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NARSIMHA REDDY
ENGINEERING COLLEGE
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NRCM/IQAC/AY 2025-26/10

Date: **25.04.2026**

To
The Chairman
IQAC, Narsimha Reddy Engineering College,
Secunderabad.

Respected Sir,

Sub: Permission to conduct IQAC Meeting on 02.05.2026 in NRCM-reg

With reference to the subject cited above, an IQAC Meeting is proposed to be held on 02.05.2026 (Saturday) at 03:00 PM to deliberate on the following agenda items. In this regard, permission is kindly requested to conduct the meeting and discuss the agenda as proposed.

Agenda:

1. Approval of previous minutes of Meeting held on 06.02.2026 (Saturday), AY 2025-2026 and action taken.
2. Evaluation of teaching–learning processes and end feedback analysis.
3. Review of research, innovation, publications, and patents.
4. Review of student support services and mentoring effectiveness.
5. Review of internal academic audits of various departments.
6. Preparation for external academic audit to be held on 08.05.2026.
7. Other matter with the permission of the Chair.

Thanking you,

Yours faithfully,

IQAC Coordinator

Dean-IQAC
NARSIMHA REDDY ENGINEERING COLLEGE
UGC Autonomous
Sy.No.518, Maisammaguda (V), Dhulapally (P),
Medchal (M & Dist.), Hyderabad-500100-TG.

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NRCM/IQAC/AY 2025-26/11 Date:27.04.2026

CIRCULAR

All members of the IQAC are hereby informed to attend the IQAC Meeting scheduled to be held on 02.05.2026 (Saturday) at 03:00 PM in the Board Room, Mahatma Gandhi Block.

Agenda:

1. Approval of previous minutes of Meeting held on 06.02.2026 (Saturday), AY 2025-2026 and action taken.
2. Evaluation of teaching–learning processes and end feedback analysis.
3. Review of research, innovation, publications, and patents.
4. Review of student support services and mentoring effectiveness.
5. Review of internal academic audits of various departments.
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7. Other matter with the permission of the Chair.

IQAC Coordinator
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Copy to:

1. The Chairman – for kind information
2. Heads of all Departments
3. Members Concerned

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NRCM/IQAC/AY 2025-26/12 **Date: 02.05.2026**

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of IQAC Meeting, AY 2025-2026

Minutes of the meeting of the "Internal Quality Assurance Cell (IQAC)" of Narsimha Reddy Engineering College, Secunderabad, held on 02.05.2026(Saturday) at 03:00 PM in the Board Room, Mahatama Gandhi Block.

Chairperson-IQAC, welcomed all the members of IQAC. He requested IQAC Coordinator to conduct the meeting.

The IQAC Coordinator, welcomed all members and outlined the agenda for the Academic Year 2025–26. He presented the agenda points and requested the members for appropriate suggestions and approval.

Agenda-wise Minutes of the Meeting

Item No.	Agenda Item	Discussions and Resolutions
1	Approval of Previous Meeting Minutes and Action Taken Report	The minutes of the previous meeting held on **06.02.2026** for the Academic Year 2025–2026 were presented before the committee. The members reviewed the Action Taken Report (ATR) on the resolutions of the previous meeting and discussed the progress of various academic and institutional activities. **Resolved** to approve the minutes of the previous meeting and instruct the concerned HoDs and coordinators to complete any pending activities within the stipulated timelines.
2	Evaluation of Teaching–Learning Processes and End-Semester Feedback Analysis	The committee reviewed the effectiveness of teaching–learning practices, syllabus completion, student academic performance and end-semester feedback collected from students. Members discussed the implementation of innovative teaching methodologies, ICT-enabled learning, experiential learning and Outcome-Based Education (OBE). The importance of analyzing feedback to identify strengths and areas requiring improvement was emphasized. **Resolved** that all HoDs in concern with Dean-Academics shall review the end-semester feedback analysis, communicate observations to the concerned faculty and ensure the implementation of corrective measures. Action

		Taken Reports shall be maintained for continuous improvement in teaching–learning practices.
3	Review of Research, Innovation, Publications and Patents	The committee reviewed the research and innovation activities submitted by Dean R&D, undertaken by faculty and students, including research publications, patents, funded projects and participation in technical events. Members emphasized the need to improve the quality of research publications, encourage interdisciplinary research and strengthen industry–institute collaborations. **Resolved** to encourage faculty members to publish research papers in reputed indexed journals, pursue funded research projects, file patents and promote student participation in innovation and research activities. HoDs shall periodically monitor research progress and maintain updated records.
4	Review of Student Support Services and Mentoring Effectiveness	The committee reviewed various student support initiatives, including mentoring, academic counselling, remedial classes, career guidance, grievance redressal and student welfare activities. Members emphasized the importance of continuous monitoring of student attendance, academic progress and individual learning difficulties. **Resolved** that faculty mentors shall conduct regular mentoring sessions, identify students requiring additional academic support and initiate suitable remedial measures. HoDs shall periodically review mentoring records and ensure effective implementation of student support mechanisms.
5	Review of Internal Academic Audits of Various Departments	The committee reviewed the internal academic audit process conducted across various departments, focusing on academic planning, course files, lesson plans, syllabus coverage, CO–PO/PSO attainment, assessment practices and maintenance of academic records. Members emphasized the importance of addressing audit observations and ensuring uniformity in academic documentation. **Resolved** that all HoDs shall review the internal academic audit observations, identify gaps and initiate necessary corrective and preventive measures. Department-wise Action Taken Reports shall be prepared and submitted to IQAC for verification and follow-up.
6	Preparation for External Academic	The committee discussed the preparations required for the **External Academic Audit scheduled on 08.05.2026**.

	Audit Scheduled on 08.05.2026	Members emphasized the importance of maintaining updated academic records, course files, laboratory records, student performance analysis, CO–PO/PSO attainment reports, faculty development records and evidence of continuous improvement initiatives. **Resolved** that all HoDs and departmental coordinators shall ensure the completeness and accuracy of academic documentation and keep the necessary records ready for verification. IQAC shall coordinate the audit arrangements, communicate the audit schedule and facilitate the smooth conduct of the external academic audit.
7	Any Other Matter with the Permission of the Chair	With the permission of the Chair, the members discussed the importance of timely completion of academic activities, systematic maintenance of institutional records and effective implementation of quality enhancement initiatives. The Principal emphasized the need for departmental coordination, accountability and continuous monitoring of academic performance. **Resolved** that all HoDs and committee coordinators shall ensure timely implementation of the resolutions and submit progress reports to the concerned authorities for review.



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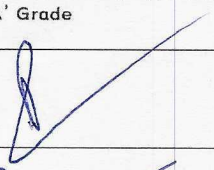
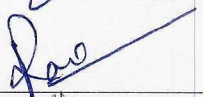
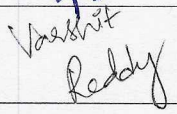
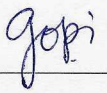
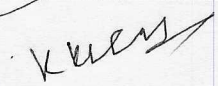
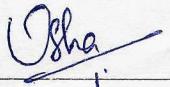
Internal Quality Assurance Cell

List of Attendees

Venue: Board Room **Date:** 02.05.2026 **Time: 03.00PM**

S. No.	Name	Designation in IQAC	Signature
1	Dr. R. Lokanadham	Chairperson	
2	Mr. J. Trishul Reddy	Management Member	
3	Dr. P. Dileep Kumar Reddy	Member	
4	Dr. P. Venkat Rao	Member	
5	Mrs. Ch. Srilakshmi	Member	
6	Mr. D. Srinivas	Member	
7	Mr. C. Dinakaran	Member	
8	Dr. C. Sasikala	Member	
9	Dr. K. Purushotham Prasad	Member	
10	Dr. N. Kavitha	Member	
11	Dr. V. Srilakshmi	Member	
12	Dr. G. Ramu	Member	
13	Dr. G. Lachiram	Member	
14	Dr. D. Simhana Devi	Member	
15	Dr. P. Nimitha	Member	
16	Mrs. N. Sai Kiranmai	Member	
17	Dr. P. Nagaraja	Member	

18	Mrs. R. Satyavathi	Member	
19	Mr. P. Srinivasa Rao	Local Society Member	
20	Ms. R. Varshith Reddy	Student Member	
21	Mr. Gopi Krishna. G	Student Member	
22	Mr. Nithin Thoranala	Alumni Member	
23	Mr. K. Kamashi Krishna	Employer Member	
24	Ms. M. V. Ushasree	Industry Member	
25	Mr. L. Deepla	Stakeholder Member	
26	Mr. D. V. Varaprasad	IQAC Coordinator	