



# 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/2022-23/01

Date: 01.08.2022

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

Respected Sir,

**Sub:** Request for approval – IQAC Meeting–regarding.

It is proposed to conduct the IQAC meeting on 08<sup>th</sup> August 2022. The agenda for the meeting is enclosed.

I request your approval.

Thanking you,

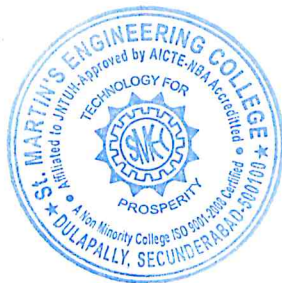
Yours faithfully,

  
Dr. S.V.S. Rama Krishnam Raju,  
Coordinator, IQAC



**Agenda:**

1. Review of previous meeting minutes and action taken report.
2. Preparation of Strategic perspective plan and implementation.
3. Preparation of curriculum planning according to Academic Calendars.
4. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
5. Faculty recruitment for year 2022-23.
6. Organization of Seminars, Workshops, FDP's on latest trends in Engineering & Technology and National & International Conference.
7. Preparation of Schedule of Industrial Visits.
8. NPTEL courses for faculty.
9. Student Attendance.
10. Mentor-Mentee.
11. Social Welfare activities.
12. Research Activities.
13. Academic result.
14. Preparation of news letter.
15. Deployment of training platform towards improving quality placements and strengthening of core placements.
16. Preparation of AQAR 2021-22.





# St. Martin's Engineering College

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



Ref: SMEC/IQAC/2022-23/01

Date: 01.08.2022

## CIRCULAR

### Sub: IOAC Meeting-Intimation to the Members of IOAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 08<sup>th</sup> August 2022 in the IQAC cell, MG Block at 4.00 PM. The points to be discussed in the meeting are as follows:

#### Agenda:

1. Review of previous meeting minutes and action taken report.
2. Preparation of Strategic perspective plan and implementation.
3. Preparation of curriculum planning according to Academic Calendars.
4. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
5. Faculty recruitment for year 2022-23.
6. Organization of Seminars, Workshops, FDP's on latest trends in Engineering & Technology and National & International Conference.
7. Preparation of Schedule of Industrial Visits.
8. NPTEL courses for faculty.
9. Student Attendance.
10. Mentor-Mentee.
11. Social Welfare activities.
12. Research Activities.
13. Academic result.
14. Preparation of news letter.
15. Deployment of training platform towards improving quality placements and strengthening of core placements.
16. Preparation of AQAR 2021-22.

  
Coordinator

IQAC

Copy to:

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



Date: 08.08.2022

Academic Year 2022-23

## MINUTES OF THE IQAC MEETING

Date of the Meeting	08 <sup>th</sup> August 2022	Time:	4:00 PM to 6:00 PM
Meeting Circular/ Ref.No	SMEC/IQAC/2022-23/01	Location	IQAC cell, MG Block

Chairperson welcomed all IQAC members for the IQAC meeting held on 08<sup>th</sup> August 2022.

Chairperson initiated discussion on the following agenda points.

### Agenda Point 1: Review of previous meeting minutes and action taken report

The minutes of the previous meeting were confirmed by the committee members. The report of the action taken after the previous meeting was presented to the committee and approved.

### Agenda Point 2: Preparation of Strategic perspective plan and implementation

Discussed on preparation of strategic perspective plan for the Academic Year 2022-23 and its implementation.

### Agenda Point 3: Preparation of curriculum planning according to Academic Calendars

Discussed on curriculum planning according to the Academic Calendar for the Academic Year 2022-23.

### Agenda Point 4: Guide lines for execution of academic activities like Time tables, Course Files and Lesson Plans etc.

Chairperson suggested to all HOD's to prepare Time tables, Course Files and Lesson Plans etc. for the coming semester.

### Agenda Point 5: Faculty recruitment for year 2022-23

Chairperson suggested recruiting new faculty to maintain faculty-student ratio (FSR) for the academic year 2022-23.

### Agenda Point 6: Organization of Seminars, Workshops, FDP's on latest trends in Engineering & Technology and National & International Conferences

Chairperson suggested to all HOD's to organize Seminars, Workshops and FDP's on latest trends in Engineering & Technology and National & International Conferences.

### Agenda Point 7: Preparation of Schedule of Industrial Visits

Chairperson suggested to all HOD's to plan industrial visits in reputed organizations.



**Agenda Point 8: NPTEL courses for faculty**

Chairperson suggested to encourage all faculty members to take part in NPTEL Certification Courses in Emerging Technologies.

**Agenda Point 9: Student Attendance**

Chairperson suggested all HOD's to focus on improvement of student attendance by continuous monitoring and by making daily phone calls to parents of absentee students and maintain record.

**Agenda Point 10: Mentor-Mentee**

Chairperson instructed all HOD's to nominate mentors for each class as per the guidelines and also instructed to conduct mentor mentee meeting every week and maintain record by allocating dedicated period in the time table.

**Agenda Point 11: Social Welfare Activities**

Chairperson suggested to plan social welfare activities under different organizations for the academic year 2022-23.

**Agenda Point 12: Research Activities**

Dean-R&D presented the details about on-going R&D and Consultancy projects.

**Agenda Point 13: Academic Result**

Controller of Examinations presented the previous academic result.

**Agenda Point 14: News Letter**

Chairperson instructed all HOD's to prepare department news letter by keeping information about achievements in curricular and extra-curricular activities conducted by the respective departments.

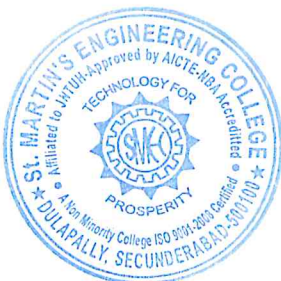
**Agenda Point 15: Deployment of training plat form towards improving quality placements and strengthening of core placements**

Director -T&P presented the details regarding deployment of training platform towards improving quality placements and strengthens of core placements. He also presented the details of the number of core placements and the number of core companies visits for the academic year 2021-22.

**Agenda Point 16: Preparation of AQAR 2021-22**

Chairperson instructed to Dean Academics to initiate the process of AQAR 2021-22.

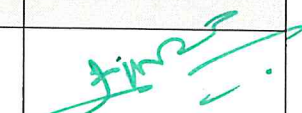
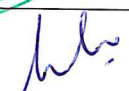


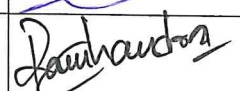
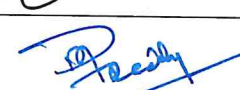


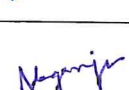
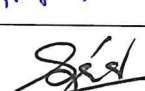
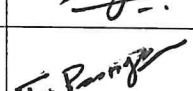
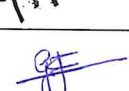
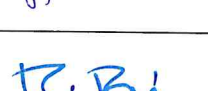
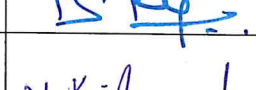
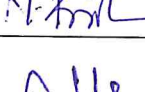
**Chairperson concluded the meeting and thanking all members for their active participation in the discussion. The Attendance of the members attended the meeting is enclosed.**














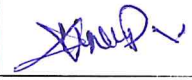



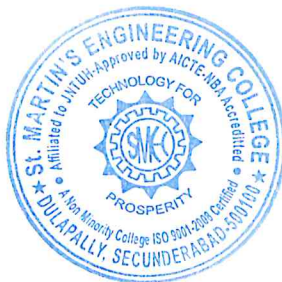
*[Signature]*  
Coordinator  
IQAC



## MEMBERS ATTENDED THE MINUTES OF MEETING HELD ON 08<sup>th</sup> AUGUST 2022

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. P. Santosh Kumar Patra, Principal	Chairman	
2	Dr. S. V. S. Rama Krishnam Raju, Dean Academics	Coordinator	
3	Dr. D. V. Sreekanth, Professor & HOD, ME Dept.,	Co-coordinator	
4	Sri. G. Chandrasekhar Yadav, Executive Director	Management Member	
5	Dr. N. Rama Chandra Professor & HOD, EEE Dept.,	Member	
6	Dr. D. Ranadheer Reddy, Professor & HOD, H&S Dept.,	Member	
7	Dr. B. Harikrishna, Professor of ECE & HOD, ECE Dept.,	Member	
8	Dr. R. Santosh Kumar, Professor & HOD, CSE Dept.,	Member	
9	Dr. R. Nagaraju, Professor & HOD, IT Dept.,	Member	
10	Ms. J. K. Sandhya Kiran, Associate Professor & HOD, CE Dept.,	Member	
11	Dr. T. Poongothai, Professor & HOD, CSE (AI & ML) Dept.,	Member	
12	Dr. G. Govinda Rajulu, Professor & HOD, CSD Dept.,	Member	
13	Dr. B. Rajalingam, Professor & HOD, AI& DS Dept.,	Member	
14	Dr. N. Krishnaiah, Professor & HOD, AI& ML Dept.,	Member	
15	Dr. N. Satheesh, Professor & HOD, M.Tech (AI& DS)	Member	

16	Ms. B. Shravani, Senior Faculty	Member	
17	Dr. G. Jawaharlalnehru Associate Professor of CSE	Member	
18	Mr. Ramesh Reddy G Assistant Professor of ECE	Member	
19	Ms. Ch. Laxmi Devender, Sarpanch, Dhulapally	Member (Local Community)	
20	Ms. T. Harshitha (20K81A0106)	Student Member	
21	Mr. S. Surya Prasad (20K81A0231)	Student Member	
22	Mr. Akash Kumar (20K81A0301)	Student Member	
23	Mr. V. Nithin Reddy (20K81A0407)	Student Member	
24	Ms. K. V. N. Indu (20K81A0583)	Student Member	
25	Mr. Chanda Likith (20K81A12D4)	Student Member	
26	Mr. Ch. Uneendra (18K81A04D5)	Member (Alumni)	
27	Sri. Dharma Rao	Member (Industry )	
28	Sri. Bhanu Chandar	Member (Industry)	
29	Mr. K. V. N. Haribabu	Member (Parent)	
30	Mr. P. A. Kameshwar Raju	Member (Parent)	



**ACTION TAKEN REPORT**

The following actions were taken with respect to the IQAC meeting with Reference number SMEC/IQAC/2021-22/03 Dated: 25<sup>th</sup> April 2022 and will be submitted in next IQAC meeting for reference

S. No	Points Discussed	Action Taken	Status
1	The committee reviewed the Academic Audit Report.	Verified	Completed
2	The committee scrutinized MOUs and placements for the final year students	Verified	Completed
3	The committee examine final output of different R&D activities executed in the campus	Examined	Completed
4	The committee examine the results of all departments	Examined	Completed

  
Coordinator  
IQAC

