



ACE

Engineering College

An Autonomous Institution

Ghatkesar (M), Medchal (D), Hyderabad, Telangana State-501 301

(NBA Accredited B.Tech Courses Accredited NAAC with A Grade 3.20 CGPA)

website: www.aceec.ac.in

ACEEC/IQAC/2025-26/Minutes/04

Date: 06.05.2026

Minutes of Meeting & Action Taken Report

Institution: ACE Engineering College

Date: 04/05/2026

Time: 11:30 AM – 01:00 PM

Mode: Online (Zoom Meeting)

Venue: Virtual Platform

Chairperson: IQAC Chairman

Coordinator: Dr. R. Suresh, IQAC Coordinator

Members Present:

IQAC internal members, external members

Agenda Item 1: Welcome Address and Introduction of Members

The meeting commenced with a welcome address by the IQAC Coordinator. All internal and external members introduced themselves.

- The roles and responsibilities of IQAC as per NAAC guidelines were explained.
- Emphasis was laid on quality sustenance and continuous improvement.

Agenda Item 2: Constitution of IQAC & Ratification of Composition

- The composition of IQAC was presented in accordance with UGC and NAAC norms.
- The proposed committee structure was discussed.

Resolution:

The IQAC composition was **approved and ratified** by the Chair.

Agenda Item 3: Briefing on IQAC Objectives, Functions & NAAC Framework

- Detailed presentation on NAAC framework including **7 Criteria and Key Indicators**.
- Role of IQAC in maintaining institutional quality standards was discussed.

Key Outcome:

Members agreed to align all academic and administrative processes with NAAC metrics.

Agenda Item 4: Review of Previous Accreditation Status & Recommendations

- The previous NAAC/NBA accreditation status and validity were reviewed.
- Peer team recommendations were discussed in detail.

Decision:

Departments were instructed to prepare **gap analysis reports** and action plans.

Agenda Item 5: Planning for AQAR 2025–2026

- AQAR format and documentation requirements were explained.
- Allocation of NAAC 7 **Criteria** among IQAC members was discussed.
- Criteria coordinators were proposed.

Resolution:

- Criteria-wise responsibilities were **assigned to respective coordinators**.
- Timeline for submission was finalized.

Agenda Item 6: Key Quality Initiatives & Immediate Action Points

- Discussion on expediting **UGC–DTU work under A6 (IQAC)**.
- Academic and Administrative Audit (AAA) planning initiated.
- Responsibilities and deadlines were fixed.

Decisions:

- AAA committee to be constituted.
- Monthly progress review meetings to be conducted.

Agenda Item 7: Status Review of Institutional Quality Processes

The following areas were reviewed:

- Academic Calendar implementation
- Teaching-Learning and Evaluation processes
- Stakeholder Feedback mechanisms
- Research, IPR, Consultancy, FDP activities
- Best Practices and Institutional Distinctiveness

Outcome:

Departments were instructed to strengthen documentation and evidence collection.

Agenda Item 8: Preparation of Institutional Strategic/Quality Roadmap 2026–27

- Discussion on strategic plan aligned with NAAC criteria.
- Quarterly milestones and monitoring mechanisms were proposed.

Resolution:

A year-long IQAC roadmap will be prepared and circulated.

Agenda Item 9: Inputs & Suggestions from Members

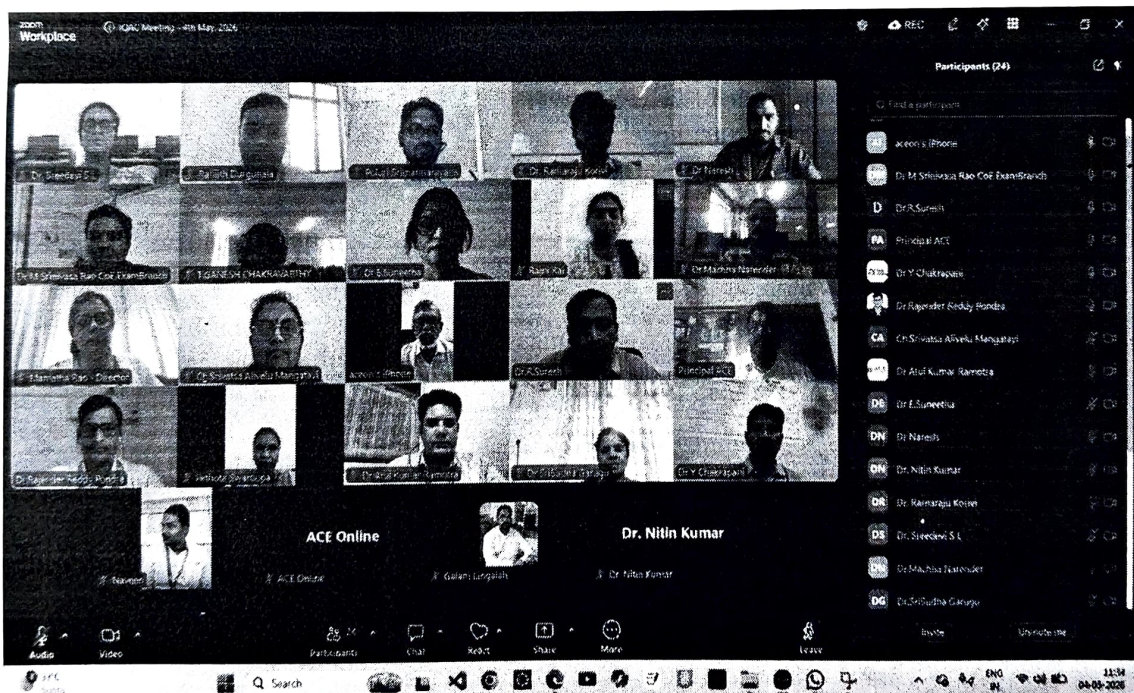
- Senior members and external experts shared valuable suggestions:
 - Strengthening industry-oriented curriculum
 - Enhancing research output and collaborations
 - Improving alumni engagement
 - Establishing robust documentation practices

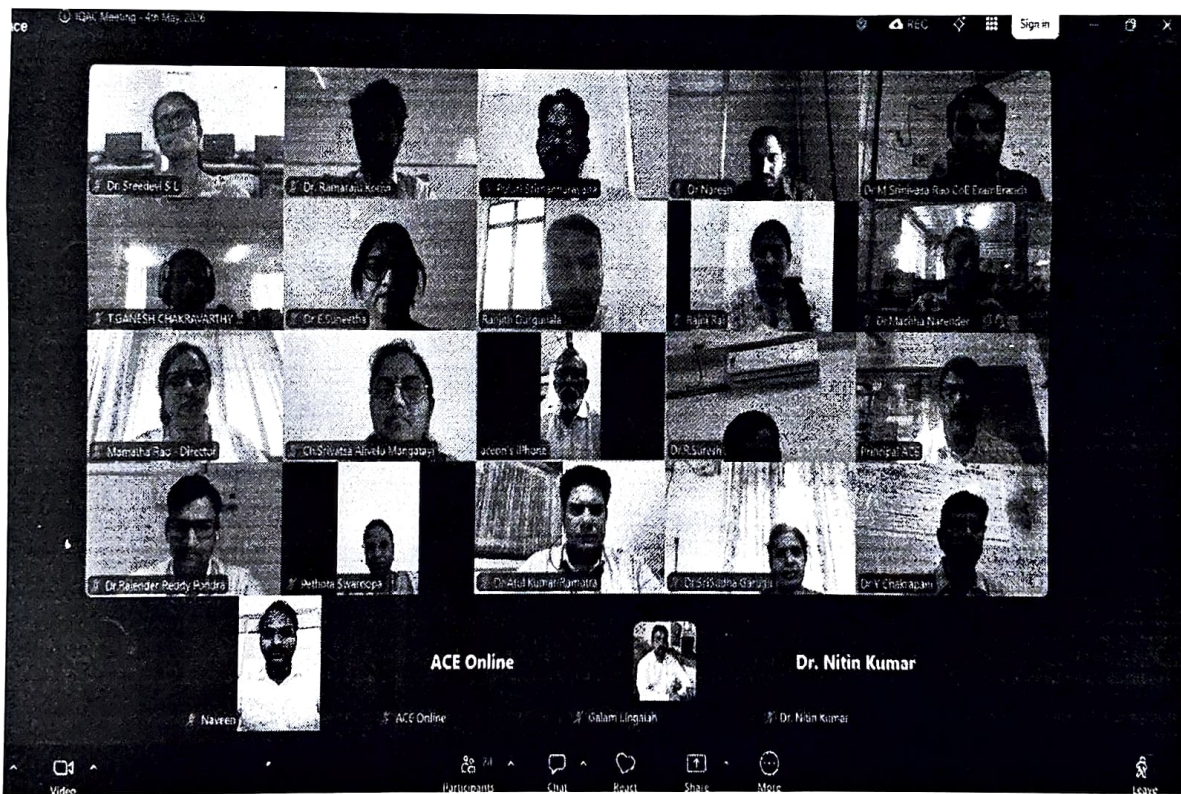
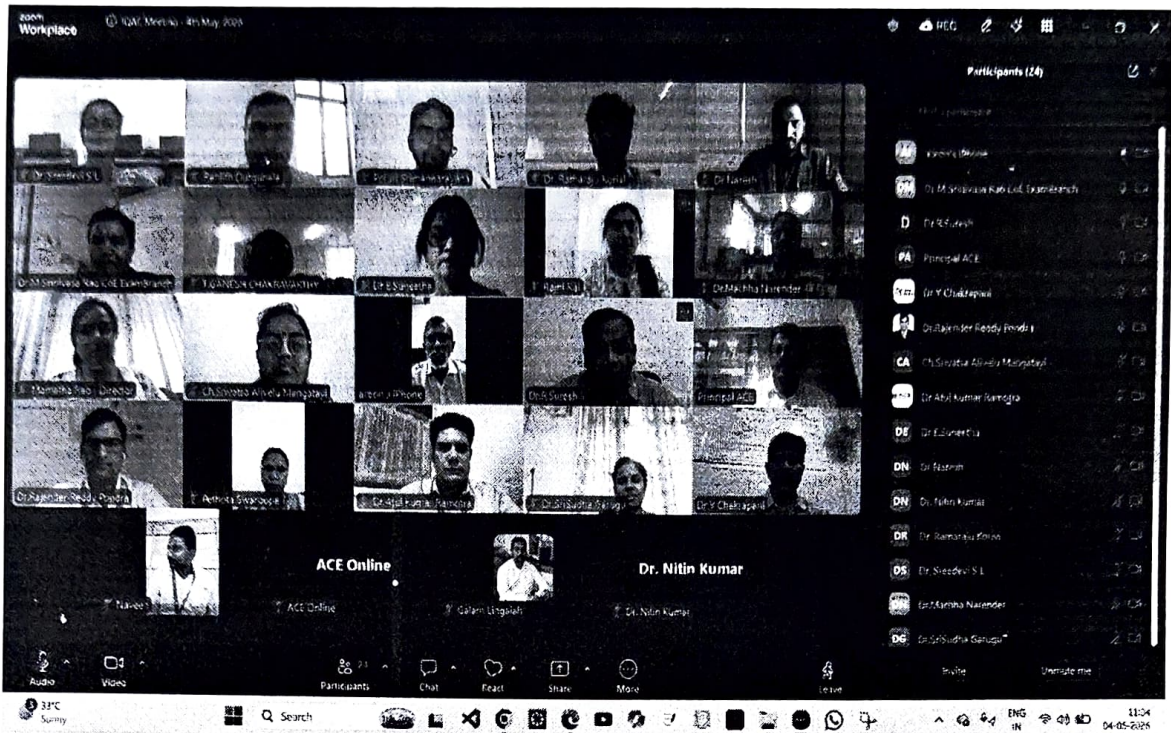
Agenda Item 10: Any Other Matter

No additional points were raised.

Action Items Summary

S. No	Action Item	Responsibility	Expected Outcome	Timeline
1	Preparation and compilation of AQAR (2025–2026) data	Criteria Coordinators	Timely submission of complete and validated AQAR with supporting documents	As per NAAC schedule
2	Preparation of Gap Analysis Reports based on NAAC/NBA recommendations	All Departments	Identification of gaps and formulation of corrective action plans	Within 2 weeks
3	Development of Institutional Strategic/Quality Roadmap (2026–27)	IQAC Team	Structured action plan aligned with NAAC criteria and quality benchmarks	Within 1 month
4	Strengthening documentation and record maintenance practices	All Units/Departments	Improved evidence-based documentation for accreditation and audits	Continuous





Vote of Thanks

The meeting concluded with a vote of thanks by the IQAC Coordinator, Dr. R. Suresh, expressing gratitude to all members for their active participation and valuable suggestions.


IQAC Coordinator


IQAC-Chairman