



## St. MARTIN'S ENGINEERING COLLEGE

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

Ref: SMEC/IQAC /2013-14/01

Date: 12/08/2013

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

Sir,

**Sub:** Request for Formation of IQAC in SMEC-regarding.

It is requested to form INTERNAL QUALITY ASSURANCE CELL (IQAC) in SMEC as per NAAC guide lines and conduct the meeting on 14 August 2013.

The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Yours faithfully,

K. Shashidhar Reddy  
Coordinator, IQAC

*Permitted*  
*Bsh*  
CHAIRMAN  
IQAC

St. Martin's Engineering College



**Agenda:**

1. Formation IQAC in SMEC as Per NAAC Guidelines
2. To prepare strategic perspective plan and implementation.
3. Preparation of curriculum planning according to University Academic Calendar.
4. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
5. Conducting National and International Conference as Department wise.
6. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
7. New Faculties are to be appointed as per the requirement of Departments
8. Organizing Orientation Program for the First year students in coming Academic Year 2013-2014.
9. Social Welfare Activities.
10. Advancing Research Activities.
11. MoUs with companies.



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Ref: SMEC/IQAC /2013-14/01

Date: 12/08/2013

**CIRCULAR**

**Sub: IQAC Meeting – Intimation to the Members of IQAC**

An Internal Quality Assurance Cell (IQAC) meeting will be held on 14 August 2013 (Monday) in the IQAC Cell at 4.00 PM.

  
**Coordinator, IQAC**



Copy to:

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



## St. MARTIN'S ENGINEERING COLLEGE

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

Date: 06/06/2013

Academic Year 2013-14

### MINUTES OF THE IQAC MEETING

<b>Date of the Meeting</b>	14 August 2013	<b>Time:</b>	4:00 to 6:00 PM
<b>Meeting Circular / Ref .No</b>	SMEC/IQAC /2013-14/01	<b>Location</b>	IQAC Cell.

#### 1. Meeting Agenda:

1. Formation IQAC in SMEC as Per NAAC Guidelines
2. To prepare strategic perspective plan and implementation.
3. Preparation of curriculum planning according to University Academic Calendar.
4. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
5. Conducting National and International Conference as Department wise.
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7. New Faculties are to be appointed as per the requirement of Departments
8. Organizing Orientation Program for the First year students in coming Academic Year 2013-2014.
9. Social Welfare Activities.
10. Advancing Research Activities.
11. MoUs with companies.

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

IQAC meeting is held on the 14 August, 2013 and the following points are discussed:



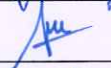

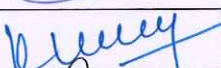
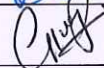


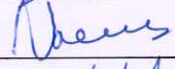
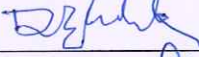
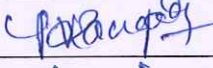
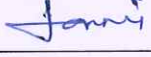
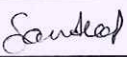
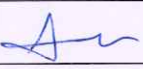
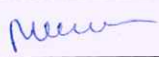
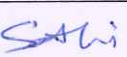
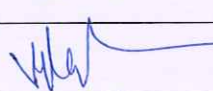
1. IQAC has been constituted in SMEC
2. Department wise perspective plan should be prepared and submitted to IQAC.
3. Decision taken on Curriculum according to the University Academic Calendar. Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester.
4. Decision is taken on National and International Conferences should be conducted Department wise as per perspective plan.
5. Schedule of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan.
6. Decisions are made to Appoint new faculty in different departments as per their requirement.
7. Approved Conducting Orientation Programme for first year students in the upcoming Academic Year 2013-2014.
8. Decision taken to make MoUs with various companies.

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

  
Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 14 August 2013**

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