SHADAN COLLEGE OF ENGINEERING & TECHNOLOGY
Accredited by NAAC with A+ Grade, Accredited by NBA, Approved By AICTE, Affiliated to JNTUH,
permitted by Govt of T.S, ISO Certified Institution, RECOG Under 2(f) by UGC.

Ref: *SCET/IQAC/2024-25/02* Date: 30-06-2025

To
The Principal,
Chairperson-IQAC,
Shadan College of Engineering and Technology,
Hyderabad.
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Sir,

Sub: Request for approval-IQAC Meeting - regarding.

It is proposed to conduct the IQAC meeting on 05, July 2025 (Saturday). The agenda for themeeting is enclosed.

I request your approval.

Thanking you

Yours faithfully

Coordinator
IQAC

Dy.coordinator
IQAC

Enclosure:

1. Agenda

Ref: *SCET/IQAC/2024-25/02* Date: 30-06-2025

Agenda

1. Review of the previous IQAC meeting.
2. Updatingstudents'counseling records.
3. CO, PO, PSO mapping & attainment up to 2023-24 passed out students.
4. Achievements of R & D/EDC/IIC/Incubation center.
5. Stock verification submission report as ofJan 31st, 2024.
6. Annual report by the Librarian.
7. Submission of the student's scholarship report as of January2024.
8. Achievement for the previous academic year and action plan for the upcoming year 2025-26 by the coordinators of PlacementCell, Competitive Exam/Higher studies.
9. Submission of the faculty performance appraisal form by the HODs.
10. Review of all the cell activities and goal setting for the AY: 2024-25.
11. NPTEL, SWAYAM, MOOC participation and achievements.
12. FDP to be organized and participatedin by the faculty.
13. Strengthening of micro-teaching and evaluation.
14. Academic Audit for the AY:2024-25.
15. Any other points with the permission of the chairperson of the IQAC/Principal.

Coordinator
IQAC

Dy.coordinator
IQAC

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Ref: *SCET/IQAC/2024-25/02* Date: 30-06-2025

CIRCULAR

Sub: IQAC Meeting - Intimation to the Members of IQAC

The Internal Quality Assurance Cell (IQAC) meeting will be held on 05 July 2025 (Saturday) at 3.00 PM in the Board Room. The points to be discussed in the meeting are attached herewith.

Coordinator
IQAC

Dy.coordinator
IQAC

Principal
Chairperson-IQAC

PRINCIPAL
Shadan College of Engineering & Technology
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08

Copy to:
The Principal, Chairperson IQAC
HODs of all Departments
IQAC Members.
Chairman Office Khairtabad

Encl: Meeting Agenda.

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Academic Year 2024-25
MINUTES OF THE IQAC MEETING

Date of the Meeting: 05, July 2025 (Saturday). **Time:** 3.00 PM
Meeting Circular / Ref: SCET/IQAC/*2024-25/02* **Venue:**Board Room

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1. **Dr. K. M. Subramaniam, Coordinator-IQAC** welcomed all the members and initiated the proceedings of the meeting.
2. The minutes of the previous IQAC meeting were reviewed, discussed, and approved by all the members.
3. All HODs were instructed to update and maintain the **Students' Counseling Records** regularly and submit the consolidated reports to IQAC for review.
4. The status of **CO, PO, and PSO Mapping and Attainment Analysis** for students passed out up to AY 2023-24 was reviewed. Departments were directed to complete the documentation and maintain attainment records as per NBA guidelines.
5. The coordinators of **R&D Cell, Entrepreneurship Development Cell (EDC), Institution's Innovation Council (IIC), and Incubation Center** presented their achievements and activities carried out during the academic year. The committee appreciated their efforts and encouraged increased participation from faculty and students.
6. The **Stock Verification Reports** as of 31 January 2024 were reviewed. All departments were advised to complete any pending verification and submit the compliance report to the Principal's office.
7. The **Librarian** presented the Annual Library Report highlighting the addition of books, journals, e-resources, library usage statistics, and future procurement requirements.
8. The **Student Scholarship Report** up to January 2024 was reviewed. Departments were instructed to identify eligible students and facilitate timely submission of scholarship applications.
9. The coordinators of the **Placement Cell, Competitive Examination Cell, and Higher Studies Cell** presented the achievements of the previous academic year and submitted their Action Plans for the upcoming Academic Year 2025-26. Special emphasis was placed on improving placements, **GATE/GRE** coaching, and higher education opportunities.
10. All HODs were instructed to complete and submit the **Faculty Performance Appraisal Forms** within the stipulated timeline for further review and processing.

11. The activities of all institutional cells were reviewed. The committee discussed future initiatives and finalized goals and targets for the Academic Year 2024-25.
12. The participation and achievements of faculty and students in **NPTEL, SWAYAM, and MOOC Courses** were reviewed. Departments were encouraged to increase enrollment and certification percentages.
13. It was resolved that every department should organize at least one **Faculty Development Program (FDP)** and motivate faculty members to participate in FDPs, workshops, seminars, and conferences conducted by reputed institutions.
14. The committee emphasized strengthening **Micro-Teaching Practices and Evaluation Methods** to enhance teaching effectiveness, student engagement, and learning outcomes.
15. The progress of the **Academic Audit for AY 2024-25** was reviewed. Departments were instructed to maintain all academic records and complete audit requirements as per IQAC guidelines.
16. Under other matters with the permission of the Chairperson, members discussed measures to enhance research publications, industry interactions, student internships, and quality improvement initiatives for the institution.
17. The Principal and Chairperson appreciated the contributions of all stakeholders and emphasized the importance of continuous quality enhancement and academic excellence.
18. **Afroz Mehar, Dy. Coordinator-IQAC**, proposed a vote of thanks and expressed gratitude to all members for their active participation and cooperation.

Coordinator
IQAC

Dy.coordinator
IQAC

Principal
Chairperson-IQAC

PRINCIPAL
Shadan College of Engineering & Technology
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08

MEMBERS ATTENDED THE IQAC MEETING
HELD ON 05, July 2025 (Saturday)

S.No	Name	Designation	Position
1	Dr. Md Ateeq Ur Rahman	Principal	Convener / Chairperson
2	Er. Syed Azaz-Ur-Rahman	Vice-Chairman, Shadan Educational Society	Member
3	Dr. K. M. Subramanian	Professor of CSE	Coordinator
4	Dr. Afroz Mehar	Professor of Mechanical	Dy. Coordinator
5	Dr. Md Ilyas	Professor & HOD / ECE, Dean Academics	Member
6	Dr. G. Sridhar	Professor & HOD / CSE	Member
7	Dr. Amairullah Khan Lodhi	Associate Professor of ECE & Dean R&D	Member
8	Dr. Naseeb Khan	Professor & HOD / Mech., Controller of Examinations	Member
9	Dr. Mohd Abdul Qadeer	Professor & HOD / Civil	Member
10	Mr. Amer Ali Khan	Professor & HOD / EEE	Member
11	Dr. Imtiyaz Khan	Professor & HOD / IT	Member
12	Dr. Shaik Saidulu	Professor of ECE, Presidentof SCET Alumni Association	Member
13	Dr. M. Ikramullah Khan Aman	Professor and HOD/MBA	Member
14	Mrs. Amtul Fatima Asra	Associate Professor of S&H	Member
15	Mrs. Shaik Nazeera Sultana	Administrative Officer	Member
16	Mr. Khaja Waheeduddin Khan	Chief Librarian	Member
17	Mr. Anwar bin Yousuf	Physical Director	Member
18	Mr. Abdul Rahman Shareef	Industrial Expert	Member
19	Mr. Md Abdul Rahman	Entrepreneur	Member
20	Mr. Abdul Shabaaz Khan	Alumni	Member
21	Mr. Syed Taha	Student, IV Year / AI&ML / SCET	Member

Shadan College of Engineering & Technology College Code: 08 Hyderabad-86, T.S Peeran Cheru