



St. Mary's Engineering College

(Approved by AICTE, Permitted by Govt. of T.S., Affiliated to JNTUH & SBTET, Accredited by NAAC)

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 : www.sme.cd.com E-mail: smeprincipal@stmarysgroup.com

MEETING MINUTES

Date of Meeting:	08-06-21	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/001	Location:	Principal Chamber

1. Meeting Objective

- IQAC Cell for the Academic Year 2021-22, I semester to be constituted.
- Conducting 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	Mech	Principal	
2.	Mr. M Appa Rao	ECE	HOD / Assoc. Prof.	
3.	Dr. K Suresh	CSE	HOD / Assoc. Prof.	
4.	Dr. V Sambasiva Rao	DS	HOD / Assoc. Prof.	
5.	Mr. G Ravi Kumar	H & S	HOD / Assoc. Prof.	
6.	Dr. S Joy Kumar	CSE	Assistant Professor	
7.	Dr. K Suresh Kumar	CSE	Assistant Professor	
8.	Mr. B Murali Krishna	ECE	Assistant Professor	
9.	Mr. M Dilip Kumar	ECE	Assistant Professor	
10.	Mr. B Srishailam	CSE	Assistant Professor	
11.	Mr. M Anand Kumar	CSE	Assistant Professor	
12.	Mr. Ch Naveen	AIML	Assistant Professor	
13.	Mr. A Praveen	H & S	Assistant Professor	
14.	Mr. K Sushmitha	H & S	Assistant Professor	

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.

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Date of Meeting:	08-06-21	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/001	Location:	Principal Chamber
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. ➤ 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. ➤ 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		
5. Review of previous meeting			
Sl. No.	Resolution		
1	Report on IQAC functioning in the AY 2020-21 submitted		
2	Report on academic performance in the AY 2020-21 submitted		


IQAC Convener


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MEETING MINUTES

Date of Meeting:	07-09-2021	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/002	Location:	Principal Office

1. Meeting Objective

- 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.	Mr. M Appa Rao	ECE	HOD / Assoc. Prof.	
3.	Dr. K Suresh	CSE	HOD / Assoc. Prof.	
4.	Dr. V Sambasiva Rao	DS	HOD / Assoc. Prof.	
5.	Mr, G Ravi Kumar	H & S	HOD / Assoc. Prof.	
6.	Dr. S Joy Kumar	CSE	Assistant Professor	
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10.	Mr. B Srishailam	CSE	Assistant Professor	
11.	Mr. M Anand Kumar	CSE	Assistant Professor	
12.	Mr. Ch Naveen	AIML	Assistant Professor	
13.	Mr. A Praveen	H & S	Assistant Professor	
14.	Mr. K Sushmitha	H & S	Assistant Professor	

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

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Date of Meeting:	07-09-2021	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/002	Location:	Principal Office
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 lecturers being organized in the departments according to the schedule planned		
2	Course files verified by IQAC		


IQAC Convener


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MEETING MINUTES

Date of Meeting:	06-12-21	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/003	Location:	Principal Office

1. Meeting Objective

- Remedial classes
- Reports of IQAC

2. Attendance at Meeting

Sl. No.	Name	Department	Designation	Signature
1.	Dr T G Arul	Mech	Principal	
2.	Mr. M Appa Rao	ECE	HOD / Assoc. Prof.	
3.	Dr. K Suresh	CSE	HOD / Assoc. Prof.	
4.	Dr. V Sambasiva Rao	DS	HOD / Assoc. Prof.	
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12.	Mr. Ch Naveen	AIML	Assistant Professor	
13.	Mr. A Praveen	H & S	Assistant Professor	
14.	Mr. K Sushmitha	H & S	Assistant Professor	

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.

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Meeting Circular/Ref No:	IQAC/2021-22/003	Location:	Principal Office
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.			
1	Inter-department verification of functioning of IQAC completed and report submitted		
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		


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MEETING MINUTES

Date of Meeting:	08-02-22	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/004	Location:	Principal Office

1. Meeting Objective

- Members of the IQAC Cell for the Academic Year 2021-22, 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.	Mr. M Appa Rao	ECE	HOD / Assoc. Prof.	
3.	Dr. K Suresh	CSE	HOD / Assoc. Prof.	
4.	Dr. V Sambasiva Rao	DS	HOD / Assoc. Prof.	
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13.	Mr. A Praveen	H & S	Assistant Professor	
14.	Mr. K Sushmitha	H & S	Assistant Professor	

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
9	Applying for NAAC second cycle

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Date of Meeting:	08-02-22	Time:	10:30 AM
Meeting Circular/Ref No:	IQAC/2021-22/004	Location:	Principal Office
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. ➤ 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 March.		
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.		
8	It has been resolved to apply for the second cycle of NAAC.		
5. Review of previous meeting			
Sl. No.	Resolution		
1	Training conducted for lab technicians		


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