



# 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](http://www.stmarysguntur.com)  
Phone : 08644-254477, 88, Mobile : 9030235630, 99483 99402. E-mail : [smgg@stmarysgroup.com](mailto:smgg@stmarysgroup.com)

Date : 18-Oct-2021

## Minutes of 1<sup>st</sup> IQAC (Revised) Advisory Committee Meeting

The IQAC (Revised) Advisory Committee, for the Academic Year 2021-22, was held on 18<sup>th</sup> OCT 2021 at E-Class Room in E-Block. The meeting was chaired by Dr. B. Penchalaiah, IQAC Chairman and Principal for SMGIG.

The following members attended the meeting :

S. No.	Member of the Cell	Designation
<b>Chair Person</b>		
1	Dr. B. Penchalaiah	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
<b>Coordinator of IQAC</b>		
3	Dr. K. N. V. Ratna Kumar	Professor – CSE Department and Principal, Engineering Programme
<b>Administrative Officers</b>		
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
<b>Teacher Representatives</b>		
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
<b>Nominee From Industry and Stakeholders</b>		
21	Mr. K. Ramesh Babu	Industrial Representative Managing Partner, VR Hospitalities, Guntur
22	Mr. P. Naresh Kumar	Parent Representative



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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. N. Rakesh Babu	Alumni Representative
25	Mr. K. Ramya	Student Representative IV-Year, CSE Department

## Agenda of the Meeting:

1. Welcome Address by the IQAC Chairman.
2. Opening remarks by senior members of IQAC and HODs.
3. Action taken report on minutes of meetings held on 10-Apr-2020.
4. Academic activities of ODD Sem for the year 2020-21 (Post Covid).
5. Quality Initiatives AY 2021-22.
6. Review of progress Odd semester activities for all the Departments.
7. Review of Academic Performance Index forms submitted by faculty and research initiatives in the departments.
8. Review of Feedback and Result Analysis for the Academic Year 2020-21.
9. Review Placements & Placement training.
10. Submission of Annual Quality Assurance Report for the Academic Year 2020-21.
11. Whatsapp Groups & Student perspective and other academic issues.
12. Any other matter with the permission of the chairperson.

## Points of Discussion :

### 1. Welcome Address by the IQAC Coordinator

Dr. B. Penchalaiah, IQAC Coordinator, welcomed the chairman, IQAC, and IQAC members for the 1st IQAC meeting. Due to the COVID-19 pandemic, some external members couldn't attend. The IQAC coordinator briefed on the agenda and handed over the proceedings to the IQAC chairman.

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

The initiative to update the advisory board and include representation from all stakeholders was appreciated by senior members and HODs. The efforts were seen as enhancing the institute's overall excellence.

### 3. Action taken report on minutes of meetings held on 10-Apr-2021

Action taken report and minutes of the previous meeting were presented, and members were asked to ratify the Action Taken Reports.

### 4. Academic activities of ODD Sem for the year 2020-21 (Post Covid)

The IQAC chairman discussed the status of classes, internal assessments, laboratory experiments, and study materials post-COVID. Standard operating procedures were emphasized, and Study materials were made available on the college website as well as Student WhatsApp groups.



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## 5. Quality Initiatives AY 2021-22

Unanimously agreed initiatives for implementation in AY 2021-22, including using projectors for 25% of syllabus, encouraging research paper presentations, establishing Excellence Centres, inviting speakers, and faculty solving previous question papers.

## 6. Review of progress Odd semester activities for all the Departments

Ensured departments follow the academic calendar, discussed proposals and finances, approved innovative activities, and cautioned Department against deviating the teaching-learning process.

## 7. Review of Academic Performance Index (API) forms submitted by faculty and review of Research Initiatives in the department.

HODs submitted API forms, and discussions focused on faculty research initiatives, incentives for publishing in SCI indexed journals, converting theses into papers, and participation in workshops and conferences.

## 8. Review of Feedback and Result Analysis for the Academic Year 2020-21.

Compared individual faculty feedback with result analysis, discussed corrective measures to be implemented by HODs.

## 9. Placements & Placement Training

T&P officer reported that due to the pandemic, activities are conducted online, with coordination between companies and students.

## 10. Submission of Annual Quality Assurance Report for the Academic Year 2020-21.

Chairman inquired about the AQAR report status, urging timely submission.

## 11. WhatsApp Groups & Student perspective and other academic issues

Verified course content upload in WhatsApp groups, discussed remedial and advanced classes, and addressed various academic concerns.

## 12. Any other matter with the permission of the chairperson

Discussed online and offline feedback on teaching-learning, active participation of cells and committees, research activity improvement, final year project presentations online, finalization of internal assessment marks, and compliance with university guidelines for examinations.

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

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

(Dr. B. Penchalaiah)  
Chairperson - IQAC