



STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/IQAC/FM-01 /MGAA/04/2016

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2016 - 2017 (Odd/Even)

MEETING NO:4

Date:17/11/2016

Meeting Name:	QUALITY CIRCLE- FACULTY -MEETING-outcome check meet		
Date of Meeting: <small>(DD/MM/YYYY)</small>	18/11/2016	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:	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
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LIST ENCLOSED

3. Meeting Agenda

Topic

Time

10.00am to 10.45 am

- Action plan for improvement - recap
- Outcomes to be checked

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

Description

To be Prepared by

Signature: 

Co-ordinator

Date: 






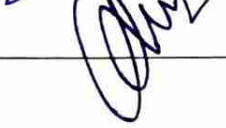
Signature: 

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, F.R.	Assistant Professor	CSE	
4.	Mrs. Ashly Beby	Assistant Professor	ECE	
5.	Mr. Ragin	Assistant Professor	CIVIL	
6.	Mr. Starlin Deva Prince	Assistant Professor	MECHANICAL	

**STELLA MARY'S COLLEGE OF ENGINEERING**

SMCE/IQAC/FM-01/MC.MS/04/2016

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2016 - 2017 (046/10000)

MEETING NO: 4

Date: 18/11/2016

Meeting Name:	QUALITY CIRCLE - FACULTY -MEETING-outcome check meet		
Date of Meeting: (MM/DD/YYYY)	18/11/2016	Time:	10.00am to 10.45 am
Minutes Prepared By:	Dr R Reena Daphne/AP/EEE	Location:	Principal's office
1. Meeting Objective			
Outcome check meeting			
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:	QUALITY CIRCLE- FACULTY -MEETING-outcome check meet		
Date of Meeting: (MM/DD/YYYY)	18/11/2016	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">Action plan for improvement - recap	<ul style="list-style-type: none">Emphasis to be given on conducting more number of workshops and hands on training.Every faculty has to make the classroom teaching active using any change in the conventional method of teachingEvery faculty to check into the attendance of the student and mentor him/her to make an improvement in his/her academics and encourage them on the extracurricular side also.	<ul style="list-style-type: none">To insist for internships and industrial visits that would benefit the students with a sound practical knowledge.More emphasis to be given on Placement training to be placed in Core Companies.Every department to strengthen the number of workshops and hands on training conducted.Can make use of PPT to explain concepts visually.Should regularly keep in touch and monitor the performance and give motivation to take part in all activities.	-



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Meeting Name:	QUALITY CIRCLE- FACULTY -MEETING-outcome check meet		
Date of Meeting: (MM/DD/YYYY)	18/11/2016	Time:	10 00am to 10 45 am
Minutes Prepared By:	Dr.R Reena Daphne/AP/EEE	Location:	Principal's office
OUTCOME CHECK	<ul style="list-style-type: none">The class room teaching was made effectiveMentoring was strengthenedStudents who were interested were allowed to go on internships and industrial visits that would enhance their practical skills.Placement trainings were also given to be made compatible with the corporate.	<ul style="list-style-type: none">Outcomes were verifiedHeads were asked to make a check for the things not been imparted in certain aspects.Were encouraged and insisted to make up the outcomes in future as expected.	-
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	5/1/2017	Time:	-
		Location:	Principal's Office
Objective:	To discuss on the outcome of the previous semester and the new action plan		

Signature:
Co-ordinator
Date: 18/11/16

Signature:
Principal
Date: 18/11/16



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	Assistant Professor	CSE	
4.	Mrs.Ashly Beby	Assistant Professor	ECE	
5.	Mr.Ragin	Assistant Professor	CIVIL	
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