



St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE
Dhulapally, Secunderabad -500100

Ref: SMEC/IQAC /2017-18/02

Date: 22/11/2017

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

Sir,

Approved
Am

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

It is proposed to conduct the IQAC meeting on 27 November 2017. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully

A. Babu

Dr. A. Amarendra Babu
Coordinator,
IQAC





St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE
Dhulapally, Secunderabad -500100.

Ref: SMEC/IQAC /2017-18/02

Date: 23/11/2017

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 27 November 2017 (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 -500100

Date: 23/11/2017

Academic Year 2017-18 MINUTES OF THE IQAC MEETING

Date of the Meeting	27 th NOV 2017	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2017-18/02	Location	IQAC Cell

1. Meeting Agenda:

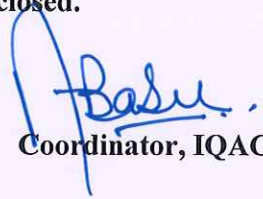
1. Review of progress on minutes of previous meeting.
2. Procurement of LMS resources
3. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester
4. Conducting Guest Lecture/Workshops, Extracurricular and Sports events.
5. Organize field trips and technical activities such as work shop & seminars.
6. Maintenance of physical facilities.
7. Alternative energy initiation.
8. Status of the Social Welfare Activities
9. Addressal of Anti Ragging and Grievance issue.
10. MoUs with companies.
11. Training students for placements.
12. Research activities taken

2. Points Discussed During the Meeting:

1. Review of progress on minutes of previous meeting.
2. Decision taken that Procurement of LMS resources should be as per perspective plan.
3. Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 2 DEC 2017.
4. Decision is taken to Conduct Guest Lecture/Workshops, Extracurricular and Sports events as per the perspective plan.
5. Decision is taken to organize field trips and technical activities such as work shop & seminars as perspective plan.

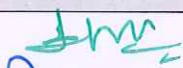
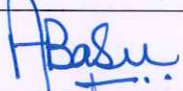


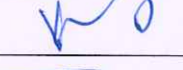
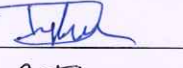

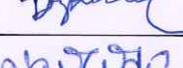
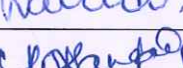
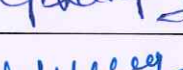
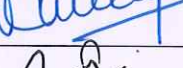

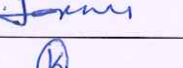
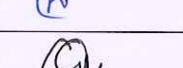
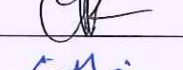
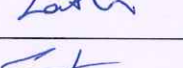
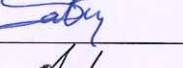
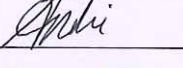
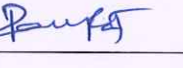
6. Improvement in Physical and Library facilities & maintenance of academic facilities should be made.
7. Decision had taken to initiate Alternative energy
8. To Conduct Social welfare activities for safety and security as per the perspective plan.
9. Addressal of Anti Ragging and Grievance issues should be resolved.
10. Decision taken to make MOUs with companies.
11. 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 27 November, 2017**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. P. Santosh Kumar Patra	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.	Ms. Shabana Thabassum	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.	Mr. Sathya	Industry Nominee	
18.	Mr. A. Narihari	Parent	
19.	Mr. B. Ramaraju	Parent	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC/2017-18/01 dated 26 June 2017 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	Decision is taken to Prepare files for NBA accreditation for Civil Engineering and Electronics and Communication Engineering Departments.	Initiated	In progress
2	Department wise perspective plan should be prepared and submitted to IQAC on or before 30 June 2017.	Prepared	Completed
3	Decision taken on Curriculum planning is approved and is decided to implement.	Initiated	implemented
4	Department wise Academic Calendar as per University Academic Calendar for two semesters is to be prepared and submitted to IQAC on or before 30 June 2017.	Prepared	Completed
5	Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 30 June 2017.	Prepared	Submitted
6	Decision is taken that to organize field trips and Technical activities such as workshops & seminars for all departments.	Organized	In progress
7	Conduction of Value added and Vocational Educational Training courses for students as per the perspective plan	Conducted	Completed
8	Improvement in Physical and Library facilities & maintenance of academic facilities should be made.	Improved	Completed
9	Committee has approved to Implement of e-governance	Initiated	In progress
10	Effectiveness of various bodies/cells/committees should be evident through MOM and implementation	Implemented	Completed

	of their resolutions should be taken.		
11	Schedule of tentative Guest Lectures/Workshops, Extra-Curricular and Sports events to be initiated as per the perspective plan	Finalized & Scheduled	Completed
12	Research Activities has to be made regularly	Initiated	In progress
13	Decision taken to make MOUs with companies.	Initiated	In progress

A. Basu

Coordinator, IQAC

