

STELLA MARY'S COLLEGE OF ENGINEERING

SMCE/COE/SEM-01/MGA/6/01/2018

Vennengayyalar, Kallakatti Junction, Adhikar Post, Kanyakumari District - 629202 2017 - 2018 (Odd/Even)

MEETING NO:1

Date:3/01/2018

Meeting Name:	ACTION PLAN MEET		
Date of Meeting: <small>(DD, MM, YYYY)</small>	4/01/2018	Time:	10:20am 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
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LIST ENCLOSED

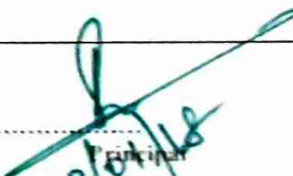
3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"> Review of previous semester outcome Framing the Action Plan 	10:20am to 11:00 am

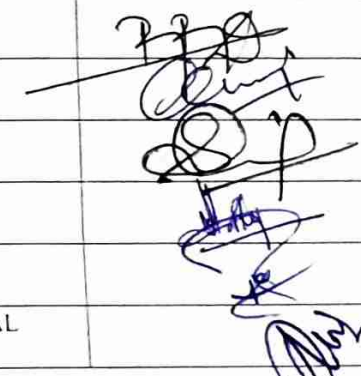
4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by

Signature: 
 Co-ordinator
 Date: 3/1/18

Signature: 
 Principal
 Date: 03/01/18

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.Shinfy Malar	Assistant Professor	CSE	
4.	Mrs.Ashley Beby	Assistant Professor	ECE	
5.	Mr.Rajin	Assistant Professor	CIVIL	
6.	Mr.Starlin Deva Prince .J	Assistant Professor	MECHANICAL	



MEETING NO: 1

Date: 4/01/2018

Meeting Name:	QUALITY CIRCLE - FACULTY -MEETING-FEEDBACK ANALYSIS AND ACTION PLAN		
Date of Meeting: (MM/DD/YYYY)	4/01/2018	Time:	10 20am 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			





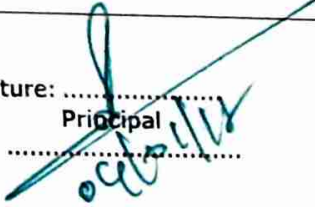
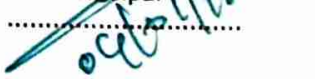
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Aruthengavilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202

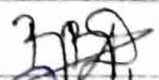




SMCE/IQAC/TM-01/MGMS/01/2018
2017 - 2018 (Odd/Even)

Meeting Name:	QUALITY CIRCLE- FACULTY –MEETING-FEEDBACK ANALYSIS AND ACTION PLAN		
Date of Meeting: (MM/DD/YYYY)	4/01/2018	Time:	10 20am 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">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.SAQIT's feedback was reviewed and suggestions for improvement were considered.	Immediate

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.Shirley Malar	Assistant Professor	CSE	
4.	Mrs.Ashley Beby	Assistant Professor	ECE	
5.	Mr.Regin	Assistant Professor	CIVIL	
6.	Mr.Starlin Deva Prince . J	Assistant Professor	MECHANICAL	