

SRI VELLAPPALLY NATESAN COLLEGE OF ENGINEERING

Kattachira, Pallickal P.O, kayankulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :17. 06. 2019

Venue: Conference Hall

Time : 10.00 AM

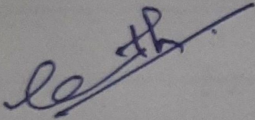
Members Present:

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, IQAC Co-ordinator
5. Mr. Prajeesh R, Teacher
6. Mr. Arun Kumar, Teacher
7. Ms. Samitha T, Teacher
8. Ms. Neethu Krishna , Teacher
9. Ms. Sreeti Gangadharan, Teacher
10. Ms. Madhavi Vikram, Alumini Member
11. Mr. Ajeesh R, Employer

Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting held on 25..05..2019	Minutes were approved unanimously	
2	Preparation of academic calendar for the academic year 2019 – 2020.	Principal instructed to prepare and publish the academic calendar.	HOD - CSE
3	Permission for conducting Tech Fest	It was decided to conduct a Tech Fest by the end of the academic year 2019-2020. Principal instructed to initiate the works.	Mr. Arun Kumar
4	Mode of conduction of classes for the next academic year.	IQAC coordinator expression his suggestion that faculty need to concentrate more on using ICT tools	The HODs

		to conduct classes.	
5	Placement Training to students	Students should be given more hrs in placement training and it must include Aptitude, Verbal and Logical and Programming hrs.	The Placement Officer
6	Review of the functions of the IEDC	Principal instructed to increase the activities under IEDC. The students should be motivated to create new start-ups.	IEDC coordinator
7	Updation of NAAC files	Principal instructed to take steps to update the NAAC files and the completion of AQAR for the previous academic year.	The NAAC coordinator
8	Conduction of seminars, workshops and value added courses.	IQAC coordinator suggested to increase the number of workshops and seminars and value added courses conducted in the academic years.	The HODs.



IQAC COORDINATOR



PRINCIPAL

Copy to

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