



# St. MARTIN'S ENGINEERING COLLEGE

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

Ref: SMEC/IQAC /2017-18/03

Date: 25/01/2018

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 29 January 2018. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully

Dr. A. Amarendra Babu  
Coordinator,  
IQAC

Approved

25/1/18

CHAIRMAN  
IQAC

St. Martin's Engineering College



**Agenda:**

1. Result Analysis of first semester.
2. NBA inspection for CIVIL & ECE
3. Social welfare activities.
4. Workshops, Conferences, Seminar for faculty.
5. New guide lines of NAAC.

*Abasi*





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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 29 January 2018 (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 -500100

Date: 25/01/2018

Academic Year 2017-18

## MINUTES OF THE IQAC MEETING

<b>Date of the Meeting</b>	29 <sup>th</sup> JAN,2018	<b>Time:</b>	4:00 to 6:00 PM
<b>Meeting Circular / Ref No</b>	SMEC/IQAC /2017-18/03	<b>Location</b>	IQAC Cell


### 1. Meeting Agenda:

1. Result analysis of first semester.
2. NBA Inspection.
3. Social Welfare Activities.
4. Workshops, Conferences, Seminar for faculty.
5. New guide line of NAAC.

### 2. Points Discussed During the Meeting:

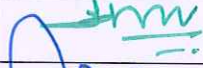

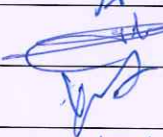
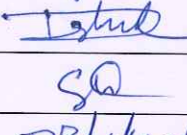
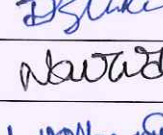
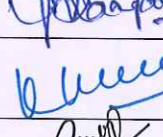
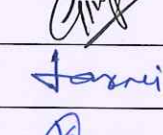
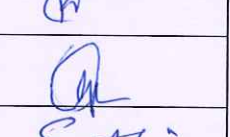
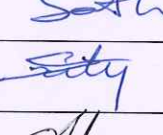


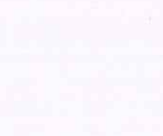



1. Review of progress on minutes of previous meeting.
2. The committee deliberated on the result analysis of the odd semester and Action plan was discussed to provide remedial measures for the failed students.
3. To be ready with all files for NBA Peer Team visit which is in the month of February for the departments of Civil Engineering and Electronics and Communication Engineering.
4. The amount of participation by students and the success of the social welfare activities were reviewed.
5. The committee decided to approve permission for faculty to attend outside college Conference Seminars etc.
6. The committee instructed to implement the new guide lines constituted by NAAC.

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

  
Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 29 JAN 2018**

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.	Sri. 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/2017-18/02 dated 27 November 2017 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	Decision taken that Procurement of LMS resources should be as per perspective plan.	Implemented	Completed
2	Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 2 DEC 2107.	Prepared	Submitted
3	Decision is taken to Conduct Guest Lecture/Workshops, Extracurricular and Sports events as per the perspective plan.	Finalized& Scheduled	Completed
4	Decision is taken to Organize field trips and technical activities such as work shop & seminars as perspective plan.	Organized	Completed
5	Improvement in Physical and Library facilities & maintenance of academic facilities should be made.	Improved	completed
6	Decision had taken to initiate Alternative energy	Initiated	Completed
7	To Conduct Social welfare activities for safety and security as per the perspective plan.	Organized	In progress
8	Addressal of Anti Ragging and Grievance issues should be resolved.	Initiated	Completed
9	Decision taken to make MOUs with companies	Initiated	In progress
10	Research Activities has to be made regularly.	Implemented	Completed

*A. Basu*  
Coordinator, IQAC

21.12.17

