

St. Xavier's Catholic College of Engineering

SXCCE/CIR/ / //2023

10-06-2024

CIRCULAR

Sub: SXCCE- Autonomous –College Development committee - Review meeting –  
Reg.

A meeting of College Development committee is arranged on 21/06.2024,  
Friday at 03:00 pm in the Board Room.

**Agenda:**

- To review the status of Infrastructure development and general Amenities
- New Faculty Recruitment
- Other matters

All Members are requested to attend the meeting.

**To**

Fr. Correspondent  
Fr. Bursar  
Dr. V. Selvam- Management Member  
Vice Principal/Dean- Student Affairs  
Dean/ Research  
Controller of Examination  
Dean/ Academics  
Dean / Systems  
Dean / Student Futuristic Services  
IQAC Coordinator

*Done*  
*13-6-24*

## St. Xavier's Catholic College of Engineering

## College Development Review Meeting

Date: 21-06-2024

Time: 03:00 p.m. to 5:00 PM

Venue: Board Room

## Members Present

Sl. No.	Name	Signature
1.	Rev. Fr. S. Godwin Selva Justus, Correspondent	Fr. S. Godwin Selva Justus 21/06/2024
2.	Dr. J. Maheshwaran, Principal	Dr. J. Maheshwaran 21.6.24
3.	Rev. Fr. R. Xavier Raj, Bursar	AB
4.	Dr. V. Selvam, Management Member	Dr. V. Selvam 21/6/2024
5.	Dr. V. Christus Jeya Singh, Vice Principal & Dean-Student Affairs	Dr. V. Christus Jeya Singh 21/6/24
6.	Dr. M. Marsaline Beno, Dean-Research	Dr. M. Marsaline Beno 21/6/24
7.	Dr. A. Milton, Controller of Examinations	Dr. A. Milton 21/06/24
8.	Dr. R.S. Shaji, Dean – Systems	Dr. R.S. Shaji 21/06/2024
9.	Dr. R.P Anto Kumar, Dean - Academics	Dr. R.P Anto Kumar 21/06/2024
10.	Dr. J. Annrose, IQAC Coordinator	Dr. J. Annrose 21/6/24
11.	Mr. M. Anto Xavier Roche, Dean- Student Futuristic Services	AB

**St. Xavier's Catholic College of Engineering  
(Autonomous)  
Nagercoil  
College Development Committee**

**Minutes of the Meeting**

**Date:** 21/06/2024

**Time:** 3:00 p.m.

**Venue:** Board Room

Members attended: Enclosed

**Agenda**

1. To consider the Minutes of Previous Meeting & Action Taken
2. Plan for Infrastructure
3. Plan for Amenities
4. New Faculty Recruitment
5. Other matters

**Discussion and Decision**

The meeting started with the prayer and the principal welcomed the members and presented the agenda

**1. To consider the Minutes of Previous Meeting & Action Taken**

<b>Discussion and Decisions</b>	<b>Action Taken</b>
<b>Agenda 01: To consider the Minutes of Previous Meeting &amp; Action Taken</b>	It was confirmed and approved
<b>Agenda 02: Planning for the additional intake and new programmes</b>	<ul style="list-style-type: none"> <li>➤ The approval to start BBA &amp; BCA programmes from the parent University is pending.</li> <li>➤ Extension of Approval (EoA) has been granted for three years by the AICTE.</li> <li>➤ The EoA for additional intake of CSE and AI&amp;DS is yet to be received.</li> <li>➤ The request to reduce the additional intake of MCA has been approved.</li> <li>➤ The Heads of Mechanical and Civil Departments</li> </ul>

	shall conduct a scientific study and analysis to explore the feasibility of starting new programmes in Robotics and Automation, Marine Engineering, and Agriculture Engineering.
<b>Agenda 03: Perspective Plan</b>	The perspective plan and its detailed action plan are available on the website.
<b>Agenda 04: Benchmarks for 2023-2024</b>	It was decided to review the benchmarks in the IQAC meeting. During this period, one internal meeting and two external IQAC meetings were held to assess benchmark accomplishment.

## 2. To plan for the Infrastructure

- It was recommended to equip each department with at least one smart classroom. To start with it was decided to install it on the seminar halls and laboratories.
- Allot two classrooms along with furniture for the increased intake of CSE and AI&DS.
- Plan for the extension of Physics and Chemistry laboratories.

## 3. To plan for the Amenities

- There is a plan to purchase two new buses.
- To avoid congestion in the canteen, it was proposed that lunch and dinner be served to hostel students in their respective hostels.
- Assign a watchman near the lady's hostel.
- Provide a separate visitor's room in the hostel.
- A canteen advisory committee should be constituted to oversee and evaluate financial accounts, property accounts, hygiene, and food and snack service.
- Establish block-wise tea points during break times.

## 4. New Faculty Recruitment

- Advertisement for new faculty recruitment in the AI&DS, MBA, and Mechanical programmes was disseminated to all the parishes. Interviews with subject experts are scheduled on 28th, and selected candidates are expected to commence their duties one week before the start of classes.
- To send the communications to the parishes, it was advisable to use Whatsapp and Postal methods.

### 5. Other Matters

- Equipment's in each laboratory should be upgraded.
- Upgradation of the Automation Software System.
- Standard Operating System (SOP) for each operation and activities should be developed and prominently displayed.
- Temporary ID cards should be issued to visitors at the gate and collected back when leave the college.

The Principal thanked all the members and the meeting came to an end at 05:00 pm.

Rev. Fr. S. Godwin Selva Justus -

Dr. J. Maheswaran -

Rev. Fr. R. Xavier Raj -

Dr. V. Selvam -

Dr. V. Christus Jeya Singh -

Dr. M. Marsaline Beno -

Dr. A. Milton -

Dr. R.S. Shaji -

Dr. R.P Anto Kumar -


Dr. J. Anurose -

Mr. M. Anto Xavier Roche -





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