

Academic Year 2015-2016



STELLA MARY'S COLLEGE OF ENGINEERING

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

SMCE/OEADTN/FM-45L/01/MGAA-GRC
2015 - 2016 (Odd/Even)

SMCE/GRC/01/2015

CIRCULAR-

MEETING AGENDA

Date: 06-07-2015

Meeting Name:	Grievance redressal committee Meeting		
Date of Meeting: (DD/MM/YYYY)	07/07/2015		
Meeting Chair:	Principal	Time:	12.30PM
Meeting Minute Taker:	Principal	Location:	Principal Cabin
		Meeting Documenter:	Principal

1. Meeting Objective

To solve the issues and requirements the students are in need

2. Members to Attend

Name	Department	E-mail	Phone
Committee members and the students who have recorded their grievances.			

3. Meeting Agenda

Topic	Time
1. To highlight the roles and responsibilities of the Committee 2. To study the intensiveness of grievnces and to take suitable measures	12.30PM

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

Description	To be Prepared by

Signature:

Meeting Documentor

Date:

Signature:

STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, KALLUKATTI JUNCTION, AZHIKAL POST-629 202
Principal KANYAKUMARI DISTRICT

Date:

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STELLA MARY'S COLLEGE OF ENGINEERING SMCE/OEADTN/FM-46L/01/MGMS-GERL
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2015 - 2016 (Odd/Even)

SMCE/GERL/01 /2015

MEETING MINUTES

Date:07/07/15

Meeting Name:	Meeting for Hostel Students (Boys)		
Date of Meeting: (MM/DD/YYYY)	07-07-2015	Time:	3.30PM
Minutes Prepared By:	Mrs.Mamitha	Location:	Admission office

1. Meeting Objective

To discuss issues related to boys hostel

2. Attendance at Meeting

Name	Department	E-mail	Phone
Attending all boy hostllers			

3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
1.To highlight the roles and responsibilities of the Committee	Discussions were made on the academic and non academic grievances of students	The students were asked to bring the grievances to grievance redressal committee	Necessary steps must be taken by the committee for the grievances given by the students
2. To study the intensiveness of grievances and to take suitable measures			

Dr. Suresh Premil Kumar, M.E., Ph.D
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHICAL POST-629 202
KANYAKUMARI DISTRICT



Summary of Review Outputs

- All possible steps must be taken depending upon the issues and needs of the students.

Signature:

Meeting Documenter

Date:

Signature:

Principal

Principal
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHICAL POST-629 202
KANYAKUMARI DISTRICT

2. Attendance at Meeting

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**STELLA MARY'S COLLEGE OF ENGINEERING**

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202.

SMCE/OEADTN/FM-46L/01/MGMS-GERL

2015 - 2016 (Odd/Even)

SMCE/GERL/01 /2015

MEETING MINUTES

Date:07/07/15

Meeting Name:	Meeting for Hostel Students (Girls)		
Date of Meeting: (MM/DD/YYYY)	07-07-2015	Time:	3.30PM
Minutes Prepared By:	Mrs.Mamitha	Location:	Admission office

1. Meeting Objective

To discuss issues related to Girls hostel

2. Attendance at Meeting

Name	Department	E-mail	Phone
Attending all boy hostllers			

3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
1.To highlight the roles and responsibilities of the Committee	Discussions were made on the academic and non academic grievances of students	The students were asked to bring the grievances to grievance redressel committee	Necessary steps must be taken by the committee for the grievances given by the students
2. To study the intensiveness of grievances and to take suitable measures			



Summary of Review Outputs

- All possible steps must be taken depending upon the issues and needs of the students.

Signature:

Meeting Documenter

Date:

Signature:

Principal

Dr.R.Suresh Prem Kumar, M.E., Ph.D

Date:

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ARUTHENGANVILAI, AZHICKAL POST-629 202
KANYAKUMARI DISTRICT

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