

St. Mary's Women's Engineering College

(Approved by AICTE, Permitted by Govt. of A.P., Affiliated to JNTUK)

Budampadu Village, Guntur Rural Mandal, Guntur District, Andhra Pradesh, INDIA - 522017



IQAC MEETINGS CIRCULARS, MINUTES, **ACTION TAKEN REPORTS**

(A.Y. 2022-23)



St. Mary's Women's Engineering College

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Budampadu (V), Guntur Rural (M), Guntur (Dt.) - 522 017. A.P., INDIA. Website : www.stmarysgroup.com
Phone : 08644-254477, 88, Mobile : 81435 55999, 96667 77091, 99483 99402, 99514 28677. Fax : 040-66809093

INTERNAL QUALITY ASSURANCE CELL

Ref : STMW/IQAC/2022-23/1


Date : 20.08.22

CIRCULAR

All the Department Heads are hereby informed that there will be a meeting on 25.08.22 at 02.00 pm in Room No. 509, to discuss the following agenda :

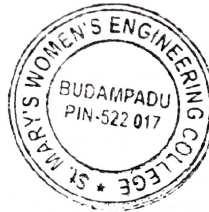
Agenda :


1. Submission of AQAR for the A.Y. 2021-22.
2. Formation of teams for Academic Audits
3. IQAC Plan of action for the academic calendar year 2022-23
4. Effective ways and means for teaching and improving delivery
5. Student Induction Programmes for the First Year B.Tech and Diploma students
6. Measures to be taken to enhance Curricular, Co-curricular, and Extra-curricular participation of students
7. Discussion on proposals of departments regarding the conduct of Faculty Development Programmes / Workshops during the current academic year


IQAC Coordinator

Cc :

- For filing at Office of IQAC
- All Departments




IQAC Chairperson

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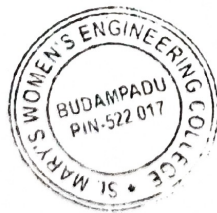
Date : 25.08.22

Minutes of Meeting of IQAC Advisory Committee Meeting

The Meeting commenced with the opening remarks of the Chairperson by welcoming all department heads, student member, alumni member, and the IQAC Coordinator. The members who were present in the meeting have discussed in detail, and the minutes are as under :

1. IQAC Coordinator requested the department heads to submit the information on various academic and non-academic activities that were held during the previous academic year (i.e. 2021-22) for the purpose of AQAR filing in NAAC Portal.
2. IQAC Chairperson and Coordinators elaborated on the importance of Academic Audits and formed teams to perform the same in the ongoing semester.
3. IQAC Coordinator and all department heads have discussed in detail on the action plans to enhance quality of teaching-learning process and procedures to be followed at each department level for the Academic year 2022-23.
4. The department heads were advised by the IQAC Coordinator to initiate value-added / certificate programmes with a minimum duration of 30 hours, during the even and odd semesters in the current academic year.
5. It is advised by the IQAC Chairperson to conduct Student induction programmes for the freshman students (Polytechnic, B.Tech First years) and shall be planned to be organized in the month of September 2022.
6. The IQAC Coordinator advised the entire department heads to motivate faculty for encouraging second, third, and fourth year students towards participative learning in the form of assignments, mini projects, and internships.
7. It is elaborated by the IQAC Coordinator on the significance of attending or facilitating faculty development programs, workshops. The Chairperson informed the department heads to permit faculty who have registered for such programs with due recommendations by considering and adjusting the class works of such faculty, if any.


IQAC Coordinator




IQAC Chairperson

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INTERNAL QUALITY ASSURANCE CELL

Minutes of IQAC meeting held on 25.08.22 in R.No. 111 at 2.00 pm. The following members were present :

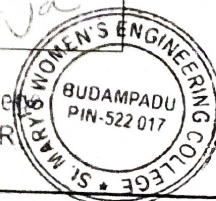
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|-----------------------------|---|--|
| 1. Dr. B V S T Sai | - | Principal & Chairman of IQAC |
| 2. Mr. Gajjala Ashok | - | Coordinator - IQAC |
| 3. Mr. G Purna Krishna | - | Member |
| 4. Dr. B.Narayana | - | Member |
| 5. Dr. K P R Rajesh | - | Member |
| 6. Mr. K.S.T.Sai | - | Member |
| 7. Ms. Vedantham Vyshanavi | - | Member |
| 8. Mr. Shaik Issak | - | Member |
| 9. Mr. M. Charakapani | - | Member |
| 10. Ms. Divi Tulasi Suseela | - | Student Member (B.Tech-AIDS, III Year) |
| 11. Ms. Yarlagadda Neeraja | - | Alumni Member (B.Tech (CSE) 2021 passed out) |

Attendees :

Name & Designation	Signature
Dr.B V S T Sai Principal & Chairperson-IQAC	
Gajjala Ashok Assistant Professor, ECE	
Mr.G Purna Krishna Assistant Professor, ECE Head	
Dr. B. Narayana Assistant Professor, S&H	
Dr. K P R Rajesh Assistant Professor, MBA	
Mr. K.S.T. Sai Assistant Professor, ECE	
Ms. Vedantham Vyshanavi Assistant Professor, MBA	
Mr. Shaik Issak Sr. Accounts Officer	
Mr. M Charakapani Head - Library	
Ms. Divi Tulasi Suseela Student Member (B.Tech-AIDS, III Year)	
Ms. Yarlagadda Neeraja Alumni Member (B.Tech (CSE) 2021 passed out)	

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Date : 25.11.2023

Action Taken Report on the decisions taken during the IQAC meeting held on 25.08.22 :

Agendum	Action Taken
AQAR Submission	Department level IQAC coordinators are requested to gather information and criterion incharges are made responsible for the consolidation of data.
Teams formation for Academic Audit	To undertake academic audits in each department, the IQAC Coordinator has organised the deputed members into teams in accordance with the directives of the IQAC Chairperson.
IQAC Action Plan for A.Y. 2022-23	The IQAC action plan is approved and all the departments are directed to comply with the schedules planned, and report the deviations, if any.
Value-added / Certificate courses	The departments have planned to conduct value-added / certificate courses in the current and upcoming semesters. The faculty coordinators in this regard are informed to chalk out an action plan by considering the dates of Mid-Exams and/or any other mandatory assessments.
Conduct of Student Induction Programme	Student induction programme for the I UG students will begin on 16th Sept. 2021 in the online mode.
Strengthen student Curricular, co-curricular, extra-curricular and sports activities	Curricular, Co-curricular, and extra-curricular activities were conducted to promote team building, team spirit, creative, and critical thinking and holistic development of students.
Faculty participation in FDPs, Workshops, etc.	Faculty are permitted to attend FDPs, Workshops, Conferences, etc. and are granted financial aid for attending such programs based on the recommendations of the heads. The participations of faculty increased significantly.


IQAC Coordinator

Cc :

- For filing at Office of IQAC





IQAC Chairperson

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