



**St. MARTIN'S ENGINEERING COLLEGE**  
**Dhulapally, Secunderabad-500100**  
**NBA & NAAC A<sup>+</sup> Accredited**

Ref: SMEC/IQAC /2019-20/01

Date: 10/06/2019

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 17 June 2019. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

*Approved  
Am  
10/6/19.*

Yours faithfully

Dr. A. Amarendra Babu  
Coordinator  
IQAC



**Agenda:**

1. Achievement NAAC A<sup>+</sup> Grade for the institution.
2. To prepare documents for the Autonomous inspection.
3. To review and approval strategic perspective plan and implementation
4. Preparation of curriculum planning according to University Academic Calendar.
5. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
6. Conducting National and International Conference as Department wise.
7. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
8. New Faculties are to be appointed as per the requirement of Departments
9. Organizing Orientation Program for the First year students in coming Academic Year 2019-2020.
10. Social Welfare Activities.
11. Advancing Research Activities.
12. MoUs with companies.
13. Certificate course and value added training.



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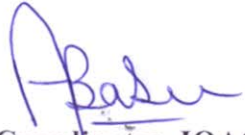
### CIRCULAR

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

An Internal Quality Assurance Cell (IQAC) meeting will be held on 17 June 2019 (Monday) in the IQAC Cell at 4.00 PM. The points to be discussed in the meeting are as follows:

Copy to:

The Chairman – For kind information  
Executive Director - For kind information  
HODs of all Departments  
IQAC Members

  
Coordinator, IQAC





# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100

NBA & NAAC A<sup>+</sup> Accredited

Date: 17/06/2019

Academic Year 2019-20

## MINUTES OF THE IQAC MEETING

<b>Date of the Meeting</b>	17 June 2019	<b>Time:</b>	4:00 to 6:00 PM
<b>Meeting Circular / Ref .No</b>	SMEC/IQAC /2019-20/01	<b>Location</b>	IQAC Cell

### 1. Meeting Agenda:

1. Achievement NAAC A+ Grade for the institution.
2. To prepare documents for the Autonomous inspection.
3. To prepare strategic perspective plan and implementation
4. Preparation of curriculum planning according to University Academic Calendar.
5. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
6. Conducting National and International Conference as Department wise.
7. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
8. New Faculties are to be appointed as per the requirement of Departments
9. Organizing Orientation Program for the First year students in coming Academic Year 2019-2020.
10. Social Welfare Activities.
11. Advancing Research Activities.
12. MoUs with companies.
13. Certificate courses and value added training.

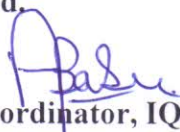
### 2. The Points Discussed During the Meeting:

IQAC meeting is held on the 17 June, 2019 and the following points are discussed:

1. Among all the engineering colleges in Telangana state only, our SMEC has been Awarded with NAAC A+ .
2. All the departments are instructed to prepare documents for Autonomous inspection.





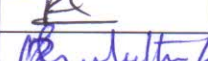




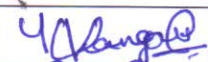





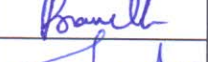

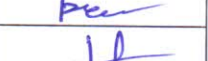



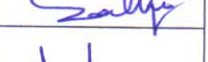


3. Strategic Perspective Plan to be prepared by all departments have been reviewed and approved
4. Curriculum according to the University Academic Calendar Prepared by the department is reviewed and approved
5. Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester
6. Approved for conducting National and International Conference Department wise as per perspective plan.
7. Approved for conducting of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan.
8. Appointment of new faculty in different departments as per their requirement is approved
9. Conducting Orientation Programme for first year students in the upcoming Academic Year 2019-2020 is approved
10. It is decided to sign MoUs with various companies.
11. Approval of Social welfare activities should be conducted as per perspective plan and organized.
12. Research Activities has to be made regularly.
13. Decision has been taken that to conduct certification course and value added training as per the perspective plan.

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

  
Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 17 June 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. B. Hemalatha	HOD, S&H Dept	
7	Dr. C. Elavarasi	HOD, ECE Dept	
7	Dr. G. Venkata Ramana	HOD, CE Dept	
8	Dr. P. Uday Kumar	HOD, CSE Dept	
9	Mr. Shraban Kumar	HOD, IT Dept	
10	Dr. Venkata Rangaiah	HOD, MBA Dept	
11	Ms. S. Girija	Senior staff	
12	Ms. Ch. LaxmiDevender, Sarpanch, Dhulapally Village	Local Community	
13	Mr. Kaushik Bhargava (17K81A05H3)	Student member	
14	Mr. Ms. Sriya (17K81A0401)	Student member	
15	Ms. Prashanti (17K81A0133)	Student member	
16	Mr. Santosh (17K81A0205)	Student member	
17	Ms. Pooja (17K81A1244)	Student member	
18	Mr. Hemanth (16K81A0314)	Student member	
19	Mr. V. Om Prakash (13K81A0457)	Alumni Member	
20	Sri. Ch. Sathi Reddy	Industry Nominee	
21	Sri. Sathya	Industry Nominee	
22	Mr. A. Narahari	Parent	
23	Mr. B. Ramaraju	Parent	

**ACTION TAKEN REPORT**

The following actions were taken with respect to the IQAC meeting With Reference number SMEC/IQAC/2018-19/04 Dated: 29-04-2019 and will be submitted in next IQAC meeting for reference

S.No	Points Discussed	Action taken	status
1	The committee discussed the number of activity implemented which were proposed in the earlier meeting	Implemented	completed
2	The committee conversed about the difference internship programmes of pre final year students	Scheduled	Completed
3	The committee scrutinized MOUs and the proposed placements for the final year students	Verified	Completed
4	The committee verified the reports and feedback on workshops and conference and FDPs conducted were analyzed	Verified	Completed
5	The committee examine final output of different R&D activities executed in the campus	Examine	Completed

  
Coordinator  
IQAC

