

5/3/2019

## MEETING MINUTES

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting: (MM/DD/YYYY)	5/3/2019	Time:	10.30 am to 11:30am
Minutes Prepared By:	Mrs. A.L.Merlin Sheela	Location:	Principal's Office

## 1. Meeting Objective

To conduct the International Women's Day

## 2. Attendance at Meeting

Name	Department	E-mail	Phone
List Enclosed			

1. AGENDA ITEM	2. DISCUSSION/OUTCOMES / DECISIONS	3. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	4. DATE & TIME OF COMPLETION
To invite a resource person	<ul style="list-style-type: none"> <li>Discussions were made for inviting a resource person for the program and decided to conduct the program by the students</li> <li>Planned to have the program on 8<sup>th</sup> March 2019.</li> <li>The heads were asked to send the girl students of their departments for the program</li> </ul>	<ul style="list-style-type: none"> <li>Information should be given to the departments through the circular</li> </ul>	immediate
To frame the program schedule	<ul style="list-style-type: none"> <li>The representatives should interact with all the girl students of their respective departments and get their views about the program.</li> <li>To have a open discussion with the students related to their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Empowering the students at various levels of learning to bring success in personal and academic activities.</li> <li>Feedback from every representative is considered for further development in the process.</li> </ul>	immediate

<b>Meeting Name:</b>	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
<b>Date of Meeting:</b> (MM/DD/YYYY)	5/3/2019	<b>Time:</b>	10:30 am to 11:30am
<b>Minutes Prepared By:</b>	Mrs.A.L.Merlin Sheela	<b>Location:</b>	Principal's Office
<b>Summary of Review Outputs</b>			
The responsibilities of the Internal Compliance Cell members for having the program in a successful manner were discussed.			
<b>7. Next Meeting (if applicable)</b>			
<b>Date:</b> (MM/DD/YYYY)	-----	<b>Time:</b>	-----
<b>Location:</b>	-----		
<b>Objective:</b>	-----		

Signature: Mrs. A.L. Merlin Sheela

Meeting Documentor

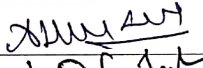
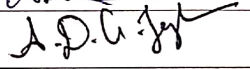
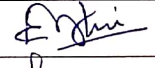
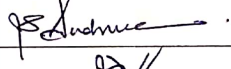

Date: 05.03.19

Signature: [Signature]

Principal

Date: 05/03/19

## 2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1	Mrs.A.L.MerlinSheela	Asst.Prof	S&H	
2	Mrs. A. Darcy Gnana Jegha	Asst.Prof	EEE	
3	Mrs. A.B.Evanjalin	Asst.Prof	ECE	
4	Mrs. S. Indira	Asst.Prof	CIVIL	
5	Mrs.Mamitha	Asst.Prof	CSE	



MEETING AGENDA

Date: 4/3/2019

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting: (DD/MM/YYYY)	5/3/2019	Time:	10.30 am to 11:30 am
Meeting Chair:	Dr.R.Suresh Premil Kumar	Location:	Principal's Office
Meeting Facilitator:	Mr.P.Renjitham		
Meeting Minute Taker:	Mrs. A.L.Merlin Sheela	Meeting Documenter:	Mrs. A.L.Merlin Sheela

1. Meeting Objective

To conduct the International Women's Day

2. Attendees

Name	Department	E-mail	Phone
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List enclosed

3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"><li>To invite a resource person</li><li>To frame the program schedule</li></ul>	10.30 am to 11:30 am

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

Description	To be Prepared by
Constitutional provisions - AICTE	Principal



**STELLA MARY'S COLLEGE OF ENGINEERING**  
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202.

SMCE/ICC/FM-05/MGAA/05/2019  
2018 - 2019 (Odd/Even)


S.No.	Name	2. Signature		
		Designation	Department	Signature
1.	Mrs.A.L.Merlin Sheela	Asst. Prof	S&H	
2.	Mr. S.A.Edward Dhas	Asst.Prof	MECHANICAL	
2.	Mr. Saravanan M.R.	Asst.Prof	EEE	
3.	Mr. Michael Franklin N	Asst.Prof	ECE	
4.	Mr.S.Ravi Kumar	Asst.Prof	CIVIL	
5	Mrs. A. Ann Romalt	Asst.Prof	CSE	
6	Dr. M. Freeda	Asst.Prof	S&H	

## MEETING MINUTES

15/2/2019

<b>Meeting Name:</b>	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
<b>Date of Meeting:</b> (MM/DD/YYYY)	15/2/2019	<b>Time:</b>	10:30 am to 11:30am
<b>Minutes Prepared By:</b>	Mrs A L Merlin Sheela	<b>Location:</b>	Principal's Office
<b>1. Meeting Objective</b>			
To conduct a program related to women empowerment.			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
List Enclosed			
<b>3. AGENDA ITEM</b>	<b>4. DISCUSSION/ISSUES/DECISIONS</b>	<b>5. ACTION TO BE TAKEN / COMMITMENTS/REMARKS</b>	<b>6. Date of Item completion</b>
To invite a resource person	<ul style="list-style-type: none"> <li>Discussions were made for inviting a resource person for the program and decided to have Mrs. R.K. Madhumathi, Asst.Prof, Civil as the resource person.</li> <li>Planned to have the program on 20<sup>th</sup> February 2019.</li> <li>The heads were asked to send the girl students of their departments for the program</li> </ul>	<ul style="list-style-type: none"> <li>For the Civil department Mrs. S.Indira was selected as the ICC member.</li> <li>Inviting Mrs. R.K. Madhumathi, Asst.Prof., Civil for the program</li> <li>Information should be given to the departments through the circular</li> </ul>	immediate
To frame the program schedule	<ul style="list-style-type: none"> <li>The representatives should interact with all the girl students of their respective departments and get their views about the program.</li> <li>To have a open discussion with the students related to their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Empowering the students at various levels of learning to bring success in personal and academic activities.</li> <li>Feedback from every representative is considered for further development in the process.</li> </ul>	immediate

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting: (MM/DD/YYYY)	15/2/2019	Time:	10:30 am to 11:30am
Minutes Prepared By:	Mrs.A.L.Merlin Sheela	Location:	Principal's Office
<b>Summary of Review Outputs</b>			
The responsibilities of the Internal Compliance Cell members for having the program in a successful manner were discussed.			
<b>7. Next Meeting (if applicable)</b>			
Date: (MM/DD/YYYY)	-----	Time:	-----
Objective:	-----		

Signature: .....

Meeting Documentor

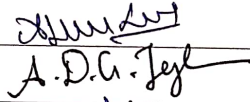
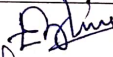
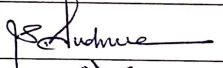

Date: ...15/2/19.....

Signature: .....

Principal

Date: ...15/2/19.....

## 2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1	Mrs.A.L.MerlinSheela	Asst.Prof	S&H	
2	Mrs. A. Darcy Gnana Jegha	Asst.Prof	EEE	
3	Mrs. A.B.Evanjalin	Asst.Prof	ECE	
4	Mrs. S. Indira	Asst.Prof	CIVIL	
5	Mrs.Mamitha	Asst.Prof	CSE	





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SMCE/ICC/FM-04/MGAA/04/2019  
2018 - 2019 (Odd/Even)

**MEETING AGENDA**

Date: 14/2/2019

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting:	15.2.2019	Time:	10:00 am to 11:00 am
Meeting Chair:	Dr R Suresh Premil Kumar	Location:	Principal's Office
Meeting Facilitator:	Mr P. Renjitham		
Meeting Minute Taken:	Mrs. A.L.Merlin Sheela	Meeting Documenter:	Mrs. A.L.Merlin Sheela

**1. Meeting Objective**

To conduct a program related to women empowerment

**2. Attendees**

Name	Department	E-mail	Phone
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List enclosed

**3. Meeting Agenda**

Topic	Time
<ul style="list-style-type: none"><li>To invite a resource person</li><li>To frame the program schedule</li></ul>	10:00 am to 11:00 am

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

Description	To be Prepared by
Constitutional provisions - AICTE	Principal



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SMCE/ICC/FM-04/MGAA/04/2019  
2018 - 2019 (Odd/Even)

2. Signature

S.No.	Name	Designation	Department	Signature
1.	Mrs.A.L.Merlin Sheela	Asst. Prof	S&H	
2.	Mr. S.A.Edward Dhas	Asst.Prof	MECHANICAL	
2.	Mr. Saravanan M.R.	Asst.Prof	EEE	
3.	Mr. Michael Franklin N	Asst.Prof	ECE	
4.	Mr.S.Ravi Kumar	Asst.Prof	CIVIL	
5	Mrs. A. Ann Romalt	Asst.Prof	CSE	
6	Dr. M. Freeda	Asst.Prof	S&H	

## MEETING MINUTES

8/2/2018

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting: (MM/DD/YYYY)	8/2/2018	Time:	10:30 am to 11:30am
Minutes Prepared By:	Mrs.A.L.Merlin Sheela	Location:	Principal's Office

**1. Meeting Objective**

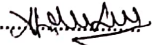
To conduct a program related to women empowerment.

**2. Attendance at Meeting**

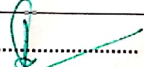
Name	Department	E-mail	Phone
List Enclosed			

3. AGENDA ITEM	4. DISCUSSION / OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
To invite a resource person	<ul style="list-style-type: none"> <li>Discussions were made for inviting a resource person for the program and decided to have Dr. R. Reena Daphne, Asst.Prof EEE as the resource person.</li> <li>Planned to have the program on 14<sup>th</sup> February 2018.</li> <li>The heads were asked to send the girl students of their departments for the program</li> </ul>	<ul style="list-style-type: none"> <li>For the Civil department Mrs. S.Indira was selected as the ICC member.</li> <li>For the Civil department Ms. Sherlin Jesu Dhas was selected as the ICC member.</li> <li>Inviting Dr. R. Reena Daphne, Asst.Prof EEE for the program</li> <li>Information should be given to the departments through the circular</li> </ul>	immediate

<b>Meeting Name:</b> INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)			
<b>Date of Meeting:</b> (MM/DD/YYYY) 8/2/2018		<b>Time:</b> 10:30 am to 11:30am	
<b>Minutes Prepared By:</b> Mrs. A.L. Merlin Sheela		<b>Location:</b> Principal's Office	
To frame the program schedule		<ul style="list-style-type: none"> <li>The representatives should interact with all the girl students of their respective departments and get their views about the program.</li> <li>To have a open discussion with the students related to their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Empowering the students at various levels of learning to bring success in personal and academic activities.</li> <li>Feedback from every representative is considered for further development in the process.</li> </ul>
<b>Summary of Review Outputs</b> The responsibilities of the Internal Compliance Cell members for having the program in a successful manner were discussed.			immediate
<b>7. Next Meeting (if applicable)</b>			
<b>Date:</b> (MM/DD/YYYY)	-----	<b>Time:</b>	-----
<b>Objective:</b>		-----	

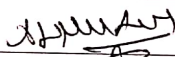

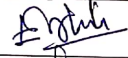
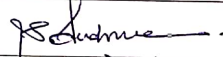

Signature: 

Meeting Documentor  
 Date: 8/2/18

Signature: 

Principal  
 Date: 08.02.18

## 2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1	Mrs.A.L.MerlinSheela	Asst.Prof	S&H	
2	Ms. Sherlin Jesu Dhas	Asst.Prof	EEE	
3	Mrs. A.B.Evanjalin	Asst.Prof	ECE	
4	Mrs. S. Indira	Asst.Prof	CIVIL	
5	Mrs.Mamitha	Asst.Prof	CSE	



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2017 - 2018 (Odd/Even)

**MEETING AGENDA**

Date: 7/2/2018

<b>Meeting Name:</b>	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
<b>Date of Meeting:</b> (DD/MM/YYYY)	8/2/2018	<b>Time:</b>	10:00 am to 11:00 am
<b>Meeting Chair:</b>	Dr.R Suresh Premil Kumar	<b>Location:</b>	Principal's Office
<b>Meeting Facilitator:</b>	Mr.P Renjitham		
<b>Meeting Minute Taker:</b>	Mrs. A.L.Merlin Sheela	<b>Meeting Documenter:</b>	Mrs. A.L.Merlin Sheela

**1. Meeting Objective**

To conduct a program related to women empowerment

**2. Attendees**

Name	Department	E-mail	Phone
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List enclosed

**3. Meeting Agenda**

Topic	Time
<ul style="list-style-type: none"><li>To invite a resource person</li><li>To frame the program schedule</li></ul>	10:00 am to 11:00 am

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

Description	To be Prepared by
Constitutional provisions - AICTE	Principal



STELLA MARY'S COLLEGE OF ENGINEERING  
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202.

SMCE/ICC/FM-03/MGAA/03/2018  
2017 - 2018 (Odd/Even)

2. Signature

S.No.	Name	Designation	Department	Signature
1.	Mrs.A.L.Merlin Sheela	Asst. Prof	S&H	
2.	Mr. S.A.Edward Dhas	Asst.Prof	MECHANICAL	
2.	Mr. Saravanan M.R.	Asst.Prof	EEE	
3.	Mr. Michael Franklin N	Asst.Prof	ECE	
4.	Mr. Prakash Arul Jose	Asst.Prof	CIVIL	
5	Mrs. A. Ann Romalt	Asst.Prof	CSE	
6	Dr. M. Freeda	Asst.Prof	S&H	



**MEETING MINUTES**

3/2/2017

<b>Meeting Name:</b>	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
<b>Date of Meeting:</b> (MM/DD/YYYY)	3/2/2017	<b>Time:</b>	11:30 am to 12:30pm
<b>Minutes Prepared By:</b>	Mrs A.L.Merlin Sheela	<b>Location:</b>	Principal's Office

**Meeting Objective**

To conduct a program related to women empowerment.

**Attendees Meeting**

Name	Department	E-mail	Phone
List Enclosed			

Agenda	Discussion / Outcomes / Decisions	Actions to be Taken (If any, to be required)	Time Frame (If any)
To invite a resource person	<ul style="list-style-type: none"> <li>Discussions were made for inviting a resource person for the program and decided to have Dr. R. Reena Daphne, Asst.Prof EEE as the resource person.</li> <li>Planned to have the program on 8<sup>th</sup> February 2017.</li> <li>The heads were asked to send the girl students of their departments for the program</li> </ul>	<ul style="list-style-type: none"> <li>For the Civil department Mrs. Sworna K. Jancy Bai was selected as the ICC member.</li> <li>Inviting Dr. R. Reena Daphne, Asst.Prof EEE for the program</li> <li>Information should be given to the departments through the circular</li> </ul>	immediate
To frame the program schedule	<ul style="list-style-type: none"> <li>The representatives should interact with all the girl students of their respective departments and get their views about the program.</li> <li>To have an open discussion with the students related to their needs.</li> </ul>	<ul style="list-style-type: none"> <li>Empowering the students at various levels of learning to bring success in personal and academic activities.</li> <li>Feedback from every representative is considered for further development in the process.</li> </ul>	immediate






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
SMCE/ICC/FM-02/MGMS/02/2017  
2016 - 2017 (Odd/Even)

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting: (MM/DD/YYYY)	3/2/2017	Time:	11:30 am to 12:30pm
Minutes Prepared By:	Mrs. A.L. Merlin Sheela	Location:	Principal's Office
<b>Summary of Review Outputs</b> The responsibilities of the Internal Compliance Cell members for having the program in a successful manner were discussed.			
<b>7. Next Meeting (if applicable)</b>			
Date: (MM/DD/YYYY)	-----	Time:	-----
Location:	-----		
Objective:	-----		

Signature: 

Meeting Documentor

Date: 3/2/17.....

Signature: 

Principal

Date: 3/2/17.....



2. Attendance at Meeting

S.No.	Name	Designation	Department	Signature
1	Mrs.A.L.MerlinSheela	Asst.Prof	S&H	
2	Mrs. A. Darcy Gnana Jegha	Asst.Prof	EEE	
3	Mrs. A.B.Evanjalin	Asst.Prof	ECE	
4	Mrs. Sworna K. Jancy Bai	Asst.Prof	CIVIL	
5	Mrs.Mamitha	Asst.Prof	CSE	



MEETING AGENDA

Date: 1/2/2017

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL) - INSTATEMENT AND PLANNING		
Date of Meeting: (DD/MM/YYYY)	3/2/2017	Time:	10:00 am to 11:00 am
Meeting Chair:	Dr.R.Suresh Premil Kumar	Location:	Principal's Office
Meeting Facilitator:	Mr.P.Renjitham		
Meeting Minute Taker:	Mrs. A.L.Merlin Sheela	Meeting Documenter:	Mrs. A.L.Merlin Sheela

1. Meeting Objective

To conduct a program related to women empowerment

2. Attendees

Name	Department	E-mail	Phone
List enclosed			

3. Meeting Agenda

Topic	Time
<ul style="list-style-type: none"><li>To invite a resource person</li><li>To frame the program schedule</li></ul>	10:00 am to 11:00 am

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

Description	To be Prepared by
Constitutional provisions - AICTE	Principal



STELLA MARY'S COLLEGE OF ENGINEERING  
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202.

SMCE/ICC/FM-02/MGAA/02/2017  
2016 - 2017 (Odd/Even)

S.No.	Name	Designation	Department	Signature
1.	Mrs.A.L.Merlin Sheela	Asst. Prof	S&H	
2.	Mr. S.A.Edward Dhas	Asst.Prof	MECHANICAL	
2.	Mr. Saravanan M.R.	Asst.Prof	EEE	
3.	Mr. Michael Franklin N	Asst.Prof	ECE	
4.	Mrs. K.Kavitha	Asst.Prof	CIVIL	
5.	Mrs. A. Ann Romalt	Asst.Prof	CSE	
6.	Dr. M. Freeda	Asst.Prof	S&H	