



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-01/CR-AS/MGAA/01/2018

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2018-2019 (Odd/Even)

MEETING NO:1

Date:30/08/2018

Meeting Name:	IQAC MEETING/NAAC/CR-AS		
Date of Meeting: (DD/ MM /YYYY)	31/08/2018	Time:	3 40P M TO 4 20 P M
Meeting Chair:	Mr.P Renjitham/Director/SMCE	Location:	BIG DATA LAB
Meeting Facilitator:	Dr.Suresh Premil Kumar/Principal/SMCE		
Meeting Minute Taker:	Dr.R.Reena Daphne/AP/EEE	Meeting Documenter:	Dr.R.Reena Daphne/AP/EEE

1. Meeting Objective

PPT presentation on NAAC COMMITTEE and its works - a discussion
Discussions on nomination of stakeholders, local society and student representatives for IQAC

2. Attendees

Name	Department	E-mail	Phone
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LIST ENCLOSED

3. Meeting Agenda

Topic	Time
1. Presentation on discussions and work planned and carried out since 28 th august 2018 (the first NAAC steering committee meet)	3 40P M TO 4 20 P M
2. Discussions on how work could be carried further	

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by
Power Point Presentation on NAAC and worked carried out since 28/08/2018	Co-ordinator

Signature: 

Co-ordinator

Date:

Signature: 

Principal

Date: 30/08/18



2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Dr.R.Reena Daphne	Associate Professor	EEE	
2.	Mr.M.R Saravanan	Associate Professor & Head	EEE	
3.	Mr.Michael Franklin	Associate Professor & Head	ECE	
4.	Mrs.Ann Romalt	Associate Professor & Head	CSE	
5.	Mr.Ravi Kumar	Associate Professor & Head	CIVIL	
6.	Dr.Freeda	Associate Professor & Head	S&H	
7.	Mr Edward Dhas	Associate Professor & Head	MECHANICAL	



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SMCE/IQAC/FM-01A/CR-AS/MGMS/-21/2018

2018 - 2019 (Odd/Even)

MEETING NO: 1

Date: 31/08/2018

Meeting Name:	IQAC MEETING /NAAC/CR-AS		
Date of Meeting: (MM/DD/YYYY)	31/08/2018	Time:	3.40 P.M. TO 4.20 P.M.
Minutes Prepared By:	Dr R Reena Daphne/AP/EEE	Location:	BIG DATA LAB
1. Meeting Objective			

Discussion on NAAC COMMITTEE and its responsibilities with regard to the related works that are to be carried out
 Discussions on nomination of stakeholders, local society and student representatives for IQAC .

2. Attendance at Meeting

Name	Department	E-mail	Phone
LIST ENCLOSED			

3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
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SMCE/IQAC/FM-01A/CR-AS/MGMS/01/2018
2018 - 2019 (Odd/Even)

Meeting Name:		IQAC MEETING /NAAC/CR-AS			
Date of Meeting: (MM/DD/YYYY)		31/08/2018		Time:	
Minutes Prepared By:		Dr.R Reena Daphne/AP/EEE		3:40 P.M. TO 4:20 P.M	
		Location:		BIG DATA LAB	
1. Presentation on discussions and work planned and carried out since 28 th august 2018 (the first NAAC steering committee meet)		It was recommended that the presentation may be done to all the co-coordinators and the members of every criterion, so that all may have a clear picture of what is exactly in the NAAC process and how the work can be carried out smoothly.		A time schedule was framed as follows for a presentation on 3/9/2018	
				3/9/2018, 12:00 noon	
				1. criterion 1.2 and 3 - 9:00 a.m. to 10:00 a.m	
				2. criterion 5, b and 1 - 10:00 a.m. to 11:00 a.m	
				3. criterion 4 - 11:00 a.m. to 12:00 noon	
2. Discussions on how work could be carried further.		1. Contents in the files have to checked for completion and updation 2. HoDs were asked to verify whether everything concerned a particular criterion has been incorporated in the NAAC system or not.		Status of files to be reported to the co-coordinators in their meet with their subordinates and minutes to be recorded	
				After the co-coordinators and member meet on 4/9/2018	
3. Discussions on nomination of stakeholders and student representatives for IQAC .		1. One/two nominees from local society, Students and Alumni needed 2. One/two nominees from Employers /Industrialists/stakeholders needed			
Summary of Review Outputs					
		1. Discussions on presentation on 3/9/2018 made			
		2. Discussions on how work could be carried further was made.		4:10 p.m. to 4:20p.m.	
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		3/09/2018		Time:	
				9:00 A M TO 12:00 NOON	
				Location:	
				BIG DATA LAB	
Objective:		PPT PRESENTATION TO THE CO- COORDINATORS AND MEMBERS CRITERION-WISE FROM 9:00 A M TO 12:00 NOON			

Signature: 
Co-ordinator
Date: 31/08/18

Signature: 
Principal
Date: 31/08/18



S.No.	Name	2. Signature		
		Designation	Department	Signature
1.	Dr.R.Reena Daphne	Associate Professor	EEE	
2.	Mr.M.R.Saravanan	Associate Professor & Head	EEE	
3.	Mr.Michael Franklin	Associate Professor & Head	ECE	
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