



## St. MARTIN'S ENGINEERING COLLEGE

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

Ref: SMEC/IQAC /2016-17/01

Date: 06/06/2016

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 9 June 2016. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Yours faithfully

Dr. K. Sashidhar Reddy  
Coordinator,  
IQAC

*Permitted*  
*my*

CHAIRMAN  
IQAC

St. Martin's Engineering College

**Agenda:**

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Organizing Orientation Program for the First year students in coming Academic Year 2016-2017.
8. Social Welfare Activities.
9. Advancing Research Activities.
10. MoUs with companies.



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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 9 June 2016 (Monday) in the IQAC Cell at 4.00.

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

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Dhulapally, Secunderabad -14

Date: 06/06/2016

Academic Year 2016-17

## MINUTES OF THE IQAC MEETING

<b>Date of the Meeting</b>	9 <sup>th</sup> June, 2016	<b>Time:</b>	4:00 to 6:00 PM
<b>Meeting Circular / Ref .No</b>	SMEC/IQAC /2016-17/01	<b>Location</b>	IQAC Cell

### 1. Meeting Agenda

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Organizing Orientation Program for the First year students in coming Academic Year 2016-2017.
8. Social Welfare Activities.
9. Advancing Research Activities.
10. MoUs with companies.

### 2. The Points Discussed During the Meeting:

IQAC meeting is held on the 9 June 2016 and the following points are discussed:






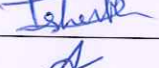

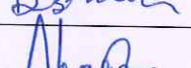
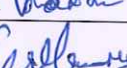
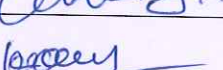
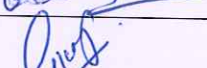

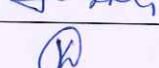


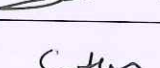
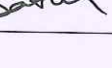
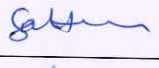
1. Department wise perspective plan should be prepared and submitted to IQAC on or before 20 June 2016.
2. Decision taken on Curriculum planning is approved and is decided to implement.
3. Preparation Department wise Academic Calendar as per University Academic Calendar for two semesters is to be prepared and submitted to IQAC on or before 20 June 2016.
4. Decision is taken to Conduct National and International Conferences Department wise.
5. Schedule of tentative Guest Lectures/Workshops, Extra-Curricular and Sports events to be initiated as per the perspective plan.
6. Decision has taken that to Appoint new Faculty as per the requirement of Departments.
7. Approved to Organize Orientation Program for the First year students in forthcoming Academic Year 2016-2017.
8. Decisions are made to sign MoUs with various companies.

9. To Conduct Social welfare activities for safety and security as per the perspective plan.

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

**Coordinator, IQAC**

**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 9 JUNE 2016**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. K. Sammaiah	Chairman	
2.	Dr. K. Sashidhar Reddy	Coordinator	
3.	Sri. D. Venkata Srikanth	Co-coordinator	
4.	Sri. G. Chandrasekhar Yadav	Management Member	
5.	Dr. K. Shashidar Reddy	HOD-EEE	
6.	Dr. DRVA Sharath	HOD-ECE	
7.	Dr. Anita kalgapurkar	HOD-CE	
8.	Dr. DBK. Kamesh	HOD-CSE	
9.	Dr. R. Appala Naidu	HOD-IT	
10.	Dr. Venkata Rangaiah	HOD-MBA	
11.	Dr. V. Keshava Reddy	Senior staff	
12.	Ms. S. Girija	Senior staff	
13.	Ms. Ch. Laxmi Devender	Local Community	
14.	Mr. Kalyan Reddy, (14K81A0196)	Student member	
15.	Mr. V. Om Prakash(13K81A0457)	Alumni Member	
16.	Sri. Ch. Sathi Reddy	Industry Nominee	
17.	Sri. Sathya	Industry Nominee	
18.	Mr. P. satyanarayana	Parent	
19.	Ms. K. Umadevi	Parent	