

MEETING NO:2

Date:24/4/2017

Meeting Name:	OUTCOME CHECKING MEET		
Date of Meeting: <small>(DD-MM-YYYY)</small>	25-4-2017	Time:	10:15am to 11:15 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**

Checking of outcome for the semester

**2. Attendees**


Name	Department	E-mail	Phone
LIST ENCLOSED			

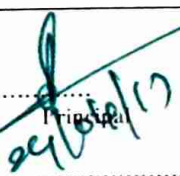
**3. Meeting Agenda**

Topic	Time
• Action plan for improvement – recap	10.15am to 11:15 am
• Outcomes to be checked	







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

Description	To be Prepared by
-	-

Signature:   
 Co-ordinator  
 Date: 24/4/17

Signature:   
 Principal  
 Date: 24/4/17

## 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.	Mrs.Shindy Malar <i>J.R.</i>	Assistant Professor	CSE	
4.	Mrs.Ashley Beby	Assistant Professor	ECE	
5.	Mr.Regin	Assistant Professor	CIVIL	
6.	Mr.Starlin Deva Prince	Assistant Professor	MECHANICAL	




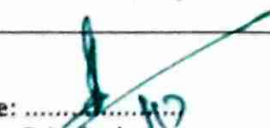
MEETING NO: 2

Date: 25/04/2017

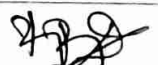




<b>Meeting Name:</b>	QUALITY CIRCLE- FACULTY -MEETING-outcome check meet		
<b>Date of Meeting:</b> (MM/DD/YYYY)	25/04/2017	<b>Time:</b>	10 15am to 11 15 am
<b>Minutes Prepared By:</b>	Mrs R Reena Daphne/AP/EEE	<b>Location:</b>	Principal s office
<b>1. Meeting Objective</b>			
Outcome check meeting			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
LIST ENCLOSED			

<b>Meeting Name:</b>		QUALITY CIRCLE- FACULTY –MEETING-outcome check meet			
<b>Date of Meeting:</b> (MM/DD/YYYY)		25/04/2017		<b>Time:</b>	10 15am to 11 15 am
<b>Minutes Prepared By:</b>		Mrs R Reena Daphne/AP/EEE		<b>Location:</b>	Principal's office
<ul style="list-style-type: none"> <li>Action plan for improvement – recap</li> </ul>		<ul style="list-style-type: none"> <li>Emphasis to be given on conducting more number of workshops and hands on training.</li> <li>classroom teaching to be made effective</li> <li>mentoring to be strengthened</li> <li>value added courses should be conducted</li> <li>Elective courses should be chosen on choice based method.</li> <li>To focus on making society oriented projects</li> <li>Usage of library to increase</li> <li>To communicate only in English and to take up focus on conducting programmes that would enhance their skills and potential.</li> </ul>		Every department to focus on all these aspects and make a report of every activity taking place in the department.	
<ul style="list-style-type: none"> <li>Checking the outcomes</li> </ul>		<ul style="list-style-type: none"> <li>The class room teaching was made effective and mentoring system more effectively practiced.</li> <li>Students' skill development focus led them to make many projects with innovative thoughts.</li> <li>Communication in English encouraged through language labs and clubs</li> </ul>		<ul style="list-style-type: none"> <li>Outcomes were assessed and insisted to be implemented continuously for sustained improvement in quality.</li> </ul>	
<b>7. Next Meeting (if applicable)</b>					
<b>Date:</b> (MM/DD/YYYY)		7/7/2017		<b>Time:</b>	-
				<b>Location:</b>	Principal's Office
<b>Objective:</b>		To frame the new action plan for the next semester			

Signature:   
 Co-ordinator  
 Date: 25/4/17

Signature:   
 Principal  
 Date: 25/04/17

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 F.R.	Assistant Professor	CSE	
4.	Mrs. Ashley Beby	Assistant Professor	ECE	
5.	Mr. Regin	Assistant Professor	CIVIL	
6.	Mr. Starlin Deva Prince	Assistant Professor	MECHANICAL	