



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-01/CR-AS /MGAA/04/2018

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

Date: 29/09/2018

MEETING NO:4

Meeting Name:	IQAC MEETING/NAAC/CR-AS		
Date of Meeting: <small>(DD/ MM /YYYY)</small>	1/10/2018	Time:	3:40 P.M. TO 4:20 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(15/9/2018-28/9/2018)

2. Attendees

Name	Department	E-mail	Phone
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LIST ENCLOSED

3. Meeting Agenda

Topic

1. Discussions relating to quantum of work done in this week (15/9/2018-28/9/2018)

Time

3:40 P.M. TO 4:20 P.M

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

Description

Power Point Presentation

To be Prepared by

Co-ordinator

Signature: 
Co-ordinator

Date:

Signature: 
Principal

Date: 29/09/18



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: 4




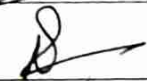


Date: 1/10/2018

Meeting Name:	IQAC MEETING /NAAC/CR-AS		
Date of Meeting: (MM/DD/YYYY)	1/10/2018	Time:	3.40 P.M TO 4.20 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 (15/9/2018-28/9/2018)	<ul style="list-style-type: none"> • Criterion wise all works allotted and completion status was discussed. • HoDs were asked to make an insist to complete the work. 	<ul style="list-style-type: none"> • HoDs were asked to cross verify the works. • A detailed report of the latest completion status would be submitted. 	10/10/2018
Summary of Review Outputs			
1. Work done in the period from (15/9/2018-28/9/2018) done was summed up			
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	5/09/2018	Time:	3:40P.M. TO 4 20 P.M
		Location:	IQAC CELL -1
Objective:	1. Work done in the period from (1/10/2018-5/10/2018) done would be summed up.		

Signature: 
Co-ordinator
Date: 1/10/18

Signature: 
Principal
Date: 01/10/18

2. Signature

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	