



# Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

BE: CE, ME, EEE, ECE, CSE, IT - ME: CSE, Embedded Sys, Structural, HVAC - Polytechnic: CE, ME, EEE, ECE

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## CIRCULAR

Date: 28-03-2019

**Sub: Convening the meeting of IQAC [1/2018-19] – Reg.**

A meeting of IQAC is to be convened on 02-04-2019 at 2.00 P.M in the IQAC Cell to discuss

The following Agenda.

1. Congratulatory message to all the members on attaining NAAC B+ Grade by the NAAC Peer Team visit on 26<sup>th</sup> March 2019.
2. NBA accreditation Pre-Qualifier to be restarted for 4 programs in next Academic year 2019-20.
3. Change of Affiliating University from AY 2019-20
4. Smooth conduction / evaluation of Mid exams, project works, lab exams and external exams – Actions regarding
5. Preparation of next AY time tables, workloads
6. Faculty appraisals works to be initiated.
7. Participation of faculties in FDPs and STTPs during summer vacation.
8. Student participation in Summer Internship programs.

All members of IQAC should make it convenient to attend the meeting without fail

Coordinator IQAC

Chairman, IQAC



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### Minutes of the IQAC meeting held on 02-04-2019 at 2:00 P.M

1. DR SYED ABDUL SATTAR( PRINCIPAL) -	CHAIRMAN
2. DR. MOHAMMAD SANAULLAH QASEEM (VP-ACAD)	COORDINATOR
3. PROF SYED FARRUKH ANWAR(VP ADMIN)	MEMBER
4. PROF RAZA AHMED KHAN (Coord Diploma)	MEMBER
5. DR SYED MUJAHID HUSSAINI (HOD MECH)	MEMBER
6. MS. SHANILA MEHREEN (HOD ECE)	MEMBER
7. MS. AYESHA FATIMA (HOD EEE)	MEMBER
8. MR.NISAR AHMED (CHIEF ADMIN OFFICER)	MEMBER
9. DR G.S. RAO (HOD IT)	MEMBER
10. DR.ZAHIR HASAN (DIRECTOR R&D)	MEMBER
11. MR.VIJAY K GUDIVADA (EXAM BRANCH I/C)	MEMBER
12. MR. MOHAMMED KHALEEL (CSE DEPT)	MEMBER
13. MR. MOHD AYAZUDDIN (ALUMNI)	MEMBER

Chairman, IQAC welcomed the members of IQAC to the 1<sup>st</sup> meeting of AY 2018-19 at 2:15 P.M.

- 1. Congratulatory message to all the members on attaining NAAC B+ Grade by the NAAC Peer Team visit on 26<sup>th</sup> March 2019.** The Chairman, IQAC congratulated and appreciated all the efforts and hard work put in by all the members on achieving NAAC B+ Grade and encouraged them to keep up the enthusiasm and aim for Grade A in Re Assessment.
- 2. NBA accreditation Pre-Qualifier to be restarted for 4 programs in next Academic year 2019-20.** The Chairman also appraised the members about the approval of NBA accreditation Pre-Qualifier received for 3 programmes i.e CSE, Mechanical and Civil Engg., in January 2019, but as per Management decision and eligibility decision revised for 4 programs (to include IT program also as it was also eligible) in next Academic year 2019-20. Hence all the members were instructed resume their preparations accordingly.
- 3. Change of Affiliating University from AY 2019-20:** The Chairman also informed the committee that as per GO for Minority Professional Colleges received, the Management has decided to change the affiliation from JNTUH to Osmania University from next Academic year 2019-20. Accordingly the concerned personnel have been delegated the task to continue with the proceedings.

4. **Smooth conduction / evaluation of Mid exams, project works, lab exams and external exams.** The Coordinator discussed the end semester schedule and instructed the concerned HODs to ensure proper conduct and evaluation of Mid exams, project works, lab exams and external exams as per the standard procedures.
5. **Preparation of next AY time tables, workloads.** The Coordinator further reminded all the concerned HODs to check for the completion of course files w.r.t. CO PO and PSO mapping and attainments. Subsequently to monitor the preparation of the coming AY time tables and the faculty workload.
6. **Faculty appraisals works to be initiated.** The members were also reminded to initiate the feedbacks from the stakeholders viz., course end survey, Graduate exit survey, parent feedback and Alumni feedback. Accordingly they were told to prepare Faculty appraisals works.
7. **Participation of faculties in FDPs and STTPs during summer vacation.** All the members were informed to encourage the faculties to organize and participate in FDP's and STTPs during summer vacation after their valuation works are completed.
8. **Student participation in Summer Internship programs.** The members were reminded to facilitate the participation of students in Internship programs and industrial trainings during summer and to submit their feedbacks for the outcomes for the same.
9. Any other item with the permission of the chair.

The Chairman, IQAC concluded the meeting with a vote of thanks



**Coordinator - IQAC**



**Chairman - IQAC**



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### CIRCULAR

Date: 08-07-2019

#### **Sub: Convening the meeting of IQAC [1/2019-20] – Reg.**

A meeting of IQAC is to be convened on 11-07-2019 at 10.00 A.M in the IQAC Cell to discuss

The following Agenda.

1. Congratulatory message for change of Affiliation to Osmania University.
2. Improvement of the activities in DAC and PAC.
3. Introduction of Departmental Academic Audit Committee from CAY.
4. Distribution of NBA works criteria wise for 4 programs.
5. Review of current AY time tables, workload allocation for faculty.
6. Discussion of feedbacks of faculties from FDPs and STTPs during summer vacation.
7. Discussion of student participation in Summer Internship programs.
8. Conduction of Seminars, Guest Lectures and Workshops.
9. Conduction of Industrial visits and training for all branches.
10. Enhancement of Training and placement activities

All members of IQAC should make it convenient to attend the meeting without fail

  
Coordinator IQAC

  
Chairman, IQAC



# Nawab Shah Alam Khan

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### Minutes of the IQAC meeting held on 11-07-2019 at 10:00 A.M

1. DR SYED ABDUL SATTAR( PRINCIPAL) -	CHAIRMAN
2. DR. MOHAMMAD SANAULLAH QASEEM (VP-ACAD)	COORDINATOR
3. PROF SYED FARRUKH ANWAR(VP ADMIN)	MEMBER
4. PROF RAZA AHMED KHAN (Coord Diploma)	MEMBER
5. DR SYED MUJAHID HUSSAINI (HOD MECH)	MEMBER
6. MS. SHANILA MEHREEN (HOD ECE)	MEMBER
7. MS. AYESHA FATIMA (HOD EEE)	MEMBER
8. MR.NISAR AHMED (CHIEF ADMIN OFFICER)	MEMBER
9. DR.ZAHIR HASAN (DIRECTOR R&D)	MEMBER
10. MR.VIJAY K GUDIVADA (EXAM BRANCH I/C)	MEMBER
11. MR. MOHAMMED KHALEEL (CSE DEPT)	MEMBER
12. MR. MOHD AYAZUDDIN (ALUMNI)	MEMBER

Chairman, IQAC welcomed the members of IQAC to the 1<sup>st</sup> meeting of AY 2019-20 at 10 A.M.

- 1. Congratulatory message for change of Affiliation to Osmania University** The Chairman, IQAC congratulated and appreciated all the efforts and hard work put in by all the members on achieving the compliance for change of Affiliation from JNTUH to Osmania University after receiving NOCs from AICTE, JNTUH, TSCHE. All the department heads were instructed send their First year coordinators to the BoS meeting at OU to receive the syllabi of the subjects and thus prepare the COs of the various courses w.r.t. the POs and the Blooms Taxonomy Levels.
- 2. Improvement of the activities in DAC and PAC.** The Chairman stressed on the improvement of the activities and role of the Departmental Academic Committee (DAC) and the Program Assessment Committee (PAC) so as to enhance the functionality of academics in a professional manner. He further instructed all the HODs to submit the revised DAC and PAC members list if at all any change in members availability.
- 3. Introduction of Departmental Academic Audit Committee from CAY.** The Chairman elaborated the role of Academic audit and stressed the need for establishing Departmental Academic Audit Committees from Current Academic Year to enable proper audit both internal and external. This committee has to work in sync with the DAC and the PAC at the departmental level.

4. **Distribution of NBA works criteria wise for 4 programs.** The Coordinator was instructed by the Chairman to allocate and distribute the respective NBA works criteria wise for 4 programs under UG Tier 2 i.e. for BTech Civil Engg, Mechanical Engg., CSE and IT which is applicable from the Academic years 2016-17, 2017-18, 2018-19 and CAY 2019-20.
5. **Review of current AY time tables, workload allocation for faculty.** The Coordinator reviewed the CAY time tables, workload allocation for faculty with regards to the relieved and included faculties so as to ensure non conflict of subjects.
6. **Discussion of feedbacks of faculties from FDPs and STTPs during summer vacation.** The Coordinator discussed the feedbacks received from the faculties from various FDPs and STTPs attended and participated during summer vacation in the required formats.
7. **Discussion of student participation in Summer Internship programs.** The discussion was held for the III B.Tech. branches students who participated in Internship programs during summer vacations. The HODs were instructed to collect and file the certificate copies and feedbacks for analysis and attainment.
8. **Conduction of Seminars, Guest Lectures and Workshops.** The Coordinator stressed the need for increasing the conduction of Seminars, Guest Lectures and Workshops to enhance the skill levels of the students during the semester. For this the schedule is to be submitted accordingly. Simultaneously extracurricular and co-curricular activities to be organized so as to elevate and motivate the understanding levels of the students. Stress was given on conducting experiential learning activities also.
9. **Conduction of Industrial visits and training for all branches.** The members were told to plan and coordinate the Industrial visits and training schedules for students of all branches during the semester.
10. **Enhancement of Training and placement activities.** Lastly the Coordinator stresses the need for improved placements through proper Training and placement activities with the coordination of the Placement officer.
11. Any other item with the permission of the chair.

The Chairman, IQAC concluded the meeting with a vote of thanks

  
Coordinator - IQAC

  
Chairman - IQAC





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### CIRCULAR

Date: 23-10-2019

#### **Sub: Convening the meeting of IQAC [2/2019-20] – Reg.**

A meeting of IQAC is to be convened on 28-10-2019 at 02.00 P.M in the IQAC Cell to discuss

The following Agenda.

1. Smooth conduction / evaluation of Mid exams, lab exams and external exams
2. Preparation of second semester time tables and workload allocation.
3. Status of NBA works' criteria wise for 4 programs and plan for Pre-qualifier submission by December end.
4. Discussion about the identification and action taken on the slow learners and quick learners.
5. Review of Seminars, Guest Lectures and Workshops.
6. Review of Industrial visits and training for all branches.
7. Review of Training and placement activities

All members of IQAC should make it convenient to attend the meeting without fail

Coordinator IQAC

Chairman, IQAC



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### Minutes of the IQAC meeting held on 28-10-2019 at 02:00 P.M

1. DR SYED ABDUL SATTAR( PRINCIPAL) -	CHAIRMAN
2. DR. MOHAMMAD SANAULLAH QASEEM (VP-ACAD)	COORDINATOR
3. PROF SYED FARRUKH ANWAR(VP ADMIN)	MEMBER
4. PROF RAZA AHMED KHAN (Coord Diploma)	MEMBER
5. DR SYED MUJAHID HUSSAINI (HOD MECH)	MEMBER
6. MS. SHANILA MEHREEN (HOD ECE)	MEMBER
7. MS. AYESHA FATIMA (HOD EEE)	MEMBER
8. MR.NISAR AHMED (CHIEF ADMIN OFFICER)	MEMBER
9. DR.ZAHIR HASAN (DIRECTOR R&D)	MEMBER
10. MR.VIJAY K GUDIVADA (EXAM BRANCH I/C)	MEMBER
11. MR. MOHAMMED KHALEEL (CSE DEPT)	MEMBER
12. DR.G.S. RAO (HOD IT)	MEMBER

Chairman, IQAC welcomed the members of IQAC to the 2<sup>nd</sup> meeting of AY 2019-20 at 2 P.M.

- 1. Smooth conduction / evaluation of Mid exams, lab exams and external exams.** The Chairman discussed the end semester schedule and instructed the concerned HODs to ensure proper conduct and evaluation of Mid exams, lab exams and external exams as per the schedule.
- 2. Preparation of second semester time tables and workload allocation.** The Chairman further reminded all the concerned HODs to check for the completion of course files. Also they were instructed to monitor the preparation of the second semester time tables and the faculty workload
- 3. Status of NBA works criteria wise for 4 programs and plan for Pre-qualifier submission by December end.** The Coordinator stressed members to ensure proper CO PO and PSO mapping and attainments for all courses. Also to identify the gaps and action to be taken for the low attainments (if any). The Coordinator highlighted the Managements concern to submit the Pre-Qualifier for the 4 programs by the end of December 2019.
- 4. Discussion about the identification and action taken on the slow learners and quick learners.** Discussion was held about the assessment of results of the Semester 1 and Mid 1 in order to identify the slow learners and quick learners. The record of the corrective



actions in terms of remedial classes and assignments for slow learners are to be collected by the respective class coordinators. Also the record of quick learners participation in seminars, presentation and their models in the upcoming annual event i.e.Techo Vision 2020 fest in February 2020.

5. **Review of Seminars, Guest Lectures and Workshops.** The Coordinator took the feedback of the various programs conducted and appreciated the HODs for the conduct of Guest Lectures and Workshops by inviting resource persons from academia / eminent University professors, Industry experts and Entrepreneurs to the campus for the same.
6. **Review of Industrial visits and training.** The Coordinator appreciated the HODs for the conduct of the Industrial visits and training sessions for students of all branches during the semester. The industrial visit coordinators were instructed to collect the feedback and analyze the outcomes of the visits and map the outcomes with POs and PSOs.
7. **Review of Training and placement activities.** The Coordinator reviewed the training and placement activities by increase in conduction of placement drives for all the departments. It was communicated by the Placement officer that various aptitude and subjective tests were conducted to evaluate the short list the students for placements.
8. Any other item with the permission of the chair.

The Chairman, IQAC concluded the meeting with a vote of thanks

**Coordinator - IQAC**

**Chairman - IQAC**



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### CIRCULAR

Date: 13-02-2020

#### **Sub: Convening the meeting of IQAC [3/2019-20] – Reg.**

A meeting of IQAC is to be convened on 17-02-2020 at 02.00 P.M in the IQAC Cell to discuss

The following Agenda.

1. Submission of AQAR on or before 15/03/2020.
2. Submission of SAR for 4 programs.
3. Status of NBA 1-7 criteria program wise.
4. Status of Institutional Criteria 8, 9 and 10 by the Chairman.
5. Preparation of reassessment of NAAC.
6. Conduction of Techno Vision 2020.
7. Status of B.Tech final year Project reviews.
8. Submitting data online for AISHE.

All members of IQAC should make it convenient to attend the meeting without fail

  
Coordinator IQAC

  
Chairman, IQAC



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### Minutes of the IQAC meeting held on 17-02-2020 at 02:00 P.M

1. DR SYED ABDUL SATTAR( PRINCIPAL) -	CHAIRMAN
2. DR. MOHAMMAD SANAULLAH QASEEM (VP-ACAD)	COORDINATOR
3. PROF SYED FARRUKH ANWAR(VP ADMIN)	MEMBER
4. PROF RAZA AHMED KHAN (Coord Diploma)	MEMBER
5. DR SYED MUJAHID HUSSAINI (HOD MECH)	MEMBER
6. MS. SHANILA MEHREEN (HOD ECE)	MEMBER
7. MS. AYESHA FATIMA (HOD EEE)	MEMBER
8. MR.NISAR AHMED (CHIEF ADMIN OFFICER)	MEMBER
9. DR.ZAHIR HASAN (DIRECTOR R&D)	MEMBER
10. MR.VIJAY K GUDIVADA (EXAM BRANCH I/C)	MEMBER
11. MR. MOHAMMED KHALEEL (CSE DEPT)	MEMBER
12. DR.G.S. RAO (HOD IT)	MEMBER
13. MR. MOHD AYAZUDDIN (ALUMNI)	MEMBER

Chairman, IQAC welcomed the members of IQAC to the 3<sup>rd</sup> meeting of AY 2019-20 at 2-00 P.M.

1. **Submission of AQAR.** The chairman discussed the mandatory submission of AQAR as per letter received on 12/02/2020. He instructed the IQAC Coordinator to compile the relevant data for AQAR from April 2019 onwards so as to submit on or before 15/03/2020.
2. **3,4 Submission of SAR for 4 programs and review of Criterion 1-10.** The Chairman reviewed the progress of the SAR preparations and the relevant documentation for program wise criteria 1-7 and institutional criteria 8-10 and suggested the members to motivate the faculty to submit the SAR on time by 29/02/2020.
5. **Preparation of Reassessment of NAAC.** The Coordinator reminded the members about the successful completion of one year of accreditation and the concern for enhancing the existing grade through Reassessment which will be enabled after March and the necessary preparations thereof.
6. **Conduction of Techno Vision 2020.** The Coordinator reviewed the preparations of the Techno Vision 2020 and the lists of models short listed to adhere to the innovative themes of the Techno Fest and reviewed the responsibilities of office bearers.

7. **Status of B.Tech final year Project reviews.** The Coordinator highlighted the need for improvement in the quality of the projects undertaken by the Final year students of all programs and reminded all the HODs to strictly follow the evaluation procedures so as to attain the defined COs and POs.
8. **Submitting data online for AISHE.** The Chairman expressed his concern about submission of the data online on the AISHE portal. Since the option for the change in Affiliating university is not available in the AISHE portal, the uploading will be done as soon as the rectification of the issue is done.
9. Any other item with the permission of the chair.

The Chairman, IQAC concluded the meeting with a vote of thanks

  
**Coordinator - IQAC**

  
**Chairman - IQAC**



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### CIRCULAR

Date: 12-03-2020

#### **Sub: Convening the meeting of IQAC [1/2020-21] – Reg.**

A meeting of IQAC is to be convened on 16-03-2020 at 02.00 P.M in the IQAC Cell to discuss.

#### **Agenda:**

1. Discussion of upcoming pandemic and lockdown situation.
2. Mode of conducting the classes.
3. Discussion of upcoming events in next academic year 2020-2021.

All members of IQAC should make it convenient to attend the meeting without fail

Coordinator IQAC

Chairman, IQAC



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### Minutes of the IQAC meeting held on 16-03-2020 at 02:00 P.M

1. DR SYED ABDUL SATTAR( PRINCIPAL) -	CHAIRMAN
2. DR. MOHAMMAD SANAULLAH QASEEM (VP-ACAD)	COORDINATOR
3. PROF SYED FARRUKH ANWAR(VP ADMIN)	MEMBER
4. PROF RAZA AHMED KHAN (Coord Diploma)	MEMBER
5. DR SYED MUJAHID HUSSAINI (HOD MECH)	MEMBER
6. MS. SHANILA MEHREEN (HOD ECE)	MEMBER
7. MS. AYESHA FATIMA (HOD EEE)	MEMBER
8. MR.NISAR AHMED (CHIEF ADMIN OFFICER)	MEMBER
9. DR.ZAHIR HASAN (DIRECTOR R&D)	MEMBER
10. MR.VIJAY K GUDIVADA (EXAM BRANCH I/C)	MEMBER
11. MR. MOHAMMED KHALEEL (CSE DEPT)	MEMBER
12. DR.G.S. RAO (HOD IT)	MEMBER
13. MR. MOHD AYAZUDDIN (ALUMNI)	MEMBER

Chairman, IQAC welcomed the members of IQAC to the 1<sup>st</sup> meeting of AY 2020-21 at 2-00 P.M.

- 1. Discussion of upcoming pandemic and lockdown situation:** The chairman discussed about the pandemic situation how it is going to be increased and how to manage the situation and what precautions should be taken in college to control the situation.
- 2. Mode of conducting the classes:** The Chairman discussed about how to conduct classes if the pandemic situation increases. The coordinator reviewed about the classes will be taken in online mode if the situation increases. The classes will be conducted in the platform of zoom application or google meet.
- 3. Discussion of upcoming events in next academic year 2020-2021:** The Chairman discussed about upcoming event to be held in the academic year 2020-2021. The events should be taken as responsible by the coordinator of the respective years of the students
- 4. Any other item with the permission of the chair.**

The Chairman, IQAC concluded the meeting with a vote of thanks

  
Coordinator - IQAC

  
Chairman - IQAC



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### CIRCULAR

Date: 24-08-2020

**Sub: Convening the meeting of IQAC [2/2020-21] – Reg.**

A meeting of IQAC is to be convened on 28-08-2020 at 02.00 P.M in online mode using Zoom application. The Zoom link will be shared in the whatsapp group.

### **Agenda:**

1. Commencement of classes from 1<sup>st</sup> Sep 2020.
2. Preparation of time tables for online classes.
3. Mode of commencement of mid exams.

All members of IQAC should make it convenient to attend the meeting without fail

  
Coordinator IQAC

  
Chairman, IQAC





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### Minutes of the IQAC meeting held on 28-08-2020 at 02:00 P.M

1. DR SYED ABDUL SATTAR( PRINCIPAL) -	CHAIRMAN
2. DR. MOHAMMAD SANAULLAH QASEEM (VP-ACAD)	COORDINATOR
3. PROF SYED FARRUKH ANWAR(VP ADMIN)	MEMBER
4. PROF RAZA AHMED KHAN (Coord Diploma)	MEMBER
5. DR SYED MUJAHID HUSSAINI (HOD MECH)	MEMBER
6. MS. SHANILA MEHREEN (HOD ECE)	MEMBER
7. MR. MOHAMMED SADDAM HUSSAIN (HOD EEE)	MEMBER
8. MR.NISAR AHMED (CHIEF ADMIN OFFICER)	MEMBER
9. DR.ZAHIR HASAN (DIRECTOR R&D)	MEMBER
10. MR.VIJAY K GUDIVADA (EXAM BRANCH I/C)	MEMBER
11. MR. MOHAMMED KHALEEL (CSE DEPT)	MEMBER
12. DR.G.S. RAO (HOD IT)	MEMBER
13. MR. MOHD AYAZUDDIN (ALUMNI)	MEMBER

Chairman, IQAC welcomed the members of IQAC to the 2<sup>nd</sup> meeting of AY 2020-21 at 2-00 P.M.

- 1. Commencement of classes from 1<sup>st</sup> Sep 2020:** The chairman discussed about the commencement of classes from sep by using online mode. The platform used for conducting online classes by Zoom application or Google meet.
- 2. Preparation of time tables for online classes:** The Chairman further reminded all the concerned HODs to prepare timetables for online classes. The monitoring of classes should be done by class coordinates.
- 3. Mode of commencement of mid exams:** The Chairman discussed about the process used to conduct the mid exams in online mode. How to prepare the examination paper and how to send it to the students.
- 4. Any other item with the permission of the chair.**

The Chairman, IQAC concluded the meeting with a vote of thanks

  
Coordinator - IQAC

  
Chairman - IQAC