meeting was conducted as per agenda circulated vide ref no.: SCETW/IQAC-1/2019-20 dated 30<sup>th</sup> July 2019. Dr. A. Vinaya Babu, Chairman IQAC welcomed the members and the special invitee to the meeting.

### **Agenda Item #1: Introduction of members and review of policy guidelines to enhance the functioning of IQAC**

The Chairman, IQAC introduced himself and highlighted the fundamental responsibilities of IQAC those are needed in the making of a quality institute. He advised to frame IQAC guidelines in cooperation of all. Then, he requested all the members to introduce themselves and place their opinions about working of IQAC.

This was followed by the address of Prof. Yesuratnam, Member-IQAC and Professor, Osmania University. He insisted on the timely preparation of the annual comprehensive report which needs to be sent to NAAC. In his address, Prof. Yesuratnam advised to implement key quality measures which shall be one of the factors for the growth in the quality of intake. He also insisted on the discussion about course outcomes (COs) and programme outcomes (POs) by the faculties in their respective subjects, in classrooms for awareness of students.

The Chairman, IQAC then requested Dr Satya Prasad Lanka, Principal of this institution and Special Invitee for the IQAC meet, to deliver his address. He said that NBA was achieved in March 2018 and compliance to be submitted by 2020. He insisted on ensuring the growth before filling Part-B of the AQAR proforma which needs IQAC to initiate certain key policies those are going to have a major role for reaccreditation. The core departments are required to send the copy of any document to the Chairman, IQAC. The IQAC should act towards promoting quality awareness among all stakeholders by conducting NBA workshop, six-sigma workshop etc. The Principal suggested for making the AQAR open to public by creating an IQAC link on the college website containing roles, responsibilities and guidelines related information. Documents such as SAR and SSR should be placed on the institution website. The Principal nominated Ms. Madhurika, student of VII Semester CSE in place of Ms. Shivani Yaraswi Sharma Member (Student nominee) who passed out the B.E. programme this year. He also advised to distribute the responsibilities by dividing the IQAC members into separate groups. Dr. Satya Prasad Lanka, Principal assured for providing automation of IQAC related activities. He wished every department have industry sponsored labs. Encouragement for internship of students should be improved. The committees such as DQAC, DAC, CRC and so on should meet periodically during 6<sup>th</sup> and 12<sup>th</sup> week of every academic semester. He also insisted formulation of policies aimed at staff welfare.

Mr. Vijaya Kumar, Member highlighted to identify the gaps and lapses in all activities of the institution with reference to some of the prominent colleges. Dr. C Kishor Kumar Reddy, Member insisted on smooth implementation of IQAC policies and assured for preparation of quality proposals in proper formats.

Ms. Radhika, Member placed her opinion saying that the improvement procedures in every aspect need to be stated clearly. Growth further, needs more streamlining of the ongoing system. Ms. Surabhi Bhatnagar, Member highlighted about mentoring of departmental activities by IQAC.

Ms. Sharada Devi, Member made her point about improving the continuous evaluation system currently followed in the departments. Mrs. Y V Srivani, Member insisted on separate formulation of policies for academic and non-academic activities.

A progressive attitude towards quality of living, teaching-learning methods, working in compliance with industry requirements were the points of concern by the members such as Shri Om Prakash, Ms. Shivani Yaraswi Sharma, Ms. Srija Harshika and Mr. Ch. Yuktresh. Dr. K. Rama Krishna, Member highlighted on the study of gaps and self-evaluation in the subjects. He also made his points in support of formation of policy for external academic audit.

Dr. K.N. Sahu, Coordinator-IQAC requested for timely response of all members in the event of all IQAC meetings and sincere cooperation of all segments of the institution. He insisted on freedom to IQAC, an essential requirement for its impartial and independent working, in the larger interest of all the stakeholders in the process.

Shri K. Krishna Rao, Member-IQAC and Correspondent of the college assured all possible cooperation necessary for a strong IQAC.

Shri D. Srinivasu Rao, Member-IQAC and AR of the college made his point to support and cooperate with all activities related to non-academic issues and office procedures that need to be upgraded from time to time on recommendation of the IQAC.

### **Agenda Item #2: Preparation of tentative calendar of IQAC events.**

Consequent upon the Chairman's request to all members to come with proposals of events, discussion on this point was postponed to next IQAC meeting. However, in this connection, the Principal suggested the committee to meet once in a month and arrange one of three consecutive meets off-campus. He also offered to sponsor for the lunch/dinner on such meeting dates.

**Agenda Item #3: Any other item with the permission of the Chair**

1. Dr. Satya Prasad Lanka, Principal and Special Invitee for the meeting insisted on setting up effect procedures to study the gaps inteaching-learning.
2. Dr. K. Rama Krishna, Member-IQAC highlighted on the impact of quality teaching and learning on the potential research and development by both students and faculties as well.

The meeting concluded with vote of thanks by the Coordinator.

Dr. A. Vinaya Babu  
Chairman, IQAC

**Stanley College of Engineering and Technology for Women**  
Chapel Road, Abids, Hyderabad – 500 001

Ref. No. SCETW/IQAC/MoM-2

Date: 25.11.2019

**Internal Quality Assurance Cell (IQAC)**

**Report of Review Meeting held on 25<sup>th</sup> November 2019, 11.00 A.M.**

**Venue:** IQAC Room

**Attendees:**

S. No.	Name	Dept.	S. No.	Members	Dept.
1.	Dr. A.VinayBabu, Chairman,IQAC	CSE	12.	Ms. D Radhika	CSE
2.	Dr. KedarNathSahu, Coordinator, IQAC	ECE	13.	Dr. K Vaidehi	CSE
3.	Dr. A Gopala Sharma	ECE	14.	Mr. D N S Bhaskar	MBA
4.	Dr. B V Ramana Murthy,	CSE	15.	Ms. B Pallavi	EEE
5.	Mr S Vijay Kumar	MBA	16.	Ms. T. Prasanna	ECE
6.	MsAmalaKumari	MBA	17.	Dr A K Durga	IT
7.	Ms Syed AfshanSulthana	MBA	18.	Ms. Afreen Fatima	CSE
8.	Dr N Sekhara Reddy	EEE	19.	Ms. UdayiniChandana	CSE
9.	Ms. C V KeerthiLatha	ECE	20.	Ms. S Sneha	EEE
10.	Ms. CH. M. Shruthi	IT	21.	Ms. G. Sreelatha	IT
11.	Dr. V. Maithreyi	H&S	22.	Dr. M Kasi Reddy	MBA

**Agenda Item:** Review of NBA criteria 1, 2 and 3.

The meeting was conducted as per the agenda circulated vide ref no.: 64/STLW/2019 dated 20<sup>th</sup> November 2019. Dr. A. VinayaBabu, Chairman IQAC welcomed all HoDs and coordinators from all departments for the Criteria 1, 2 and 3.

Dr. K N Sahu, IQAC Coordinator had a note of the attendance of the members and recorded the following names of the Criterion Coordinators from all departments including CSE, ECE, EEE, IT, H&S and MBA.

Criterion No.	CSE	ECE	EEE	IT	H&S	MBA
1.	Mr. Rajasekhar Sastry (Absent)	Ms Udayini Chandra	Ms S Sneha	Ms. G Srilatha	Not Applicable	Mr. Vijay Kumar
2.	Mr. Rajasekhar Sastry (Absent) Represented by Ms T Mounika Singh	Ms C V Keerthilatha	Ms. Surabhi Bhatnagar Represented by Ms. Naga Sekhar	Ms. CH. M. Sruthi	Not Applicable	Ms. Afshan Sulthana & Ms Amala Kumari
3.	Ms. M Swapna	Ms T Prasanna	Ms. B. Pallavi	Ms. Md. Afreen Fatima	Dr. Maitreyi	Mr. D N S Bhaskar
4.	Ms. Summaya Afreen	Ms. Y Latha	Dr Naga Sekhara	Ms. Y V Sreevani	Not Applicable	Mr. Vijay Kumar
5.	Ms. M Soumya	Ms. K Bramaramba	Ms. V Sharada	Mr. T. Sandeep	Not Applicable	Ms. Naga Bharani
6.	Dr. Shravani	Ms. Devi Lavanya	Ms. M V Shruthi	Ms. K Nagamani	Not Applicable	Mr. Vijay Kumar
7.	Dr. K Vaidehi	Dr. K N Sahu	Ms. Heena Parveen	Ms. Swethapriya	Not Applicable	Ms. Amala Kumari
8.	--	--	--	--	--	--
9.	Ms. G Prasuna	Ms. T Nagalakshmi	Mr. P V Ramasharma	Ms. K Anusha	Not Applicable	Amala Kumari
10.	Principal and HoDs					

### Summary of points discussed

#### Criterion-1

- Dr. A Gopala Sharma highlighted on the facts and practices of this criterion. Dr A Vinaya Babu, Chairman IQAC suggested the departments that the statements of vision and mission, PSOs and PEOs need to be revisited for possible modification, if any. He requested the HoDs to work out on this aspect by inviting suggestions from all stakeholders. These revised statements might be brought in force from the forthcoming academic year that is, 2020-2021.

#### Criterion-2

- Dr. B V Ramana Murthy introduced about this criterion of 'Process for Programme Curriculum' which needs the inputs of criteria 3 and 7. This needs a revision as per the AICTE model curriculum.
- Dr A Vinaya Babu, Chairman IQAC advised all departments to work for suitable modification in this regard with reference to the same followed by a few reputed institutes.

### **Criterion-3**

- Dr. A.KanakaDurga introduced about this criterion.
- The Chairman, IQAC suggested that the COs, CO-PO attainments, PO target level of all departments need to be reexamined and redefined suitably in consideration of the course objectives and course outcomes prescribed by the Osmania University syllabi.
- The above revisions may be carried out for 2019-20II Semester onwards.
- Dr. Maithreyi Coordinator from H&S was advised to provide the consolidated data about II Sem. (2017-2018) and I & II Se. (2018-2019) latest by November 30, 2019 to the department coordinators.

The meeting concluded with vote of thanks by the Coordinator.

Dr. A. VinayaBabu  
Chairman, IQAC

**Stanley College of Engineering and Technology for Women**  
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Ref. No. SCETW/IQAC/MoM-3

Date: 26.11.2019

**Internal Quality Assurance Cell (IQAC)**

**Report of Review Meeting held on 26<sup>th</sup> November 2019, 11.00 A.M.**

**Venue:** IQAC Room

**Attendees:**

S. No.	Name	Dept.	S. No.	Members	Dept.
1.	Dr. A.VinayBabu, Chairman,IQAC	CSE	13.	Dr N Nagasekhara Reddy	EEE
2.	Dr. KedarNathSahu, Coordinator, IQAC	ECE	14.	Ms. K Nagamani	IT
3.	Dr. B V Ramana Murthy	CSE	15.	Ms. G. Nirmala	ECE
4.	Ms. SummayaAfreen	CSE	16.	Ms. M.V. Sruthi	
5.	Ms. Shugufta Fatima	CSE	17.	Dr A K Durga	IT
6.	Ms. K Srilatha		18.	Ms. B. Revathi	
7.	Ms. K Bramaramba	ECE	19.	Mr S. Vijay Kumar	MBA
8.	Mr. T Sandeep	EEE	20.	Mr. G.V.S. Raju	TPO
9.	Ms. K Anusha		21.	Ms. T. Naga Bharani	MBA
10.	Ms. V. Sharada	EEE	22.	Prof. A Gopala Sharma	ECE
11.	Ms Y. Latha	ECE	23.	Dr. K. Ramakrishna	R&D
12.	Ms. M Madhavi	Library			

**Agenda Item:** Review of NBA criteria 4, 5 and 6.

The meeting was conducted as per the agenda circulated vide ref no.: 64/STLW/2019 dated 20<sup>th</sup> November 2019. Dr. A. VinayaBabu, Chairman IQAC welcomed all HoDs and coordinators from all departments for the criteria 4, 5 and 6 and Dr. K N Sahu, IQAC Coordinator had a note of the attendance of the members.

**Summary of points discussed**

**Criterion-4**

- A power point presentation on this criterion was delivered by Prof. A Gopala Sharma, HoD, Dept. of ECE.
- Dr A VinayaBabu, Chairman IQAC suggested the departments to prepare data for students admitted for 2017-2018, 2018-2019 and 2019-2020. He also advised that copies of students' marks memos be available with all departments.

- In compliance with the observation of the NBA Expert Committee with regard to the average placement package for engineering graduates, a decision was made by the institution to allow those companies who offer an annual package of more than Rs.3 lakh to conduct the campus recruitment drive.
- The IQAC suggested the departments to collect copies of students' appointment letters from the Training & Placement Cell. The TPO was requested to facilitate these in two weeks.
- TPO is requested to provide the data in favour of the students' names, appointment orders and aadhar card details to the core departments. Prof. G.V.S. Raju, TPO assured to furnish the data over the years of 2015-2018 by November 30, 2019.
- It is decided that every department record the progression data of the graduated students, for example, students' higher education/job placement/training courses etc. while issuing them with the NO DUES Certificate.
- The IQAC advised every department to work on the publication of the forthcoming issue of newsletter by December 2019.
- A decision is taken in favor of the participation of at least one student in any workshop/seminar/training courses organized outside the state.
- Decision is taken towards the reorganization of the Entrepreneurship Development (ED) Cell of the college.

#### **Criterion-5**

- Dr. B V Ramana Murthy, HoD, Dept. of CSE introduced about this criterion related to 'Faculty Contribution'.
- The IQAC insisted for motivation of faculties for registration for PhD as AICTE has made it as a mandatory qualification for teaching with effect from 2021.
- The HoDs are requested to design innovative teaching-learning pedagogies for their respective departments according to the viewpoint of the NBA expert committee. The Chairman IQAC suggested to conduct subject seminars for faculty of other courses.
- The IQAC agreed with the views of Dr. B V Ramana Murthy with respect to the teaching learning methodologies. It is decided that every faculty adopt one or more of the methodologies such as Lecture Method and Interactive Learning, Multimedia Learning, Project Based Learning, Computer Assisted Learning, LMS for Students, Peer Learning, Spoken Tutorial, Digital Learning, Z to A approach. In addition, care should be taken to ensure that each method is equally demonstrated in the teaching-learning process and rightly documented.
- Decision is taken in favour of organizing FDPs at all departments.
- Dr. Ramana Murthy, HoD CSE and Dr. Ramakrishna, Head R&D were requested to present a seminar on publication of research work, journals, conference papers, book pages etc. on November 28, 2019.
- It is discussed that a general format for annual faculty performance appraisal shall be supplied by IQAC to all departments.
- IQAC suggested each department to work out on the provision of visiting/adjunct/emeritus faculty etc. drawn from reputed institutes/industries.

#### **Criterion-6**

- Dr. A.KanakaDurga, HoD, Dept. of IT introduced this criterion related to 'Facilities and Technical Support'.
- The IQAC suggested the departments to place the proposals in favour of augmentation and strengthening of the infrastructural facilities.

Dr A VinayaBabu, Chairman IQAC has announced the next meeting to be conducted tomorrow i.e. Nov. 27, 2019 for criteria 7, 8 and 9.

The meeting has concluded with vote of thanks by the Coordinator.

Dr. A. VinayaBabu  
Chairman, IQAC



**Stanley College of Engineering and Technology for Women**  
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Ref. No. SCETW/IQAC/MoM-4

Date: 27.11.2019

**Internal Quality Assurance Cell (IQAC)**

**Report of Review Meeting held on 27<sup>th</sup> November 2019, 11.00 A.M.**

**Venue:** IQAC Room

**Attendees:**

S. No.	Name	Dept.	S. No.	Members	Dept.
1.	Dr. A. Vinay Babu, Chairman, IQAC	CSE	7.	Ms. J Srilatha	CSE
2.	Dr. Kedar Nath Sahu, Coordinator, IQAC	ECE	8.	Ms. Shugufta Fatima	CSE
3.	Ms. K Anusha	IT	9.	Prof. A. Gopala Sharma	ECE
4.	Ms. Syed Afshan Sulthana	MBA	10.	Ms. K. Nagamain	IT
5.	Ms. T C Swethapriya	IT	11.	Ms. B. Pallavi	EEE
6.	Ms. T. Nagalaxmi	ECE	12.	Dr A K Durga	IT

**Agenda Item:** Review of NBA criteria 7, 8 and 9.

The meeting was conducted as per the agenda circulated vide ref no.: 64/STLW/2019 dated 20<sup>th</sup> November 2019. Dr. A. Vinaya Babu, Chairman IQAC welcomed the HoDs and coordinators from all departments.

Dr. K N Sahu, IQAC Coordinator had a note of the attendance of the members.

**Summary of points discussed**

**Criterion-7**

- Prof. A Gopala Sharma, HoD, Dept. of ECE delivered the power point presentation on criteria 7.
- It is decided that the attainment of POs and PSOs should be calculated for new Cos (as defined by considering the old ones given by the Osmania University syllabi).
- In addition, the attainment of each PO and PSO of one academic year should be considered for fixing the target level of next academic year by following a clear procedure for their accomplishment.
- IQAC advised that the departments should form academic audit committees by including a few members external to the institution in order to build an effective audit process.
- The Chairman IQAC advised the central office to provide students' data in support of the marks obtained in their intermediate subjects such as physics, chemistry, and mathematics, state/national level entrance results to the core departments.
- IQAC suggested the departments to work towards appreciable improvement of the intake students.
- It is decided to identify the students who have ventured entrepreneurship after graduating from this college since 2012.

### **Criterion-8**

- As most of the coordinators of this criterion are engaged for classwork of first year students, discussion on this criterion has been postponed to a later date.

### **Criterion-9**

- The IQAC suggested for strengthening the provisions necessary towards self-learning of students.
- The Chairman IQAC made his viewpoint for the departments to plan for webinars on a few advanced level topics.
- A format for gathering data in favour of continuous improvement in placement of students shall be supplied by IQAC to the Training and Placement Cell.
- Decision is taken for conduct of career guidance and training for students of all semester. The Training and Placement Cell is requested to take up the initiatives in this regard.
- In addition, it is decided that the career guidance should be of a general nature for students of first year in engineering and gradually more and more specific kind for subsequently higher years.
- The Chairman, IQAC insisted on effective participation of the faculty during the conduct of training courses or workshops in order to enhance their expertise. Further, the corresponding subject teachers also should attend the classes for campus recruitment training (CRT).
- The Training and Placement Cell is suggested to constitute a Mock Interview Committee by accommodating two teaching faculty from each department.

The meeting has concluded with vote of thanks by the Coordinator.

Dr. A. VinayaBabu  
Chairman, IQAC

**Stanley College of Engineering and Technology for Women**  
Chapel Road, Abids, Hyderabad – 500 001

Ref. No. SCETW/IQAC/MoM-5

Date: 05.12.2019

**Internal Quality Assurance Cell (IQAC)**

**Report of Review Meeting held on 5<sup>th</sup> December 2019, 11.00 A.M.**

**Venue:** Principal's Chamber

**Attendees:**

S. No.	Name	Dept.	S. No.	Members	Dept.
1.	Dr. Satya Prasad Lanka, Principal	ECE	8.	Ms. RabbaniKausar	H&S
2.	Dr. KedarNathSahu, Coordinator, IQAC	ECE	9.	Ms. B.V. Bhargavi	H&S
3.	Dr. V. Anuradha, HoD	H&S	10.	Ms. E. Latha Devi	H&S
4.	Ms. Sirisha	H&S	11.	Ms. M. VidyaBhargavi	H&S
5.	Dr. V. Srilatha	H&S	12.	Dr A K Durga	IT
6.	Ms. B. Srilatha	H&S	13.	Ms. M. AmalaKumari	MBA
7.	Dr. V. Mythreyi	H&S	14.	Ms. G. Sreelatha	IT

**Agenda Item:** Review of NBA criteria 8.

The meeting was chaired by Dr. Satya Prasad Lanka, Principal. Dr. K N Sahu, IQAC Coordinator had a note of the attendance of the members.

**Summary of points discussed**

**Criterion-8**

- Dr. V. Anuradha, HoD of H&S has introduced Dr. V. Mythreyi as the Dept. Coordinator for all NBA and NAAC criteria.
- It was decided that the respective coordinators should confirm with the data consistency between the criteria 8.3 and 4, 8.4 and 2, and 8.5 and 7.
- Dr. Satya Prasad Lanka insisted for improvement in the average grade point.
- IQAC suggested for procurement of ERP software which can be used for smooth updating of the database across all criteria.
- Decision is taken to review the difference between internal and external assessments of students' performances and adopt necessary measures for corrections.
- Status of work on Criteria 8.1 and 8.2 are to be submitted by the end of this week.
- Ms. Kausar is requested to share the data related to Criterion 8.3 such as the number of actual students admitted, number of students who are promoted and also the same who achieved ALL CLEAR in the first attempt, average GPA (roll number wise) etc. with the coordinators for Criterion-4 of all departments by 9<sup>th</sup> December, 2019.
- The meeting Chair suggested to design the formulation of the target level attainment of POs separately for student and the programme.

- All courses do not have the same complexity and hence the formulation of threshold level of attainment of POs is suggested.
- The Coordinator for Criterion 8.5.1 is requested to share the data of PO attainment of courses to the core departments.
- IQAC insisted the Coordinator of Criterion 8.5.2 to prepare up-to-date data with respect to appropriate actions taken based on the results of evaluation of relevant POs and PSOs.

The meeting has concluded with vote of thanks by the Coordinator.

Dr. A. VinayaBabu  
Chairman, IQAC