

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



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 Krishnam Raju
Coordinator,
IQAC


28/12/2020
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
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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



Date: 04/01/2021

Academic Year 2020-2021

MINUTES OF THE IQAC 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
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.

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.
3. Discussed on preparation of Timetable, Course Files, Lesson Plans etc., for the next semester.
4. Reviewed of vision, mission and PEOs for various departments
5. 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



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

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.Chandrasekhar Yadav	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.SathiReddy	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 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



[Signature]
Coordinator
IQAC