



St. MARTIN'S ENGINEERING COLLEGE
(Affiliated to JNTUH & Approved by AICTE)
Dhulapally, Secunderabad -14.

Ref: SMEC/IQAC /2014-15/02

Date: 21/11/2014

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

Sir,

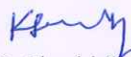
Sub: Request for approval-IQAC Meeting -- Regarding.

It is proposed to conduct the IQAC meeting on 24 November 2014. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully,


K. Shashidhar Reddy
Coordinator,
IQAC

Permitted

SP
21/11/14

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14





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Ref: SMEC/IQAC /2014-15/02

Date: 21/11/2014

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 24 November 2014 (Monday) 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: 21/11/2014

Academic Year 2014-15

MINUTES OF THE IQAC MEETINGS

Date of the Meeting	24 NOV 2014	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2014-15/02	Location	IQAC Cell

1. Meeting Agenda:

1. Action taken towards the plans of the previous meeting.
2. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester
3. Conducting Guest Lecture/Workshops, Extracurricular and Sports events.
4. Status of the Social Welfare Activities
5. Addressal of Anti Ragging and Grievance issue.
6. MoUs with companies.
7. Training students for placements.
8. Research activities taken


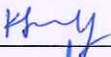
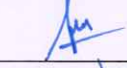

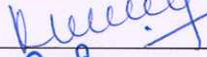

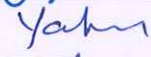



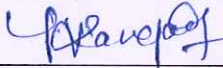







2. Points Discussed During the Meeting:

1. Review of progress on minutes of previous meeting
2. Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 24 Nov 2014
3. The committee resolved to conduct Guest Lectures and Workshops to enhance the core subject's knowledge levels of students and about the various extracurricular activities and sports events for the students.
4. To Conduct Social welfare activities for safety and security as per the perspective plan.
5. The committee Discussed the issues of the anti ragging and grievance cells
6. Decision was taken to have MoUs with companies.
7. Coaching plans were discussed to prepare students for placements.
8. Research Activities has to be made regularly

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


Coordinator, IQAC

**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 24 November, 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	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref: SMEC/IQAC /2014-15/01 dated 5 June 2014 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	Preparation of Perspective Plan and Implementation	Initiated the Process	In progress
2	Curriculum according to the University Academic Calendar is to be Prepared	Prepared	Implemented
3	Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester	Prepared	Completed
4	National and International Conference should be conducted Department wise as per perspective plan.	Prepared	Closed
5	Schedule of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan	Prepared	Submitted
6	Conducting Orientation Programme for first year students in the upcoming Academic Year 2014-2015	Organized	In progress
7	Appoint new faculty in different departments as per their requirement	Initiated	Completed
8	Decisions are made to sign MoUs with various companies	Initiated	Completed
10	Social welfare activities should be conducted as per perspective plan and organized	Implemented	Completed


Coordinator, IQAC

