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Near Ramoji Film City, Behind Mount Opera, Deshmukhi (V), Pochampally (M) Yadadri Bhongir (Dt.), & Batasingaram (V), Hayatnagar (M) Ranga Reddy (Dt.), Greater Hyderabad - 508 284. Under HMDA. T.S., INDIA. Mobile:8498093080, Fax:08685-304058. Website: <u>www.smecd.com</u> E-mail: smecprincipal@stmarysgroup.com

MEETING MINUTES

Date of Meeting: 08-05-20		Time:		e: 10:30) AM	
	Circular/Ref No:	IQAC/2020-2	Location:		on:	Online	
> I > (ng Objective QAC Cell for the A Onducting on-line of Planning of Acader	classes using Mid	2020-21, I sem crosoft Teams	eser to b	e constitu	ted.	
	dance at Meeting						
Sl. No.	Nan	ne	Departmen	it	Designat	ion	Signature
• 1	Dr. T G Arul		ME		Principa	ıl	(Server
2	Dr. M Satyanara	yana	Administratio	on	Directo	r	ANS
3	Dr. G Ravi Kuma	ar	H & S		HOD		, dont
4	Dr. V Samba Siv	a Rao	CSE		Coordinator / Professor		(Jourse
5 .	Dr. K Suresh Ku	mar	CSE	As	ssociate Pro	ofessor	MA Town to
6	Mr. M Appa Rac)	ECE		HOD		the
7	Mr. K Harish Ku	ımar	CSE		HOD		Racisto
8	Mr. G Rama Kri	shna	EEE		HOD		GRE
9	Mr. K Ashok		Mech		HOD		Aut
10	T Chandra Sheka	ar	Civil		HOD		thank
11	Mr. M Dilip Ku	mar	· ECE	A	ssistant Pr	ofessor	D
12	Mr. M Kalyana	Chakravathy	CSE	A	ssistant Pr	ofessor	aller
13	Mr. K Anantha	Babu	EEE	А	ssistant Pr	ofessor	day
14	Mr. G Karunaka	ır Reddy	H & S	A	ssociate Pi	ofessor	yer
15	Mr. M Krishna	Jayanth Reddy	Administrat	ion A	ssistant Pr	ofessor	Hill
16	Mr. T Mahender	r	Local Socie	ety	Ward Mer Deshmukl		gladay
17	Miss. B Preethi		Student		Final Y		Preetin B.
18	Miss. B Sagarik	a	Alumni		Develop Cogniz		Sageries
19	Mrs. Tanuja Kh	andelwal	Industry		Technical	Lead	Jour

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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 Prakas	h	Industry	Cloud Eng	ineer Robert	
21	Mr. M Mallesham	1	Industry	Directo	or ma	
22	Mr. M Anand Ku	mar	Industry	Co- Dire	ctor Moturatur	
3. Agen	da					
SI. No.			Ager	da		
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 Worksho	ops, Guest Lectures	on advanced top	ics during 2nd / 3rd v	week of the Semester.	
5	Planning of Co-curri					
6				or internship program	mes.	
7	Planning of placeme					
8	Conducting online cl		oft Teams			
4. Reso	lutions					
	and the state of the				-1	
Sl. No.			Resolu	ution		
Sl. No. 1	approval of the conc	erned Head of the D	ed for the comir Departments.	ng academic year in t		
	approval of the conc Guidelines for execu > Time tables > Course files > Lesson plan > Question ba > University > Syllabus co	erned Head of the E ation of academic ac s of each departmen s to be verified by the ns and course object ank in each unit to be question papers to be ompletion must be p	ed for the comin Departments. Etivities like time t should be finaling the coordinator be tives to be incorp be provided to the be discussed with lanned in accord	ag academic year in the tables, course files, leased in coordination we fore issue to the concept orated in the course file students the students before the ance with the academ	esson plans formulated. vith other departments. cerned staff files he semester exams. nic calendar provided by JNTUH.	
1	approval of the conc Guidelines for execu > Time tables > Course files > Lesson plan > Question ba > University > Syllabus co The tentative dates have been finalized.	erned Head of the E tition of academic ac s of each departmen s to be verified by th ns and course object ank in each unit to b question papers to b ompletion must be p to conduct Worksh	ed for the comin Departments. Attivities like time t should be final the coordinator be tives to be incorp be provided to the be discussed with lanned in accord tops, Guest Lect	ng academic year in the tables, course files, le sed in coordination we fore issue to the course for the course file e students the students before the ance with the academ ures and Seminars in	esson plans formulated. vith other departments. cerned staff files he semester exams. nic calendar provided by JNTUH. n each department through onlin	
1	approval of the conc Guidelines for execu > Time tables > Course files > Lesson plan > Question ba > University > Syllabus co The tentative dates have been finalized.	erned Head of the E tition of academic ac s of each departmen s to be verified by th ns and course object ank in each unit to b question papers to b ompletion must be p to conduct Worksh	ed for the comin Departments. Attivities like time t should be final the coordinator be tives to be incorp be provided to the be discussed with lanned in accord tops, Guest Lect	ag academic year in the tables, course files, leased in coordination we fore issue to the concept orated in the course file students the students before the ance with the academ	esson plans formulated. vith other departments. cerned staff files he semester exams. nic calendar provided by JNTUH. n each department through onlin	
1 2 3	approval of the conc Guidelines for execu > Time tables > Course files > Lesson plan > Question ba > University > Syllabus co The tentative dates have been finalized. Faculty developmen	erned Head of the E ation of academic ac s of each departmen s to be verified by the and course object ank in each unit to be question papers to be puper to conduct Worksh t programme specif	ed for the comin Departments. ativities like time t should be final the coordinator be tives to be incorp be provided to the be discussed with lanned in accord tops, Guest Lect	ng academic year in the tables, course files, le sed in coordination we fore issue to the course for the course file e students the students before the ance with the academ ures and Seminars in	esson plans formulated. vith other departments. cerned staff files he semester exams. nic calendar provided by JNTUH. n each department through onlin	
1 2 3 5	approval of the conc Guidelines for execu > Time tables > Course files > Lesson plan > Question ba > University > Syllabus co The tentative dates have been finalized. Faculty developmen	erned Head of the E ation of academic ac s of each departmen s to be verified by the ank in each unit to be question papers to be propertion must be p to conduct Worksh t programme specified of co-curricular active	ed for the comin Departments. ativities like time t should be final the coordinator be tives to be incorp be provided to the discussed with lanned in accord tops, Guest Lect to the department vities for all the o	ag academic year in the tables, course files, le sed in coordination we fore issue to the conce- torated in the course file students the students before the ance with the academic ures and Seminars in the the planned in the the departments together	esson plans formulated. vith other departments. cerned staff files he semester exams. nic calendar provided by JNTUH. n each department through onlin	
1 2 3 5 6	approval of the conc Guidelines for execu > Time tables > Course files > Lesson plan > Question ba > University > Syllabus co The tentative dates have been finalized. Faculty developmen Tentative schedule of Placement training s As a practice to imp	erned Head of the E ation of academic ac s of each departmen s to be verified by the and course object ank in each unit to be question papers to be propertion must be p to conduct Worksh t programme specifies of co-curricular active schedule finalised for rovise the industrial	ed for the comin Departments. ativities like time t should be final the coordinator be tives to be incorp be provided to the discussed with lanned in accord tops, Guest Lect to the department vities for all the oper third and final exposure and pro-	ng academic year in the tables, course files, le sed in coordination we fore issue to the course for the course files of the students the students before the ance with the academ ures and Seminars in the planned in the third departments together year students	vith other departments. cerned staff files he semester exams. hic calendar provided by JNTUH. h each department through onlin ird week of June has been finalised.	

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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. Revie	w of previous me	eting				
Sl. No.		Res	olution			
1		ctioning in the AY 2019-20 subn				
2	Report on academic performance in the AY 2019-20 submitted					

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MEETING MINUTES

Date of Meeting: 07-08-2020		Time:		10:30	10:30 AM		
	Circular/Ref No:	IQAC/2020	0-21/002	Location: Pr		Principal Office	
1. Meeti	ng Objective						
> \ > I	Verification of func feedback from the Academic plan for	students	10. 				
2. Atten	dance at Meeting					1940 - Ale Ale	
SI. No.	Name	9	Department	t Desi	gnation	Signature	
1	Dr. T G Arul		Mech	Pr	incipal	(Second	
2	Dr. M Satyanarayana		Administratio	n D	irector	mer	
3	Dr. G Ravi Kumar		H & S		HOD	elont	
4	Dr. V Samba Siva Rao		CSE		rdinator / ofessor	buen	
5	Dr. K Suresh Ku	mar	CSE	Associa	ate Professor	1/ Farely	
6	Mr. M Appa Rao		ECE		HOD	to	
. 7	.Mr. K Harish Ku	mar	. CSE		HOD	flacist	
8	Mr. G Rama Kris	shna	EEE		HOD	BRE	
9	Mr. K Ashok		Mech		HOD	Aun	
10	T Chandra Sheka	ar	Civil		HOD	Schardy	
11	Mr. M Dilip Kur	nar	ECE	Assista	ant Professor	Do	
12	Mr. M Kalyana	Chakravathy	CSE	Assista	ant Professor	(the a)	
13	Mr. K Anantha I	Babu	EEE	Assista	ant Professor	, (D09	
14	Mr. G Karunaka	r Reddy	H & S	Associ	ate Professor	402	
15	Mr. M Krishna J Reddy	ayanth	Administratio		ant Professor	Hil	
16	Mr. T Mahender		Local Societ	1	d Member - mukhi (V)	Malauf	
17	·Miss. B Preethi		Student	Fi	nal Year	Preetwi.B.	
18	Miss. B Sagarika	a	Alumni		veloper - ognizant	Sagaries	
19	Mrs. Tanuja Kha	andelwal	Industry	Tech	nnical Lead	80°	
20	Mr. Kunal Praka	ish	Industry	Clou	ld Engineer	Prater	

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Date of Meeting:		07-08-20	07-08-2020		10:30) AM		
Meeting	Circular/Ref No:	IQAC/20	IQAC/2020-21/002		Princ	ipal Office		
Sl. No.	Name		Department		gnation	Signature		
21	Mr. M Mallesham	ı	Industry	Di	rector	ens		
22	Mr. M Anand Ku	mar	Industry	Co-	Director	M Auf sken		
3. Agen	da					1.7		
Sl. No.			A	genda				
1	Deputing the inter department IQAC member to verify IQAC functioning in other departments							
2	As part of the Teach concerned Staff.	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		pdated in the coll	ege portal				
4	Guidelines for the co		annan an tari an					
. 5	Consolidation of the							
6	·Academic plan for fi							
7	First mid answer scri	pt verification						
4. Reso	lutions				Sec. 1			
Sl. No.			Re	solution				
1	Schedule for inter-de	partment verif	ication of functio	ning of IQAC fin	alized.			
2	Coordinators in each	department for	or verification of	course files finali	zed			
3	e-content submitted	to update in th	e College web Po	ortal				
4	Activities of counsel	ing unit formu	lated					
5	Student feedback on							
6	Academic plan for fi							
7	Consolidation of ass				ding to their pe	erformance		
8	Updated attendance	registers subm	itted for verificati	on				
5. Revi	ew of previous me	eting						
Sl. No.								
1	Online Workshops,	guest lectures	being organized i	n the departments	according to t	he schedule planned		
2	Course files verified	by IQAC						





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Date of	Date of Meeting: 09-10-20			Time:		0 AM
Meeting	Circular/Ref No:	QAC/202	20-21/003	Location:	Princ	cipal Office
1. Meet	ing Objective					
8	Remedial classes Reports of IQAC					
2, Atter	idance at Meeting					
SI. No.	Name		Departmen	t Design	ation	Signature
1	Dr. T G Arul		Mech	Princ	ipal	a Saw
2	Dr. M Satyanarayan	a	Administratio	n Direc	tor	mo
3	Dr. G Ravi Kumar		H & S	НО		-92027
4	Dr. V Samba Siva R	ao	CSE	Coordir Profes		lever
5	Dr. K Suresh Kumar	•	CSE	Associate I	Professor	1/ Furetx
6	Mr. M Appa Rao		ECE	НО	D	A
7	Mr. K Harish Kuma	r	CSE HOE		D	Hairs
8	Mr. G Rama Krishna	a	EEE	EEE HOD		OP
. 9	Mr. K Ashok		Mech	НО	D	And
10	T Chandra Shekar	-	' Civil	HOD		Achente
11	Mr. M Dilip Kumar		ECE	Assistant F	Professor	Day
12	Mr. M Kalyana Cha	kravathy	CSE	Assistant F	Professor	(alit-
13	Mr. K Anantha Babu	ı	EEE	Assistant F	rofessor	all
14	Mr. G Karunakar Re		H & S	Associate I	Professor	yus
15	Mr. M Krishna Jaya Reddy	nth	Administratio	n Assistant F	Professor	Mil-
16	Mr. T Mahender		Local Society	Ward Me Deshmuk		glahaf.
17	Miss. B Preethi		Student	Final Y	C. 1949.9 (C	Preetlin - 8.
18	Miss. B Sagarika		Alumni	Develo Cogniz	•	Bagerite
19	Mrs. Tanuja Khande	lwal	Industry	Technica	l Lead	Jus
20	Mr. Kunal Prakash		Industry	Cloud En	igineer	Rabert
21	Mr. M Mallesham		Industry	Direc	tor	ms
22	Mr. M Anand Kuma	r	Industry	Co- Dir	ector	Nor Kil

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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. Agend	nda							
Sl. No.		A	Agenda					
1	Consolidation of the student feeback on faculty, Feedback verification by IQAC committee of the department							
2	Feedback from s	takeholders						
3	Activities of Alu	mni aasociation to be planned						
4	Activities of Par	ent-Teacher aasociation to be p	lanned					
5	Recognition to s	tudent achievements						
6	Verification of s	econd mid marks and updating	the attendance registe	ers				
7		eaching learning process, Cours ne concerned Staff.	e files of the first yea	r are to be verified by coordinator				
8.	Report on functi	oning of department to be subm	nitted by the respectiv	e IQAC members.				
9	Consolidated rep	port on functioning of IQAC to	be submitted					
10	Remedial classe	es need to be planned						
11	Training for lab	technicians						

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 befor the semester exams., to have a coodination 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	w of previous meeting
Sl. No.	
1 S/	ponsometogeploseph Sciharsha & Mary Indraja Educational Society



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

onvener IQAC



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IEETING MINUTESDate of Meeting:11-12-20			Time:	10:30	10:30 AM	
Meeting	Circular/Ref No:	IQAC/2020-2	21/004 Location:		: Princi	pal Office
1. Meeti	ing Objective			-		
	Members of the IQ Planning of Acader		Academic Yea	r 2020-21	II Semester to	be finalized.
2, Atten	dance at Meeting					
SI. No.	Nam	ne	Department	t De	esignation	Signature
1	Dr. T G Arul		Mech	_	Principal	- Alter
2	Dr. M Satyanara	yana	Administratio	n	Director	and
3	Dr. G Ravi Kum	ar	H & S		HOD	- 40y
4	Dr. V Samba Siv	va Rao	CSE		oordinator / Professor	Alwer
5	Dr. K Suresh Ku	mar	CSE	Asso	ciate Professor	Mr. Junta
6	Mr. M Appa Rad)	ECE		HOD	er.
7	Mr. K Harish Ku	ımar	. CSE		HOD	fairs
8	Mr. G Rama Kri	shna	EEE		HOD	, 6H
9	Mr. K Ashok		Mech		HOD	Auf
10	T Chandra Shek	ar	Civil		HOD	Jehen
11	Mr. M Dilip Ku	mar	ECE	Assi	stant Professor	200
i2	Mr. M Kalyana	Chakravathy	CSE	Ass	stant Professor	Capit
13	Mr. K Anantha	Babu	EEE	Ass	istant Professor	Deg
14	Mr. G Karunaka	ar Reddy	H & S	Asso	ociate Professor	412
15	Mr. M Krishna	Jayanth Reddy	Administrati	Desaile	istant Professor	Hill
16	Mr. T Mahende		Local Socie	f	ard Member - eshmukhi (V)	Maliaf
17	Miss. B Preethi		Student		Final Year	Preetin B.
18	Miss. B Sagarik	k a	Alumni		Developer - Cognizant	Bagaville
. 19	Mrs. Tanuja Kl	nandelwal	Industry	Т	echnical Lead	Chart
20	Mr. Kunal Prak	ash	Industry	C	loud Engineer	Prollulate
21	Mr. M Mallesh	am	Industry		Director	ms
1 million and						

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Industry

Mr. M Anand Kumar

22

Houl

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. Agend	A CONTRACTOR OF					
Sl. No.		A	genda			
1	IOAC Coordinators (Department wise) to be identifi	ed.			
		e even semester to be finalized				
2		ops / Guest Lectures on advance	d topics during 2nd / 3	Brd week of the Semester.		
3	Planning of worksho	cular Activities during Semeste	r.			
4	Planning of Co-curri	et training				
5	Planning of placeme Library services to b	e undated				
6	Planning of major pl	rojects execution.				
78	Planning for the exe	cution of major projects				
4. Resol	and an and a second					
Sl. No.		R	esolution			
51. 140.	IOAC Committee n	members of previous Semester in	n the respective depart	ments would continue to be members		
1	C d					
2	 Time table Course file Lesson pla Question b University Education 	s of each department should be es to be verified by the coordina ons and course objectives to be i bank in each unit to be provided question papers to be discussed al CD's concerned with the sub-	finalized in coordinati tor before issue to the ncorporated in the cou to the students d with the students bef ject to be added in the coordance with the ac	concerned staff irse files fore the semester exams. course file. ademic calendar provided by JNTUH.		
3	The tentative date	s to conduct Workshops, Guo	est Lectures and Sen	ninars in each department have bee		
4	It has been resolve	d to conduct the traditional day	in the month of Januar	y.		
5		of co-curricular activities for a		ther has been finalized.		
. 6	Placement training	schedule finalized for third and	final year students			
7	Quality of major p execution of project	rojects to be maintained as per t cts finalized.	he standards given by	IQAC, tentative schedule for the		
5. Rev	iew of previous n	recting				
Sl. No.			Resolution			
1	Training conducted for lab technicians					

Abres IOAC Convener



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Near Ramoji Film City, Behind Mount Opera, Deshmukhi (V), Pochampally (M) Yadadri Bhongir (Dt.), & Batasingaram (V), Hayatnagar (M) Ranga Reddy (Dt.), Greater Hyderabad - 508 284. Under HMDA. T.S., INDIA. Mobile:8498093080, Fax:08685-304058. Website: <u>www.smecd.com</u> E-mail: smecprincipal@stmarysgroup.com

MEETING MINUTES

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

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

2. Atte	ndance at Meeting			
Sl. No.	Name	Department	Designation	Signature
1	Dr. T G Arul	Mech	Principal	there
2	Dr. M Satyanarayana	Administration	Director	
3	Dr. G Ravi Kumar	H & S	HOD	croy
4	Dr. V Samba Siva Rao	CSE	Coordinator / Professor	a ferren
5	Dr. K Suresh Kumar	CSE	Associate Professor	MK. Dante
6	Mr. M Appa Rao	ECE	HOD	A
7	Mr. K Harish Kumar	CSE	HOD	ALARINA
8	Mr. G Rama Krishna	EEE	HOD	MAUSO -
9	Mr. K Ashok	Mech	HOD	
10	T Chandra Shekar	Civil	HOD	Li
11	Mr. M Dilip Kumar	ECE	Assistant Professor	Thany
12	Mr. M Kalyana Chakravathy	CSE	Assistant Professor	ast
13	Mr. K Anantha Babu	· EEE	Assistant Professor	torio:
14	Mr. G Karunakar Reddy	H & S	Associate Professor	115
15	Mr. M Krishna Jayanth Reddy	Administration	Assistant Professor	Hil
16	Mr. T Mahender	Local Society	Ward Member - Deshmukhi (V)	Malaufa
17	Miss. B Preethi	Student	Final Year	P
18	Miss. B Sagarika	Alumni	Developer - Cognizant	Sagaroit
19	Mrs. Tanuja Khandelwal	Industry	Technical Lead	Aus
20	Mr. Kunal Prakash	Industry	Cloud Engineer	Protectit
21	Mr. M Mallesham	Industry	Director	m
22	Mr. M Anand Kumar	Industry	Co. Dimete	

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Date of Meeting: Meeting Circular/Ref No:		13-02-2021	Time:	10:30 AM			
		IQAC/2020-21/005	Location:	Principal Office			
3. Ageno	da						
Sl. No.		ł	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 th 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 s						
	Preparation of NAAC Reports for the next cycle						
11 4. Reso		C Reports for the next cycle					
			esolution				
4. Reso	lutions Schedule for inter-de	R epartment verification of function	ning of IQAC finalized	•			
4. Reso Sl. No.	Schedule for inter-de	R epartment verification of function of department for verification of o	ning of IQAC finalized course files finalised.				
4. Reso Sl. No. 1	lutions Schedule for inter-de Coordinators in each Sports schedule fina	R epartment verification of function of department for verification of o lized in accordance with the acad	ning of IQAC finalized course files finalised. demic calendar provide				
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