Date : **21-June-2019**

**Minutes of 3rd IQAC Revised Advisory Committee Meeting**

The 3rd meeting of IQAC Revised Advisory Committee, for session 2018-19, was held on 21st June 2019 in MBA E-class room of Block-D. The meeting was chaired by Dr.B.Penchaliah, IQAC Chairman and Principal for SMGIG.

The following members attended the meeting :

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| **S.No.** | **Member of the Cell** | **Designation** |
| **Chair Person** |
| 1 | Dr.B.Pecnhalaiah | Principal, St.Mary’s Group of Institutions Guntur |
| **Member(s) from Management** |
| 2 | Dr.Rev.K.V.K.Rao | Chairman, St.Mary’s Group |
| **Coordinator of IQAC** |
| 3 | Dr.K.N.V.Ratna Kumar | Principal, Engineering Programme |
| **Administrative Officers** |
| 4 | Mr.Y.Raghava | Campus Incharge |
| 5 | Dr.S.Apparao | Dean of Academics |
| 6 | Dr.P.V.Rao | Principal, Pharmacy Programme |
| 7 | Mr. Gajendra Babu | Office Superintendent  |
| 8 | Mrs.M.HimaBindu | Head, Training and Placements |
| **Teacher Representatives** |
| 9 | Dr.Govardhan Rao | HoD, Sciences and Humanities |
| 10 | Mr.Subhani Shaik | HoD, Computer Science and Engineering |
| 11 | Mr.D.Satyanarayana | HoD, Electronics and Communications Engineering |
| 12 | Mr.G.Rajeswara Rao | HoD, Mechanical Engineering |
| 13 | Mr.Ch.Pardha Saradhi | HoD, Electrical and Electronics Engineering |
| 14 | Mr.M.Narasimha Rao | HoD, Civil Engineering |
| 15 | Mr.C.V.Siva Varma | HoD, Master of Business Administration |
| 16 | Mr.U.Srikanth | HoD, Diploma |
| 17 | Ms.K.Nagarani | HoD, Pharmacy |
| 18 | Mrs.Sd.Farzana | Vice Principal |
| **Nominee From Industry and Stakeholders** |
| 19 | D.Venkata Sudheer | Industrial Representative |
| 20 | Mr. Aszad Khan Pathan | Parent Representative |
| **Nominee From Local Societies, Students and Alumni** |
| 21 | Dr.B.V.S.T. Sai | Principal, St.Mary’s Women’s Engineering College, Budampadu, Guntur |
| 22 | Mr.Sai Pranay | Student Representative |

**Agenda of the Meeting:**

* Welcome Address by the IQAC Chairman.
* Opening view by the senior members of IQAC and HoDs.
* Review of actions taken with respect to the previous (2nd) IQAC meeting
* Effectiveness of SEEP 2018-19 for placements
* Result analysis of the previous semester examinations
* Notifications of Common Entrance Tests conducted by Govt. Of Andhra Pradesh for the year 2019-20 for admissions into Diploma, B.Tech, B.Pharmacy, M.Tech, M.Pharmacy, MBA courses
* Congratulation the IQAC Coordinator for being nominated as the Convener for AP EAMCET-AC and AP ECET-AC 2019 by the State Govt. Of Andhra Pradesh
* Enhancing quality in staff recruitment process through a well defined system in place
* Quality check through conduct of ‘Demo classes’ for all the faculty members

**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 second IQAC meeting and he briefed on the agenda of the meeting.

**2. Opening view by the senior members of IQAC and HoDs**

All the senior members and HoDs have revised briefly on the 2nd IQAC meeting held on 9th March 2019. The members expressed that some of the resolutions made during the previous meetings were yet to be executed and few were already completed.

**3. Effectiveness of SEEP 2018-19 for placements**

The T&P Head has given a brief of the number of placements secured through on-campus and off-campus drives and thanked one and all the staff for their continuous support in transforming the students to become a potential employee. She deliberated that the number of On-Campus and Off-Campus placements secured during the year were 301 and 37 respectively. She has expressed her opinion on the effectiveness of special programme designed for enabling the students to get equipped with employability skills is ‘Student Employability Enhancement Programme (SEEP 2018-19)’, a new initiative of the institute. The members of IQAC appreciated the T&P Head and teams efforts in securing good number of placements. They recommended that this programme should be continued for the successive years and should span for the pre-final year students of all courses offered by the college.

**4. Result analysis of the previous semester examinations**

The Dean of Academics has presented the examination results of all the final year students for all the courses offered in the college as : 59.45% which is a much improved percentage compared to the previous years, and is nearer to the average pass percentage of all the colleges of the affiliating university (which is approximately 63%). He mentioned that more efforts are to be placed to raise the standards of the students and enhance their academic potential at par with the premium institutes and achieve a minimum of 75% in the next academic year. He urged the IQAC members to propose measures and methods to improve the academic performances of the students in the college.

**5. Release of Notifications of Common Entrance Tests by Govt. Of Andhra Pradesh**

The Campus Incharge has detailed on the recently released notifications of common entrance tests being conducted by the State Government of Andhra Pradesh namely, AP EAMCET, AP ECET, AP ICET, AP PGECET, AP POLYCET for admissions in the academic year 2019-20. The dates and regulations of these tests were elaborated by him. The need for orienting the staff on these CETs were discussed and the relevant literature on these CETs is being made available to all.

**6. Congratulating the IQAC Coordinator**

The Honorable Chairman for St.Mary’s Group who is also the Chairman for Consortium of Associations in AP & Telangana States congratulated the IQAC Coordinator Dr. K.N.V.Ratna Kumar for his selection as the Convenor for AP EAMCET-AC and AP ECET-AC tests by the State Govt. Of Andhra Pradesh for the academic year 2019-20. The Convenor thanked the Honorable Chairman and requested all the members and staff to extend their cooperation in discharging his duties as Convenor.

**7. Enhancing quality in staff recruitment process through a well defined system in place**

The IQAC Coordinator proposed for enhancing quality in staff recruitment process at the college by developing a well-defined system. The members unanimously agreed for the proposal and welcomed the initiative. The new recruitment system will be in place with effect from 1st Aug 2019.

**8. Quality check through conduct of ‘Demo classes’ for existing faculty**

The IQAC Coordinator proposed for the conduct of ‘Demo Classes’ for all the faculty members in the college. The members expressed their opinion by stating that this initiative may cause unrest among the teaching faculty and a fear of loss of job may grow. The members suggested an alternative mechanism to improve quality is to consider the feedback of previous semester to be as a parameter for asking the faculty who have less feedback than desired (i.e. minimum 35 out of 50 points) to give ‘Demo’ and prove his/her ability to be continued as a faculty in the college. This suggestion is supported by most of the members and is finally proposed to be implemented. It is decided that the semester break period is to be utilized as the period of conduct of demos to the faculty who have less feedback points than the minimum desired.

The meeting was concluded with the vote of thanks by IQAC Chairman.

(Dr.K.N.V.Ratna Kumar) (Dr.B.Pecnhalaiah)

 IQAC Coordinator IQAC Chairman