



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute

Affiliated to JNTUH & Approved by AICTE

Dhulapally, Secunderabad -500100.



Ref: SMEC/IQAC /2019-20/03

Date: 25/01/2020

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 2020. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Approved
J. Amarendra Babu
25/1/2020

Yours faithfully

A. Babu
Dr. A. Amarendra Babu
Coordinator, IQAC



Agenda:

1. Result analysis of first year
2. Social welfare activities
3. Workshops, conferences, seminar for faculty.
4. Conduct of Green Audit in the institute
5. Plant for the planet project (PPP)
6. Conduct of Energy Audit in the institute



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CIRCULAR

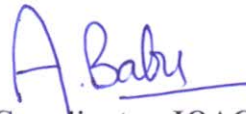
Sub: IQAC Meeting – intimation to the members of IQAC

An internal quality assurance cell (IQAC) meeting will be held on 29 January 2020 (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 year
2. Social welfare activities
3. Workshops, conferences, seminar for faculty.
4. Conduct of Green Audit in the institute
5. Plant for the planet project (PPP)
6. Conduct of Energy Audit in the institute

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



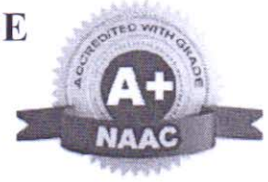


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Date: 29/01/2020

Academic Year 2019-20

MINUTES OF THE IQAC MEETING

Date Of Meeting	29 th January 2020	Time	4:00 To 6:00 PM
Meeting Circular Ref No	SMEC/IQAC/2019-20/03	Location	IQAC Cell

1. Meeting Agenda:

1. Result analysis of first year
2. Social welfare activities
3. Workshops, conferences, seminar for faculty.
4. Conduct of Green Audit in the institute
5. Plant for the planet project (PPP)
6. Conduct of Energy Audit in the institute

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 of participation by students and the success of the social welfare activities were revived.
3. The committee decided to approve permission for faculty to attend outside college conference and seminars as well as FDP programmes
4. Committee planned to conduct PPP program in organization
5. Committee planned to Conduct of Energy Audit in the institute

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


Coordinator, IQAC



**IQAC MEMBERS ATTENDED THE MINUTES OF MEETING HELD ON
29-JAN-2020**

S.NO	NAME	DISIGNATION	SIGN
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.Hari krishna	HOD, ECE Dept Department	
7	Mr. T. Sai krishna Teja	HOD, CE Dept	
8	Dr. P. Uday Kumar	HOD, CSE Dept	
9	Dr.S. V. Achutha Rao	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. KaushikBhargava (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/2019-20/02 AR Dated: 27-11-2019 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	Committee discussed the research activities taken in to campus and revived	Initiated	In Progress
3	To conduct social welfare activities for safety and security as for perspective plan	organized	In progress
4	The committee Discussed the MOUs with companies	Verified	Completed
5	The committee verified the reports and feedbacks on guest lectures /workshops, Extracurricular and sports events	Verified	Completed

A. Babu
Coordinator

IQAC

