



St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE
Dhulapally, Secunderabad -14.

Ref: SMEC/IQAC /2015-16/02

Date: 26/11/2015

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

Sir,


Sub: Request for approval-IQAC Meeting – Regarding.

It is proposed to conduct the IQAC meeting on 30 November 2015. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully


K. Shashidhar Reddy
Coordinator, IQAC



Approved
[Signature]
26/11/2015

CHAIRMAN
IQAC
St. Martin's Engineering College

Agenda:

1. Action taken towards the plans of the previous meeting.
2. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester
3. Conducting Guest Lecture/Workshops, Extra-Curricular and Sports events.
4. Status of the Social Welfare Activities
5. Addressal of Anti Ragging and Grievance issue.
6. MoUs with companies.
7. Training students for placements.
8. Research activities taken



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CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 30 November 2015 (Monday) in the IQAC Cell at 4.00 PM.

Coordinator, IQAC

Copy to:

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





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Date: 26/11/2015

Academic Year 2015-16 MINUTES OF THE IQAC MEETINGS

| | | | |
|----------------------------------|---------------------------|-----------------|-----------------|
| Date of the Meeting | 30 th NOV 2015 | Time: | 4:00 to 6:00 PM |
| Meeting Circular / Ref No | SMEC/IQAC /2015-16/02 | Location | IQAC Cell |

1. Meeting Agenda:

1. Action taken towards the plans of the previous meeting.
2. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester
3. Conducting Guest Lecture/Workshops, Extra-Curricular and Sports events.
4. Status of the Social Welfare Activities
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6. MoUs with companies.
7. Training students for placements.
8. Research activities taken

2. Points Discussed During the Meeting:





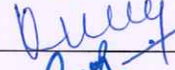
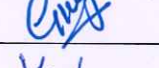
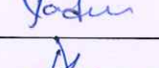
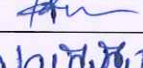
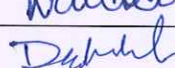
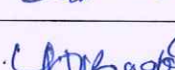
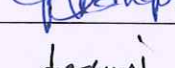
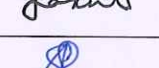
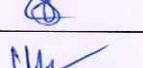
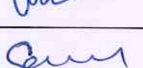

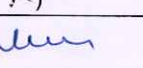
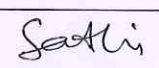



1. The committee discuss the number of activities implemented which were proposed in the earlier meeting.
2. Construction of Time tables completion of Course files and preparation of Lesson plans according to the subjects allocated were finalized
3. The committee resolved to conduct Guest Lectures and Workshops to enhance the core subject's knowledge levels of students and about the various extracurricular activities and sports events for the students.
4. Exchanged views about the Implementation of the social welfare activities and participation of the students.
5. The committee Discussed the issues of the anti ragging and grievance cells
6. Decision was taken to have MoUs with companies.
7. Coaching plans were discussed to prepare students for placements.
8. The list of Research Activities proposed were discussed and checked.

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


Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 30 November 2015**

| S.NO | NAME | DESIGNATION | SIGNATURE |
|------|---------------------------------|------------------------|---|
| 1. | Dr. C.V Reddy | Chairman |  |
| 2. | Sri. K. Shashidhar Reddy | Coordinator |  |
| 3. | Sri. D.Venkata Srikanth | Co- coordinator |  |
| 4. | Sri. G. Chandrasekhar Yadav | Management Member |  |
| 5. | Sri. V. Keshava Reddy | Senior staff |  |
| 6. | Ms.S.Girija | Senior staff |  |
| 7. | Sri. K. Yadaiah | HOD ECE |  |
| 8. | Dr. Anita Kalgapurkar | HOD CIVIL |  |
| 9. | Dr.R.Appala Naidu | HOD IT |  |
| 10. | Dr. D. B. K Kamesh | HOD CSE |  |
| 11. | Dr.Venkata Rangaiah | HOD MBA |  |
| 12. | Ms.Ch.Laxmi Devender | Local Community |  |
| 13. | Sri. P. Rama Suresh | Administrative officer |  |
| 14. | Prof. Veeramani | Local Society member |  |
| 15. | Mr. Sandeep Reddy, (12K81A0480) | Student member |  |
| 16. | Mr. B. Abhinav, (09K81A0507) | Alumni Member |  |
| 17. | Sri. Mahender Rakasi | Industry Member |  |
| 18. | Sri. Ch.Sathi Reddy | Industry Nominee |  |
| 19. | Mr.A.Suresh Kumar | Parent |  |
| 20. | Mr.Appala Raju | Parent |  |

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC /2015-16/01 dated 8 June 2015 and will be submitted in next IQAC Meeting for reference.

| Sl. No | Points Discussed | Action Taken | Status |
|--------|---|-----------------------|-------------|
| 1 | Planned NAAC Accreditation for SMEC is discussed | Initiated the Process | In progress |
| 2 | Preparation of Perspective Plan and Implementation | Prepared | Implemented |
| 3 | Curriculum according to the University Academic Calendar is to be Prepared | Prepared | Completed |
| 4 | Preparation of Timetable, Course Files Lesson Plans etc. for coming semester | Prepared | Closed |
| 5 | National and International Conference should be conducted Department wise as per perspective plan | Prepared | Submitted |
| 6 | Schedule of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan | Organized | In progress |
| 7 | Appoint new faculty in different departments as per their requirement | Initiated | Completed |
| 8 | Conducting Orientation Programme for first year students in the upcoming Academic Year 2015-2016 | Initiated | Completed |
| 9 | Decisions are made to sign MoUs with various companies | Initiated | In progress |
| 10 | Social welfare activities should be conducted as per perspective plan and organized | Implemented | Completed |


Coordinator, IQAC

