



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-01/CR-AS/MGAA/03/2018

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

MEETING NO:3

Date:14/09/2018

Meeting Name:	IQAC MEETING/NAAC/CR-AS		
Date of Meeting: (DD/MM/YYYY)	15/9/2018	Time:	11:40 A.M. TO 12:30 P.M.
Meeting Chair:	Mr P Renjitham/Director/SMCE	Location:	PRINCIPAL'S OFFICE
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(7/9/2018-14/9/2018)

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 (8/9/2018-14/9/2018)	11:40 A.M. TO 12:30 P.M.
2. Discussions relating to files that are to be added.	
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: 14/9/18

Signature: 
Principal
Date: 14/09/18



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	



MEETING NO: 3

Date: 15/09/2018

Meeting Name:	IQAC MEETING /NAAC/CR-AS		
Date of Meeting: (MM/DD/YYYY)	15/09/2018	Time:	11:40 A.M TO 12:30 P.M.
Minutes Prepared By:	Dr.R. Reena Daphne/AP/EEE	Location:	PRINCIPAL'S OFFICE

1. Meeting Objective

Discussion on NAAC COMMITTEE and its responsibilities with regard to the related works that are to be carried out

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
1. Discussions relating to quantum of work done in this week (8/9/2018-14/9/2018)	<ul style="list-style-type: none"> Criterion wise all works allotted and completion status was discussed. 	<ul style="list-style-type: none"> HoDs were asked to cross verify the works. 	
2. Discussions relating to files that are to be added.	<ul style="list-style-type: none"> Magazines are to be prepared for all the academic years since 2013-14 The CR team has been given the responsibility of doing so. Competitions relating to the making of the magazines were disclosed. 	<ul style="list-style-type: none"> efforts taken by CR team for the first academic year rest all the competitions are to be conducted under their guidance timings have been allotted accordingly and the date has been fixed on 29th of September. 	
3. Change of organisation chart insisted in accordance with the planned work	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. Will be done by 17/9/2018	

Summary of Review Outputs

1. Work done in the period from (8/9/2018-14/9/2018) done was summed up
2. Discussions relating to making of the magazines were done.
3. Reorganisation of the organisation chart was insisted .

Meeting Name:	IQAC MEETING /NAAC/CR-AS				
Date of Meeting: (MM/DD/YYYY)	15/09/2018	Time:	11:40 A.M. TO 12:30 P.M.		
Minutes Prepared By:	Dr.R Reena Daphne/AP/EEE	Location:	PRINCIPAL'S OFFICE		
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	20/09/2018	Time:	3:40P.M. TO 4:20 P.M.	Location:	IQAC CELL -1
Objective:	1. Work done in the period from (14/9/2018-20/9/2018) done would be summed up. 2. Revamping of the organisation chart would be enquired.				

Signature:
 Co-ordinator 15/9/18
 Date:

Signature:
 Principal
 Date:



STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/IQAC/FM-01/CR-AS/MGAA/03/20-18

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

S.No.	Name	2. Signature		
		Designation	Department	Signature
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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	
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