



St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE

Dhulapally, Secunderabad -14.

Ref: SMEC/IQAC /2015-16/01

Date: 04/06/2015

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

Sir,

Sub: Request for approval-IQAC Meeting – Reg.

It is proposed to conduct the IQAC meeting on 8 June, 2015. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Approved

[Signature]
04/06/2015

Yours faithfully

[Signature]
K. Shashidhar Reddy
Coordinator,
IQAC



CHAIRMAN
IQAC
St. Martin's Engineering College

Agenda:

1. Proposal of NAAC accreditation for SMEC.
2. To prepare strategic perspective plan and implementation.
3. Preparation of curriculum planning according to University Academic Calendar.
4. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
5. Conducting National and International Conference as Department wise.
6. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
7. New Faculties are to be appointed as per the requirement of Departments
8. Organizing Orientation Program for the First year students in coming Academic Year 2015-2016.
9. Social Welfare Activities.
10. Advancing Research Activities.
11. MoUs with companies.



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Date: 04/06/2015

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 8 June 2015 (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



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Dhulapally, Secunderabad -14.

Date: 04/06/2015

Academic Year 2015-16

MINUTES OF THE IQAC MEETING

Date of the Meeting	8 June 2015	Time:	4:00 to 6:00 PM
Meeting Circular / Ref .No	SMEC/IQAC /2015-16/01	Location	IQAC Cell, Board room.

1. Meeting Agenda:

1. Proposal of NAAC accreditation for SMEC.
2. To prepare perspective plan and implementation.
3. Preparation of curriculum planning according to University Academic Calendar.
4. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
5. Conducting National and International Conference as Department wise.
6. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
7. New Faculties are to be appointed as per the requirement of Departments
8. Organizing Orientation Program for the First year students in coming Academic Year 2015-2016.
9. Social Welfare Activities.
10. Advancing Research Activities.
11. MoUs with companies.

2. The Points Discussed During the Meeting:

IQAC meeting is held on the 8 June 2015 and the following points are discussed:

1. Planned NAAC Accreditation for SMEC is discussed.
2. Preparation of Strategic Plan and Implementation.
3. Curriculum according to the University Academic Calendar is to be Prepared
4. Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester.
5. National and International Conference should be conducted Department wise as per perspective plan.
6. Schedule of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan.

7. Appoint new faculty in different departments as per their requirement.
8. Conducting Orientation Programme for first year students in the upcoming Academic Year 2015-2016.
9. Decisions are made to sign MoUs with various companies.
10. Social welfare activities should be conducted as per perspective plan and organized.




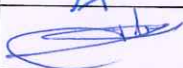
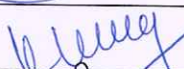

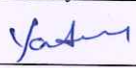

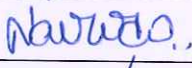
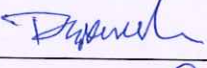
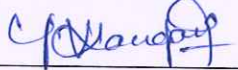

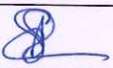

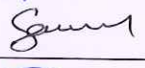




3. The Attendance of the members attended the meeting is enclosed.



Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 8 JUNE 2015**

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.	Sri. P. Rama Suresh	Administrative officer	
14.	Prof. Veeramani	Local Society member	
15.	Mr. Sandeep Reddy, (12K81A0480)	Student member	
16.	Mr. B. Abhinav, (09K81A0507)	Alumni Member	
17.	Sri. Mahender Rakasi	Industry Member	
18.	Sri. Ch.Sathi Reddy	Industry Nominee	
19.	Mr.A.Suresh Kumar	Parent	
20.	Mr.Appala Raju	Parent	