



STELLA MARY'S COLLEGE OF ENGINEERING

[Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai, Accredited by NAAC, Accredited by NBA-(Mech & CSE)]
Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District, Tamil Nadu - 629 202.
www.stellamaryscoe.edu.in | email : info@stellamaryscoe.edu.in
Tel. No. : 04652-239122 | Mob.: 7402707773

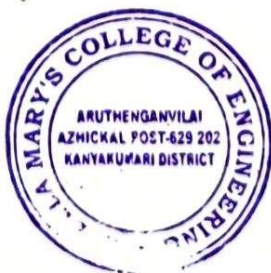
Ref: SMCE/OEDTN/OR/01/2023


08.09.2023

OFFICE ORDER

The Youth Red Cross committee is reconstituted with the following members with immediate effect till further orders.

Sl. No	Name	Designation	Dept.	Position
1.	Mr. P.Vijayan	Asst. Professor	Mech	Convener
2	Dr. M.Supriya	Asst. Professor	CSE	Member
3	Mrs. M.E.ShajiniSheeba	Asst. Professor	EEE	Member
4	Mr. Salin Raj. S. S	Asst. Professor	Chemistry (S&H)	Member
5	Mr. G. Biju George	Asst. Professor	ECE	Member
6	Mr. T.Santhose	Physical Director	Physical Education	Member
7	Ms. S. Alciya	Asst. Professor	AI & DS	Member
8	Mr. T. Ragin	Asst. Professor	Civil	Member
9	Mrs. N. Agnes Flora	Asst. Professor	Civil	Member




Professor & Principal
Dr. R. Sarash P. Menil Kumar M.E., Ph.D.
PRINCIPAL
STELLA MARY'S COLLEGE OF ENGINEERING
ARUTHENGANVILAI AZHICKAL POST-629 202
KANYAKUMARI DISTRICT



MEETING AGENDA

Date: 17/08/2022

Meeting Name:	YOUTH RED CROSS		
Date of Meeting: (DD/MM/YYYY)	17/08/2022	Time:	3.50 PM-4.30 PM
Meeting Chair:	Dr. SURESH PREMIL KUMAR R	Location:	YRC Cell
Meeting Facilitator:	Dr. SURESH PREMIL KUMAR R		
Meeting Minute Taker:	Mr. P.VIJAYAN	Meeting Documenter:	Mr. P.VIJAYAN

1. Meeting Objective

To discuss about activities have to be done by YRC

2. Attendees

Name	Department	E-mail	Phone
YRC Programme Advisory Committee Members			

3. Meeting Agenda

Topic	Time
1. To discuss and finalyze about the YRC Action plan for the academic year 2022-2023.	
2. To discuss about the selection of YRC volunteers in 1 st year students.	

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

Description	To be Prepared by
Action Plan (2022-2023)	Mr. P.VIJAYAN

Signature:

YRC Program Officer

Date: 23/8/2022

Signature:

Principal

Date:

**STELLA MARY'S COLLEGE OF ENGINEERING**

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District – 629202. 2022 - 2023

SMCE/CSAY-YRC/FM-60I/01/MGMS

Odd

MEETING MINUTES

Meeting Name:	YOUTH RED CROSS		
Date of Meeting: (MM/DD/YYYY)	17/08/2022	Time:	3.50 PM-4.30 PM
Minutes Prepared By:	Mr. P.VIJAYAN	Location:	YRC Cell
1. Meeting Objective			
1. To discuss about activities have to be done by YRC			
2. Attendance at Meeting			
Name	Department	E-mail	Phone
YRC Programme Advisory Committee Members			
3. AGENDA ITEM		5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
1. YRC Action plan of academic year 2022-2023.		1. To be communicated to the Admin team for approval	Immediate
2. Selection of YRC volunteers from 1 st year students.		2. Collect the name of the YRC students Volunteer from 1 st year all departments.	22.08.2022
4. DISCUSSION/OUTCOMES / DECISIONS			
<ul style="list-style-type: none">Discussed with the YRC Programme Advisory Committee Members about the Action plan and programs to be done in the academic year 2022-2023.Instructed all the members from each department to collect the willingness form from the volunteer's students.			
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	-	Time:	-
Location:	-		
Objective:	-		

Signature:
Meeting Documenter

Date: 28/8/22







Signature:
Program Officer

Date: 28/8/22

Signature:
Principal

Date:

**Attendance at Meeting****Date: 17-08-2022**

S.No.	Name	Designation	Department	Signature
1.	Dr.R SURESH PREMIL KUMAR	PRINCIPAL	-	
2.	P VIJAYAN	ASSISTANT PROFESSOR	MECH	
3.	M E SHAJINI SHEEPA	ASSISTANT PROFESSOR	EEE	
4.	SREE KUMARA GANAPATHY	ASSISTANT PROFESSOR	CIVIL	
5.	Dr.M SUPRIYA	ASSISTANT PROFESSOR	CSE	
6.	BENSIGER.K.M	ASSISTANT PROFESSOR	FIRST YEAR	
7.	R RAJU	LAB ASSISTANT	ECE	