



STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/IQAC/FM-01/MGAA/02/2016

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202.

2016 - 2017 (Odd/Even)

MEETING NO: 2

Date: 6/07/2016

Meeting Name:	STUDENT ACADEMIC QUALITY IMPROVEMENT TEAM -FORMATION		
Date of Meeting: (DD/MM/YYYY)	7/07/2016	Time:	11.00am to 11.45 am
Meeting Chair:	Dr Suresh Premil Kumar/Principal/SMCE	Location:	Principal's office
Meeting Facilitator:	Dr Suresh Premil Kumar/Principal/SMCE		
Meeting Minute Taker:	Mrs R Reena Daphne/AP/EEE	Meeting Documenter:	Mrs R Reena Daphne/AP/EEE

1. Meeting Objective

STUDENT ACADEMIC QUALITY IMPROVEMENT TEAM (SAQIT) formation and its role in SMCE.

2. Attendees

Name	Department	E-mail	Phone
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LIST ENCLOSED

3. Meeting Agenda

Topic	Time
1. The role of the QC faculty was explained.	11.00am to 11.45 am
2. Objectives of framing the SAQIT to be discussed	
3. Discussions relating the suggestions to be obtained from the SAQIT	

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

Description	To be Prepared by
-	-

Signature: 

Co-ordinator

Date: 6/7/16

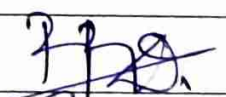





Signature: 

Principal

Date:



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.	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	



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Date: 7/07/2016

Meeting Name:	STUDENT ACADEMIC QUALITY IMPROVEMENT TEAM -FORMATION		
Date of Meeting: (MM/DD/YYYY)	7/07/2016	Time:	11:00am to 11:45 am
Minutes Prepared By:	Dr R Reena Daphne/AP/EEE	Location:	Principal's office
1. Meeting Objective			
STUDENT ACADEMIC QUALITY IMPROVEMENT TEAM (SAQIT) formation and its role in SMCE			
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









Meeting Name:		STUDENT ACADEMIC QUALITY IMPROVEMENT TEAM-FORMATION			
Date of Meeting: (MM/DD/YYYY)		7/07/2016	Time:	11:00am to 11:45 am	
Minutes Prepared By:		Dr. R. Reena Daphne/AP/TEE	Location:	Principal's office	
1. The role of the QC faculty was explained	The primary goal of QC is <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. 		<ul style="list-style-type: none"> All QC faculty members clarified their roles and responsibilities. 		Immediate
2. Objectives of framing the SAQIT to be discussed	The objective of starting this SAQIT was put forth by the Principal <ul style="list-style-type: none"> To improve the quality of the learning environment in order to enhance participative learning. To make the classroom teaching effective. To make a marked difference in the performance level of the students in co-curricular and extracurricular activities. 		The QC members were asked to give suggestions on improving the teaching learning process and also to suggest the members to frame SAQIT Each department two students from each year was suggested to become the SAQIT member (List attached to the minutes)		Immediate
3. Discussions relating the suggestions to be obtained from the SAQIT	<ul style="list-style-type: none"> suggestions to be obtained in terms of feedback on the teaching learning environment 		<ul style="list-style-type: none"> To collect feedback after two weeks and suggest necessary action to improve. Take into consideration the valuable suggestions 		After two weeks
7. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		22/7/2016	Time:	10:00 am -10:45 am	Location: Principal's office
Objective:	Framing of action plan for the semester.				

Signature: 
 Co-ordinator
 Date: 

Signature: 
 Principal
 Date: 



2. Attendance at Meeting

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



Students Academic Quality Improvement Team (SAQIT)

(Academic Year 2016-17)

S.No	Department	Name of the Student			Signature of HoD
		IV YEAR	III YEAR	II YEAR	
1.	CSE	Sheeba Ann Thomas	Ajini A.V.	Sorna Revathi.M	
		Ajitha Begam.B	Jasmine Rajula.J	Ranjini.S.M	
2.	ECE	Nithya.N	Assis Nevatha.J	Indhumathi	
		Binu Bervin	Padma Sree.R.J	Sangeetha	
3.	EEE	A.J.Vijay	Sahaya Abisha.S	Anithya.N	
		Aswini Kumari.A.S	Abiyas	Mugesh Babu.M	
4.	CIVIL	-	Ancelin Suga	Abisha .A	
		-	Deebika.T	Jeswin.S.K.	
5.	MECHANICAL	Rakhesh.I.P	Julias.J	Malathi.H.R	
		Resith.A	Nibu Nixon.J	Ansal.G	

Signature:

Co-ordinator

Date:

Signature:

Principal

Date: