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/2025-26/01* Date: 01-11-2025

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 that the IQAC meeting be held on 07 Nov 2025 (Friday). The agenda for the meeting is enclosed.

I request your approval.

Thanking you,

Yours faithfully

Coordinator
IQAC

Dy.coordinator
IQAC

Enclosure:

1. Agenda

Ref: *SCET/IQAC/2025-26/01* Date: 01-11-2025

Agenda

1. Review of the previous IQAC meeting.
2. Academic Calendar 2025-26.
3. The department's action plan for the AY 2025-26 (Odd/Even Semesters) is separately attached.
4. AY: 2025-26, First Year Induction Program.
5. Updating students 'counseling records.
6. CO, PO, PSO mapping & attainment up to 2025-26 passed out students.
7. Achievements of R&D / EDC / IIC / Incubation center.
8. Submission of the action plan for the year 2025-26.
9. Submission of annual departmental-level report by HODs for the academic year 2024-25.
10. Stock verification submission report as of Oct 31st, 2025.
11. Annual report by the Librarian.
12. Submission of the student's scholarship report as of Oct 2025.
13. Achievement for the previous academic year and action plan for the ongoing year 2025-26 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: 2025-26.
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:2025-26.
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/2025-26/01* Date: 01-11-2025

CIRCULAR

Sub: IQAC Meeting - Intimation to the Members of IQAC

The Internal Quality Assurance Cell (IQAC) meeting will be held on 07 Nov 2025 (Friday), 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 2025-26
MINUTES OF THE IQAC MEETING

Date of the Meeting: 07 Nov 2025 (Friday) **Time:** 3.00 PM
Meeting Circular / Ref: *SCET/IQAC/2025-26/01* **Venue:** Board Room

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1. **Dr. K. M. Subramaniam, 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 2025-26 was presented and approved for implementation across all departments.
4. All the HODs submitted their departmental Action Plans for the Academic Year 2025-26 (Odd and Even Semesters), and the same were reviewed by the committee.
5. The details of the First-Year Student Induction Program for AY 2025-26 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 2025-26 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 2025-26 on or before the stipulated date.
10. The HODs presented the Annual Departmental Reports for AY 2024-25, highlighting academic achievements, research activities, and student accomplishments.
11. The committee reviewed the Stock Verification Reports submitted as of 31 October 2025 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 2025 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 2024-25 and Action Plans for AY 2025-26.
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 2025-26 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 2025-26 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. **Afroz Mehar, Dy. Coordinator-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 07, November 2025 (Friday)

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