

Estd. 2008

MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE

(AUTONOMOUS)

(Accredited by "NBA" for CSE & ECE Programmes and NACC A+ Grade)

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

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College Code : KE

Eamcet & ICET Code : MLEW



Ref:

Ref: MLEW/IQAC/2025-26/ MoM/1

Date: 18-08-2025.....

Minutes of Meeting of the Internal Quality Assurance Cell (IQAC)

(A.Y. 2025-2026)

Date: 18-08-2025, Time: 2.00 PM to 4.00 PM, Venue: Board Room.

Agenda for IQAC Meeting – Academic Year 2025–2026

- 1. Confirmation of Minutes of the Previous Meeting**
Review and confirmation of the minutes of the previous IQAC meeting to ensure accuracy, completeness, and approval.
- 2. Agenda Review and Approval**
Brief overview of the proposed agenda items to ensure comprehensive coverage of all planned topics and to incorporate any necessary modifications.
- 3. Admissions, Results, and Academic Performance Review**
Discussion on admission procedures, enrollment targets, student results, and overall academic performance, including analysis of assessment outcomes, performance trends, challenges, and improvement strategies.
- 4. Placements, Internships, and Training Activities**
Review of initiatives and outcomes related to student placements, internships, skill development programs, and training activities, including industry collaborations and partnerships.
- 5. Research and Development Activities**
Review of ongoing and proposed research projects, faculty and student research initiatives, funding opportunities, publications, patents, and collaborative research efforts.
- 6. Memoranda of Understanding (MoUs)**
Review of existing MoUs and consideration of new MoUs with academic institutions, industries, research organizations, and other stakeholders for collaborative activities.
- 7. Stakeholder Feedback Analysis and Action Plan**
Review and analysis of feedback received from stakeholders including students, faculty, staff, parents, alumni, and employers, along with discussion on corrective actions and quality enhancement measures.

8. Infrastructure Development and Facilities Management

Updates on infrastructure development, maintenance, modernization, ICT facilities, laboratory upgrades, library resources, and campus expansion initiatives.

9. Student Mentoring and Support Systems

Review of student mentoring programs, counseling services, academic advising, career guidance initiatives, and measures for holistic student development.

10. Accreditation and Quality Assurance Initiatives

Updates on NIRF/NAAC/NBA accreditation status, preparedness, compliance with quality benchmarks, AQAR activities, and continuous quality improvement strategies.


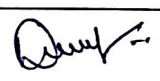
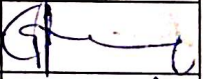
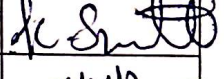
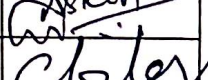
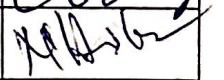

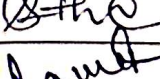
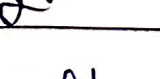
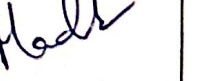
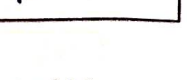
11. NSS & NCC Extension Activities

12. Student Associations & Club Activities

13. Any Other Item with the Permission of the Chair

Discussion on additional matters relevant to institutional quality enhancement.

Members Present

S.No.	Name	Designation	Composition	Role of Member	Signature
1.	Dr. J. Appa Rao	Principal	Head of the Institution	Chairman	
2.	Dr. D. Vijaya Saradhi	HOD,ECE Dept.	Faculty Representatives	Member	
3.	Dr. G. Ramaswamy	HOD,CSE Dept.		Member	
4.	Dr. K. Suneetha	HOD, IT Dept.		Member	
5.	Dr. A.S.K. Chaitanya	HOD,S&H Dept.		Member	
6.	Dr. N. CharlesJayaRao	HOD, AI&DS		Member	
7.	Prof. N. HariKrishna	HOD,CSE(DS)		Member	
8.	Dr. D. Ravi Kiran	HOD,CSE(AI&ML)		Member	
9.	Dr. K. Swetha	Director Placements		Member	
10.	Mr. K. Ramesh Babu	Controller of Examination		Member	
11.	Mrs. M. Madhurima	Controller of Finance, MLEW		Management Representative	Member
12.	Dr. K.Venkateswara Rao	Professor, Director	Senior Administrative	Member	

13.	Mr. J. Kishore Babu	Professor, Dean Academics	Faculty	Member	J. Kishore Babu
14.	Dr. P. Ramesh Babu	Professor, Dean Admissions		Member	P. Ramesh Babu
15.	Dr. K. Gouthami	Professor, Dean R&D		Member	K. Gouthami
16.	Mrs. M. Prathyusha	Assistant Professor	Female faculty Representative	Member	M. Prathyusha
17.	Mr. K. Srinivasa Rao	Private Employer	Nominee from Local Society	Member	K. Srinivasa Rao
18.	Mrs. Thirupathamma	Secretary, Alumni Association	Nominee from Alumni	Member	Thirupathamma
19.	Mr. Santhosh Chaluvadi	CEO, Supraja Technologies, Pvt. Ltd., Vijayawada	Nominee from Employers	Member	Ch. Santhosh
20.	Mr. Parvathaneni Madhusudhan	Director & CEO Madblocks Technology Pvt. Ltd., Vijayawada	Nominee from Industry	Member	P. Madhusudhan
21.	Dr. Sakhamuri Suryanarayana	Professor, Dept of ECE Siddhartha Academy of Higher Education Vijayawada	Nominee from outside the college	Member	Dr. Sakhamuri Suryanarayana
22.	Dr. K. Giri Babu	Professor, Dean Academics Vasireddy Venkatadri Institute of Technology Guntur	Nominee from outside the college	Member	K. Giri Babu
23.	Garine Bhanu Sri Suvani	Student	Student Representative	Member	G. Bhanu Sri Suvani
24.	P Lakshmi Pravallika	Student	Student Representative	Member	P. Lakshmi Pravallika
25.	V Pallavi	Student	Student Representative	Member	V. Pallavi
26.	Dr. Chiluka Ramesh	Professor, ECE	Coordinator of IQAC	Member Secretary	Dr. Chiluka Ramesh

Agenda Points Discussed and Resolutions

Agenda Item 1: Confirmation of Minutes of the Previous Meeting

The minutes of the previous IQAC meeting were presented by the IQAC Coordinator. Members reviewed the minutes for accuracy and completeness.

Resolution:

The minutes of the previous IQAC meeting were unanimously **approved and confirmed**.

Agenda Item 2: Agenda Review and Approval

The proposed agenda for the current meeting was presented. Members suggested minor sequencing improvements to enhance clarity and focus.

Resolution:

The agenda was **approved with minor modifications** and adopted for discussion.

Agenda Item 3: Admissions, Results, and Academic Performance Review

A detailed discussion was held on academic results for the year 2024–25, focusing on overall pass percentage and subject-wise performance across all departments. The committee noted the institute's consistent academics.

Notable achievements were reviewed in the following areas:

- Institution-wide academic performance
- Faculty achievements
- Student achievements
- Placement statistics
- Research and Development milestones
- Co-curricular and Extra-curricular activities

The committee reviewed:

- Admission procedures and enrolment targets for UG and PG programs
- Student results and pass percentages
- Course-wise academic performance analysis
- Identification of slow learners and advanced learners

Key challenges such as performance gaps in certain courses and absenteeism were discussed. Improvement strategies including remedial classes, bridge courses, and mentoring were suggested.

Resolutions / Action Points:

- Strengthen remedial teaching and tutorial sessions
- Implement result analysis at department level every semester
- Enhance academic monitoring through mentoring records

Responsibility: HODs

Timeline: Ongoing (Each Semester)

Agenda Item 4: Placements, Internships, and Training Activities

The Training and Placement Cell presented updates on:

- Placement statistics and trends
- Internship opportunities and participation
- Skill development and employability training programs
- Industry interactions and certifications

Resolutions / Action Points:

- Increase industry-driven training programs
- Encourage mandatory internships for all students
- Strengthen industry partnerships for placements

Responsibility: TPO / Department Placement Coordinators

Timeline: Throughout the Academic Year

Agenda Item 5: Research and Development Activities

The committee reviewed:

- Ongoing research projects and proposals
- Publications, patents, and consultancy activities
- Research funding opportunities and collaborations

The importance of improving research culture among faculty and students was emphasized.

Resolutions / Action Points:

- Encourage faculty to apply for funded research projects
- Promote student research and innovation activities
- Organize workshops on research methodology and IPR

Responsibility: R&D Cell / IQAC

Timeline: AY 2025–26

Agenda Item 6: Memoranda of Understanding (MoUs)

MoUs can be signed with academic institutions, research organizations, and industries to support curriculum development, internships, training, and placements. The institution has

already signed MoUs with several reputed companies and industries. However, monitoring and strengthening outcomes of existing MoUs was emphasized

Existing MoUs were reviewed for effectiveness. Proposals for new MoUs with industries, academic institutions, and research organizations were discussed.

Resolution:

- All Heads of Departments were instructed to establish effective communication mechanisms with MoU partners, define collaboration activities clearly, and monitor outcomes regularly. Provisions for renewal or extension of MoUs will be incorporated to ensure continuity and sustained collaboration.
- Renew active MoUs and discontinue inactive ones
- Initiate new MoUs focusing on internships, research, and training

Timeline: Within AY 2025–26

Agenda Item 7: Stakeholder Feedback Analysis and Action Plan

Feedback collected from students, faculty, alumni, parents, and employers was analyzed. Key observations and improvement areas were discussed.

Resolutions / Action Points:

- Implement feedback-based corrective actions
- Communicate improvements to stakeholders
- Conduct feedback analysis at regular intervals

Responsibility: Feedback Committee

Timeline: Each Semester

Agenda Item 8: Infrastructure Development and Facilities Management

The committee reviewed updates related to:

- Classrooms, laboratories, and ICT facilities
- Library resources and digital access
- Campus maintenance and expansion plans

Resolution:

- Upgrade laboratories and ICT infrastructure

- Enhance digital learning resources
- Ensure timely maintenance of facilities

Responsibility: Administration / IQAC

Timeline: As per approved schedule

Agenda Item 9: Student Mentoring and Support Systems

The mentoring process at Malineni Lakshmaiah Women's Engineering College involves pairing experienced faculty members with students to provide academic guidance, personal support, and career advice. Mentors assist students in addressing academic challenges and setting goals for holistic development.

The mentoring system, counseling services, and student support initiatives were reviewed. The role of mentors in academic and personal guidance was emphasized.

Resolutions / Action Points:

- It was resolved that all faculty members shall actively participate in the mentoring process. Each mentor is allotted **20 students**. Mentors are responsible for academic monitoring, career counseling, remedial coaching, motivation, and parent interaction whenever required.
- Strengthen mentor–mentee interactions
- Maintain mentoring records systematically
- Provide career guidance and emotional support

Responsibility: Mentors / Student Welfare Committee

Timeline: Ongoing

Agenda Item 10: Accreditation and Quality Assurance Initiatives

NAAC and NBA accreditation were discussed as essential for improving quality, recognition, employability, funding opportunities, research, institutional identity, accountability, and rankings. The Chairperson emphasized the timely completion of the **AQAR for the previous academic year**.

Updates on NAAC/NBA compliance, AQAR preparation, and quality benchmarks were discussed. Departments were advised to maintain documentation and evidence.

The Principal highlighted challenges in achieving NIRF ranking and discussed institutional efforts to overcome them.

Departments were advised to improve data quality, research output, innovation, and stakeholder perception parameters to strengthen future NIRF submissions.

Resolutions / Action Points:

- Criteria Coordinators were instructed to complete AQAR documentation and review work at the earliest. Periodic AQAR review meetings were planned to ensure timely submission and compliance.
- Ensure timely submission of AQAR
- Strengthen documentation for accreditation
- Conduct internal academic and administrative audits

Timeline: AY 2025–26

Agenda Item 11: NSS & NCC Extension Activities

NSS and NCC units organize various outreach and community service programs. Students and faculty actively participate in extension activities.

NSS and NCC activities are conducted regularly to promote social responsibility, leadership, and civic engagement among students. Participation records are maintained by the respective coordinators.

Agenda 12: Student Associations & Club Activities

The Chairperson discussed strengthening student associations and clubs to enhance participation in technical, cultural, and professional activities.

Student associations and clubs were encouraged to organize technical events, competitions, and co-curricular activities to promote leadership, teamwork, and innovation.

Agenda 13: Cultural and Wellness Activities

Students are encouraged to participate in cultural events conducted during annual day celebrations and club activities. Professional choreographers are engaged to train students.

Various cultural clubs organize events throughout the year. Students are encouraged to actively participate in cultural programs and wellness activities such as yoga to support holistic development.

Agenda Item 14: Any Other Item with the Permission of the Chair

No additional items were proposed.

Conclusion

The Chairperson appreciated the active participation of all members and emphasized the importance of continuous quality improvement. The meeting concluded with a vote of thanks to the Chair.

S. No.	Agenda Item	Decision / Resolution	Action Taken	Responsibility	Timeline	Status
1	Confirmation of previous minutes	Minutes to be approved and circulated	Approved minutes circulated to members and archived	IQAC Coordinator	Immediate	Completed
2	Agenda review and approval	Agenda approved with minor modifications	Revised agenda finalized and adopted	IQAC	Immediate	Completed
3	Admissions, results & academic performance	Strengthen result analysis and remedial measures	Department-wise result analysis done; remedial classes and mentoring initiated	HODs / Academic Coordinators	Each Semester	In Progress
4	Placements, internships & training	Enhance employability and industry exposure	Skill training programs initiated; internships encouraged; placement drives planned	TPO / Placement Cell	AY 2025-26	In Progress
5	Research & development activities	Promote research culture and funded projects	Faculty motivated for proposals; workshops on research & IPR planned	R&D Cell / IQAC	AY 2025-26	In Progress
6	MoUs	Review existing MoUs and initiate new ones	Existing MoUs reviewed; discussions initiated for new MoUs	HODs/IQAC	AY 2025-26	In Progress
7	Stakeholder feedback	Analyze feedback and implement improvements	Feedback collected, analyzed, and corrective actions communicated	IQAC / Feedback Committee	Each Semester	Completed

S. No.	Agenda Item	Decision / Resolution	Action Taken	Responsibility	Timeline	Status
8	Infrastructure & facilities	Upgrade infrastructure and ICT facilities	Lab upgradation planned; ICT facilities reviewed; library resources enhanced	Administration / IQAC	AY 2025-26	In Progress
9	Student mentoring & support	Strengthen mentoring and counseling	Mentor-mentee allocation done; mentoring sessions conducted	Mentors	Continuous	Ongoing
10	Accreditation & quality assurance	Ensure NAAC/NBA compliance/ NIRF	AQAR preparation initiated; departments instructed to maintain documentation	IQAC / Departments	AY 2025-26	In Progress

Dr. Ch.Ramesh, IQAC Coordinator, proposed the vote of thanks. The IQAC Coordinator expressed sincere gratitude to all the IQAC members for their active participation and valuable contributions during the deliberations. The Coordinator also requested the members to continue providing guidance to the IQAC and to actively participate in all future quality enhancement initiatives and endeavours of the Institution. The next IQAC meeting is unanimously proposed in the month of March 2026.


IQAC Coordinator

Dr. Ch. Ramesh
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
BILLADIGUNTA, GUNTUR-522017.
CC:

1. All committee members
2. Office


Chairman, IQAC & Principal

Dr. J. Appa Rao
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
BILLADIGUNTA, GUNTUR-17



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Ref no.: MLEW/2025-26 /IQAC

Date: 11-08-2025

CIRCULAR

It is hereby informed that a meeting of the IQAC will be convened today, 18th August, 2025, at 2.00 PM in Board Room.

All IQAC members are requested to make it convenient to attend the meeting. The agenda for the meeting is as follows:

Agenda

- 1. Confirmation of Minutes of the Previous Meeting**
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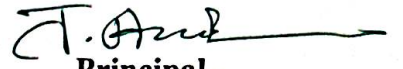
13. Any Other Item with the Permission of the Chair

Discussion on additional matters relevant to institutional quality enhancement.



IQAC Coordinator
IQAC

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-522017.



Principal
PRINCIPAL

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

Copy to:

1. Principal, MLWEC
2. Committee members