

Academic Year 2014-2015





# STELLA MARY'S COLLEGE OF ENGINEERING

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

SMCE/OEADTN/FM-45L/01/MGAA-GRC  
2014 - 2015 (Odd/Even)

SMCE/GRC/01/2014

## CIRCULAR-

## MEETING AGENDA

Date: 07-07-2014

Meeting Name:	Grievance redressal committee Meeting		
Date of Meeting: (DD/MM/YYYY)	08/07/2014	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
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 grievances and to take suitable measures	12.30PM

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

Description	To be Prepared by

Signature: .....

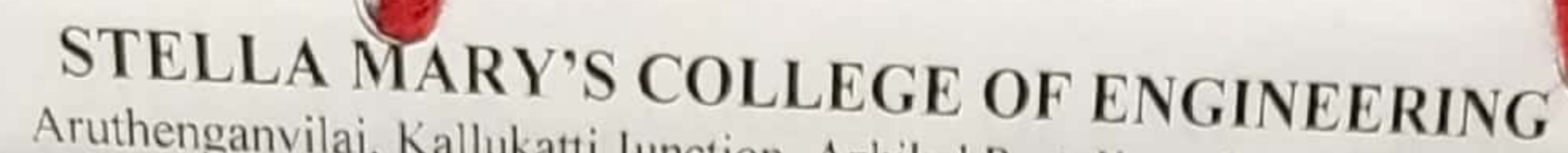
Meeting Documentor

Date: .....

Dr. R. Suresh Prasad Kumar, M.E., Ph.D  
Signature: .....  
STELLA MARY'S COLLEGE OF ENGINEERING  
ARUTHENGANVILAI, AZHICAL POST-629 202  
KANYAKUMARI DISTRICT  
Principal

Date: .....





SMCE/OEADTN/FM-46L/01/MGMS-GERL  
202. 2014 - 2015 (Odd/Even)

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SMCE/GERL/01 /2014

## MEETING MINUTES

Date:08/07/14

Meeting Name:	Meeting for Hostel Students (Girls)		
Date of Meeting: (MM/DD/YYYY)	08-07-2014	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 Girl 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: .....

D.R. SURESH PRASAD M.E., Ph.D.  
Principal

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ARUTHENGANVILAI, AZHICKAL POST-629 202  
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2014 - 2015 (Odd/Even)

SMCE/GERL/01 /2014

## MEETING MINUTES

Date: 08/07/14

Meeting Name:	Meeting for Hostel Students (Boys)		
Date of Meeting: (MM/DD/YYYY)	08-07-2014	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 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			





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2014 - 2015 (Odd/Even)

## Summary of Review Outputs

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

Signature: .....

Meeting Documenter

Date: .....

Signature: .....

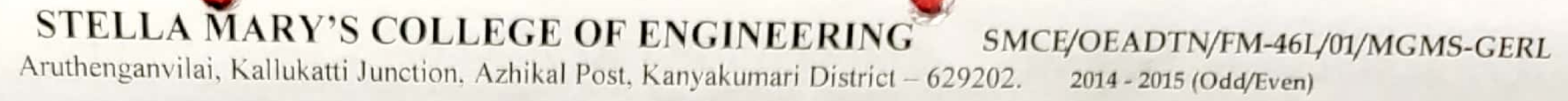
Principal

Dr. P. Suresh Kumar, M.E., Ph.D.  
Date: .....

PRINCIPAL

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



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