

SRI VELLAPPALLY NATESAN COLLEGE OF ENGINEERING

Kattachira, Pallickal P.O, kayankulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)


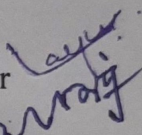
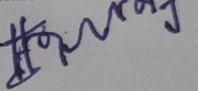
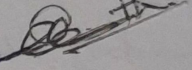
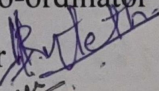
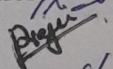



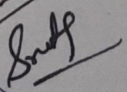
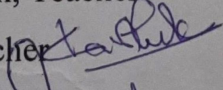
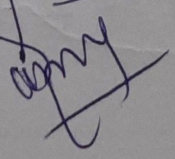
Minutes of the meeting

Date :23. 01. 2020

Venue: Conference Hall

Time : 11.30 AM

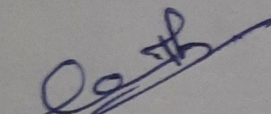
Members Present:


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, IQAC Co-ordinator 
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. Ms. Karthika V S, Teacher 
12. Dr. Manju J, Teacher 

Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting held on 25..10..2019	Minutes were approved unanimously	
2	Updation of details in the college website.	The IQAC coordinator instructed to update the details including staff, placement, other activities in the college website without missing any details.	Mr. Sukesh Babu
3	Students Placed	The members discussed on the placement opportunities provided and the companies visited. Efforts	The Placement Officer

		need to be taken to increase the number of students getting placed.	
4	Preparation and updation of NAAC files	The Principal instructed the Department HODs to monitor the updation of NAAC files. It was also directed to increase academic and non academic activities to improve the quality.	NAAC coordinator
5	Lab requirements	The principal instructed to check for any updations required for improving the infrastructure of the Labs.	The HODs.
6	Progress of work in the conduction of Tech Fest	The progress in the work for the conduction of Tech Fest was discussed. It was instructed to pay the advance amount as required.	Mr. Arun Kumar
7	Conduction of seminars, workshops	Principal enquired the improvement in the conduction of seminars, workshops and instructed to take necessary steps.	The HODs.
8	Student Feedback	IQAC coordinator suggested to collect the feedback of students of all semesters.	The class coordinators.


IQAC COORDINATOR


PRINCIPAL

Copy to

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