

Date: 3/10/2018

MEETING NO:6

Meeting Name:	IQAC MEETING /NAAC/CN-CR-CCR		
Date of Meeting: (DD/MM/YYYY)	4/10 /2018	Time:	12 30PM-1 15PM
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

1. NAAC work progress review meeting
2. Checking of outcomes for the semester

2. Attendees


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

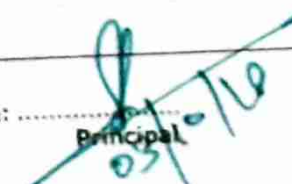
3. Meeting Agenda

Topic	Time
1. To review over the work done from 15/9/2018-25/9/2018	12 30PM-1 15PM
2. Clarifications to be made if necessary	
3. Checking of outcomes for the semester	

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

Description	To be Prepared by
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Signature: 
 Date: 3/10/18
 Coordinator

Signature: 
 Date: 03/10/18
 Principal



2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Dr.R.REENA DAPHNE	Associate Professor	EEE	
2.	Mrs. MADHUMATHI	Assistant Professor	CIVIL	 Ret. 29.01.2018
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	 Madu
7.	Mr.MICHAEL RAJ	Assistant Professor	MECHANICAL	
8.	Mr.GOPAL RAM	Assistant Professor	ECE	

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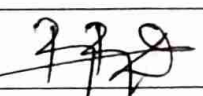
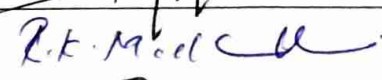




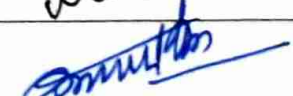
Date:4/10/2018

Meeting Name:		IQAC MEETING/NAAC/CN-CR-CCR	
Date of Meeting: (MM/DD/YYYY)		Time:	4.10.2018 12.30PM-1.15PM
Minutes Prepared By:		Location:	Dr.R.Reena Daphne/AP/TEE PRINCIPAL'S OFFICE
1. Meeting Objective			
1. NAAC work progress review meeting			
2. Attendance at Meeting			
Name	Department	E-mail	Phone
LIST ENCLOSED			
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. • Attendance to be looked into seriously 	<ul style="list-style-type: none"> • Was verified individually and asked to get the pending work done before next week. • proper note of the attendance to be made and registered in the minutes 	-

Meeting Name:		IQAC MEETING NAAC CN-CR-CCR	
Date of Meeting: (MM/DD/YYYY)		4/10/2018	Time: 12:30PM-1:15PM
Minutes Prepared By:		Dr. R. Reena Daphne/AP/LEE	Location: PRINCIPAL'S OFFICE
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. 	<ul style="list-style-type: none"> falls under criterion 7 criterion 4 allotted these works Mr. Jegan chosen as alumni coordinator
3	NAAC process to go on with the same tempo	<ul style="list-style-type: none"> Despite to the closing of semester and coaching. The next NAAC meet would be on November 1st and the NAAC process to go on with the same tempo till the next review on November 1st. 	The pending files have to be completed and submitted on November 1 st without fail.

Meeting Name:		IQAC MEETING /NAAC/CN-CR-CCR			
Date of Meeting: (MM/DD/YYYY)		4/10/2018	Time:	12:30PM-1:15PM	
Minutes Prepared By:		Dr.R.Reena Daphne/AP/TEE		Location:	PRINCIPAL'S OFFICE
4. Checking of outcomes for the semester	<ul style="list-style-type: none"> To take every possible effort to complete the NAAC Accreditation process work before December 2019. To impart changes in the course plan by introducing experiential and participative learning. Instatement of R&D cell The structure of R&D cell was framed with research labs and Centre for Innovation as its branches. Awareness on IEEE membership Awareness programme on NPTEL was given and faculty and students were insisted to register and be benefitted To strengthen the mentoring To introduce more activities relating quality improvement To implement OBE in micro level in the attainment of course outcomes. To enhance sports initiatives and green initiatives. 	<ul style="list-style-type: none"> Outcomes were assessed and insisted to be implemented continuously for sustained improvement in quality Projects were developed through center for innovation and research labs. NPTEL registrations were insisted for staff and faculty OBE in micro level has been implemented in the attainment of course outcomes. The teaching methodology has been revised with importance being given to learning beyond syllabus and video classes. 			
Summary of Review Outputs					
<ol style="list-style-type: none"> Review of work done made. Clarifications regarding all criterions made wrt carry over the work process and contents to be maintained or added to the files Completion of pending files before November 1st insisted. Outcomes checked. 					
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	1/11/2018	Time:	12:35 P.M. to 1:15P.M.	Location:	IQAC CELL-1
Objective:	Review of work done status and clarifications- regarding.				



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	
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