

**K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM**

**INTERNAL QUALITY ASSURANCE CELL**

**Date: 30.08.2017**

**NAAC – SSR Content - 2<sup>nd</sup> Review Meeting**

**28.08.2017 – 29.08.2017**

<b>Criteria</b>	<b>Date</b>	<b>Minutes of the Meeting</b>
1	28.08.2017	<ul style="list-style-type: none"><li>➤ Criteria -1 data requirements as per NAAC SSR.</li><li>➤ Proofs to be collected.</li><li>➤ Date for data collection ( 08.09.2017).</li></ul>
2	28.08.2017	<ul style="list-style-type: none"><li>➤ Awareness on NAAC 2017 revised pattern.</li><li>➤ Explanation on Criteria – 2 key Indicators.</li><li>➤ Description of Questionnaire – Qualitative and Quantitative.</li><li>➤ Responsibility of SPOC of Criteria -2 stressed.</li><li>➤ Supply of Data without any discrepancy.</li><li>➤ Process should be well known to all.</li></ul>
3	28.08.2017	<ul style="list-style-type: none"><li>➤ Salient features of revised format was discussed.</li></ul>
4	28.08.2017	<ul style="list-style-type: none"><li>➤ As per new formats contents for criteria-4 was discussed.</li><li>➤ Roles of department-wise criteria Incharges was discussed</li></ul>
5	28.08.2017	<ul style="list-style-type: none"><li>➤ How to fill the tabulations in the Criteria document.</li><li>➤ Required data to fill-up the tabulations.</li><li>➤ How to split the available data in to the specific formats provided in the tables.</li><li>➤ Time frame to complete the process.</li><li>➤ Where to content for help.</li></ul>
6	29.08.2017	<ul style="list-style-type: none"><li>➤ Criteria – 6 content preparation was discussed</li><li>➤ All the department criteria coordinators were requested to collect the relevant information related to criteria-6.</li></ul>
7	29.08.2017	<ul style="list-style-type: none"><li>➤ All Criteria – 7 members are requested to send the details of last 5 years details further all are requested to conduct the program as per schedule.</li></ul>



**Coordinator / IQAC**