



# STELLA MARY'S COLLEGE OF ENGINEERING


(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai, Accredited by NAAC & NBA (Mech&CSE))  
Aruthenganvilai, Kallukatti Junction Azhikal Post, Kanyakumari District-629202, Tamil Nadu


## ACTION TAKEN REPORT

Follow-up action and action taken report on the minutes of the last meeting held on 17-12-2022

| S.No | Plan of action                                   | Steps taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Discussion on ATR based on previous IQAC meeting | <ul style="list-style-type: none"><li>a. Seed money scheme has been implemented effectively.</li><li>b. IQAC has carried out the audit.</li><li>c. Regular monitoring of the classes and facilities were done through DRM.</li><li>d. A significant number of faculty have had their papers published in esteemed journals.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2    | Review of academic feedback                      | <p><b>From Students:</b></p> <ul style="list-style-type: none"><li>a. Faculty were instructed to adopt Experiential learning and model-based learning as a teaching aid to provide sufficient practical exposure.</li><li>b. The students are given adequate exposure on recent softwares by introducing certificate course and value-added course</li><li>c. The Students are advised to organize and participate in conference, seminars and symposiums that are relevant to current technologies.</li><li>d. The students are encouraged to do joint research with the industries to learn the working principles and to do field projects and internship.</li></ul> <p><b>From Faculty:</b></p> <ul style="list-style-type: none"><li>a. The faculty and students are advised to sign MoU with industries and to undergo implant training in those companies</li><li>b. The introduction of value added courses and certificate courses are recommended and will be taken to Board of Studies for approval to improve the life skills and courses, relevant to current technologies.</li><li>c. Content beyond syllabus and experiential learning through Lab is recommended and approved to have a good balance between theory and lab.</li></ul> |

|   |                               |                                                                                                                                                                                                                                                                                                                                                                                                   |
|---|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                               | <p><b>From Employers:</b><br/>The students are instructed to learn the working principles of industries by doing inplant training and internship and also to do field projects in collaboration with industries.</p> <p><b>From Alumni:</b><br/>The students will be given opportunity to interact with employers and entrepreneurs through expert lectures, seminars and industrial training</p> |
| 3 | Maintenance of lab equipments | The laboratory incharge has identified and compiled a list of equipment requiring repair and maintenance. Measures are underway to expedite the completion of the work.                                                                                                                                                                                                                           |
| 4 | Internship/Inplant training   | The majority of students participated in in-plant training or internships at esteemed organizations.                                                                                                                                                                                                                                                                                              |

  
**IQAC COORDINATOR**  
 Co-ordinator IQAC  
 Stella Mary's College of Engineering  
 Aruthenganvilal, Azhikal Post  
 Kanyakumari District - 629 202

  
**PRINCIPAL**  
 Dr. S. Suresh Premil Kumar  
 PRINCIPAL  
 STELLA MARY'S COLLEGE OF ENGINEERING  
 ARUTHENGANVILAL, AZHICKAL POST-629 202  
 KANYAKUMARI DISTRICT





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www.stellamaryscoe.edu.in | email : info@stellamaryscoe.edu.in  
Tel. No. : 04652-239122 | Mob.: 7402707773

Date: 25.07.2023

## Agenda of the 21<sup>st</sup> meeting of the Governing Council, held in the Chairman Cabin, Stella Mary's College of Engineering on 25<sup>th</sup> of July, 2023, 4.00PM

### AGENDA

The agenda to be discussed at this meeting,

- 21.0 Review of minutes and submission of September 2022
- 21.1 Induction of Dr. Jenix Rhino as Director in Governing Council
- 21.2 Conduct of Graduation Day for the 2022 passed out Students
- 21.3 To discuss about the Admissions 2024-25
- 21.4 Appointment of a Faculty with Ph.D with specialization in Industrial Safety Engineering
- 21.5 Proposal for the conduct of International Conference for the Department of Mechanical Engineering
- 21.6 Proposal the conduct of SAE Bicycle design Workshop in the month of October 2023
- 21.7 Submission of Audited report for the year 2022-23.
- 21.8 Maintenance of Infrastructure
- 21.9 Purchase of Books for Library
- 21.10 Purchase of additional buses
- 21.11 Purchase of Computers to strengthen the Simulation lab of ECE and CSE computer lab..
- 21.12 Any other matter with permission of the Chairman, Governing Body.
- 21.13 Review of the Activities of the College – 2022-23.
- 21.14 Feedback from the Employees, Students, Alumni and Stakeholders received, action taken to resolve the issues if any.
- 21.15 Grievances received, action taken to resolve the issues if any
- 21.16 Conduct of External Financial Audit
- 21.18 Details of staff who resigned/relieved from service of the Institution since last meeting of GB
- 21.19 Details of teaching staff who joined the Institution since the last meeting of the Governing Body.
- 21.20 Details of non-teaching staff who joined the Institution since the last meeting of the Governing Body.

The members of the committee are

| Name                                                                                                                            | Position                |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Mr. Nazerath Charles                                                                                                            | Chairman                |
| Mrs. Sumitha Nazerath Charles, M.B.A.                                                                                           | Vice Chairman           |
| Mr. J. Carol Judeson, B.E., M.B.A.                                                                                              | Chief Executive Officer |
| Dr.J.Jenix Rino                                                                                                                 | Director                |
| Dr. R. Suresh Premil Kumar M.E., Ph.D.                                                                                          | Member & Secretary      |
| Dr. J. T. Winowlin Jappes M.E., Ph.D.,<br>Sr. Professor & Dean, (Mechanical),<br>Kalasalingam Academy of Research and Education | Academician             |
| Mr. M. Chandra Mohan<br>CTO, Nucifera-C, Chennai                                                                                | Industrial Expert       |

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Date: 25.07.2023

## **Minutes of the 21<sup>st</sup> meeting of the Governing Council, held in the Chairman Cabin, Stella Mary's College of Engineering on 25<sup>th</sup> of July, 2023, 4.00PM**

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

### **21.0 Review of minutes and submission of September 2022**

#### ***Resolution:***

The previous minutes was presented by the Principal and it was reviewed by Governing Council members and the action taken report was submitted.

### **21.1 Induction of Dr. Jenix Rhino as Director in Governing Council**

#### ***Resolution:***

With reference to the minutes of the 20<sup>th</sup> took over as the Director, Stella Mary's College of Engineering representing as a member of the Governing Council. The Governing Council Members welcomed him.

### **21.2 Conduct of Graduation Day for the 2022 passed out Students**

#### ***Resolution:***

Principal presented about the Convocation day finalized by Anna University in its campus for the students passed in 2022. In two months from this date Anna University will dispatch the Degree certificates so that the 6<sup>th</sup> Graduation Day can be conducted in October 2023. Governing Council members accepted the request and instructed the Principal to finalize the date after the receipt of the Degree Certificates.

### **21.3 To discuss about the Admissions process of 2023-24 and introduction of New Courses in 2024-25**

#### ***Resolution:***

Principal presented about the admission work carried out and the status of students admission options for this academic year and informed that large number of applicants submitted their registration forms to various programmes. Frequent enquiries related to programs offered by the





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Institution reflect on the popularity of the Institution. It also stressed the importance of Computer and Artificial Intelligence based courses. Hence it is suggested to have an additional intake for Artificial Intelligence & Data Science Course in the next Academic Year 2024-2025. The Council members appreciated and informed that based on the completion of Admission in this academic year it can be finalized to proceed for the additional intake in AI & DS.

## **21.4 Appointment of a Faculty with Ph.D with specialization in Industrial Safety Engineering** **Resolution:**

Principal presented the need for appointing a Faculty with specialization in Industrial Safety Engineering to strengthen the PG Course in Industrial Safety Engineering. The Governing Council members instructed the Principal to look into the applications received, Conduct interviews and submit the Selection Committee report for approval.

## **21.5 Proposal for the conduct of International Conference for the Department of Mechanical Engineering** **Resolution:**

Principal presented about the conduct of Conferences by all the department individually or in a integrated mode. Department of Mechanical Engineering has proposed to conduct the International Conference during September 2023. The Governing Council members informed Principal to submit the Budget Proposal in-order to finalize.

## **21.6 Proposal the conduct of SAE Bicycle design Workshop in the month of October 2023** **Resolution:**

Principal presented about the need for conducting SAE Bicycle design Workshop in the month of October 2023 in-order to bring out the hidden talents of the students thereby improving the innovative skills of the students. The Governing Council members appreciated and the Principal to submit the Budget Proposal and the infrastructure requirements in-order to finalize.

## **21.7 Submission of Audited report for the year 2022-23.** **Resolution:**

Principal presented the Audited report for the year 2022-23. The details are as follows

| Sl. No. | Financial Year | Budget                    | Amount (Rs.) | %     |
|---------|----------------|---------------------------|--------------|-------|
| 1       | 2022-23        | Proposed                  | 5,45,40500/- | 98.07 |
| 2       |                | Allotted                  | 5,34,91500/- |       |
| 3       |                | Utilized                  | 5,30,58897/- | 99.19 |
| 4       |                | Recurring Expenditure     | 4,60,32334/- |       |
| 5       |                | Non Recurring Expenditure | 70,26,563/-  |       |

The Governing Council members approved the same.

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## 21.8 Maintenance of Infrastructure

### *Resolution:*

Principal presented about the maintenance to be carried out in all the Engineering & Technology blocks, Administrative Block and hostels. It includes Clearing of leakages and Painting. The Governing Council members advised the Principal to submit the Budget in-order to approve.

## 21.9 Purchase of Books for Library

### *Resolution:*

Principal presented the requirement for the purchase of books for the library particularly for Management Studies, Computer Science & Engineering and Artificial Intelligence & Data Science in addition to the other disciplines. The Governing Council Members accepted the same and advised to submit the budget in-order to proceed.

## 21.10 Purchase of additional buses

### *Resolution:*

Principal presented the requirement of 2 number of buses for this academic year due to the increase in strength of Students in this academic year. The Governing Council Members accepted the same and advised to submit the budget in-order to proceed.

## 21.11 Purchase of Computers to strengthen the Simulation lab of ECE and CSE computer lab..

### *Resolution:*

Principal presented the requirement of Computers with the latest configuration to strengthen the ECE-Simulation laboratory and CSE Computer Laboratory so that it is compatible to the latest simulation softwares which has to be widely used in training and Project works. The Governing Council Members accepted the same and advised to submit the budget in-order to proceed.

## 21.12 Any other matter with permission of the Chairman, Governing Body.

With the permission of the Chairman, Principal presented the following inviting discussion from the members:

(I) To transform the College into a Centre of Excellence

After having detailed discussion and deliberations the following recommendations are made:-

- Since the College has a good number of doctorate degree holders inter disciplinary projects are to be undertaken.
- Faculties with more research output and publications shall be appreciated. Faculties are to be motivated to bring out more research publications.



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- Identify weak students and conduct remedial courses / bridge courses especially in Mathematics, Python Programming and Problematic subjects.
- PTA meeting shall be conducted in order to appraise, ensure regular attendance of students particularly the weak students and in the remedial coaching.
- Explore the possibilities of further strengthening an entrepreneurial start-up culture in the College.

(II) Functioning of Career Guidance and Placement Cell to be strengthened. The Governing Body recommended that the College shall attract more reputed companies and organizations so as to get placement to more students.

(III) Enhancing Research output Faculty shall be motivated to have more Research Projects from R & D organizations.

(IV) Collaboration with reputed Centers of Higher Education in and outside the country. The Governing Body appreciated the efforts made by the College in signing MoUs with the companies related to educational training and research. Also recommended to strengthen collaboration with industries in an effective manner.

## 21.13 Review of the Activities of the College – 2022-23.

Activities of the College under the period under report were presented through Power Point Presentation by the Principal.

- All the Departments have Smart Class Rooms, Computer facilities and also have Seminar / Conference Halls.
- A good number of International Publications are there on the credit of the faculty. Many have attended faculty development programmes and Short Term Courses.
- Departments have organized Faculty Development Programmes where teachers from other Colleges also attended.
- The total number of students of the College, as of now is 1018.
- The Placement Cell in the College is functioning effectively.
- The Committees such as Co-curricular, Extra-Curricular and Supporting Committees are functioning effectively with the main aim to bring out the talents of the students.





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**21.14 Feedback from the Employees, Students, Alumni and Stakeholders received, action taken to resolve the issues if any**

**Resolution:**

Principal presented about the feedbacks collected from the Employees, Students, Alumni and Stakeholders and the remedial steps taken to resolve the issues. The Governing Council members appreciated the initiative and asked the Principal to make it a routine process so that the expectations are satisfied in time.

**21.15 Grievances received, action taken to resolve the issues if any**

**Resolution:**

Principal presented about the Grievances received from the Employees, Students, and the steps taken to resolve the issues. The Governing Council members appreciated the initiative and asked the Principal to make it a routine process so that the requirements/issues if any are rectified in time.

**21.16 Conduct of External Financial Audit**

**Resolution:**

Principal presented about the outcomes of the financial Audit by external member. The Governing Council members appreciated the work done.

**21.17 Details of Sanctioned Post and Number of Faculty appointed**

| Academic Year | Sanctioned Post | Faculty Appointed |
|---------------|-----------------|-------------------|
| 2022-23       | 80              | 89                |


**21.18 Details of staff who resigned/relieved from service of the Institution since last meeting of GB**  
The Governing Body noted.

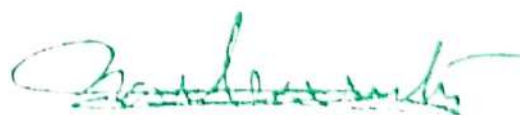
**21.19 Details of teaching staff who joined the Institution since the last meeting of the Governing Body.**

The Governing Body noted.

**21.20 Details of non-teaching staff who joined the Institution since the last meeting of the Governing Body.**

The Governing Body noted.

  
**Dr. Premil Kumar**  
Principal  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post,  
Kanyakumari District - 629 202.

  
**Approved by: Chairman**  
Chairman  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post,  
Kanyakumari District - 629 202.

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**21st meeting of the Governing Council, held in the Chairman Cabin, Stella Mary's College of Engineering on 25<sup>th</sup> of July, 2023, 4.00PM**

## **Attendance in the meeting**

| Name                                                                                                                      | Position                | Signature     |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------|
| Mr. Nazerath Charles                                                                                                      | Chairman                |               |
| Mrs. Sumitha Nazerath Charles, M.B.A.                                                                                     | Vice Chairman           |               |
| Mr. J. Carol Judeson, B.E., M.B.A.                                                                                        | Chief Executive Officer |               |
| Dr. J. Jenix Rino, M.E., M.B.A. Ph.D.                                                                                     | Director                |               |
| Dr. R. Suresh Premil Kumar M.E., Ph.D.                                                                                    | Member & Secretary      |               |
| Dr. J. T. Winowlin Jappes M.E., Ph.D., Sr. Professor & Dean, (Mechanical), Kalasalingam Academy of Research and Education | Academician             | <br>26/7/2024 |
| Mr. M. Chandra Mohan<br>CTO, Nucifera-C, Chennai.                                                                         | Industrial Expert       |               |



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Date: 03.09.2022

**Agenda of the 20<sup>th</sup> meeting of the Governing Council, to be held in the Chairman Cabin,  
Stella Mary's College of Engineering on 03<sup>th</sup> of September, 2022, 4.00PM**

**AGENDA**

- 20.0 Review of minutes and submission of Action taken report of Nineteenth Governing Council meeting held on 20 April 2022
- 20.1 Resignation of Mr.Rengitham, Director and replacement for the post of Director
- 20.2 To apply for NIRF
- 20.3 To discuss about the Admissions process and position of the Institution in 2022-23.
- 20.4 New Course & Additional intake
- 20.5 MSME incubation Centre in the campus
- 20.6 2 F and 12 B recognition for the Institution by UGC
- 20.7 Vision & Mission reframed
- 20.8 Feedback from the Employees, Students, Alumni and Stakeholders received, action taken to resolve the issues if any
- 20.9 Grievances received, action taken to resolve the issues if any
- 20.10 Conduct of External Financial Audit
- 20.11 Details of Sanctioned Post and Number of Faculty appointed
- 20.12 Details of staff who resigned/relieved from service of the Institution since last meeting of GB
- 20.13 Details of teaching staff who joined the Institution since the last meeting of the Governing Body.
- 20.14 Details of non-teaching staff who joined the Institution since the last meeting of the Governing Body.

The members of the committee are

| Name                                                                                                                               | Position                |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Mr. Nazerath Charles                                                                                                               | Chairman                |
| Mrs. Sumitha Nazerath Charles, M.B.A.                                                                                              | Vice Chairman           |
| Mr. J. Carol Judeson, B.E., M.B.A.                                                                                                 | Chief Executive Officer |
| Dr. R. Suresh Premil Kumar M.E., Ph.D.                                                                                             | Member & Secretary      |
| Dr. J. T. Winowlin Jappes M.E., Ph.D.,<br>Sr. Professor & Dean, (Mechanical),<br>Kalasalingam Academy of Research and<br>Education | Academician             |
| Mr. M. Chandra Mohan<br>CTO, Nucifera-C, Chennai.                                                                                  | Industrial Expert       |

*Dr. R. Suresh Premil Kumar*  
Principal  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post,  
Kanyakumari District, Tamil Nadu - 629 202

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Date: 03.09.2022

**Minutes of the 20<sup>th</sup> meeting of the Governing Council, held in the Chairman Cabin, Stella Mary's College of Engineering on 03<sup>th</sup> of September, 2022, 4.00PM**

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

**20.0 Review of minutes and submission of Action taken Report of the Nineteenth Governing Council meeting held on 20<sup>th</sup> April 2022**

**Resolution:**

The previous minutes was presented by the principal and it was reviewed by Governing Council members and the action taken report was submitted.

**20.1 Resignation of Mr.Rengitham, Director and replacement for the post of Director**

**Resolution:**

The Principal presented about the resignation of Mr.Rengitham, Director and need for replacement. The Governing Council accepted that Dr.Jenix Rino Head, Department of Mechanical Engineering to take over the position of Director, Stella Mary's College of Engineering with immediate effect.

**20.2 To apply for NIRF**

**Resolution:**

Principal presented need for applying for NIRF. It is recommended by the Council members to go ahead and do the needful.

**20.3 To discuss about the Admissions process and position of the Institution in 2022-23.**

**Resolution:**

Principal presented about the admission work carried out and the status of students admitted for this academic year and informed that large number of applicants submitted their registration forms to various programmes. Frequent enquiries related to programs offered by the Institution reflect on the popularity of the Institution. The Council members appreciated.



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## 20.4 New Course & Additional intake

### **Resolution:**

Principal presented that additional intake of 60 strength in CSE is taken. All the seats were filled including the additional 3 seat under fee waiver Scheme. The Governing Council Members appreciated. Principal Also Stressed the need to have an additional Course in Artificial Intelligence & Data Science and New Programme-Master of Business Administration. From the Academic Year 2023-2024. The Governing Council Members instructed the Principal to look after the infrastructure requirement and Budget required for proceeding further.

## 20.5 MSME incubation Centre in the campus

### **Resolution:**

Principal presented that the MSME incubation center was sanctioned. The activities related to the incubation center to be started with utmost importance. The Governing Council members advised the Principal to march ahead.

## 20.6 2 F and 12 B recognition for the Institution by UGC

### **Resolution:**

Principal presented that the application was submitted to Anna University for initial processing. Some corrections were requested by the University. It is carried out and University has forwarded to UGC for necessary action. UGC has communicated to change the indemnity bond. It is Completed and submitted back to UGC for processing. The Governing Council Members advised the Principal to follow up.

## 20.7 Vision & Mission reframed

### **Resolution:**

The Vision and Mission Statements were reframed as per the feedback from Stakeholders and the NBA peer team Committee and is submitted for approval by Governing Council.

## 20.8 Feedback from the Employees, Students, Alumni and Stakeholders received, action taken to resolve the issues if any

### **Resolution:**

Principal presented about the feedbacks collected from the Employees, Students, Alumni and Stakeholders and the remedial steps taken to resolve the issues. The Governing Council members appreciated the initiative and asked the Principal to make it a routine process so that the expectations are satisfied in time.





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## 20.9 Grievances received, action taken to resolve the issues if any

### **Resolution:**

Principal presented about the Grievances received from the Employees, Students, and the steps taken to resolve the issues. The Governing Council members appreciated the initiative and asked the Principal to make it a routine process so that the requirements/issues if any are rectified in time.

## 20.10 Conduct of External Financial Audit

### **Resolution:**

Principal presented about the outcomes of the financial Audit by external member. The Governing Council members appreciated the work done.

## 20.11 Details of Sanctioned Post and Number of Faculty appointed

### **Resolution:**

| Academic Year | Sanctioned Post | Faculty Appointed |
|---------------|-----------------|-------------------|
| 2022-23       | 80              | 89                |

## 20.12 Details of staff who resigned/relieved from service of the Institution since last meeting of GB

### **Resolution:**

The Governing Body noted.

## 20.13 Details of teaching staff who joined the Institution since the last meeting of the Governing Body.

### **Resolution:**

The Governing Body noted.

## 20.14 Details of non-teaching staff who joined the Institution since the last meeting of the Governing Body.

### **Resolution:**

The Governing Body noted.

  
Convener

  
Approved by: Chairman  
Chairman  
Stella Mary's College of Engineering  
Aruthenganvilai, Azhikal Post,  
Kanyakumari District - 629 202.

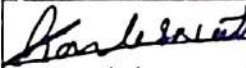
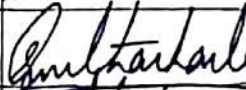

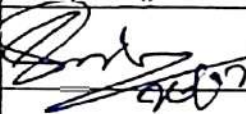
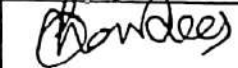


# STELLA MARY'S COLLEGE OF ENGINEERING

[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

**Twentieth meeting of the Governing Council, held in the Chairman Cabin, Stella Mary's  
College of Engineering on 03<sup>th</sup> September, 2022, 4.00PM**

## **Attendance at the Meeting**

| Name                                                                                                                               | Position                | Signature                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------|
| Mr. Nazerath Charles                                                                                                               | Chairman                |    |
| Mrs. Sumitha Nazerath Charles, M.B.A.                                                                                              | Vice Chairman           |    |
| Mr. J. Carol Judeson, B.E., M.B.A.                                                                                                 | Chief Executive Officer |    |
| Dr. R. Suresh Premil Kumar M.E.,<br>Ph.D.                                                                                          | Member & Secretary      |   |
| Dr. J. T. Winowlin Jappes M.E., Ph.D.,<br>Sr. Professor & Dean, (Mechanical),<br>Kalasalingam Academy of Research and<br>Education | Academician             |  |
| Mr. M. Chandra Mohan<br>CTO, Nucifera-C, Chennai.                                                                                  | Industrial Expert       |  |