



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, 99483 99402. E-mail : smgg@stmarysgroup.com

Date : 05-Oct-2020

Minutes of 1st IQAC (Revised) Advisory Committee Meeting

The IQAC (Revised) Advisory Committee, for the Academic Year 2020-21, was held on 5th OCT 2020 Online because of Covid Pandemic. The meeting was chaired by Dr. B. Penchaliah, IQAC Chairman and Principal for SMGIG.

The following members attended the meeting :

S. No.	Member of the Cell	Designation
Chair Person		
1	Dr. B. Penchalaiah	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	Professor – CSE Department and Principal, Engineering Programme
Administrative Officers		
4	Mr. Y. Raghava	Campus Incharge
5	Dr. S. Apparao	Dean - Academics
6	Dr. P. V. Rao	Principal, Pharmacy Programme
7	Mr. Ch. Ravi Babu	Principal, Diploma (II-Shift)
8	Mr. Gajendra Babu	Office Superintendent and Administrative Officer
9	Mrs. M. Himabindu	Head-HR and Public Relations, Training and Placements Officer
Teacher Representatives		
10	Dr. S. Govardhan Rao	HoD, Sciences and Humanities
11	Mr. Subhani Shaik	HoD, Computer Science and Engineering
12	Mr. D. Satyanarayana	HoD, Electronics and Communications Engineering
13	Mr. G. Rajeswara Rao	HoD, Mechanical Engineering
14	Mr. Sunil Kumar	HoD, Electrical and Electronics Engineering
15	Mr. M. Narasimha Rao	HoD, Civil Engineering
16	Mr. C. V. Siva Varma	HoD, Master of Business Administration
17	Mr. U. Srikanth	HoD, Diploma
18	Ms. K. Nagarani	HoD, Pharmacy
19	Mrs. Sd. Farzana	Vice Principal
20	Dr. Ch. B. V. L. Sudheer	Associate Professor, Master of Business Administration
Nominee From Industry and Stakeholders		
21	Mr. K. Ramesh Babu	Industrial Representative Managing Partner, VR Hospitalities, Guntur
22	Mr. K. Sunil Kumar	Parent Representative
Nominee From Local Societies, Students and Alumni		
23	Dr. B. V. S. T. Sai	Principal, St. Mary's Women's Engineering College, Budampadu, Guntur
24	Mr. P. Prasad	Alumni Representative



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25	Mr. N. Rakesh Babu	Student Representative IV-Year, CSE Department
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Agenda of the Meeting:

1. Welcome Address by the IQAC Chairman.
2. Opening view by the senior members of IQAC and HOD's.
3. Action taken report on minutes of meetings held on 21-May-2020
4. Review of even semester activities through online platform
5. R -20 Regulation (JNTU Kakinada)
6. Rules and Regulations for Faculty for Online Classes
7. Placements & Placement Training
8. Whatsapp Groups & Student perspective and other academic issues
9. Result Analysis
10. Submission of Annual Quality Assurance Report for the Academic Year 2019-20.
11. Various activities & events planned Online for Students as well as Faculty
12. Blended Teaching Learning for Online
13. Any other matter with the permission of the chairperson

Points of Discussion :

1. Welcome Address by the IQAC Coordinator

At the outset Dr. B.Penchalaiah , IQAC coordinator welcomed the chairman, IQAC and IQAC members for the 1st IQAC meeting. IQAC Coordinator also informed the meeting that due to covid-19 pandemic some of the external members are not in a position to attend the meeting. IQAC coordinator briefed about the following agenda of the 1st IQAC meeting and requested the IQAC chairman to take over the proceedings of the meeting.

2. Opening view by the senior members and HoDs among the participants

The initiative to update the advisory board by the IQAC Coordinator and include representation from all groups of institute stakeholders has been applauded by all senior members and HOD's. The participants have appreciated that these efforts will definitely improve the institute's overall excellence.

3. Action taken report on minutes of meetings held on 21-May-2020

Action taken report and the Minutes of IQAC meeting held on 21-May-2020 were placed in front of the members of IQAC. The chairperson asked the members to ratify the action taken and minutes of the previous meeting.

- a) Compliances of academic calendar and activities of departments.
- b) Quality initiatives
- c) Compliance of Academic & Administrative Audit- Internal & External.

4. Review of even semester activities through online platform

IQAC chairman discussed about the status of the online classes and other academic related activities like internal assessments, laboratory experiments, study materials etc. IQAC chairman also highlighted that as per the university guidelines the study materials and laboratory experiments are uploaded in the college website as well as whatsapp groups of all sections for the benefit of the students.



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IQAC coordinator also informed the meeting that standard operating procedures as to be maintained at all the places in the campus during the college hours.

5. R -20 Regulation (JNTU Kakinada)

Members discussed about the new curriculum proposed by AICTE and the subsequent curriculum proposed by the JNTU Kakinada. Chairperson has requested the Head of S & H to prepare the Time Tables, and also submit the faculty requirements for the new subjects proposed.

6. Rules and Regulations for Faculty for Online Classes

Honourable Chairman has given a suggestion to frame rules and regulations to conduct online classes for students. The following points came for discussion

- Deciding a single online platform to conduct classes
- Appointment of observers for monitoring of online classes
- Duration of time for one Class and breaks between classes.
- Dress code and ethics to be maintained by faculty as well as students

7. Placements & Placement training

The T & P officer submitted a report of Placements for the Academic Year mentioning that, because of Covid pandemic all the tasks for placements are being conducted online. The staff of T & P are coordinating between the companies and the students

8. Whatsapp Groups & Student perspective and other academic issues

The course content for all the courses by the concerned faculty were uploaded in the corresponding Whatsapp groups as well as on the Institute Website and students are accessing the content related to their subjects using their own credentials. Apart from the course content the following were also verified

- Remedial classes for slow learners and separate schedule.
- Advanced learners and additional learning facilities.

9. Result Analysis

The coordinator read the report on result analysis in comparison with previous years. The coordinator put out a proposal to compile a report on anticipated academic year results and strategies for enhancing them.

10. Submission of Annual Quality Assurance Report for the Academic Year 2019-20.

IQAC chairman informed the meeting that as per the NAAC guidelines the Annual quality assurance report AQAR has to be prepared for the 2019-20 academic year. Chairman informed to IQAC coordinator to coordinate and complete the AQAR report in time and upload the same in NAAC portal. IQAC coordinator informed the meeting that AQAR preparations were already started for the current academic year and meetings were conducted soon with department NAAC coordinators for the preparation of AQAR Report and the report will be uploaded with in the time.

11. Various activities & events planned Online for Students as well as Faculty

The coordinator presented the data regarding the activities organized by the institution under different associations of the institute and the individual departments like seminars, workshops, conferences, industrial visits, internships, career guidance programs, hobby club events, NSS activities and NLTS etc.

12. Blended Teaching Learning

The coordinator of IQAC has explained practices implemented during the pandemic like ICT usage, online classes, assignments for students etc for effective lecture delivery and making student engaged.

13. Any other matter with the permission of the chairperson

- Discussion on online & offline feedback on teaching learning process. Active participation of cells & committees and IQAC monitoring.



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- b) Research activities at the department levels needs to be stepped up and informed that the review of existing policies on research & consultancy activities are being done and improvements in that are expected positively.
- c) The final year project and internship presentation has to be taken through online only.
- d) Internal assessment marks for the current academic year has to be finalized and keep ready as per the guidelines from the university.
- e) Conduction of examinations and other related activities as per the guidelines from the university.

The meeting concluded with vote of thanks by IQAC Chairman.

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

(Dr. B. Penchalaiah)
Chairperson - IQAC