

Counselling Code : MTEC

Estd : 1999

JNTUH College Code : 86



## **MOTHER THERESSA COLLEGE OF ENGINEERING & TECHNOLOGY**

*(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T.U Hyderabad)*

P.P.Colony (Po.), Peddabonkuru (Vill), PEDDAPALLI (Mdl. & Dist.) - 505174, Telangana State.

Website : [www.mtec86.ac.in](http://www.mtec86.ac.in) E-mail: [mtec.86@gmail.com](mailto:mtec.86@gmail.com) Contact : +91 9849472523, +91 9542709545, +91 9989959556.

**MTCET/OFFICE ORDER/AY: 2022-23**

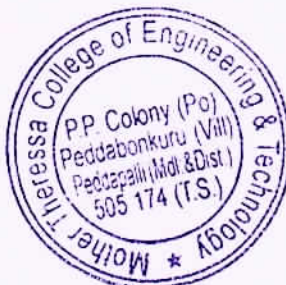
### **OFFICE ORDER**


## **Internal Quality Assurance Cell (IQAC)**

The Internal Quality Assurance Cell (IQAC) Mother Theresa College of Engineering and Technology, Peddapally plays a crucial role in ensuring and enhancing the quality of education and overall institutional performance.

### **Functions of IQAC**

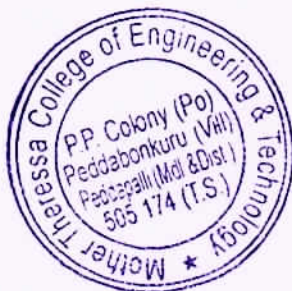
- Monitor the quality & standards of education.(Teaching learning process: Course files, course handouts etc.)
- To develop and apply quality bench marks for various academic and administrative activities of the institution.
- To organize workshops, seminars on quality related themes.
- Documentation of various programmes / activities leading to quality improvement.
- Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on quality parameters.
- Guide Institution in preparing approval and affiliating reports of Regulatory Bodies.



  
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PEDDAPALLI-505 174

## Roles and responsibilities of the Internal Quality Assurance Cell (IQAC)

- The Internal Quality Assurance Cell (IQAC) in an engineering college is responsible for setting and achieving various objectives to ensure and enhance the quality of education and institutional performance. Here are some common objectives for an IQAC in an engineering college:
- **Ensure Academic Excellence:** Promote and maintain high academic standards in engineering education.
- **Accreditation:** Prepare the institution for accreditation by national and international accrediting bodies and ensure its continuous compliance with accreditation standards.
- **Quality Improvement:** Continuously monitor and improve the quality of teaching, learning, and research processes within the institution.
- **Enhance Teaching and Learning:** Facilitate faculty development programs and teaching methodologies that enhance the learning experience for students.
- **Student-Centric Approach:** Ensure the overall development of students by focusing on their academic, personal, and career growth.
- **Assessment and Evaluation:** Develop effective methods for assessment and evaluation to ensure that the institution meets its learning outcomes and program objectives.
- **Research and Innovation:** Promote research and innovation culture among faculty and students, leading to publications, patents, and technology transfer.
- **Industry Interaction:** Foster collaboration with industries, leading to internships, projects, and placement opportunities for students.



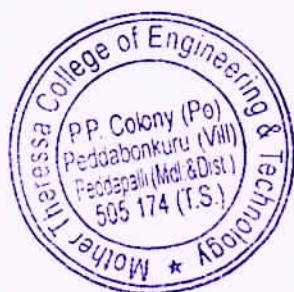
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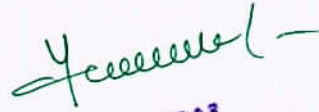
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## Members of the IQAC Committee

### Member's for the Academic Year 2022-23

S.No.	Name	Designation	Position in IQAC
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC
2	A.Navatha	Director	Management Representative
3	Dr.D.Ambica	Dean Academics	Academic Coordinator
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)
5	B. Srinivas	HOD-CSE	Teacher Representative
6	R.Padma	HOD-CSM	Teacher Representative
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative
8	K.Sadanandam	HOD-EEE	Teacher Representative
9	B.Santosh	HOD-ECE	Teacher Representative
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative
12	Dr.T.Narayana	Professor	Teacher Representative
13	Dr.K.Murali Babu	Professor	Teacher Representative
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative
15	Malka Naveen	Satavhana Power Plants	Industrialist
16	V.Sampath Rao	Advocate	Local Society Member
17	A.Shashikanth	AO	Member
18	K.Manoj Kumar	Alumina Representative	Member
19	A.Komaraiah	Parent Representative	Member
20	K.Vinoda	Student Representative	Member



  
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Website : www.mtec86.ac.in E-mail: mtec.86@gmail.com Contact : +91 9849472523, +91 9542709545, +91 9989959556.

Ref No: MTCET/IQAC/2022-23/CIR-01

Date: 03.03.2022

**CIRCULAR**

**TO**

All the Members of IQAC

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 05.03.2022 at 02.00 P.M at Principal's chamber to discuss on the following agenda.

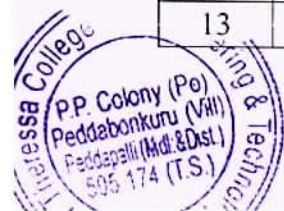
**AGENDA:**

1. To review and confirm previous minutes of meeting.
2. Discussion on certificate courses
3. To Discuss about Electives for Academic year
3. To discuss about Remedial classes.
4. Allotment of criterion wise coordinators and other members to work on NAAC metrics.
6. To discuss about MOUs.
7. To conduct alumni meet.

All members of IQAC are requested to attend the meeting.

S.No.	Name	Designation	Position in IQAC
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC
2	A.Navatha	Director	Management Representative
3	Dr.D.Ambica	Dean Academics	Academic Coordinator
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)
5	B. Srinivas	HOD-CSE	Teacher Representative
6	R.Padma	HOD-CSM	Teacher Representative
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative
8	K.Sadanandam	HOD-EEE	Teacher Representative
9	B.Santosh	HOD-ECE	Teacher Representative
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative
12	Dr.T.Narayana	Professor	Teacher Representative
13	Dr.K.Murali Babu	Professor	Teacher Representative

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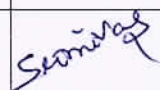
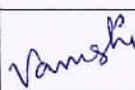
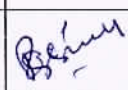


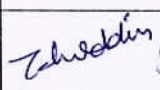
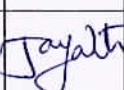
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative
15	Malka Naveen	Satavhana Power Plants	Industrialist
16	V.Sampath Rao	Advocate	Local Society Member
17	A.Shashikanth	AO	Member
18	K.Manoj Kumar	Alumina Representative	Member
19	A.Komaraiah	Parent Representative	Member
20	K.Vinoda	Student Representative	Member

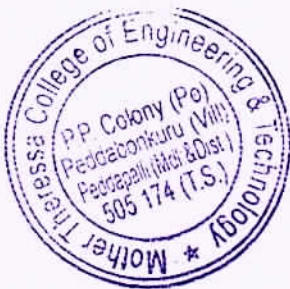
Copy to:


1. Hon'ble Chairman
2. IQAC Coordinator
3. Individual Committee Members
4. All the staff
5. All HoDs

  
CO-ORDINATOR

Coordinator-IQAC  
MOTHER THERESSA  
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DEPARTMENT	MBA	CSE	CSM	CSIT	EEE	ECE	MECH	H&S
HoD'S SIGN								



  
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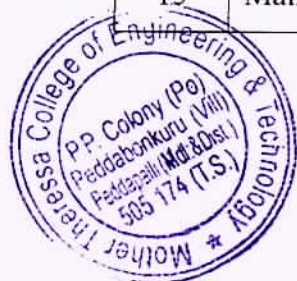
REF No: MTCET/IQAC/2022-23

Date: 06.03.2022

### Attendance Sheet

The IQAC meeting was held on 05.03.2022 at 02.00 P.M at Principal's chamber. Following members were present during the meeting:

S.No.	Name	Designation	Position in IQAC	Signature
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC	
2	A.Navatha	Director	Management Representative	
3	Dr.D.Ambica	Dean Academics	Academic Coordinator	
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)	
5	B. Srinivas	HOD-CSE	Teacher Representative	
6	R.Padma	HOD-CSM	Teacher Representative	
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative	
8	K.Sadanandam	HOD-EEE	Teacher Representative	
9	B.Santosh	HOD-ECE	Teacher Representative	
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative	
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative	
12	Dr.T.Narayana	Professor	Teacher Representative	
13	Dr.K.Murali Babu	Professor	Teacher Representative	
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative	
15	Malka Naveen	Satavhana Power Plants	Industrialist	



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16	V.Sampath Rao	Advocate	Local Society Member	Sampath
17	A.Shashikanth	AO	Member	Shashi
18	K.Manoj Kumar	Alumina Representative	Member	Manoj
19	A.Komaraiah	Parent Representative	Member	Komaraiah
20	K.Vinoda	Student Representative	Member	Vinoda

CO-ORDINATOR

(Dr.E.Upendar)

Coordinator-IQAC  
MOTHER THERESSA  
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PRINCIPAL

( Dr.Yalla.Venkateswarlu)

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REF No: MTCET/IQAC/2022-23/MOM-01

Date: 06.03.2022

### Minutes Of Meeting

The IQAC meeting was held on 05.03.2022 at 02.00 P.M at Principal's chamber.

### **The Following Main Points Were Discussed During The Meeting:**

- The Action Report of previous minutes of meeting were unanimously approved and filed.
- During the meeting, it was instructed the HoDs to take the acceptance of Electives from students for the next Academic Year.
- The committee suggested all the departments to conduct training programs, workshops, seminars and certificate programs.
- During the meeting the committee members and coordinator reviewed about slow learners and asked the corresponding HoD's to take the remedial actions. .

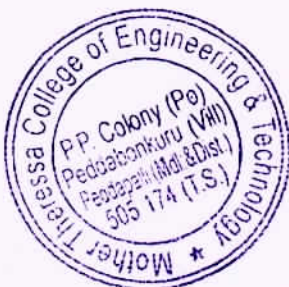
### **Resolutions:**

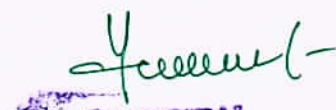
- During the meeting the NAAC coordinator recommended to allot Criteria coordinators for all criteria's in NAAC Accreditation Process.
- During the meeting the committee members and coordinator discussed about Alumini meet.
- During The Meeting Chairperson discussed about MOU's with various MNC'S.

The meeting ended with the vote of thanks proposed by Dr E.Upendar, the IQAC Coordinator

The Minutes are issued with the approval of the Chairperson.

  
CO-ORDINATOR



  
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PEDDAPALLI-505 174

Coordinator-IQAC  
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### INTERNAL QUALITY ASSURANCE CELL

#### Action Taken Report

On the Resolutions of the IQAC meeting held on 05-03-2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No	Decision	Action Taken
1	Conduction of Faculty and Student development Programs.	HoD's are directed to organize various Faculty and student development activities and submit Plan of Action.
2	Choosing Elective Subjects	HoD's are directed to willing elective subjects data from students and confirmed the Elective subjects
3	Remedial Classes	HOD's are directed to conduct Remedial classes for slow learners and displayed the timetables in notice board.
4	NAAC Work	Criteria Coordinators are allotted as per instructions given by Chairperson.
5	Discussion on MOU's with various MNC'S	MOU with MNC like ISDS have to be made.
5	Alumini Meet	HoD's directed to plan for Alumini meet.

IQAC COORDINATOR

*[Signature]*  
Coordinator-IQAC  
MOTHER THERESSA  
College of Engineering & Technology  
PEDDAPALLI-505 174 (T.S.)

PRINCIPAL

*[Signature]*  
PRINCIPAL  
MOTHER THERESSA  
College of Engineering & Technology  
PEDDAPALLI-505 174.



*[Signature]*  
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Ref No: MTEC/IQAC/2022-23/CIR-02

Date: 05.08.2022

**CIRCULAR**

TO,

All the IQAC members

All the IQAC members are hereby informed that meeting of IQAC is scheduled on 08.08.2022 at 2.00 P.M at Principal Chamber to discuss on the following agenda points:

**AGENDA:**

1. To review and confirm the previous minutes of meeting.
2. To discuss about Teaching and learning process for the creation of learner centric environment.
3. To Discuss about Student Mentoring.
4. To discuss about Feedback mechanism
5. To discuss about Tutorial & Remedial classes
6. Planning for Organizing Workshops ,Seminars and FDP's for the Academic year 2023-24
7. Planning for Certification Courses and internships
8. About the website updating for information to stakeholders.

All members of IQAC are requested to attend the meeting.

All members of IQAC are requested to attend the meeting.

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1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC
2	A.Navatha	Director	Management Representative
3	Dr.D.Ambica	Dean Academics	Academic Coordinator
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)
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6	R.Padma	HOD-CSM	Teacher Representative
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative
8	K.Sadanandam	HOD-EEE	Teacher Representative



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9	B.Santosh	HOD-ECE	Teacher Representative
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative
12	Dr.T.Narayana	Professor	Teacher Representative
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16	V.Sampath Rao	Advocate	Local Society Member
17	A.Shashikanth	AO	Member
18	K.Manoj Kumar	Alumina Representative	Member
19	A.Komaraiah	Parent Representative	Member
20	K.Vinoda	Student Representative	Member

CO-ORDINATOR

**Copy to:**

1. Hon'ble Chairman
2. IQAC Coordinator
3. Individual Committee Members
4. All the staff
5. All HODs

**Coordinator-IQAC**  
**MOTHER THERESSA**  
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 PEDDAPALLI-505 174 (T.S.)

DEPARTMENT	MBA	CSE	CSM	CSIT	EEE	ECE	MECH	H&S
HOD'S SIGN								



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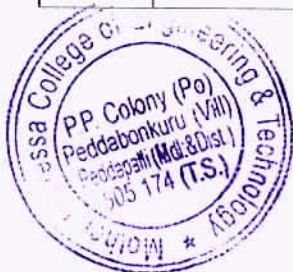
REF No: MTEC/IQAC/2022-23

Date: 10-08-2022

Attendance Sheet

The IQAC Meeting was held on 08.08.2022 at 02.00 P.M at Principal chamber .Following members were present during the meeting:

S.No.	Name	Designation	Position in IQAC	Signature
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC	<i>Y Venkateswarlu</i>
2	A.Navatha	Director	Management Representative	<i>A Navatha</i>
3	Dr.D.Ambica	Dean Academics	Academic Coordinator	<i>Ambica</i>
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)	<i>E Upendar</i>
5	B. Srinivas	HOD-CSE	Teacher Representative	<i>Srinivas</i>
6	R.Padma	HOD-CSM	Teacher Representative	<i>Padma</i>
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative	<i>Vamshi</i>
8	K.Sadanandam	HOD-EEE	Teacher Representative	<i>Sadanandam</i>
9	B.Santosh	HOD-ECE	Teacher Representative	<i>Santosh</i>
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative	<i>Zaheeruddin</i>
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative	<i>Jayanth</i>
12	Dr.T.Narayana	Professor	Teacher Representative	<i>Narayana</i>
13	Dr.K.Murali Babu	Professor	Teacher Representative	<i>Murali Babu</i>
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative	<i>Veera Muthu Pandian</i>



*Y Venkateswarlu*  
**PRINCIPAL**  
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 PEDDAPALLI-505 174

15	Malka Naveen	Satavhana Power Plants	Industrialist	<i>Naveen</i>
16	V.Sampath Rao	Advocate	Local Society Member	<i>Sampath</i>
17	A.Shashikanth	AO	Member	<i>Shashant</i>
18	K.Manoj Kumar	Alumina Representative	Member	<i>Manoj</i>
19	A.Komaraiah	Parent Representative	Member	<i>Komaraiah</i>
20	K.Vinoda	Student Representative	Member	<i>Vinoda</i>

CO-ORDINATOR

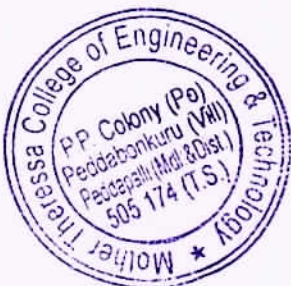
(Dr.E.Upendar)

*Upendar*  
**Coordinator-IQAC**  
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PRINCIPAL

( Dr.Yalla .Venkateswarlu)

*Yalla Venkateswarlu*  
**PRINCIPAL**  
**MOTHER THERESSA**  
 College of Engineering & Technology  
 PEDDAPALLI-505 174



*Yalla Venkateswarlu*  
**PRINCIPAL**  
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REF No: MTEC/IQAC/2022-23/MOM-02

Date: 10-08-2022

Minutes of Meeting

The IQAC Meeting was held on 08.08.2022 at 02.00 P.M at Principal chamber

**The Following Main Points Were Discussed During The Meeting:**

- The previous minutes of meeting were unanimously approved and filed with Action Taken Report.
- During the meeting, the chairperson & coordinator instructed that Class work for A.Y 2022-23 will be going to start Teaching and learning met HoDologies should follow as per OBE guidelines.
- During the meeting the coordinator discussed about student mentoring system and recommended HOD's to allot a mentor for 20 students for student improvement in various academic activities.

**Resolutions:**

- During the meeting the coordinator informed about feedback mechanism in detail.
- During the meeting the coordinator discussed about tutorial and remedial classes in detail to reach quality benchmarks.
- During the meeting the Committee Suggested to conduct Workshops ,Seminars and FDP's for quality improvement
- The Placement Officer Mr.K Venkateshwarlu has informed to all HoD's about Certification courses and Internships.
- During the meeting chairperson instructed to update the website.

The meeting ended with the vote of thanks proposed by Dr.E.Upendar, the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.



CO-ORDINATOR

Coordinator-IQAC  
MOTHER THERESSA  
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College of Engineering & Technology  
PEDDAPALLI-505 174

Counselling Code : MTEC

Estd : 1999

JNTUH College Code : 86



## MOTHER THERESSA COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T.U Hyderabad)

P.P.Colony (Po.), Peddabonkuru (Vill), PEDDAPALLI (Mdl. & Dist.) - 505174, Telangana State.

Website : www.mtec86.ac.in E-mail: mtec.86@gmail.com Contact : +91 9849472523, +91 9542709545, +91 9989959556.

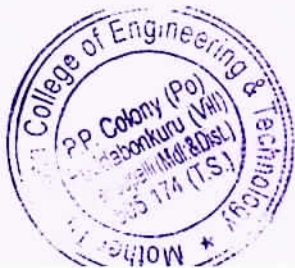
### INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report

On the Resolutions of the IQAC meeting held on 08-08-2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.NO	Decision	Action Taken
2.	Guidelines for Class work for A.Y 2022-23 1-sem	All HoD's Instructed to their Faculty members to get ready with Lesson plans,CO's , and learning Notes material for the allotted subjects.
3.	Teaching and Learning MetHoDologies for A.Y-2022-23	Course files Summary for A.Y 2022-23 are Verified and the concerned coordinators are directed for improvement in Teaching and Learning MetHoDologies.
4	Student Mentoring System	HoD's allotted mentors for all students as per norms.
5	Feedback Mechanism	HoD's are instructed to submit plan of action for A.Y-2022-23 based on previous feedback analysis.
6	Tutorial/Remedial Classes	HoD's are directed to conduct Tutorial/remedial classes and displayed the timetables in notice board.
7	Conduction of Faculty and Student development Programs in 2022-23	HoD's are directed to organize various Faculty and student development activities and submit Department Academic Calendar with activities to be planned
8	Certification Courses and Internships	TPO Officer informed to all HoD's to create awareness and encourage students to complete Certification Courses and in tern ships for better Placements.
9	Website Updating	System Administrator recommended to update website regularly.



*Y. Suresh Chandra*  
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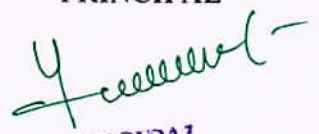
This report is to be presented in the next IQAC meeting for its approval and feedback.



**IQAC COORDINATOR**

**Coordinator-IQAC**  
**MOTHER THERESSA**  
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**PRINCIPAL**



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Ref No: MTEC/IQAC/2022-23/CIR-03

Date: 08.02.2023

### CIRCULAR

TO,

All The Members of IQAC.

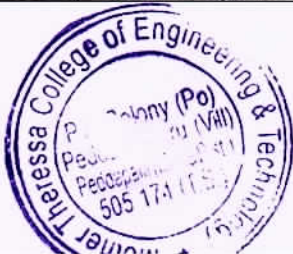
All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 10.02.2023 at 2.00 P.M at principal chamber to discuss on the following agenda points:

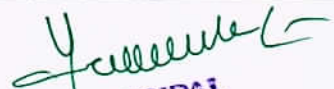
#### AGENDA:

1. To review the previous minutes of meeting
2. To discuss on Research & Development activities.
3. To Feed back Mechanism
4. Tutorial/Remedial Classes
5. Conduction of Faculty and Student development Programs in 2022-23

All members of IQAC are requested to attend the meeting.

S.No.	Name	Designation	Position in IQAC
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC
2	A.Navatha	Director	Management Representative
3	Dr.D.Ambica	Dean Academics	Academic Coordinator
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)
5	B. Srinivas	HOD-CSE	Teacher Representative
6	R.Padma	HOD-CSM	Teacher Representative
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative
8	K.Sadanandam	HOD-EEE	Teacher Representative
9	B.Santosh	HOD-ECE	Teacher Representative
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative
12	Dr.T.Narayana	Professor	Teacher Representative



  
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13	Dr.K.Murali Babu	Professor	Teacher Representative
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative
15	Malka Naveen	Satavhana Power Plants	Industrialist
16	V.Sampath Rao	Advocate	Local Society Member
17	A.Shashikanth	AO	Member
18	K.Manoj Kumar	Alumina Representative	Member
19	A.Komaraiah	Parent Representative	Member
20	K.Vinoda	Student Representative	Member








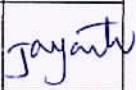


**CO-ORDINATOR**

Coordinator-IQAC  
MOTHER THERESSA  
College of Engineering & Technology  
PEDDAPALLI-505 174 (T.S.)

**Copy to:**

1. Hon'ble Chairman
2. IQAC Coordinator
3. Individual Committee Members
4. All the staff
5. All HoDs

DEPARTMENT	MBA	CSE	CSM	CSIT	EEE	ECE	MECH	H&S
HoD'S SIGN								



  
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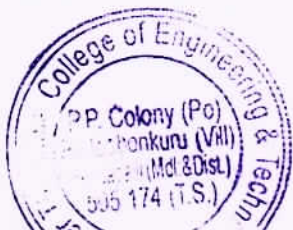
REF No: MTEC/IQAC/2022-23

Date: 13.02.2023

Attendance Sheet

The IQAC Meeting was held on 10.02.2023 at 2.00 P.M at Principal Chamber the following members were present during the meeting:

S.No.	Name	Designation	Position in IQAC	Signature
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC	<i>Y Venkateswarlu</i>
2	A.Navatha	Director	Management Representative	<i>A Navatha</i>
3	Dr.D.Ambica	Dean Academics	Academic Coordinator	<i>Ambica</i>
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)	<i>Upendar</i>
5	B. Srinivas	HOD-CSE	Teacher Representative	<i>Srinivas</i>
6	R.Padma	HOD-CSM	Teacher Representative	<i>Padma</i>
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative	<i>Vamshi Raj</i>
8	K.Sadanandam	HOD-EEE	Teacher Representative	<i>Sadanandam</i>
9	B.Santosh	HOD-ECE	Teacher Representative	<i>Santosh</i>
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative	<i>Zaheeruddin</i>
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative	<i>Jayanth Reddy</i>
12	Dr.T.Narayana	Professor	Teacher Representative	<i>T Narayana</i>
13	Dr.K.Murali Babu	Professor	Teacher Representative	<i>Murali Babu</i>
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative	<i>Veera Muthu Pandian</i>
15	Malka Naveen	Satavhana Power Plants	Industrialist	<i>Naveen</i>
16	V.Sampath Rao	Advocate	Local Society Member	<i>Sampath Rao</i>
17	A.Shashikanth	AO	Member	<i>Shashikanth</i>
18	K.Manoj Kumar	Alumina Representative	Member	<i>Manoj Kumar</i>
19	A.Komaraiah	Parent Representative	Member	<i>Komaraiah</i>
20	K.Vinoda	Student Representative	Member	<i>Vinoda</i>



*Y Venkateswarlu*  
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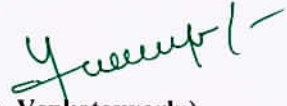
CO-ORDINATOR



(Dr.E.Upendar)

**Coordinator-IQAC**  
**MOTHER THERESSA**  
College of Engineering & Technology  
PEDDAPALLI-505 174 (T.S.)

PRINCIPAL



( Dr.Yalla .Venkateswarlu)

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REF No: MTEC/IQAC/2022-23/MOM-03

Date:13.02.2023

### Minutes of Meeting

The IQAC Meeting was held on 10.02.2023 at 2.00 P.M at Principal Chamber the following members were present during the meeting:

#### **The Following Main Points Were Discussed During The Meeting:**

- The Action Report of previous minutes of meeting were unanimously approved and filed.
- The Chairperson suggested all the HoD's to plan for development of labs & clarify the doubts of the students

#### **Resolutions:**

- The committee suggested attending and conducting online /Offline workshops and FDP's.
- The meeting ended with the vote of thanks proposed by DR.E.Upendar, the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.

CO-ORDINATOR

*[Signature]*  
Coordinator-IQAC  
MOTHER THERESSA  
College of Engineering & Technology  
PEDDAPALLI-505 174 (T.S.)



*[Signature]*  
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**INTERNAL QUALITY ASSURANCE CELL**

**Action Taken Report**

On the Resolutions of the IQAC meeting held on 10-02-2023

To implement the decisions of the above mentioned meeting of the IQAC, the following actions

Were taken

S.No	Decision	Action Taken
1.	Feed back Mechanism	HoD 's are instructed to submit plan of action for A.Y-2022-23 based on previous feedback analysis.
2.	Tutorial/Remedial Classes	HoD's are directed to conduct Tutorial/remedial classes and displayed the timetables in notice board.
3.	Conduction of Faculty and Student development Programs in 2022-23	HoD's are directed to organize various Faculty and student development activities and submit Department Academic Calendar with activities to be planned

IQAC COORDINATOR

*[Signature]*  
Coordinator-IQAC  
MOTHER THERESSA  
College of Engineering & Technology  
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PRINCIPAL

*[Signature]*  
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Ref No: MTEC/IQAC/2022-23/CIR-04

Date: 14.06.2023

### CIRCULAR

TO,

All The Members of IQAC.

All the IQAC members are hereby informed that the meeting of IQAC is scheduled on 17.06.2023 at 2.00 P.M at principal chamber to discuss on the following agenda points:

#### AGENDA:

1. To review and confirm the previous minutes of meeting.
2. To discuss about NBA Accrediation Work.
3. To discuss about internships and certification courses.
4. To discuss about Remedial classes for slow learners.
5. To review about Academic Audit.
6. About the website updating for information to stakeholders.

All members of IQAC are requested to attend the meeting.

S.No.	Name	Designation	Position in IQAC
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC
2	A.Navatha	Director	Management Representative
3	Dr.D.Ambica	Dean Academics	Academic Coordinator
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)
5	B. Srinivas	HOD-CSE	Teacher Representative
6	R.Padma	HOD-CSM	Teacher Representative
7	Ch.Vamshi Raj	HOD-CSIT	Teacher Representative
8	K.Sadanandam	HOD-EEE	Teacher Representative



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9	B.Santosh	HOD-ECE	Teacher Representative
10	Md.Zaheeruddin	HOD-MECH	Teacher Representative
11	A.Jayanth Reddy	HOD-BSH	Teacher Representative
12	Dr.T.Narayana	Professor	Teacher Representative
13	Dr.K.Murali Babu	Professor	Teacher Representative
14	Dr.Veera Muthu Pandian	Professor	Teacher Representative
15	Malka Naveen	Satavhana Power Plants	Industrialist
16	V.Sampath Rao	Advocate	Local Society Member
17	A.Shashikanth	AO	Member
18	K.Manoj Kumar	Alumina Representative	Member
19	A.Komaraiah	Parent Representative	Member
20	K.Vinoda	Student Representative	Member

CO-ORDINATOR

Coordinator-IQAC  
MOTHER THERESSA  
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Copy to:

5. Hon'ble Chairman
6. IQAC Coordinator
7. Individual Committee Members
8. All the staff
5. All HODs

DEPARTMENT	MBA	CSE	CSM	CSIT	EEE	ECE	MECH	H&S
HoD'S SIGN								



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REF No: MTEC/IQAC/2022-23

Date:20.06.2023

Attendance Sheet

The IQAC Meeting was held on 17.06.2023 at 2.00 P.M at Principal Chamber the following members were present during the meeting:

S.No.	Name	Designation	Position in IQAC	Signature
1	Dr.Y.Venkateswarlu	Principal	Chairman, IQAC	
2	A.Navatha	Director	Management Representative	
3	Dr.D.Ambica	Dean Academics	Academic Coordinator	
4	DR.E.Upendar	HOD-MBA	Member Secretary (Coordinator)	
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13	Dr.K.Murali Babu	Professor	Teacher	



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			Representative	
14	Dr. Veera Muthu Pandian	Professor	Teacher Representative	Veera muthu
15	Malka Naveen	Satavhana Power Plants	Industrialist	Naveen
16	V.Sampath Rao	Advocate	Local Society Member	Sampath
17	A.Shashikanth	AO	Member	Shashin
18	K.Manoj Kumar	Alumina Representative	Member	Manoj
19	A.Komaraiah	Parent Representative	Member	Komaraiah
20	K.Vinoda	Student Representative	Member	Vinoda



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REF No: MTEC/IQAC/2022-23/MOM-03

Date:20.06.2023

**Minutes of Meeting**

The IQAC Meeting was held on 17.06.2023 at 2.00 P.M at Principal Chamber .

**The Following Main Points Were Discussed During The Meeting:**

- The previous minutes of meeting were unanimously approved and filed.
- During the meeting the committee members reviewed about NBA Accreditation process.
- The Placement Officer Mr.K.Venkateswarlu has informed to all HoD's about Certification courses and Internships

**Resolutions:**

- During the meeting chairperson instructed to all the HoD's to schedule the Remedial classes for the failed students in the odd semester.
- During the meeting chairperson instructed to all the HoD's about Academic Audit For A.Y-2022-23
- During the meeting chairperson instructed to update the website.

The meeting ended with the vote of thanks proposed by DR.E.Upendar, the IQAC Coordinator.

The Minutes are issued with the approval of the Chairperson.



CO-ORDINATOR

Coordinator-IQA  
MOTHER THERESSA  
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### INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report

On the Resolutions of the IQAC meeting held on 17-06-2023

To implement the decisions of the above mentioned meeting of the IQAC, the following actions

Were taken

S.NO	Decision	Action Taken
1	NBA Accrediation Process	Criteria coordinators alloted and criteria metrics to be completed effectively.
2	Certification Courses and Internships	TPO Officer recommended to all HoD's to create awareness among students to complete Certification Courses and internships for better Placements.
3	Remedial Classes	HoD's are directed to conduct Remedial classes for Slow learners for improvement in their Academic Performance and displayed the timetables in notice board.
4	Academic Audit	HoD's are directed to prepare data up to date for A.Y.2022-23 for Academic Audit



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5	Website Updation	System Administrator recommended to update website regularly.
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IQAC COORDINATOR



**Coordinator-IQAC**  
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PRINCIPAL



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