

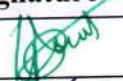
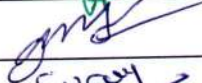
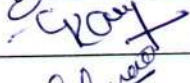


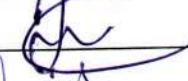
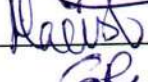
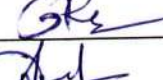
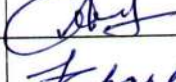



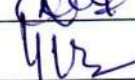
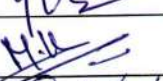
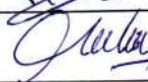
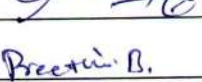
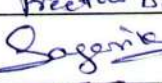




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& Batasingaram (V), Hayatnagar (M) Ranga Reddy (Dt.), Greater Hyderabad - 508 284. Under HMDA. T.S., INDIA.
Mobile : 8498093080, Fax : 08685-304058. Website : www.smecc.com E-mail: smeccprincipal@stmarysgroup.com

MEETING MINUTES

Date of Meeting:	08-05-20	Time:	10:30 AM	
Meeting Circular/Ref No:	IQAC/2020-21/001	Location:	Online	
1. Meeting Objective				
<ul style="list-style-type: none"> ➤ IQAC Cell for the Academic Year 2020-21, I semeser to be constituted. ➤ Onducting on-line classes using Microsoft Teams ➤ Planning of Academic Activities. 				
2. Attendance at Meeting				
Sl. No.	Name	Department	Designation	Signature
1	Dr. T G Arul	ME	Principal	
2	Dr. M Satyanarayana	Administration	Director	
3	Dr. G Ravi Kumar	H & S	HOD	
4	Dr. V Samba Siva Rao	CSE	Coordinator / Professor	
5	Dr. K Suresh Kumar	CSE	Associate Professor	
6	Mr. M Appa Rao	ECE	HOD	
7	Mr. K Harish Kumar	CSE	HOD	
8	Mr. G Rama Krishna	EEE	HOD	
9	Mr. K Ashok	Mech	HOD	
10	T Chandra Shekar	Civil	HOD	
11	Mr. M Dilip Kumar	ECE	Assistant Professor	
12	Mr. M Kalyana Chakravathy	CSE	Assistant Professor	
13	Mr. K Anantha Babu	EEE	Assistant Professor	
14	Mr. G Karunakar Reddy	H & S	Associate Professor	
15	Mr. M Krishna Jayanth Reddy	Administration	Assistant Professor	
16	Mr. T Mahender	Local Society	Ward Member - Deshmukhi (V)	
17	Miss. B Preethi	Student	Final Year	
18	Miss. B Sagarika	Alumni	Developer - Cognizant	
19	Mrs. Tanuja Khandelwal	Industry	Technical Lead	

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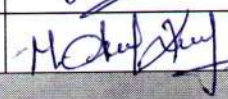
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Date of Meeting:		08-05-20	Time:		10:30 AM
Meeting Circular/Ref No:		IQAC/2020-21/001	Location:		Online
20	Mr. Kunal Prakash	Industry	Cloud Engineer		
21	Mr. M Mallesham	Industry	Director		
22	Mr. M Anand Kumar	Industry	Co- Director		
3. Agenda					
Sl. No.	Agenda				
1	IQAC Coordinators (Department wise) to be identified and approved.				
2	Academic plan for the odd semester to be finalized.				
3	Planning of faculty development programme before the commencement of semester.				
4	Planning of Workshops, Guest Lectures on advanced topics during 2nd / 3rd week of the Semester.				
5	Planning of Co-curricular Activities during Semester.				
6	As a practice in the institute students to be encouraged for internship programmes.				
7	Planning of placement training.				
8	Conducting online classes using Microsoft Teams				
4. Resolutions					
Sl. No.	Resolution				
1	IQAC Committee members are identified for the coming academic year in the respective departments by the approval of the concerned Head of the Departments.				
2	Guidelines for execution of academic activities like timetables, course files, lesson plans formulated. <ul style="list-style-type: none">➤ Time tables of each department should be finalised in coordination with other departments.➤ Course files to be verified by the coordinator before issue to the concerned staff➤ Lesson plans and course objectives to be incorporated in the course files➤ Question bank in each unit to be provided to the students➤ University question papers to be discussed with the students before the semester exams.➤ Syllabus completion must be planned in accordance with the academic calendar provided by JNTUH.				
3	The tentative dates to conduct Workshops, Guest Lectures and Seminars in each department through online have been finalized.				
5	Faculty development programme specific to the department planned in the third week of June				
6	Tentative schedule of co-curricular activities for all the departments together has been finalised.				
7	Placement training schedule finalised for third and final year students				
8	As a practice to improvise the industrial exposure and practical knowledge, third year students are to be encouraged to go for internship in the core companies during the semester break.				
9	All the students to be involved in the research oriented work under the guidance of faculty members				

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Date of Meeting:	08-05-20	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/001	Location:	Online
5. Review of previous meeting			
Sl. No.	Resolution		
1	Report on IQAC functioning in the AY 2019-20 submitted		
2	Report on academic performance in the AY 2019-20 submitted		


IQAC Convener


Principal

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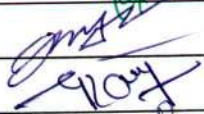

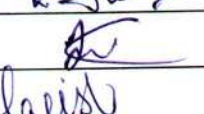
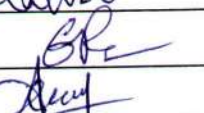
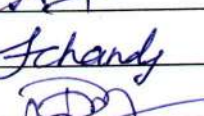
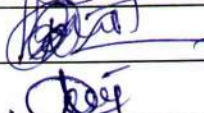
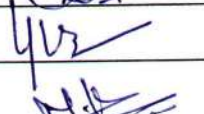
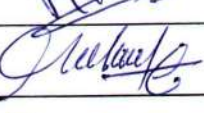
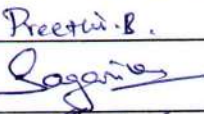

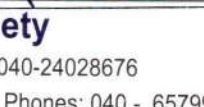




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Mobile: 8498093080, Fax: 08685-304058. Website: www.smeed.com E-mail: smeprincipal@stmarysgroup.com

MEETING MINUTES

Date of Meeting:	07-08-2020	Time:	10:30 AM	
Meeting Circular/Ref No:	IQAC/2020-21/002	Location:	Principal Office	
1. Meeting Objective				
<ul style="list-style-type: none">➤ Verification of functioning of IQAC➤ Feedback from the students➤ Academic plan for first year class work				
2. Attendance at Meeting				
Sl. No.	Name	Department	Designation	Signature
1	Dr. T G Arul	Mech	Principal	
2	Dr. M Satyanarayana	Administration	Director	
3	Dr. G Ravi Kumar	H & S	HOD	
4	Dr. V Samba Siva Rao	CSE	Coordinator / Professor	
5	Dr. K Suresh Kumar	CSE	Associate Professor	
6	Mr. M Appa Rao	ECE	HOD	
7	Mr. K Harish Kumar	CSE	HOD	
8	Mr. G Rama Krishna	EEE	HOD	
9	Mr. K Ashok	Mech	HOD	
10	T Chandra Shekar	Civil	HOD	
11	Mr. M Dilip Kumar	ECE	Assistant Professor	
12	Mr. M Kalyana Chakravathy	CSE	Assistant Professor	
13	Mr. K Anantha Babu	EEE	Assistant Professor	
14	Mr. G Karunakar Reddy	H & S	Associate Professor	
15	Mr. M Krishna Jayanth Reddy	Administration	Assistant Professor	
16	Mr. T Mahender	Local Society	Ward Member - Deshmukhi (V)	
17	Miss. B Preethi	Student	Final Year	
18	Miss. B Sagarika	Alumni	Developer - Cognizant	
19	Mrs. Tanuja Khandelwal	Industry	Technical Lead	
20	Mr. Kunal Prakash	Industry	Cloud Engineer	

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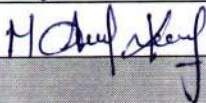
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Date of Meeting:		07-08-2020	Time:	10:30 AM
Meeting Circular/Ref No:		IQAC/2020-21/002	Location:	Principal Office
Sl. No.	Name	Department	Designation	Signature
21	Mr. M Mallesham	Industry	Director	
22	Mr. M Anand Kumar	Industry	Co- Director	
3. Agenda				
Sl. No.	Agenda			
1	Deputing the inter department IQAC member to verify IQAC functioning in other departments			
2	As part of the Teaching learning process, Course files are to be verified by coordinator before issue to the concerned Staff.			
3	e-content for every subject to be updated in the college portal			
4	Guidelines for the counseling unit			
5	Consolidation of the student feedback on faculty			
6	Academic plan for first year students			
7	First mid answer script verification			
4. Resolutions				
Sl. No.	Resolution			
1	Schedule for inter-department verification of functioning of IQAC finalized.			
2	Coordinators in each department for verification of course files finalized			
3	e-content submitted to update in the College web Portal			
4	Activities of counseling unit formulated			
5	Student feedback on faculty consolidated, actions to be taken accordingly.			
6	Academic plan for first year finalized in accordance with the academic calendar given by JNTUH			
7	Consolidation of assessment of first mid, counseling of students according to their performance			
8	Updated attendance registers submitted for verification			
5. Review of previous meeting				
Sl. No.				
1	Online Workshops , guest lectures being organized in the departments according to the schedule planned			
2	Course files verified by IQAC			

IQAC Convener

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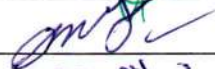
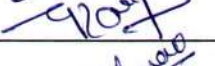


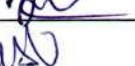
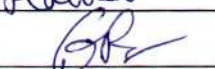
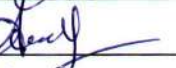
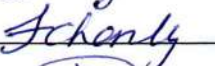

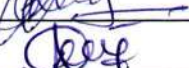
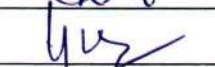


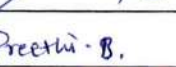
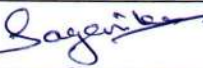
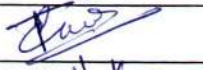
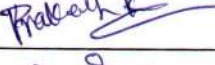




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MEETING MINUTES

Date of Meeting:	09-10-20	Time:	10:30 AM	
Meeting Circular/Ref No:	IQAC/2020-21/003	Location:	Principal Office	
1. Meeting Objective				
<div>➤ Remedial classes</div> <div>➤ Reports of IQAC</div>				
2. Attendance at Meeting				
Sl. No.	Name	Department	Designation	Signature
1	Dr. T G Arul	Mech	Principal	
2	Dr. M Satyanarayana	Administration	Director	
3	Dr. G Ravi Kumar	H & S	HOD	
4	Dr. V Samba Siva Rao	CSE	Coordinator / Professor	
5	Dr. K Suresh Kumar	CSE	Associate Professor	
6	Mr. M Appa Rao	ECE	HOD	
7	Mr. K Harish Kumar	CSE	HOD	
8	Mr. G Rama Krishna	EEE	HOD	
9	Mr. K Ashok	Mech	HOD	
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13	Mr. K Anantha Babu	EEE	Assistant Professor	
14	Mr. G Karunakar Reddy	H & S	Associate Professor	
15	Mr. M Krishna Jayanth Reddy	Administration	Assistant Professor	
16	Mr. T Mahender	Local Society	Ward Member - Deshmukhi (V)	
17	Miss. B Preethi	Student	Final Year	
18	Miss. B Sagarika	Alumni	Developer - Cognizant	
19	Mrs. Tanuja Khandelwal	Industry	Technical Lead	
20	Mr. Kunal Prakash	Industry	Cloud Engineer	
21	Mr. M Mallesham	Industry	Director	
22	Mr. M Anand Kumar	Industry	Co- Director	

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Date of Meeting:	09-10-20	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/003	Location:	Principal Office
3. Agenda			
Sl. No.	Agenda		
1	Consolidation of the student feedback on faculty, Feedback verification by IQAC committee of the department		
2	Feedback from stakeholders		
3	Activities of Alumni association to be planned		
4	Activities of Parent-Teacher association to be planned		
5	Recognition to student achievements		
6	Verification of second mid marks and updating the attendance registers		
7	As part of the Teaching learning process, Course files of the first year are to be verified by coordinator before issue to the concerned Staff.		
8	Report on functioning of department to be submitted by the respective IQAC members.		
9	Consolidated report on functioning of IQAC to be submitted		
10	Remedial classes need to be planned		
11	Training for lab technicians		
4. Resolutions			
Sl. No.	Resolution		
1	Consolidated Feedback from the students verified by the IQAC members and actions planned accordingly		
2	Placement coordinators to collect feedback from the stake holders		
3	Alumni meet planned		
4	Parent-Teacher meet scheduled before the semester exams., to have a coordination with the parents for the better performance of the students in the university examinations		
5	Course files of the first year verified by the coordinator before issue to the concerned Staff.		
6	Report on functioning of department submitted by the respective IQAC members.		
7	Consolidated report on functioning of IQAC to be submitted		
8	Attendance registers to be submitted after updating the second mid marks		
10	Incentives to be provided to the faculty for their excellent academic performance		
11	It has been resolved that the Remedial classes need to conduct if the Subject failures are more than 20 %		
5. Review of previous meeting			
Sl. No.			
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Mobile : 8498093080, Fax : 08685-304058. Website : www.sme.cd.com E-mail: sme.cd.principal@stmarysgroup.com

Date of Meeting:	09-10-20	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/003	Location:	Principal Office
2	Course files verified by IQAC		
3	Sports activities conducted and awards for outstanding performance to be presented during annual day celebrations		
4	Attendance registers verified		


IQAC Convener


Principal

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MEETING MINUTES

Date of Meeting:	11-12-20	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/004	Location:	Principal Office

1. Meeting Objective

- Members of the IQAC Cell for the Academic Year 2020-21 II Semester to be finalized.
- Planning of Academic Activities.

2. Attendance at Meeting

Sl. No.	Name	Department	Designation	Signature
1	Dr. T G Arul	Mech	Principal	
2	Dr. M Satyanarayana	Administration	Director	
3	Dr. G Ravi Kumar	H & S	HOD	
4	Dr. V Samba Siva Rao	CSE	Coordinator / Professor	
5	Dr. K Suresh Kumar	CSE	Associate Professor	
6	Mr. M Appa Rao	ECE	HOD	
7	Mr. K Harish Kumar	CSE	HOD	
8	Mr. G Rama Krishna	EEE	HOD	
9	Mr. K Ashok	Mech	HOD	
10	T Chandra Shekar	Civil	HOD	
11	Mr. M Dilip Kumar	ECE	Assistant Professor	
12	Mr. M Kalyana Chakravathy	CSE	Assistant Professor	
13	Mr. K Anantha Babu	EEE	Assistant Professor	
14	Mr. G Karunakar Reddy	H & S	Associate Professor	
15	Mr. M Krishna Jayanth Reddy	Administration	Assistant Professor	
16	Mr. T Mahender	Local Society	Ward Member - Deshmukhi (V)	
17	Miss. B Preethi	Student	Final Year	
18	Miss. B Sagarika	Alumni	Developer - Cognizant	
19	Mrs. Tanuja Khandelwal	Industry	Technical Lead	
20	Mr. Kunal Prakash	Industry	Cloud Engineer	
21	Mr. M Mallesham	Industry	Director	
22	Mr. M Anand Kumar	Industry	Co- Director	

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Date of Meeting:	11-12-20	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/004	Location:	Principal Office
3. Agenda			
Sl. No.	Agenda		
1	IQAC Coordinators (Department wise) to be identified.		
2	Academic plan for the even semester to be finalized		
3	Planning of Workshops / Guest Lectures on advanced topics during 2nd / 3rd week of the Semester.		
4	Planning of Co-curricular Activities during Semester.		
5	Planning of placement training		
6	Library services to be updated		
7	Planning of major projects execution.		
8	Planning for the execution of major projects		
4. Resolutions			
Sl. No.	Resolution		
1	IQAC Committee members of previous Semester in the respective departments would continue to be members for the coming semester.		
2	Guidelines for execution of academic activities like timetables, course files, lesson plans formulated. <ul style="list-style-type: none">➤ Time tables of each department should be finalized in coordination with other departments.➤ Course files to be verified by the coordinator before issue to the concerned staff➤ Lesson plans and course objectives to be incorporated in the course files➤ Question bank in each unit to be provided to the students➤ University question papers to be discussed with the students before the semester exams.➤ Educational CD's concerned with the subject to be added in the course file.➤ Syllabus completion must be planned in accordance with the academic calendar provided by JNTUH.		
3	The tentative dates to conduct Workshops, Guest Lectures and Seminars in each department have been finalized.		
4	It has been resolved to conduct the traditional day in the month of January.		
5	Tentative schedule of co-curricular activities for all the departments together has been finalized.		
6	Placement training schedule finalized for third and final year students		
7	Quality of major projects to be maintained as per the standards given by IQAC, tentative schedule for the execution of projects finalized.		
5. Review of previous meeting			
Sl. No.	Resolution		
1	Training conducted for lab technicians		


IQAC Convener


Principal

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MEETING MINUTES

Date of Meeting:	13-02-2021	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/005	Location:	Principal Office

1. Meeting Objective

- Verification of functioning of IQAC
- Feedback from the students
- Status of major projects

2. Attendance at Meeting

Sl. No.	Name	Department	Designation	Signature
1	Dr. T G Arul	Mech	Principal	
2	Dr. M Satyanarayana	Administration	Director	
3	Dr. G Ravi Kumar	H & S	HOD	
4	Dr. V Samba Siva Rao	CSE	Coordinator / Professor	
5	Dr. K Suresh Kumar	CSE	Associate Professor	
6	Mr. M Appa Rao	ECE	HOD	
7	Mr. K Harish Kumar	CSE	HOD	
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11	Mr. M Dilip Kumar	ECE	Assistant Professor	
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13	Mr. K Anantha Babu	EEE	Assistant Professor	
14	Mr. G Karunakar Reddy	H & S	Associate Professor	
15	Mr. M Krishna Jayanth Reddy	Administration	Assistant Professor	
16	Mr. T Mahender	Local Society	Ward Member - Deshmukhi (V)	
17	Miss. B Preethi	Student	Final Year	
18	Miss. B Sagarika	Alumni	Developer - Cognizant	
19	Mrs. Tanuja Khandelwal	Industry	Technical Lead	
20	Mr. Kunal Prakash	Industry	Cloud Engineer	
21	Mr. M Mallesham	Industry	Director	
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Date of Meeting:	13-02-2021	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2020-21/005	Location:	Principal Office

3. Agenda

Sl. No.	Agenda
1	Deputing the inter department IQAC member to verify IQAC functioning in other departments
2	As part of the Teaching learning process, Course files are to be verified by coordinator before issue to the concerned Staff.
3	First mid answer script verification, consolidation of midterm marks
4	Counseling to be planned according to the assessment
5	Sports activities to be planned.
6	Planning of counseling to students
7	Consolidation of the student feedback on faculty
8	Planning of community services.
9	Updating attendance registers
10	Report on status of syllabus
11	Preparation of NAAC Reports for the next cycle

4. Resolutions

Sl. No.	Resolution
1	Schedule for inter-department verification of functioning of IQAC finalized.
2	Coordinators in each department for verification of course files finalised.
3	Sports schedule finalized in accordance with the academic calendar provided by JNTUH
4	Counseling of students according to their performance in first mid term
5	Student feedback on faculty consolidated, actions to be taken accordingly.
6	Blood donation camp planned in the month of march
7	Consolidation of assessment of first mid, counseling of students according to their performance
8	Updated attendance registers submitted for verification
9	NAAC reports can be prepared for the next cycle

5. Review of previous meeting

Sl. No.	
1	Workshops , guest lectures being organized in the departments according to the schedule planned
2	Traditional day successfully organized.
3	Course files verified by IQAC
4	Placement training is executed as per the schedule

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