

MEETING NO: 2

Date: 25/04/2018

Meeting Name:	OUTCOME CHECK MEET		
Date of Meeting: <small>(DD-MM-YYYY)</small>	26/4/2018	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
LIST ENCLOSED			

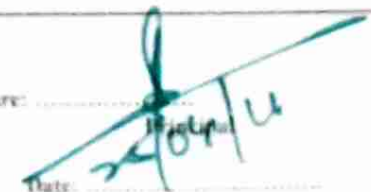
3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"> Action plan for improvement – recap Outcomes marked and checked 	10:00am to 11:00am


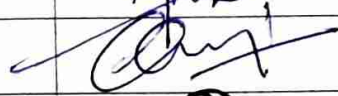




4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	To be Prepared by
-	-

Signature: 
Coordinator
 Date: 25/4/18

Signature: 
Principal
 Date: 25/04/18

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.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	


MEETING NO 2

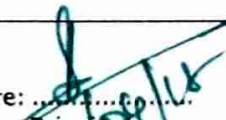
Date: 26/04/2018

Meeting Name:	QUALITY CIRCLE- FACULTY -MEETING-outcome check meet										
Date of Meeting: (MM/DD/YYYY)	26/04/2018	Time:	10:00am to 11.00 am								
Minutes Prepared By:	Mrs R Reena Daphne/AP/EEE	Location:	Principal's office								
Outcome check meeting											
<table border="1"> <thead> <tr> <th>Name</th> <th>Department</th> <th>E-mail</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td colspan="4">LIST ENCLOSED</td> </tr> </tbody> </table>				Name	Department	E-mail	Phone	LIST ENCLOSED			
Name	Department	E-mail	Phone								
LIST ENCLOSED											






Meeting Name:	QUALITY CIRCLE- FACULTY –MEETING-outcome check meet		
Date of Meeting: (MM/DD/YYYY)	26/04/2018	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 TLP OBE 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. Club activities to be given thrust. Admission count for the next semester should be increased Internal Audit of files to be done. 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>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)		26/04/2018	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. Their academic performance was recorded after every exams. Sports initiatives were taken and many laurels were achieved. Industrial visits were focused on viisitig core companies. Many MoU s have been made and checked for the deliverables. Internships were encouraged. Placement and training and club activities were 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)		28/8/2018	Time:	-	Location: Principal's Office
Objective:	Framing of the action plan for the next semester.				

Signature: 
 Co-ordinator
 Date: 26.4.18

Signature: 
 Principal
 Date: 26/04/18

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	