

STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/QUALIM-3/M/AN/1/2017

Swathengambar, Kalukatti Junction, Arakkalpet, (Sriyalakurmi) District - 621002 - 2017-2018 (Odd/Sem)

MEETING NO:1

Date: 6/07/2017

Meeting Name:	ACTION PLAN MEET		
Date of Meeting: <small>(DD-MM-YYYY)</small>	7/07/2017	Time:	10:00am to 11:00 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

Framing the Action Plan

2. Attendees


Name	Department	E-mail	Phone
LIST ENCLOSED			

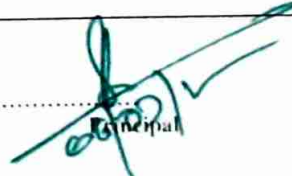
3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"> Review of previous semester outcome Framing the Action Plan 	10:00am to 11:00 am

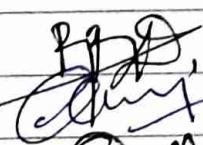
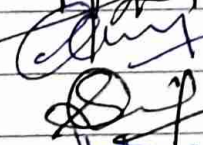
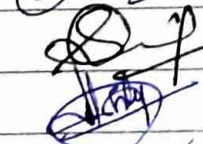
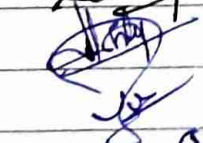
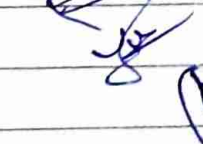
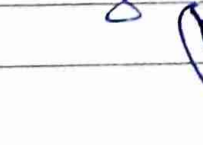
4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by

Signature: 
 Co-ordinator
 Date: 6/7/17

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.	Mrs.Shiney 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	



STELLA MARY'S COLLEGE OF ENGINEERING SMCE/IQA/CTM-01/MC/MS/03/2017
Aruthengayilal, Kalakatti Junction, Azhikal Post, Kanyakumari District - 629202 2017-2018 (Odd/Even)

MEETING NO: 1

Date: 7/07/2017

Meeting Name:	QUALITY CIRCLE- FACULTY -MEETING-FEEDBACK ANALYSIS AND ACTION PLAN		
Date of Meeting: (MM/DD/YYYY)	7/07/2017	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)		7/07/2017	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"> Review of previous semester outcome 	<ul style="list-style-type: none"> Emphasis was given on conducting more number of workshops and hands on training. classroom teaching was made effective mentoring strengthened value added courses conducted and students benefitted Elective courses chosen on choice based method. society oriented projects were implemented programmes that would enhance their skills and potential were conducted Quality suggestions from the SAQIT to improve the TLP were discussed in the meeting. SAQIT members for the year were declared . (List attached to the minutes) 	<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. SAQIT's feedback was reviewed and suggestions for improvement were considered. 	Immediate	




Meeting Name:	QUALITY CIRCLE- FACULTY –MEETING-FEEDBACK ANALYSIS AND ACTION PLAN		
Date of Meeting: (MM/DD/YYYY)	7/07/2017	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"> Framing the Action Plan 	<ul style="list-style-type: none"> ICT usage insisted in TLP OBE execution in macro level to be initiated as insisted. Any programme conducted in the department should have have an objective and the outcome has to be assessed. Students should be taken care of based on whether he belongs to the slow learners or the fast learners category. Sports activities to be increased in the campus and students to be encouraged to take part in more sports activities. Green initiatives to be carried over in the campus. Saving power should be insisted. Students to be motivated to become members of NSS, YRC and various other club activities All the activities in the department to be recorded. To cooperate and take part in all the trainings and drives arranged by the Corporate Relations department. To conduct symposiums and intra department competitions to excavate the students' potential and skills. 	<p>To be followed by every department and made record of for verification and for the future accreditation purpose.</p>	<p>Immediate</p>
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7. Next Meeting (if applicable)

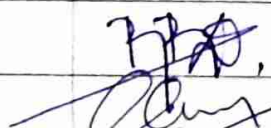

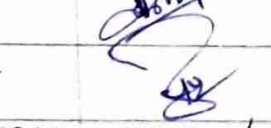



Date: (MM/DD/YYYY)	25/04/2017	Time:	-	Location:	Principal's Office
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Objective: To check on the outcome for the action plan framed for the semester

Signature: 
 Co-ordinator
 Date: 7/7/17

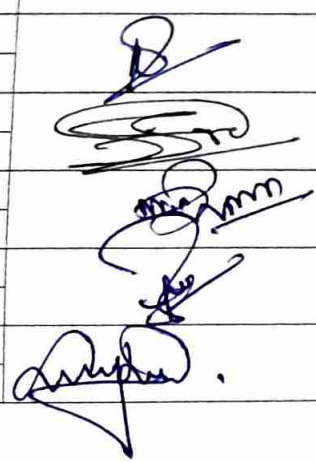
Signature: 
 Principal
 Date: 7/7/17

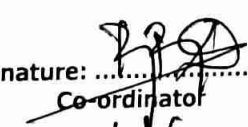

2. Attendance at Meeting

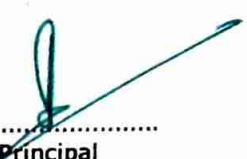
S.No.	Name	Designation	Department	Signature
1.	Mrs R Reena Daphne	Assistant Professor	EEE	
2.	Ms. Mini Margaret	Assistant Professor	S&H	
3.	Dr. Shiny Malar	Assistant Professor	CSE	
4.	Mrs. Ashley Beby	Assistant Professor	ECE	
5.	Mr. Regin	Assistant Professor	CIVIL	
6.	Mr. Starlin Deva Prince	Assistant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

Students Academic Quality Improvement Team (SAQIT)

(Academic Year 2017-18)

S.No	Department	Name of the Student			Signature of HoD
		IV YEAR	III YEAR	II YEAR	
1.	CSE	Ajini A.V.	Sorna Revathi.M	Prabha.S	
		Jasmine Rajula.J	Ranjini.S.M	Kavin.S	
2.	ECE	Assis Nevatha.J	Indhumathi	G.L.Aswini	
		Padma Sree.R.J	Sangeetha	D.Denisha	
3.	EEE	Sahaya Abisha.S	Anithya.N	Anusha. R	
		Abiyas	Mugesh Babu.M	Venkadesh. R	
4.	CIVIL	Ancelin Suga	Abisha .A	M.Anantha Sijan	
		Deebika.T	Jeswin.S.K.	B.K.Pavithran	
5.	MECHANICAL	Julias.J	Malathi.H.R	John Jerlin.J	
		Nibu Nixon.J	Ansal.G	Vignesh.K	

Signature: 
 Co-ordinator
 Date: 

Signature: 
 Principal
 Date: