



SMCE/IQAC/MGMS-04  
2017-2018 EVEN

## STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu.

Date: 30-04-2018

### MINUTES OF THE MEETING

The fourth Internal Quality Assurance Cell (IQAC) meeting of the academic year 2017-2018 was held, at 10:15 AM, on 30<sup>th</sup> April 2018 in the IQAC.

The following members were the attendees of the meeting.

1. Dr.Suresh Premil Kumar	Professor & Principal
2. Mr. P.Renjitham	Director
3. Mr. S.A.Edward Dhas	Administrative member
4. Mrs. A.Ann Romalt	Administrative member
5. Mr.M.R.Saravanan	Administrative member
6. Mr. N. Micheal Franklin	Administrative member
7. Dr.R Venkatah Krishnaiah	Administrative member
8. Dr.M.Freeda	Administrative member
9. Dr.A.Albert Raj	Academician
Principal, DMI Engineering College	
10. Mr.Jebresh Isaac	Industrialist
Jebby Engineers, Channel Street, Karavilai	
11. Dr.R.Reena Daphne	IQAC Coordinator

Dr. Suresh Premil Kumar, the Principal of Stella Mary's College of Engineering welcomed constitutional members for the meeting. The agenda of the day's meeting was reiterated and participants were insisted to give suggestions on the outcomes obtained.

#### 4.01 CONFORMATION OF THE ACTION PLAN MEETING MINUTES OF THE SEMESTER

In the previous meeting the following points were pointed out by the committee

- Strengthen the process in carrying out the action plan

As insisted the OBE based execution was found to be in the improving phase. The board approved the point of discussion.

#### 4.02 CONSOLIDATED ACTION TAKEN REPORT – A REVIEW

The IQAC coordinator summarized the consolidated Action Taken Report (Annexure 1) to the attendees and the heads were asked to express their views on the phase of executing the targets and the reasons for the deviations occurred. It was mentioned that the non-conformities would be ratified by the year end.

It was insisted that the ratification report for the deviations found was to be submitted at the end of the next semester.

#### 4.03 DEVIATIONS FOUND- DISCUSSION

Mr. Jebresh Isaac insisted on the point that faculty should attend more FDPs and seminars, to enhance and update their knowledge and skills in their field.

Dr. Albert Raj insisted that the Quality Circle Student team can be formed to become a part of IQAC related discussions.

Mr. M.R. Saravanan, Head of the Department of EEE, delivered the vote of thanks and the meeting came to an end.

#### Attendance at the meeting:

Members	Designation	Signature
1. Dr. Suresh Premil Kumar	Professor & Principal	
2. Mr. P. Renjitham	Director	
3. Mr. S.A. Edward Dhas	Administrative member	
4. Mrs. A. Ann Romalt	Administrative member	
5. Mr. M.R. Saravanan	Administrative member	
6. Mr. N. Micheal Franklin	Administrative member	
7. Dr. R. Venkatah Krishnaiah	Administrative member	
8. Dr. M. Freeda	Administrative member	
9. Dr. A. Albert Raj	Academician	
10. Mr. Jebresh Isaac	Industrialist	
11. Dr. R. Reena Daphne	IQAC Coordinator	

IQAC COORDINATOR

Co-ordinator IQAC

Stella Mary's College of Engineering  
Aruthengannilal Azhickal Jn, Azhickal Post  
Kanyakumari District - 629 202

PRINCIPAL

Dr. R. Suresh Premil Kumar M.E. Ph.D.  
PRINCIPAL  
STELLA MARY'S COLLEGE OF ENGINEERING  
ARUTHENGANNILAL AZHICKAL POST-629 202  
KANYAKUMARI DISTRICT



SMCE/IQAC/SC/MGMS-04  
2017-2018 EVEN

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(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu.

Date: 26-04-2018

### MINUTES OF THE MEETING

The first Internal Quality Assurance Cell (IQAC) Steering Committee meeting of the academic year 2017-2018 was held on 26<sup>th</sup> April 2018, in the IQAC, at 12:35 PM.

The following were the attendees of the meeting.

1. Dr.R.Reena Daphne	IQAC Coordinator
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil
4. Mrs.Mamitha	Assistant Professor/CSE
5. Mr.Selva Kumar	Assistant Professor/ECE
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical
7.Ms.M.Mini Margaret	Assistant Professor/S&H

Dr.R.Reena Daphne, the Coordinator of the IQAC welcomed its Steering Committee members for the meeting. The agenda was recalled to the attendees.

#### **4.01 ACTION PLAN EXECUTION REPORT – APPRAISAL**


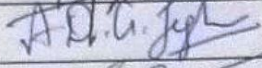




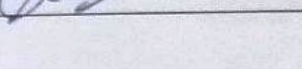
Dr. R. Reena Daphne, the Coordinator of IQAC, appreciated the efforts taken by the members in reminding and steering the targets in the respective departments. The individual department reports were appraised.

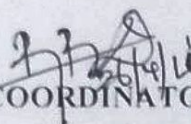
#### **4.02 ACTION PLAN EXECUTION REPORT- CONSOLIDATION**

A consolidated form of all the execution reports was generated and the non-conformities were pointed out to the steering members. The deviation report was generated and was forwarded to the heads. Also the ratification report for the previous semester was analyzed for the execution of the short comings in the previous semester.

The coordinator thanked the members and the meeting came to an end.

Attendance at the meeting:

Members	Designation	Signature
1. Dr.R.Reena Daphne	IQAC Coordinator	
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE	
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil	
4. Mrs.Mamitha	Assistant Professor/CSE	
5. Mr.Selva Kumar	Assistant Professor/ECE	
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical	
7.Ms.M.Mini Margaret	Assistant Professor/S&H	

  
IQAC COORDINATOR

Dr. R. REENA DAPHNE  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
Aruthenganvilai, Kallukatti Jn, Azhikar Post  
Kanyakumari District - 629 202

  
PRINCIPAL

Dr.R.Suresh Premil Kumar M.E. Ph.D  
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ARUTHENGANVILAI, AZHIKAR POST-629 202  
KANYAKUMARI DISTRICT



SMCE/IQAC/SC/MGMS-03  
2017-2018 EVEN

## STELLA MARY'S COLLEGE OF ENGINEERING

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

Date: 04-01-2018

### MINUTES OF THE MEETING

The third Internal Quality Assurance Cell (IQAC) Steering Committee meeting of the academic year 2017-2018 was held on 4<sup>th</sup> Jan 2018, at 11.35 AM, in the IQAC.

The following steering members attended the meeting.

1. Dr.R.Reena Daphne	IQAC Coordinator
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil
4. Mrs.Mamitha	Assistant Professor/CSE
5. Mr.Selva Kumar	Assistant Professor/ECE
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical
7. Ms.M.Mini Margaret	Assistant Professor/S&H

Dr.R.Reena Daphne, the Coordinator of the IQAC welcomed the members for the meeting. The agenda of the meeting was recollected.

#### **3.01 ACTION PLAN FRAMED- DELIVERY**

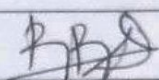
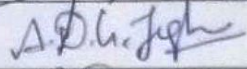


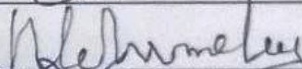
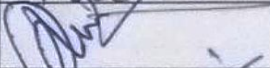
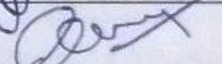
Dr. R. Reena Daphne, presented the action plan framed and the suggestions suggested by the experts in the meeting. The action plan for the semester (final draft) was delivered to the steering committee members as mentioned in Annexure 1 and it was told that it would be sent to the Heads recommending its execution.

#### **3.02 STEERING OF THE TARGETS IN THE DEPARTMENT**

The coordinator also insisted the committee to remind the targets to be achieved and that the parameters mentioned in the plan has to be taken seriously and carried out making the utmost effort. It was told that even though the plan as the previous semester's is followed it was asked to

be carried out in a strengthened manner. Also it was reminded that the ratification report of the departments who showed deviations should be submitted without fail by the semester end, ratifying the non-conformities in the last semester. Clarifications from the committee members were clarified and the meeting came to an end with a thank you note.

**Attendance at the meeting:**

Members	Designation	Signature
1. Dr.R.Reena Daphne	IQAC Coordinator	
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE	
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil	
4. Mrs.Mamitha	Assistant Professor/CSE	
5. Mr.Selva Kumar	Assistant Professor/ECE	
6. Mr.Starlin Deva Prince	Assistant Professor/Mechanical	
7.Ms.M.Mini Margaret	Assistant Professor/S&H	

  
**IQAC COORDINATOR**  
 Dr. R. REENA DAPHNE  
 Co-ordinator IQAC  
 Stella Mary's College of Engineering  
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Attachment: Action plan 2017-18 even

  
**PRINCIPAL**  
 Dr. R. Suresh Premil Kumar M.T. Ph.D.  
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 KANYAKUMARI DISTRICT

## ANNEXURE -1

S.No.	Plan of Action (2017-18 Even)
1.	Orientation program for newly joined students
2.	Changes to be introduced in the conventional method of teaching (ICT Usage, Innovative teaching methodologies)
3.	OBE in evaluation system
4.	Mentoring in particular to check into the improvement in academics
5.	Identification of slow and fast learners with action plan
6.	Internal Audit to be carried out
7.	Hands on Training / Workshop
8.	Invited Lectures / Seminars / Guest Lectures
9.	Projects Executed
10.	Industrial Visit/In-plant training/Internship
11.	Students Achievements / Prizes Won (co- curricular and extracurricular)
12.	Intra Department Symposium
13.	Workshop / FDP / Seminar Participation by Faculty
14.	MoUs
15.	Class Committee Meeting
16.	Department Review meeting
17.	Choice Based Elective System implementation (BoS Minutes)
18.	Parents Teachers Meeting
19.	Remedial Coaching
20.	Placement Training
21.	Placement Records to be tracked and recorded
22.	Value Added Courses/Certificate Courses
23.	University Result Analysis Record
24.	Green Initiatives /Saving power

  
**IQAC COORDINATOR**  
 Dr. R. FEENA DAPHNE  
 Co-ordinator IQAC  
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 Kanyakumari District - 622 002



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

SMCE/IQAC/MGMS-03  
2017-2018 EVEN

Date: 14-12-2017

## MINUTES OF THE MEETING

The third Internal Quality Assurance Cell (IQAC) meeting of the academic year 2017-2018 was held in the IQAC, on the 14th of December 2017, at 2:40 PM in the IQAC.

The following members were present for the meeting.

1. Dr.Suresh Premil Kumar	Professor & Principal
2. Mr. P.Renjitham	Director
3. Mr. S.A.Edward Dhas	Administrative member
4. Mrs. A. Ann Romalt	Administrative member
5. Mr.M.R.Saravanan	Administrative member
6. Mr. N. Micheal Franklin	Administrative member
7. Mr.Ragin	Administrative member
8.Mrs.M.Freeda	Administrative member
9. Dr.A.Albert Raj	Academician
Principal, DMI Engineering College	
10. Mr.Jebresh Isaac	Industrialist
Jebby Engineers, Channel Street, Karavilai	
11. Mrs.R.Reena Daphne	IQAC Coordinator

Dr. Suresh Premil Kumar, the Chairman of the IQAC welcomed all the members present. The agenda was recollected. The members were asked to give their suggestions and ideas for the development, in the points put forth for discussion in the forum.

### **3.01 ACTION PLAN DISCUSSION**

The IQAC Coordinator, presented the framed action plan for the semester. The action plan for the previous semester was recalled with the execution of the same. It was cited that the

execution plan was not up to the target level aimed in certain parameters and so the same action plan could to be followed for this semester also.

Dr.A.Albert Raj, Principal/DMI Engineering College, asked to focus on checking the target set and the target attained in the CO attainment and do the necessary corrective actions if not attained. Actions plans were asked to be devised and checked for improvement. Also, the outcome of the remedial coaching done was asked to be assessed and checked for improvement.

Mr.Jebresh Isaac, Jebby Engineers, suggested that industry linkages to be strengthened more and the deliverables like value added courses, industrial visits and placements were asked to be utilized to the core.

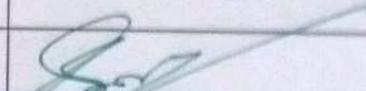
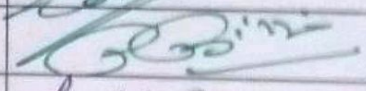
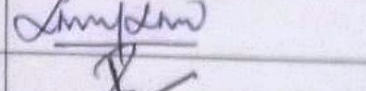
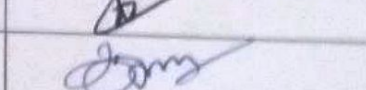
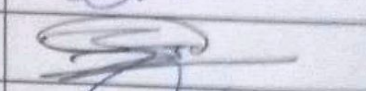

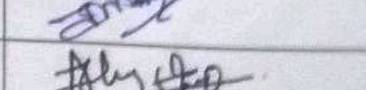
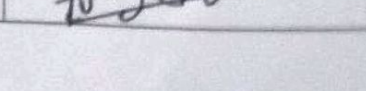

The board on the whole welcomed these suggestions and it was assured that these would be checked for progress in its phase of implementation.

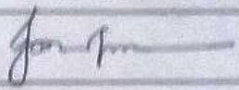
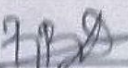
### 3.02 SUGGESTIONS FROM THE FORUM

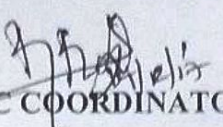
It was pointed out that though the same action plan may be followed it must be a more strengthened one than the previous semesters.

All the internal members assured the execution in the way expected and the meeting ended with a vote of thanks delivered by Mrs.A. Ann Romalt, HoD/CSE.

#### Attendance at the meeting:

Members	Designation	Signature
1. Dr.Suresh Premil Kumar	Professor & Principal	
2. Mr. P.Renjitham	Director	
3. Mr. S.A.Edward Dhas	Administrative member	
4. Mrs. A. Ann Romalt	Administrative member	
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9. Dr.A.Albert Raj	Academician	

10. Mr.Jebresh Isaac	Industrialist	
11. Mrs.R.Reena Daphne	IQAC Coordinator	

  
**IQAC COORDINATOR**

Dr. R. REENA DAPHNE  
 Co-ordinator IQAC  
 Stella Mary's College of Engineering  
 Aruthengavilai Kallukatti In, Azhikal Post  
 Kanyakumari District - 629 202

  
**PRINCIPAL**

Dr.R.Suresh Premil Kumar MSc Ph.D  
 PRINCIPAL  
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