

SCILLA MARY'S COLLEGE OF ENGINEERING

Autonomous Institution Affiliated to Anna University, Chennai

Date 21/07/2016

MEETING NO. 3

Meeting Name:	QUALITY CIRCLE- FACULTY -MEETING FEEDBACK ANALYSIS AND ACTION PLAN		
Date of Meeting: <small>(DD MM YYYY)</small>	22/07/2016	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 Documenter:	Mrs R Reena Daphne/AP/EEE
Meeting Minute Taker:	Mrs R Reena Daphne/AP/EEE		

1. Meeting Objective

SAQIT feedback- suggestion and discussion

2. Attendees


Name	Department	E-mail	Phone
LIST ENCLOSED			


3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"> Feedback analysis from SAQIT Action plan for improvement – to be framed 	11 00am to 11 45 am







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

Description	To be Prepared by

Signature: 
 Co-ordinator
 Date: 21/7/16

Signature: 
 Principal
 Date: 21/7/16

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. 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: 3

Date: 22/07/2016






Meeting Name:	QUALITY CIRCLE- FACULTY –MEETING-FEEDBACK ANALYSIS AND ACTION PLAN		
Date of Meeting: (MM/DD/YYYY)	22/07/2016	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			

Meeting Name:		QUALITY CIRCLE- FACULTY -MEETING-FEEDBACK ANALYSIS AND ACTION PLAN			
Date of Meeting: (MM/DD/YYYY)		22/07/2016		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: 22/7/16

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	Assistant Professor	S&H	
3.	Dr.Shiney Malar	Assistant Professor	CSE	
4.	Mrs.Ashley Beby	Assistant Professor	ECE	
5.	Mr.Regin	Assistant Professor	CIVIL	
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