



# Bhoj Reddy Engineering College for Women

Sponsored by Sangam Laxmibai Vidyapeet, Accredited by NAAC with A Grade, Approved by AICTE and affiliated to JNTUH  
Recognized by UGC under section 2(f) of the UGC Act, 1956.  
Vinaynagar, I S Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana. [www.brecw.ac.in](http://www.brecw.ac.in)



File No: BRECW/IQAC/AY2026-27-MOM/01

25 August 2026

## Internal Quality Assurance Cell (IQAC)

The IQAC meeting was held on 29 August 2026 (Saturday) at 15.30 Hrs in IQAC room (WB-307).

### Agenda is as follows:

1. Compilation and submission of the final list of events conducted during AY 2025–26.
2. Discussion on event conduct procedures and NBA documentation.
3. NBA Inspection dates and department-wise planning.
4. Department-wise execution of events for AY 2026–27 – I Semester.
5. Any other relevant matters.

### Members Present:

1. Mrs Racharla Manju Bhargavi, Associate Professor, EEE, Coordinator
2. Dr P Sumalatha, Associate Professor, CSE, Member
3. Ms E Drakshavalli, Assistant Professor, CSM, Member
4. Mrs S Manjula, Associate Professor, ECE, Member
5. Ms S Deepti, Associate Professor, EEE, Member
6. Ms Madhuravani, Associate Professor, IT, Member
7. Ms Pushparani, Assistant Professor, GBH, Member

### Meeting Minutes:

The Chairperson welcomed all members to the meeting and briefed them on the agenda. The following points were discussed and resolutions were made.

The Coordinator welcomed the members and briefed them on the agenda. The committee discussed the following matters and resolved as indicated below.

### 1. Compilation and Submission of Final List of Events Conducted during AY 2025–26

The committee reviewed the status of compilation of the consolidated list/index of departmental events conducted during **AY 2025–26**. The Coordinator requested all departments to ensure that the final list of activities is complete, duly verified and signed by the respective HoDs.

The list shall include:

- Workshops
- Seminars
- Webinars
- Guest Lectures
- Faculty Development Programmes (FDPs)
- Technical Events
- Value-Added Courses
- Industrial Visits
- Student Development Programmes
- Other academic and technical activities

It was reiterated that the final consolidated records shall be maintained systematically for institutional documentation, IQAC records and accreditation requirements.

The committee also reiterated the decision taken in the meeting held on **01 July 2026** that email confirmations, acknowledgement sheets, certificates and other supporting documents relating to events conducted under MoUs shall be preserved and submitted for central-level filing.

## 2. Standardized Event Conduct Procedure and NBA Documentation

The committee discussed the need for a **standardized procedure for planning, conducting, documenting and reporting** all seminars, workshops, guest lectures, FDPs, technical events, industrial visits and value-added programmes.

The following procedure was finalized:

### **a) Prior Approval:**

Necessary approval shall be obtained from the HoD/competent authority before finalizing the event, including the proposed date, topic, resource person, budget and mode of conduct.

### **b) Venue and Schedule:**

The venue, date and time shall be finalized in consultation with the concerned faculty/coordinator and communicated to all stakeholders sufficiently in advance.

### **c) Circular/Notice:**

An official circular/notice shall be issued to students and faculty containing the event details, eligibility, schedule, venue and relevant instructions.

### **d) Invitation Letter:**

A formal Letter of Invitation shall be prepared and sent to the resource person/guest/external expert sufficiently in advance.

### **e) Event Arrangements:**

Necessary arrangements relating to venue, ICT facilities, seating, registration, attendance, certificates, refreshments and other requirements shall be completed before the event.

### **f) Conduct of Event:**

The programme shall be conducted as per the approved schedule. Proper records of registration, attendance, photographs, participation and other relevant evidence shall be maintained.

**g) Financial Documentation:**

Bills, vouchers, payment proofs and other supporting financial documents shall be submitted to the concerned section within **one week of completion of the event** or within the prescribed institutional timeline.

**h) Certificates:**

Participation certificates shall be issued to eligible participants and Letter/Certificate of Appreciation shall be provided to the resource person/guest, wherever applicable.

**i) Feedback:**

Participant feedback shall be collected, analyzed and documented to assess the effectiveness and outcome of the programme.

**j) Event Report:**

A comprehensive event report shall be prepared covering objectives, date, venue, resource person, participants, sessions, outcomes, photographs, feedback and other relevant details.

**k) NBA Documentation:**

The complete event file shall contain, wherever applicable:

- Approval
- Circular/Notice
- Invitation Letter
- Programme Schedule
- Registration Details
- Attendance
- Photographs
- Certificates
- Bills and Vouchers
- Feedback
- Event Report
- Relevant Correspondence
- MoU-related documents
- Outcome and Action Taken

**l) Outcome and Action Taken:**

Learning outcomes, student/faculty benefits, achievement of intended objectives and follow-up/action taken shall be documented wherever applicable.

**m) Submission to HoD/IQAC:**

The completed event file and report shall be submitted to the concerned HoD/Coordinator within the prescribed timeline for verification, record keeping and accreditation purposes.

**n) Digital Record:**

Soft copies of all event-related documents shall be maintained in the designated departmental digital repository with proper file naming, indexing and folder structure for easy retrieval during **NBA/NAAC verification**.

The committee reiterated the earlier decision that **one complete set of documentation for every FDP** shall be submitted to the Seminar and Workshop Coordinator.

It was also reiterated that **General FDPs shall be organized at the institutional level**, while **domain-specific FDPs shall be organized by the respective departments**.

Further, event reports shall include relevant **Course Outcomes (COs), CO–PO Mapping, Sustainable Development Goals (SDGs) addressed and measurable outcomes**, wherever applicable.

### 3. NBA Inspection Dates and Department-wise Planning

The committee noted that the **NBA Inspection is scheduled from 25 to 27 September 2026**.

In view of the forthcoming inspection, all departments were instructed to complete their NBA preparedness activities on priority.

The following directions were issued:

- Department-wise event documentation shall be verified and updated.
- All supporting evidence shall be systematically arranged and indexed.
- Event files shall be checked for completeness.
- Attendance, photographs, certificates, feedback and reports shall be available for verification.
- Financial documents, approval records and correspondence shall be properly filed.
- Digital records shall be maintained with appropriate file naming and indexing.
- Activities conducted through MoUs shall have proper acknowledgement sheets, certificates and supporting documents.
- Department-wise evidence shall be readily retrievable during the NBA inspection.

The committee emphasized that all documentation should be **inspection-ready by the scheduled NBA visit**.

### 4. Review of Events Conducted during July–August 2026

The committee reviewed the workshops, guest lectures, bootcamps, industrial visits and other academic activities conducted during **July and August 2026** and expressed satisfaction with their relevance and academic value.

The following activities were reviewed:

#### *4.1 Three-Day Workshop on AI and Data Science*

The Departments of **IT, ECE, EEE, CSE and CSM** organized a three-day workshop on:

**“AI & Data Science Foundations, Machine Learning Fundamentals, Generative AI, Advanced AI & AI Engineering”** for II B.Tech students during July 2026.

The programme was conducted batch-wise as follows:

- **14–16 July 2026:** IT
- **20–22 July 2026:** ECE & EEE
- **27–29 July 2026:** CSE & CSM

The committee appreciated the interdisciplinary nature of the programme and its alignment with emerging technologies.

#### *4.2 Bootcamp on Semiconductor Design*

The Department of **ECE** organized a bootcamp on: **“Semiconductor Design: RTL, IP Integration and SoC Signoff Using Open-Source EDA Tools”** for III B.Tech ECE students

during **29 July–01 August 2026** under the initiative of IQAC. The committee noted the relevance of the programme to current semiconductor and VLSI industry requirements.

#### *4.3 Industrial Visit to NSIC*

The Department of ECE organized an industrial visit to: **National Small Industries Corporation (NSIC), a Government of India Enterprise under the Ministry of MSME, Kamala Nagar, Kushaiguda, Hyderabad** for III B.Tech ECE A & B students on **27 July 2026**. The committee noted that the visit provided students with exposure to industrial practices and technical operations.

#### *4.4 Guest Lecture on Embedded Systems, IoT and Robotics*

The Departments of **ECE and EEE** organized a guest lecture on: **“Embedded Systems, IoT and Robotics”** for III B.Tech EEE and ECE students on **05 August 2026 from 2:30 PM to 3:30 PM** at **Seminar Hall-II, WB-402**. The committee noted that the programme was aligned with current technological developments in embedded systems, IoT and robotics.

#### *4.5 Guest Lecture on DevOps with AI*

The Departments of **IT, CSE and CSM** organized a guest lecture on: **“DevOps with AI”** for III B.Tech IT, CSE and CSM students on **05 August 2026 from 3:30 PM to 4:30 PM** at **Seminar Hall-II, WB-402**.

#### *4.6 Guest Lecture on NIRF Ranking*

IQAC organized a guest lecture on: **“Enhancing Institutional Excellence through NIRF Ranking”** for faculty members on **28 July 2026 from 3:30 PM to 4:30 PM** at **Seminar Hall-I, WB-301**. The committee noted that the programme contributed to awareness regarding institutional quality indicators and ranking-related practices.

#### *4.7 Guest Lecture on Latest Trends in AI*

As part of the **Induction Programme 2026**, a guest lecture on: **“Latest Trends in AI”** was organized for I B.Tech students of **CSE, IT, ECE, EEE and CSM** on **05 August 2026 from 1:30 PM to 4:30 PM** at **Seminar Hall-I, WB-401**.

#### *4.8 Workshop on Personality Development and Universal Human Values*

As part of the **Induction Programme 2026**, a one-day workshop on: **“Personality Development and Universal Human Values”** was organized in collaboration with **DISHA Bharat** on **07 August 2026** at the **Indoor Auditorium, Ramdev Block** for first-year students.

The committee appreciated the initiative towards student personality development, value education and holistic development.

### **5. Department-wise Execution of Events for AY 2026–27 – I Semester**

The committee advised all departments to prepare their respective **Semester-I event plans** for AY 2026–27.

Departments were encouraged to organize programmes focusing on:

- Emerging technologies

- Industry-oriented skills
- Research and innovation
- Artificial Intelligence and related technologies
- Technical and professional skills
- Entrepreneurship and product development
- Value-added learning
- Industry interaction
- Student development
- Faculty development
- Employability and career readiness

Departments were advised to ensure that proposed events are appropriately scheduled and that there is no duplication of activities.

The committee also encouraged departments to organize **guest lectures, workshops and FDPs in collaboration with industry, academic institutions and MoU partners.**

## 6. Any Other Relevant Matters

The committee reiterated the decisions taken during the meeting held on **01 July 2026**, including:

- Submission of final consolidated event lists by all departments.
- Maintenance of official email confirmations for guest lectures and workshops.
- Submission of MoU-related acknowledgement sheets, certificates and supporting documents.
- Proper maintenance of FDP/workshop/seminar financial records.
- Regular updating of event files.
- Maintenance of complete documentation for accreditation and audit purposes.
- Inclusion of COs, CO–PO Mapping, SDGs and measurable outcomes in event reports, wherever applicable.
- Encouragement of departments to plan activities aligned with emerging technologies and industry requirements.

The committee emphasized that all departments should ensure **continuous and systematic documentation of events**, as these records form an important part of institutional quality assurance and accreditation evidence.

The meeting concluded with a vote of thanks to the members.

R Manju Bhargavi  
Coordinator

Copy to:

1. Secretary
2. Principal
3. Vice-Principal
4. All HoDs, HoFs & Members of the Committee