



# St. MARTIN'S ENGINEERING COLLEGE

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

Ref: SMEC/IQAC /2018-19/04

Date: 26/04/2019

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 April 2019. The agenda for the meeting is as under.

**Agenda:**

1. Sum up of NAAC inspection.
2. Internship for Pre-Final students.
3. Placements for Final Year students
4. Feedback on the Workshops/Conference/FDP conducted in the academic year.
5. Output of R&D

I request your approval

Thanking you

Yours faithfully

Dr. A. Amarendra Babu  
Coordinator  
IQAC



Approved  
Am  
26/4/19.



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Date: 26/04/2019

## CIRCULAR

### Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 29 April 2019 (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

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Dhulapally, Secunderabad -500100

Date: 29/04/2019

## Academic Year 2018-19 MINUTES OF THE IQAC MEETING

<b>Date of the Meeting</b>	29 April 2019	<b>Time:</b>	4:00 to 6:00 PM
<b>Meeting Circular / Ref No</b>	SMEC/IQAC /2018-19/04	<b>Location</b>	IQAC Cell

### 1. Meeting Agenda:

1. Action taken towards the plan of the previous meeting.
2. Completion of NAAC inspection
3. Internship for Pre-Final students.
4. Placements for Final Year students
5. Feedback on the Workshops/Conference/FDP conducted in the academic year.
6. Output of R&D

### 2. Points Discussed During the Meeting:

1. The committee discuss the number activities implemented which were proposed in the earlier meeting.
2. NAAC peer team visit has been completed successfully on 2<sup>nd</sup> & 3<sup>rd</sup> April 2019.
3. The Committee conversed about the different Internship Programmes Pre-final Year students
4. The Committee Scrutinized The MoUs And The Proposed Placements For the Final Students.
5. Reports and Feedback on the Workshop/conference/FDP conducted were analysed by the Committee.
6. The final output of different R&D Activities Executed were examined.

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

Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 29 APRIL 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 Department	
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/2018-19/03 dated 29 January 2019 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	The committee deliberated on the result analysis of the odd semester and Action plan was discussed to provide remedial measures for the failed students.	Prepared	Submitted
3	The Committee conversed about the different Internship Programmes Pre-final year students	Scheduled	Completed
4	The amount participation by students and the success of the social welfare activities were reviewed.	Organized	Completed
5	The committee decided to approve permission for faculty to attend outside college Conference Seminars etc	Approved	Completed

  
Coordinator,  
IQAC

