



SMCE/IQAC/MGMS-04
2016-2017 EVEN

STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Aruthenganvilal, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu.

Date: 27-04-2017

MINUTES OF THE MEETING

The fourth meeting of the Internal Quality Assurance Cell (IQAC) of Stella Mary's College of Engineering was held, at 10:00 AM, on 27th of April 2017 in the IQAC.

The following members were the attendees of the meeting.

1. Dr.Suresh Premil Kumar	Professor & Principal
2. Mr. P.Renjitham	Director
3. Mr. S.A.Edward Dhas	Administrative member
4. Mrs. A. Ann Romalt	Administrative member
5. Mr.M.R.Saravanan	Administrative member
6. Mr. N. Micheal Franklin	Administrative member
7. Mr.Ragin	Administrative member
8.Mrs.M.Freeda	Administrative member
9. Dr.A.Albert Raj	Academician
Principal, DMI Engineering College	
10. Mr.Jebresh Isaac	Industrialist
Jebby Engineers, Channel Street, Karavilai	
11.Mrs.R.Reena Daphne	IQAC Coordinator

Dr. Suresh Premil Kumar, the Principal of Stella Mary's College of Engineering welcomed the constitutional members for the meeting. The agenda of the day's meeting was reiterated and the participants were insisted to give suggestions on the outcomes obtai

4.01 CONFORMATION OF THE ACTION PLAN MEETING MINUTES OF THE SEMESTER

In the previous meeting the following points were pointed out by the committee

- **Enhancement of communication skills**

To enhance these skills it was planned to make the students make the utmost use of the Central and the Department library. Also communication in English was mentioned to be a mandatory one in the campus.

- **Conduction of Training programmes**

The Departments were asked to send students for Industrial Visits, Implant trainings and Internships to know more on the application side of their respective fields.

- **Faculty appraisal system**

Faculty appraisal system was developed with the comments given in the meet. At the end of a year it was asked to be submitted by every faculty.

4.02 CONSOLIDATED ACTION TAKEN REPORT – A REVIEW

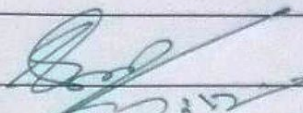
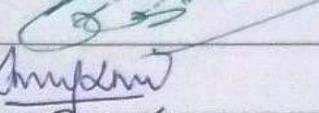
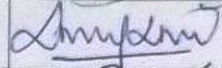
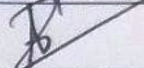
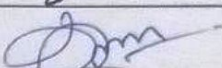


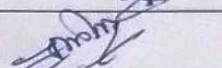
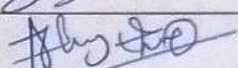
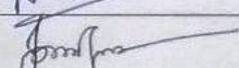
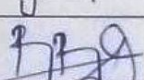
The IQAC coordinator summarized the consolidated Action Taken Report (Annexure 1) to the attendees and the heads were asked to express their views on the phase of executing the targets and the reasons for the deviations occurred. It was mentioned that the non-conformities would be ratified by the by the year end.

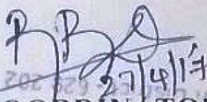
It was insisted that the ratification report for the deviations found was to be submitted at the end of the next semester.

4.03 DEVIATIONS FOUND- DISCUSSION

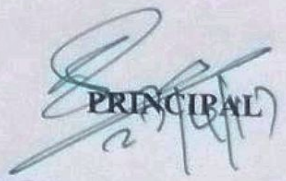
Mr.Jebresh Isaac insisted the conduction of more hands on training and workshops to make the students aware of the topics of demand in the industry. It was also mentioned that it would be good source of experiential learning to the students and would help them visualize things in that focused area, with much understanding and clarity.

Attendance at the meeting:

Members	Designation	Signature
1. Dr.Suresh Premil Kumar	Professor & Principal	
2. Mr. P.Renjitham	Director	
3. Mr. S.A.Edward Dhas	Administrative member	
4. Mrs. A. Ann Romalt	Administrative member	
5. Mr.M.R.Saravanan	Administrative member	
6. Mr. N. Micheal Franklin	Administrative member	
7. Mr.Ragin	Administrative member	
8.Mrs.M.Freeda	Administrative member	
9. Dr.A.Albert Raj	Academician	
10. Mr.Jebresh Isaac	Industrialist	
11. Mrs.R.Reena Daphne	IQAC Coordinator	


IQAC COORDINATOR
 Mrs. R. Reena Daphne
 IQAC
 Stella Mary's College of Engineering
 Aruthengavilal, Kallakudi Jn, Azhikal Post
 Kanyakumari District - 625 202

Attachment: Consolidated Execution Report


PRINCIPAL
 Dr.R.Suresh Premil Kumar M.E Ph.D
 PRINCIPAL
 STELLA MARY'S COLLEGE OF ENGINEERING
 ARUTHENGAVILAL AZHICAL POST-625 202
 KANYAKUMARI DISTRICT



SMCE/IQAC/SC/MGMS-04
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STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu.

Date: 21-04-2017

MINUTES OF THE MEETING

The fourth meeting of the Internal Quality Assurance Cell (IQAC) Steering Committee of Stella Mary's College of Engineering was held on 21st April 2017, in the IQAC, at 12:35 PM.

The following were the attendees of the meeting.

1. Mrs.R.Reena Daphne	IQAC Coordinator
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil
4. Mrs.Mamitha	Assistant Professor/CSE
5. Mr.Selva Kumar	Assistant Professor/ECE
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical
7. Ms.M.Mini Margaret	Assistant Professor/S&H

Mrs.R.Reena Daphne, the Coordinator of the IQAC welcomed its Steering Committee members for the meeting. The agenda was recalled to the attendees.

4.01 ACTION PLAN EXECUTION REPORT – APPRAISAL

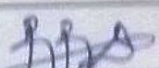

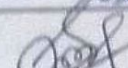

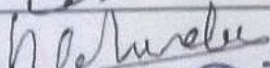

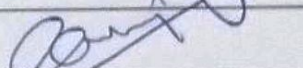
Mrs. R. Reena Daphne, the Coordinator of IQAC, appreciated the efforts taken by the members in reminding and steering the targets in the respective departments. The individual reports as received from the heads were appraised.

4.02 ACTION PLAN EXECUTION REPORT- CONSOLIDATION

A consolidated form of all the execution reports was generated and the non-conformities were pointed out to the steering members. The deviation report was generated and was forwarded to the heads. Also the ratification report for the previous semester was analyzed for the execution of the short comings in the previous semester.

The coordinator thanked the members and the meeting ended.

Attendance at the meeting:

Members	Designation	Signature
1. Mrs.R.Reena Daphne	IQAC Coordinator	
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE	
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil	
4. Mrs.Mamitha	Assistant Professor/CSE	
5. Mr.Selva Kumar	Assistant Professor/ECE	
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical	
7. Ms.M.Mini Margaret	Assistant Professor/S&H	


IQAC COORDINATOR


PRINCIPAL

Dr. R. REENA DAPHNE
Co-ordinator IQAC
Stella Mary's College of Engineering
(Aruthengavilai, Azhikal Post)
Kanyakumari District - 629 202

Dr.R.Suresh Premil Kumar
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGAVILAI AZHICAL POST-629 202
KANYAKUMARI DISTRICT



SMCE/IQAC/SC/MGMS-03
2016-2017 EVEN

STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu.

Date: 04-01-2017

MINUTES OF THE MEETING

The third meeting of the Steering Committee of Internal Quality Assurance Cell (IQAC) was held on 4th Jan 2017, at 12.45 PM, in the IQAC.

The following steering members attended the meeting.

1. Mrs.R.Reena Daphne	IQAC Coordinator
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil
4. Mrs.Mamitha	Assistant Professor/CSE
5. Mr.Selva Kumar	Assistant Professor/ECE
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical
7. Ms.M.Mini Margaret	Assistant Professor/S&H

Mrs.R.Reena Daphne, the Coordinator of the IQAC welcomed the members for the meeting. The agenda of the meeting was reiterated to them.

3.01 ACTION PLAN FRAMED- DELIVERY

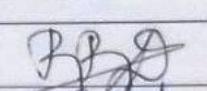
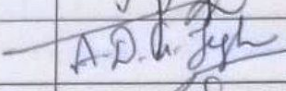
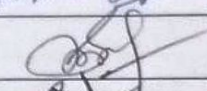
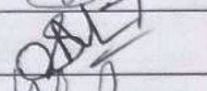
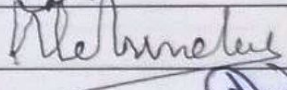
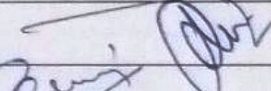
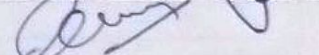
Mrs. R. Reena Daphne, the Coordinator of IQAC, delivered the action plan framed and the suggestions suggested by the experts in the meeting. The final action plan for the semester was delivered to the steering committee (Annexure 1) and it was told that it would be directed to the Heads for further action and follow up.

3.02 STEERING OF THE TARGETS IN THE DEPARTMENT

The coordinator also insisted the committee to remind the targets to be achieved and that the parameters mentioned in the plan has to be taken seriously and carried out making the utmost effort. Also it was reminded that the ratification report of the departments who showed

deviations should be submitted without fail by the semester end, ratifying the non-conformities in the last semester. Clarifications from the committee members were clarified the meeting came to an end with a thank you note delivered by the coordinator.

Attendance at the meeting:

Members	Designation	Signature
1. Mrs.R.Reena Daphne	IQAC Coordinator	
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE	
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil	
4. Mrs.Mamitha	Assistant Professor/CSE	
5. Mr.Selva Kumar	Assistant Professor/ECE	
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IQAC COORDINATOR

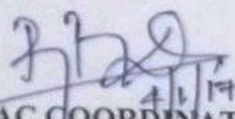
Co-ordinator IQAC
 Stella Mary's College of Engineering
 Aruthengavilal, Kalukatti Jn, Azhikal
 Kanyakumari District
 Attachment: Action plan 2016-17 even


PRINCIPAL

Dr.R.Suresh Pramili Kumar M.F. Ph.D
PRINCIPAL
 STELLA MARY'S COLLEGE OF ENGINEERING
 ARUTHENGAVILAL AZHICAL POST-421 232
 KANYAKUMARI DISTRICT

ANNEXURE -1

S.No.	Plan of Action (2016-17 EVEN)
1.	Changes to be introduced in the conventional method of teaching (ICT Usage, Innovative teaching methodologies)
2.	Mentoring in particular to check into the improvement in academics
3.	Library usage/Communication in English to be insisted
4.	Identification of slow and fast learners with action plan
5.	Hands on Training / Workshop
6.	Invited Lectures / Seminars / Guest Lectures
7.	Industrial Visit/ In-Plant Training / Internship
8.	Projects Executed
9.	Students Achievements / Prizes Won (co- curricular and extracurricular)
10.	Workshop / FDP / Seminar Participation by Faculty
11.	Class Committee Meeting
12.	Department Review meeting
13.	DAAC Meeting
14.	Choice Based Elective System implementation (BoS Minutes)
15.	Parents Teachers Meeting
16.	Remedial coaching
17.	Placement Training
18.	Placement Records to be tracked and recorded
19.	Introduction of Value Added Courses/Certificate Courses
20.	University Result Analysis Record


 IQAC COORDINATOR

Dr. R. REENA DAPHNE
 Co-ordinator IQAC
 Stella Mary's College of Engineering
 Aranganvilai, Kallukottai Jn, Arhikal Road
 Kanyakumari District - 629 202



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SMCE/IQAC/MGMS-03
2016-2017 EVEN

Date: 15-12-2016

MINUTES OF THE MEETING

The third Internal Quality Assurance Cell (IQAC) meeting of Stella Mary's College of Engineering was held in the IQAC, on the 15th of December 2016, at 11:40 AM in the IQAC.

The following members were present for the meeting.

- | | |
|--|-----------------------|
| 1. Dr.Suresh Premil Kumar | Professor & Principal |
| 2. Mr. P.Renjitham | Director |
| 3. Mr. S.A.Edward Dhas | Administrative member |
| 4. Mrs. A. Ann Romalt | Administrative member |
| 5. Mr.M.R.Saravanan | Administrative member |
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| 8.Mrs.M.Freeda | Administrative member |
| 9. Dr.A.Albert Raj | Academician |
| Principal, DMI Engineering College | |
| 10. Mr.Jebresh Isaac | Industrialist |
| Jebby Engineers, Channel Street, Karavilai | |
| 11. Mrs.R.Reena Daphne | IQAC Coordinator |

Dr. Suresh Premil Kumar, the Chairman of the IQAC welcomed all the members present. The agenda was recalled to the members of the meeting. The Chairman encouraged the members to be active participants and suggest their ideas for the development in the points discussed.

3.01 ACTION PLAN FOR THE SEMESTER

Mrs. R. Reena Daphne, the Coordinator of IQAC, presented the framed IQAC action plan for the semester. The action plan for the previous semester was recalled with the execution of the same. It was cited that the execution plan was not up to the target level aimed in certain parameters and so the same action plan could to be followed with the inclusion of the suggestions that would be put forth in the meeting.

Dr.A.Albert Raj, Principal/DMI Engineering College, asked to focus on improving the communication skills of students and that it would play a vital role when facing interviews. It was also pointed out that this would help them improve their confidence level and help them to take lead roles wherever they are placed. He also insisted that LSRW skills have to improved and that enhancement in library usage will pave way for it to a great extent.

Mr.Jebresh Isaac, Jebby Engineers, suggested that student focused activities have to be given more importance and that appropriate trainings are to be given to enhance their core skills.

The board on the whole welcomed these suggestions and it was assured that these would be included with the planned one by the IQAC coordinator.

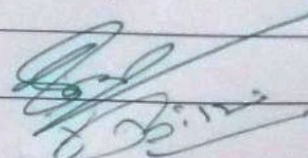
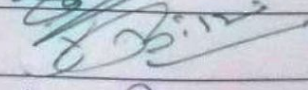
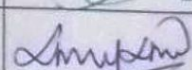
3.02 OTHER SUGGESTIONS, IF ANY


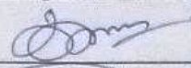


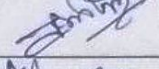
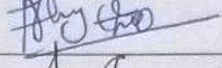
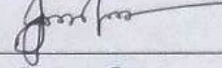
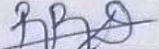
Dr.A.Albert Raj ,Principal/DMI Engineering College, asked to introduce the faculty appraisal concept into the system to make the target get achieved in a motivated and smoother manner. The inputs on what all aspects the appraisal can be claimed was given by him.


It was assured that this would be introduced in this semester by the Chairman. It was also told that IQAC can assess the scores and suggest remedial actions for the improvement in faculty performance.

Mr. N. Micheal Franklin, HoD/ECE, thanked everyone for their presence and the meeting came to an end.

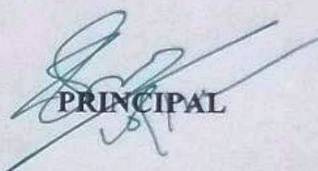
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11. Mrs.R.Reena Daphne	IQAC Coordinator	


IQAC COORDINATOR

Stella Mary's College of Engineering
Aruthencanvilai, Azhickal, Kanyakumari District
Kanyakumari
202


PRINCIPAL

Dr.R.Suresh Premji Kumar
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENCANVILAI, AZHICKAL, KANYAKUMARI DISTRICT