



MEETING NO:5

Date:26/9/2018

Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: <small>(DD/MM/YYYY)</small>	27/9/2018	Time:	2.50 p.m to 4.20 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 15/9/2018-25/9/2018	2.50 p.m to 4.20 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: 26/9/18

Signature: 
 Principal
 Date: 26/9/18



STELLA MARY'S COLLEGE OF ENGINEERING

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202.

SMCE/IQAC/FM-02/CN-CR-CCR/MGAA/05/2018
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	



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-02A /CN-CR-CCR /MGMS/05/2018
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2018 - 2019 (Odd/Even)

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Date:27/09/2018

Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: (MM/DD/YYYY)	27/09/2018	Time:	2 50 p.m. to 4:20 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 15/9/2018-25/9/2018	<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.	



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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)	27/09/2018	Time:	2:50 p.m. to 4:20 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">• Anti ragging .Women empowerment Cell comes under what criterion- to be analyzed• Name plates requirements to be submitted• labeling of classrooms• Alumni In-charges in the departments should be the members from Criterion V only.• A Time table In-charge committee has to be framed.	<ul style="list-style-type: none">• To check under which criterion these fall under• criterion 4 allotted these works• to decide the alumini co-ordinator	
Summary of Review Outputs			
1. Review of work done made.			
2. Clarifications regarding all criterions 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)	4/9/2018	Time:	12:35 P.M. to 1:15P.M.
		Location:	IQAC CELL-1
Objective:	Review of work done status and clarifications- regarding.		

Signature:
Coordinator
Date:

Signature:
Principal
Date: 27/09/18



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQAC/FM-02A/CN-CR-CCR/MGMS/ DS/20-18
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2018 - 2019 (Odd/Even)

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. Madhumathi
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	 Mad
7.	Mr.MICHAEL RAJ	Assistant Professor	MECHANICAL	
8.	Mr.GOPAL RAM	Assistant Professor	ECE	 cees