

Ref:SMEC/IQAC/2020-21/01

Date:17/08/2020

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

Sir,

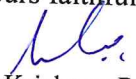
Sub: Request for approval-IQAC Meeting (Online Mode)-regarding.

It is proposed to conduct the IQAC meeting on 24th August 2020. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Yours faithfully


Dr.S.V.S.RamaKrishnamRaju,
Coordinator,
IQAC



17/8/2020
CHAIRMAN
IQAC
St. Martin's Engineering College



Agenda:

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Social Welfare Activities.
8. Advancing Research Activities.
9. MoUs with companies.
10. Certificate course and value-added training.



St.Martin's Engineering College
An Autonomous Institution
NBA & NAAC A+ Accredited
Dhulapally, Secunderabad-500 100



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Date:17/08/2020

CIRCULAR

Sub: IOAC Meeting–Intimation to the Members of IOAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 24th August 2020 in the Online Platform at 4.00 PM. The points to be discussed in the meeting are as follows:

Any other matter with permission of chairman

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

(Autonomous Institution - UGC, Govt. of India)

| ESTD : 2002 | NAAC (A+) & NBA Accredited | Affiliated to JNTUH

| Approved by AICTE | NIRF & ARIIA Ranked | A Non Minority Institute



Date:24/08/2020

Academic Year 2020-2021

MINUTES OF THE IQAC MEETING

Date of the Meeting	24 th August 2020	Time:	4:00PM to 6:00PM
Meeting Circular/ Ref.No	SMEC/IQAC/2020-2021/01	Location	Online Platform

1. Meeting Agenda:

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Social Welfare Activities.
8. Advancing Research Activities.
9. MoUs with companies.
10. Certificate course and value-added training.

2. The Points Discussed During the Meeting:

IQAC meeting is held on the 24 August 2020, and the following points are discussed:

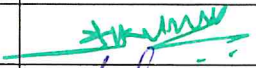


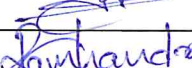
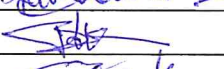

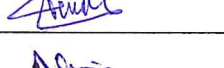



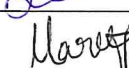
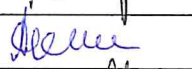
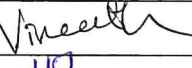


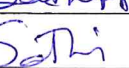






1. Discussed on Preparation of Strategic Perspective Plan and Implementation.
2. Discussed on Curriculum according to the University Academic Calendar is to be Prepared.
3. Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester were discussed.
4. Approved for conducting National and International Conference Department wise as per perspective plan.
5. Approved for conducting of tentative Guest Lecture Workshop Faculty Development Programs and Sports Events are to be implemented as per perspective plan.
6. Decision approved for the Appoint new faculty in different departments as per their requirement.

7. Approved Social welfare activities should be conducted as per perspective plan and organized.
 8. Discussed on Research Activities has to be made regularly.
 9. Decisions are made to sign MoUs with various companies approved.
 10. Decision has taken that to conduct certification course and value-added training.
- 3. The Attendance of the members attended the meeting is enclosed.**


Coordinator, IQAC



MEMBERS ATTENDED THE MINUTES OF MEETING HELD ON 24th August 2020

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr.P.Santosh Kumar Patra	Chairman	
2	Dr.S.V.S. Rama Krishnam Raju	Coordinator	
3	Dr.D. V. Sreekanth	Co-coordinator	
4	Sri.G.ChandrasekharYadav	Management Member	
5	Dr.N.Ramachandra	HOD,EEE Dept	
6	Dr.B.Harikrishna	HOD, ECE Dept	
7	Mr. T.SaikrishnaTeja	HOD,CE Dept	
8	Dr. M.Anuradha	HOD,CSE Dept	
9	Dr.R.Nagaraju	HOD,IT Dept	
10	Dr.Y.Venkata Rangaiah	HOD, MBA Dept	
11	Ms. B.Sravani	Senior Staff	
12	Ms.Ch.Laxmi Devender, Sarpanch, Dhulapally Village	Local Community	
13	Ms.Mary Teresina Richard (18K81A0592)	Student Member	
14	Ms.B.Hemalatha (18K81A0108)	Student Member	
15	Mr.G.Vineeth Roy (18K81A0210)	Student Member	
16	Mr.M.Rajesh (18K81A0430)	Student Member	
17	Mr.Ch.K.K.Reddy(18K81A0310)	Student Member	
18	Ms.Sameeksha(16K81A0240)	Alumni Member	
19	Sri.Ch.Sathi Reddy	Industry Nominee	
20	Sri.Sathya	Industry Nominee	
21	Sri.B.Shankara Rao	Parent	
22	Sri.P.Chennakrishna Reddy	Parent	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC meeting with Reference number SMEC/IQAC/2019-20/03 Dated: 29/01/2020 and will be submitted in next IQAC meeting for reference

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


Coordinator
IQAC

