



SMCE/IQAC/MGMS-02

2018-2019 ODD

## STELLA MARY'S COLLEGE OF ENGINEERING

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

Date: 20/11/2018

### MINUTES OF THE MEETING

The second Internal Quality Assurance Cell (IQAC) meeting of the academic year 2018-2019 is scheduled on 20<sup>th</sup> of November 2018 in the IQAC.

The following members were the attendees of the meeting.

S.No.	Name and Address	Member
1.	Dr. R.Suresh Premil Kumar	Chairperson
2.	Mr.P.Renjitham	Management Representative
3.	Mrs.R.K.Madhumathi	Secretary
4.	Mr.S.A.Edward Dhas	Administrative Member
5.	Dr.R.VenkataKrishnaiah	Administrative Member
6.	Dr.F.R. Shiny Malar	Administrative Member
7.	Mr. N.Michael Franklin	Administrative Member
8.	Mr.M.R.Saravanan	Administrative Member
9.	Dr.M.Freeda	Administrative Member
10.	Dr.M.Marsaline Beno	Local Society
11.	Ms.A.S.Aswini Kumar	Alumni
12.	Dr.A.Albert Raj	Academician
13.	Mr.A.Jebresh Isaac	Industrialist
14.	Mr.Siva Kumar	Industrialist
15.	Mr.Jyothish Kumar	Student Member
16.	Ms.S.Santhiya	Student Member
17.	Dr.R.Reena Daphne	Coordinator of IQAC



Dr. Suresh Premil Kumar, the Chairperson of the IQAC 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 CONFORMATION OF THE MINUTES OF THE IQAC MEET HELD ON 06-07-2018**

The Chairperson asked the coordinator to appraise the IQAC report of the corrective actions taken with respect to the earlier meeting's agenda. The IQAC coordinator confirmed the minutes and the action taken.

The members suggested that

1. The faculty have to be encouraged to register for higher studies so that a research culture can be promoted in the campus.
2. Extension activities have to be promoted that would give more visibility to the institution.
3. Departments will have to exhibit their Best practices.

In response to this it was appraised that after this insist Ph.D registrations have been done. Extension activities were carried out in the neighborhood community in terms of bringing awareness to students on social issues and holistic development and also this made them to be a tool to make such awareness in the society.

The Research and Development cell was established and through it R&D/IPR related activities were conducted in all Departments. Also Departments were given a call on coming up with innovative projects through the respective centre for research. A few of the projects were sponsored by the Management and these projects were converted to papers to be put up in journals.

The members appreciated the initiatives from the Research centers of all Departments. It was expected that the projects would be completed before the end of the academic year 2018-19.

The members suggested that the project based learning has to be introduced in the second year of study itself and special care has to be taken in developing such skills in the students.

The best practices followed in the Department were presented and most of them had their practice as Effective Mentoring system and Innovations in the Teaching Learning Process.

## **2.02 A REVIEW ON THE CONSOLIDATION 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 the reason for the non-executing of the action plan as expected. It was assured that the non-conformities would be ratified by the year end.

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

## **2.03 DISCUSSION ON THE DEVIATIONS IDENTIFIED**



The deviations found were asked to be ratified and was told that all department should try to adhere to the action plan and carry out the same without much deviation. The members accepted the same and assured to do their best in this.

Both the experts commented that the enrollment in professional bodies have to be given an insist as it is very much essential to take the students to a professional platform to exhibit their technical and non-technical skills and provide means for their career and professional development.

The meeting ended with a vote of thanks delivered by Dr.Freeda /HoD-S&H.

#### Attendance at the meeting:

S.No.	Name and Address	Member	Signature
1.	Dr. R.Suresh Premil Kumar	Chairperson	
2.	Mr.P.Renjitham	Management Representative	
3.	Mrs.R.K.Madhumathi	Secretary	
4.	Mr.S.A.Edward Dhas	Administrative Member	
5.	Dr.R.VenkataKrishnaiah	Administrative Member	
6.	Dr.F.R. Shiny Malar	Administrative Member	
7.	Mr. N.Michael Franklin	Administrative Member	
8.	Mr.M.R.Saravanan	Administrative Member	
9.	Dr.M.Freeda	Administrative Member	
10.	Dr.M.Marsaline Beno	Local Society	
11.	Ms.A.S.Aswini Kumar	Alumni	
12.	Dr.A.Albert Raj	Academician	
13.	Mr.A.Jebresh Isaac	Industrialist	
14.	Mr.Siva Kumar	Industrialist	
15.	Mr.Jyothish Kumar	Student Member	
16.	Ms.S.Santhiya	Student Member	
17.	Dr.R.Reena Daphne	Coordinator of IQAC	

  
**IQAC COORDINATOR**  
**DR. R. REENA DAPHNE**  
 Co-ordinator IQAC

Attachment: Consolidated Execution Report – 2018-19 odd  
 Aruthengavilai, Kallukatti Jn, Azhikal Post  
 Kanyakumari District - 629 302

  
**PRINCIPAL**  
**DR. R. SURESH PREMIL KUMAR**  
 PRINCIPAL  
 STELLA MARY'S COLLEGE OF ENGINEERING  
 ARUTHENGAVILAI, AZHICAL POST-629 302  
 KANYAKUMARI DISTRICT





SMCE/IQAC/SC/MGMS-02  
2018-2019 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: 09/11/2018

### MINUTES OF THE MEETING

The second Internal Quality Assurance Cell (IQAC) Steering Committee meeting of the academic year 2018-2019 was held on 9<sup>th</sup> November 2018, in the IQAC, at 12:40 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.

#### **2.01 APPRAISAL OF THE EXECUTION REPORT FOR THE SEMESTER**

Dr. 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 contribution from Centre of Excellences and the Centre for Innovation was also asked to be counted for evaluation.

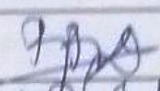
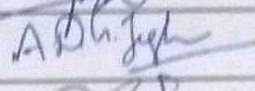
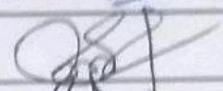
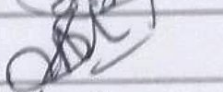
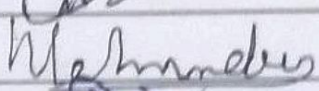
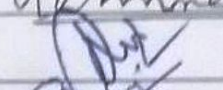
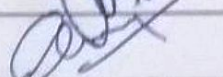
The deviation report was then prepared after this review and sent to the heads for their notice. Also the ratification report for the previous semester was reviewed for the fulfillment of the earlier semester's short comings.



It was appraised from the members that the rubrics based evaluation has made the process much easier on the evaluation part during the audits carried out.


The coordinator thanked everyone and the meeting ended.

**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, Azhikal Post  
Kanyakumari District - 629 202

  
PRINCIPAL

Dr.R.Suresh Premji Kirtanar 12.2.2020  
PRINCIPAL  
STELLA MARY'S COLLEGE OF ENGINEERING  
ARUTHENGANVILAI, AZHICAL POST-629 202  
KANYAKUMARI DISTRICT





SMCE/IQAC/SC/MGMS-01

2018-2019 ODD

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

Date: 09/07/2018

### MINUTES OF THE MEETING

The first Internal Quality Assurance Cell (IQAC) Steering Committee meeting of the academic year 2018-19 was held on 9<sup>th</sup> July 2018, at 12.40 PM, 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. Mrs.M.Mini Margret     | Assistant Professor/S&H        |

Dr.R.Reena Daphne, the IQAC coordinator welcomed the members for the meeting. The agenda of the meeting was recalled. 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. It was also told that the action plan in this semester has been strengthened with the introduction of certain parameters related to mentoring and research.

#### **1.01 THE APPRAISAL OF THE FINAL ACTION PLAN FOR THE SEMESTER**

Dr. R. Reena Daphne, the Coordinator of IQAC, delivered the action plan framed. It was told about the introduction of initiatives to enrich the research related activities in the institution. 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 and the follow up action related to this has to be done.



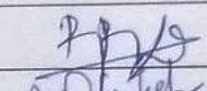
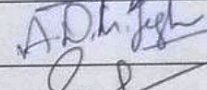
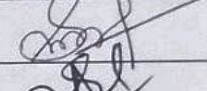
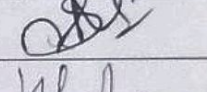
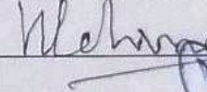

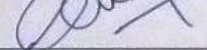
## 1.02 INSTRUCTIONS TO STEER THE TARGETS IN THE DEPARTMENT

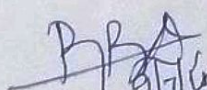
The coordinator also insisted the committee to remind the targets to be achieved as done last semester and that the plan has to be carried out with utmost effort. Instructions were given to submit the ratification reports on time without fail by the semester end, and that the non-conformities in the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

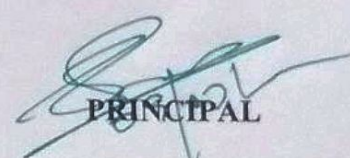
It was also informed that rubrics based evaluation has to be done for all the quality initiatives taken to make the evaluation transparent. This was appreciated by all the members.

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. Dr.R.Reena Daphne	IQAC Coordinator	
2. Mrs. Darcy Gnana Jegha,	Asso.Professor/EEE	
3. Ms.Sworna Jancy Bai	Assistant Professor/Civil	
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**IQAC COORDINATOR**  
Dr. R. REENA DAPHNE  
Co-ordinator IQAC  
Stella Mary's College of Engineering  
(Aruthenganyilai, Kallukatti Jn, Azhikal Post  
Kanyakumari District - 626 002)  
Attachment: Action plan 2018-19 odd

  
**PRINCIPAL**  
Dr.R.Suresh Premil Kumar M.P.D.R.  
PRINCIPAL  
STELLA MARY'S COLLEGE OF ENGINEERING  
ARUTHENGANYILAI, AZHICKAL POST-626 002  
KANYAKUMARI DISTRICT



### ANNEXURE -1

S.No.	Plan of Action (2018- 2019 Odd)
1.	Pass percentage for University examinations (CSE , ECE) > 75; (EEE,CIVIL,MECHANICAL) >70 .
2.	Inspiration towards projects through labs/ field study
3.	Adherence to Department calendar
4.	Analysis of results for slow and fast learners with check over the implementation of their respective action plans
5.	Implementation of Innovative Teaching/Learning Methodologies
6.	Student achievements/prizes won in Co-curricular/ Extra –curricular activities
7.	In plant training/Internship
8.	Implementation of Department Activity Action plan by Class Incharges
9.	Faculty participation in student industrial Visit
10.	Faculty participation in Community based Projects
11.	Participation in seminar/workshops by faculty
12.	Participation in FDP
13.	Organisation of Guest Lectures
14.	Participation in International/National Conferences by faculty
15.	Organization of Training /Certification courses
16.	Journal Publications
17.	Conferences
18.	Extension Activities
19.	Registration for Ph.D by faculty

  
**IQAC COORDINATOR**  
**Dr. R. REENA DAPHNE**  
**Co-ordinator IQAC**  
 Stella Mary's College of Engineering  
 Aruthanganvilal, Kallikkottai Jn. Azhikal Road  
 Kanyakumari District - 620 029





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2018-2019 ODD

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

Date: 06/07/2018

### MINUTES OF THE MEETING

The first Internal Quality Assurance Cell (IQAC) meeting of the academic year 2018-2019 was held, on the 6<sup>th</sup> of July 2018, at 10.40 AM in the IQAC.

The following members were present for the meeting.

S.No.	Name and Address	Member
1.	Dr. R.Suresh Premil Kumar	Chairperson
2.	Mr.P.Renjitham	Management Representative
3.	Mrs.R.K.Madhumathi	Secretary
4.	Mr.S.A.Edward Dhas	Administrative Member
5.	Dr.R.VenkataKrishnaiah	Administrative Member
6.	Dr.F.R. Shiny Malar	Administrative Member
7.	Mr. N.Michael Franklin	Administrative Member
8.	Mr.M.R.Saravanan	Administrative Member
9.	Dr.M.Freeda	Administrative Member
10.	Dr.M.Marsaline Beno	Local Society
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14.	Mr.Siva Kumar	Industrialist
15.	Mr.Jyothish Kumar	Student Member
16.	Ms.S.Santhiya	Student Member
17.	Dr.R.Reena Daphne	Coordinator of IQAC



The Principal welcomed all the IQAC members. The agenda was recalled. The Principal welcomed the suggestions from the forum for the successful conduct of the meet. The Principal asked the coordinator to appraise the IQAC report of the corrective actions taken with respect to the earlier meeting's agenda.

#### **1.01 TO CONFIRM THE MINUTES OF THE IQAC MEET HELD ON 30-04-2018**

The Principal asked the coordinator to appraise the IQAC report of the corrective actions taken with respect to the earlier meeting's agenda. The IQAC coordinator confirmed the minutes and the follow up activities done with respect to it.

The points brought out were:

1. Insist of faculty to attend more FDPs and seminars related to their domain.
2. To have student representation in the IQAC team.

It was told the points suggested were included in this semester's plan and that the student members would be chosen from Departments in a random manner to be a part of the IQAC.

#### **1.02 DEPARTMENT SPECIFIC QUALITY TARGETS FOR THE ACADEMIC YEAR 2018-19-ODD SEMESTER- APPRAISAL**

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 basic plan with the inclusion of the suggestions that would be put forth in the meeting would be implemented. The action plan was then appraised. The components included to the originally existing were

1. Implementation of action plan by class coordinators.
2. Execution of Community based projects to be insisted.

The members suggested that the faculty have to be encouraged to register for higher studies so that a research culture can be promoted in the campus.

Also members suggested that extension activities have to be promoted that would give more visibility to the institution.

The board collectively approved the action plan and the suggestions put forth for improvising the action plan.

The IQAC Coordinator added that from this semester onwards the rubrics based evaluation for all the quality initiatives initiated. The rubrics framed were appraised and the board members approved it.



### 1.03 TO DISCUSS THE PROPOSED REVISION AND THE APPROVAL OF THE RUBRICS BASED FACULTY APPRAISAL FORM

Members discussed on the qualitatively enriched API prepared by the IQAC in line with the UGC guidelines. Also, the IQAC Coordinator told that the rubrics have been framed for the evaluation of all the parameters mentioned in the form. With suggestions from the members the revised Faculty Appraisal form was approved.

### 1.04 TO DISCUSS ON THE FEEDBACK ANALYSIS OF THE PREVIOUS SEMESTER

The IQAC coordinator presented the feedback analysis on IQAC feedback taken from students on Teaching Learning process.

Members appreciated that more than 85% of the students were fully satisfied with the teaching learning process. Also it was asked to convey the comments to students so as to ensure an effective curriculum delivery.

### 1.05 OTHER SUGGESTIONS, IF ANY

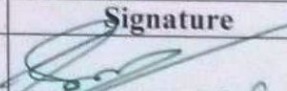
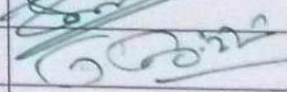
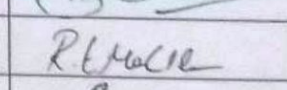
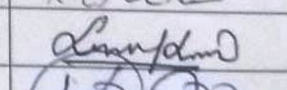


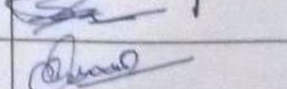
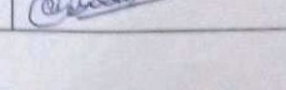
The members also added that an R&D cell could be framed to take initiatives towards promotion of research activities in the campus. Also, IPR related activities were asked to be enhanced.

The IQAC Coordinator added that from this semester onwards all the departments would be insisted to define the best practices followed in the department.

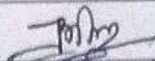
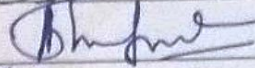
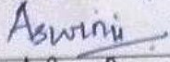
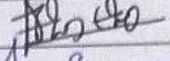
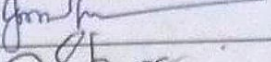
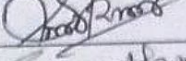
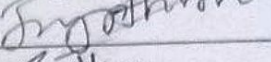
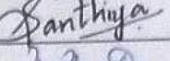
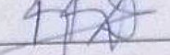
The board welcomed the suggestion and asked to make it as a summary in common for the institution.

Mr. Michael Franklin, HoD/ECE proposed the Vote of Thanks and the meeting came to an end.


#### Attendance at the meeting:

S.No.	Name and Address	Member	Signature
1.	Dr. R.Suresh Premil Kumar	Chairperson	
2.	Mr.P.Renjitham	Management Representative	
3.	Mrs.R.K.Madhumathi	Secretary	
4.	Mr.S.A.Edward Dhas	Administrative Member	
5.	Dr.R.VenkataKrishnaiah	Administrative Member	
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9.	Dr.M.Freeda	Administrative Member	
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17.	Dr.R.Reena Daphne	Coordinator of IQAC	

  
IQAC COORDINATOR

  
PRINCIPAL  
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