



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 : **9-March-2020**

Minutes of 2nd IQAC (Revised) Advisory Committee Meeting

The 2nd meeting of IQAC (Revised) Advisory Committee, for session 2019-20 held on 9th March 2020 in the E-class room of Block-E. 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 Hospitalitys, Guntur



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22	Mr. M. Ratnakar	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
25	Mr. Ch. Prem Kumar	Student Representative III-Year, CSE Department

Agenda of the Meeting:

1. Welcome Address by the IQAC Chairman.
2. Opening view by the senior members of IQAC and HoDs.
3. Review of actions taken with respect to the previous (1st) IQAC (Revised) meeting.
4. Proposal for Seminars / workshops for Non-Teaching Staff.
5. Proposal for revision Academic Administrative Audit by IQAC for 2019-2020.
6. Strengthening the research activities in the institute and motivate Faculty members to join in PhD programmes at universities of repute.
7. Ensuring complete cleanliness as one of the best practices of the college.
8. Discussion on the report submitted (Feedback on Curriculum and Facilities) by Student Experiences Committee.
9. Discussion on 'Feedback on Faculty' by students.
10. Availability of Wi-Fi connectivity across the campus.
11. Renovation of Wash rooms in the entire campus.
12. Proposal for Interaction with Internal stake holders (teaching and non-teaching).
13. Preparation of Academic Planner on the basis of University Academic Calendar s soon as it is released by affiliating University for the next academic year (i. e. 2020-21).

Points of Discussion :

1. Welcome Address by the IQAC Chairman

The IQAC Chairman cordially welcomed all the members of the IQAC (revised) advisory board to the second IQAC (revised) meeting and he briefed on the agendum of the meeting.

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

The Honorable Chairman of St. Mary's Group also articulated his liking on the way the institutional incidents and the transformation seemingly occurring. The members also said that they will continue to discharge their commitment levels in transforming the institute as a pioneer and opined that the team should continue with the same spirit and tempo.

3. Review of actions taken with respect to the previous (1st) IQAC (Revised) meeting

The members who were shouldered certain responsibilities during the 1st IQAC (revised) meeting have elaborated and explained the actions taken by them here as under :



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- (i) **Introduction of 'Performance Appraisal System'** – The IQAC Coordinator has finalized the parameters/criteria for self-appraisal based on the recommendations by the respective superiors/authorities concerned. As proposed in the first IQAC (revised) meeting, this was done in 5 sessions each with different levels of staff participating in it. The members agreed to implement the new appraisal system with effect from the commencing Academic Year i. e. 2020-21.
- (ii) **Seminar/Orientation on Quality Enhancement by IQAC to all the staff** – The IQAC Coordinator and the Campus Incharge has organized a seminar on 25th Jan 2019 for all the staff of the institute where in they shared the techniques to check and adopt for quality enhancement in execution of roles of the staff (teaching and non-teaching). An approximate of two hundred staff participated in the seminar and received inputs from the facilitators.
- (iii) **More ICT enabled classrooms in the college under Blended Teaching Learning** – The Purchase and General Maintenance Cell in coordination with IT Support and Maintenance Cell has obtained the quotations and submitted to the management for approval. The procurement and installation is under process. It is expected to be completed by the end of the current academic year.
- (iv) **Increasing Menu and facilities in Canteen** – The Canteen/Hostel Committee has already obtained relevant permissions from the management to extend the space available for the canteen and the work is under progress. Number of items in the Canteen also was increased with varied menu. All the members appreciated the swiftness with which the actions were taken in this regard.
- (v) **Feedback on Curriculum and Facilities** -The IQAC has completed the survey on 400 students belonging to all the departments in the college and the report has already been submitted to the authorities concerned. The summary of analysis of this feedback was made available in the college website.
- (vi) **Women Empowerment Workshop** – The workshop is scheduled for all the female staff and students of the college, by dividing the female strength into four groups and sessions were scheduled for each group from 8th Mar 2020 till 11th Mar 2020. The feedback on workshop conducted on 11th Mar 2019 was admirable.

4. Seminars / workshop to be organized for non-teaching staff

The coordinator of IQAC proposed for enhancement of quality in the operations of administrative staff through orientation programmes such as 'personality development', and interpersonal skill development, etc. All the members agreed to the proposal and requested Dr. B. Penchalaiah, the head of Staff Welfare Committee (SWC) to develop the plan and schedule for implementation.

5. Strengthening the research activities in the institute and motivate Faculty members to join in PhD programmes at universities of repute

The IQAC Chairperson presented the importance of research activities in an academic institution through paper publications in national / international journals of repute, patent publications and book chapters. He also discussed on how the institute and faculty can mutually benefit each other from the publications and research contributions of the faculty. He has quoted the examples like NAAC, NBA and other accreditation bodies where the weightage for the research



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component is significantly high. He requested all the members to instil a sense of 'Research Spirit' among the teaching faculty and encourage them for getting enrolled in PhD programmes in a quick succession. He reminded that the recently introduced 'Performance Appraisal System' in the college has 'Research' as one among the parameters of assessing a faculty in his / her appraisal. He also requested to inculcate the habit of developing short write-ups, news articles, etc. among the students and guide them to generate interest towards research activities. He proposed for an exclusive and active R&D cell being established in the college for which all the members have agreed to nominate suitable personnel from each staff to coordinate the activities being performed by this cell. The R&D cell is expected to create research awareness and promote the research culture in the campus. The cell shall identify and circulate the various admission notifications of Indian Universities offering PhD Programmes in regular/part-time mode. The campus incharge is entrusted to identify appropriate personnel for the R&D Cell in the college and define clear objectives of the Cell. A report on this is to be submitted to IQAC as soon as the cell is constituted.

6. Ensuring complete cleanliness as one of the best practices of the college

IQAC Chairperson expressed his view by reminding the participants few famous quotes on cleanliness :

- *Cleanliness is next to godliness*
- *Cleanliness is the Hallmark of perfect standards and the best quality inspector is the conscience*

He also stated that having a clean and hygiene campus will enrich the stakeholders' experiences and the institutes which maintain absolute hygiene and cleanliness can get national recognition through AICTE's 'Most Clean Campus' award and from other reputed government bodies. He requested the participants to encourage and motivate students for maintaining physiological and psychological hygiene and also continue the college's environment neat and uncluttered at all times. Procurement and setting up of Dustbins at major areas of mobility is proposed by the members.

7. Installation of CCTV cameras for overall security of the college

The Campus In-charge has elaborated on the practicability of having CCTV Surveillance across the campus as it enables the functionaries of the college to monitor the students and faculty. All the members of the committee have agreed unanimously for the installation of CCTV Cameras across the campus.

8. Submission of Analysis Report on Feedback on Curriculum and Facilities for the next Academic Year

The Chairperson Dr. K. N. V. Ratna Kumar has presented the report prepared on **Feedback on Curriculum and Facilities** to be conducted in the current Academic Year. He informed the members to take appropriate measures to enhance the students' satisfaction levels and submit the Action taken Reports to the IQAC in the next meeting. The next survey is proposed to be conducted in the next academic year i. e. in 2020-21.



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9. Discussion on 'Feedback on Faculty' by students

The institute since several years has a practice of obtaining feedback on faculty from students before the commencement of Mid-2 examinations in each semester. But, a more formal and structured mechanism is suggested by the members of IQAC. The IQAC Chairperson has taken up the task of reframing the feedback form with necessary criteria/parameters for assessment of faculty by the students and present it for approval of IQAC members within 2 or 3 days (i. e. on or before 12th March 2019).

10. Availability of Wi-Fi connectivity across the campus

The campus in-charge proposed to have a complete Wi-Fi enabled campus for the benefit of faculty to improve their abilities in academic delivery and involve in research activities. All the committee members have expressed their acceptance to the proposal with a positive vibe.

11. First Aid facilities at different parts of the campus

IQAC coordinator proposed to uphold First Aid Kits at some of the key locations of the campus such as NSS office, Sports room, Administrative office, Library, Laboratories, and one in each department. The committee has discussed about having a separate medical centre with a dedicated qualified Doctor to look after / take care of the emergencies in the campus. The feasibility study is to be carried out before arriving at a decision on this as the institute has already hired a consulting doctor who visits the campus one day a week. This responsibility is shouldered on the campus incharge (Mr. Y. Raghava) to coordinate with the Student Welfare Committee (headed by Mr. Ch. Siva Varma) and the Staff Welfare Committee (headed by Dr. B. Penchalaiah).

12. Renovations of Washrooms in the campus

The teacher and student representatives have expressed their concern about renovating washroom facilities at different locations across the campus as the existing facility is causing a little discomfort to them. The committee has taken the proposal in a positive note and ensured the students and faculty to provide better facilities in the due course of time. The campus incharge (Mr. Y. Raghava) and the general maintenance incharge (Mr. Gajendra Babu) is assigned the task of identifying the problems and suggesting suitable renovations, at the quickest time possible.

13. Proposal for Interaction with Internal stake holders (teaching and non-teaching)

It is proposed by the campus incharge to conduct another staff meeting in the month of June 2020 to discuss about the students performances in exams, schedules of Common Entrance Tests in Andhra Pradesh (AP CETs), and strategies for admissions in the next academic year i. e. for 2020-21, and other aspects pertaining to the institute. All the members have accepted the proposal and suggested it to be conducted in the second week of June 2020 so that the academic works for faculty shall be completed by that period.

14. Proposal for 'First Academic Administrative Audit' by IQAC

The Honorable Chairman of St. Mary's Group has proposed IQAC to devise Academic Administrative Audit to ensure the quality check and maintenance across all the departments in the institute. The committee headed by Dr. S. Apparao, Dean - Academics and concerned



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incharges are assigned the responsibility of formulating the action plan and scheduling the audits. The schedule along a brief on purpose and agenda of audit is to be circulated to all the departments prior to the conduct of audit. All the members welcomed the suggestion and agreed to cooperate with the committee. The tentative schedule to conduct the audit is proposed to be in 2nd / 3rd week of May 2020.

15. Preparation of Annual Academic Planner on the basis of University Academic Calendar

The IT Support and Maintenance Cell headed by Mr. Shaik Subhani is assigned the responsibility of coordinating with all the departments with respect to the preparation and circulation of Annual Academic Planners for the current academic year once the Academic Calendar (for the year 2020-21) is released by the JNTUK.

The meeting concluded with vote of thanks by IQAC Chairman and all the members expressed their sincere thanks to the Honorable Chairman of St. Mary's Group for his availability in IQAC meetings, consistent support for quality culture promotion and enhancement.

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

(Dr. B. Penchalaiah)
Chairperson - IQAC