

Date: 4/01/2017

MEETING NO:1

Meeting Name:	ACTION PLAN MEET		
Date of Meeting: (DD MM YYYY)	5/01/2017	Time:	10:00am to 10:00 am
Meeting Chair:	Dr.Suresh Premil Kumar/Principal/SMCE	Location:	Principal's office
Meeting Facilitator:	Dr.Suresh Premil Kumar/Principal/SMCE		
Meeting Minute Taker:	Mrs.R.Reena Daphne AP/EEE	Meeting Documenter:	Mrs.R.Reena Daphne AP/EEE

1. Meeting Objective

Framing the Action Plan

2. Attendees


Name	Department	E-mail	Phone
LIST ENCLOSED			


3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"> • Discussion with the Faculty QC regarding quality improvements in TLP • Framing the Action Plan 	10:00am to 11:00 am







4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by
-	-

Signature: 
 Co-ordinator
 Date: 4/1/17

Signature: 
 Principal
 Date: 04/01/17

2. Signature

S.No.	Name	Designation	Department	Signature
1.	Mrs.R.Reena Daphne	Assistant Professor	EEE	
2.	Ms.Mini Margaret	Assistant Professor	S&H	
3.	Ms. Shiny Malar	Assistant Professor	CSE	
4.	Mrs.Ashley Beby	Assistant Professor	ECE	
5.	Mr.Regin	Assistant Professor	CIVIL	
6.	Mr.Starlin Deva Prince	Assistant Professor	MECHANICAL	



MEETING NO: 1

Date: 5/01/2017

Meeting Name:	ACTION PLAN MEET		
Date of Meeting: (MM/DD/YYYY)	5/01/2017	Time:	10.00am to 10.45 am
Minutes Prepared By:	Dr. R. Reena Daphne/AP/EEE	Location:	Principal's office
1. Meeting Objective			
Framing the Action Plan			
2. Attendance at Meeting			
Name	Department	E-mail	Phone
LIST ENCLOSED			
3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion



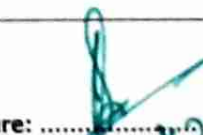
STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/IQAC/FM-01/MGMS/03/2016

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2016 - 2017 (Odd/Even)

Meeting Name:		ACTION PLAN MEET			
Date of Meeting: (MM/DD/YYYY)		5/01/2017	Time:	10.00am to 10.45 am	
Minutes Prepared By:		Dr R Reena Daphne/AP/EEE	Location:	Principal's office	
<ul style="list-style-type: none"> Discussion with the Faculty QC regarding quality improvements in TLP 	Quality suggestions from the SAQIT to improve the TLP were discussed in the meeting.		<ul style="list-style-type: none"> To insist for projects that would be society based. To emphasize on training towards skill development and placement. 	Immediate	
<ul style="list-style-type: none"> Framing the Action Plan 	<ul style="list-style-type: none"> Emphasis to be given on conducting more number of workshops and hands on training. classroom teaching to be made effective mentoring to be strengthened value added courses should be conducted Elective courses should be chosen on choice based method. To focus on making society oriented projects Usage of library to increase To communicate only in English and to take up focus on conducting programmes that would enhance their skills and potential. 		<ul style="list-style-type: none"> Every department to focus on all these aspects and make a report of every activity taking place in the department. 	Immediate	
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	25/04/2017	Time:	-	Location:	Principal's Office
Objective:	To discuss on the outcome seen in the framed action plan for the semester				

Signature: 
 Co-ordinator
 Date: 5/1/17

Signature: 
 Principal
 Date: 05/01/17



2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Mrs R Reena Daphne	Assistant Professor	EEE	
2.	Ms Mini Margaret	Assistant Professor	S&H	
3.	Dr.Shiny Malar	Assistant Professor	CSE	
4.	Mrs.Ashly Beby	Assistant Professor	ECE	
5.	Mr.Ragin	Assistant Professor	CIVIL	
6.	Mr.Starlin Deva Prince	Assistant Professor	MECHANICAL	