



# St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE

Dhulapally, Secunderabad -500 100

Date: 18-06-2018

To

The Coordinator  
IQAC  
St. Martin's Engineering College  
Dhulapally  
Secunderabad.

Sir,

**Sub:** Initiation for the preparation of Perspective plan – Reg

In the view of forthcoming academic Year, we require perspective plan for all the departments. In this regard, you are instructed to prepare the perspective plan.

Regards

  
Principal

PRINCIPAL  
St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigal-Gandimaisamma (M)  
Medchal-Malkajgiri (D), Secunderabad-500100



# St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE  
Dhulapally, Secunderabad -500 100

Ref: SMEC/IQAC /2018-19/01

Date: 23/06/2018

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 27 June 2018. The agenda for the meeting is enclosed.

I request your approval.

Thanking you

Approved  
Am  
23/6/18

Yours faithfully

Dr. A. Amarendra Babu  
Coordinator,  
IQAC





# St. MARTIN'S ENGINEERING COLLEGE

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Dhulapally, Secunderabad -500 100

Ref: SMEC/IQAC /2018-19/01

Date: 23/06/2018

## CIRCULAR

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

An Internal Quality Assurance Cell (IQAC) meeting will be held on 27 June 2018 (Wednesday) in the IQAC Cell at 4.00 PM. The points to be discussed in the meeting are as follows:

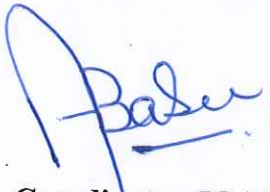
#### Agenda:

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Organizing Orientation Program for the First year students in coming Academic Year 2018-2018.
8. Social Welfare Activities.
9. Advancing Research Activities.
10. MoUs with companies.
11. Certificate courses and value added training.

Any other matter with permission of chairman

Copy to:

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

  
Coordinator, IQAC





# St. MARTIN'S ENGINEERING COLLEGE

Affiliated to JNTUH & Approved by AICTE  
Dhulapally, Secunderabad -500 100

Date: 27/06/2018

Academic Year 2018-19

## MINUTES OF THE IQAC MEETING

<b>Date of the Meeting</b>	27 June 2018	<b>Time:</b>	4:00 to 6:00 PM
<b>Meeting Circular / Ref .No</b>	SMEC/IQAC /2018-19/01	<b>Location</b>	IQAC Cell

### 1. Meeting Agenda:

1. To prepare strategic perspective plan and implementation.
2. Preparation of curriculum planning according to University Academic Calendar.
3. Guidelines for execution of academic activities like Timetables, Course Files, and Lesson Plans etc.
4. Conducting National and International Conference as Department wise.
5. Schedule of tentative Guest Lecture/Workshops, Extra-Curricular and Sports events to be finalized.
6. New Faculties are to be appointed as per the requirement of Departments
7. Organizing Orientation Program for the First year students in coming Academic Year 2018-2019.
8. Social Welfare Activities.
9. Advancing Research Activities.
10. MoUs with companies.
11. Certificate courses and value added training.

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

IQAC meeting is held on the 27 June, 2018 and the following points are discussed:

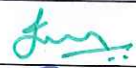



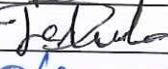


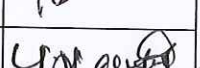
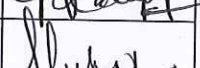


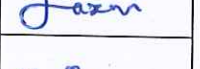
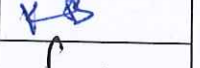


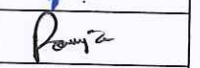



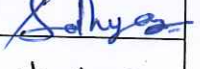
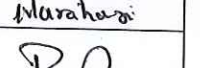


1. Preparation of Strategic Perspective Plan and Implementation.
2. Curriculum according to the University Academic Calendar is to be Prepared.
3. Preparation of Timetable, Course Files, Lesson Plans etc. for coming semester
4. Approved for conducting National and International Conference Department wise as per perspective plan.
5. Approved for conducting of tentative Guest Lecture Workshop Faculty Development Programmes and Sports Events are to be implemented as per perspective plan.
6. Decision approved for the Appoint new faculty in different departments as per their requirement
7. Conducting Orientation Programme for first year students in the upcoming Academic Year 2018-2019 is approved
8. Decisions are made to sign MoUs with various companies approved.
9. Approval of Social welfare activities should be conducted as per perspective plan and organized.
10. Research Activities has to be made regularly.
11. Decision has taken that to conduct certification course and value added training.

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

  
Coordinator, IQAC



**MEMBERS ATTENDED THE MINUTES OF MEETING HELD  
ON 27 June 2018**

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