

# SRI VELLAPPALLY NATESAN COLLEGE OF ENGINEERING

Kattachira, Pallickal P.O, kayankulam, Kerala 690503

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the meeting

Date : 08.04.2019

Venue: Conference Hall

Time : 11.30 AM

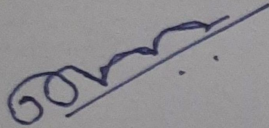
#### Members Present:

1. Dr. H Ganesan, Principal/Chairperson
2. Mr. V. Ramachandran Nair, Senior Administrative Officer
3. Mr. Anilkumar Sivaraj, Senior Administrative Officer
4. Mr. Sujith S pillai, Teacher
5. Ms. Jayalekshmi R, Teacher
6. Mr. Prajeesh R, Teacher
7. Mr. Arun Kumar, Teacher
8. Ms. Samitha T, Teacher
9. Ms. Neethu Krishna , Teacher
10. Ms. Sreeti Gangadharan, Teacher
11. Mr. Ajeesh R, Employer
12. Dr Benny Thomas, IQAC Co-ordinator
13. Mr. Rahul Raj, Alumini Member

#### Minutes Of Meeting

| Sl.No | Agenda   | Discussion/ Decision  | Responsibility                 |
|-------|--|---|--------------------------------|
| 1     | Approval of minutes of previous meeting held on 07..02..2019 | Minutes were approved unanimously   |                                |
| 2     | Review of functions of the Placement Cell                    | Need to take more steps to bring in more companies for increased placement. | Placement and Training Officer |

|   |   |   |               |
|---|---|---|---------------|
| 3 | Academic and Administrative Audits      | Academic Audit should be conducted.<br>Committee should be formed.                                    | The Principal |
| 4 | Collection of feedback from students.   | Feedback on subjects should be taken from students of all semesters through class committee meetings. | The HODs      |
| 5 | Introduction of skill oriented courses. | Steps should be taken to bring in more skill oriented courses along with the curriculum.              | The Principal |



IQAC COORDINATOR



PRINCIPAL

Copy to

1. Website
2. File
3. All Members of IQAC