



St. MARTIN'S ENGINEERING COLLEGE

(Affiliated to JNTUH & Approved by AICTE)

Dhulapally, Secunderabad -14.

Ref: SMEC/IQAC /2015-16/03

Date: 18/01/2016

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 21 January, 2016. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully,

K. Shashidhar Reddy
Coordinator, IQAC




CHAIRMAN
IQAC

St. Martin's Engineering College

Agenda:

1. Result Analysis of first semester.
2. Social welfare activities.
3. Workshops, Conferences, Seminar etc. for faculty.



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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 21 January 2016 (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: 18/01/2016

Academic Year 2015-16

MINUTES OF THE IQAC MEETING

Date of the Meeting	21 JAN 2016	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2015-16/03	Location	IQAC Cell

1. Meeting Agenda:

1. Result Analysis of first semester.
2. Social welfare activities.
3. Workshops, Conferences, Seminar etc. for faculty





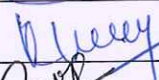

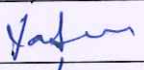

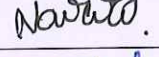
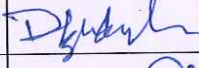

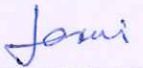




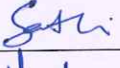


2. Points Discussed During the Meeting:

1. The committee deliberated on the result analysis of the semester.
2. Action plan was discussed to provide remedial measures for the failed students.
3. The amount participation by students and the success of the social welfare activities were reviewed.
4. The committee decided to approve permission for faculty to attend outside college Conference Seminars etc.

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


Coordinator, IQAC

**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 21 JAN, 2016**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Sammaiah	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	Absent
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	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC /2015-16/02 dated 30 November 2015 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	Construction of Time tables completion of Course files and preparation of Lesson plans according to the subjects allocated were finalized	Prepared	Completed
2	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.	Organized	In progress
3	Exchanged views about the Implementation of the social welfare activities and participation of the students	Initiated	implemented
4	The committee Discussed the issues of the anti ragging and grievance cells	Initiated	implemented
5	Decision was taken to have MoUs with companies.	Initiated	Implemented
6	Coaching plans were discussed to prepare students for placements	Initiated	In progress
7	The list of Research Activities proposed were discussed and checked	checked	In progress


Coordinator, IQAC

