



St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE
Dhulapally, Secunderabad -500014

Ref: SMEC/IQAC /2017-18/01

Date: 22/06/2017

To
The 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 26 June 2017. The agenda for the meeting is enclosed.

I request your approval.

Thanking you,

Yours faithfully

Dr. A. Amarendra Babu
Coordinator, IQAC

Approved

gpram 22/6/17

CHAIRMAN
IQAC

St. Martin's Engineering College



AGENDA:

1. Proposal of NBA accreditation for Civil Engineering and Electronics and Communication Engineering Departments.
2. Preparation of department wise perspective plan and implementation.
3. Curriculum planning and implementation.
4. Preparation of department wise Academic Calendar as per University Academic Calendar for two semesters.
5. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
6. Organize field trips and technical activities such as work shop & seminars.
7. Conducting National and International Conference as Department wise.
8. Improvement in Physical and Library facilities & maintenance of academic facilities.
9. Conduction of Value added and Vocational Educational Training courses for students.
10. To organize career counseling sessions for the students.
11. Implementation e-governance.
12. Effectiveness of various bodies/cells/committees is evident through MOM and implementation of their resolutions.
13. Social welfare activities for safety and security.
14. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
15. New Faculties are to be appointed as per the requirement of Departments.
16. Organizing Orientation Program for the First year students in coming Academic Year 2017-2018.
17. Advancing Research Activities.
18. MOUs with companies.





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Date: 23/06/2017

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 26 June 2017 (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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Dhulapally, Secunderabad -500014

Ref. No. SMEC/IQAC /2017-18/01

Date: 26/06/2017

MINUTES OF THE IQAC MEETING

Agenda:

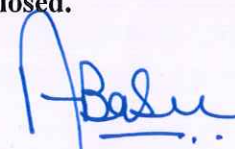
1. Proposal of NBA accreditation for Civil Engineering and Electronics and Communication Engineering Departments.
2. Preparation of department wise perspective plan and implementation.
3. Curriculum planning and implementation.
4. Preparation of department wise Academic Calendar as per University Academic Calendar for two semesters.
5. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
6. Organize field trips and technical activities such as work shop & seminars.
7. Conducting National and International Conference as Department wise.
8. Improvement in Physical and Library facilities & maintenance of academic facilities.
9. Conduction of Value added and Vocational Educational Training courses for students.
10. To organize career counseling sessions for the students.
11. Implementation e-governance.
12. Effectiveness of various bodies/cells/committees is evident through MOM and implementation of their resolutions.
13. Social welfare activities for safety and security.
14. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events.
15. New Faculties are to be appointed as per the requirement of Departments.
16. Organizing Orientation Program for the First year students in coming Academic Year 2017-2018.
17. Advancing Research Activities.
18. MOUs with companies.

2. The Points Discussed During the Meeting:

IQAC Meeting was held on the 26 June 2017 and the following points are discussed:





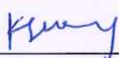











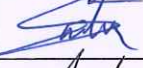

1. Decision is taken to Prepare files for NBA accreditation for Civil Engineering and Electronics and Communication Engineering Departments.
2. Department wise perspective plan should be prepared and submitted to IQAC on or before 30 June 2017.
3. Decision taken on Curriculum planning is approved and is decided to implement.
4. Department wise Academic Calendar as per University Academic Calendar for two semesters is to be prepared and submitted to IQAC on or before 30 June 2017.
5. Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 30 June 2107.
6. Decision is taken that to organize field trips and Technical activities such as workshops & seminars for all departments.
7. Decision is taken to Conduct National and International Conferences Department wise.
8. Improvement in Physical and Library facilities & maintenance of academic facilities should be made.
9. Conduction of Value added and Vocational Educational Training courses for students as per the perspective plan.
10. To organize career counseling sessions for the students as per the perspective plan
11. Committee has approved to Implement of e-governance
12. Effectiveness of various bodies/cells/committees should be evident through MOM and implementation of their resolutions should be taken
13. To Conduct Social welfare activities for safety and security as per the perspective plan.
14. Schedule of tentative Guest Lectures/Workshops, Extra-Curricular and Sports events to be initiated as per the perspective plan.
15. Decision has taken that to Appoint new Faculty as per the requirement of Departments.
16. Approved to Organize Orientation Program for the First year students in forthcoming Academic Year 2017-2018.
17. Research Activities has to be made regularly.
18. Decision taken to make MOUs with companies.

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


Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 26 June 2017**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. SP Venu Madhava Rao	Chairman	
2.	Dr. A. Amarendra Babu	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.	Ms. Shabana Thabassum	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.	Mr. Sathya	Industry Nominee	
18.	Mr. A. Narihari	Parent	
19.	Mr. B. Ramaraju	Parent	