



# 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 : 9-March-2019

## Minutes of 3<sup>rd</sup> IQAC Revised Advisory Committee Meeting

The 3<sup>rd</sup> meeting of IQAC Revised Advisory Committee, for session 2018-19, was held on 9<sup>th</sup> March 2019 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
<b>Chair Person</b>		
1	Dr. B. Pecnhalaiah	Principal, St. 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	Principal, Engineering Programme
<b>Administrative Officers</b>		
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	Mr. Gajendra Babu	Office Superintendent
9	Mrs. M. HimaBindu	Head, Training and Placements
<b>Teacher Representatives</b>		
10	Dr. 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. Ch. Pardha Saradhi	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
<b>Nominee From Industry and Stakeholders</b>		
20	D. Venkata Sudheer	Industrial Representative
21	Mr. Aszad Khan Pathan	Parent Representative
<b>Nominee From Local Societies, Students and Alumni</b>		
22	Dr. B. V. S. T. Sai	Principal, St. Mary's Women's Engineering

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		College, Budampadu, Guntur
23	Mr. M. Sudheer Kumar	Alumni Representative
24	Mr. Sai Pranay	Student Representative

## Agenda of the Meeting:

- Welcome Address by the IQAC Chairman
- Opening view by the senior members of IQAC and HoDs
- Review of actions taken with respect to the previous (2<sup>nd</sup>) IQAC meeting
- Seminars / workshops to be organized for Non-Teaching Staff
- Strengthening the research activities in the institute and motivate Faculty members to join in PhD programmes at universities of repute
- Ensuring complete cleanliness as one of the best practices of the college
- Installation of CCTV cameras for overall security of the college
- Availability of Wi-Fi connectivity across the campus
- First Aid facilities at different parts of the campus
- Renovation of Wash rooms

## Points of Discussion :

### 1. Welcome Address by the IQAC Chairman

The IQAC Chairman cordially welcomed all the members of the IQAC advisory board to the second IQAC meeting and he briefed on the agenda of the meeting.

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

All the senior members and HoDs have revised thoroughly on the 2<sup>nd</sup> IQAC meeting held on 5<sup>th</sup> January 2019. The members who were shouldered certain responsibilities during the 2<sup>nd</sup> IQAC meeting have elaborated and explained the actions taken by them. The members expressed that some of the points discussed in 2<sup>nd</sup> IQAC were implemented and few more are under progress. The members expressed a sort of satisfaction and opined that the team should continue with the same spirit and tempo.

### 3. Seminars / workshops to be organized for non-teaching staff

The coordinator of IQAC has initiated the idea of enhancing quality through programmes such as Seminars / workshops and different faculty development programs on 'personality development', and interpersonal skill development, etc. especially to the non-teaching staff.

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

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The IQAC coordinator 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 component is 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 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.

## 5. Ensuring complete cleanliness as one of the best practices of the college

IQAC Coordinator expressed his view by reminding the participants of 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 physiological and psychological hygiene and keep the college's environment neat and tidy at all times. Procurement and setting up of Dustbins at major mobile areas is proposed by the members.

## 6. Installation of CCTV camera for overall security of the college

The Campus In-charge has elaborated on the feasibility 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.

## 7. Availability of Wi-Fi connectivity across the campus

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

## 8. First Aid facilities at different parts of the campus

IQAC coordinator proposed to have First Aid Kits at all these locations of the campus : 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



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before arriving at a decision on this as the institute has already hired a consulting doctor who visits the campus one day a week.

## 9. Renovations of Wash rooms in the campus.

The teacher representatives have expressed their concern about having separate wash room facility for the faculty members at different locations across the campus as the existing facility is causing a little discomfort to the faculty. The committee has taken the proposal in positive way and ensured the faculty members that the separate facilities will be made available in the due course of time.

The meeting concluded with vote of thanks by IQAC Chairman and all the members expressed their thankfulness to the Honorable Chairman of St. Mary's Group for his availability in IQAC meetings, inspite of his busy schedules.

(Dr. K. N. V. Ratna Kumar)

IQAC Coordinator

(Dr. B. Pecnhalaiah)

IQAC Chairman

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