

# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Permitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad

Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.

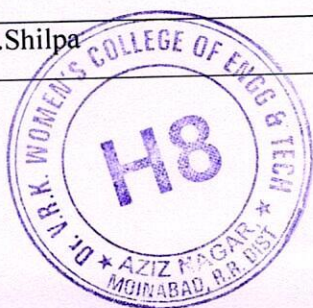
Contact No. 7893044962 / 08413235962


Website : www.drvrkwomenscollege.com

## Internal Quality Assurance Cell

Academic Year: 2022-23

S.No.	Name	Designation	Category	Position
1	Dr. B.Sasi Kumar	Principal	Head of the Institution	Convenor
2	Dr. E. Seshatheri	Professor	Teaching Faculty	Coordinator
3	Dr. L.C. Manikandan	Professor	Teaching Faculty	Deputy Coordinator
4	Dr. G. Kalaimani	Professor & H.O.D/ CSE	Teaching Faculty	Member
5	Dr.ShaikSaidulu	Professor & H.O.D/ ECE	Teaching Faculty	Member
6	Dr.K.Premalatha	Professor & H.O.D/ EEE	Teaching Faculty	Member
7	Dr. Touseef Humaira	Professor & H.O.D /H&S	Teaching Faculty	Member
8	Mrs. Shaheena Kamrani	Assistant Professor/ECE Exam Cell	Teaching Faculty	Member
9	Mr. Syed Riyaz Ahmed	Head Training, Placement and Corporate Affairs	Teaching Faculty	Member
10	Mr. Syed Mudassir Zeeshan	Assistant Professor/EEE. Alumni Association	Teaching Faculty	Member
11	Mr. Md Aqeel Ahmed	Administrative Officer	Senior Administrative Officer	Member
12	Mr.M. A. Lateef	Chief Librarian	Librarian	Member
13	Mr. Srinivasulu	Physical Director	Physical Education	Member
14	Syeda Irum Fatima	Student	Student Nominee	Member
15	Mr. Abdul Rahman Shareef	Industrial Expert	Local Society Nominee	Member
16	Mr. Syed Azaz-ur Rahman	Administrative Expert	Local Society Nominee	Member
17	Ms.Shilpa	Entrepreneur	Alumni Nominee	Member



  
**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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## Internal Quality Assurance Cell

Ref: DRVRKWCET/IQAC/2022-23/CIR-01

Date: 06.09.22

### CIRCULAR

The first IQAC meeting for the academic year 2022-2023 will be conducted in Principal's Chamber on 19.09.22 at 11 AM. All the IQAC members are informed to attend the meeting without fail.

### Agenda for the Meeting

1. Review of last meeting minutes
2. Review of Academic and Administrative Audit reports of 2021-22 (Semester - II)
3. Plan of Placement Activities for 2022-2023
4. Plan of Add-on / Certificate Programs for 2022-2023
5. Plan of Faculty Development Program / Conference / Workshop for 2022-2023
6. Plan for Implant Training / Internship / Field Work / Projects for 2022-2023
7. Plan for NSS activities for 2022-2023
8. Plan of Orientation Program for Faculty and Students
9. Plan for Alumni Meet 2022-2023
10. Review of Mentor-Mentee system
11. Submission of IIQA
12. Submission of Self Study Report
13. External Audits of the departments to be conducted for verifying documents for NAAC SSR report
14. Any other Points

  
IQAC Deputy Coordinator

Copy to

- 1) Principal
- 2) IQAC File
- 3) Office File
- 4) All members of IQAC





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## Internal Quality Assurance Cell

Ref: DRVRKWCET/IQAC/2022-23/CIR-01

Date: 22.09.22

## MINUTES OF THE MEETING

The first IQAC meeting of DRVRKWCET for the academic year 2022-2023 was held on 19.09.22 at 11 AM in Principal's Chamber.

Dr. G. Kalaimani, IQAC, welcomed all the members of the IQAC. The meeting started with a permission of the Head of the Institution.

### **1. Review of last meeting minutes**

The last meeting minutes were reviewed and the status of the same was discussed.

### **2. Review of Academic and Administrative Audit reports of 2021-22 (Semester — II)**

Dr. E. Sheshatheri, the IQAC Coordinator, delivered a comprehensive report on the Academic and Administrative Audit conducted for Semester II of 2021-2022 across all departments. The members expressed their appreciation for the diligent efforts undertaken by the IQAC in enhancing the quality of the teaching and learning processes.

### **3. Plan of Placement Activities for 2022-2023**

Mr. Syed Riyaz Ahmed, a member of the IQAC and Placement Officer, presented the plan for placement and training activities for the academic year 2022-2023. Following a thorough discussion, the committee members approved the proposed plan for placement and training activities for the said year.

### **4. Plan of Add-on / Certificate Programs for 2022-2023**

Dr. G. Kalaimani, a member of the IQAC, presented the plan for Add-on / Certificate programs to be organized by various departments for the academic year 2022-2023. The committee members expressed appreciation for the commendable efforts made by all departments in arranging diverse programs aligned with the latest industrial trends.

### **5. Plan of Faculty Development Program/Conference/Seminar/Workshop for 2022-2023**

Dr. Shaik Saidulu, a Member of the IQAC, presented the plan for Faculty Development Programs (FDPs), Conferences, and Workshops designed for both teaching and non-teaching faculty members, as well as Workshops and Seminars for students, for the academic year 2022-2023.

## **6. Plan for Implant Training/Internship/Field Work/Projects for 2022-2023**

Mr. Syed Zeeshan Mudassir, a Member of the IQAC, presented the plan for Internship, Field Work, Projects, and Industrial Training opportunities for students aimed at enhancing their employability skills.

## **7. Plan for NSS activities for 2022-2023**

Mr. M. Srinivasulu, Member of the IQAC and NSS Coordinator, presented the outreach program and various activities planned for the academic year 2022-2023. Dr. Shaik Saidulu, elaborated on the benefits of each event to the committee members. Following a thorough discussion, the members approved the comprehensive plan of activities scheduled for the academic year 2022-2023.

## **8. Plan of Orientation Program for Faculty and Students**

Dr. L.C Manikandan, Deputy Coordinator of IQAC, presented the plan for the orientation program designed for newly joined faculty members and students.

## **9. Plan for Alumni Meet 2022-2023**

Mr. Syed Zeeshan Mudassir, Member of IQAC and Coordinator of the Alumni Welfare Association of DRVRKW CET, presented the plan for the Alumni Meet scheduled on 21.10.2022. The members approved the proposed activities outlined by the Alumni Welfare Association. Emphasizing the importance of alumni interaction, the members urged the coordinator to organize frequent sessions to enhance students' technical and personal skills, thereby contributing to improved placement opportunities.

## **10. Review of Mentor-Mentee system**

Dr. K. Premlatha, Member of IQAC, presented a comprehensive report on the Mentor-Mentee System in place. The members expressed appreciation for the commendable efforts made by all departments to enhance students' pass percentages and their personal skills through this mentoring system.

## **11. Submission of IIQA**

All members of IQAC unanimously recommended applying for NAAC accreditation. In response, the Principal directed the IQAC Head to formulate a plan outlining the activities to be undertaken for the NAAC SSR process, and he approved the necessary funds for its execution. The IQAC Head assured the committee members that all preliminary work would be completed, and the IIQA would be submitted before the end of the semester.

## **12. Submission of Self Study Report**

Following the submission of the IIQA, the next step involves preparing and uploading the self-study report to the NAAC portal. The IQAC Head has been instructed to provide a list of team members responsible for the SSR preparation. The IQAC Head assured the members that the SSR would be submitted before July 2023.

### 13. External Audits of the departments to be conducted for verifying supporting documents for NAAC SSR report

All members have recommended conducting an internal audit to validate all supporting documents. This audit will be facilitated by a team of senior professors assembled by IQAC. Following the internal audit, a thorough examination of supporting documents and related files for all criteria, along with the assessment of associated clubs as per key metrics, will be carried out by a team of experts from another institution.

### 14. Any other Points

Following the JNTUH Academic calendar, Heads of Departments (HoDs) have been directed to formulate the course plan, academic calendar, test plan, and Induction program.

Meeting ended with vote of thanks by IQAC Member Dr. Tauseef Humaira.



IQAC Deputy Coordinator

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