



St. Martin's Engineering College

An Autonomous institute
Dhulapally, Secunderabad-500100
NBA & NAAC A+ Accredited



Ref: SMEC/IQAC /2019-20/02

Date: 25/11/2019

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

Approved
Jm
25/11/19

Sir,

Sub: Request for approval-IQAC Meeting – Regarding.

It is proposed to conduct the IQAC meeting on 27 November 2019. The agenda for the meeting is enclosed.

I request your approval

Thanking you

Yours faithfully

Dr. A. Amarendra Babu
Coordinator,
IQAC



Agenda:

1. Review of previous meeting and action taken report
2. Autonomous inspection and results
3. JNTUH approval of Autonomous status.
4. UGC Paramarsh.
5. NBA Inspection for CSE,MBA, IT& EEE Branches.
6. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester.
7. Review of vision, mission and PEOs for various departments
8. Conducting Guest Lecture/Workshops, Extra Curricular and Sports events.
9. Status of the Social Welfare Activities
10. Anti Ragging and Grievance issue readressal issue
11. MoUs with companies.
12. Training students for placements.
13. Research activities



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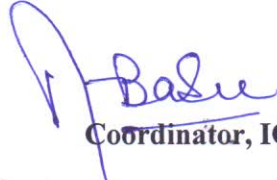
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Date: 25/11/2019

CIRCULAR

Sub: IQAC Meeting – Intimation to the Members of IQAC

An Internal Quality Assurance Cell (IQAC) meeting will be held on 27 November 2019 (Wednesday) 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: 27/11/2019

Academic Year 2019-20

MINUTES OF THE IQAC MEETING

Date of the Meeting	27 November 2019	Time:	4:00 to 6:00 PM
Meeting Circular / Ref .No	SMEC/IQAC /2019-20/02	Location	IQAC Cell

1. Meeting Agenda:

1. Review of previous meeting and action taken report
2. Autonomous inspection and results.
3. JNTUH approval of Autonomous status
4. NBA Inspection for CSE, MBA, IT & EEE Branches.
5. UGC Paramarsh.
6. Preparation of Timetable, Course Files, Lesson Plans etc., for the next Semester.
7. Review of vision, mission and PEOs for various departments
8. Conducting Guest Lecture/Workshops, Extra Curricular and Sports events.
9. Status of the Social Welfare Activities
10. Anti Ragging and Grievance issue readressal issue
11. MoUs with companies.
12. Training students for placements.
13. Research activities taken

2. Points Discussed During the Meeting:

1. The committee reviewed of activities implemented which were proposed in the earlier meeting.
2. The UGC Autonomous team visited the college on 6th and 7th August 2019.the UGC has granted autonomous status to the college for a period of 10 years which gives us freedom to achieve academic excellence by introducing latest technology in curriculum, innovative projects in teaching and learning process
3. The JNTUH University has informed the college to follow existing university syllabus and regulation for 2019-20 admitted batch and can be revised autonomous syllabus from 2020-2021 admitted batch onwards.
4. SMEC have received the approval to act as Paramarsh (advisor) on behalf of UGC to mentor the institutions going for fresh NAAC Accrediation. Around Rs.30 Lakhs will be funded by UGC






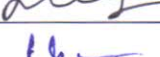

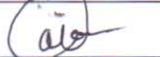







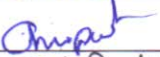
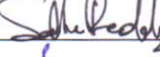
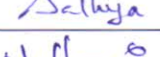
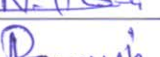
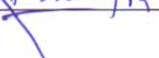



5. It is decided to register in NBA portal for fresh accreditation to CSE and MBA departments and we need to go for reaccreditation for IT and EEE Departments in the month of December, it is decided to submit compliance report as per NBA guidelines.
6. All departments have reviewed their respective vision, mission and PEOs based on the feedback received from various stake holders and the updated vision, mission and PEOs are put up to General Body for approval.
7. Exchanged views about the Implementation of the social welfare activities and participation of the students.
8. The committee Discussed the issues of the anti ragging and grievance cells and made decision to implement the issues
9. Decision was taken to have MoUs with companies.
10. Coaching plans were discussed to prepare students for placements.
11. Research Activities proposed were discussed and approved.



Coordinator, IQAC



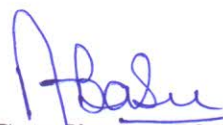
**MEMBERS ATTENDED THE MINUTES OF MEETING HELD
ON 27 November 2019**

S.NO	NAME	DESIGNATION	SIGNATURE
1	Dr. P. Santosh Kumar Patra	Chairman	
2	Dr. A. Amarendra Babu	Coordinator	
3	Dr. D. V. Sreekanth	Co-coordinator	
4	Sri. G. Chandrasekhar Yadav	Management Member	
5	Dr. N. Ramachandra	HOD, EEE Dept	
6	Dr. Harikrishna	HOD, ECE Dept	
7	Dr. G. Venkata Ramana	HOD, CE Dept	
8	Dr. P. Uday Kumar	HOD, CSE Dept	
9	Dr. Achuta Rao	HOD, IT Dept	
10	Dr. Venkata Rangaiah	HOD, MBA Dept	
11	Ms. S. Girija	Senior staff	
12	Ms. Ch. LaxmiDevender, Sarpanch, Dhulapally Village	Local Community	
13	Mr. KaushikBhargava (17K81A05H3)	Student member	
14	Mr. Ms. Sriya (17K81A0401)	Student member	
15	Ms. Prashanti (17K81A0133)	Student member	
16	Mr. Santosh (17K81A0205)	Student member	
17	Ms. Pooja (17K81A1244)	Student member	
18	Mr. Hemanth (16K81A0314)	Student member	
19	Mr. V. Om Prakash(13K81A0457)	Alumni Member	
20	Sri. Ch. Sathi Reddy	Industry Nominee	
21	Sri. Sathya	Industry Nominee	
22	Mr. A. Narahari	Parent	
23	Mr. B. Ramaraju	Parent	

ACTION TAKEN REPORT

The following actions were taken with respect to the IQAC Meeting reference no. Ref. No. SMEC/IQAC/2019-20/01 dated 17 June 2019 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	All the departments are instructed to prepare documents for Autonomous inspection.	Initiated	completed
2	Strategic Perspective Plan to be prepared by all departments	Prepared	Completed
3	Decision taken on Curriculum planning.	Initiated	implemented
4	Curriculum according to the University Academic Calendar Prepared by the department	Prepared	Completed
5	Academic activities like Timetables, Course Files, and Lesson Plans should be prepared and submitted to IQAC on or before 30 June 2019.	Prepared	Submitted
6	Decision is taken that to organize field trips and Technical activities such as workshops & seminars for all departments.	Organized	In progress
7	Conduction of Value added and Vocational Educational Training courses for students as per the perspective plan	Conducted	Completed
9	Committee has approved to Implement of e-governance	Initiated	In progress
10	Effectiveness of various bodies/cells/committees should be evident through MOM and implementation of their resolutions should be taken.	Implemented	Completed
11	Schedule of tentative Guest Lectures/Workshops, Extra-Curricular and Sports events to be initiated as per the perspective plan	Finalized & Scheduled	Completed
12	Research Activities has to be made regularly	Initiated	In progress
13	Decision taken to make MOUs with companies.	Initiated	In progress


Coordinator, IQAC

