



**St. MARTIN'S ENGINEERING COLLEGE**  
Affiliated to JNTUH & Approved by AICTE  
Dhulapally, Secunderabad -14

Ref: SMEC/IQAC /2013-14/02

Date: 25/11/2013

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

Sir,

**Sub:** Request for approval-IQAC Meeting – Regarding.

It is proposed to conduct the IQAC meeting on 28<sup>th</sup> November, 2013. The agenda for the meeting is enclosed.

I request your approval

Thanking you,

Yours faithfully

K. Shashidhar Reddy  
Co-ordinator, IQAC

Permitted

DL  
25/11/13

CHAIRMAN  
IQAC

St. Martin's Engineering College



**Agenda:**

1. Action taken towards the plans of the previous meeting.
2. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester
3. Conducting Guest Lecture/Workshops, Extracurricular and Sports events.
4. Status of the Social Welfare Activities
5. Addressal of Anti Ragging and Grievance issue.
6. MoUs with companies.
7. Training students for placements.
8. Research activities taken



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**CIRCULAR**

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

An Internal Quality Assurance Cell (IQAC) meeting will be held on 28 November, 2013 (Thursday) 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: 28/11/2013

### Academic Year 2013-14 MINUTES OF THE IQAC MEETINGS

Date of the Meeting	28 NOV 2013	Time:	4:00 to 6:00 PM
Meeting Circular / Ref No	SMEC/IQAC /2013-14/02	Location	IQAC Cell

#### 1. Meeting Agenda:

1. Action taken towards the plans of the previous meeting.
2. Preparation of Timetable, Course Files, Lesson Plans etc., for the next semester
3. Conducting Guest Lecture/Workshops, Extra-curricular and Sports events.
4. Status of the Social Welfare Activities
5. Addressal of Anti Ragging and Grievance issue.
6. MoUs with companies.
7. Training students for placements.
8. Research activities taken.

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


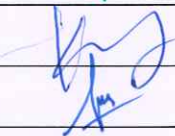


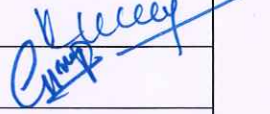

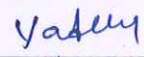


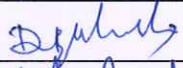
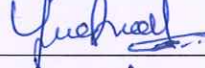
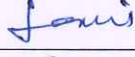




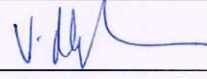

1. The committee discussed about the number of activities are implemented which were proposed in the earlier meeting.
2. Preparation of Time Tables, completion of Course files and preparations of Lesson plans according to the subjects allocated were finalized.
3. Decision is taken to conduct Guest Lectures and Workshops to enhance the core subject's knowledge levels of students and about the various extracurricular activities and sports events for the students.
4. Exchanged views about the implementation of the social welfare activities and participation of the students.
5. The committee discussed the issues of the anti ragging and grievance cells
6. Decision taken to make MOUs with companies.
7. Coaching plans were discussed to prepare students for placements.
8. Research Activities has to be made regularly.

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

  
Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 28 November, 2013**

S.NO	NAME	DESIGNATION	SIGNATURE
1.	Dr. C.V Reddy	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	

**ACTION TAKEN REPORT**

The following actions were taken with respect to the IQAC Meeting reference no. Ref: SMEC/IQAC /2013-14/01 dated 14 Aug 2013 and will be submitted in next IQAC Meeting for reference.

Sl. No	Points Discussed	Action Taken	Status
1	IQAC has been constituted in SMEC	Constituted	Closed
2	Approved preparation of Perspective Plan and Implementation	Prepared	Implemented
3	Curriculum according to the University Academic Calendar is to be Prepared	Prepared	Completed
4	Preparation of Timetable, Course Files Lesson Plans etc. for coming semester	Prepared	Closed
5	National and International Conference should be conducted Department wise as per perspective plan	Organized	In progress
6	Schedule of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan.	Organized	Completed
8	Decisions are made to sign MoUs with various companies	Initiated	In progress
10	Approved Conducting Orientation Programme for first year students in the upcoming Academic Year 2013-2014	Conducted	Completed

  
Coordinator, IQAC

