



St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE

Dhulapally, Secunderabad -500100

Ref: SMEC/IQAC /2018-19/02

Date: 20/11/2018

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

Approved

Sir,

thm
20/11/18

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

It is proposed to conduct the IQAC meeting on 26 November 2018. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully

Dr. A. Amarendra Babu
Coordinator,
IQAC



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.
8. Research activities taken



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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 26 November 2018 (Monday) in the IQAC Cell at 4.00 PM. The points to be discussed in the meeting are as follows:

Agenda:

1. Action taken towards the plans of the previous meeting.
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4. Status of the Social Welfare Activities
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7. Training students for placements.
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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: 20/11/2018

Academic Year 2018-19

MINUTES OF THE IQAC MEETING

Date of the Meeting	26 NOV 2018	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2018-19/02	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:

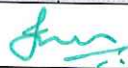

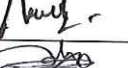

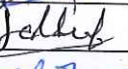

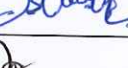
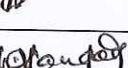

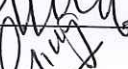
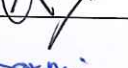
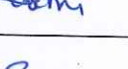


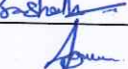
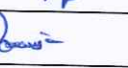


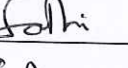
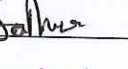
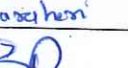



1. The committee discuss the number of activities implemented which were proposed in the earlier meeting.
2. Construction of Time table's completion of Course files and preparation of Lesson plans according to the subjects allocated were finalized and approved.
3. The committee resolved to conduct Guest 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.
4. Exchanged views about the Implementation of the social welfare activities and participation of the students.
5. The committee Discussed the issues of the anti ragging and grievance cells and made decision to implement the issues
6. Decision was taken to have MoUs with companies.
7. Coaching plans were discussed to prepare students for placements.
8. Research Activities proposed were discussed and approved.

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


Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 26 November 2018**


S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. P. Santosh Kumar Patra	Chairman	
2	Dr. A. Amarendra Babu	Coordinator	
3	Dr. D. V. Sreekanth	Co-coordinator	
4	Sri. G. Chandrasekhar Yadav	Management Member	
5	Dr. N. Ramachandra	HOD, EEE Dept	
6	Dr. DRVA. Sharath	HOD, ECE Dept	
7	Dr. D. Soundarajan	HOD, CE Dept	
8	Dr. DBK.Kamesh	HOD, CSE Dept	
9	Dr. Achyutha Rao	HOD, IT Dept	
10	Dr. Venkata Rangaiah	HOD, MBA Dept	
11	Dr. V. Keshava Reddy	Senior staff	
12	Ms. S. Girija	Senior staff	
13	Ms. Ch. LaxmiDevender, Sarpanch, Dhulapally Village	Local Community	
14	Mr. KaushikBhargava (17K81A05H3)	Student member	
15	Mr. Ms. Sriya (17K81A0401)	Student member	
16	Ms. Prashanti (17K81A0133)	Student member	
17	Mr. Santosh (17K81A0205)	Student member	
18	Ms. Pooja (17K81A1244)	Student member	
19	Mr. Hemanth (16K81A0314)	Student member	
20	Mr. V. Om Prakash(13K81A0457)	Alumni Member	
21	Sri. Ch. Sathi Reddy	Industry Nominee	
22	Sri. Sathya	Industry Nominee	
23	Mr. A. Narahari	Parent	
24	Mr. B. Ramaraju	Parent	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC/2018-19/01 dated 23 June 2018 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 30 June 2018.	Prepared	Completed
2	Decision taken on Curriculum planning is approved and is decided to implement.	Initiated	implemented
3	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 2018.	Prepared	Completed
4	Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 30 June 2018.	Prepared	Submitted
5	Decision is taken that to organize field trips and Technical activities such as workshops & seminars for all departments.	Organized	In progress
6	Conduction of Value added and Vocational Educational Training courses for students as per the perspective plan	Conducted	Completed
7	Improvement in Physical and Library facilities & maintenance of academic facilities should be made.	Improved	Completed
8	Committee has approved to Implement of e-governance	Initiated	In progress
9	Effectiveness of various bodies/cells/committees should be evident through MOM and implementation of their resolutions should be taken.	Implemented	Completed
10	Schedule of tentative Guest Lectures/Workshops, Extra-Curricular and Sports events to be initiated as per the perspective plan	Finalized & Scheduled	Completed
11	Research Activities has to be made regularly	Initiated	In progress

12	Decision taken to make MOUs with companies.	Initiated	In progress
13	Decision has taken that to conduct certification course and value added training.	Initiated	In progress


Coordinator, IQAC

