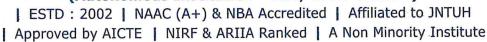


St. MARTIN'S ENGINEERING COLLEGE

(Autonomous Institution - UGC, Govt. of India)





Ref: SMEC/IQAC/2020-21/02

Date:28/12/2020

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 04 January 2021. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Yours faithfully

Dr. S.V.S. Rama/KrishnamRaju

Coordinator,

IOA

CHAIRMAN

IQAC

St. Martin's Engineering College

Agenda:

- 1. Review of previous meeting and action taken report
- 2. Academic results
- 3. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester.
- 4. Review of vision, mission and PEOs for various departments
- 5. Conducting Online Conferences/Guest Lectures/Workshops, Extra Curricular Events.
- 6. Status of the Social Welfare Activities
- 7. Any grievance issue.
- 8. MoU's with companies.
- 9. Training students for placements.
- 10. Research activities
- 11. Review of NBA inspection of CSE Department
- 12. Entrepreneurship activities.
- 13. Review of different committees.
- 14. Preparation of ISO certification renewal.



St.Martin's Engineering College

An Autonomous Institution Dhulapally, Secunderabad-500 100 NBA & NAAC A+ Accredited



Ref: SMEC/IQAC/2020-21/02

Date: 28-12-2020

CIRCULAR

Sub: IOAC Meeting-Intimation to the Members of IOAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 04 January 2021 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

Coordinator, IQAC

Copy to:

The Chairman–For kind information

Executive Director - For kind information

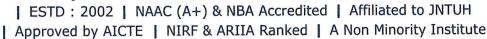
HODs of all Departments

IQAC Members



St. MARTIN'S ENGINEERING COLLEGE

(Autonomous Institution - UGC, Govt. of India)





Date: 04/01/2021

Academic Year 2020-2021 MINUTES OF THE IOAC MEETING

Date of the Meeting	04 January 2021	Time:	4:00PM to 6:00PM
Meeting Circular/ Ref.No	SMEC/IQAC/2020-2021/02	Location	Online Platform

1. Meeting Agenda:

- 1. Review of previous meeting and action taken report
- 2. Academic results
- 3. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester.
- 4. Review of vision, mission and PEOs for various departments
- Conducting Online Conferences/Guest Lectures /Workshops, Extra Curricular Events.
- 6. Status of the Social Welfare Activities
- 7. Any grievance issue.
- 8. MoU's with companies.
- 9. Training students for placements.
- 10. Research activities
- 11. Review of NBA inspection of CSE Department
- 12. Entrepreneurship activities.
- 13. Review of different committees.
- 14. Preparation of ISO certification renewal.

2. The Points Discussed During the Meeting:

IQAC meeting is held on the 04 January 2021, and the following points are discussed:

- 1. Reviewed of previous meeting and action taken report
- 2. Academic results reviewed.
- Discussed on preparation of Timetable, Course Files, Lesson Plans etc., for the next semester.
- 4. Reviewed of vision, mission and PEOs for various departments
- Conducting Online Conferences/Guest Lectures/Workshops, Extra Curricular Events are discussed.
- 6. Status of the Social Welfare Activities discussed.

- 7. Reviewed the grievance issue.
- 8. Discussed on MoUs with companies.
- 9. Discussed the Training students for placements.
- 10. Research activities reviewed.
- 11. Reviewed of NBA inspection of CSE Department
- 12. Entrepreneurship activities discussed.
- 13. Reviewed of different committees.
- 14. Discussed on preparation of ISO certification renewal.

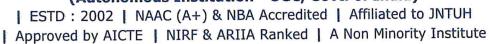
3. The Attendance of the members attended the meeting is enclosed.

Coordinator, IQAC



St. MARTIN'S ENGINEERING COLLEGE

(Autonomous Institution - UGC, Govt. of India)





MEMBERS ATTENDED THE MINUTES OF MEETING HELD ON 04th January 2021

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

Ref. No: SMEC/IQAC/2020-21/02- AR

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC/2020-21/01 dated 24th August 2020 and will be submitted in next IQAC Meeting for reference.

S. No	Points Discussed	Action Taken	Status
1	Strategic Perspective Plan to be prepared by all departments.	Prepared	Completed
2	Curriculum according to the University Academic Calendar prepared by the department.	Prepared	Completed
3	Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 30 June 2020.	Prepared	Submitted
4	Schedule of tentative Guest Lectures/Workshops, Extra Curricular and sports events to be initiated as per the perspective plan.	Finalized & Scheduled	Completed
5	Effectiveness of various bodies/cells/committees should be evident through MOM and implementation of their resolutions should be taken.	Implemented	Completed
6	Conduction of Value added and Vocational Educational Training courses for students as per the perspective plan	Conducted	Completed
7	Decision is taken that to organize field trips and Technical activities such as workshop & seminars for all departments.	Organized	In Progress
8	Research Activities has to be made regularly	Initiated	In Progress
9	Decision taken to make MOUs with companies.	Initiated	In Progress

Coordinator IQAC

Date: 28/12/2020