



STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/IQAC/FM-01/MGAA/02/2017

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2017-2018 (Odd/Even)

MEETING NO: 2

Date: 20/11/2017

Meeting Name:	OUTCOME CHECK MEET		
Date of Meeting: <small>(DD MM YYYY)</small>	21/11/2017	Time:	10:00am to 11:00am
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
<ul style="list-style-type: none"> Action plan for improvement – recap Outcomes marked and checked 	10:00am to 11:00am

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






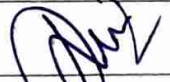
Description	To be Prepared by
-	-

Signature: 
 Co-ordinator
 Date: 20/11/17

Signature: 
 Principal
 Date: 20/11/17



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 E.R	Assistant Professor	CSE	
4.	Mrs.Ashly Beby	Assistant Professor	ECE	
5.	Mr.Rogin	Assistant Professor	CIVIL	
6.	Mr.Starlin Deva Prince	Assistant Professor	MECHANICAL	



MEETING NO: 2

Date: 21/11/2017



Meeting Name:	QUALITY CIRCLE- FACULTY –MEETING-outcome check meet		
Date of Meeting: (MM/DD/YYYY)	21/11/2017	Time:	10:00am to 11:00 am
Minutes Prepared By:	Mrs 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)	21/11/2017	Time:	10 00am to 11.00 am
Minutes Prepared By:	Mrs 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">ICT usage insisted in TLPOBE execution in macro level to be initiated as insisted.Any programme conducted in the department should 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 activitiesAll 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>Every department was asked to focus on all these aspects and make a report of every activity held in the department.</p>	-








Meeting Name:	QUALITY CIRCLE- FACULTY -MEETING-outcome check meet		
Date of Meeting: (MM/DD/YYYY)	21/11/2017	Time:	10 00am to 11 00 am
Minutes Prepared By:	Mrs R Reena Daphne/AP/EEE	Location:	Principal's office
<ul style="list-style-type: none">Checking the outcomes	<ul style="list-style-type: none">The class room teaching was made effective using ICT and mentoring system was strengthened giving special attention based on whether he/she is a slow learner or a fast learner.Sports initiatives were taken and many laurels were achieved.Placement and training was given more emphasis.Departmental activities were increased in number and quality.Many workshops, guest lectures and hands on training were conducted/delivered.	<ul style="list-style-type: none">Outcomes were assessed and insisted to be implemented continuously for sustained improvement in quality.Departments found not to have performed much in achieving these aspects in the action plan were strictly instructed to follow the action plan and fulfill the targets.	-
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	4/1/2018	Time:	-
		Location:	Principal's Office
Objective:	To frame the new action plan for the next 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	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	