



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-01/CR-AS/MGAA/02/2018

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

MEETING NO:2

Date:6/09/2018

Meeting Name:	IQAC MEETING/NAAC/CR-AS		
Date of Meeting: (DD/MM/YYYY)	7/9/2018	Time:	3 40P M TO 4 20 P M
Meeting Chair:	Mr P.Renjitham/Director/SMCE	Location:	IQAC CELL 1
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

DISCUSSION WITH AUTHORITIES - weekly report(3/9/2018-7/9/2018)

2. Attendees

Name	Department	E-mail	Phone
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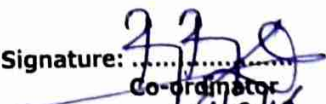

LIST ENCLOSED



3. Meeting Agenda

Topic	Time
1. Discussions relating to quantum of work done in this week(3/9/2018-7/9/2018)	3 40P M TO 4 20 P M
2. Ratification of members disclosed	
3. Change of organisation chart insisted in accordance with the planned work	

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

Description	To be Prepared by
Power Point Presentation	Co-ordinator

Signature: 
Co-ordinator
Date: 

Signature: 
Principal
Date: 



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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2018 - 2019 (Odd/Even)

MEETING NO: 2

Date: 7/09/2018

Meeting Name:	IQAC MEETING /NAAC/CR-AS		
Date of Meeting: (MM/DD/YYYY)	7/09/2018	Time:	3:40P.M. TO 4:20 P.M.
Minutes Prepared By:	Dr R Reena Daphne/AP/EEE	Location:	IQAC CELL -1
1. Meeting Objective			
Discussion on NAAC COMMITTEE and its responsibilities with regard to the related works that are to be carried out. R&D cell constituted			
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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2018 - 2019 (Odd/Even)

Meeting Name:		IQAC MEETING /NAAC/CR-AS	
Date of Meeting: (MM/DD/YYYY)		7/09/2018	Time: 3.40P.M. TO 4.20 P.M.
Minutes Prepared By:		Dr.R Reena Daphne/AP/EEE	Location: IQAC CELL -1
1. Discussions relating to quantum of work done in this week (3/9/2018-7/9/2018)	The work allotted by every criterion head and the targets for completion of work that has been allotted was conveyed	Every completion has to be verified by the HoD and then forwarded to the corresponding criterion head for verification and submission.	10/9/2108 by 12 :00 noon
2. Ratification of members disclosed	1. Mrs. Merlin Sheela has been added to criterion 7 2. Mr.Sajin moved from criterion 7 to criterion 4 3. Mr.Selvakumar added as assistant co-coordinator to criterion 2	Informed about their inclusion in the NAAC committee	
4. Change of organisation chart insisted in accordance with the planned work	1. Files to be changed under the control of every criterion incharge in the department and the organisation chart was asked to be re worked accordingly and file works done to be insisted and monitored.	The criterion-wise file distribution document requested and was asked to be circulated as early as possible	



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2018 - 2019 (Odd/Even)

Meeting Name:	IQAC MEETING /NAAC/CR-AS		
Date of Meeting: (MM/DD/YYYY)	7/09/2018	Time:	3:40 P.M. TO 4:20 P.M.
Minutes Prepared By:	Dr R.Reena Daphne/AP/EEE	Location:	IQAC CELL -1
5. An R & D cell to be constituted.	<p>It was decided to form the R&D cell to carry out the activities related to Research and Development. For this those who have completed their Ph.D and those pursuing their Ph.D were given preference and from the discussions made regarding the following members were chosen to be the members of the R&D cell of Stella Mary's College of Engineering.</p> <p>The members finalised were</p> <ol style="list-style-type: none"> 1. Dr. Siva Prakash (AP/Mech) 2. Dr. Reena Daphne (AP /EEE) 3. Dr. Shiny Malar (AP/CSE) 4. Dr. Freeda (AP/S&H Physics) 5. Dr. RamaniBai (AP/S&H Chemistry) 6. Mr. Gopal Ram (AP/ECE) 7. Mr. Micheal Raj (AP/MECH) 8. Mr. EzhilVignesh (AP/EEE) 	Committee to be active in initiating and taking part in research related activities.	
6. R&D cell to focus on projects	R&D cell to focus on projects on recent trends and develop a model by the semester end.	All Heads were asked to take a lead in making students to involve in projects that would benefit the society.	
Summary of Review Outputs			3 40P M TO 4 20 P M
<ol style="list-style-type: none"> 1. Work done in the period from (3/9/2018-7/9/2018) done was summed up 2. Reorganisation of the organisation chart was insisted . 3. R& D cell was instated and task assigned. 			



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Date of Meeting: (MM/DD/YYYY)	7/09/2018	Time:	3 40P.M. TO 4.20 P.M.		
Minutes Prepared By:	Dr.R.Reena Daphne/AP/EEE		Location:	IQAC CELL -1	
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	17/09/2018	Time:	3.40P.M. TO 4.20 P.M.	Location:	IQAC CELL -1
Objective:	<ol style="list-style-type: none">1. Work done in the period from (8/9/2018-12/9/2018) done would be summed up.2. Revamping of the organisation chart would be enquired.				

Signature: 
Co-ordinator
Date: 17/9/18

Signature: 
Principal
Date: 17/9/18



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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	
4.	Mrs. Ann Romalt	Associate Professor & Head	CSE	
5.	Mr Ravi Kumar	Associate Professor & Head	CIVIL	
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