



MEETING NO:3

Date:5/9/2018

Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: (DD/ MM /YYYY)	6/9/2018	Time:	2:05 P.M. TO 3:00 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

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
All co-coordinators and members( LIST ENCLOSED)			

3. Meeting Agenda

Topic	Time
1. Criterion wise work allocation and details-regarding 2. Ratification of members-regarding 3. Preparation of minutes with clear details of discussion done.	2:05 P.M. TO 3:00 P.M.

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: 05/09/18



**STELLA MARY'S COLLEGE OF ENGINEERING** SMCE/IQAC/FM-02/CN-CR-CCR/MGAA/03/2018  
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2018 - 2019 (Odd/Even)

S.No.	Name	2. Signature		
		Designation	Department	Signature
1.	Dr.R.REENA DAPHNE	Associate Professor	EEE	
2.	Mrs. MADHUMATHI	Assistant Professor	CIVIL	
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	
7.	Mr.MICHAEL RAJ	Assistant Professor	MECHANICAL	
8.	Mr.GOPAL RAM	Assistant Professor	ECE	



**MEETING NO:3**

Date:6/09/2018

<b>Meeting Name:</b>	IQAC MEETING /NAAC/CN-CR-CCR		
<b>Date of Meeting:</b> (MM/DD/YYYY)	6/09/2018	<b>Time:</b>	2:50 P.M. TO 4:00 P.M.
<b>Minutes Prepared By:</b>	Dr.R.Reena Daphne/AP/EEE	<b>Location:</b>	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.

**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. Discussion on NAAC COMMITTEE and its responsibilities with regard to the related works that are to be carried out.	1. Work allotted to members criterion-wise was discussed 2. Discussions on details regarding content to be kept in files was asked by every co-coordinator.	1. Clarifications made regarding what content to be kept in what. Every co-coordinator clarified the doubts regarding every file and a target of 45% file completion was asked to be done before the end of this month.  2. Work allotted and completion status to be reported on coming Tuesday- 11/9/2018 to the co-ordinator.	11/9/2018 Before 4:20 p.m.
2. Ratification of members-regarding	1. The left out members were discussed about under which criterion to be included.	1. Mr.Selva Kumar,AP/ECE, was deputed as the assistant co-coordinator to Dr.Shiney Malar for criterion II 2. Mrs.Suji was deputed under criterion V	---



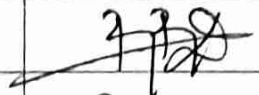
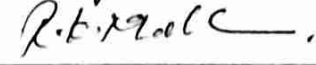




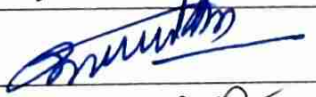
**STELLA MARY'S COLLEGE OF ENGINEERING** SMCE/IQAC/FM-02A /CN-CR-CCR /MGMS/03/2018  
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2018 - 2019 (Odd/Even)

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<b>Minutes Prepared By:</b>	Dr.R.Reena Daphne/AP/EEE	<b>Location:</b>	IQAC CELL 1
3. Preparation of minutes with clear details of discussion done.	1. Detailed minutes was asked to be submitted so that each and every suggestion and grievance can be recorded and considered for further proceeding the work.	1. Any incompletion or inconvenience reported during this phase of work has to be dealt with seriously. 2. If work not complete should stay after hours and get it completed.	11/9/2018 Before 4:20 p.m.
<b>Summary of Review Outputs</b>			
1. Discussions on criterion wise work allotted 2. Discussion on ratification of members 3. Insist to prepare detailed minutes for the meetings conducted			
<b>7. Next Meeting (if applicable)</b>			
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>	
		<b>Location:</b>	
<b>Objective:</b>	DISCUSSION WITH AUTHORITIES-weekly report		

Signature: .....  
Coordinator  
Date: ..... 6/9/18

Signature: .....  
Principal  
Date: ..... 06/09/18

2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Dr.R REENA DAPHINE	Associate Professor	EEE	
2.	Mrs. MADHUMATHI	Assistant Professor	CIVIL	
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