



STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Aruthenganvilai, Kallukatti Junction, Azhikkal Post, Kanyakumari District, Tamilnadu - 629 202

Website : www.stellamarys.in | E-mail : smce@outlook.com

Agenda of the 1st meeting of the Governing Council, to be held in the Chairman Cabi Mary's College of Engineering on 12th of January, 2013, 10.00AM

AGENDA

- 1.1 Approval, affiliation and recognition by AICTE, Anna University Chennai and DOTE, Chennai
- 1.2 Infrastructural facilities created and proposed
- 1.3 Preparation of the Guidelines, Rules and Regulations for Students, Faculty Members and Non-Teaching Staff and Policies to be implemented in the Institution for the smooth functioning.
- 1.4 Recruitment and approval of the Teaching Faculty and Non-Teaching Staff
- 1.5 Creating the Vision & Mission for the Institution
- 1.6 Preparation of Organization Chart
- 1.7 Library requirement
- 1.8 Hostel requirement
- 1.9 Nomination of Secretary, Vice Chairman, Chief Executive Officer, Director & Member Secretary
- 1.10 Term of Conduct of Governing Council Meetings
- 1.11 Nomination of Convener for the conduct of Governing Council Meetings
- 1.12 Constitution of Planning & Monitoring Board
- 1.13 Creation of Manual of Administration
- 1.14 Submission of Budget for the Academic year 2013-2014
- 1.15 Salary Structure to be implemented

The members of the committee are

Name	Position
Mr. Nazerath Charles	Chairman
Mrs. Mary Stella Charles	Secretary
Mrs. Sumitha Nazerath Charles, M.B.A.	Vice Chairman
Mr. J. Carol Judeson, B.E., M.B.A.	Chief Executive Officer
Mr. P. Renjitham, M.A., M. Phil.	Director
Dr. R. Suresh Premil Kumar M.E., Ph.D.	Member & Secretary



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Minutes of the 1st meeting of the Governing council, held in the Chairman Cabin, Stella Mary's College of Engineering on 12th of January 2013, 10.00 AM

The Principal formally welcomed the Chairman and all members of the Governing Council and presented the detailed agenda. The Governing council has considered it item-wise and deliberated as highlighted below.

1.1 Approval, affiliation and recognition by AICTE, Anna University Chennai and DOTE, Chennai

Resolution:

Chairman advised the Principal to look after the Approval process by AICTE, Affiliation of the college by Anna University Chennai, and all the work related to DOTE.

1.2 Infrastructural facilities created and proposed

Resolution:

Principal presented that the infrastructural facilities is sufficient for conducting the first year classes and suggested to include new block for the future.

Governing Council members accepted and advised the Principal to submit the necessary details in order to start the work.

1.3 Preparation of the Guidelines, Rules and Regulations for Students, Faculty Members and Non-Teaching Staff and Policies to be implemented in the Institution for the smooth functioning

Resolution:

The members of Governing Council instructed the Principal to bring out a well drafted standard guideline, rules and regulations for Students, Faculty Members & Non-Teaching Staff, Policies to be implemented in the Institution for the smooth functioning and submit for approval.

1.4 Recruitment and approval of the Teaching Faculty and Non-Teaching Staff

Resolution:

As per the direction of the Chairman, it was resolved to advertise, conduct an interview, identify the eligible candidates, prepare a selection list for the positions and finally submit for approval.

1.5 Creating the Vision & Mission for the Institution

Resolution:

Chairman instructed the Principal that vision and mission of the Institution should be framed which will include the words like 'needs of the society'.

1.6 Preparation of Organization Chart

Resolution:

Chairman instructed the Principal to prepare the organization chart. The Principal discussed with the members that the organization chart will represent the hierarchical positions to be followed for the smooth functioning of the institution.

1.7 Library requirement

Resolution:

Principal presented the details of requirement for the library. Chairman and the Governing Council members approved the requirements to be fulfilled.

1.8 Hostel requirement

Resolution:

Principal appraised the requirement of hostel to accommodate the boys and girls separately with all facilities. The GC members accepted and approved the requirement and stated that it would be completed by the first week of July, 2013.

1.9 Nomination of Secretary, Vice Chairman, Chief Executive Officer, Director & Member Secretary

Resolution:

Chairman instructed the following members invited for the meeting to serve as
1. Mrs. Mary Stella Charles - Secretary, 2. Mrs. Sumitha Nazerath Charles - Vice Chairman
3. Mr. J. Carol Judeson - Chief Executive Officer 4. Mr. P. Renjitham – Director, 5. Dr. R. Suresh Premil Kumar-Member & Secretary.

1.10 Term of conduct of Governing Council Meetings

Resolution:

Meetings of the Governing Council will be conducted for a minimum of 2 times in a year

1.11 Nomination of Convener for the conduct of Governing Council Meeting

Resolution:

The members of the Governing Council instructed the Principal to serve as the Convener for the conduct of all the Governing Council Meetings and the Chairman approved it.

1.12 Constitution of Planning & Monitoring Board

Resolution:

The members of the Governing Council instructed the Principal to constitute a planning and monitoring board for the college and submit the decisions taken to the Governing Council.

1.13 Creation of Manual of Administration

Resolution:

Principal stress the need for creation of Manual of Administration for the effective functioning of the institution

1.14 Submission of Budget for the Academic year 2013-2014

Resolution:

Principal presented the Budget proposal for the Academic year 2013-2014. The Governing Council members went through and approved for processing.

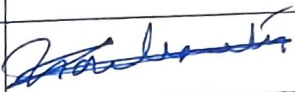
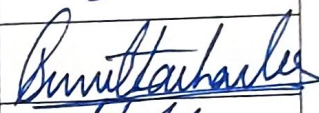

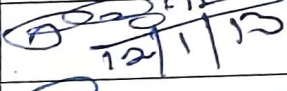
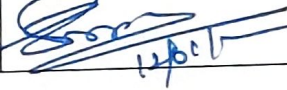
1.15 Salary Structure to be implemented

Resolution:

Principal stress the need for implementation of the salary structure to be followed in the Institution and the increment to be paid every year. Governing Council approved the same and instructed to create the salary structure and get the approval. The structure prescribed by AICTE to be followed.

First meeting of the Governing Council, held in the Chairman Cabin, Stella Mary's College of Engineering on 12th of January, 2013, 10.00AM

Attendance at the Meeting

Name	Position	Signature
Mr. Nazerath Charles	Chairman	
Mrs. Mary Stella Charles	Secretary	Mary Stella Charles
Mrs. Sumitha Nazerath Charles, M.B.A.	Vice Chairman	
Mr. J. Carol Judeson, B.E., M.B.A.	Chief Executive Officer	
Mr. P. Renjitham, M.A., M. Phil.	Director	 12/1/13
Dr. R. Suresh Premil Kumar M.E., Ph.D.	Member & Secretary	 12/1/13