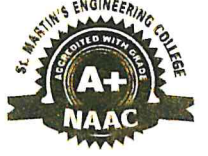




St. MARTIN'S ENGINEERING COLLEGE

(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/2023-24/02

Date: 30.12.2023

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 03rd January 2024. 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. Status of the Teaching Learning Processes
3. Status of Rankings
4. AQAR 2022-23
5. Placement statistics 2023-24.
6. Status of the events prepared in Event Calander.
7. Review of different committees.
8. Status of Industrial Visits.
9. NPTEL & MOOCs Courses.
10. Status of Research activities.
11. NAAC 2nd Cycle
12. e-Governance
13. MOU's & Linkages
14. Library
15. Alumini
16. B.Tech 3rd & 4th Year Course Structure and Syllabus of SMEC R22
17. Any other Points with the permission of the Chair.





St. Martin's Engineering College

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



Ref: SMEC/IQAC/2023-24/02

Date: 30.12.2023

CIRCULAR

Sub: IOAC Meeting–Intimation to the Members of IOAC

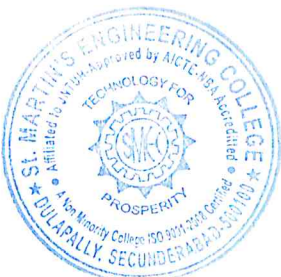
An Internal Quality Assurance Cell (IQAC) meeting will be held on 03rd January 2024 in the IQAC Cell, MG Block at 4.00 PM. The points to be discussed in the meeting are as follows:

1. Review of previous meeting minutes and action taken report
2. Status of the Teaching Learning Processes
3. Status of Rankings
4. AQAR 2022-23
5. Placement statistics 2023-24.
6. Status of the events prepared in Event Calander.
7. Review of different committees.
8. Status of Industrial Visits.
9. NPTEL & MOOCs Courses.
10. Status of Research activities.
11. NAAC 2nd Cycle
12. e-Governance
13. MOU's & Linkages
14. Library
15. Alumini
16. Preparation of B.Tech 3rd & 4th Year Course Structure and Syllabus
17. Any other Points with the permission of the Chairperson.


30/12/23
Coordinator, IQAC

Copy to:

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



Date: 03.01.2024

Academic Year 2023-24

MINUTES OF THE IQAC MEETING

Date of the Meeting	03 rd January 2024	Time:	4:00PM to 6:00PM
Meeting Circular/Ref. No	SMEC/IQAC/2023-24/02	Location	IQAC Cell, MG Block

Chairperson welcomed all IQAC members for the IQAC meeting held on 3rd January 2024.

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: Status of Teaching Learning Processes.

Chairperson reviewed the status of usage of Smart Panels by the faculty in the Teaching Learning Process.

Agenda Point 3: Status of Rankings.

Chairperson reviewed the Institutions ranking like NIRF Ranking, India Today Ranking and Competition Success Review Ranking for the current year.

Agenda Point 4: Status of AQAR 2022-23.

Chairperson reviewed the AQAR 2022-23 which was successfully submitted to the NAAC in the month of October 2023.

Agenda Point 5: Placement statistics 2023-24.

Director, T&P presented placements statistics of 2023-24 Total students' eligible and interested students: 983 Companies Visited: 25
Placed students: 356

Agenda Point 6: Status of the events prepared in Event Calander.

Chairperson reviewed the events scheduled in the event calendar and discussed the execution and organization of upcoming events.

Agenda Point 7: Review of different committees.

IQAC coordinator presented the reports of various committees.



Agenda Point 8: Status of Industrial Visits.

Chairperson reviewed the status of industrial visits conducted so far during the current academic year 2023-24 and suggested to complete pending visits as per schedule to ensure students gain practical exposure.

Agenda Point 9: NPTEL & MOOCs Courses.

Chairperson reviewed the NPTEL Courses registered by the faculties and MOOCs courses register by the students during this academic year sofar.

Agenda Point 10: Status of Research activities.

Dean-R&D presented the progress of the research activities like Conferences, seminars, workshops and status of on-going consultancy projects in various departments.

Agenda Point 11: NAAC 2nd Cycle Accreditation.

Chairperson discussed about the institution's readiness for the upcoming NAAC accreditation 2nd cycle.

Agenda Point 12: e-Governance.

Chairperson reviewed the effective utilization of e-governance in the areas of Administration, Finance & Accounts, Admissions and Examinations and suggested to improve.

Agenda Point 13: MOUs & Linkages.

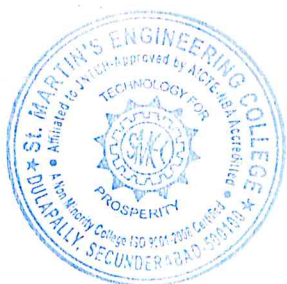
Chairperson reviewed about the functional MOUs/Linkages with institution/industries for internship, on-the-job training, project work and collaborative research and suggested to increase programs.

Agenda Point 14: Library.

Chairperson reviewed about the library facilities like books, journals, e-journals etc., as per AICTE guidelines and its utilization and also reviewed the ILMS and digital library.

Agenda Point 15: Alumni.

The engagement and involvement of Alumni were discussed, and plans for strengthening alumni relations were reviewed for better institutional support and collaboration.



Agenda Point 16: Preparation of Course Structure and Syllabus of SMEC R22 B.Tech., III & IV Year and BOS approval.

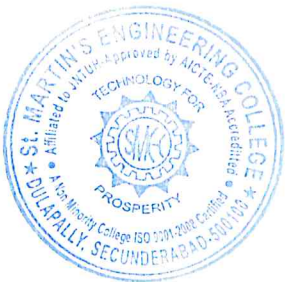
Chairperson reviewed the course structure and syllabus of SMEC R22 B.Tech., III & IV year prepared by the departments and instructed to plan for BOS approval.

Agenda Point 17: Any other Points with the permission of the Chair.

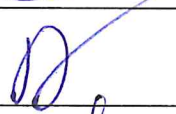




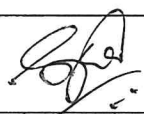



Chairperson concluded thanking all members for their active participation in the discussion.

The attendance of the members attended the meeting is enclosed.

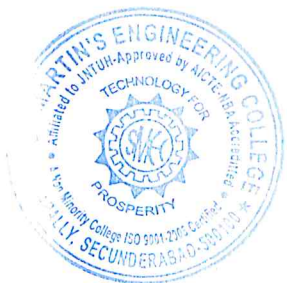

Coordinator, IQAC



MEMBERS ATTENDED THE MINUTES OF MEETING HELD ON 03rd JANUARY 2024

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. P. Santosh Kumar Patra Group Director	Chairman	
2	Sri. G. Chandrasekhar Yadav Executive Director	Management Member & Stake holder	
3	Dr. M. Srinivas Rao Principal	Member	
4	Dr. S. V. S. Rama Krishnam Raju Professor & Dean Academics	Coordinator	
5	Dr. D. V. Sreekanth Professor, Dean Administrations & HOD, ME Dept.	Co-coordinator	
6	Dr. N. Ramchandra Professor & HOD, EEE Dept.	Member	
7	Dr. D. Ranadheer Reddy Professor & HOD, H&S Dept.	Member	
8	Dr. B. Harikrishna Professor & HOD, ECE Dept.	Member	
9	Dr. R. Santhosh Kumar Professor & HOD, CSE Dept.	Member	
10	Dr. V. K. Senthil Ragavan Professor & HOD, IT Dept.	Member	
11	Ms. J. K. Sandhya Kiran Associate Professor & HOD, CE Dept.	Member	
12	Dr. K. Srinivas Professor & HOD, CSE (AI & ML) Dept.	Member	
13	Dr. P. Sai Prasad Professor & HOD, CSD Dept.	Member	
14	Dr. B. Rajalingam Professor & HOD, AI & DS Dept.	Member	
15	Dr. N. Krishnaiah Professor & HOD, AI & ML Dept.	Member	

16	Ms. B. Shravani Senior Faculty	Member	<i>SA</i>
17	Dr. G. Jawaharlal Nehru Associate Professor of CSE	Member	<i>GS</i>
18	Mr. G. Ramesh Reddy Assistant Professor ECE	Member	<i>Ramesh</i>
19	Mr. K. Srihari Municipal Commissioner, Kompally	Member (Local Community)	<i>K. Srihari</i>
20	Ms. B. Hamsaskanditha (21K81A0473)	Student Member	<i>Hamsaskanditha</i>
21	Ms. Nadia Shaikh (21K81A0546)	Student Member	<i>Nadia</i>
22	Ms. K. Akshaya Kalyani (21K81A1290)	Student Member	<i>K. Akshaya</i>
23	Ms. A. Gahana Sree (21K81A6602)	Student Member	<i>A. Sree</i>
24	Ms. B. Keerthana (21K81A7236)	Student Member	<i>B. Keerthana</i>
25	Ms. M. Vishnu Preshitha (21K81A7330)	Student Member	<i>M.V. Preshitha</i>
26	Mr. Ch. Uneendra (18K81A04D5)	Member (Alumni)	<i>Uneendra</i>
27	Sri. Dharma Rao	Member (Industry)	<i>D.Rao</i>
28	Sri. Bhanu Chandar	Member (Industry)	<i>B.Chandar</i>
29	Sri. B. R. Santosh Kumar	Member (Parent)	<i>B.R. Santosh Kumar</i>
30	Sri. G. Raghunath	Member (Parent)	<i>Raghunath</i>



ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC/2022-23/01 dated 16th August 2023 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 Academic Calendar to be prepared.	Prepared	Completed
3	Implementation of Smart Panels in the Teaching Learning Process	Initiated	Completed
4	Faculty Recruitment for the Academic Year 2023-24 should be completed.	Planned	Completed
5	Schedule of tentative Guest Lectures/Workshops, Extra Curricular and sports events to be initiated as per the Event Calendar.	Finalized & scheduled	In Progress
6	Schedule of Industrial Visits	Finalized & scheduled	In Progress
7	Social Welfare activities has to be made regularly	Initiated	In Progress


Coordinator
IQAC

