

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

**Minutes of the Meeting**

**Date: 27/11/2024**  
Room

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

**Venue: Board**

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 and Action Taken</b>	It was confirmed and approved
<b>Agenda 02: To plan for the Infrastructure</b> 1. Each department with at least one smart board 2. Allot two classrooms along with furniture for the increased intake of CSE and AI&DS. 3. Plan for the extension of Physics and Chemistry laboratories.	1. Purchase order has been placed for one smart board 2. Implemented 3. Day-order and plan for change in curriculum (Extension is in progress)

<p><b>Agenda 03: To plan for the Amenities</b></p> <ol style="list-style-type: none"> <li>1. There is a plan to purchase two new buses.</li> <li>2. To avoid congestion in the canteen, it was proposed that lunch and dinner be served to hostel students in their respective hostels.</li> <li>3. Assign a watchman near the lady's hostel.</li> <li>4. Provide a separate visitor's room in the hostel.</li> <li>5. A canteen advisory committee should be constituted to oversee and evaluate financial accounts, property accounts, hygiene, and food and snack service.</li> <li>6. Establish block-wise tea points during break times.</li> </ol>	<ol style="list-style-type: none"> <li>1. New buses were purchased and operated</li> <li>2. Food has been served in the hostels</li> <li>3. Already assigned</li> <li>4. In process</li> <li>5. Canteen advisory committee has to be constituted</li> <li>6. In process</li> </ol>
<p><b>Agenda 04: New Faculty Recruitment</b></p>	<p>Appointed new faculty members in the department of AI&amp;DS, MBA, and Mechanical programmes as per the requirements</p>

## 2. To plan for the Infrastructure

- To begin with the installation of smart boards, a purchase order has been placed for the installation in the board room. It was recommended to equip the departments (EEE, ECE, MECH, and HSC) as they will soon face the NBA inspection. It was also suggested that other departments can utilize their unused budget to request smart boards.
- Identified new classrooms for the increased intake of CSE and AI&DS. Also for the furniture, use the earlier quotation and initiate the process in the month of February.
- A plan has been proposed for the extension of the Physics and Chemistry laboratories.
- Dean Student futuristic services, requested for separate computer laboratories for placement training and drives. It was suggested to utilize the front side of the fourth floor in the new building.
- It has been planned to relocate the MCA department to the new building near the MBA department.

### 3. To plan for the Amenities

- There is a plan to purchase two additional buses.
- To create a unified network across the campus, Dean-Systems was asked to provide a proposal
- A canteen advisory committee is planned, with the Dean of Academics, the Dean of Student Futuristics Services and an external hotel management professional as members to oversee hygiene, food and snack service.
- Three tea points will be established during break times, with drivers and hygiene staff assigned to handle distribution.

### 4. Staff Recruitment

- The advertisement for recruiting new faculty in the IT and Mechanical departments, as well as for drivers and sweepers, will be published

### 5. Planning for the decreasing intake and new programmes

- Over the past three years, there has been a decline in admissions to the Civil Engineering program. As a result, it has been decided to reduce the number of seats from 60 to 30.
- New programmes
  - UG - Computer Science and Engineering (Cyber Security)
  - PG- VLSI

The Principal thanked all the members and the meeting came to an end at 04:45 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. Annrose -

Mr. M. Anto Xavier Roche -



## Attendance

## St. Xavier's Catholic College of Engineering

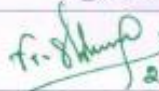

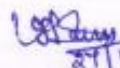

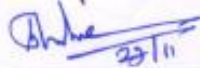
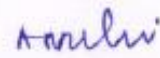

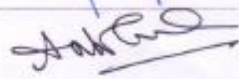
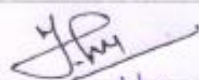
## College Development Review Meeting

Date: 27-11-2024

Time: 03:00 p.m. to 4:45 p.m.

Venue: Board Room

## Members Present

Sl. No.	Name	Signature
1.	Rev. Fr. S. Godwin Selva Justus, Correspondent	 27/11/2024
2.	Dr. J. Maheswaran, Principal	 27-11-24
3.	Rev. Fr. R. Xavier Raj, Bursar	AB
4.	Dr. V. Selvam, Management Member	 27/11/2024
5.	Dr. V. Christus Jeya Singh, Vice Principal & Dean-Student Affairs	 27/11/24
6.	Dr. M. Marsaline Beno, Dean-Research	 27/11
7.	Dr. A. Milton, Controller of Examinations	 milton
8.	Dr. R.S. Shaji, Dean – Systems	
9.	Dr. R.P Anto Kumar, Dean - Academics	
10.	Dr. J. Annrose, IQAC Coordinator	
11.	Mr. M. Anto Xavier Roche, Dean- Student Futuristic Services	