

Academic Year 2017-2018



STELLA MARY'S COLLEGE OF ENGINEERING

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

SMCE/OEADTN/FM-45L/01/MGAA-GRC

2017 - 2018 (Odd/Even)

SMCE/GRC/01/2017

CIRCULAR-

MEETING AGENDA

Date:04-07-2017

Meeting Name:	Grievance redressal committee Meeting		
Date of Meeting: (DD/ MM /YYYY)	05/07/2017	Time:	12.30PM
Meeting Chair:	Principal	Location:	Principal Cabin
Meeting Minute Taker:	Principal	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
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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
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Signature:

Meeting Documentor

Date:

Signature: 
 Principal
 STELLA MARY'S COLLEGE OF ENGINEERING
 ARUTHENGANVILAI, AZHICKAL POST-629 202
 KANYAKUMARI DISTRICT
 Date:



STELLA MARY'S COLLEGE OF ENGINEERING

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

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

2018 - 2019 (Odd/Even)

SMCE/GERL/01 /2017

MEETING MINUTES

Date:05/07/17

Meeting Name:	Meeting for Hostel Students (Girls)		
Date of Meeting: (MM/DD/YYYY)	05-07-2017	Time:	3.30PM
Minutes Prepared By:	Mrs.Mamitha	Location:	Admission office

1. Meeting Objective

To discuss issues related to Girlss 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

Date:

Dr. P. Prasad Praveen Kumar, M.E., Ph.D
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHICKAL POST-629 202
KANYAKUMARI DISTRICT



SMCE/GERL/01 /2017

MEETING MINUTES

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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 Prasad Kumar, M.E., Ph.D

Date:
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI, AZHICKAL POST-629 202
KANYAKUMARI DISTRICT

