

SRI VELLAPPALLY NATESAN COLLEGE OF ENGINEERING

Kattachira, Pallickal P.O, kayankulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :25. 10. 2019

Venue: Conference Hall

Time : 10.30 AM

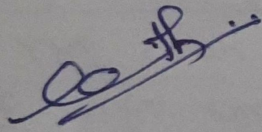
Members Present:

1. Dr. H Ganesan, Principal/Chairperson *HG*
2. Mr. V. Ramachandran Nair, Senior Administrative Officer *V.R.N.*
3. Mr. Sujith S pillai, IQAC Co-ordinator *Sujith*
4. Ms. Jayalekshmi R, Teacher *Jayalekshmi*
5. Mr. Prajeesh R, Teacher *Prajeesh*
6. Mr. Arun Kumar, Teacher *Arun*
7. Ms. Samitha T, Teacher *Samitha*
8. Ms. Neethu Krishna , Teacher *Neethu*
9. Ms. Sreeti Gangadharan, Teacher *Sreeti*
10. Ms. Karthika V S, Teacher *Karthika*
11. Dr. Manju J, Teacher *Manju*
12. Ms. Madhavi Vikram, Alumni Member *Madhavi*

Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting held on 17..06..2019	Minutes were approved unanimously	
2	Progress of work in the conduction of Tech Fest	The progress in the work for the conduction of Tech Fest was discussed. Principal instructed to speed up the works.	Mr. Arun Kumar
3	Placement opportunities	The methods to improve the placement opportunities for the students are discussed. It was instructed to try to bring in more	The Placement Officer

		companies for placement.	
4	Preparation and updation of NAAC files	The Principal instructed the Department HODs to monitor the continuous updation of NAAC files.	NAAC coordinator
5	Review of academic results.	The academic results of the previous semesters are discussed and the Principal suggested to improve the academic results by monitoring and motivating the students.	The HODs.
6	Improvement in Research	IQAC coordinator instructed to try to bring in funds into the departments from various sources for promoting research activities.	The HODs.
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