



St. MARTIN'S ENGINEERING COLLEGE

(Affiliated to JNTUH & Approved by AICTE)

Dhulapally, Secunderabad -14.

Ref: SMEC/IQAC /2014-15/01

Date: 02/06/2014

To,
Chairman, IQAC
St. Martin's Engineering College,
Secunderabad.

Sir,


Sub: Request for approval-IQAC Meeting – Regarding.

It is proposed to conduct the IQAC meeting on 5 June, 2014. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Yours faithfully,


K. Shashidhar Reddy
Coordinator,
IQAC

Approved

02/06/2014
CHAIRMAN
IQAC
St. Martin's Engineering College



Agenda:

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Organizing Orientation Program for the First year students in coming Academic Year 2014-2015.
8. Social Welfare Activities.
9. Advancing Research Activities.
10. MoUs with companies.



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CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 5 June 2014 (Thursday) in the IQAC Cell at 4.00 PM.

Coordinator, IQAC



Copy to:

- The Chairman – For kind information
- Executive Director - For kind information
- HODs of all Departments
- IQAC Members



St. MARTIN'S ENGINEERING COLLEGE

(Affiliated to JNTUH & Approved by AICTE)

Dhulapally, Secunderabad -14.

Date: 05/06/2014

Academic Year 2014-15

MINUTES OF THE IQAC MEETING

Date of the Meeting	5 June 2014	Time:	4:00 to 6:00 PM
Meeting Circular / Ref .No	SMEC/IQAC /2014-15/01	Location	IQAC Cell

1. Meeting Agenda:

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. Organizing Orientation Program for the First year students in coming Academic Year 2014-2015.
7. Social Welfare Activities.
8. Advancing Research Activities.
10. MoUs with companies.

2. The Points Discussed During the Meeting:

IQAC meeting is held on the 5 June 2014 and the following points are discussed:

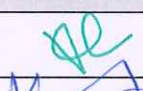
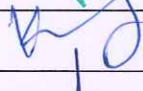
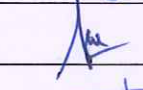

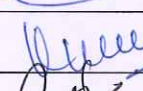
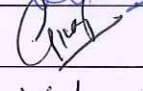
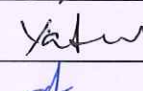
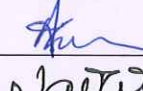

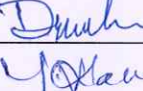
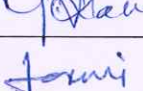
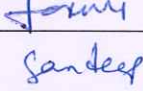
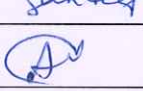
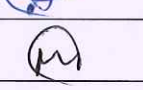
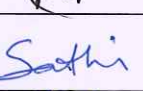
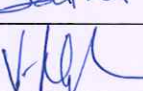
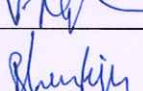
1. Preparation of Strategic Perspective Plan and Implementation.
2. Curriculum according to the University Academic Calendar is to be Prepared
3. Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester
4. National and International Conference should be conducted Department wise as per perspective plan.
5. Schedule of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan.
6. Conducting Orientation Programme for first year students in the upcoming Academic Year 2014-2015
7. Decisions are made to sign MoUs with various companies.
8. Social welfare activities should be conducted as per perspective plan and organized

3. The Attendance of the members attended the meeting is enclosed.


Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 5 JUNE, 2014**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. C.V Reddy	Chairman	
2.	Sri. K. Shashidhar Reddy	Coordinator	
3.	Sri. D.Venkata Srikanth	Co- coordinator	
4.	Sri. G. Chandrasekhar Yadav	Management Member	
5.	Sri. V. Keshava Reddy	Senior Staff	
6.	Ms.S.Girija	Senior Staff	
7.	Sri. K. Yadaiah	HOD, ECE	
8.	Dr. Anita Kalgapurkar	HOD, CIVIL	
9.	Dr.R.Appala Naidu	HOD, IT	
10.	Dr. D. B. K Kamesh	HOD, CSE	
11.	Dr.Venkata Rangaiah	HOD, MBA	
12.	Ms.Ch.Laxmi Devender	Local Community	
13.	Mr. Sandeep Reddy, (12K81A0480)	Student member	
14.	Mr. B. Abhinav, (09K81A0507)	Alumni Member	
15.	Sri. Mahender Rakasi	Industry Member	
16.	Sri. Ch.Sathi Reddy	Industry Nominee	
17.	Mr.V.Nagendra Kumar	Parent	
18.	Mr.Bheema Raju	Parent	