



MEETING NO:2

Date:1/9/2018

Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: <small>(DD/MM/YYYY)</small>	3/9/2018	Time:	9 00 A M TO 12 00 A 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

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

2. Attendees

Name	Department	E-mail	Phone
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All co-coordinators and members(LIST ENCLOSED)


3. Meeting Agenda

Topic	Time
1 PPT PRESENTATION ON NAAC	9:00 a.m to 10:00 a.m.
2 Distribution of file segregation document to all co-coordinators and explanation on the content to them	

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

Description	To be Prepared by
PPT ON NAAC	Dr.R.Reena Daphne/AP/EEE

Signature: 
 Coordinator
 Date:

Signature: 
 Principal
 Date: 1/9/18



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-02/CN-CR-CCR/MGAA/02/2018
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2018-2019 (Odd/Even)

2. Signature				
S.No.	Name	Designation	Department	Signature
1.	Dr.R.REENA DAPHNE	Associate Professor	EEE	
2.	Mrs. MADHUMATHI	Assistant Professor	CIVIL	R.k. 17.01.18
3.	Dr.SHINY MALAR	Associate Professor	CSE	
4.	Dr.SIVAPRAKASH	Associate Professor	MECHANICAL	
5.	Mr.RAGIN	Assistant Professor	CIVIL	
6.	Dr.RAMANI BAI	Assistant Professor	CHEMISTRY	Madu
7.	Mr.MICHAEL RAJ	Assistant Professor	MECHANICAL	
8.	Mr.GOPAL RAM	Assistant Professor	ECE	



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-02A /CN-CR-CCR /MGMS/02/2018
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2018 - 2019 (Odd/Even)

MEETING NO:2


Date:3/09/2018


Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: (MM/DD/YYYY)	3/09/2018	Time:	9:00 A.M. TO 12:00 A.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.			
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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Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2018 - 2019 (Odd/Even)

Meeting Name:		IQAC MEETING /NAAC/CN-CR-CCR			
Date of Meeting: (MM/DD/YYYY)		3/09/2018		Time:	9:00 A.M. TO 12:00 A.M.
Minutes Prepared By:		Dr.R.Reena Daphne/AP/EEE		Location:	BIG DATA LAB
1. PPT PRESENTATION ON NAAC	As per the schedule framed the PPT was presented to all the co-coordinators and mentors as follows 1. criterion 1,2 and 3 – 9:00 a.m. to 10:00 a.m 2. criterion 5,6 and 7 – 10:00 a.m. to 11:00 a.m 3. criterion 4 – 11:00 a.m. to 12:00 noon	Co-co ordinators were asked to conduct meeting in the respective timings allotted already and submit the report.		Minutes of the meet to be submitted in time and follow up meet should contain the discussions regarding.	
2. Distribution of file segregation document to all co-coordinators and explanation on the content to them	1. explained about file segregation 2. asked to frame new files if required 3. asked to verify whether soft copy and hard copy is available for every documentation	1. all document items in soft copy and hard copy should be sorted out in separate files. 2. minutes format in soft copy will be send through mail to all co-coordinators		Minutes to be registered regularly in the concerned format and submitted to the co-ordinator	
Summary of Review Outputs					9:00 a.m. to 12:00 noon
1. Discussions on presentation done 2. Discussions on how work could be carried further was made.					
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	6/09/2018	Time:	12:30 P.M TO 1:15 P.M.	Location:	BIG DATA LAB
Objective:	DISCUSSION WITH CO-C-ORDINATORS ABOUT THE WORK PROGRESS				

Signature: 
Coordinator
Date:

Signature: 
Principal
Date:



2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Dr.R.REENA DAPHNE	Associate Professor	EEE	
2.	Mrs. MADHUMATHI	Assistant Professor	CIVIL	R.k. Moole
3.	Dr.SHINY MALAR	Associate Professor	CSE	
4.	Dr.SIVAPRAKASHI	Associate Professor	MECHANICAL	
5.	Mr.RAGIN	Assistant Professor	CIVIL	
6.	Dr.RAMANI BAI	Assistant Professor	CHEMISTRY	
7.	Mr.MICHAEL RAJ	Assistant Professor	MECHANICAL	
8.	Mr.GOPAL RAM	Assistant Professor	ECE	