

## STELLA MARY'S COLLEGE OF ENGINEERING

[Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai, Accredited by NAAC, Accredited by NBA-(Mech & CSE)]

Aruthanganvillal, Kallukattil Junction, Azhikal Post, Kanyakumari District, Tamil Nadu - 629 202.

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Ref: SMCE/OEDTN/OR/ICC/02/2023

08.09.2023

## OFFICE ORDER

**Sub : Reconstitution of Internal Complaints Committee for the Academic Year 2023-2024**

**Ref :** (1) All India Council for Technical Education Part III, Section IV (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WII/2016/01 dated 10<sup>th</sup> June, 2016

(2) University Grants Commission (prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 vide No. F. 91-1/2013(TFGS) dated 2<sup>nd</sup> May 2016

Internal Complaints Committee for the Academic Year 2023-2024 is reconstituted with the following members and approved by the Governing Council on 20<sup>th</sup> July 2023

SL No	Name	Designation	Dept.	Position
1.	Mrs. A. L. Merlin Sheela	Assoc. Professor	Maths (S & H)	Convener
2	Mrs.S. Indira	Asst. Professor	Civil	Member
3	Mrs. S. Mamitha	Asst. Professor	CSE	Member
4	Mrs. A. B. Evanjalini	Asst. Professor	ECE	Member
5	Mrs. I. SabareesaPriya	Asst. Professor	EEE	Member
6	Dr. M. Siva Prakash	Professor	Mechanical	Member
7	Mrs. K. Mary Asha	Asst. Professor	MBA	Member
8	Ms. S. L. Jishma	Asst. Professor	MBA	Member
9	Ms. S. Usha Kumari	Deputy Warden	Ladies Hostel	Member
10	Ms. A.Abisha	Receptionist	Office	Member
11	Mrs. Y. JenithaYesudhas	Rotarian		Member
12	Mrs. A.J. Sreeja	Advocate (Contact No: 6374273837)		Member



**PRINCIPAL**  
Dr. R. SURESH KUMAR  
**PRINCIPAL**  
STELLA MARY'S COLLEGE OF ENGINEERING  
ARUTHENGANVILAI AZHICKAL POST-628 201  
KANNIYAKUMARI DISTRICT

Approved by A.I.C.T.E. New Delhi vide F. No. Southern/2012/1-798094521 Dt. 18/09/2012 and  
Affiliated to Anna University, Chennai vide Lr.No. 089/CAI/AFFILN/2012-13 Dt. 15.11.2012



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SMCE/ICCFM-05/MCA/A/02/2022  
2021 - 2022 (Odd/Even)

## MEETING AGENDA

Date: 21/2/2022

Meeting Name:	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
Date of Meeting: (DD/ MM /YYYY)	31/2/2022	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 awareness program for both boys and girls

### 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 discuss about the topics for the session.</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



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Amruthengam Road, Kalbhakatti Junction, Azhikal Post, Kanyakumari District - 629202.

SMCE/IC/EM-01/MG.A/M02/2022  
2021 - 2022 (Ordinary Exams)

**2. Signature**

S.No.	Name	Designation	Department
1.	Adv. R. Anette Allwyn	Advocate/Arbitrator	
2.	Mrs. A.L. Merlin Sheela	Asst. Prof	S&H
3.	Dr. J. Jenix Rino	Asso. Prof	MECHANICAL
4.	Dr. R. Reena Daphne	Asso. Prof	EEE
5.	Mr. Michael Franklin N	Asso. Prof	ECE
6.	Mr. Ravi Kumar	Asso. Prof	CIVIL
7.	Dr. F. Shiny Malar	Asso. Prof	CSE
8.	Mrs. I. Sabarasa Priya	Asst. Prof	EEE
9.	Mrs. A. B. Evangelina	Asst. Prof	ECE
10.	Mrs. Indra	Asst. Prof	CIVIL
11.	Mrs. S. Manitha	Asst. Prof	CSE





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12.	Ms.Usha	Girls Hostel Warden	CSE
13.	Dr. M. Siva Prakash	Professor	Mech
14.	Mrs. Helen	Librarian	
15.	Karthika Devi		CSE/I
16.	Kannmani		Civil/I

**MEETING MINUTES**

**3/2/2022**

<b>Meeting Name:</b>	INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)		
<b>Date of Meeting:</b> (MM/DD/YYYY)	3/2/2022	<b>Time:</b>	10:30 am to 11:30 am
<b>Minutes Prepared By:</b>	Mrs.A.L.Merlin Sheela	<b>Location:</b>	Principal's Office

**1. Meeting Objective**

To conduct the awareness program for both boys and girls

**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 conduct the program by the students</li> <li>Planned to have the program on 8<sup>th</sup> February 2022</li> <li>Planned to have first year girl students for the program.</li> </ul>	<ul style="list-style-type: none"> <li>Staff are asked to search for the resource persons to address the students regarding these topics.</li> </ul>	immediate
To discuss about the topics for the session	<ul style="list-style-type: none"> <li>It is planned to have the topics as "Awareness about drug addiction" for boys and "Women Empowerment and Sexual Harassment in Work Places" for girls</li> </ul>	<ul style="list-style-type: none"> <li>The first year students can be invited to attend this program.</li> </ul>	immediate

**Summary of Review Outputs**

The responsibilities of the Internal Compliance Cell members for having the program in a successful manner were discussed.

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 2021 - 2022 (Odd/Even)

<b>Meeting Name:</b>		INTERNAL COMPLIANCE CELL (WOMEN EMPOWERMENT CELL)			
<b>Date of Meeting:</b> (MM/DD/YYYY)	3/2/2022	<b>Time:</b>		10:30 am to 11:30 am	
<b>Minutes Prepared By:</b>	Mrs. A.L. Merlin Sheela	<b>Location:</b>		Principal's Office	
<b>7. Next Meeting (if applicable)</b>					
<b>Date:</b> (MM/DD/YYYY)		<b>Time:</b>		<b>Location:</b>	
<b>Objective:</b>					

**Signature:** .....

**Meeting Documentor**

**Date:** .....

**Signature:** .....

**Principal**

**Date:** .....

**2. Attendance at Meeting**

S.No.	Name	Designation	Department
1.	Adv. R. Anetter Allwyn	Advocate/Arbitrator	
2.	Mrs. A.L. Merlin Sheela	Asst. Prof	S&H
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12.	Mrs. S. Marnitha	Asst.Prof	CSE
13.	Ms.Usha	Girls Hostel Warden	CSE
14.	Dr. M. Siva Prakash	Professor	Mech
15.	Mrs. Helen	Librarian	
16.	Karthika Devi		CSE/I
17.	Kanmani		Civil/I