



# St. Mary's Group of Institutions Guntur

(Formerly St.Mary's Engineering College, St.Mary's P.G. Centre & St.Mary's College of Pharmacy)  
(Approved by AICTE & PCI, Permitted by Govt. of A.P., Affiliated to JNTUK & SBTET)  
Chebrolu (Village & Mandal), Guntur (Dt.) - 522 212, A.P., INDIA. Website : www.stmarysguntur.com  
Phone : 08644-254477, 88, Mobile : 9030235630, 96667 77091, 99483 99402, 99514 28677, Fax : 040-66809093

Date : 06-April-2020

## Minutes of IQAC Advisory Committee Meeting-3 (Virtual Mode)

The third IQAC Advisory Committee meeting for academic year 2019-20 is held on 6<sup>th</sup> April 2020 via Online using Microsoft TEAMS application software. The meeting was chaired by Dr.B.Penchaliah, IQAC Chairman and Principal for SMGIG.

The following members attended the meeting :

S.No.	Name of the IQAC Member	Designation
<b>Chair Person</b>		
1	Dr.B.Penchaliah	Principal, St.Mary's Group of Institutions Guntur
<b>Member(s) from Management</b>		
2	Dr.Rev.K.V.K.Rao	Chairman, St.Mary's Group
3	Mr. V.V.Ratnakar Reddy	Managing Director, St.Mary's Guntur Campuses
<b>Coordinator of IQAC</b>		
4	Dr.K.N.V.Ratna Kumar	Principal, Engineering Programme
<b>Administrative Officers</b>		
5	Mr.Y.Raghava	Campus Incharge
6	Dr.S.Apparao	Dean of Academics
7	Dr.P.V.Rao	Principal, Pharmacy Programme
8	Mr.Ch.Ravi Babu	Principal, Diploma
9	Mr. Gajendra Babu	Office Superintendent
10	Mrs.M.HimaBindu	Head, Training and Placements
<b>Teacher Representatives</b>		
11	Dr.R. Bullibabu	Incharge, Sciences and Humanities
12	Mr.Subhani Shaik	HoD, Computer Science and Engineering
13	Mr.D.Satyanarayana	HoD, Electronics and Communications Engineering
14	Mr.G.Rajeswara Rao	HoD, Mechanical Engineering
15	Mr. D.Sekhar Babu	HoD, Electrical and Electronics Engineering
16	Mr.M. Sai Narasimha Rao	HoD, Civil Engineering
17	Mr.Ch.V.Siva Varma	HoD, Master of Business Administration
18	Ms.K.Nagarani	HoD, Pharmacy
19	Mrs. Sd.Farzana	Vice Principal
<b>Nominee From Industry and Stakeholders</b>		
20	Mrs. Sridevi M	Parent Representative
<b>Nominee From Local Societies, Students and Alumni</b>		
21	Dr.B.Narayana	Professor-S&H Dept., St.Mary's Women's Engineering College, Budampadu, Guntur
22	Mr. Sameer Sk	Student Representative

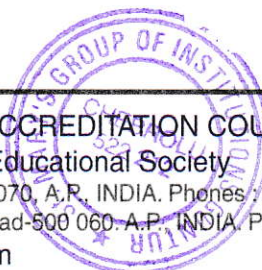
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Sponsored by : Joseph Sriharsha & Mary Indrajha Educational Society

Regd. Off. : Plot No. 102, High Court Colony, Vanasthalipiram, Hyderabad - 500 070, A.P., INDIA. Phones : 040-24028676

Corp Off. : 3rd Floor, Rajadhani Apts., Opp. Chaitanyapuri Bus Stop, Dilshuknagar, Hyderabad-500 060, A.P., INDIA. Phones : 040-65799097,98

Website : www.stmarysgroup.com



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06/04/2020





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## Agenda of the Meeting:

1. Welcome Address by the IQAC Chairman
2. Inquiry on Health and Safety of students and staff, by Hon'ble Chairman, and the Managing Director ; Requesting the members to pass on the message of 'Strict Observance of Lockdown' as notified by Govt. of India
3. Successful submission of AQAR for A.Y. 2018-19 to NAAC
4. Observations from Student Satisfaction Survey
5. Proposal for conduct of online classes for continuity of academic delivery and other value-added courses, in light of lockdown
6. Possibility of postponement of even semester regular/supply examinations by the JNTUK
7. Proposal for registrations in NITTTR modules, NPTEL, SWAYAM, and other LMS portals by all faculty
8. Proposal for training sessions to staff and students on MS-TEAMS on

## Minutes of the Meeting :

### 1. Welcome Address by the IQAC Chairman

The IQAC Chairman cordially welcomed all the members of the IQAC advisory board to the meeting and briefed on the agenda of the meeting. Also, he inquired about the well being of all the stakeholders of the institute.

### 2. a) Inquiry on Health and Safety of students and staff, by Hon'ble Chairman, and the Managing Director ;

Hon'ble Chairman of St.Mary's Group has addressed the members and inquired on the safety of all the St.Mary family members. He stressed upon the guidelines to be complied by every citizen of India, in lieu of the Govt.'s decision for lockdown to contain the spread and havoc that could be caused by Corona Virus.

### b) Requesting the members to pass on the message of 'Strict Observance of Lockdown' as notified by Govt. of India

The Managing Director has addressed all the members of IQAC advisory board and gave a brief on precautions to be taken to hold the containment of the new virus. He advised the members and their families to frequently wash hands with soap / solutions, restrict to the houses and avoid social gatherings. He requested the members to inform all the students and staff to strictly comply with the govt. issued lockdown guidelines, without any deviations.



*Handwritten signature/initials in green ink.*

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## 3. Successful submission of AQAR for A.Y. 2018-19 to NAAC

IQAC Chairman, and Coordinator shared about the successful submission of AQAR for the academic year 2018-19. Members appreciated the efforts of IQAC for timely submission and upkeep of records with updated information.

## 4. Observations from Student Satisfaction Survey conducted by Student Empowerment Cell (SEC)

IQAC Coordinator has shared the observations and recommendations of SEC on the Student Satisfaction / Experiences Survey conducted during the last week of January 2020. He has highlighted some of the major remarks and requested the members concerned to focus upon the areas to be improved. Members agreed to place efforts in improving services both in terms of academic, non-academic, and administrative.

## 5. Proposal for conduct of online classes for continuity of academic delivery and other value-added courses, in light of lockdown

In light of the lockdown conditions and due to uncertainty in finding normalcy conditions for holding offline classes, IQAC Coordinator has proposed for conduct of classes online so that the academic delivery can be on continuation. Members shared their opinions in this regard and commonly agreed to place a request to management for subscription of Microsoft TEAMS as the official platform for conduct of classes. It is agreed to announce the operational guidelines in this regard, soon after obtaining management's consent. Hon'ble Chairman, Managing Director have given their consent and approval for obtaining centralized license for MS-TEAMS software and the subscription charges will be paid by the St.Mary's group's head office in Hyderabad. A detailed proposal in this regard is sought from the IQAC team in quick succession, for immediate approval and implementation of the decision.

## 6. Possibility of postponement of even semester regular/supply examinations by the JNTUK

As there is ambiguity in conduct of examinations (even semester) for all the programmes offered in the institute, which are being scheduled by the affiliating university JNTUK, the members have shared their views and opinions on the possibility of postponement of the exams. It is commonly agreed to utilize this time for conduct of additional/support sessions for doubt clarifications, tutorials, sample tests, etc.

## 7. Proposal for registrations in NITTTTR modules, NPTEL, SWAYAM, and other LMS portals by all faculty

Hon'ble Chairman of St.Mary's Group, and Managing Director has informed the members to ensure that maximum registrations are done w.r.to NITTT modules by faculty. Also, they informed the heads of departments to encourage and motivate students and staff to

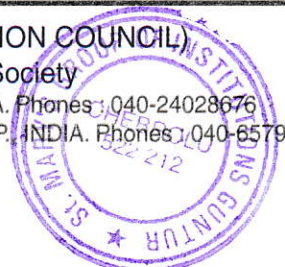
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undergo various online platforms and Learning Managing System portals such as MOOCS, SWAYAM, NPTEL, etc. wherein knowledge update can be continued.

## 8. Proposal for organizing training sessions to staff and students on MS-TEAMS

As the Hon'ble Chairman has approved the proposal for obtaining licensed software MS-TEAMS, the IQAC Chairman has proposed to organize training sessions to staff and students, immediately. The CSE Dept. head is informed to coordinate and plan these sessions, at the earliest. The members agreed to provide necessary support in this regard.

*The meeting concluded with vote of thanks by IQAC Chairman. All the members wished and greeted each other for a safe and healthy stay at their respective houses.*

(Dr.K.N.V.Ratna Kumar)  
IQAC Coordinator



(Dr.B.Penchalaiah)  
IQAC Chairman

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