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/2024-25/01* Date: 11-11-2024

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 that the IQAC meeting be held on 14 Nov 2024 (Thursday). The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Yours faithfully

Coordinator
IQAC
Dr. M. Subburaj

Dy.coordinator
IQAC
Dr. Afroz Mehar

Enclosure:

1. Agenda

Ref: *SCET/IQAC/2024-25/01* Date: 11-11-2024

Agenda

1. Review of the previous IQAC meeting.
2. Academic calendar 2024-25.
3. The department's action plan for the AY 2024-25 (odd/even semester) is separately attached.
4. AY: 2024-25, Ist year Induction Program.
5. Updating students' counseling records.
6. CO, PO, PSO mapping & attainment up to 2024-25 passed out students.
7. Achievements of R & D/EDC/IIC/Incubation center.
8. Submission of the action plan for the year 2024-25.
9. Submission of annual departmental-level report by HODs for the academic year 2023-24.
10. Stock verification submission report as of Oct 31st, 2024.
11. Annual report by the Librarian.
12. Submission of the student's scholarship report as of Oct 2024.
13. Achievement for the previous academic year and action plan for the ongoing year 2024-25 by the coordinators of the Placement Cell, Competitive Exam/Higher studies.
14. Submission of the faculty performance appraisal form by the HOD.
15. Review of all the cell activities and goal setting for the AY: 2024-25.
16. NPTEL, SWAYAM, MOOC participation and achievements.
17. FDP to be organized and participated in by the faculty.
18. Strengthening of micro-teaching and evaluation.
19. Academic Audit for the AY:2024-25.
20. 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/2024-25/01* Date: 11-11-2024

CIRCULAR

Sub: IQAC Meeting - Intimation to the Members of IQAC

The Internal Quality Assurance Cell (IQAC) meeting will be held on 14 Nov 2024 (Thursday), in the Board Room at 3.00 PM. 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: 16 Nov 2023 (Thursday). **Time:** 3.00 PM
Meeting Circular / Ref: *SCET/IQAC/2024-25/01* **Venue:** Board Room

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1. Dr. Afroz Mehar, Dy. Coordinator-IQAC welcomed all the members and briefed them on the objectives of the meeting.
2. The minutes of the previous IQAC meeting were reviewed and approved by all the members.
3. The Academic Calendar for the Academic Year 2024-25 was presented and approved for implementation across all departments.
4. All the HODs submitted their departmental Action Plans for the Academic Year 2024-25 (Odd and Even Semesters), and the same were reviewed by the committee.
5. The details of the First-Year Student Induction Program for AY 2024-25 were discussed. All departments were instructed to ensure the effective implementation of the induction activities.
6. All HODs were instructed to update and maintain the students' counselling records regularly and submit the consolidated reports to IQAC.
7. The departments were directed to complete the CO-PO-PSO Mapping and Attainment Analysis for all passed-out batches up to AY 2024-25 and maintain proper documentation.
8. The coordinators of R&D Cell, Entrepreneurship Development Cell (EDC), Institution's Innovation Council (IIC), and Incubation Center presented their achievements and progress reports.
9. All departments and cells were instructed to submit their Action Plans for AY 2024-25 on or before the stipulated date.
10. The HODs presented the Annual Departmental Reports for AY 2023-24, highlighting academic achievements, research activities, and student accomplishments.
11. The committee reviewed the Stock Verification Reports submitted as of 31 October 2024 and advised departments to complete pending verifications.
12. The Librarian presented the Annual Library Report covering resource additions, usage statistics, and future requirements.
13. The Student Scholarship Report as of October 2024 was reviewed, and departments were advised to encourage eligible students to apply for available scholarships.

14. The coordinators of Placement Cell, Competitive Examinations, and Higher Studies Cell presented their achievements for AY 2023-24 and Action Plans for AY 2024-25.
15. All HODs were instructed to complete and submit the Faculty Performance Appraisal Forms within the prescribed timeline.
16. The activities of various institutional cells were reviewed, and goals and targets for AY 2024-25 were finalized.
17. Faculty members were encouraged to actively participate in NPTEL, SWAYAM, and MOOC Courses and to motivate students for certification programs.
18. It was resolved that every department should organize at least one Faculty Development Program (FDP) and encourage faculty participation in external FDPs, workshops, and seminars.
19. The committee emphasized strengthening Micro-Teaching Practices and Evaluation Mechanisms to improve teaching effectiveness and learning outcomes.
20. It was decided that the Academic Audit for AY 2024-25 should be conducted as per IQAC guidelines and completed within the scheduled timeframe.
21. The Principal and Chairperson appreciated the efforts of all stakeholders and advised them to work towards continuous quality improvement and institutional excellence.
22. Dr. K. M. Subramaniam, Member-IQAC, proposed a vote of thanks and expressed gratitude to all members for their active participation.

Coordinator
IQAC

Dy.coordinator
IQAC

Principal
Chairperson-IQAC

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

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MEMBERS ATTENDED THE IQAC MEETING HELD

On 14 Nov 2024 (Thursday).

S.NO.	NAME	DESIGNATION	CATEGORY	POSITION	SIGNATURE
1.	Dr. Md Ateeq ur Rahman	Principal	Head of the Institution	Convener/ Chairperson	
2.	Er. Syed Azaz-ur-Rahman	Vice-Chairman, Shadan Educational Society	Member from Management	Member	
3.	Dr. M. Subburaj	Professor	Teaching Faculty	Coordinator	
4.	Dr. Afroz Mehar	Professor	Teaching Faculty	Member, Dy.Coordinator	
5.	Dr. K. M. Subramaniam	Professor	Teaching Faculty	Member	
6.	Dr. Amairullah Khan Lodhi	Associate Professor	Teaching Faculty	Member	
7.	Dr. Mohd Abdul Qadeer	Professor & HOD / Civil	Teaching Faculty	Member	
8.	Dr. G. Sridhar	Professor & HOD / CSE	Teaching Faculty	Member	
9.	Mr. Amer Ali Khan	Professor & HOD / EEE	Teaching Faculty	Member	
10.	Dr. Md. Ilyas	Professor & HOD / ECE	Teaching Faculty	Member	
11.	Dr. Mohammed Sirajuddin	Professor & HOD / IT	Teaching Faculty	Member	
12.	Dr. Naseeb Khan	Professor & HOD / Mechanical	Teaching Faculty	Member	
13.	Dr. M. Ikramullah khan Aman	Professor and Head of Training, Placement and Corporate Affairs	Teaching Faculty	Member	
14.	Mrs. Amtul Fatima Asra	Associate Professor/S&H	Teaching Faculty	Member	
15.	Mr. Shaik Zameer	Assistant Professor Convener, Exam Cell	Teaching Faculty	Member	
16.	Dr. Shaik Saidulu	Professor / ECE; President, SCET Alumni Association	Teaching Faculty	Member	
17.	Mrs. Shaik Nazeera Sultana	Administrative Officer	Senior Administrative Officer	Member	
18.	Mr. Ibrahim Basha	Chief Librarian	Librarian	Member	
19.	Mr. Anwar bin Yousuf	Physical Director	Physical Education	Member	
20.	Mr. Osaid Ahmed Sharif	Student, IV Year / ECE / SCET	Students Nominee	Member	
21.	Mr. Abdul Rahman Shareef	Industrial Expert	Local Society Nominee	Member	
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
23.	Syed Imran Ali Khatib	Entrepreneur	Alumni Nominee	Member	
24.	Md Riyaz	Entrepreneur	Alumni Nominee	Member	
25.	P. Bhagvan Rao	Asst. Professor	Teaching Faculty	Supporting Staff	

Shadan College of Engineering & Technology College Code: 08 Hyderabad.86.TS Peeran Cheru