



# 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-2022

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

The IQAC (Revised) Advisory Committee, for the Academic Year 2022-23, was held on 18<sup>th</sup> OCT 2020 Online because of Covid Pandemic. 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	Director
6	Dr. Shaik Afzal Basha	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	Mr. D Satyanarayana	HoD, Sciences and Humanities
11	Dr. SSN Anjaneyulu	HoD, Computer Science and Engineering
12	Dr. G. S. Sarma	HoD, Electronics and Communications Engineering
13	Mr. G. Rajeswara Rao	HoD, Mechanical Engineering
14	Mr. P Lakshmi Narayana	HoD, Electrical and Electronics Engineering
15	Mr. M. Narasimha Rao	HoD, Civil Engineering
16	Dr. Ch. B. V. L. Sudheer	HoD, Master of Business Administration
17	Mr. U. Srikanth	HoD, Diploma
18	Ms. J Satyanarayana	HoD, Pharmacy
<b>Nominee From Industry and Stakeholders</b>		
21	Mr. K. Ramesh Babu	Industrial Representative Managing Partner, VR Hospitalities, Guntur
22	Mr. G Srinivas	Parent Representative
<b>Nominee From Local Societies, Students and Alumni</b>		
23	Dr. R. Bulli Babu	Principal, St. Mary's Women's Engineering College, Budampadu, Guntur
24	Mr. A Nagarjuna	Alumni Representative
25	Mr. R Vinod Kumar	Student Representative IV-Year, CSE Department





# 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)

## 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 11-April-2022
4. Review of even semester activities through online platform
5. Placements & Placement Training
6. Whatsapp Groups & Student perspective and other academic issues
7. Result Analysis
8. Submission of Annual Quality Assurance Report for the Academic Year 2021-22.
9. Various activities & events planned Online for Students as well as Faculty
10. Any other matter with the permission of the chairperson

## Points of Discussion :

### 1. Welcome Address by the IQAC Coordinator

At the beginning of the meeting, Dr. B. Penchalaiah, the IQAC coordinator, extended a warm welcome to the chairman, IQAC, and other IQAC members for the inaugural IQAC meeting. Providing an overview of the agenda for the first IQAC meeting, the coordinator requested the IQAC chairman to preside over and lead the proceedings in light of the outlined agenda.

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

The decision taken by the IQAC Coordinator to revamp the advisory board, incorporating representation from all segments of institute stakeholders, has received commendation from senior members and Heads of Departments (HODs). Participants expressed their appreciation, acknowledging that these proactive measures are poised to enhance the overall excellence of the institution.

### 3. Action taken report on minutes of meetings held on 11-April-2022

The action taken report and minutes of the IQAC meeting conducted on May 11, 2022, were presented to the members of IQAC. The chairperson requested the members to officially approve and endorse both the actions taken and the minutes from the prior meeting. The specific areas discussed for ratification included:

- a) Compliance with the academic calendar and departmental activities.
- b) Quality initiatives implemented.
- c) Adherence to Academic & Administrative Audits, both internally and externally.

### 4. Review of even semester activities

The IQAC chairman offered an overview of the present classes and diverse academic activities, encompassing internal assessments, laboratory experiments, and study materials. Stressing adherence to university guidelines, the chairman underscored the accessibility of study materials and laboratory experiments for students. These resources are made available through both the college website and WhatsApp groups, catering to all sections and ensuring broad accessibility. Furthermore, the IQAC coordinator communicated that standard operating procedures must be consistently upheld across all areas of the campus during college hours.





# 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)

## 5. Placements & Placement Training

The Training and Placement (T & P) officer presented a report on placements for the Academic Year. The report emphasized that the T & P staff is actively facilitating coordination between companies and students during these virtual placement processes.

## 6. Whatsapp Groups & Student perspective and other academic issues

The faculty members responsible for each course uploaded the respective course content to the corresponding WhatsApp groups and the Institute Website. Students access the content related to their subjects using their individual credentials. In addition to making course materials available, the following aspects were also verified:

- a) Remedial Classes for Slow Learners and Separate Schedule:
  - Ensuring the provision of additional classes for students who require extra support.
  - Implementing a separate schedule for these remedial classes.
- b) Advanced Learners and Additional Learning Facilities:
  - Identifying and addressing the needs of advanced learners.
  - Providing additional learning facilities to cater to the requirements of these students.

## 7. Result Analysis

The coordinator presented the report on result analysis, comparing the current outcomes with those of previous years. In light of this analysis, the coordinator proposed the compilation of a comprehensive report on anticipated academic year results. Additionally, strategies for enhancing these results were suggested, indicating a proactive approach to improve academic performance.

## 8. Submission of Annual Quality Assurance Report for the Academic Year 2021-22.

The IQAC chairman communicated to the meeting that, in accordance with NAAC guidelines, the Annual Quality Assurance Report (AQAR) must be prepared for the academic year 2021-22. The chairman instructed the IQAC coordinator to manage and finalize the AQAR report promptly, ensuring its timely upload to the NAAC portal. The IQAC coordinator updated the meeting, stating that preparations for the AQAR were already underway for the current academic year. Meetings had been conducted with department NAAC coordinators, and the coordinator assured that the report would be uploaded within the stipulated time frame.

## 9. Various activities & events planned for Students as well as Faculty

The coordinator provided an overview of the activities organized by the institution, highlighting events conducted by various associations within the institute and individual departments. The presented data encompassed a range of activities such as seminars, workshops, conferences, industrial visits, internships, career guidance programs, hobby club events, NSS activities, NLTS.

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

- a) Emphasis on active participation from cells, committees, and monitoring by IQAC.
- b) Ongoing review of existing policies on research and consultancy activities, with positive improvements expected.
- c) Directive to finalize internal assessment marks for the current academic year in accordance with university guidelines.



# 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)

- d) Ensuring the organization of examinations and associated activities in compliance with university guidelines.

The meeting reached its conclusion with the IQAC Chairman expressing gratitude through a vote of thanks.

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

(Dr. B. Penchalaiah)  
Chairperson - IQAC