



St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE

Dhulapally, Secunderabad -14

Ref: SMEC/IQAC /2016-17/02

Date: 25/11/2016

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 28 November 2016. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Approved

Yours faithfully

A. Babu

25.11.16

Dr. A. Amarendra Babu
Coordinator,
IQAC

A. Babu

CHAIRMAN
IQAC

St. Martin's Engineering College





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Date: 25/11/2016

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 28th November 2016 (Monday) in the IQAC Cell at 4.00 PM.

 25.11.16.
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: 25/11/2016

Academic Year 2016-17 MINUTES OF THE IQAC MEETING

Date of the Meeting	28 th NOV 2016	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2016-17/02	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.

2. Points Discussed During the Meeting:

1. Review of progress on minutes of previous meeting.
2. The committee discuss the number of activities implemented which were proposed in the earlier meeting.
3. Construction of Time tables completion of Course files and preparation of Lesson plans according to the subjects allocated were finalized
4. 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.
5. Exchanged views about the Implementation of the social welfare activities and participation of the students.
6. The committee Discussed the issues of the anti ragging and grievance cells
7. Decision was taken to have MoUs with companies.
8. Coaching plans were discussed to prepare students for placements.
9. The list of Research Activities proposed were discussed and checked.


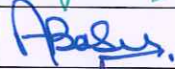



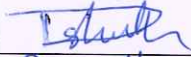


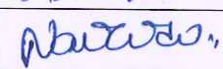
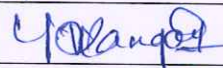
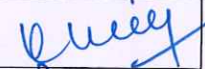

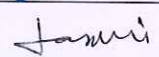






3. The Attendance of the members attended the meeting is enclosed.

A. Basu 25.11.16.

Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 28 November, 2016**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. SP Venu Madhava Rao	Chairman	
2.	Dr. A. Amarendra Babu	Coordinator	
3.	Sri. D. Venkata Srikanth	Co-coordinator	
4.	Sri. G. Chandrasekhar Yadav	Management Member	
5.	Dr. K. Shashidar Reddy	HOD-EEE	
6.	Dr. DRVA Sharath	HOD-ECE	
7.	Dr. Anita kalgapurkar	HOD-CE	
8.	Dr. DBK. Kamesh	HOD-CSE	
9.	Dr. R. Appala Naidu	HOD-IT	
10.	Dr. Venkata Rangaiah	HOD-MBA	
11.	Dr. V. Keshava Reddy	Senior staff	
12.	Ms. S. Girija	Senior staff	
13.	Ms. Ch. Laxmi Devender	Local Community	
14.	Mr. Kalyan Reddy, (14K81A0196)	Student member	
15.	Mr. V. Om Prakash(13K81A0457)	Alumni Member	
16.	Sri. Ch. Sathi Reddy	Industry Nominee	
17.	Sri. Sathya	Industry Nominee	
18.	Mr. P. satyanarayana	Parent	
19.	Ms. K. Umadevi	Parent	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref: SMEC/IQAC /2016-17/01 dated 9 JUNE 2016 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	Department wise perspective plan should be prepared and submitted to IQAC on or before 20 June 2016.	Prepared	Completed
2	Decision taken on Curriculum planning is approved and is decided to implement	Initiated	implemented
3	Preparation Department wise Academic Calendar as per University Academic Calendar for two semesters is to be prepared and submitted to IQAC on or before 20 June 2016.	Prepared	Completed
4	Decision is taken to Conduct National and International Conferences Department wise.	Prepared	Submitted
5	Schedule of tentative Guest Lectures/Workshops, Extra-Curricular and Sports events to be initiated as per the perspective plan.	Organized	In progress
6	Decisions are made to sign MoUs with various companies.	Initiated	In progress
7	To Conduct Social welfare activities for safety and security as per the perspective plan.	Improved	Completed

Abhishek 23.10.17
Coordinator, IQAC

