



MEETING NO:4

Date:13/9/2018

Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: <small>(DD/ MM /YYYY)</small>	14/9/2018	Time:	11:40 a.m. to 12:30 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. NAAC work progress review meeting

2. Attendees

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

3. Meeting Agenda

Topic	Time
1. To review over the work done from 8/9/2018-13/9/2018	11:40 a.m. to 12:30 p.m.
2. Clarifications to be made if necessary	

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

Description	To be Prepared by

Signature: 

Coordinator

Date: 13/9/18

Signature: 

Principal

Date: 13/09/18



2. Signature

S.No.	Name	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	



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Date of Meeting: (MM/DD/YYYY)	14/09/2018	Time:	11:40 a.m. to 12:30 p.m.
Minutes Prepared By:	Dr.R.Reena Daphne/AP/EEE	Location:	IQAC CELL 1
1. Meeting Objective			
1. NAAC work progress review meeting			
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. To review over the work done from 8/9/2018-13/9/2018	<ul style="list-style-type: none">Criterion wise all works allotted and completion status was discussed.	<ul style="list-style-type: none">Was verified individually and asked to get the pending work done before next week.	



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-02A /CN-CR-CCR/MGMS/04/2018
 Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2018 - 2019 (Odd/Even)

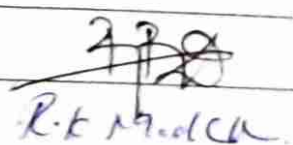



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Date of Meeting: (MM/DD/YYYY)		14/09/2018	Time: 11.40 a.m. to 12 30 p.m.
Minutes Prepared By:		Dr.R.Reena Daphne/AP/EEE	Location: IQAC CELL 1
2. Clarifications to be made if necessary	<ul style="list-style-type: none"> Criteria 6 and 7 files less can look into other college documents for further clarifications. Find some means to get them and do the corresponding work. common file formats recommended for all departments IV file –report is a must Newsletters- one per semester minutes of meet- minimum per semester.(subject allocation and planning,IAT-1 analysis,IAT-2 analysis, Model/Revision analysis ,University Result analysis) Magazine data to be collected and created 2013-14---25 pages 2014-15---50 pages 2016-17---75 pages 2017-18---100 pages professional societies membership 	<ul style="list-style-type: none"> should find means to create extra files relating- because it also carries 100 marks each. if needed permission with this regard can inform the principal. get a letter if needed and can proceed. any format framed newly with this regard to be circulated with intimation through the principal. Reports to be submitted To be made ready To be prepared from 2014-2105 onwards. competitions to be conducted with this regard. PPT prepared to be presented to students. made known the importance of it to the students and start the students chapter. 	
Summary of Review Outputs			
1. Review of work done made. 2. Clarifications regarding all criteria made wrt carry over the work process and contents to be maintained or added to the files			
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)		20/9/2018	Time: 3:00PM-4:20PM
		Location:	IQAC CELL-1
Objective:	Review of work done status and clarifications- regarding.		

Signature: 
 Coordinator

Signature: 
 Principal
 Date: 14/09/18



2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
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