



St. MARTIN'S ENGINEERING COLLEGE

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

Ref: SMEC/IQAC /2018-19/03

Date: 25/01/2019

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 2019. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Approved
Jm
25/1/19

Yours faithfully

Dr. A. Amarendra Babu
Coordinator,
IQAC



Agenda:

1. Result Analysis of first semester.
2. Social welfare activities.
3. Workshops, Conferences, Seminar 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 29 January 2019 (Tuesday) in the IQAC Cell at 4:00 PM. The points to be discussed in the meeting are as follows:

Agenda:

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

Any other matter with permission of chairman

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: 25/01/2019

Academic Year 2017-18 MINUTES OF THE IQAC MEETING

Date of the Meeting	29 th JAN,2019	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2018-19/03	Location	IQAC Cell

1. Meeting Agenda:

1. Result analysis of first semester.
2. Social Welfare Activities.
3. Workshops, Conferences, Seminar for faculty.

2. Points Discussed During the Meeting:








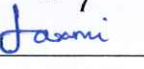
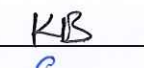
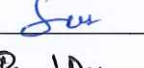

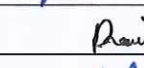
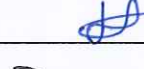

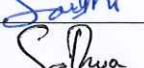
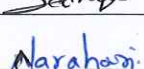





1. The committee deliberated on the result analysis of the odd semester and Action plan was discussed to provide remedial measures for the failed students.
2. The amount participation by students and the success of the social welfare activities were reviewed.
3. The committee decided to approve permission 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 29 JAN, 2019**

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. RaveevSrivastava	HOD, ECE Dept	
7	Dr. D. Sounderajan	HOD, CE Dept	
8	Dr. P. Uday Kumar	HOD, CSE Dept	
9	Dr. S. Srinivasa 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/2018-19/02 dated 20 November 2018 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	The committee discuss the number of activities implemented which were proposed in the earlier meeting.	Implemented	Completed
2	Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 2 DEC 2108.	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	Decision had taken to initiate Alternative energy	Initiated	Completed
6	To Conduct Social welfare activities for safety and security as per the perspective plan.	Organized	In progress
7	Decision taken to make MOUs with companies	Initiated	In progress
8	Research Activities has to be made regularly.	Implemented	In progress

Abse
Coordinator, IQAC

