



SMCE/IQAC/MGMS-02
2017-2018 ODD

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: 28/11/2017

MINUTES OF THE MEETING

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2017-2018 was held, at 10:40 AM, on 28th of November 2017 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. 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 Principal of Stella Mary's College of Engineering welcomed the constitutional members for the meeting. The agenda of the day's meeting was reiterated and the participants were insisted to give suggestions on the outcomes obtained.

2.01 ACTION PLAN – ACTION TAKEN – CONFIRMATION

The following points were pointed out by the forum in the starting meet of the semester.

- **Focus on Green Initiatives**

Green Initiatives were asked to be focused. Awareness related to saving power, waste management, making a paperless office was given.

- **Industrial Linkages to be enhanced**

The Departments have made MoUs with many companies and deliverables were utilised. MoUs with abroad companies were done and the outcome of which were overseas placement.

- **Clubs/Association to be made vibrant**

Faculty appraisal system was developed with the comments given in the meet. At the end of a year it was asked to be submitted by every faculty.

2.02 A REVIEW ON THE CONSOLIDATED OF THE ACTION PLAN EXECUTED

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


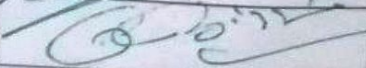
The ratification report was asked to be submitted by the end of the academic year.

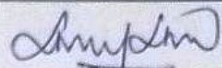

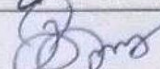



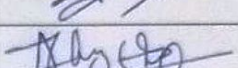
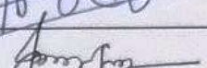
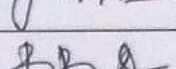
2.03 DISCUSSION ON THE DEVIATIONS IDENTIFIED

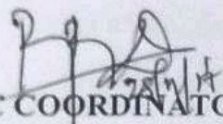
. Both the experts commented that the count of MoUs is still found less and has to be enhanced to promote industry-institute activities. It was also mentioned that more workshops and hands on training has to be given to help the students to learn by doing. Also, it was mentioned that encouragement towards student participation in departmental and other club related activities have to be enhanced.

The meeting ended with a vote of thanks delivered by Dr.R.VenkatahKrishnaiah /HoD-Civil


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	
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8.Mrs.M.Freeda	Administrative member	
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
 Aruthenganyil, Katukatti Jit, Azhikal Puzh
 Kanyakumari District - 629 202


PRINCIPAL

Dr.R.Suresh Premil
 PRINCIPAL
 STELLA MARY'S COLLEGE OF ENGINEERING
 ARUTHENGANYIL, AZHICKAL POST, 629 202
 KANYAKUMARI DISTRICT

Attachment: Consolidated Execution Report – 2017-18 odd



SMCE/IQAC/SC/MGMS-02
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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: 22/11/2017

MINUTES OF THE MEETING

The second Internal Quality Assurance Cell (IQAC) Steering Committee meeting of the academic year 2017-2018 was held on 22nd ~~April~~ ^{November} 2017, in the IQAC, at 12:40 PM.

The following were the attendees of the meeting.

1. Mrs.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

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

2.01 APPRAISAL OF THE EXECUTION REPORT FOR THE SEMESTER

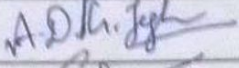
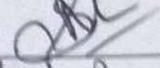
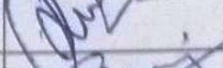
Mrs. R. Reena Daphne, the Coordinator of IQAC, appreciated the efforts in carrying out their role for steering the targets in the Department. The individual reports that were sent from the Department Heads were reviewed.

2.02 EXECUTION REPORT- CONSOLIDATION

The execution reports were consolidated and the non-conformities were mentioned to be noted by the steering members. The deviation report was then prepared after this review and sent to the heads for their notice. Also the ratification report for the previous semester was reviewed for the fulfillment of the earlier semester's short comings.

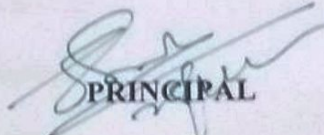
The coordinator ended the meeting with a thank you note to all the steering members individually.

Attendance at the meeting:

Members	Designation	Signature
1. Mrs. 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

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PRINCIPAL

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 KANTAKUMARI DISTRICT



SMCE/IQAC/SC/MGMS-01

2017-2018 ODD

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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: 05/07/2017

MINUTES OF THE MEETING

The first Internal Quality Assurance Cell (IQAC) Steering Committee meeting of the academic year 2017-2018 was held on 5th July 2017, at 12.40 PM, in the IQAC.

The following steering members attended the meeting.

1. Mrs.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

Mrs.R.Reena Daphne, the IQAC welcomed the members for the meeting. The agenda of the meeting was reiterated to them. The work done to steer the targets in the Department in last semester was appreciated and asked to continue in an active way in this semester too.

1.01 THE APPRAISAL OF THE FINAL ACTION PLAN FOR THE SEMESTER

Mrs. R. Reena Daphne, the Coordinator of IQAC, delivered the action plan framed. It was told about the introduction of OBE into the system and its purpose. Also the suggestions given by the experts were appraised. The final action plan for the semester was delivered to the steering committee (Annexure 1) .It was told that it would be forwarded to the Heads for further follow up action.

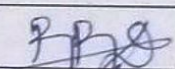
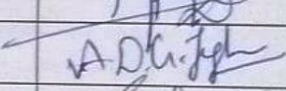
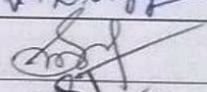
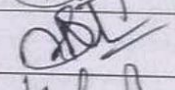
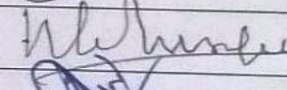

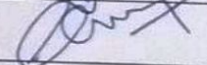
1.02 INSTRUCTIONS TO STEER THE TARGETS IN THE DEPARTMENT

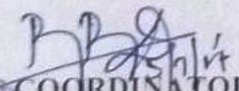
The coordinator also insisted the committee to remind the targets to be achieved as done last semester and that the plan has to be carried out with utmost effort. Instructions were given to submit the ratification reports on time without fail by the semester end, and that the non-conformities in the last semester must be ratified.

The committee members came up with a suggestion that the audits may be done in the quality aspect from the IQAC's side rather than only looking into the numbers of the target achieved. This may be kept in the action plan are going to be executed.

The coordinator thanked everyone for their efforts and support till now and the meeting came to an end.

Attendance at the meeting:

Members	Designation	Signature
1. Mrs.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

Co-ordinator IQAC
Stella Mary's College of Engineering
Aruthengavilai Pazhakkal Jn, Azhikal Post
Kanyakumari District
Attachment: Action plan 2017-18 odd


PRINCIPAL

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ANNEXURE -I

S.No.	Plan of Action (2017-18 Odd)
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 Lecturer's
9.	Projects Executed
10.	Industrial Visit/Inplant 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


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 Kanyakumari District - 629 202



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

Date: 23/06/2017

MINUTES OF THE MEETING

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2017-2018 was held in the IQAC, on the 23rd of June 2017, at 10.30 AM 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 |

The Principal welcomed all the IQAC members. The agenda was reminded to the members. The Principal welcomed the suggestions from all for the fruitful outcome of the meeting.

1.01 APPRAISAL OF THE ACTION PLAN FRAMED

The Coordinator of IQAC presented the framed IQAC action plan for the semester. The action plan for the previous semester was recalled with the execution of the same. It was told that the same action plan with the inclusion of the suggestions that would be put forth in the meeting would be implemented. The action plan was then appraised as follows.

It was told that Outcome Based Education is a flexible, empowerment-oriented approach to learning. It aims at equipping learners with the knowledge, competence and orientations needed for success after they leave institution. So, when quality is the focus it was told that from this semester onwards quality initiatives have to be introduced in the system in steps that would be outcome based. It was told that when applying for further accreditations too it would be useful. In connection to this, in addition to the previous year's action plan parameters the following would be introduced:

1. OBE in evaluation system
2. Internal Audit

It was told that, the internal audit would be done for all the Department files and for the course files.

Dr.A.Albert Raj, Principal/DMI Engineering College, asked to focus green initiatives that can be followed to make awareness among everyone in the campus and it would help to develop citizens following green practices wherever they are placed in future.

Mr.Jebresh Isaac, told that the industry linkage with the institution would help in creating venues for the students for employment and that should be a point of focus from now on.

The board collectively approved the suggestions put forth

1.02 SUGGESTIONS IF ANY, BY THE FORUM

The internal members in the board suggested that clubs and associations have to be vibrant with outcomes.

Mr. M.R.Saravanan, HoD/EEE, delivered the Vote of Thanks.

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
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 Kanyakumari District - 622 202


PRINCIPAL

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