



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 : 17-Oct-2020

Minutes of IQAC Advisory Committee Meeting-1 (Virtual Mode)

The third IQAC Advisory Committee meeting for academic year 2020-20 is held on 17th October 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
Chair Person		
1	Dr.B.Penchalaiah	Principal, St.Mary's Group of Institutions Guntur
Member(s) from Management		
2	Mr. V.V.Ratnakar Reddy	Managing Director, St.Mary's Guntur Campuses
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.Ch.Ravi Babu	Principal - Diploma
8	Mrs. M.HimaBindu	Head - Training and Placements Office
Teacher Representatives		
9	Mrs. Sd.Farzana	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.M.Narasimha Rao	HoD - Civil Engineering
14	Mr.Ch.V.Siva Varma	HoD - Master of Business Administration
15	Mr.U.Srikanth	HoD - Diploma
Nominee From Industry and Stakeholders		
16	Mr. Ramabrahmam	Parent Representative
Nominee From Local Societies, Students and Alumni		
17	Dr. P.Rupesh Kumar	Associate Professor and Head - S&H Dept., St.Mary's Women's Engineering College, Budampadu, Guntur
18	Ms. Venkata Sravanthi Kongala	Student Representative (CSE-III Year)

Agenda of the Meeting:

1. Welcome Address by the IQAC Chairman
2. Inquiry on Health and Safety of students and staff, by the Managing Director
3. Status of faculty registrations in NITTTR modules, NPTEL, SWAYAM, and other LMS portals

Accredited by " NAAC " (NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL)

Sponsored by : Joseph Sriharsha & Mary Indrajaya 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



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

4. Academic delivery in offline / blended mode, as per guidelines of statutory and/or apex bodies
5. Introduction of Emerging Engineering courses with effect from the A.Y. 2020-21, and the need analysis for such courses in the existing context
6. Commencement and conduct of semester regular/supply examinations in Sep 2020, utilization of facility for students to write examinations at their nearest institute, as per JNTUK's circular
7. Implications of Online sessions on Course delivery and students

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. Inquiry on Health and Safety of students and staff, by the Managing Director

The Managing Director of Guntur campuses of St.Mary's inquired the well being of all the stakeholders of St.Mary's. He requested the members to convey his regards and pass on a circular messaging the students and staff to maintain Social Distance, Wearing Face Mask (N95), Frequent Sanitization, as suggested by Medical and Health officials. He advised the IQAC advisory board by elaboration on precautions to be taken to hold the containment of the new virus. He requested the members to inform all the students and staff to strictly comply with the govt. issued COVID-19 protocols, for curbing the spread of this deadly virus. He instructed the HoDs to ensure that as per the UGC guidelines received, the institutional premises must be placed with banners / posters / notices with such precautionary instructions and COVID protocols.

3. Status of faculty registrations in NITTTR modules, NPTEL, SWAYAM, and other LMS portals

As informed by the Hon'ble Chairman of St.Mary's Group, in the previous IQAC meeting held on 6th April 2020, regarding enrolment of all staff for NITTTR modules, the IQAC Coordinator appreciated all HoDs for encouraging the staff of concerned department for their active involvement in registrations to the modules and compliance to assessments in those respective modules on a timely manner. He has informed the Heads of the departments in the Institute to share all those details to the office of IQAC on or before 30th Oct 2020, for records.

4. Academic delivery in offline / blended mode, as per guidelines of statutory and/or apex bodies

The members of the advisory committee has requested the management to permit the continuity of sessions in both virtual and offline modes in due consideration to the issues of the students who have residences geographically far from the institute. In this context, the IQAC Chairman and Coordinator have referred to the guidelines received from



Accredited by "NAAC" (NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL)

Sponsored by : Joseph Sriharsha & Mary Indiraja 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



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

national, regional, and local bodies regarding the conduct of sessions in blended mode, but as there is no clear instructions from respective authorities for resuming the Canteen and Hostel Services, they informed the members that a representation will be forwarded by the institute to the District Collector seeking advises and/or permissions for resuming such services related to canteen and hostel. The members were advised to inform students to wait for attending offline sessions in full strength till a clarity is sought from the local authorities. The Principal and IQAC Chairman has confirmed that until such permissions are obtained, a ratio of 50 : 50 attendance for classroom instruction can be continued, and hostel and canteen services remain suspended.

5. Introduction of Emerging Engineering courses with effect from the A.Y. 2020-21, and the need analysis for such courses in the existing context

The Managing Director of St.Mary's Guntur campuses have elaborated on the need for upgrading the courses being delivered at the institute, particularly in the areas of Computer Sciences and its allied disciplines. He announced that the management has take a very bold and brave initiative to transform the institutional strategies in terms of courses being offered to match with the current market demands and in long term view of openings for Engineering, and Management graduates. He also mentioned that the management has applied to AICTE and obtained approval for introduction of the following emerging engineering courses with effect from current academic year, in Polytechnic, UG and PG programmes as well :

- Diploma in Multimedia & 3D Animation
- Diploma in Graphics & Multimedia
- Diploma in Web Designing
- B.Tech - Artificial Intelligence and Data Science (AI&DS)
- B.Tech - CSE (Artificial Intelligence and Machine Learning (AI&ML))
- B.Tech - CSE (Data Science)
- B.Tech - CSE (Cyber Security)
- B.Tech - CSE (Internet of Things)
- M.Tech - Artificial Intelligence and Data Science (AI&DS)
- M.Tech - CSE (Artificial Intelligence and Machine Learning (AI&ML))
- M.Tech - CSE (Data Science)
- M.Tech - CSE (Cyber Security)
- M.Tech - CSE (Internet of Things)
- MBA (Digital Marketing)
- MBA (Artificial Intelligence)
- MBA (Big Data Analytics)



All the participants applauded the initiative of the management in transforming the institute with a strategy to cater to industry requirements rather continuing the regular branches of engineering. They have unanimously agreed for the wide spread of this

Accredited by " NAAC " (NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL)

Sponsored by : Joseph Sriharsha & Mary Indrajaya 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



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

message in the market that would certainly help the students belonging to economically weaker / minority sections who might aspire for well rewarded careers.


6. Commencement and conduct of semester regular/supply examinations in Sep 2020, utilization of facility for students to write examinations at their nearest institute, as per JNTUK's circular

The IQAC Chairman has referred to the commencement and conduct of examinations in the month of September 2020, wherein few students have availed the facility of attending these exams at the nearest examination centre to their residences and he informed the HoDs to submit details of such cases. HoDs agreed to submit the details by 30th Oct 2020.

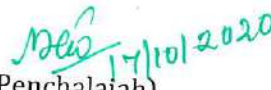
7. Implications of Online sessions on Course delivery and students

The IQAC Coordinator has referred to the course delivery in previous semester over online platform due to COVID-19 conditions. He brought to the notice of all the members that the students have developed a sense of negligence and procrastinate, thus neglecting academics. It is observed that there was very less seriousness among students while attempting examinations and this need to be addressed quickly. All the faculty of the institute must consider this with top priority. In the recent interactions with students while collecting feedback for the previous semester, it is observed that they could not follow the online delivery of faculty especially for certain courses that had mathematical concepts and derivations. He insisted that effective delivery can happen only when the faculty involves students in subject related discussions and motivates them with various assignments / tasks / exercises linked to the conceptual delivery. The members agreed to his view point and gave their consent in enhancing the student involvement through proper mentoring.

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

Accredited by " NAAC " (NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL)

Sponsored by : Joseph Sriharsha & Mary Indraj 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



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

Academic Audit system is intended to monitor and enhance the quality of teaching & learning process through appropriate guidelines for both faculty and students. Self assessment of individuals and departments is done to monitor and enhance the instruction process.

- Academic audit team is formed at the department level consisting of HOD, program coordinator and senior faculty.
- Academic Audit includes monitoring the conduct of the course, adherence to the course plan, time schedule, completion of the syllabus, standard of internal tests and evaluation process.
- Addresses the difficulties faced by students and takes suitable remedial actions.
- Academic audit team also looks into the Skill set enhancement programs and Research activities of both students and faculty.

The whole system can be viewed as a cyclical process with emphasis on continuous improvement.

Following documents are maintained at the department level for the purpose of academic audit :

1. Students Roll List
2. Class Time Table, Faculty Time Table and Master Time Table
3. Students Batch List (for practical courses, projects& elective courses)
4. Minutes of various department meetings
5. Teachers' Diary for all the courses (Theory, practical and projects etc.)
6. Course Files and course assessment reports
7. Lab manuals for practical courses
8. Laboratory Equipment stock registers
9. Consolidated Attendance & Marks statement of students
10. Term paper / Mini project / Final semester project reports
11. Internal evaluation sheets and class registers
12. Department Activities / Events register
13. Details of Remedial / Bridge / Language Lab classes
14. Reports of SGPA, CGPA and result analysis
15. Internships/ Industrial visits/ Summer training / Workshops/ Technical competitions attended by students
16. Details of students' Placements, Higher education, competitive exams etc.



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

17. Students feedback reports
18. Survey reports (Course end, Program exit, Parents, Employer, Alumni)
19. Students counseling registers
20. R&D activities and consultancy
21. Continuous learning activities of faculty

These documents are updated regularly in the process of quality assurance. Appropriate suggestions for future development or continuous improvement are sent to the faculty members and students.

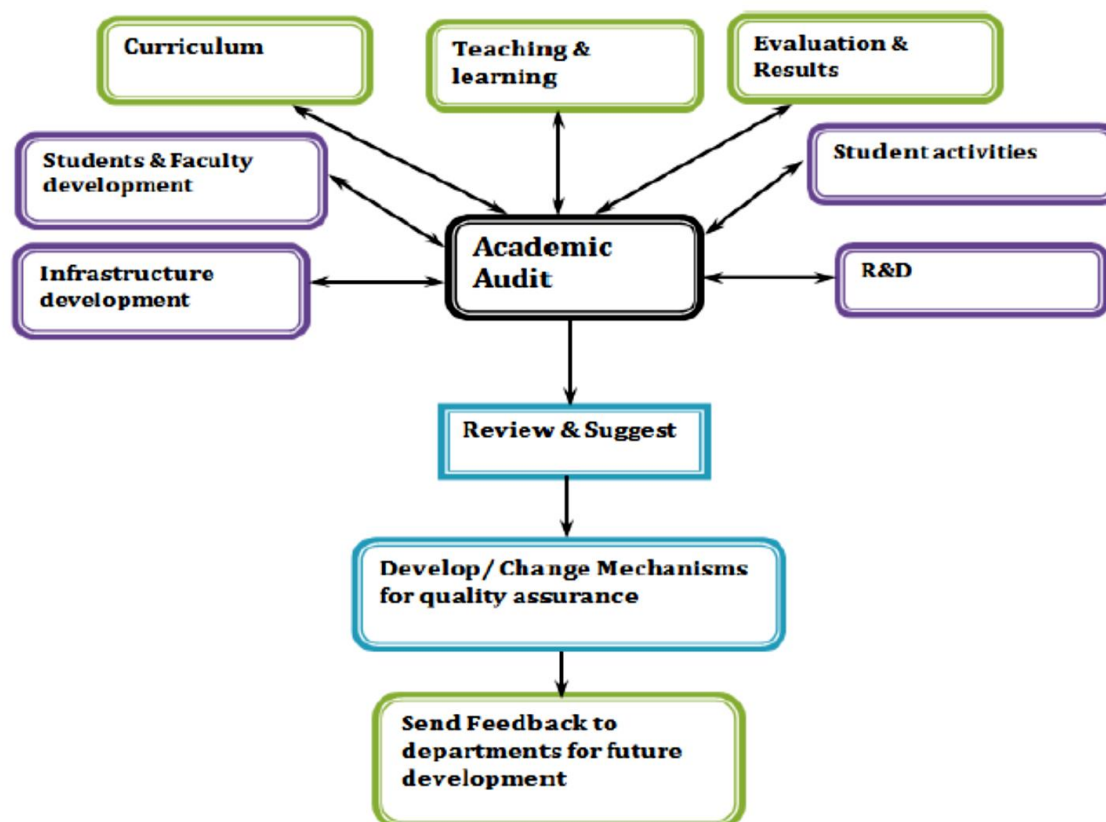


Figure: Department Level Academic Audit Process



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

ACADEMIC AUDIT TEAM INSPECTION REPORT

Evaluation Sheet

Department Name : CSE

Program Name : B.Tech

Academic Year:2020-2021

1. Curriculum		
S.No.	Description of Activity	Observations
1.	Program outcomes (PO) and Program Specific outcomes (PSO) display	Yes
2.	Stakeholders feedback and evidence related to curriculum design	Yes
3.	Extent of compliance of curriculum with AICTE	Yes

2. Teaching-Learning Process and Evaluation		
S.No.	Description of Activity	Observations
1.	Student performance indices <ul style="list-style-type: none">AttendanceExam results	Yes
2.	Methodologies to support weak students and encourage bright students.	Yes
3.	Student counseling /mentoring mechanism	Yes
4.	Assignments, Presentations, Seminars, Tutorial classes etc.	Yes
5.	Initiatives taken for innovative ideas & projects (both for students & faculty)	Yes
6.	Best student projects with awards	Yes



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

7.	Monitoring of teaching-learning process <ul style="list-style-type: none"> Assessment of teaching process in classrooms. Random verification of evaluated answer papers and question paper during the semester. Innovative teaching methods presented if any Verification of course files 	Yes
8	Training programs conducted for students Guest lecturers: Seminars : Workshops:	04 02 02
9.	MoUs with Industries	Yes
10.	Students feedback	Yes
11.	Feedback follow-up action	Yes
12.	Scope for Self-learning and Certificate courses	Yes
13.	Career guidance and counseling for higher studies.	Yes
14.	Training, Placements and Entrepreneurship initiatives	Yes
15.	Co-curricular and Extra-curricula activities	Yes
16.	Activities of students in professional bodies:	Yes

3. Faculty information and their contribution

S.No.	Description of Activity	Observations
1.	Faculty- student ratio	Yes



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

2.	Faculty Cadre ratio	Yes
3.	Faculty qualifications	Yes
4.	Faculty experience & retention	Yes
5.	Faculty contribution in writing books and Chapters.	No
6.	Members in Editorial boards: Awards/Rewards received:	No
7.	Faculty in professional organizations: And faculty contribution:	Yes
8.	Industry collaborative projects	No
9.	Faculty as resource persons in workshops / training	Yes
10.	Faculty interaction with outside world (BOS/NBA/Examiner for PhD evaluation / selection committee / Academic auditing /Chief guest /etc.)	Yes

4. Research, Consultancy and Extension

S.No.	Description of Activity	Observations
1.	Faculty publications in journals: <ul style="list-style-type: none"> Peer reviewed Journals: Thomson Reuters Impact factor Journals: S-index: 	02
2.	Publications in conferences: <ul style="list-style-type: none"> National International 	02
3.	Percentage of faculty contributing in ... <ul style="list-style-type: none"> research publications: books: chapters: 	11 0 0



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

4.	Number of Faculty with PhDs -Registered: Submitted: Awarded:	03
5.	PhDs guiding /guided:	0
6.	Funded R&D projects and consultancy work <ul style="list-style-type: none"> Applied: Ongoing: Completed: 	No
9.	New research facilities/ laboratory facilities provided	Yes
10.	MOU's with industries/ R&D/ Premier institutes	Yes
11.	Research centers of excellence established:	No
12.	Skill development centers established:	Yes
13.	Faculty involved in research and consultancy	Yes
14	Patents published/ Granted	Yes

5. Infrastructure and Learning Resources

S.No.	Description of Activity	Observations



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

1.	Adequacy of infrastructural facilities to improve the teaching learning process <ul style="list-style-type: none"> • Class rooms: • Laboratories: • ICT class rooms / e- class rooms: • Seminar halls: • Syndicate rooms • Faculty rooms: 	Yes
2.	Internet facilities for faculty & Students:	Yes
3.	Technical manpower support	Yes
4.	Modern / new equipment added in laboratories	Yes
5.	Details of computing facilities and improvement	Yes
6.	Dept News letter / magazine	Yes
7.	Department level library resources with details	Yes

6. Governance, Leadership and Management

S.No.	Description of Activity	Observations
1.	Teaching and non-teaching staff attended for skill development programs	Yes
2.	MoUs with premier Institutions for knowledge exchange	Yes
3.	Quality policy & Quality objectives <ul style="list-style-type: none"> • Committees & duties: 	Yes



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

4.	Maintenance factor <ul style="list-style-type: none">Physical observationBiometricAttendance monitoring system	Yes
5.	Financial support and leaves for qualification/skill up- gradation:	Yes
6.	Risk evaluation/safety measures:	Yes

PRINCIPAL
St. Mary's Group of Institutions Guntur
CHEBROLU (V&M), Guntur (Dt.)