



## **MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)**

(An UGC Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad). Accredited 2<sup>nd</sup> time by NAAC with 'A' Grade, Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad, Telangana State – 500100, [www.mrec.ac.in](http://www.mrec.ac.in)

MREC(A)/IQAC/2018-19/01

02 July 2018

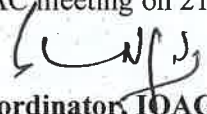
### **IQAC Meeting**

#### **Agenda**





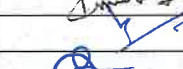


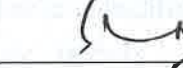
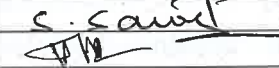

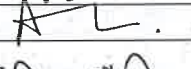
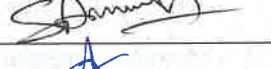
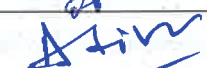

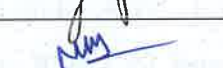


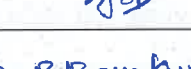
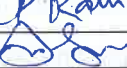
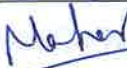


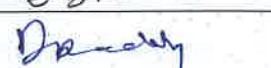
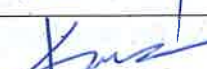






1. Brief introduction and welcome to the members to the meeting.
2. Review of the Action Taken Report on the agenda of the previous IQAC meeting.
3. Academic calendar for B. Tech. and M B A
4. Identification of events to be celebrated during the first semester
5. review of FDPs, conferences and workshops planned
6. academic feedback planning

#### **Minutes of the Meeting**

1. Dr. T. V. Surendranatha Reddy, Coordinator, IQAC welcomed all the participants to the meeting with a brief introduction of all the participants.
2. Members present in the meeting reviewed the action taken report on the agenda of the previous IQAC meeting.
3. The class work for the II B. Tech., III B. Tech. and IV B. Tech. commences from 09 July 2018, while that for the I B. Tech. commences from 16 July 2018. The class work for I M. B. A. and II M. B. A. commences from 16 July 2018 and 23 July 2018 respectively. The academic calendar for the academic year 2018 - 19 for them is approved. The class work for the I M. Tech. will be scheduled as per the instructions of the TSCHE/Govt. of Telangana/JNTUH.
4. Events to be celebrated during the first semester like Independence Day, Teachers' day etc and their coordinators are identified.
5. Heads of various departments appraised the preparations going on for the FDPs, conferences, workshops etc organized by their department during this semester. Principal gave few suggestions in properly organizing these events.
6. All the members present, agreed to collect academic feedback and syllabus completion report from the students during the V/VI week of the first semester.
7. All the members present agreed to conduct the next IQAC meeting on 21 - 09 - 2018.

  
Coordinator, IQAC  
(Dr. T. V. Surendranatha Reddy)

Members present:

S.No.	Name and designation	Role in the IQAC	Signature
1	Dr. S. Sudhakara Reddy, Principal	Chairman	
2	Mr. P. Praveen Reddy, Member, CMR Educational Society	Management Representative	
3	Dr. J. Selwyn Babu, HoD, CE	Member	
4	Dr. N. Rajeswaran, HoD, EEE	Member	
5	Dr. Yogesh Madaria, HoD, ME	Member	
6	Prof. P. S. Indrani, HoD, ECE	Member	
7	Dr. G. Charles Babu, HoD, CSE	Member	
8	Dr. Kannan Shanmugam, HoD, IT	Member	
9	Prof. Krishna Prasad, HoD, Mining	Member	
10	Dr. V. Dhanunjana Chari, Dean, First year	Member	
11	Dr. T. V. Surendranatha Reddy, HoD, English	Member	
12	Prof. S. Saroja, HoD, Mathematics	Member	
13	Dr. T. Vijay Kumar, HoD, Physics	Member	
14	Dr. M. Vijay Bhaskar Reddy, HoD, Chemistry	Member	
15	Dr. K. Anil Kumar, HoD, MBA	Member	
16	Dr. S. Arumugam, Controller of Examinations	Member	
17	Mr. G. Ashok Kumar Reddy, TPO	Member	
18	Mr. P. B. Aditya Varma, Physical Director	Member	
19	Dr. C. Srinivas Gupta, Professor, Dept. of CE	Member	
20	Dr. A. Maheswari, Professor, Dept. of EEE	Member	
21	Dr. A. Ravindra, Professor, Dept. of ME	Member	
22	Dr. GSK Gayatri Devi, Professor, Dept. of ECE	Member	
23	Dr. R. P. Ram Kumar, Professor, Dept. of CSE	Member	
24	Mr. A. V. S. Srinivas, Librarian	Member	
25	Mr. K. Mahesh, Office Superintendent	Member	
26	Mr. G. Samhith, Student, IV B. Tech. CSE	Student member	
27	Mr. Sravan Erkulla, Research Assistant, ARCI	Alumnus member	
28	Mr. A. Dayanand Reddy, MD, Vasantha Tool Crafts, Pvt Ltd.	Industry representative	
29	Ms. Kavitha Jeevan, Sarpanch, Noothankal	Local Society	
30	Dr. T. V. Surendranatha Reddy, IQAC Coordinator	Member Secretary	

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**Internal Quality Assurance Cell****Action taken report for the meeting conducted on 02 July 2018**

S.No.	Plan of action	Achievement
1.	Commencement of class work	<ul style="list-style-type: none"><li>Class work for II B. Tech., III B. Tech. and IV B. Tech. commenced as per the schedule on 09 July 2018.</li><li>The class work for I B. Tech. and I MBA commenced from 16 July 2018.</li></ul>
2	Celebration of events	<ul style="list-style-type: none"><li>International day of yoga is celebrated on 21 June 2018 while the Independence Day is celebrated on 15 Aug 2018.</li><li>Anti ragging awareness is conducted on 27 July 2018</li><li>Students' Project Expo Vishesh 2k18 is conducted on the occasion of Engineers' day on 15 Sep 2018.</li></ul>
3	Feedback	<ul style="list-style-type: none"><li>Academic feedback from the students of II, III and IV B. Tech. is collected as per the schedule. The collected feedback is analyzed and the faculty who got lesser feedback is counseled by the concerned HoD.</li><li>Similar practice will be adopted in the case of students of other programmes and other years of study at appropriate time.</li></ul>

**IQAC Coordinator**  
(Dr. T. V. Surendranatha Reddy)





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MREC(A)/IQAC/2018-19/02

21 Sep 2018

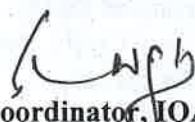
### **IQAC Meeting**

#### **Agenda**




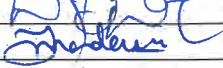
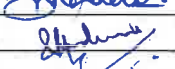


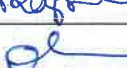


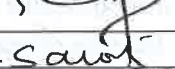
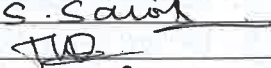





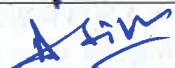
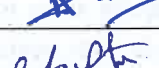
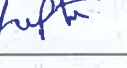
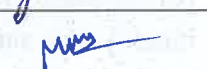


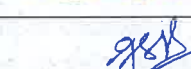



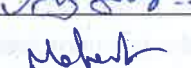
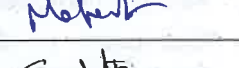
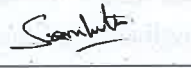
1. Brief introduction and welcome to the members to the meeting.
2. Review of the Action Taken Report on the agenda of the previous IQAC meeting.
3. Review of B. Tech. and M. B. A. students' performance in the first mid exam - Planning remedial classes.
4. Procurement / repair and maintenance of lab equipment for the next semester
5. Review of academic feedback collected, its analysis and action taken report
6. Review of preparations for ICTIEE 2019.

#### **Minutes of the Meeting**

1. Dr. T. V. Surendranatha Reddy, Coordinator, IQAC welcomed all the participants to the meeting with a brief introduction of all the participants.
2. Members present in the meeting reviewed the action taken report on the agenda of the previous IQAC meeting.
3. The I Mid exams for the II, III and IV B. Tech. students concluded on 08 Sep 2018 while the same for I B. Tech. and I M. B. A., concluded on 15 Sep 2018. The answer scripts are evaluated and the marks are tabulated. The members reviewed the performance of the students in all the subjects. Principal advised all the HoDs to identify the subject of poorest performance and conduct remedial classes to the students. Also a suggestion is made to conduct a session by expert faculty from outside, if required.
4. It is decided to plan for the repair and maintenance of lab equipment pertaining to the laboratories to be conducted in the even semester. Also the HoDs are advised to submit the proposals for procurement of new equipment wherever necessary.
5. The members present, reviewed the analysis of the collected academic feedback and the action taken report. Principal advised the HoDs to counsel the faculty members who got poor feedback.
6. Conveners of the prestigious International Conference on Transformations in Engineering Education (ICTIEE 2019), appraised the progress of various preparatory works going on in connection with the conference.
7. All the members present, agreed to conduct the next IQAC meeting on 27-11-2018.

  
Coordinator, IQAC  
(Dr. T. V. Surendranatha Reddy)

Members present:

S.No.	Name and designation	Role in the IQAC	Signature
1	Dr. S. Sudhakara Reddy, Principal	Chairman	
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### **Internal Quality Assurance Cell**

#### **Action taken report for the meeting conducted on 21 September 2018**

<b>S.No.</b>	<b>Plan of action</b>	<b>Achievement</b>
1.	Mid Exams performance evaluation	<ul style="list-style-type: none"><li>• The first mid exams of II B. Tech. III B. Tech. and IV B. Tech students concluded on 08 Sep 2018 while for the I B. Tech and I MBA they concluded on 15 Sep 2018.</li><li>• Heads of Various Departments presented the details of the students' performance and the remedial actions planned to help the poorly performed students.</li></ul>
2	Repair and maintenance of labs pertaining to the even semester	<ul style="list-style-type: none"><li>• The concerned laboratories in - charge identified the equipment for the repair / maintenance. The task will be completed during the end semester examinations.</li></ul>
3	ICTIEE 2019	<ul style="list-style-type: none"><li>• Lot of formal and informal meetings occurred between the conveners and the IUCEE to review various preparatory works for the prestigious International Conference on Transformations in Engineering Educations scheduled from Jan 7 - 8, 2019.</li></ul>

**IQAC Coordinator**

(Dr. T. V. Surendranatha Reddy)





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MREC(A)/IQAC/2018-19/03

27 Nov 2018

### **IQAC Meeting**

#### **Agenda**

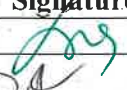


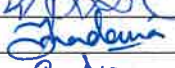


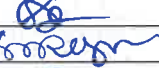



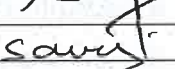
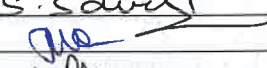






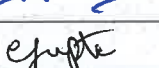
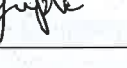



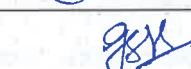
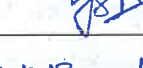


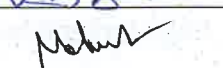
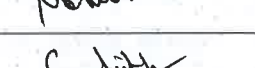
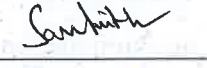
1. Brief introduction and welcome to the members to the meeting.
2. Review of the Action Taken Report on the agenda of the previous IQAC meeting.
3. Identification of events to be celebrated during the even semester.
4. Review of FDPs, Conferences, FDPs and Workshops planned in the even semester.
5. Review of preparations for ICTIEE 2019.
6. Academic feedback planning.
7. Identification of vacancies and filling them up.

#### **Minutes of the Meeting**

1. Dr. T. V. Surendranatha Reddy, Coordinator, IQAC welcomed all the participants to the meeting with a brief introduction of all the participants.
2. Members present in the meeting reviewed the action taken report on the agenda of the previous IQAC meeting.
3. Events to be celebrated during the second semester like Sankranthi samburalu, Women's day, Akshara etc and their coordinators are identified.
4. Heads of various departments appraised the preparations going on for the FDPs, conferences, workshops etc organized by their department during this semester. Principal gave few suggestions in properly organizing these events.
5. Conveners of the prestigious International Conference on Transformations in Engineering Education (ICTIEE 2019), appraised the progress of various preparatory works going on in connection with the conference. A detailed picture on the accommodation facilities for the international and national guests, logistics arrangement etc is presented.
6. It is unanimously decided by the members present, to collect the academic feedback and the syllabus coverage during the V / VI week of the even semester.
7. All the HoDs are requested to identify the vacancies in their respective departments and make the necessary arrangements to select the deserved candidates.
8. All the members present, agreed to conduct the next IQAC meeting on 23-02-2019.

  
Coordinator, IQAC  
(Dr. T. V. Surendranatha Reddy)

Members present:

S.No.	Name and designation	Role in the IQAC	Signature
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27	Mr. Sravan Erkulla, Research Assistant, ARCI	Alumnus member	
28	Mr. A. Dayanand Reddy, MD, Vasantha Tool Crafts, Pvt Ltd.	Industry representative	
29	Ms. Kavitha Jeevan, Sarpanch, Noothankal	Local Society	
30	Dr. T. V. Surendranatha Reddy, IQAC Coordinator	Member Secretary	



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**Internal Quality Assurance Cell****Action taken report for the meeting conducted on 27 November 2018**

S.No.	Plan of action	Achievement
1.	Celebration of events	<ul style="list-style-type: none"><li>The events like Sankranthi Samburalu, National youth day are successfully celebrated.</li></ul>
2	Feedback	<ul style="list-style-type: none"><li>Academic feedback from the students of all years of study and all programmes is collected as per the schedule. The collected feedback is analyzed and the faculty who got lesser feedback is counseled by the concerned Head of the Department.</li></ul>
3	ICTIEE 2019	<ul style="list-style-type: none"><li>All the efforts put by the team of organizers together with the support of the Management and the guidance of IUCEE resulted in resounding success of the conference.</li></ul>
4	Identification of vacancies	<ul style="list-style-type: none"><li>The HoDs identified the vacancies in both teaching and non teaching positions in their respective departments with respect to the forthcoming even semester.</li></ul>

**IQAC Coordinator**  
(Dr. T. V. Surendranatha Reddy)



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MREC(A)/IQAC/2018-19/04

23 Feb 2019

### **IQAC Meeting**

#### **Agenda**





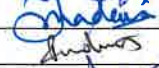
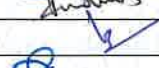
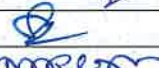
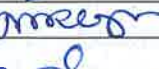

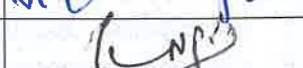
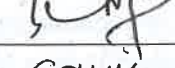
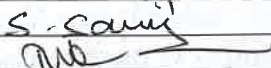
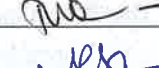


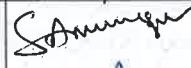

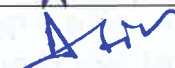
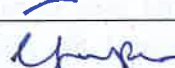





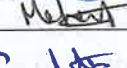
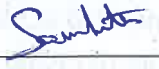




1. Brief introduction and welcome to the members to the meeting.
2. Review of the Action Taken Report on the agenda of the previous IQAC meeting.
3. Identification of students who are on the verge of detention due to lack of credits.
4. Review of students' performance in the first mid exam - planning remedial classes.
5. Procurement / repair and maintenance of lab equipment for the next semester
6. Certification courses for the students
7. Identification of vacancies and filling them up.

#### **Minutes of the Meeting**

1. Dr. T. V. Surendranatha Reddy, Coordinator, IQAC welcomed all the participants to the meeting with a brief introduction of all the participants.
2. Members present in the meeting reviewed the action taken report on the agenda of the previous IQAC meeting.
3. The Principal advised the HoDs to identify the students in all the years of study who are on the verge of detention owing to lack of credits and to counsel both the student and their parents regarding the detention. Also the Principal advised the HoDs to extend the possible academic guidance to such students so as to overcome the detention problem.
4. The I Mid exams for the IV B. Tech. students concluded on 09 Feb 2019 while for the I, II and III B. Tech. they concluded on 16 Feb 2019. The same for the II M. B. A. and I M. B. A. concluded on 15 Feb 2019 and 16 Feb 2019 respectively. The answer scripts are evaluated and the marks are tabulated. The members reviewed the performance of the students in all the subjects. Principal advised all the HoDs to identify the subject of poorest performance and conduct remedial classes to the students. Also a suggestion is made to conduct a session by expert faculty from outside, if required.
5. It is decided to plan for the repair and maintenance of lab equipment pertaining to the laboratories to be conducted in the first semester in the academic year 2019 - 20. Also the HoDs are advised to submit the proposals for procurement of new equipment wherever necessary.
6. Principal suggested the HoDs to plan short term certification courses for the students during the summer vacation or a couple of weeks prior to the beginning of the next academic year.
7. All the HoDs are requested to identify the vacancies in their respective departments and make the necessary arrangements to select the deserved candidates.
8. The CRT classes for the III year II sem students are scheduled from 24 June 2019 to 29 June 2019. Dean, TPO is requested to make necessary planning and coordination.
9. All the members present, agreed to conduct the next IQAC meeting on 01-07-2019.

**Coordinator, IQAC**  
**(Dr. T. V. Surendranatha Reddy)**

Members present:

S.No.	Name and designation	Role in the IQAC	Signature
1	Dr. S. Sudhakara Reddy, Principal	Chairman	
2	Mr. P. Praveen Reddy, Member, CMR Educational Society	Management Representative	
3	Dr. J. Selwyn Babu, HoD, CE	Member	
4	Dr. N. Rajeswaran, HoD, EEE	Member	
5	Dr. Yogesh Madaria, HoD, ME	Member	
6	Prof. P. S. Indrani, HoD, ECE	Member	
7	Dr. G. Charles Babu, HoD, CSE	Member	
8	Dr. Kannan Shanmugam, HoD, IT	Member	
9	Prof. Krishna Prasad, HoD, Mining	Member	
10	Dr. V. Dhanunjana Chari, Dean, First year	Member	
11	Dr. T. V. Surendranatha Reddy, HoD, English	Member	
12	Prof. S. Saroja, HoD, Mathematics	Member	
13	Dr. T. Vijay Kumar, HoD, Physics	Member	
14	Dr. M. Vijay Bhaskar Reddy, HoD, Chemistry	Member	
15	Dr. K. Anil Kumar, HoD, MBA	Member	
16	Dr. S. Arumugam, Controller of Examinations	Member	
17	Mr. G. Ashok Kumar Reddy, TPO	Member	
18	Mr. P. B. Aditya Varma, Physical Director	Member	
19	Dr. C. Srinivas Gupta, Professor, Dept. of CE	Member	
20	Dr. A. Maheswari, Professor, Dept. of EEE	Member	
21	Dr. A. Ravindra, Professor, Dept. of ME	Member	
22	Dr. GSK Gayatri Devi, Professor, Dept. of ECE	Member	
23	Dr. R. P. Ram Kumar, Professor, Dept. of CSE	Member	
24	Mr. A. V. S. Srinivas, Librarian	Member	
25	Mr. K. Mahesh, Office Superintendent	Member	
26	Mr. G. Samhith, Student, IV B. Tech. CSE	Student member	
27	Mr. Sravan Erkulla, Research Assistant, ARCI	Alumnus member	
28	Mr. A. Dayanand Reddy, MD, Vasantha Tool Crafts, Pvt Ltd.	Industry representative	
29	Ms. Kavitha Jeevan, Sarpanch, Noothankal	Local Society	
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**Internal Quality Assurance Cell****Action taken report for the meeting conducted on 23 February 2019**

S.No.	Plan of action	Achievement
1.	Identification of students who are on the verge of detention	<ul style="list-style-type: none"><li>The students who are on the verge of detention due to lack of credits are identified by the concerned Heads of the Departments.</li><li>Those students are counseled and advised to approach the respective subject faculty member for academic guidance</li></ul>
2.	Mid Exams performance evaluation	<ul style="list-style-type: none"><li>The first mid exams of IV B. Tech students concluded on 09 Feb 2019 and for the students of other years and other programmes they concluded on 16 Feb 2019.</li><li>HoDs presented the details of the students' performance and the remedial actions planned to help the poorly performed students.</li></ul>
3.	Repair and maintenance of labs pertaining to the first semester of the academic year 2019 - 20.	<ul style="list-style-type: none"><li>The concerned laboratories in - charge identified the equipment for the repair / maintenance. The task will be completed during the end semester examinations.</li></ul>
4.	Identification of vacancies	<ul style="list-style-type: none"><li>The HoDs identified the vacancies in both teaching and non teaching positions in their respective departments with respect to the forthcoming academic year 2019 - 20.</li></ul>

  
**IQAC Coordinator**  
(Dr. T. V. Surendranatha Reddy)