

MEETING NO. 1

Date: 6/07/2016

Meeting Name:	FORMATION OF QUALITY CIRCLE -STAFF		
Date of Meeting: <small>(DD/MM/YYYY)</small>	6/07/2016	Time:	10:00am to 10:45 am
Meeting Chair:	Dr Suresh Premil Kumar/Principal/SMCE	Location:	Principal's office
Meeting Facilitator:	Dr Suresh Premil Kumar/Principal/SMCE		
Meeting Minute Taker:	Mr. Michael Franklin	Meeting Documenter:	Mr Michael Franklin

1. Meeting Objective
 Formation of QC and its role in SMCE
 Formation of BoS

2. Attendance

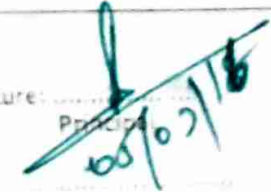
Name	Department	E-mail	Phone
LIST ENCLOSED			

3. Meeting Agenda



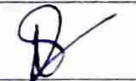
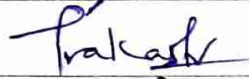
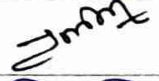

Topic	Time
1. Objectives of framing the QC to be discussed	11:00am to 11:45 am
2. Discussions regarding improving the quality in the teaching learning process and in the system	

4. Action Items

Description	To be Prepared by

Signature: 
 Date: 06/07/16

2. Signature

S.No	Name	Designation	Department	Signature
1.	Mr M R Saravanan	Associate Professor & Head	EEE	
2.	Mr Michael Franklin	Associate Professor & Head	ECE	
3.	Mrs Ann Romalt	Associate Professor & Head	CSE	
4.	Mr Prakash Arul Jose	Associate Professor & Head	CIVIL	
5.	Dr Freeda	Associate Professor & Head	S&H	
6.	Mr Edward Dhas	Associate Professor & Head	MECHANICAL	

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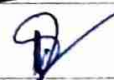
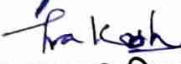

Meeting Name:	FORMATION OF QUALITY CIRCLE-STAFF		
Date of Meeting: (MM/DD/YYYY)	6/07/2016	Time:	10:00am to 10:45 am
Minutes Prepared By:	Mr. Michael Franklin	Location:	Principal's office
1. Meeting Objective			
Formation of QC and its role in SMCE			
Formation of BoS			
2. Attendance at Meeting			
Name	Department	E-mail	Phone
LIST ENCLOSED			

Meeting Name:		FORMATION OF QUALITY CIRCLE -STAFF	
Date of Meeting: (MM/DD/YYYY)		6/17/2016	Time: 10:00am to 10:45 am
Minutes Prepared By:		Mr. Michael Franklin	Location: Principal's office
1. Objectives of framing the QC to be discussed	<p>The primary goal of QC is</p> <ul style="list-style-type: none"> To evolve a system for a consistent improvement of the academic performance of the institution. To help the management in achieving quality objectives To plan and execute development programmes for students. To assist the institution for applying and complying to national accreditation. 	<p>Heads were asked to suggest one faculty for QC and their suggestions were approved. The following are the faculty approved as QC members</p> <ol style="list-style-type: none"> Mrs.Shiney Malar-AP/CSE Mr.T. Regin-AP/CIVIL Mr.Starlin Deva Prince-AP/MECHANICAL Mrs.R.Reena Daphne-AP/EEE Mrs.Ashly Beby-AP/ECE Ms.Mini Margaret-AP/S&H <p>It was also decided that the coordinating member for the team would be Mrs.R.Reena Daphne, AP/EEE</p>	Immediate
2. Discussions regarding improving the quality in the teaching learning process and in the system	Suggestions were given that a Student Academic Quality Improvement Team (SAQIT) also has to be framed to analyze the quality improvement in the learning system	It was decided that tomorrow a meeting would be convened with the Faculty QC members and a Student Academic Quality Improvement Team (SAQIT) would be framed as per their suggestion.	In two days
3. Formation of BoS	Members to be chosen. Four members including the head	To be finalized about the formation, minutes documented.	Immediate

Meeting Name:		FORMATION OF QUALITY CIRCLE (S) MEET			
Date of Meeting: (MM/DD/YYYY)		6/07/2016		Time:	10:00am to 10:45 am
Minutes Prepared By:		Mr. Michael Franklin		Location:	Principal's office
3	Documentation of activities	Accreditation works also have to be carried over in the due course for every department to strengthen the institution in terms of admission and placement.	Documentation of all activities, co-curricular and extracurricular has to be done. Placement trainings and activities relating to placement training also has to be documented.	Immediate	
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		7/07/2016		Time:	11:00 am -11:45 am
				Location:	Principal's office
Objective:		Student Academic Quality Improvement Team (SAQIT) formation and its role in SMCE.			

Signature:
 Principal
 Date:
06/07/16

2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1.	Mr.M.R.Saravanan	Associate Professor & Head	EEE	
2.	Mr Michael Franklin	Associate Professor & Head	ECE	
3.	Mrs Ann Komdt	Associate Professor & Head	CSE	
4.	Mr.Prakash Arul Jose	Associate Professor & Head	CIVIL	
5.	Dr.Freeda	Associate Professor & Head	S&H	
6.	Mr.Edward Dhas	Associate Professor & Head	MECHANICAL	