



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad
Department of Civil Engineering

2013-14

Circular

Date: 16/02/2013

Sub: Department Advisory Committee (DAC) meet for analyzing Department Curriculum syllabus for academic year 2013-14 -Reg.

This is to inform that there will be a meeting for all Department Advisory Committee members for analyzing the Curriculum syllabus of academic year 2013-14. The meeting is scheduled on 17-12-2013 at 2.00PM in the Department Seminar hall.

Department Committee Members:

- | | |
|--------------------------|---------------------|
| 1. Dr. Anita prakash | Professor & HOD |
| 2. Dr Obul Reddy, | Professor |
| 3. Mr. Srinivasa Rao, | Associate Professor |
| 4. Mrs.Shabana Tabassum, | Associate Professor |

Copy To:
Department committee members
Department Notice Board
Principal
Chairman

Smitha K
HOD, CE

HOD
Civil Engineering Department
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14.



St. Martin's Engineering College
Dhulapally, Secunderabad.
Department of Civil Engineering

2013-14

17-12-2013




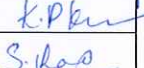
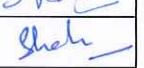

MINUTES OF THE MEETING

With reference to the circular dated on 16th, Dec 2013, the DAC assembled in the Department Meeting Room for addressing and reviewing the following agenda.

Agenda :

- Reviewing the analysis of Department Curriculum syllabus of Academic Year 2013-14 .
- Identifying the gaps.
- Action to be taken for Identified gaps.

During the meeting the following members were present

S.NO.	FULL NAME	Designation	Signature
1	Dr. Anita Prakash,	Professor, HOD	
2	Dr .Sravana,	Professor JNTUH subject expert	
3	Dr Obul Reddy	Professor	
4	Mr. K Paul Kunati,	Associate Professor	
5	Mr. Srinivasa Rao	Associate Professor	
6	Mrs.Shabana Tabassum	Associate Professor	

were recorded as below,

- 1.The committee members discussed reviewed the analysis of the department curriculum/syllabus.
2. The committee members discussed about the feedback analysis of the same.
3. The members conversed on identify gaps based on the analysis.
4. The following actions were proposed to be taken for the identified gaps.

S. No.	Course Year	Course Title	Gap
1	IV-I	Estimating Costing	Ethical Decision Making Framework
2	IV-I	Pavement Design	Alternative Pavement Materials
3	III-I	Engineering Geology	Sedimentary Basins, Fossil Fuel

5. The following actions were proposed to be taken for the student feedback.

Actions to be taken:

The feedback of the students promoted the institution to add-on internships, industrial visits, talks by experts, courses beyond the syllabus into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the students

6. The following actions were proposed to be taken for the parents feedback.

Action to be taken:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical persona, as per the requirements and wishes of the parents.

7. The following actions were proposed to be taken for the Alumni feedback.

Action to be taken:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

8. The following actions were proposed to be taken for the Employer feedback.

Action to be taken:

Based on this feedback, it was felt that more emphasis should be given to training programs and personality development classes.

Copy to

- The Director
- The Principal


HOD, CE

HOD
Civil Engineering Department
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14.



St. Martin's Engineering College
Dhulapally, Secunderabad
Department of Civil Engineering

30-12-2013

To,

The Academic Council,
St. Martin's Engineering College,
Dhulapally, Secunderabad.

Sub: Requisition to help in rectification of the gaps found in curriculum syllabus of
Academic Year 2013-14-Reg.

Ref: Department Advisory Committee (DAC) Meeting.

Sir,

There was a Department Advisory Committee (DAC) meet for analyzing the
Department Curriculum/syllabus on following aspects

- Reviewing the analysis of the Department Curriculum/syllabus.
- Identifying the gaps.
- Action to be taken for Identified gaps.
- Analysis of the feedback received from stakeholders.

In the meeting we had identified gaps in following subjects and we request
you to help rectifying the gaps.

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Action to be taken:

The opinion of the Student helps the institution to focus on the real-time experience into the teaching learning methodology.

- The following actions were proposed to be taken for the parents feedback.

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HOD CE

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DHULAPUR SECUNDERABAD-14.

Copy to

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St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

CONVENING ORDER ACADEMIC COUNCIL

Academic Year: 2013-2014

The Academic Council is convened with the following members:

S. No.	Name of the faculty	Designation	Department
1	Dr. B.P. Singh	Convener	PRINCIPAL
2	Dr. Anitha Kalagapurkar	Member	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	Member	EEE-HOD
4	Dr. C.V.Reddy	Member	MECH-HOD
5	Mr. K.Yadaiah	Member	ECE-HOD
6	Dr.D.B.K.Kamesh	Member	CSE-HOD
7	Dr. Moulali shake	Member	IT-HOD
8	Dr.Y.VenkatRangaiah	Member	MBA-HOD
9	Mr.V.Kesava Reddy	Member	S&H-HOD

Frequency of Meeting: Once in a year

Functions and Responsibilities:

1. Framing and revising the curriculum of all academic programs of the college as per the requirements.
2. Providing teaching requirements for completing academic programs.
3. Ensuring discipline amongst the students.
4. Promoting research activity within the college.
5. Making arrangements for conducting examinations, as required.
6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.


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DHULAPALLY, SECUNDERABAD-14



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
3. Action to be taken according to the feedback received from stakeholders.

Principal
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE

Cc:

Principal
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

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2	Dr. Anitha Kalagapurkar	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	EEE-HOD
4	Dr. C.V.Reddy	MECH-HOD
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9	Mr.V.Kesava Reddy	S&H-HOD



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Minutes of Academic Council Meeting held on 08-01-2014

With reference to the circular dated 06-01-2014, members of Academic Council assembled in Principal Office for addressing and reviewing the agenda.

The following members attended the meeting

S. No.	Name	Designation	Signature
1	Dr. B.P. Singh	Principal	
2	Dr. Anitha Kalagapurkar	HOD-Civil	
3	Mr. K. Shashidhar Reddy	HOD-EEE	
4	Dr. C.V.Reddy	HOD-MECH	
5	Mr. K.Yadaiah	HOD-ECE	
6	Dr.D.B.K.Kamesh	HOD-CSE	
7	Dr. Moulali shake	HOD-IT	
8	Dr.Y.VenkatRangaiah	HOD-MBA	
9	Dr.V.Kesava Reddy	HOD-S&H	

The decisions taken during the meeting are as follows-

Based on the requirements of the stakeholders, the following steps has to be taken

1. The students are encouraged to undergo these programs and also for self learning by organizing seminars, workshops, conferences and symposia.
2. To award the students and staff members who have participated in research and development activities.
3. To enter into MOU with various industries to improve the interaction between the academia and industry sector.
4. The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
5. Bridging the identified gaps by including them in the content beyond syllabus.
6. The consolidated feedback report from various departments reviewed and approved.
7. All the above points are sent to the Governing Council for Approval.

As there were no more points for discussion the was concluded.

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Secunderabad-500 014, A.P.




St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

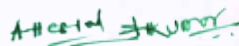
Academic Year: 2013-2014

Perspective Plan

S. No.	Department	Name of the Activity	Title of the Event	Tentative date
1	CIVIL	Workshop	Fibre Reinforced Concrete	01/03/2014
2	EEE	Workshop	Design Analysis and operation of Power System	01/3/2014
3		Workshop	Application of Mat lab/Simulink in Control and power system Engineering	24/01/2014
4	MECH	Workshop	Workshop on "Research Methodology for Advanced Areas in Engineering and Technology"	14/01/2014
5	ECE	Seminar	Seminar on "Embedded Systems"	02/05/2014
6		Workshop	Workshop on "Basic Electronics"	08/01/2014
7	IT	Workshop	Workshop on "Computer Organization"	29/05/2014
8		Workshop	Workshop on "Mobile Computing"	27/03/2014
9		Seminar	Seminar on "Grid Computing"	20/02/2014
10		Certificate Program	JAVA SE6	25/01/2014
11	CSE	Workshop	Workshop on "Computer Organization"	12/05/2014
12		Workshop	Workshop on "Mobile Computing"	03/03/2014
13		Seminar	Seminar on "Grid Computing"	27/01/2014
14		Certificate Program	JAVA SE6	04/01/2014


IQAC





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ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014, A.P.



ISO 9001:2008



CERTIFIED

St. MARTIN'S ENGINEERING COLLEGE

A Non Minority Institution - Affiliated to JNTUH - Approved by AICTE

NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2014-15/02

Date: 18.06.2014

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 18th JUNE 2014 AT 11.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiah
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrashaker
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. C. VENKATARAMANA REDDY	Principal & Member Secretary	C. Venkataramana
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

I) Increase In Intake:

The Governing Council discussed the approval of increase in Intake by AICTE and also the infrastructure to be added to the concerned departments. The additions in the civil

For St. Martin's Engineering College

M. Laxman Reddy

Dhulapally, Quthbullapur, Secunderabad - 500 014, (A.P.) Ph : 040-23090900

Fax : 040-23090800, E-mail : mail2smec@gmail.com; info@smec.ac.in Website : www.smec.ac.in

department is one division i.e., 60 seats from the academic year 2014-15. For this, additional infrastructure has already been received and the faculty have been recruited.

II) New PG (M.Tech) Programs:

a) Mechanical Department (Machine Design) with 18 intake:

At PG Level, 18 seats have been approved for the academic year 2014-15.

The Laboratory infrastructure is received and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

b) Civil Department (Structural Engineering) with 18 intake:

Civil Engineering department has received PG course approval for Structural Engineering for 18 seats. The related Lab Equipment has been procured and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

III) Faculty Recruitment:

The vacancies in the various departments were filled in two phases. Interviews were conducted (One on 16.06.2014 and the other on 24.05.2014).

IV) FDP Programs:

1. One FDP is schedule for 26th & 27th June 2014 on teaching skills,
2. One FDP is schedule for 3rd & 4th July 2014 on EDP

V) Placements:

The total recruitment of our students in various placement activities till today has reached to 327. Still several placement agencies have shown their willingness to visit our college for the placement.

VI) Applied for NAAC:

The Letter Of Intent (LOI) for application to NAAC has been prepared and will be sent this week.

VII) Applied for MODROBS:

The three departments namely CSE, ECE & EEE have applied for modernization of the Laboratory. The report of approval is awaited from AICTE.

VIII) Permanent Affiliation from JNTUH:

The college has received permanent affiliation for five years for the period 2014-15 to 2018-19, on the basis of inspection by Fact Finding Committee (FFC) from JNTUH.

IX) Feedback:

Periodic feedbacks are collected from various stake holders as per the practice and analyzed summary report along with action taken were discussed. It is decided to take online feedback periodically from student about the teaching learning process.

The following decisions are taken:

- Steps taken to get identified gaps included in the curriculum.
- The feedback from Alumni will be analyzed and appropriate action will be taken.
- Extra Curricular activities should be conducted on regular basis.
- The students are encouraged to undergo various activities for self learning.

For St. Martin's Engineering College

M. Suman Reddy
Chairman

- To award the students and staff members who have participated in research and development activities.
- To enter into MOU with various industries to improve the interaction between the academia and industry sector.
- The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
- Bridging the identified gaps by including them in the content beyond syllabus.

X) Innovative Project:

Students should be encouraged to do innovative projects or product.

XI) Conduction of Various Programmes:

Report about Faculty Development Programs, Seminars, Workshops, guest lectures, symposium, chart exhibition etc., are organized by various departments are discussed and suggested to continue the same for the current and upcoming semester as per academic calendar.

XII) Result Analysis and Adoption of OBE:

Result analysis is discussed and appreciated by the Chairman. Also suggested to strictly adhere to the mechanism for achieving outcome based education.

XIII) R&D Activities:

R&D department is inaugurated and established on 3rd July 2013. Entrepreneurship development cell as well as Intellectual property right cell inaugurated on 8th August 2013. It is advised to establish Start-Up Cell (Shristi) in the upcoming semester.

XIV) Budget:

Budget utilization with respect to planning is discussed about advertisement, annual day, insurance, miscellaneous, maintenance of physical & academic maintenance, infrastructure, budget for updation and up gradation of computing facility, salaries, books and e-resources in the library etc.,. Also discussed about the budget planning and sources of fund for the upcoming financial year.

XV) Skill Improvement:

Campus Ready Training (CRT), Career Counseling for all the final year students are conducted. Yoga and Meditation classes are offered to all the students. Vocational Education Training (VET) programmes are initiated for the students. To improve the skill set of student and make them skillful and employable various activities are conducted such as competitive exams, career counseling, guidance for entrepreneurship, soft skill training, remedial coaching, bridge course etc, list of the companies visited and number of student placed are also discussed. Principal is asked to continue the same practices. However it is suggested to add more companies for the placement drive. For the holistic development it is also decided to conduct yoga and meditation classes for all. Decided to conduct vocational education training for the student for their betterment.

XVI) Financial Audit:

Financial audit by Internal and External exports are presented and also decided to continue with the same process. The governing members also looked into the implementation of E-Governance, prospective plan which includes service rule, welfare measures and

For St. Martin's Engineering College

M. Laxman Reddy
Chairman

sponsorship for staff for attending professional development courses. It is also decided to develop ERP In-house and should be ready for implementation.

XVII) Internal Quality Assurance Cell (IQAC):

Average number of quality initiative by IQAC for promoting quality culture is analyzed.

XVIII) Code Of Conduct:

Code of conduct, Hand book presented to members which includes transparency in Financial, Academic, Administrative and Auxiliary function. Governing members have gone through it and suggested changes and go for implementation.

XIX) Service Book:

Service rule book is reviewed and put in practice.

XX) Delegation Of Financial Powers:

For the smooth administration and approval, the Board Members are pleased to delegate up to Rs. 20 Lakhs financial approval for the administration works to Principal, HODs & Administrative Officer are also given financial approval up to Rs. 5.5 Lakhs with immediate effect.

XXI) Alumni Meet:

Alumni Association named 'DISHA' is conducted and it was a very successful event.

XXII) Other General Issues:

Discussed about Academics, Administration, Placement, Research, Transport, Hostel, Banking, Sports, Canteen, Staff and Students Welfare Activities, Student issues, Faculty issues, Parent issues etc. in detailed.

For St. Martin's Engineering College

M. Laxman Reddy

Signature of the Chairman

Chairman

A. H. S. S. S.

PRINCIPAL

ST. MARTIN'S ENGINEERING COLLEGE



St. Martin's Engineering College
Dhulapally, Secunderabad – 500014

Department of Electrical and Electronics Engineering
2013-14

Circular

Date: 16/12/2013

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This is to inform that there will be a meeting for all Department Advisory Committee members for analyzing the Curriculum syllabus of academic year 2013-14. The meeting is scheduled on 17-12-2013 at 2.00PM in the Department Seminar hall.

Department Committee Members:

1. K SHASHIDHAR REDDY
2. Dr. B. P. SINGH
3. Dr. SRIDHAR REDDY
4. K. MERCY ROSALINA
5. T. ACHYUTHA RAO
6. S. RAMA SUBBANA
7. J. PRAKASH KUMAR

Assoc. Professor & HOD
Professor & Director, R & D
Professor
Assoc. Professor
Assistant Professor
Assoc. Professor
Assistant Professor

Copy To:
Department committee members
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HOD, EEE
Head of the Department
Department of Electrical & Electronics Engineering
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Department of Electrical and Electronics Engineering
2013-14

07-12-2013

MINUTES OF THE MEETING

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AGENDA:

- Reviewing the analysis of Department Curriculum syllabus of Academic Year 2013-14.
 - Identifying the gaps.
 - Action to be taken for Identified gaps.

DURING THE MEETING THE FOLLOWING MEMBERS WERE PRESENT

S.NO.	FULL NAME	Designation	Signature
1	K SHASHIDHAR REDDY	Assoc. Professor & HOD	
2	Dr. B. P. SINGH	Professor & Director, R & D	
3	Dr. SRIDHAR REDDY	Professor	
4	K. MERCY ROSALINA	Assoc. Professor	
5	T. ACHYUTHA RAO	Assoc. Professor	
6	S. RAMA SUBBANA	Professor	
7	J. PRAKASH KUMAR	Assistant Professor	

THE FOLLOWING POINTS WERE DISCUSSED DURING THE MEETING AND THE MINUTES WERE RECORDED AS BELOW,

1. The committee members discussed reviewed the analysis of the department Curriculum/syllabus.
2. The committee members discussed about the feedback analysis of the same.
3. The members conversed on identify gaps based on the analysis.
4. The following actions were proposed to be taken for the identified gaps.

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Department of Electrical and Electronics Engineering

30-12-2013

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- Action to be taken for Identified gaps.
- Analysis of the feedback received from stakeholders.

In the meeting we had identified gaps in following subjects and we request you to help rectifying the gaps.

S. No.	Course Year	Course Title	Identified Gap
1	II-I	Electromagnetic fields	Application about line, surface & volume charge densities
2	III-I	Control Systems	Application of block diagrams signal flow graphs
3	IV-I	Electrical and Electronics Instrumentation	Photovoltaic cell applications in real time Applications.

- **The following actions were proposed to be taken for the student feedback. Actions to be taken:**

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- **The following actions were proposed to be taken for the student feedback. Action to be taken:**

The opinion of the Student helps the institution to focus on the real-time experience into the teaching learning methodology.

- **The following actions were proposed to be taken for the parent's feedback. Action Taken:**

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6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.

Approved & Signed
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE

[Signature]
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
3. Action to be taken according to the feedback received from stakeholders.

Accepted & Approved
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE

Principal
Principal

Cc:

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

S. No.	Name	Designation
1	Dr. B.P. Singh	Convener & Principal
2	Dr. Anitha Kalagapurkar	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	EEE-HOD
4	Dr. C.V.Reddy	MECH-HOD
5	Mr. K.Yadaiah	ECE-HOD
6	Dr.D.B.K.Kamesh	CSE-HOD
7	Dr. Moulali shake	IT-HOD
8	Dr.Y.VenkatRangaiah	MBA-HOD
9	Mr.V.Kesava Reddy	S&H-HOD



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Minutes of Academic Council Meeting held on 08-01-2014

With reference to the circular dated 06-01-2014, members of Academic Council assembled in Principal Office for addressing and reviewing the agenda.

The following members attended the meeting

S. No.	Name	Designation	Signature
1	Dr. B.P. Singh	Principal	
2	Dr. Anitha Kalagapurkar	HOD-Civil	
3	Mr. K. Shashidhar Reddy	HOD-EEE	
4	Dr. C.V.Reddy	HOD-MECH	
5	Mr. K.Yadaiah	HOD-ECE	
6	Dr.D.B.K.Kamesh	HOD-CSE	
7	Dr. Moulali shake	HOD-IT	
8	Dr.Y.VenkatRangaiah	HOD-MBA	
9	Dr.V.Kesava Reddy	HOD-S&H	

The decisions taken during the meeting are as follows-

Based on the requirements of the stakeholders, the following steps has to be taken

1. The students are encouraged to undergo these programs and also for self learning by organizing seminars, workshops, conferences and symposia.
2. To award the students and staff members who have participated in research and development activities.
3. To enter into MOU with various industries to improve the interaction between the academia and industry sector.
4. The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
5. Bridging the identified gaps by including them in the content beyond syllabus.
6. The consolidated feedback report from various departments reviewed and approved.
7. All the above points are sent to the Governing Council for Approval.

As there were no more points for discussion the was concluded.

PRINCIPAL
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Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014, A.P.



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Academic Year: 2013-2014

Perspective Plan

S. No.	Department	Name of the Activity	Title of the Event	Tentative date
1	CIVIL	Workshop	Fibre Reinforced Concrete	01/03/2014
2	EEE	Workshop	Design Analysis and operation of Power System	01/3/2014
3		Workshop	Application of Mat lab/Simulink in Control and power system Engineering	24/01/2014
4	MECH	Workshop	Workshop on "Research Methodology for Advanced Areas in Engineering and Technology"	14/01/2014
5	ECE	Seminar	Seminar on "Embedded Systems"	02/05/2014
6		Workshop	Workshop on "Basic Electronics"	08/01/2014
7	IT	Workshop	Workshop on "Computer Organization"	29/05/2014
8		Workshop	Workshop on "Mobile Computing"	27/03/2014
9		Seminar	Seminar on "Grid Computing"	20/02/2014
10		Certificate Program	JAVA SE6	25/01/2014
11	CSE	Workshop	Workshop on "Computer Organization"	12/05/2014
12		Workshop	Workshop on "Mobile Computing"	03/03/2014
13		Seminar	Seminar on "Grid Computing"	27/01/2014
14		Certificate Program	JAVA SE6	04/01/2014

Abas
IQAC



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St. MARTIN'S ENGINEERING COLLEGE

A Non Minority Institution - Affiliated to JNTUH - Approved by AICTE

NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2014-15/02

Date: 18.06.2014

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 18th JUNE 2014 AT 11.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiah
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrasher
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. C. VENKATARAMANA REDDY	Principal & Member Secretary	C. Venkatar
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

I) Increase In Intake:

The Governing Council discussed the approval of increase in Intake by AICTE and also the infrastructure to be added to the concerned departments. The additions in the civil

For St. Martin's Engineering College

M. Laxman Reddy

Dhulapally, Quthbullapur, Secunderabad - 500 014, (A.P.) Ph : 040-23090900

Fax : 040-23090800, E-mail : mail2smec@gmail.com; info@smec.ac.in Website : www.smec.ac.in

department is one division i.e., 60 seats from the academic year 2014-15. For this, additional infrastructure has already been received and the faculty have been recruited.

II) New PG (M.Tech) Programs:

a) Mechanical Department (Machine Design) with 18 intake:

At PG Level, 18 seats have been approved for the academic year 2014-15.

The Laboratory infrastructure is received and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

b) Civil Department (Structural Engineering) with 18 intake:

Civil Engineering department has received PG course approval for Structural Engineering for 18 seats. The related Lab Equipment has been procured and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

III) Faculty Recruitment:

The vacancies in the various departments were filled in two phases. Interviews were conducted (One on 16.06.2014 and the other on 24.05.2014).

IV) FDP Programs:

1. One FDP is schedule for 26th & 27th June 2014 on teaching skills,
2. One FDP is schedule for 3rd & 4th July 2014 on EDP

V) Placements:

The total recruitment of our students in various placement activities till today has reached to 327. Still several placement agencies have shown their willingness to visit our college for the placement.

VI) Applied for NAAC:

The Letter Of Intent (LOI) for application to NAAC has been prepared and will be sent this week.

VII) Applied for MODROBS:

The three departments namely CSE, ECE & EEE have applied for modernization of the Laboratory. The report of approval is awaited from AICTE.

VIII) Permanent Affiliation from JNTUH:

The college has received permanent affiliation for five years for the period 2014-15 to 2018-19, on the basis of inspection by Fact Finding Committee (FFC) from JNTUH.

IX) Feedback:

Periodic feedbacks are collected from various stake holders as per the practice and analyzed summary report along with action taken were discussed. It is decided to take online feedback periodically from student about the teaching learning process.

The following decisions are taken:

- Steps taken to get identified gaps included in the curriculum.
- The feedback from Alumni will be analyzed and appropriate action will be taken.
- Extra Curricular activities should be conducted on regular basis.
- The students are encouraged to undergo various activities for self learning.

For St. Martin's Engineering College

M. Suman Reddy
Chairman

- To award the students and staff members who have participated in research and development activities.
- To enter into MOU with various industries to improve the interaction between the academia and industry sector.
- The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
- Bridging the identified gaps by including them in the content beyond syllabus.

X) Innovative Project:

Students should be encouraged to do innovative projects or product.

XI) Conduction of Various Programmes:

Report about Faculty Development Programs, Seminars, Workshops, guest lectures, symposium, chart exhibition etc., are organized by various departments are discussed and suggested to continue the same for the current and upcoming semester as per academic calendar.

XII) Result Analysis and Adoption of OBE:

Result analysis is discussed and appreciated by the Chairman. Also suggested to strictly adhere to the mechanism for achieving outcome based education.

XIII) R&D Activities:

R&D department is inaugurated and established on 3rd July 2013. Entrepreneurship development cell as well as Intellectual property right cell inaugurated on 8th August 2013. It is advised to establish Start-Up Cell (Shristi) in the upcoming semester.

XIV) Budget:

Budget utilization with respect to planning is discussed about advertisement, annual day, insurance, miscellaneous, maintenance of physical & academic maintenance, infrastructure, budget for updation and up gradation of computing facility, salaries, books and e-resources in the library etc.,. Also discussed about the budget planning and sources of fund for the upcoming financial year.

XV) Skill Improvement:

Campus Ready Training (CRT), Career Counseling for all the final year students are conducted. Yoga and Meditation classes are offered to all the students. Vocational Education Training (VET) programmes are initiated for the students. To improve the skill set of student and make them skillful and employable various activities are conducted such as competitive exams, career counseling, guidance for entrepreneurship, soft skill training, remedial coaching, bridge course etc, list of the companies visited and number of student placed are also discussed. Principal is asked to continue the same practices. However it is suggested to add more companies for the placement drive. For the holistic development it is also decided to conduct yoga and meditation classes for all. Decided to conduct vocational education training for the student for their betterment.

XVI) Financial Audit:

Financial audit by Internal and External exports are presented and also decided to continue with the same process. The governing members also looked into the implementation of E-Governance, prospective plan which includes service rule, welfare measures and

For St. Martin's Engineering College

M. Laxman Reddy
Chairman

sponsorship for staff for attending professional development courses. It is also decided to develop ERP In-house and should be ready for implementation.

XVII) Internal Quality Assurance Cell (IQAC):

Average number of quality initiative by IQAC for promoting quality culture is analyzed.

XVIII) Code Of Conduct:

Code of conduct, Hand book presented to members which includes transparency in Financial, Academic, Administrative and Auxiliary function. Governing members have gone through it and suggested changes and go for implementation.

XIX) Service Book:

Service rule book is reviewed and put in practice.

XX) Delegation Of Financial Powers:

For the smooth administration and approval, the Board Members are pleased to delegate up to Rs. 20 Lakhs financial approval for the administration works to Principal, HODs & Administrative Officer are also given financial approval up to Rs. 5.5 Lakhs with immediate effect.

XXI) Alumni Meet:

Alumni Association named 'DISHA' is conducted and it was a very successful event.

XXII) Other General Issues:

Discussed about Academics, Administration, Placement, Research, Transport, Hostel, Banking, Sports, Canteen, Staff and Students Welfare Activities, Student issues, Faculty issues, Parent issues etc. in detailed.

For St. Martin's Engineering College

M. Laxman Reddy

Signature of the Chairman

Chairman

Ancel J. J. J.

PRINCIPAL

ST. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad

Department of Mechanical Engineering

2013-14

Circular

Date: 16/12/2013

Sub: Department Advisory Committee (DAC) meet for analyzing
Department Curriculum syllabus for academic year 2013-14 -Reg.


This is to inform that there will be a meeting for all Department
Advisory Committee members for analyzing the Curriculum syllabus of academic
year 2013-14. The meeting is scheduled on 17-12-2013 at 2.00PM in the Department
Seminar hall.

Department Committee Members:

- | | |
|-------------------------|---------------------|
| 1. Dr. C. V Reddy | Professor & HOD |
| 2. Dr. Dargaiah K | Professor |
| 3. Dr. P. Shanti Babu | Professor |
| 4. Dr. B. J. Prasad Rao | Associate Professor |
| 5. Dr.A. Rajasekhar | Associate Professor |

Copy To:

Department committee members
Department Notice Board
Principal
Chairman


HOD, MECH
Head of the Department
Department of Mechanical Engineering
St. Martin's Engineering College



St. Martin'S Engineering College
Dhulapally, Secunderabad.
Department of Mechanical Engineering

2013-14

17-12-2013




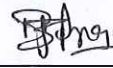

MINUTES OF THE MEETING

With reference to the circular dated on 16th, Dec 2013, the DAC assembled in the Department Meeting Room for addressing and reviewing the following agenda.

Agenda :

- Reviewing the analysis of Department Curriculum syllabus of Academic Year 2013-14 .
- Identifying the gaps.
- Action to be taken for Identified gaps.

During the meeting the following members were present

S.NO.	FULL NAME	Designation	Signature
1	Dr. C. V Reddy	Professor, HOD	
2	Dr. Dargaiah K	Professor	
3	Dr. P. Shanti Babu	Professor	
4	Dr. B. J. Prasad Rao	Associate Professor	
5	Dr.A. Rajasekhar	Associate Professor	

The following points were discussed during the meeting and the minutes were recorded as below,

1. The committee members discussed reviewed the analysis of the department curriculum/syllabus.
2. The committee members discussed about the feedback analysis of the same.
3. The members conversed on identify gaps based on the analysis.
4. The following actions were proposed to be taken for the identified gaps.

S. No.	Course Year	Course Title	Identified Gap
1	II-I	Mechanics of solids	Deflections of beams, indeterminate beams, strain energy in springs
2	III-I	Thermal Engineering	Design of pressure vessels, Columns design
3	IV-I	CAD/CAM	Integration of CAD/CAM, Data communication methods, Master production schedule
4	IV-I	Unconventional Machining Processes	Advanced Implementation of EDM, Laser Jet machining process.

5. The following actions were proposed to be taken for the student feedback.

Actions to be taken:

The feedback of the students promoted the institution to add-on internships, industrial visits, talks by experts, courses beyond the syllabus into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the students

6. The following actions were proposed to be taken for the parents feedback.

Action to be taken:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical persona, as per the requirements and wishes of the parents.

7. The following actions were proposed to be taken for the Alumni feedback.

Action to be taken:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

8. The following actions were proposed to be taken for the Employer feedback.

Action to be taken:

Based on this feedback, it was felt that more emphasis should be given to training programs and personality development classes.

Copy to

- The Director
- The Principal


HOD, MECH

Head of the Department
Department of Mechanical Engineering
St. Martin's Engineering College



St.Martin's Engineering College
Dhulapally, Secunderabad
Department of Mechanical Engineering

30-12-2013

To,

The Academic Council,

St.Martin's Engineering College,

Dhulapally, Secunderabad.

Sub: Requisition to help in rectification of the gaps found in curriculum syllabus of Academic Year 2013-14-Reg.

Ref: Department Advisory Committee (DAC) Meeting.

Sir,

There was a Department Advisory Committee (DAC) meet for analyzing the Department Curriculum/syllabus on following aspects

- Reviewing the analysis of the Department Curriculum/syllabus.
- Identifying the gaps.
- Action to be taken for Identified gaps.
- Analysis of the feedback received from stakeholders.

In the meeting we had identified gaps in following subjects and we request you to help rectifying the gaps.

S NO	COURSE YEAR	COURSE TITLE	IDENTIFIED GAP
1	II-I	Mechanics of solids	Deflections of beams, indeterminate beams, strain energy in springs
2	III-I	Thermal Engineering	Design of pressure vessels, Columns design
3	IV-I	CAD/CAM	Integration of CAD/CAM, Data communication methods, Master production schedule
4	IV-I	Unconventional Machining Processes	Advanced Implementaion of EDM, Laser Jet machining process.

- The following actions were proposed to be taken for the student feedback.

Actions to be taken:

The feedback of the students promoted the institution to add-on internships, industrial visits, talks by experts, courses beyond the syllabus into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the students

- The following actions were proposed to be taken for the student feedback.

Action to be taken:

The opinion of the Student helps the institution to focus on the real-time experience into the teaching learning methodology.

- The following actions were proposed to be taken for the parents feedback.

Action Taken:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the parents.

- The following actions were proposed to be taken for the Alumni feedback.

Action Taken:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

- The following actions were proposed to be taken for the Employer feedback.

Action Taken:

Based on this feedback, it was felt that more emphasis should be given to training programs and personality development classes.


HOD MECH

Head of the Department
Department of Mechanical Engineering
St. Martin's Engineering College

Copy to

- The Director
- The Principal



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

CONVENING ORDER ACADEMIC COUNCIL

Academic Year: 2013-2014

The Academic Council is convened with the following members:

S. No.	Name of the faculty	Designation	Department
1	Dr. B.P. Singh	Convener	PRINCIPAL
2	Dr. Anitha Kalagapurkar	Member	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	Member	EEE-HOD
4	Dr. C.V.Reddy	Member	MECH-HOD
5	Mr. K.Yadaiah	Member	ECE-HOD
6	Dr.D.B.K.Kamesh	Member	CSE-HOD
7	Dr. Moulali shake	Member	IT-HOD
8	Dr.Y.VenkatRangaiah	Member	MBA-HOD
9	Mr.V.Kesava Reddy	Member	S&H-HOD

Frequency of Meeting: Once in a year

Functions and Responsibilities:

1. Framing and revising the curriculum of all academic programs of the college as per the requirements.
2. Providing teaching requirements for completing academic programs.
3. Ensuring discipline amongst the students.
4. Promoting research activity within the college.
5. Making arrangements for conducting examinations, as required.
6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.


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DHULAPALLY, SECUNDERABAD-14



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
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2	Dr. Anitha Kalagapurkar	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	EEE-HOD
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8	Dr.Y.VenkatRangaiah	MBA-HOD
9	Mr.V.Kesava Reddy	S&H-HOD

Principal
Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

Accepted & Forwarded
PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Minutes of Academic Council Meeting held on 08-01-2014

With reference to the circular dated 06-01-2014, members of Academic Council assembled in Principal Office for addressing and reviewing the agenda.

The following members attended the meeting

S. No.	Name	Designation	Signature
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3	Mr. K. Shashidhar Reddy	HOD-EEE	
4	Dr. C.V.Reddy	HOD-MECH	
5	Mr. K.Yadaiah	HOD-ECE	
6	Dr.D.B.K.Kamesh	HOD-CSE	
7	Dr. Moulali shake	HOD-IT	
8	Dr.Y.VenkatRangaiah	HOD-MBA	
9	Dr.V.Kesava Reddy	HOD-S&H	

The decisions taken during the meeting are as follows-

Based on the requirements of the stakeholders, the following steps has to be taken

1. The students are encouraged to undergo these programs and also for self learning by organizing seminars, workshops, conferences and symposia.
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3. To enter into MOU with various industries to improve the interaction between the academia and industry sector.
4. The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
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6. The consolidated feedback report from various departments reviewed and approved.
7. All the above points are sent to the Governing Council for Approval.

As there were no more points for discussion the was concluded.

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St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Academic Year: 2013-2014

Perspective Plan

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Abas
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NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2014-15/02

Date: 18.06.2014

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 18th JUNE 2014 AT 11.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiah
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrasher
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. C. VENKATARAMANA REDDY	Principal & Member Secretary	C. Venkatar
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

I) Increase In Intake:

The Governing Council discussed the approval of increase in Intake by AICTE and also the infrastructure to be added to the concerned departments. The additions in the civil

For St. Martin's Engineering College

M. Laxman Reddy

Dhulapally, Quthbullapur, Secunderabad - 500 014, (A.P.) Ph : 040-23090900

Fax : 040-23090800, E-mail : mail2smec@gmail.com; info@smec.ac.in Website : www.smec.ac.in

department is one division i.e., 60 seats from the academic year 2014-15. For this, additional infrastructure has already been received and the faculty have been recruited.

II) New PG (M.Tech) Programs:

a) Mechanical Department (Machine Design) with 18 intake:

At PG Level, 18 seats have been approved for the academic year 2014-15.

The Laboratory infrastructure is received and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

b) Civil Department (Structural Engineering) with 18 intake:

Civil Engineering department has received PG course approval for Structural Engineering for 18 seats. The related Lab Equipment has been procured and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

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The vacancies in the various departments were filled in two phases. Interviews were conducted (One on 16.06.2014 and the other on 24.05.2014).

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1. One FDP is schedule for 26th & 27th June 2014 on teaching skills,
2. One FDP is schedule for 3rd & 4th July 2014 on EDP

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Periodic feedbacks are collected from various stake holders as per the practice and analyzed summary report along with action taken were discussed. It is decided to take online feedback periodically from student about the teaching learning process.

The following decisions are taken:

- Steps taken to get identified gaps included in the curriculum.
- The feedback from Alumni will be analyzed and appropriate action will be taken.
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For St. Martin's Engineering College

M. Suman Reddy
Chairman

- To award the students and staff members who have participated in research and development activities.
- To enter into MOU with various industries to improve the interaction between the academia and industry sector.
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Budget utilization with respect to planning is discussed about advertisement, annual day, insurance, miscellaneous, maintenance of physical & academic maintenance, infrastructure, budget for updation and up gradation of computing facility, salaries, books and e-resources in the library etc.,. Also discussed about the budget planning and sources of fund for the upcoming financial year.

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For St. Martin's Engineering College

M. Laxman Reddy
Chairman

sponsorship for staff for attending professional development courses. It is also decided to develop ERP In-house and should be ready for implementation.

XVII) Internal Quality Assurance Cell (IQAC):

Average number of quality initiative by IQAC for promoting quality culture is analyzed.

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XXI) Alumni Meet:

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Discussed about Academics, Administration, Placement, Research, Transport, Hostel, Banking, Sports, Canteen, Staff and Students Welfare Activities, Student issues, Faculty issues, Parent issues etc. in detailed.

For St. Martin's Engineering College

M. Laxman Reddy

Signature of the Chairman

Chairman

Ancel J. J. J.

PRINCIPAL

ST. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad -500014

Department of Electronics and Communication Engineering

2013-2014

Circular

Date: 16/02/2013

Sub: Department Advisory Committee (DAC) meet for analyzing Department Curriculum syllabus for academic year 2013-14-Reg.

This is to inform that there will be a meeting for all Department Advisory Committee members for analyzing the Curriculum syllabus of academic year 2013-14. The meeting is scheduled on 17-12-2013 at 2.00PM in the Department Seminar hall.

Department Committee Members:

S.NO	FULL NAME	DESIGNATION
1	Mr.K.Yadaiah	HOD
2	Mrs.K.Nagasudha	Assistant Professor,JNTUH-Jagityala
3	Dr.D N Rao	Educationalist
4	Dr.H .N.Prathihari	Professor
5	Dr.Ravi Shankar Saxena	Professor
6	Mr.S.Ravi Kumar	Associate Professor
7	Mr.M.Venkanna	Associate Professor
8	Mr.Kodali Prashanth	Alumini
9	Mr.Vishwanathan	Industry Expert


HOD, ECE

Copy To:
Department committee members
Department Notice Board
Principal
Chairman

Head of the Department
Department of Electronics & Communication Engineering
St. Martin's Engineering College



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad -500014

Department of Electronics and Communication Engineering

2013-14

07-12-2013

MINUTES OF THE MEETING

With reference to the circular dated on 16th, Dec 2013, the DAC assembled in the Department Meeting Room for addressing and reviewing the following agenda.

Agenda :

- Reviewing the analysis of Department Curriculum syllabus of Academic Year 2013-14 .
- Identifying the gaps.
- Action to be taken for Identified gaps.

During the meeting the following members were present

S.NO.	FULL NAME	Designation	Signature
1	Mr. Yadaiah	HOD	
2	Mrs.K.Nagasudha	Assistant Professor,JNTUH-Jagityala	
3	Dr.D N Rao	Educationalist	
4	Dr.H .N.Prathihari	Professor	
5	Dr.Ravi Shankar Saxena	Professor	
6	Mr.S.Ravi Kumar	Associate Professor	
7	Mr.M.Venkanna	Associate Professor	
8	Mr.Kodali Prashanth	Alumini	
9	Mr.Vishwanathan	Industry Expert	

The following points were discussed during the meeting and the minutes were recorded as below,

- 1.The committee members discussed reviewed the analysis of the department curriculum/syllabus.
- 2.The committee members discussed about the feedback analysis of the same.
- 3.The members conversed on identify gaps based on the analysis.

4. The following actions were proposed to be taken for the identified gaps.

S. No.	Course Year	Course Title	Identified Gap
1	II-II	Electronic devices and circuits	High Efficiency Photovoltaic Cells, Green Energy Electrical Power Converter, Smart Electrical Grids. Virtual Reality
2	III-II	Mat Lab	It also be used for Computer vision, communications, computational finance, control design, robotics, and much more.
3	IV-I	Networking	White box network platforms and SDN are also emerging and maturing technologies.
4	IV-II	Wireless Communication	Li-F,5G,LTE ,RFID technology

5. The following actions were proposed to be taken for the parents feedback.

ACTION TAKEN:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical persona, as per the requirements and wishes of the parents.

6.The following actions were proposed to be taken for the Alumni feedback.

ACTION TAKEN:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

7.The following actions were proposed to be taken for the Employer feedback.

ACTION TAKEN:

Based on this feedback, it was felt that more emphasis should be given to training programs and personality development classes.

Copy to

- The Director
- The Principal


HOD, ECE

Head of the Department
Department of Electronics & Communication Engineering
St. Martin's Engineering College



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Department of Electronics and Communication Engineering

30-12-2013

To,

The Academic Council,

St.Martin's Engineering College,

Dhulapally,Secunderabad.

Sub: Requisition to help in rectification of the gaps found in curriculum syllabus of Academic Year 2013-14-Reg.

Ref: Department Advisory Committee (DAC) Meeting.

Sir,

There was a Department Advisory Committee (DAC) meet for analyzing the Department Curriculum/syllabus on following aspects

- Reviewing the analysis of the Department Curriculum/syllabus.
- Identifying the gaps.
- Action to be taken for Identified gaps.
- Analysis of the feedback received from stakeholders.

In the meeting we had identified gaps in following subjects and we request you to help rectifying the gaps.

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1	II-II	Electronic devices and circuits	High Efficiency Photovoltaic Cells, Green Energy Electrical Power Converter, Smart Electrical Grids. Virtual Reality
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HOD ECE

Head of the Department
Department of Electronics & Communication Engineering
St. Martin's Engineering College

Copy to

- The Director
- The Principal



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

CONVENING ORDER ACADEMIC COUNCIL

Academic Year: 2013-2014

The Academic Council is convened with the following members:

S. No.	Name of the faculty	Designation	Department
1	Dr. B.P. Singh	Convener	PRINCIPAL
2	Dr. Anitha Kalagapurkar	Member	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	Member	EEE-HOD
4	Dr. C.V.Reddy	Member	MECH-HOD
5	Mr. K.Yadaiah	Member	ECE-HOD
6	Dr.D.B.K.Kamesh	Member	CSE-HOD
7	Dr. Moulali shake	Member	IT-HOD
8	Dr.Y.VenkatRangaiah	Member	MBA-HOD
9	Mr.V.Kesava Reddy	Member	S&H-HOD

Frequency of Meeting: Once in a year

Functions and Responsibilities:

1. Framing and revising the curriculum of all academic programs of the college as per the requirements.
2. Providing teaching requirements for completing academic programs.
3. Ensuring discipline amongst the students.
4. Promoting research activity within the college.
5. Making arrangements for conducting examinations, as required.
6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.


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DHULAPALLY, SECUNDERABAD-14



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
3. Action to be taken according to the feedback received from stakeholders.

Cc:

S. No.	Name	Designation
1	Dr. B.P. Singh	Convener & Principal
2	Dr. Anitha Kalagapurkar	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	EEE-HOD
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5	Mr. K.Yadaiah	ECE-HOD
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Principal
Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

Principal
Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Minutes of Academic Council Meeting held on 08-01-2014

With reference to the circular dated 06-01-2014, members of Academic Council assembled in Principal Office for addressing and reviewing the agenda.

The following members attended the meeting

S. No.	Name	Designation	Signature
1	Dr. B.P. Singh	Principal	
2	Dr. Anitha Kalagapurkar	HOD-Civil	
3	Mr. K. Shashidhar Reddy	HOD-EEE	
4	Dr. C.V.Reddy	HOD-MECH	
5	Mr. K.Yadaiah	HOD-ECE	
6	Dr.D.B.K.Kamesh	HOD-CSE	
7	Dr. Moulali shake	HOD-IT	
8	Dr.Y.VenkatRangaiah	HOD-MBA	
9	Dr.V.Kesava Reddy	HOD-S&H	

The decisions taken during the meeting are as follows-

Based on the requirements of the stakeholders, the following steps has to be taken

1. The students are encouraged to undergo these programs and also for self learning by organizing seminars, workshops, conferences and symposia.
2. To award the students and staff members who have participated in research and development activities.
3. To enter into MOU with various industries to improve the interaction between the academia and industry sector.
4. The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
5. Bridging the identified gaps by including them in the content beyond syllabus.
6. The consolidated feedback report from various departments reviewed and approved.
7. All the above points are sent to the Governing Council for Approval.

As there were no more points for discussion the was concluded.

PRINCIPAL
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Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014, A.P.



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Academic Year: 2013-2014

Perspective Plan

S. No.	Department	Name of the Activity	Title of the Event	Tentative date
1	CIVIL	Workshop	Fibre Reinforced Concrete	01/03/2014
2	EEE	Workshop	Design Analysis and operation of Power System	01/3/2014
3		Workshop	Application of Mat lab/Simulink in Control and power system Engineering	24/01/2014
4	MECH	Workshop	Workshop on "Research Methodology for Advanced Areas in Engineering and Technology"	14/01/2014
5	ECE	Seminar	Seminar on "Embedded Systems"	02/05/2014
6		Workshop	Workshop on "Basic Electronics"	08/01/2014
7	IT	Workshop	Workshop on "Computer Organization"	29/05/2014
8		Workshop	Workshop on "Mobile Computing"	27/03/2014
9		Seminar	Seminar on "Grid Computing"	20/02/2014
10		Certificate Program	JAVA SE6	25/01/2014
11	CSE	Workshop	Workshop on "Computer Organization"	12/05/2014
12		Workshop	Workshop on "Mobile Computing"	03/03/2014
13		Seminar	Seminar on "Grid Computing"	27/01/2014
14		Certificate Program	JAVA SE6	04/01/2014

Abas
IQAC



Principal
PRINCIPAL

ST. MARTIN'S ENGINEERING COLLEGE

Principal
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014. A.P.



ISO 9001:2008



CERTIFIED

St. MARTIN'S ENGINEERING COLLEGE

A Non Minority Institution - Affiliated to JNTUH - Approved by AICTE

NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2014-15/02

Date: 18.06.2014

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 18th JUNE 2014 AT 11.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiah
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrashaker
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. C. VENKATARAMANA REDDY	Principal & Member Secretary	C. Venkataramana
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

I) Increase In Intake:

The Governing Council discussed the approval of increase in Intake by AICTE and also the infrastructure to be added to the concerned departments. The additions in the civil

For St. Martin's Engineering College

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For St. Martin's Engineering College

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For St. Martin's Engineering College

M. Laxman Reddy
Chairman

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For St. Martin's Engineering College
M. Laxman Reddy
Signature of the Chairman
Chairman

Ancel J. J. J.
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Secunderabad

Department of Computer Science and Engineering

2013-14

Circular

Date: 16/12/2013

Sub: Department Advisory Committee (DAC) meet for analyzing Department Curriculum syllabus for academic year 2013-14 -Reg.

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Department Committee Members:

1. Dr. D. B. K Kamesh
2. Mr. Deevan Raju
3. Dr. JVN Ramesh
4. Dr. Satya Krishna
5. A. Shrabhan kumar
6. C. Yousepu
7. M. Sirisha

Professor & HOD *[Signature]*

Professor *[Signature]*

Professor *[Signature]*

Professor *[Signature]*

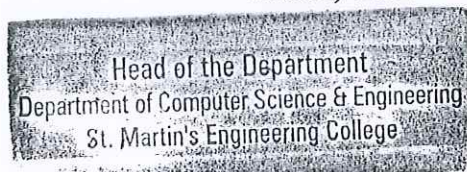
Associate Professor *[Signature]*

Associate Professor *[Signature]*

Assistant Professor *[Signature]*

[Signature]
HOD, CSE

Copy To:
Department committee members
Department Notice Board
Principal
Chairman





St. Martin's Engineering College
Dhulapally, Secunderabad.
Department of Computer Science and Engineering

2013-14

17-12-2013

MINUTES OF THE MEETING

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Agenda :

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During the meeting the following members were present

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1	Dr. D. B. K Kamesh	Professor, HOD	
2	Dr.A.Kavitha	Professor JNTUH	
3	Mr.M.L Sai Kumar	Head(Rtd),IPE,OU	
4	Mr.Deevan Raju	Professor	
5	Dr. JVN Ramesh	Professor	
6	Dr. Satya Krishna	Professor	
7	A.Shraban kumar	Associate Professor	
8	C.Yousepu	Associate Professor	
9	M.Sirisha	Associate Professor	
10	P.Divya	Alumni	
11	Mr.Naveen Immadi	Technical Manager	

The following points were discussed during the meeting and the minutes were recorded as below,

- 1.The committee members discussed reviewed the analysis of the department curriculum/syllabus.
- 2.The committee members discussed about the feedback analysis of the same.

- 3.The members conversed on identify gaps based on the analysis.
- 4.The following actions were proposed to be taken for the identified gaps.

S. No.	Course Year	Course Title	Identified Gap
1	II-I	Data structures	Topological sorting.
2	II-II	Design and Analysis of Algorithms	Algebraic problems
3	III-I	Compiler Design	Partial recursive functions and Turing machines.
4	III-II	Information Security	Kerberos and IDS (Intrusion detection systems)
5	IV-I	Cloud Computing	Overview of cloud services

5. The following actions were proposed to be taken for the student feedback.

Actions to be taken:

The feedback of the students promoted the institution to add-on internships, industrial visits, talks by experts, courses beyond the syllabus into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the students

6. The following actions were proposed to be taken for the parents feedback.

Action to be taken:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical persona, as per the requirements and wishes of the parents.

7. The following actions were proposed to be taken for the Alumni feedback.

Action to be taken:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

Action to be taken:

Copy to

- D.V. Bhat*
HOD, CSE
- Head of the Department
Department of Computer Science & Engineering
St. Martin's Engineering College



St. Martin's Engineering College
Dhulapally, Secunderabad
Department of Computer Science and Engineering

2013-2014

30-12-2013

To,

The Academic Council,
St.Martin's Engineering College,
Dhulapally, Secunderabad.

Sub: Requisition to help in rectification of the gaps found in curriculum syllabus of Academic Year 2013-14-Reg.

Ref: Department Advisory Committee (DAC) Meeting.

Sir,

There was a Department Advisory Committee (DAC) meet for analyzing the Department Curriculum/syllabus on following aspects

- Reviewing the analysis of the Department Curriculum/syllabus.
- Identifying the gaps.
- Action to be taken for Identified gaps.
- Analysis of the feedback received from stakeholders.

In the meeting we had identified gaps in following subjects and we request you to help rectifying the gaps.

S NO	COURSE YEAR	COURSE TITLE	IDENTIFIED GAP
1	II-I	Data Structures	Topological Sorting.
2	II-II	Design and Analysis of Algorithms	Algebraic Problems
3	III-I	Compiler Design	Partial Recursive Functions and Turing Machines
4	III-II	Information Security	Kerberos and Ids (Intrusion Detection Systems)
5	IV-I	Cloud Computing	Overview of Cloud Services

- The following actions were proposed to be taken for the student feedback.

Actions to be taken:

The feedback of the students promoted the institution to add-on internships, industrial visits, talks by experts, courses beyond the syllabus into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the students

- The following actions were proposed to be taken for the student feedback.

Action to be taken:

The opinion of the Student helps the institution to focus on the real-time experience into the teaching learning methodology.

- The following actions were proposed to be taken for the parents feedback.

Action Taken:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the student's technical persona, as per the requirements and wishes of the parents.

- The following actions were proposed to be taken for the Alumni feedback.

Action Taken:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

- The following actions were proposed to be taken for the Employer feedback.

Action Taken:

Based on this feedback, it was felt that more emphasis should be given to training programs and personality development classes.

Copy to

- The Director
- The Principal

W. D. Pillai
HOD CSE 20/12/12

Head of the Department
Department of Computer Science & Engineering
St. Martin's Engineering College



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

CONVENING ORDER ACADEMIC COUNCIL

Academic Year: 2013-2014

The Academic Council is convened with the following members:

S. No.	Name of the faculty	Designation	Department
1	Dr. B.P. Singh	Convener	PRINCIPAL
2	Dr. Anitha Kalagapurkar	Member	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	Member	EEE-HOD
4	Dr. C.V.Reddy	Member	MECH-HOD
5	Mr. K.Yadaiah	Member	ECE-HOD
6	Dr.D.B.K.Kamesh	Member	CSE-HOD
7	Dr. Moulali shake	Member	IT-HOD
8	Dr.Y.VenkatRangaiah	Member	MBA-HOD
9	Mr.V.Kesava Reddy	Member	S&H-HOD

Frequency of Meeting: Once in a year

Functions and Responsibilities:

1. Framing and revising the curriculum of all academic programs of the college as per the requirements.
2. Providing teaching requirements for completing academic programs.
3. Ensuring discipline amongst the students.
4. Promoting research activity within the college.
5. Making arrangements for conducting examinations, as required.
6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.

Principal
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St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
3. Action to be taken according to the feedback received from stakeholders.

Cc:

S. No.	Name	Designation
1	Dr. B.P. Singh	Convener & Principal
2	Dr. Anitha Kalagapurkar	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	EEE-HOD
4	Dr. C.V.Reddy	MECH-HOD
5	Mr. K.Yadaiah	ECE-HOD
6	Dr.D.B.K.Kamesh	CSE-HOD
7	Dr. Moulali shake	IT-HOD
8	Dr.Y.VenkatRangaiah	MBA-HOD
9	Mr.V.Kesava Reddy	S&H-HOD

Principal
Principal

PRINCIPAL
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DHULAPALLY, SECUNDERABAD-14

Principal
PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Minutes of Academic Council Meeting held on 08-01-2014

With reference to the circular dated 06-01-2014, members of Academic Council assembled in Principal Office for addressing and reviewing the agenda.

The following members attended the meeting

S. No.	Name	Designation	Signature
1	Dr. B.P. Singh	Principal	
2	Dr. Anitha Kalagapurkar	HOD-Civil	
3	Mr. K. Shashidhar Reddy	HOD-EEE	
4	Dr. C.V.Reddy	HOD-MECH	
5	Mr. K.Yadaiah	HOD-ECE	
6	Dr.D.B.K.Kamesh	HOD-CSE	
7	Dr. Moulali shake	HOD-IT	
8	Dr.Y.VenkatRangaiah	HOD-MBA	
9	Dr.V.Kesava Reddy	HOD-S&H	

The decisions taken during the meeting are as follows-

Based on the requirements of the stakeholders, the following steps has to be taken

1. The students are encouraged to undergo these programs and also for self learning by organizing seminars, workshops, conferences and symposia.
2. To award the students and staff members who have participated in research and development activities.
3. To enter into MOU with various industries to improve the interaction between the academia and industry sector.
4. The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
5. Bridging the identified gaps by including them in the content beyond syllabus.
6. The consolidated feedback report from various departments reviewed and approved.
7. All the above points are sent to the Governing Council for Approval.

As there were no more points for discussion the was concluded.

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Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014, A.P.



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Academic Year: 2013-2014

Perspective Plan

S. No.	Department	Name of the Activity	Title of the Event	Tentative date
1	CIVIL	Workshop	Fibre Reinforced Concrete	01/03/2014
2	EEE	Workshop	Design Analysis and operation of Power System	01/3/2014
3		Workshop	Application of Mat lab/Simulink in Control and power system Engineering	24/01/2014
4	MECH	Workshop	Workshop on "Research Methodology for Advanced Areas in Engineering and Technology"	14/01/2014
5	ECE	Seminar	Seminar on "Embedded Systems"	02/05/2014
6		Workshop	Workshop on "Basic Electronics"	08/01/2014
7	IT	Workshop	Workshop on "Computer Organization"	29/05/2014
8		Workshop	Workshop on "Mobile Computing"	27/03/2014
9		Seminar	Seminar on "Grid Computing"	20/02/2014
10		Certificate Program	JAVA SE6	25/01/2014
11	CSE	Workshop	Workshop on "Computer Organization"	12/05/2014
12		Workshop	Workshop on "Mobile Computing"	03/03/2014
13		Seminar	Seminar on "Grid Computing"	27/01/2014
14		Certificate Program	JAVA SE6	04/01/2014

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IQAC



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PRINCIPAL

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Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014. A.P.

Principal
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St. MARTIN'S ENGINEERING COLLEGE

A Non Minority Institution - Affiliated to JNTUH - Approved by AICTE

NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2014-15/02

Date: 18.06.2014

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 18th JUNE 2014 AT 11.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiah
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrashaker
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. C. VENKATARAMANA REDDY	Principal & Member Secretary	C. Venkataramana
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

I) Increase In Intake:

The Governing Council discussed the approval of increase in Intake by AICTE and also the infrastructure to be added to the concerned departments. The additions in the civil

For St. Martin's Engineering College

M. Laxman Reddy

Dhulapally, Quthbullapur, Secunderabad - 500 014, (A.P.) Ph : 040-23090900

Fax : 040-23090800, E-mail : mail2smec@gmail.com; info@smec.ac.in Website : www.smec.ac.in

department is one division i.e., 60 seats from the academic year 2014-15. For this, additional infrastructure has already been received and the faculty have been recruited.

II) New PG (M.Tech) Programs:

a) Mechanical Department (Machine Design) with 18 intake:

At PG Level, 18 seats have been approved for the academic year 2014-15.

The Laboratory infrastructure is received and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

b) Civil Department (Structural Engineering) with 18 intake:

Civil Engineering department has received PG course approval for Structural Engineering for 18 seats. The related Lab Equipment has been procured and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

III) Faculty Recruitment:

The vacancies in the various departments were filled in two phases. Interviews were conducted (One on 16.06.2014 and the other on 24.05.2014).

IV) FDP Programs:

1. One FDP is schedule for 26th & 27th June 2014 on teaching skills,
2. One FDP is schedule for 3rd & 4th July 2014 on EDP

V) Placements:

The total recruitment of our students in various placement activities till today has reached to 327. Still several placement agencies have shown their willingness to visit our college for the placement.

VI) Applied for NAAC:

The Letter Of Intent (LOI) for application to NAAC has been prepared and will be sent this week.

VII) Applied for MODROBS:

The three departments namely CSE, ECE & EEE have applied for modernization of the Laboratory. The report of approval is awaited from AICTE.

VIII) Permanent Affiliation from JNTUH:

The college has received permanent affiliation for five years for the period 2014-15 to 2018-19, on the basis of inspection by Fact Finding Committee (FFC) from JNTUH.

IX) Feedback:

Periodic feedbacks are collected from various stake holders as per the practice and analyzed summary report along with action taken were discussed. It is decided to take online feedback periodically from student about the teaching learning process.

The following decisions are taken:

- Steps taken to get identified gaps included in the curriculum.
- The feedback from Alumni will be analyzed and appropriate action will be taken.
- Extra Curricular activities should be conducted on regular basis.
- The students are encouraged to undergo various activities for self learning.

For St. Martin's Engineering College

M. Suman Reddy
Chairman

- To award the students and staff members who have participated in research and development activities.
- To enter into MOU with various industries to improve the interaction between the academia and industry sector.
- The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
- Bridging the identified gaps by including them in the content beyond syllabus.

X) Innovative Project:

Students should be encouraged to do innovative projects or product.

XI) Conduction of Various Programmes:

Report about Faculty Development Programs, Seminars, Workshops, guest lectures, symposium, chart exhibition etc., are organized by various departments are discussed and suggested to continue the same for the current and upcoming semester as per academic calendar.

XII) Result Analysis and Adoption of OBE:

Result analysis is discussed and appreciated by the Chairman. Also suggested to strictly adhere to the mechanism for achieving outcome based education.

XIII) R&D Activities:

R&D department is inaugurated and established on 3rd July 2013. Entrepreneurship development cell as well as Intellectual property right cell inaugurated on 8th August 2013. It is advised to establish Start-Up Cell (Shristi) in the upcoming semester.

XIV) Budget:

Budget utilization with respect to planning is discussed about advertisement, annual day, insurance, miscellaneous, maintenance of physical & academic maintenance, infrastructure, budget for updation and up gradation of computing facility, salaries, books and e-resources in the library etc.,. Also discussed about the budget planning and sources of fund for the upcoming financial year.

XV) Skill Improvement:

Campus Ready Training (CRT), Career Counseling for all the final year students are conducted. Yoga and Meditation classes are offered to all the students. Vocational Education Training (VET) programmes are initiated for the students. To improve the skill set of student and make them skillful and employable various activities are conducted such as competitive exams, career counseling, guidance for entrepreneurship, soft skill training, remedial coaching, bridge course etc, list of the companies visited and number of student placed are also discussed. Principal is asked to continue the same practices. However it is suggested to add more companies for the placement drive. For the holistic development it is also decided to conduct yoga and meditation classes for all. Decided to conduct vocational education training for the student for their betterment.

XVI) Financial Audit:

Financial audit by Internal and External exports are presented and also decided to continue with the same process. The governing members also looked into the implementation of E-Governance, prospective plan which includes service rule, welfare measures and

For St. Martin's Engineering College

M. Laxman Reddy
Chairman

sponsorship for staff for attending professional development courses. It is also decided to develop ERP In-house and should be ready for implementation.

XVII) Internal Quality Assurance Cell (IQAC):

Average number of quality initiative by IQAC for promoting quality culture is analyzed.

XVIII) Code Of Conduct:

Code of conduct, Hand book presented to members which includes transparency in Financial, Academic, Administrative and Auxiliary function. Governing members have gone through it and suggested changes and go for implementation.

XIX) Service Book:

Service rule book is reviewed and put in practice.

XX) Delegation Of Financial Powers:

For the smooth administration and approval, the Board Members are pleased to delegate up to Rs. 20 Lakhs financial approval for the administration works to Principal, HODs & Administrative Officer are also given financial approval up to Rs. 5.5 Lakhs with immediate effect.

XXI) Alumni Meet:

Alumni Association named 'DISHA' is conducted and it was a very successful event.

XXII) Other General Issues:

Discussed about Academics, Administration, Placement, Research, Transport, Hostel, Banking, Sports, Canteen, Staff and Students Welfare Activities, Student issues, Faculty issues, Parent issues etc. in detailed.

For St. Martin's Engineering College

M. Laxman Reddy

Signature of the Chairman

Chairman

Ancel J. J. J.
PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE



St. Martin'S Engineering College
Dhulapally, Secunderabad.
Department of Information Technology

2013-14

07-12-2013

MINUTES OF THE MEETING

With reference to the circular dated on 16th, Dec 2013, the DAC assembled in the Department Meeting Room for addressing and reviewing the following agenda.

Agenda :

- Reviewing the analysis of Department Curriculum syllabus of Academic Year 2013-14 .
- Identifying the gaps.
- Action to be taken for Identified gaps.

During the meeting the following members were present

S.NO.	FULL NAME	Designation	Signature
1	Dr. Moulali SK	Professor, HOD	<i>mes sk</i>
2	Dr.A.Kavitha	Professor JNTUH	<i>PI Akav</i>
3	Mr.M.L Sai Kumar	Head(Rtd),IPE,OU	<i>Sai Kumar</i>
4	U.Sivaji	Associate Professor	<i>Sivaji U</i>
5	A.Eshwar Rao	Assistant Professor	<i>ES</i>
6	Sri Girinath	Assistant Professor	<i>Giri</i>
7	K.Chiranjeevi	Assistant Professor	<i>Chiranjeevi</i>
8	P.Divya	Alumni	<i>Divya</i>

The following points were discussed during the meeting and the minutes were recorded as below,

- 1.The committee members discussed reviewed the analysis of the department curriculum/syllabus.
- 2.The committee members discussed about the feedback analysis of the same.
- 3.The members conversed on identify gaps based on the analysis.
- 4.The following actions were proposed to be taken for the identified gaps.

S. No.	Course Year	Course Title	Identified Gap
1	II-I	Java Programming	Applets, AWT Swings
2	II-II	Design and Analysis of Algorithms	Algebraic problems
3	III-I	Compiler Design	Partial recursive functions and Turing machines.
4	III-II	Information Security	Programming Lab Required
5	IV-I	Cloud Computing	Real time examples needed.

5. The following actions were proposed to be taken for the parents feedback.

ACTION TAKEN:

The feedback of the parents promoted the institution to add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical persona, as per the requirements and wishes of the parents.

6. The following actions were proposed to be taken for the Alumni feedback.

ACTION TAKEN:

The opinion of the Alumni and the benefits that they had derived ,helped the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

7. The following actions were proposed to be taken for the Employer feedback.

ACTION TAKEN:

Based on this feedback, it was felt that more emphasis should be given to training programs and personality development classes.

Ch. Naidu

HOD,IT

Copy to

- The Director
- The Principal

Head of the Department,
Department of Information Technology
St. Martin's Engineering College



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

CONVENING ORDER ACADEMIC COUNCIL

Academic Year: 2013-2014

The Academic Council is convened with the following members:

S. No.	Name of the faculty	Designation	Department
1	Dr. B.P. Singh	Convener	PRINCIPAL
2	Dr. Anitha Kalagapurkar	Member	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	Member	EEE-HOD
4	Dr. C.V.Reddy	Member	MECH-HOD
5	Mr. K.Yadaiah	Member	ECE-HOD
6	Dr.D.B.K.Kamesh	Member	CSE-HOD
7	Dr. Moulali shake	Member	IT-HOD
8	Dr.Y.VenkatRangaiah	Member	MBA-HOD
9	Mr.V.Kesava Reddy	Member	S&H-HOD

Frequency of Meeting: Once in a year

Functions and Responsibilities:

1. Framing and revising the curriculum of all academic programs of the college as per the requirements.
2. Providing teaching requirements for completing academic programs.
3. Ensuring discipline amongst the students.
4. Promoting research activity within the college.
5. Making arrangements for conducting examinations, as required.
6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.

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St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
3. Action to be taken according to the feedback received from stakeholders.

Cc:

S. No.	Name	Designation
1	Dr. B.P. Singh	Convener & Principal
2	Dr. Anitha Kalagapurkar	CIVIL-HOD
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6	Dr.D.B.K.Kamesh	CSE-HOD
7	Dr. Moulali shake	IT-HOD
8	Dr.Y.VenkatRangaiah	MBA-HOD
9	Mr.V.Kesava Reddy	S&H-HOD

Principal
Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

Principal
PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Minutes of Academic Council Meeting held on 08-01-2014

With reference to the circular dated 06-01-2014, members of Academic Council assembled in Principal Office for addressing and reviewing the agenda.

The following members attended the meeting

S. No.	Name	Designation	Signature
1	Dr. B.P. Singh	Principal	
2	Dr. Anitha Kalagapurkar	HOD-Civil	
3	Mr. K. Shashidhar Reddy	HOD-EEE	
4	Dr. C.V.Reddy	HOD-MECH	
5	Mr. K.Yadaiah	HOD-ECE	
6	Dr.D.B.K.Kamesh	HOD-CSE	
7	Dr. Moulali shake	HOD-IT	
8	Dr.Y.VenkatRangaiah	HOD-MBA	
9	Dr.V.Kesava Reddy	HOD-S&H	

The decisions taken during the meeting are as follows-

Based on the requirements of the stakeholders, the following steps has to be taken

1. The students are encouraged to undergo these programs and also for self learning by organizing seminars, workshops, conferences and symposia.
2. To award the students and staff members who have participated in research and development activities.
3. To enter into MOU with various industries to improve the interaction between the academia and industry sector.
4. The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
5. Bridging the identified gaps by including them in the content beyond syllabus.
6. The consolidated feedback report from various departments reviewed and approved.
7. All the above points are sent to the Governing Council for Approval.

As there were no more points for discussion the was concluded.

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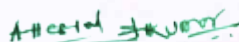
Academic Year: 2013-2014

Perspective Plan

S. No.	Department	Name of the Activity	Title of the Event	Tentative date
1	CIVIL	Workshop	Fibre Reinforced Concrete	01/03/2014
2	EEE	Workshop	Design Analysis and operation of Power System	01/3/2014
3		Workshop	Application of Mat lab/Simulink in Control and power system Engineering	24/01/2014
4	MECH	Workshop	Workshop on "Research Methodology for Advanced Areas in Engineering and Technology"	14/01/2014
5	ECE	Seminar	Seminar on "Embedded Systems"	02/05/2014
6		Workshop	Workshop on "Basic Electronics"	08/01/2014
7	IT	Workshop	Workshop on "Computer Organization"	29/05/2014
8		Workshop	Workshop on "Mobile Computing"	27/03/2014
9		Seminar	Seminar on "Grid Computing"	20/02/2014
10		Certificate Program	JAVA SE6	25/01/2014
11	CSE	Workshop	Workshop on "Computer Organization"	12/05/2014
12		Workshop	Workshop on "Mobile Computing"	03/03/2014
13		Seminar	Seminar on "Grid Computing"	27/01/2014
14		Certificate Program	JAVA SE6	04/01/2014


IQAC




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A Non Minority Institution - Affiliated to JNTUH - Approved by AICTE

NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2013-14/01

Date: 09.01.2013

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 9th JANUARY 2013 AT 10.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiahya
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrasha
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. B.P. SINGH	Principal & Member Secretary	B.P. Singh
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

For St. Martin's Engineering College

M. Laxman Reddy

I) BUDGET APPROVAL FOR THE ACADEMIC YEAR 2013-14:

The utilization of Budget for the academic year 2012-13 was discussed. For the Academic Year 2013-14, the detailed budget is presented to the Board Members by Principal. Each point was discussed in detailed and finally Rs. 14,62,00,000/- was approved.

II) REVIEW OF VISION AND MISSION:

Review of Vision & Mission was discussed and it should be followed in the same manner for the next academic year.

III) THE ADDITIONAL LAB REQUIREMENT DUE TO INCREASE IN INTAKE IN MECHANICAL AND CIVIL BRANCHES AND ALSO THE II SHIFT OF ECE & CSE:

The Governing Council discussed the requirement of the Mechanical and Civil branches and also the infrastructure required for II Shift ECE and CSE for M.Tech courses. It was decided that the required infrastructure for Lab be augmented, since there is an increase in intake. There is a requirement of one additional Chemistry and one additional Physics Labs. The required equipments will be procured.

IV) APPLICATION FOR INCREASE IN INTAKE IN MBA DEPARTMENT FROM 60 TO 120:

A direction was given by the Governing Council to increase the number of intake in MBA from 60 to 120. The same should be included in the application for AICTE.

V) TECHNOSMEC-2K13:

Management Committee has decided that TECHNOSMEC-2K13 to be held on 27th and 28th February 2013. The concerned coordinators should be decided well in advance.

VI) ANNUAL DAY:

A decision was taken by the committee that the Annual Day will be held on 30th March 2013, since it does not affect our midterm examination or any other matter related to the academics.

VII) CERTIFICATION PROGRAMME:

Requirement of certification programmes for all the departments is discussed and also planned to execute as per academic calendar.

VIII) FEEDBACK:

Periodic feedbacks are collected from various stake holders as per the practice and analyzed summary report along with action taken were discussed. It is decided to take online feedback periodically from student about the teaching learning process.

The following decisions are taken:

- The students are encouraged to undergo various activities for self learning
- To award the students and staff members who have participated in research and development activities.

For St. Martin's Engineering College

M. Jomon Reddy

Chairman

- To enter into MOU with various industries to improve the interaction between the academia and industry sector.
- The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
- Bridging the identified gaps by including them in the content beyond syllabus.

IX) CONDUCTION OF VARIOUS PROGRAMMES:

Report about Faculty Development Programs, Seminars, Workshops, guest lectures, symposium, chart exhibition etc., are organized by various departments are discussed and suggested to continue the same for the current and upcoming semester as per academic calendar.

X) RESULT ANALYSIS AND ADOPTION OF OBE:

Result analysis is discussed and appreciated by the Chairman. Also suggested to strictly adhere to the mechanism for achieving outcome based education.

XI) R&D CELL ESTABLISHMENT:

R&D department various activities and achievements are discussed and appreciated. Also decided to establish dedicated Research & Development cell. Principal was asked to list out the requirement and identify the place to have independent R&D cell, Entrepreneurship development cell as well as Intellectual property right cell.

XII) BUDGET:

Budget utilization with respect to planning is discussed about advertisement, annual day, insurance, miscellaneous, maintenance of physical & academic maintenance, infrastructure, salaries, books and e-resources in the library etc,. Also discussed about the budget planning and sources of fund for the upcoming financial year.

XIII) SKILL IMPROVEMENT:

To improve the skill set of student and make them skillful and employable various activities are conducted such as competitive exams, career counseling, guidance for entrepreneurship, soft skill training, remedial coaching, bridge course etc, list of the companies visited and number of student placed are also discussed. Principal is asked to continue the same practices. However it is suggested to add more companies for the placement drive. For the holistic development it is also decided to conduct yoga and meditation classes for all. Decided to conduct vocational education training for the student for their betterment.

XIV) FINANCIAL AUDIT:

Financial audit by Internal and External exports are presented and also decided to continue with the same process. The governing members also looked into the implementation of E-Governance, prospective plan which includes service rule, welfare measures and sponsorship for staff for attending professional development courses.

For St. Martin's Engineering College

M. Laxman Reddy
Chairman

XV) INTERNAL QUALITY ASSURANCE CELL (IQAC):

It is decided to start IQAC in the month of August 2013 under the guidance of principal. IQAC should list out the quality initiatives to promote quality culture.

XVI) CODE OF CONDUCT:

Code of conduct, Hand book presented to members which includes transparency in Financial, Academic, Administrative and Auxilliary function. Governing members have gone through it and suggested changes and go for implementation.

XVII) SERVICE BOOK:

Service rule book is reviewed and put in practice.

XVIII) DELEGATION OF FINANCIAL POWERS:

For the smooth administration and approval, the Board Members are pleased to delegate up to Rs. 20 Lakhs financial approval for the administration works to Principal, HODs & Administrative Officer are also given financial approval up to Rs. 5.5 Lakhs with immediate effect.

XIX) ALUMNI MEET:

Alumni Association named '**DISHA**' is decided to have the Alumni Meet twice in a year tentatively in the month of May and December.

XX) OTHER GENERAL ISSUES:

Discussed about Academics, Administration, Placement, Research, Transport, Hostel, Banking, Sports, Canteen, Staff and Students Welfare Activities, Student issues, Faculty issues, Parent issues etc. in detailed.

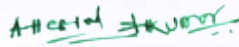
XXI) PERSPECTIVE PLAN:

Perspective plan is discussed, analyzed and reviewed.

For St. Martin's Engineering College

M. Laxman Reddy
Chairman

Signature of the Chairman


PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE



St. Martin'S Engineering College
Dhulapally, Secunderabad – 500014.
Department of Master of Business Administration

Academic Year : 2013 - 2014

Date: 16/12/2013

Circular

Sub: Department Advisory Committee (DAC) meet for analyzing Department Curriculum syllabus for the year 2013-14.

This is to inform that there will be a meeting for all Department Advisory Committee members for analyzing the Curriculum syllabus for the year 2013-14. The meeting is scheduled on 17-12-2013 at 2.00PM in the Department Seminar hall.

Department Committee Members:

- | | |
|-----------------------|--------------------|
| 1. Dr.Venkata Ragaiah | - HOD & .Professor |
| 2. Ms. E.Pranavi | - Assoc.Professor |
| 3.Ms.B.Swathi | - Assoc.Professor |
| 4.Mr.Issaac Naveen | - Assoc.Professor |
| 5. Ms.Sethu Parvathi | - Asst.Professor |

Copy To:
Department committee members
Department Notice Board
Principal
Chairman


HOD-MBA

Head of the Department
Department of MBA
St. Martin's Engineering College



St. Martin'S Engineering College
Dhulapally, Secunderabad – 500014.
Department of Master of Business Administration

2013-14

07-12-2013

MINUTES OF THE MEETING

With reference to the circular dated on 16th, Dec 2013, the DAC assembled in the Department Meeting Room for addressing and reviewing the following agenda

Agenda :

- Reviewing the analysis of Department Curriculum syllabus For the year 2013-14.
- Identifying the gaps.
- Action to be taken for Identified gaps.

During the meeting the following members were present,

S.NO.	FULL NAME	Designation	Signature
1.	Dr.Venkata Ragaiah	HOD & Professor	
2	Ms.E.Pranavi	Assoc.Professor	
3	Mr.B.Swathi	Assoc.Professor	
4	Mr.Issaac Naveen	Assoc.Professor	
5	Ms.Sethu Parvathi	Asst.Professors	

The following points were discussed during the meeting and the minutes were recorded as below,

- 1.The committee members discussed reviewed the analysis of the department curriculum/syllabus.
- 2.The committee members discussed about the feedback analysis of the same.
- 3.The members conversed on identify gaps based on the analysis.

4.The following actions were proposed to be taken for the identified gaps.

S. No.	Course Year	Course Title	Identified Gap
1	I-I	Financial accounting and Analysis	Basic framework of budgeting-Preparation of Master, flexible and cash budgets- Zero based budgeting
2	I-II	Financial Management	Indian capital and stock market, New issues market. Long term finance
3	II-I	Advertising and sales management	Relating to sales -volume, market share and profitability, are greatly affected by the effectiveness and efficiency, with which the sales -function is managed.
4	II-II	Total quality management	Upgrading and improving processes and systems for ensuring superior quality products. ..

5. The following actions were proposed to be taken for the student feedback.

ACTION TO BE TAKEN:

The opinion of the Student helps the institution to focus on the real-time experience into the teaching learning methodology.

6.The following actions were proposed to be taken for the parents feedback.

ACTION TO BE TAKEN:

The feedback of the parents promotes the institution to conduct add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical personal, as per the requirements and wishes of the parents.

7.The following actions were proposed to be taken for the Alumni feedback.

ACTION TO BE TAKEN:

The opinion of the Alumni and the benefits that they will derive ,helps the institution to focus on the lacunae in the syllabus, and add-on through extra and in-

depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

8.The following actions were proposed to be taken for the Employer feedback.

ACTION TO BE TAKEN:

Based on this feedback, more emphasis should be given to training programs and personality development classes.

Copy to

- The Director
- The Principal


HOD-MBA

Head of the Department
Department of MBA
St. Martin's Engineering College



St. Martin'S Engineering College
Dhulapally, Secunderabad – 500014.
Department of Master of Business Administration

30-12-2013

To,

The Academic Council,

St.Martin's Engineering College,

Dhulapally,Secunderabad.

Sub: Requisition to help in rectification of the gaps found in curriculum syllabus For the year 2013-14-Reg.

Ref: Department Advisory Committee (DAC) Meeting.

Sir,

There was a Department Advisory Committee (DAC) meet for analyzing the Department Curriculum/syllabus on following aspects

- Reviewing the analysis of the Department Curriculum/syllabus.
- Identifying the gaps.
- Action to be taken for Identified gaps.
- Analysis of the feedback received from stakeholders.

In the meeting we had identified gaps in following subjects and we request you to help rectifying the gaps.

S. No.	Course Year	Course Title	Identified Gap
1	I-I	Financial accounting and Analysis	Basic framework of budgeting-Preparation of Master, flexible and cash budgets- Zero based budgeting
2	I-II	Financial Management	Indian capital and stock market, New issues market. Long term finance
3	II-I	Advertising and sales management	Relating to sales-volume, market share and profitability, are greatly affected by the effectiveness and efficiency, with which the sales-function is managed.
4	II-II	Total quality management	Upgrading and improving processes and systems for ensuring superior quality products. ..

- **The following actions were proposed to be taken for the student feedback.**

ACTION TO BE TAKEN:

The opinion of the Student helps the institution to focus on the real-time experience into the teaching learning methodology.

- **The following actions were proposed to be taken for the parents feedback.**

ACTION TO BE TAKEN:

The feedback of the parents promotes the institution to conduct add-on certificate courses, internships, industrial visits, talks by experts etc., into the curriculum to help shape the students technical personal, as per the requirements and wishes of the parents.

- **The following actions were proposed to be taken for the Alumni feedback.**

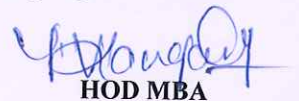
ACTION TO BE TAKEN:

The opinion of the Alumni and the benefits that they will derive ,helps the institution to focus on the lacunae in the syllabus, and add-on through extra and in-depth practical explanations, lab programs, leads-on real-time experience etc., into the teaching learning methodology.

- **The following actions were proposed to be taken for the Employer feedback.**

ACTION TO BE TAKEN:

Based on this feedback, more emphasis should be given to training programs and personality development classes.


HOD MBA

Head of the Department
Department of MBA
St. Martin's Engineering College

Copy to

- The Director
- The Principal



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

CONVENING ORDER ACADEMIC COUNCIL

Academic Year: 2013-2014

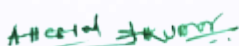
The Academic Council is convened with the following members:

S. No.	Name of the faculty	Designation	Department
1	Dr. B.P. Singh	Convener	PRINCIPAL
2	Dr. Anitha Kalagapurkar	Member	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	Member	EEE-HOD
4	Dr. C.V.Reddy	Member	MECH-HOD
5	Mr. K.Yadaiah	Member	ECE-HOD
6	Dr.D.B.K.Kamesh	Member	CSE-HOD
7	Dr. Moulali shake	Member	IT-HOD
8	Dr.Y.VenkatRangaiah	Member	MBA-HOD
9	Mr.V.Kesava Reddy	Member	S&H-HOD

Frequency of Meeting: Once in a year

Functions and Responsibilities:

1. Framing and revising the curriculum of all academic programs of the college as per the requirements.
2. Providing teaching requirements for completing academic programs.
3. Ensuring discipline amongst the students.
4. Promoting research activity within the college.
5. Making arrangements for conducting examinations, as required.
6. Encouraging students with awards, stipends, scholarships, medals and prizes and so on.
7. Facilitating and supervising the co-curricular activities for the students.
8. Supervising the functioning process of the Central Library of the college.
9. Motivating and guiding students in order to utilize the placement and training activities and interactive sessions.


PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE


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DHULAPALLY, SECUNDERABAD-14



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Ref: SMEC/ Principal's Office/2013-14/3

Date: 06-01-2014

Circular

The Academic Council meeting will be held on 08-01-2014 at 11.30 AM in college at Principal Office.

All the members are requested to attend the meeting.

The Agenda of the meeting is as follows:

1. Reviewing identified gaps of Curriculum syllabus for Academic Year 2013-14.
2. Action to be taken for bridging the identified gaps.
3. Action to be taken according to the feedback received from stakeholders.

Cc:

S. No.	Name	Designation
1	Dr. B.P. Singh	Convener & Principal
2	Dr. Anitha Kalagapurkar	CIVIL-HOD
3	Mr. K. Shashidhar Reddy	EEE-HOD
4	Dr. C.V.Reddy	MECH-HOD
5	Mr. K.Yadaiah	ECE-HOD
6	Dr.D.B.K.Kamesh	CSE-HOD
7	Dr. Moulali shake	IT-HOD
8	Dr.Y.VenkatRangaiah	MBA-HOD
9	Mr.V.Kesava Reddy	S&H-HOD

Principal
Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14

Accepted
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A Non Minority Institution - Affiliated to JNTUH - Approved by AICTE

NBA Accredited - ISO 9001 : 2008 Certified

Ref. No. SMEC/GCM/2014-15/02

Date: 18.06.2014

MINUTES OF THE MEETING

MINUTES OF THE GOVERNING COUNCIL MEETING HELD ON 18th JUNE 2014 AT 11.00 A.M.

Venue: Board Room, Mahatma Gandhi Block

Members Present:

Sl.No.	NAME	DESIGNATION	SIGNATURE
1	Sri M. LAXMAN REDDY	Chairman	M. Laxman Reddy
2	Sri G. DURGAIAH YADAV	Vice-Chairman	G. Durgiah
3	Sri CH. MALLA REDDY	Secretary & Correspondent	C.H. Malla Reddy
4	Sri G. NARSIMHA YADAV	Treasurer	G. Narsimha
5	Sri G. CHANDRASHAKER YADAV	Executive Director	G. Chandrasher
6	Dr. S. TARA KALYANI	Governing Council Member, JNTUH	S. Tara Kalyani
7	Dr. C. VENKATARAMANA REDDY	Principal & Member Secretary	C. Venkatar
8	Mr. V. KESAVA REDDY	Member	V. Kesava
9	Mr. K. SASHIDHAR REDDY	Member	K. Sashidhar

Principal welcomed all the Governing Council Members and started giving presentation about the present practices, achievements and activities of the institution. Progress of the previous meeting and action taken is reviewed. The Governing Council appraises the perspective plan which includes major policies of the institution such as service rules, welfare measures, providing financial support to staff for attending and conducting professional development courses. The Governing Council also looks into the implementation of the e-Governance, funds and grants received from various sources. Decides and allocates the funds for optimum utilization of the resources.

I) Increase In Intake:

The Governing Council discussed the approval of increase in Intake by AICTE and also the infrastructure to be added to the concerned departments. The additions in the civil

For St. Martin's Engineering College

M. Laxman Reddy

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Fax : 040-23090800, E-mail : mail2smec@gmail.com; info@smec.ac.in Website : www.smec.ac.in

department is one division i.e., 60 seats from the academic year 2014-15. For this, additional infrastructure has already been received and the faculty have been recruited.

II) New PG (M.Tech) Programs:

a) Mechanical Department (Machine Design) with 18 intake:

At PG Level, 18 seats have been approved for the academic year 2014-15.

The Laboratory infrastructure is received and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

b) Civil Department (Structural Engineering) with 18 intake:

Civil Engineering department has received PG course approval for Structural Engineering for 18 seats. The related Lab Equipment has been procured and being commissioned. One qualified faculty at Doctorate level and others with M.Tech have been recruited.

III) Faculty Recruitment:

The vacancies in the various departments were filled in two phases. Interviews were conducted (One on 16.06.2014 and the other on 24.05.2014).

IV) FDP Programs:

1. One FDP is schedule for 26th & 27th June 2014 on teaching skills,
2. One FDP is schedule for 3rd & 4th July 2014 on EDP

V) Placements:

The total recruitment of our students in various placement activities till today has reached to 327. Still several placement agencies have shown their willingness to visit our college for the placement.

VI) Applied for NAAC:

The Letter Of Intent (LOI) for application to NAAC has been prepared and will be sent this week.

VII) Applied for MODROBS:

The three departments namely CSE, ECE & EEE have applied for modernization of the Laboratory. The report of approval is awaited from AICTE.

VIII) Permanent Affiliation from JNTUH:

The college has received permanent affiliation for five years for the period 2014-15 to 2018-19, on the basis of inspection by Fact Finding Committee (FFC) from JNTUH.

IX) Feedback:

Periodic feedbacks are collected from various stake holders as per the practice and analyzed summary report along with action taken were discussed. It is decided to take online feedback periodically from student about the teaching learning process.

The following decisions are taken:

- Steps taken to get identified gaps included in the curriculum.
- The feedback from Alumni will be analyzed and appropriate action will be taken.
- Extra Curricular activities should be conducted on regular basis.
- The students are encouraged to undergo various activities for self learning.

For St. Martin's Engineering College

M. Suman Reddy
Chairman

- To award the students and staff members who have participated in research and development activities.
- To enter into MOU with various industries to improve the interaction between the academia and industry sector.
- The gap between the industry requirements and the curriculum is bridged by adding certificate and value added programs.
- Bridging the identified gaps by including them in the content beyond syllabus.

X) Innovative Project:

Students should be encouraged to do innovative projects or product.

XI) Conduction of Various Programmes:

Report about Faculty Development Programs, Seminars, Workshops, guest lectures, symposium, chart exhibition etc., are organized by various departments are discussed and suggested to continue the same for the current and upcoming semester as per academic calendar.

XII) Result Analysis and Adoption of OBE:

Result analysis is discussed and appreciated by the Chairman. Also suggested to strictly adhere to the mechanism for achieving outcome based education.

XIII) R&D Activities:

R&D department is inaugurated and established on 3rd July 2013. Entrepreneurship development cell as well as Intellectual property right cell inaugurated on 8th August 2013. It is advised to establish Start-Up Cell (Shristi) in the upcoming semester.

XIV) Budget:

Budget utilization with respect to planning is discussed about advertisement, annual day, insurance, miscellaneous, maintenance of physical & academic maintenance, infrastructure, budget for updation and up gradation of computing facility, salaries, books and e-resources in the library etc.,. Also discussed about the budget planning and sources of fund for the upcoming financial year.

XV) Skill Improvement:

Campus Ready Training (CRT), Career Counseling for all the final year students are conducted. Yoga and Meditation classes are offered to all the students. Vocational Education Training (VET) programmes are initiated for the students. To improve the skill set of student and make them skillful and employable various activities are conducted such as competitive exams, career counseling, guidance for entrepreneurship, soft skill training, remedial coaching, bridge course etc, list of the companies visited and number of student placed are also discussed. Principal is asked to continue the same practices. However it is suggested to add more companies for the placement drive. For the holistic development it is also decided to conduct yoga and meditation classes for all. Decided to conduct vocational education training for the student for their betterment.

XVI) Financial Audit:

Financial audit by Internal and External exports are presented and also decided to continue with the same process. The governing members also looked into the implementation of E-Governance, prospective plan which includes service rule, welfare measures and

For St. Martin's Engineering College

M. Laxman Reddy
Chairman

sponsorship for staff for attending professional development courses. It is also decided to develop ERP In-house and should be ready for implementation.

XVII) Internal Quality Assurance Cell (IQAC):

Average number of quality initiative by IQAC for promoting quality culture is analyzed.

XVIII) Code Of Conduct:

Code of conduct, Hand book presented to members which includes transparency in Financial, Academic, Administrative and Auxiliary function. Governing members have gone through it and suggested changes and go for implementation.

XIX) Service Book:

Service rule book is reviewed and put in practice.

XX) Delegation Of Financial Powers:

For the smooth administration and approval, the Board Members are pleased to delegate up to Rs. 20 Lakhs financial approval for the administration works to Principal, HODs & Administrative Officer are also given financial approval up to Rs. 5.5 Lakhs with immediate effect.

XXI) Alumni Meet:

Alumni Association named 'DISHA' is conducted and it was a very successful event.

XXII) Other General Issues:

Discussed about Academics, Administration, Placement, Research, Transport, Hostel, Banking, Sports, Canteen, Staff and Students Welfare Activities, Student issues, Faculty issues, Parent issues etc. in detailed.

For St. Martin's Engineering College

M. Lakshmi Reddy

Signature of the Chairman

Chairman

A. H. S. S. S. S.

PRINCIPAL

ST. MARTIN'S ENGINEERING COLLEGE