TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

INSTITUTE LEVEL COMMITTEE

Sl No	Name of committee	Coordinator
1	IQAC	Asst.Prof . Shijina B.
2	College Council	Asst.Prof .Joby Joseph
3	Anti-Ragging committee	Asst.Prof .Kiran K Murali
4	Student welfare committee	Asst.Prof .Shilpa K S
5	Internal compliant committee	Asst.Prof .Ambily C Panicker
6	Grievance and readressal committee	Asst.Prof .Sreepooja
8	Disciplinary committee	Asst.Prof .Divyamol
9	SC/ST Cell	Asst.Prof .Anju Maria
10	Staff welfare committee	Asst.Prof .Mita An Zachariah
11	Women's Cell	Asst.Prof .Alby Alphonsa
12	Exam Cell	Asst.Prof .Jobin John
13	Alumni Association	Asst.Prof .Selma James
14	Career Guidance Cell	Asst.Prof .Manisha
15	Industry Institute Interaction Cell	Asst.Prof .Athira Kurup
16	Library Committee	Asst.Prof .Kalesh S
17	Eco Club	Asst.Prof .Sandhya Rani
18	Hostel Committee	Asst.Prof .Kiran K Murali
19	Mess Committee	Asst.Prof .Akhil Raj
20	Co-curricular /extracurricular committee	Asst.Prof .Arya R Kurup
21	Advisory Committee	Asst.Prof .Erlin Antony

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

22	Time table Committee	Asst.Prof ,Lakshmi
23	Admission Cell	Asst.Prof ,Ruben Jose Tom
24	Placement cell	Asst.Prof ,Shijina B
25	Central computing facility committee	Asst.Prof ,Vineeth C
26	Community Service Cell	Asst.Prof ,Safna Sainudeen
27	Sexual harassment.	Asst.Prof ,Sreepoorna

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

College Council Constitution

DATED: 01/06/2017

A committee consisting of the following is Reconstituted on 05/04/2022 to promote, ensure and monitor the proper execution of work along with special interest of students both curricular and extra curricular activities It is also expected to provide special inputs in areas where the students experience difficulties. The following are the members in the committee.

SL.NO.	NAME
1.	Tom T Joseph, Chairman
2.	Joby Joseph, AP (EEE)
3.	Shijina B, AP (CSE)
4.	Erlyn Antony, AP (CH)
5.	Kiran K Murali, AP (ME)
6.	Jobin John, AP (AU)
7.	Mita Ann Zachariah, AP (CE)
8.	Student Representative
9.	Student Representative
10.	Student Representative
11.	Student Representative

Copy To:

1. *Chairman*
2. *Principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

Sub: College Council Meeting

Academic Year: 2017-2018

Date: 05-06-2017

Sem: Odd

This is to intimate you that a College Council Meeting is scheduled on 06-06-2017 in Hall No. 1 at 2 PM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John, AP (AU)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Proposal of academic calendar
2. Proposal of life skill programs /value added courses
3. List and Finalization of Text books
4. Awareness drive against ragging in campus
5. Conduct of class committee and course committee
6. Conduct of Internal Academic Audit

Coordinator

KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM

MEETING MINUTES

Date: 05-06-2018

Venue: Hall No.1

Time: 2:00 PM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, EEE:-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Proposal of academic calendar
2. Proposal of life skill programs /value added courses
3. List and Finalization of Text books
4. Awareness drive against ragging in campus
5. Conduct of class committee and course committee
6. Conduct off internal academic audit

Points Discussed

1. It is decided to prepare new academic calendars for academic year 2018-2019
2. It is decided to form certified and value-added courses/Life skill programs for the students based on outcome-based teaching learning process
3. It is decided to list and finalize Text books and References
4. Conduct of class committee and course committee
5. The committee members decided to conduct department wise co-curricular/extracurricular activities for the year 2018- 2019

Actions Taken

1. The college follows the academic calendar approved by the governing council
2. Anti-ragging awareness class was conducted

Prepared by :-

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING NOTICE

Sub: College Council Meeting

Academic Year: 2018-2019

Date: 04-06-2018

Sem: Odd

This is to intimate you that a College Council Meeting is scheduled on 05-06-2018 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John AP (AU)	
8.	Student Representative	
9.	Student Representative	Meera
10.	Student Representative	Shelpa
11.	Student Representative	

Agenda

1. Proposal of academic calendar
2. Proposal of life skill programs /value added courses
3. List and Finalization of Text books
4. Awareness drive against ragging in campus
5. Conduct of class committee and course committee
6. Conduct of Internal Academic Audit

Coordinator

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

KOTTAYAM - 686 564
MATTAKARA

MEETING MINUTES

Date: 05-06-2018

Venue: Hall No.1

Time: 11:00 AM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Proposal of academic calendar
2. Proposal of life skill programs /value added courses
3. List and Finalization of Text books
4. Awareness drive against ragging in campus
5. Conduct of class committee and course committee
6. Conduct off internal academic audit

Points Discussed

1. It is decided to prepare new academic calendars for academic year 2018-2019
2. It is decided to form certified and value-added courses/Life skill programs for the students based on outcome-based teaching learning process
3. It is decided to list and finalize Text books and References
4. Conduct of class committee and course committee
5. The committee members decided to conduct department wise co-curricular/extracurricular activities for the year 2018- 2019

Actions Taken

1. The college follows the academic calendar approved by the governing council
2. Anti-ragging awareness class was conducted

Prepared by :-

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

Sub: College Council Meeting — Date: 02-01-2018

Academic Year: 2017-2018 — Sem: Even

This is to intimate you that a College Council Meeting is scheduled on 03-01-2018 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEF)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John, AP (AU)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Approval of Academic Calendar
2. Co-curricular/Extracurricular activities
3. Result Analysis
4. Feedback analysis
5. Placement Cell
6. Course file audit
7. Parents Teachers meeting

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 03-01-2018

Venue: Hall No.1

Time: 11:00 AM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, EEE:-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Approval of Academic Calendar
2. Co-curricular/Extracurricular activities
3. Result Analysis
4. Feedback analysis
5. Placement Cell
6. Course file audit
7. Parents Teachers meeting

Points Discussed

1. It is decided to conduct co-curricular and extra-curricular activities
2. Result analysis of current semester students was discussed
3. It is decided to take Feedback from students of various departments and should be analyzed
4. It is decided to form a placement cell in college and form a committee for placement cell
5. It is decided to conduct course file audit of current semester
6. Parents teachers meeting should be conducted

Actions Taken

1. Approval of the minutes of previous meeting
2. Approval of college calendar
3. Action plans for improvement of university end semester results

Prepared by :-

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

College Council Constitution

DATED: 05/08/2019

A committee consisting of the following is Reconstituted on 05/08/2019 to promote, ensure and monitor the proper execution of work along with special interest of students both curricular and extra curricular activities It is also expected to provide special inputs in areas where the students experience difficulties. The following are the members in the committee.

SL.NO.	NAME
1.	Tom T Joseph, Chairman
2.	Joby Joseph, AP (EEE)
3.	Shijina B, AP (CSE)
4.	Erlyn Antony, AP (CH)
5.	Kiran K Murali, AP (ME)
6.	Jobin John, AP (AU)
7.	Mita Ann Zachariah, AP (CE)
8.	Student Representative
9.	Student Representative
10.	Student Representative
11.	Student Representative

Copy To:

1. *Chairman*
2. *Principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

College Council Meeting

Academic Year: 2019-2020

Date: 06-06-2019

Sem: Odd

This is to inform you that a College Council Meeting is scheduled on 06-06-2019 in Hall No. 1 at [illegible]. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Jobin John, AP (AU)	
	Mita Ann Zachariah, AP (CE)	
8.	Staff Representative	
9.	Student Representative	
10.	Staff Representative	
	Student Representative	

Agenda

1. Academic performance of first batch students
2. Review of orientation program
3. Awareness drive against ragging in campus
4. Constitution of class committee and anti-ragging committee
5. Institution level committee
6. Internal academic audit

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING NOTICE

Sub: College Council Meeting

Academic Year: 2019-2020

Date: 05-06-2019

Sem: Odd

This is to intimate you that a College Council Meeting is scheduled on 06-06-2019 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom I Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Jobin John, AP (AU)	
7.	Mita Ann Zachariah, AP (CE)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Academic performance criteria of first batch students
2. Review of orientation programs
3. Awareness drive against ragging in campus
4. Conduct of class committee and course committee
5. Institute level committee
6. Internal academic audit

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Coordinator

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 06-06-2019

Venue: Hall No.1

Time: 11:00 AM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Academic performance criteria
2. Review of orientation programs
3. Awareness drive against ragging in campus
4. Conduct of class committee and course committee
5. Institute level committee
6. Internal academic audit

Follow up

1. Prepared the academic calendar for January – June on 03-01-2019

Points Discussed

1. All faculties should complete course files up to date
2. It is decided to give a new feedback form based on the classes
3. It is decided to conduct class committee and course committee
4. It is decided to form the institute level committee
5. It is instructed to conduct internal audit as per the KTU schedule.

Actions Taken

1. Necessary actions were taken for the points discussed above.

Prepared by :-

MATTAKARA

Director
TOMIS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING NOTICE

Sub: College Council Meeting

Academic Year: 2019-2020

Date: 02-01-2019

Sem: Even

This is to intimate you that a College Council Meeting is scheduled on 03-01-2019 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Eriyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John, AP (AU)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Approval of Academic Calendar
2. Co-curricular/Extracurricular activities
3. Result Analysis
4. Feedback analysis
5. Placement Cell
6. Course file audit
7. Parents Teachers meeting

Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 03-01-2019

Venue: Hall No 1

Time: 11.00 AM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU :-

Agenda

1. Approval of Academic Calendar
2. Co-curricular/Extracurricular activities
3. Result Analysis
4. Feedback analysis
5. Placement Cell
6. Course file audit
7. Parents Teachers meeting

Points Discussed

1. It is decided to conduct co-curricular and extra-curricular activities
2. Result analysis of current semester students was discussed
3. It is decided to take Feedback from students of various departments and should be analysed
4. It is decided to form a placement cell in college and form a committee for placement cell
5. It is decided to conduct course file audit of current semester
6. Parents teachers meeting should be conducted

Actions Taken

1. Approval of the minutes of previous meeting
2. Approval of college calendar
3. Action plans for improvement of university and semester results

Prepared by :-

Director
TOMS COLLEGE OF ENGINEERING
MUVATTUPUZHA

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

Sub: College Council Meeting

Academic Year: 2018-2019

Date: 04-06-2018

Sem: Odd

This is to intimate you that a College Council Meeting is scheduled on 05-06-2018 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, Principal	
3.	Shijina B, HOD, CSE	
4.	Erlyn Antony, HOD, CH	
5.	Kiran K Murali, HOD, ME	
6.	Mita Ann Zachariah, HOD, CE	
7.	Student Representative, CSE	
8.	Student Representative, CH	
9.	Student Representative, ME	
10.	Student Representative, CE	

Agenda

1. Proposal of academic calendar
2. Proposal of life skill programs /value added courses
3. List and Finalization of Text books
4. Awareness drive against ragging in campus
5. Conduct of class committee and course committee
6. Conduct of Internal Academic Audit

Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: [illegible]

Venue: Hall No. [illegible]

Time: 11:00 AM

Attendees

Chairman: Tom T Joseph

Principal: Joby Joseph

Department HOD's :-

HOD, CSE :-

HOD, CH :-

HOD, MR :-

HOD, CE :-

Agenda

1. Proposal of academic calendar
2. Proposal of life skill programs /value added courses
3. List and Finalization of Text books
4. Awareness drive against ragging in campus
5. Conduct of class committee and course committee
6. Conduct off internal academic audit

Points Discussed

1. It is decided to prepare new academic calendars for academic year 2018-2019
2. It is decided to form certified and value-added courses/Life skill programs for the students based on outcome-based teaching learning process
3. It is decided to list and finalize Text books and References
4. Conduct of class committee and course committee
5. The committee members decided to conduct department wise co-curricular/extracurricular activities for the year 2018- 2019

Actions Taken

1. The college follows the academic calendar approved by the governing council
2. Anti-ragging awareness class was conducted

Prepared by :-

Paul. AJ

KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

Sub: College Council Meeting

Academic Year: 2019-2020

Date: 02-01-2019

Sem: Even

This is to intimate you that a College Council Meeting is scheduled on 03-01-2019 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, Principal	
3.	Shijina B, HOD, CSE	
4.	Erlyn Antony, HOD, CH	
5.	Kiran K Murali, HOD, ME	
6.	Mita Ann Zachariah, HOD, CE	
7.	Student Representative, CSE	
8.	Student Representative, CH	
9.	Student Representative, ME	
10.	Student Representative, CE	

Agenda

1. Approval of Academic Calendar
2. Co-curricular/Extracurricular activities
3. Result Analysis
4. Feedback analysis
5. Placement Cell
6. Course file audit
7. Parents Teachers meeting

Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 03-01-2019

Venue: Hall No.1

Time: 11:00 AM

Attendees

Chairman: Tom T Joseph

Principal: Joby Joseph

Department HOD's :-

HOD, CSE :-

HOD, CH :-

HOD, ME :-

HOD, CE :-

Agenda

1. Approval of Academic Calendar
2. Co-curricular/Extracurricular activities
3. Result Analysis
4. Feedback analysis
5. Placement Cell
6. Course file audit
7. Parents Teachers meeting

Points Discussed

1. It is decided to conduct co-curricular and extra-curricular activities
2. Result analysis of current semester students was discussed
3. It is decided to take Feedback from students of various departments and should be analyzed
4. It is decided to form a placement cell in college and form a committee for placement cell
5. It is decided to conduct course file audit of current semester
6. Parents teachers meeting should be conducted

Actions Taken

1. Approval of the minutes of previous meeting
2. Approval of college calendar
3. Action plans for improvement of university end semester results

Prepared by :-

MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING NOTICE

Sub: College Council Meeting

Date: 02-01-2020

Academic Year: 2019-2020

Sem: Even

This is to intimate you that a College Council Meeting is scheduled on 03-01-2020 in Hall No. 1 at 11 AM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John, AP (AU)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Academic performance criteria's
2. Quality enhancement of institution
3. Awareness drive against ragging in campus
4. Conduct of class committee and course committee
5. Conduct of sports and arts

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Coordinator

MEETING MINUTES

Date: 03-01-2020

Venue: Hall No.1

Time: 11:00 AM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Academic performance criteria's
2. Quality enhancement of institution
3. Awareness drive against ragging in campus
4. Conduct of class committee and course committee
5. Conduct of sports and arts

Points Discussed

1. Academic performance of students should be analyzed
2. It is decided to conduct class committee and course committee
3. Proposal of new infrastructure facilities
4. Conduct of cultural and sports activities is discussed
5. It is instructed to conduct internal audit as per the KTU schedule.

Actions Taken

1. Approval of the minutes of previous meeting
2. Approval of college calendar
3. Action plans for improvement of university end semester results

Prepared by :-

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

Sub: College Council Meeting

Academic Year: 2020-2021

Date: 03-06-2020

Sem: Odd

This is to intimate you that a College Council Meeting is scheduled on 04-06-2020 in Hall No. 1 at 12 PM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Jobin John, Ar (AU)	
7.	Mita Ann Zachariah, AP (CE)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Online courses in Google Meet
2. Virtual Lab Usage
3. Feedback of online classes
4. Conduct of class committee and course committee
5. Institute level committee
6. Internal academic audit

Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 04-06-2020

Venue: Hall No.1

Time: 12:00 PM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Online courses in google meet
2. Virtual lab usage
3. Feedback of online classes
4. Conduct of class committee and course committee
5. Institute level committee
6. Internal academic audit

Points Discussed

1. All faculties should use google meet for conducting online classes
2. It is decided to give a new feedback form based on the online classes
3. It is decided to conduct class committee and course committee in online mode
4. It is decided to form the institute level committee
5. It is instructed to conduct internal audit as per the KTU schedule.

Actions Taken

1. Necessary actions were taken for the points discussed above.

Prepared by :-

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING NOTICE

Date: 04-01-2021

Sub: College Council Meeting

Sem: Even

Academic Year: 2020-2021

This is to intimate you that a College Council Meeting is scheduled on 05-01-2021 in Hall No. 1 at 2 PM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John, AP (AU)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Submission of faculty requirement
2. Library requirement
3. Alumni meet
4. Conduct of class committee and course committee

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564. MATTAKARA

Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 05-01-2021
Venue: Hall No.1
Time: 2:00 PM

Attendees
Chairman: Tom T Joseph
Department Staffs :-

AP, CSE :-
AP, CH :-
AP, ME :-
AP, CE :-
AP, AU:-

Agenda
1. Submission of faculty requirement list
2. Library book requirement
3. Conduct of class committee and course committee

Follow up
1. All faculties conducted online classes through google meet and monitored by HOD's and Principal.
2. New feedback form is available from 15-09-2020.
3. Institute level committee were formed.
4. Conducted the KTU audit internally on 30th September 2020 as suggested by KTU.

Actions Taken
1. HOD's are requested to submit the faculty requirement list for even semester 2021.
2. It is decided to submit the new library book requirement for the current semester.
3. The class committee and course committee should be conducted as per KTU schedule.
4. It is decided to complete the monthly file verification for monthly auditing.

Prepared by :-

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING NOTICE

Sub: College Council Meeting

Academic Year: 2021-2022

Date: 03-06-2021

Sem: Odd

This is to intimate you that a College Council Meeting is scheduled on 04-06-2021 in Hall No. 1 at 12 PM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Jobin John, AP (AU)	
7.	Mita Ann Zachariah, AP (CE)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Online courses in Google Meet
2. Virtual Lab Usage
3. Feedback of online classes
4. Conduct of class committee and course committee
5. Institute level committee
6. Internal academic audit

Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 04-06-2020

Venue: Hall No.1

Time: 12:00 PM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Online courses in google meet
2. Virtual lab usage
3. Feedback of online classes
4. Conduct of class committee and course committee
5. Institute level committee
6. Internal academic audit

Points Discussed

1. All faculties should use google meet for conducting online classes
2. It is decided to give a new feedback form based on the online classes
3. It is decided to conduct class committee and course committee in online mode
4. It is decided to form the institute level committee
5. It is instructed to conduct internal audit as per the KTU schedule.

Actions Taken

1. Necessary actions were taken for the points discussed above.

Prepared by :-

KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

College Council Constitution

DATED: 05/04/2022

A committee consisting of the following is Reconstituted on 05/04/2022 to promote, ensure and monitor the proper execution of work along with special interest of students both curricular and extra curricular activities It is also expected to provide special inputs in areas where the students experience difficulties. The following are the members in the committee.

SL.NO.	NAME
1.	Tom T Joseph, Chairman
2.	Joby Joseph, AP (EEE)
3.	Shijina B, AP (CSE)
4.	Erlyn Antony, AP (CH)
5.	Kiran K Murali, AP (ME)
6.	Jobin John, AP (AU)
7.	Mita Ann Zachariah, AP (CE)
8.	Student Representative
9.	Student Representative
10.	Student Representative
11.	Student Representative

Copy To:

1. *Chairman*
2. *Principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad*
5. *College Website*

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING AND POLYTECHNIC

Approved by AICTE | Affiliated to KTU & DTE

COLLEGE COUNCIL MEETING
NOTICE

Sub: College Council Meeting

Academic Year: 2021-2022

Date: 04-01-2022

Sem: Even

This is to intimate you that a College Council Meeting is scheduled on 05-01-2022 in Hall No. 1 at 2 PM. You are requested to attend the meeting.

SL.NO.	NAME	SIGNATURE
1.	Tom T Joseph, Chairman	
2.	Joby Joseph, AP (EEE)	
3.	Shijina B, AP (CSE)	
4.	Erlyn Antony, AP (CH)	
5.	Kiran K Murali, AP (ME)	
6.	Mita Ann Zachariah, AP (CE)	
7.	Jobin John, AP (AU)	
8.	Student Representative	
9.	Student Representative	
10.	Student Representative	
11.	Student Representative	

Agenda

1. Submission of faculty requirement
2. Library requirement
3. Alumni meet
4. Conduct of class committee and course committee
5. Conduct of sports and arts day

Coordinator

TOMS COLLEGE OF ENGINEERING MATTAKARA KOTTAYAM - 686 564

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

MEETING MINUTES

Date: 05-01-2022

Venue: Hall No.1

Time: 2:00 PM

Attendees

Chairman: Tom T Joseph

Department Staffs :-

AP, CSE :-

AP, CH :-

AP, ME :-

AP, CE :-

AP, AU:-

Agenda

1. Submission of faculty requirement list
2. Library book requirement
3. Conduct of class committee and course committee
4. Conduct of arts and sports day

Follow up

1. All faculties conducted online classes through google meet and monitored by HOD's and Principal.
3. Institute level committee were formed.
4. Conducted the KTU audit internally as suggested by KTU.

Actions Taken

1. HOD's are requested to submit the faculty requirement list for even semester 2022
2. It is decided to submit the new library book requirement for the current semester.
3. The class committee and course committee should be conducted as per KTU schedule.
4. It is decided to complete the monthly file verification for monthly auditing.

Prepared by :-

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref.No: arc/tce/2017-18/Notification 1

NOTIFICATION

Anti-Ragging Committee and Squad for prevention and prohibition of Ragging

Objective: To outlaw, prevent and completely eradicate the scourge of ragging, which includes any student behavior- verbal, written-or physical that has the effect of insulting, treating or managing another student- especially a fresher or engaging in boisterous or unruly actions.

In exercise of the powers conferred by Regulation 6(a) of the AICTE (Prevention and Prohibition of Ragging in AICTE approved Technical Institutions wide No.37-3/legal/AICTE/2009 dated 01.07.2009), an Anti-Ragging Committee has been reconstituted on 30/01/2017 at Toms College of Engineering for Startups for preventing, curbing and combating any incidence of Ragging in the College and Hostels attached thereto. The following is the list of members in the committee

ANTI RAGGING COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Contact No.*
1	Dr. P. Murugesan Principal	Chairman	9994223889
2	Sub Inspector Ayarkunnam	Member	0481-2546660
3	Tony Edakattuthara Panchayath Member	Member	9400841601
4	Adv. Sunny James Manthara	Member	9447506733
5	Benson Varghese HOD ME	Member	9895236617
6	Joby Joseph HOD, EEE	Member	9847717862
7	Shijina B HOD CSE	Member	8589974842
8	Remya P.V Non-Teaching Staff	Member	9961310461

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

9	Ruben Jose Tom Managing Director	Member	7034697000
10	Cyriac John Karippamattom P.T.A. Ex. Member	Member	9446120836
11	Keerthi K. Murali Student	Member	8589974850
12	Subin Mathews Student	Member	9656405639

The procedure prescribed in the AICTE Regulations 2009 is be adopted and enforced for prevention of ragging of the students. The Committee shall meet at least thrice in one year or immediately on receipt of a complaint to consider the complaint lodged by the students and initiate the remedial action as is deemed necessary to punish the raggers if any by conducting an enquiry in terms of the AICTE Regulations.

Further an Anti Ragging Squad is constituted, consisting of the following under Regulation 6(c) of the said AICTE Regulation 2009 to maintain vigil, oversight and patrolling function and shall always remain mobile, alert and active throughout to ensure that not a single incidence of ragging creeps in the College or Hostels or anywhere and will adopt such measures as may be necessary to curb the menace of ragging.

ANTI RAGGING SQUAD

Sl. No.	*Name and Designation*	*Status in the Squad*	*Contact No.*
1	Benson Varghese Faculty	Chairman	9895236617
2	Jince P. Mathew Faculty	Member	9037807350
3	Vinitha C. Faculty	Member	9886218098
4	Christeena Thomas Faculty	Member	9846904999
5	Roy Emmanuel Warden Boy's Hostel	Member	9744741058, 9447461205
6	Pushpamma K.S Warden, Girl's Hostel	Member	9447208242

The Squad shall always initiate precautionary measures in visiting all the premises of the college and hostels to avert occurrence of any ragging in any form or shape. It shall submit a report to the Anti Ragging Committee about the occurrence of any such incidence immediately.

Director
TOMS COLLEGE OF ENGINEERING
Mattukara P.O.
KOTTAYAM, KERALA - 686 564

Copy To:

1. All the members of the Committee and Squad.

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 584

TOMS COLLEGE OF ENGINEERING
MATTAKARA
KOTTAYAM - 686 584

Pa.J. Aj

Ref.no.arc/tce/2017-18/circular-1 **01.02.2017**

CIRCULAR

ANTI-RAGGING COMMITTEE 2017-18

This is to inform that a meeting of Anti-ragging Committee is scheduled on 02.02.2017 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- Discussion on conducting an awareness class on eradicating the evil practice of ragging.
- Discussion on displaying anti-ragging flux in the campus
- Discussion on the documentation of anti-ragging affidavit form

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

MINUTES

ANTI-RAGGING COMMITTEE- 2017-2018

A meeting of anti-ragging committee was held on 02.02.2017 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, discussion on conducting an awareness class on eradicating the evil practice of ragging, discussion on displaying anti-ragging flux in the campus, discussed on the documentation of anti-ragging affidavit form.

Members present

Name	Status in committee
Dr. Murugesan	Chairman
Benson Vargese	Member
Joby Joseph	Member
Shijina B	Member
Remya P V	Member
Ruben Joseph	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2017-18/circular-2

07.08.2017

CIRCULAR

ANTI-RAGGING COMMITTEE 2017-18

This is to inform that a meeting of Anti-ragging Committee is scheduled on 08.08.2017 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- Re-constituting of the committee
- To review the case of ragging if any
- To organize anti-ragging awareness programme

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2017-2018/minutes-2

MINUTES

ANTI-RAGGING COMMITTEE- 2017-2018

A meeting of anti-ragging committee was held on 08.08.2017 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were committee re-constitution, to review the case of ragging if any, discussion on conducting an awareness class on eradicating the evil practice of ragging.

Members present

Name	*Status in committee*
Dr. Suresh Venugopal	Chairman
Benson Vargese	Member
Joby Joseph	Member
Shijina B	Member
Remya P V	Member
Ruben Joseph	Member

ACTION TAKEN REPORT

- No cases reported
- Directed students to fill affidavit form
- Display posters about the prohibition of ragging in and outside the campus
- Conducted class regarding anti-ragging

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2017-18/circular-3

04.01.2018

CIRCULAR

ANTI-RAGGING COMMITTEE 2017-18

This is to inform that a meeting of Anti-ragging Committee is scheduled on 05.01.2018 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- To review the case of ragging if any
- Any other relevant subject at the time of meeting

Director
TOMS COLLEGE OF ENGINEERING
Mallassery P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2017-2018/minutes-3

MINUTES

ANTI-RAGGING COMMITTEE- 2017-2018

A meeting of anti-ragging committee was held on 05.01.2018 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, to review the cases if any, discussed about the functions and responsibilities of committee members and squad members.

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Members present

Name	*Status in committee*
Dr. Suresh Venugopal	Chairman
Benson Vargese	Member
Joby Joseph	Member
Shijina B	Member
Remya P V	Member
Ruben Joseph	Member

ACTION TAKEN REPORT

- No cases reported as students are bothered about the prohibition of ragging in and outside the campus

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

11.01.2018

NOTIFICATION

Anti-Ragging Committee and Squad for prevention and prohibition of Ragging

Objective : To outlaw, prevent and completely eradicate the scourge of ragging, which includes any student behavior- verbal, written-or physical that has the effect of insulting, treating or managing another student- especially a fresher or engaging in boisterous or unruly action

In exercise of the powers conferred by Regulation 6(a) of the AICTE (Prevention and Prohibition of Ragging in AICTE approved Technical Institutions wide No.37-3/legal/AICTE/2009 dated 01.07.2009), an Anti-Ragging Committee has been reconstituted on 11/01/2018 at TOMS College of Engineering for preventing, curbing and combating any incidence of Ragging in the College and Hostels attached thereto. The following is the list of members in the committee.

ANTI RAGGING COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Dr. Paul A. J, Director	Chairman
2	Joby Joseph, Principal	Member
3	SHO, Ayarkunnam	Member
4	Panchayath Member, Akalakunnam	Member
5	Adv. Sunny James Manthara	Member
6	Kiran K Murali, HOD ME	Convener
7	Shijina B, HOD CSE	Member
8	Erlin Antony, HOD, CH	Member
9	Ebin Tom, Managing Director	Member
10	Librarian	Member

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

The procedure prescribed in the AICTE Regulations 2009 is be adopted and enforced for prevention of ragging of the students. The Committee shall meet as frequently as possible at least once in 2 months or immediately on receipt of a complaint to consider the complaint lodged by the students and initiate the remedial action as is deemed necessary to punish the raggers if any by conducting an enquiry in terms of the AICTE Regulations.

Further an Anti-Ragging Squad is constituted, consisting of the following under Regulation 6(c) of the said AICTE Regulation 2009 to maintain vigil, oversight and patrolling function and shall always remain mobile, alert and active throughout to ensure that not a single incidence of ragging creeps in the College or Hostels or anywhere and will adopt such measures as may be necessary to curb the menace of ragging.

ANTI RAGGING SQUAD

Sl. No.	*Name and Designation*	*Status in the Squad*
1	Jobin John ,Faculty	Chairman
2	Jince P. Mathew,Faculty	Member
3	Vinitha C, Faculty	Member
4	Akhil Raj, Faculty	Member
5	Warden Boy's Hostel	Member
6	Warden, Girl's Hostel	Member

The Squad shall always initiate precautionary measures in visiting all the premises of the college and hostels to avert occurrence of any ragging in any form or shape. It shall submit a report to the Anti Ragging Committee about the occurrence of any such incidence immediately.

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2018-19/circular-1

15.01.2018

CIRCULAR

ANTI-RAGGING COMMITTEE 2018-19

This is to inform that a meeting of Anti-ragging Committee is scheduled on 16.01.2018 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- Duty allotment regarding anti-ragging activity
- Discussion on conducting an awareness class on eradicating the evil practice of ragging.

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM

Ref.no.arc/tce/2018-2019/minutes-1

MINUTES

ANTI-RAGGING COMMITTEE- 2018-2019

A meeting of anti-ragging committee was held on 16.01.2018 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, discussion on conducting an awareness class on eradicating the evil practice of ragging, and duty allotment regarding anti ragging activity

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Kiran K Murali	Member
Shijina B	Member
Erlin Antony	Member
Ebin Tom	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

08.08.2018

CIRCULAR

ANTI-RAGGING COMMITTEE 2018-19

This is to inform that a meeting of Anti-ragging Committee is scheduled on 09.08.2018 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

➢ AGENDA

- ➢ To review the case of ragging if any
- ➢ Discussion on conducting an awareness class regarding anti-ragging
- ➢ Direct students to fill anti-ragging affidavit form

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING
Mallassery P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2018-2019/minutes-2

MINUTES

ANTI-RAGGING COMMITTEE- 2018-2019

A meeting of anti-ragging committee was held on 09.08.2018 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, discussion on conducting an awareness class on eradicating the evil practice of ragging, direct students to fill anti-ragging affidavit form and finally to review the case of ragging if any.

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Remya P V	Member
Kiran K Murali	Member
Shijina B	Member
Ruben Jose Tom	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- No cases reported
- An awareness class conducted among students regarding ragging

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2018-19/circular-3 09.01.2019

CIRCULAR

ANTI-RAGGING COMMITTEE 2018-19

This is to inform that a meeting of Anti-ragging Committee is scheduled on 10.01.2019 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- To review the case of ragging if any
- Any other relevant subject at the time of meeting

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING
Mattiyara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2018-2019/minutes-3

MINUTES

ANTI-RAGGING COMMITTEE- 2018-2019

A meeting of anti-ragging committee was held on 10.01.2019 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, to review the case of ragging if any. There were no cases reported as students are aware of prohibition of ragging in and outside the campus, members decided to display posters regarding anti-ragging.

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Remya P V	Member
Kiran K Murali	Member
Shijina B	Member
Ruben Joseph	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- No cases reported
- Displayed posters regarding anti-ragging

TOMS COLLEGE OF ENGINEERING MATTAKARA KOTTAYAM 686 564

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref.no.arc/tce/2019-2020/Notification-1 15.01.2019

NOTIFICATION

Anti-Ragging Committee and Squad for prevention and prohibition of Ragging

Objective : To outlaw, prevent and completely eradicate the scourge of ragging, which includes any student behavior- verbal, written-or physical that has the effect of insulting, treating or managing another student- especially a fresher or engaging in boisterous or unruly actions.

In exercise of the powers conferred by Regulation 6(a) of the AICTE (Prevention and Prohibition of Ragging in AICTE approved Technical Institutions wide No.37-3/legal/AICTE/2009 dated 01.07.2009), an Anti-Ragging Committee has been reconstituted on 15/01/2019 at TOMS College of Engineering for preventing, curbing and combating any incidence of Ragging in the College and Hostels attached thereto. The following is the list of members in the committee.

ANTI RAGGING COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Dr. Paul A. J, Principal	Chairman
2	Sub Inspector, Ayarkunnam	Member
3	Panchayath Member, Akalakunnam	Member
4	Adv. Sunny James Manthara	Member
5	Kiran K Murali, HOD ME	Convener
6	Joby Joseph, HOD, EEE	Member
7	Shijina B, HOD CSE	Member
8	Erlin Antony, HOD, CH	Member
11.	Alida Merin Tom, Student	Member
12.	K V Arjun, Student	Member
13.	Warden, Ladies Hostel	Member
14.	Warden, Boys Hostel	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

The procedure prescribed in the AICTE Regulations 2009 is be adopted and enforced for prevention of ragging of the students. The Committee shall meet as frequently as possible at least once in 2 months or immediately on receipt of a complaint to consider the complaint lodged by the students and initiate the remedial action as is deemed necessary to punish the raggers if any by conducting an enquiry in terms of the AICTE Regulations.

Further an Anti Ragging Squad is constituted, consisting of the following under Regulation 6(c) of the said AICTE Regulation 2009 to maintain vigil, oversight and patrolling function and shall always remain mobile, alert and active throughout to ensure that not a single incidence of ragging creeps in the College or Hostels or anywhere and will adopt such measures as may be necessary to curb the menace of ragging.

ANTI RAGGING SQUAD

Sl. No.	*Name and Designation*	*Status in the Squad*
1	Vineeth K ,Faculty	Chairman
2	Jince P. Mathew,Faculty	Member
3	Vinitha C, Faculty	Member
4	Suji Mary Zacharia, Faculty	Member
5	Warden Boy's Hostel	Member
6	Warden, Girl's Hostel	Member

The Squad shall always initiate precautionary measures in visiting all the premises of the college and hostels to avert occurrence of any ragging in any form or shape. It shall submit a report to the Anti Ragging Committee about the occurrence of any such incidence immediately.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Ref.no.arc/tce/2019-20/circular-1

16.01.2019

CIRCULAR

ANTI-RAGGING COMMITTEE 2019-20

This is to inform that a meeting of Anti-ragging Committee is scheduled on 17.01.2019 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- Duty allotment regarding anti-ragging activity,
- Discussion on responsibilities of committee members
- Discussion on conducting an awareness class.

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING

MINUTES

ANTI-RAGGING COMMITTEE- 2019-2020

A meeting of anti-ragging committee was held on 17.01.2019 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, duty allotment regarding anti-ragging activity, discussion on responsibilities of committee members and discussion on conducting an awareness class.

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Vineeth K	Member
Shijina B	Member
Kiran K Murali	Member
Ruben Joseph	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments

Paul. AJ

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA 686 564

Ref.no.arc/tce/2019-20/circular-2

09.07.2019

CIRCULAR

ANTI-RAGGING COMMITTEE 2019-20

This is to inform that a meeting of Anti-ragging Committee is scheduled on 10.07.2019 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- To review the cases of ragging if any
- Discussion on organizing awareness programme
- Any other matter

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Ref.no.arc/tce/2019-2020/minutes-2

MINUTES

ANTI-RAGGING COMMITTEE- 2019-2020

A meeting of anti-ragging committee was held on 10.07.2019 at 2pm in Administrative Block under the chairmanship of the principal. To review the cases of ragging if any,and discussion on conducting an awareness class.

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Ruben Jose	Member
Shijina B	Member
Kiran K Murali	Member
Vineeth K	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments
- No ragging cases reported

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA- 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Ref.no.arc/tce/2019-20/circular-3

07.01.2020

CIRCULAR

ANTI-RAGGING COMMITTEE 2019-20

This is to inform that a meeting of Anti-ragging Committee is scheduled on 08.01.2020 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- To review the cases of ragging if any
- Any other relevant subject at the time of meeting

Copy to:

Notice board

All the members of anti-ragging committee

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Ref.no.arc/tce/2019-2020/minutes-3

MINUTES

ANTI-RAGGING COMMITTEE- 2019-2020

A meeting of anti-ragging committee was held on 08.01.2020 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were to review the cases of ragging if any and other relevant subjects.

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Shijina B	Member
Ruben Jose Tom	Member
Kiran K Murali	Member
Vineeth K	Member

ACTION TAKEN REPORT

- No ragging cases reported
- Discussed next meeting time schedule

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakkara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref.No.arc/tce/2020-21/notification-1 **15/01/2020**

NOTIFICATION

Anti-Ragging Committee and Squad for prevention and prohibition of Ragging

Objective : To outlaw, prevent and completely eradicate the scourge of ragging, which includes any student behavior- verbal, written-or physical that has the effect of insulting, treating or managing another student- especially a fresher or engaging in boisterous or unruly actions.

In exercise of the powers conferred by Regulation 6(a) of the AICTE (Prevention and Prohibition of Ragging in AICTE approved Technical Institutions wide No.37-3/legal/AICTE/2009 dated 01.07.2009), an Anti-Ragging Committee has been reconstituted on 15/01/2020 at TOMS College of Engineering for preventing, curbing and combating any incidence of Ragging in the College and Hostels attached thereto. The following is the list of members in the committee.

ANTI RAGGING COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Dr. Paul A. J, Principal	Chairman
2	Sub Inspector, Ayarkunnam	Member
3	Panchayath Member, Akalakunnam	Member
4	Adv. Sunny James Manthara	Member
5	Kiran K Murali, HOD ME	Convener
6	Joby Joseph, HOD, EEE	Member
7	Shijina B, HOD CSE	Member
8	Erlin Antony, HOD, CH	Member
11.	Alida Merin Tom, Student	Member
12.	Ayush Ravi, Student	Member
13.	Warden, Ladies Hostel	Member

TOMS COLLEGE OF ENGINEERING MATTAKARA KOTTAYAM - 686 564

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM - KERALA - 686 564

14.	Warden, Boys Hostel	Member

The procedure prescribed in the AICTE Regulations 2009 is be adopted and enforced for prevention of ragging of the students. The Committee shall meet at least thrice in an year immediately on receipt of a complaint to consider the complaint lodged by the students and initiate the remedial action as is deemed necessary to punish the raggers if any by conducting an enquiry in terms of the AICTE Regulations.

Further an Anti Ragging Squad is constituted, consisting of the following under Regulation 6(c) of the said AICTE Regulation 2009 to maintain vigil, oversight and patrolling function and shall always remain mobile, alert and active throughout to ensure that not a single incidence of ragging creeps in the College or Hostels or anywhere and will adopt such measures as may be necessary to curb the menace of ragging.

ANTI RAGGING SQUAD

Sl. No.	*Name and Designation*	*Status in the Squad*
1	Smitha Paul ,Faculty	Chairman
2	Vince P. Mathew,Faculty	Member
3	Vinitha C, Faculty	Member
4	Sharon K. Jose, Faculty	Member
5	Warden Boy's Hostel	Member
6	Warden, Girl's Hostel	Member

The Squad shall always initiate precautionary measures in visiting all the premises of the college and hostels to avert occurrence of any ragging in any form or shape. It shall submit a report to the Anti Ragging Committee about the occurrence of any such incidence immediately.

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

TOMS COLLEGE OF ENGINEERING KOTTAYAM MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2020-21/circular-1 **19.01.2020**

CIRCULAR

ANTI-RAGGING COMMITTEE 2020-21

This is to inform that a meeting of Anti-ragging Committee is scheduled on 20.01.2020 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- Plan the policies and programmes of the committee for the academic year to keep the campus ragging free as in the previous years
- Conduct awareness class regarding ragging

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564

Ref.no.arc/tce/2020-2021/minutes-1

MINUTES

ANTI-RAGGING COMMITTEE- 2020-2021

A meeting of anti-ragging committee was held on 20.01.2020 at 2pm in Administrative Block under the chairmanship of Smitha Paul. The main agendas of the meeting were, plan the policies and programmes of the committee

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Vineeth K	Member
Shijina B	Member
Kiran K Murali	Member
Ebin Tom	Member
Alida Merin	Member
Smitha Paul	Member
Jince P Mathew	Member

ACTION TAKEN REPORTACTION TAKEN REPOR

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref.No.arc/2021-22/notification-1

13/01/2021

Anti-Ragging Committee and Squad for prevention and prohibition of Ragging

In exercise of the powers conferred by Regulation 6(a) of the AICTE (Prevention and Prohibition of Ragging in AICTE approved Technical Institutions wide No.37-3/legal/AICTE/2009 dated 01.07.2009), an Anti-Ragging Committee has been reconstituted on 13/01/2021 at TOMS College of Engineering for preventing, curbing and combating any incidence of Ragging in the College and Hostels attached thereto. The following is the list of members in the committee.

ANTI RAGGING COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Dr. Paul A. J, Principal	Chairman
2	SHO, Ayarkunnam	Member
3	Panchayath Member, Akalakunnam	Member
4	Adv. Sunny James Manthara	Member
5	Kiran K Murali, HOD ME	Convener
6	Joby Joseph, HOD, EEE	Member
7	Shijina B, HOD CSE	Member
8	Erlin Antony, HOD, CH	Member
9	Ebin Tom, Managing Director	Member
10	Librarian	Member

The procedure prescribed in the AICTE Regulations 2009 is be adopted and enforced for prevention of ragging of the students. The Committee shall meet at least thrice in one year or immediately on receipt of a complaint to consider the complaint lodged by the students and initiate the remedial action as is deemed necessary to punish the raggers if any by conducting an enquiry in terms of the AICTE Regulations.

Director
TOMS COLLEGE OF ENGINEERING
Mallikkal P.O
KOTTAYAM, KERALA - 686 564

Further an Anti- Ragging Squad is constituted, consisting of the following under Regulation 6(c) of the said AICTE Regulation 2009 to maintain vigil, oversight and patrolling function and shall always remain mobile, alert and active throughout to ensure that not a single incidence of ragging creeps in the College or Hostels or anywhere and will adopt such measures as may be necessary to curb the menace of ragging.

ANTI RAGGING SQUAD

Sl. No.	*Name and Designation*	*Status in the Squad*
1	Jobin John ,Faculty	Chairman
2	Jince P. Mathew,Faculty	Member
3	Vinitha C, Faculty	Member
4	Akhil Raj, Faculty	Member
5	Warden Boy's Hostel	Member
6	Warden, Girl's Hostel	Member

The Squad shall always initiate precautionary measures in visiting all the premises of the college and hostels to avert occurrence of any ragging in any form or shape. It shall submit a report to the Anti - Ragging Committee about the occurrence of any such incidence immediately.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2021-22/circular-1

18.01.2021

CIRCULAR

ANTI-RAGGING COMMITTEE 2020-21

This is to inform that a meeting of Anti-ragging Committee is scheduled on 19.01.2021 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- Plan the policies and programmes of the committee for the academic year to keep the campus ragging free as in the previous years
- Conduct awareness class regarding ragging

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2021-2022/minutes-1

MINUTES

ANTI-RAGGING COMMITTEE- 2019-2020

A meeting of anti-ragging committee was held on 19.01.2021 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, plan the policies and programmes of the committee for the academic year and discussion on conducting an awareness class among students .

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Vinitha C	Member
Shijina B	Member
Kiran K Murali	Member
Ebin Tom	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2021-22/circular-2 10.11..2021

CIRCULAR

ANTI-RAGGING COMMITTEE 2020-21

This is to inform that a meeting of Anti-ragging Committee is scheduled on 11.11.2021 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- To review the cases of ragging if any
- Any other relevant subject at the time of meeting time
- Evaluate the working of previous committee decisions

TOMS COLLEGE OF ENGINEERING MATTAKARA KOTTAYAM - 686 564

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2021-2022/minutes-2

MINUTES

ANTI-RAGGING COMMITTEE- 2021-2022

A meeting of anti-ragging committee was held on 11.11.2021 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, plan the policies and programmes of the committee for the academic year and discussion on conducting an awareness class among students .

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Vinitha C	Member
Shijina B	Member
Kiran K Murali	Member
Ebin Tom	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments
- No cases reported

Director
TOMS COLLEGE OF ENGINEERING
Mattakkara P O
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2021-22/circular-3

07.02.2022

CIRCULAR

ANTI-RAGGING COMMITTEE 2021-22

This is to inform that a meeting of Anti-ragging Committee is scheduled on 08.02.2022 at 2 pm in Administrative Block. The Committee members are requested to attend the meeting.

AGENDA

- To review the cases of ragging if any
- Any other relevant subject at the time of meeting time
- Evaluate the working of previous committee decisions

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Ref.no.arc/tce/2021-2022/minutes-3

MINUTES

ANTI-RAGGING COMMITTEE- 2021-2022

A meeting of anti-ragging committee was held on 08.02.2022 at 2pm in Administrative Block under the chairmanship of the principal. The main agendas of the meeting were, to review the cases of ragging if any and evaluate the functions of previous committee decisions.

Members present

Name	Status in committee
Dr. Paul A J	Chairman
Joby Joseph	Member
Vinitha C	Member
Shijina B	Member
Kiran K Murali	Member
Ebin Tom	Member

ACTION TAKEN REPORT

- The activities of the committee is finalized and an error free monitoring is planned
- An awareness class conducted by Head of the Departments
- No cases reported

TOMS COLLEGE OF ENGINEERING

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakkara P.O
KOTTAYAM, KERALA - 686 564

AFFIDAVIT BY THE STUDENT

I, ... (full name of student with Institute Roll Number) S/o D/o Mr./Mrs./Ms. ....., having been admitted to ..... (name of the Institution), have received or download a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
   a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
6. Along with the above mentioned points I do hereby declare that
   a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
   b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this ..... day of ..... month of ..... year.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Signature of deponent

Name: .....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (place) on this the ..... (day) of .....(month), ... (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the ..... (day) of ..... (month), ... (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

AFFIDAVIT BY PARENT / GUARDIAN

I, Mr./Mrs./Ms. ..... (full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to ..... (name of the Institution), have received or download a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
   a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
   b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
4. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
6. Along with the above mentioned points I do hereby declare that
   a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
   b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this ..... day of ..... month of ..... year.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Signature of deponent

Name: .....

Address: .....

.....

Telephone/Mobile No. .....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ..... (place) on this the ..... (day) of .....(month), ... (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the ..... (day) of ..... (month), ... (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS
Approved by AICTE & Affiliated to KTU

GRIEVANCE REDRESSAL POLICY

Toms College of Engineering has a strong system in place to address student complaints about both academic and non-academic issues in order to advance student welfare.

Curriculum Matters

Specific committees created for this purpose address complaints regarding academic issues like admissions, internal assessment, and exams.

Aims of the Grievance Redressal committee

Grievance Redressal committees are established with the goal of giving students a forum to discuss and resolve their problems. The committees are tasked with handling student complaints and swiftly resolving them. Generally speaking, these committees' goals are:

To provide a platform for important communications and close the communication gap related to various academic matters

- To ensure that students receive prompt solutions to their problems
- To ensure harmonious student-faculty relationships
- To ensure that students receive prompt solutions to their problems
- To ensure that students receive prompt solutions to their problems
- To ensure that students receive prompt solutions to their problems.

Objectives

- To maintain a positive learning atmosphere in the institute, the Grievance Redressal Committee aims to foster a responsive and accountable attitude among all stakeholders.
- Maintaining the College's honour by ensuring a strike-free environment and encouraging friendly student-student and student-teacher relationships, among other things.
- Encouraging students to voice their complaints and issues openly and honestly without worrying about being victimized.
- Encouraging College students to treat one another with dignity and respect, and to exercise the greatest restraint and patience whenever a conflict arises.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM - 686 564

- Cautioning all students against inciting them to act out against other students, teachers, or college administration
- To establish a monitoring system to ensure the College runs smoothly.

Scope

The Committee handles complaints that students submit in about any of the following issues.

- Academic Issues: Concerning the prompt issuance of duplicate grade reports, transfer certificates, conduct certificates, or other exam-related issues.
- Finances: Concerning fees and payments for a variety of items from the library, hostels, etc.
- Other Concerns: Concerns about various aspects of sanitation, food preparation, accessibility to transportation, etc.

Functions

Upon receiving complaints from the students, the cases are promptly handled.

The Committee meets in person to discuss each case; compiles statistics about the number of cases received, handled, and, if any pending cases that need direction and oversight from higher authorities.

Grievance Handling Mechanism

The following mechanism is in place for timely action towards grievance handling

Mentor- Mentee System- This feature is offered in the institution for the advantage and direction of the students. Students are free to discuss any personal or academic issues they are facing during regular meetings between the mentor and the mentee.

Counseling Cell- For the students' overall development, including the necessary early intervention to address any complaints, advice and guidance are provided here.

Open Door Policy- For any escalation of an earlier complaint, all students are free to personally contact the HOD, DEAN, or PRINCIPAL during college working hours.

Withdrawal- The student is free to withdraw their complaint without consequence at any time.

TOMS COLLEGE OF ENGINEERING KOTTAYAM MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Composition if Grievance Redressal Committee

Name	Designation	Position
	Chairman	
	Director	
	Dean	
	Principal	
	Vice Principal	

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref.No/grc/tce/2017-18/notification-1 5/01/2017

NOTIFICATION

Subject: Reconstitution of Grievance Redressal Committee.

Objective: Maintaining the College's dignity by promoting a harmonious student-student and student-teacher relationship, along with other things. Encouraging students to express their grievances / problems freely and honestly, without fear of being victimised.

FUNCTIONS

- Cases will be handled promptly upon receipt of written grievances from students.
- The cell will formally review all cases and act in accordance with Management policy.
- The cell will report to the authority on the cases handled and the number of pending cases that require direction and guidance from higher authorities.

Under the provisions of sub-regulation (2) of regulation 5 of the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations 2012 a Grievance Redressal Committee consisting of the following is reconstituted on 05/01/2017 at Toms College of Engineering for Startups for preventing unfair practice and to provide a mechanism for innocent students for Redressal of their grievances.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijin [illegible],HOD CSE	Convener
4	Sharen K Jose, Asst. professor, CH	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

The procedure prescribed in Regulation 5 shall be adopted and enforced for redressal of the Grievance of the students. The Committees shall meet as frequently as possible at least thrice in one year or immediately on receipt of a complaint to consider the grievance put forth by the students to ensure that the decision of the committee is communicated to the concerned within 10 days.

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2017-18

Ref.No/grc/tce/2017-18/circular-1 **09.01.2017**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 10.01.2017 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2017-18

MINUTES

A meeting of Grievance Redressal Committee was held on 10.01.2017 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 06.01.2017 the committee received a complaint from S3 computer Science batch regarding fan in their class that is not working. As per the complaint and request Committee member visited above mentioned class and found that the fan is not working and informed electrical maintenance team to resolve the issue.

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From,

Students of S_3 Batch
Computer Science
Toms College of Engineering

To,
The Principal
Toms College of Engineering

Respected Sir,

This is to inform you that the fan in our classroom is not working. It is very difficult to concentrate on studies in the class without fans. So We humbly request you kindly arrange and change / repair the fans at earliest.

Yours faithfully
students of S_3 Batch
Computer Science
06/01/2017

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

P.J. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2017-18

Ref.No/grc/tce/2017-18/circular-2 **16.08.2017**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 17.08.2017 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

Director
TOMS COLLEGE OF ENGINEERING
Mattayava P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAYIL

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2017-18

MINUTES

A meeting of Grievance Redressal Committee was held on 17.08.2017 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 15.08.2017 the committee received a complaint from S3 Chemical Engineering batch. The complaint was about the switch board in their class that is not working. As per the complaint and request, Committee member visited above mentioned class and found that the switch board is not working and informed electrical maintenance team to resolve the issue.

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From,

Students of S_3 Batch
Chemical Engineering
Toms College of Engineering

To,

The Principal
Toms College of Engineering

Respected Sir,

This is to inform you that the switch board is not working, So it is very difficult to sit in class room without light and fan. So we humbly request you kindly repair the switch board at earliest.

Yours faithfully
Students of S_3 Batch
Chemical Engineering
15/08/2017

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2017-18

Ref.No/grc/tce/2017-18/circular-3 **09.01.2018**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 10.01.2018 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM-686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2017-18

MINUTES

A meeting of Grievance Redressal Committee was held on 10.01.2017 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

No Complaints reported

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

P.a.J. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref.No/grc/tce/2018-19/notification-1 22/01/2018

NOTIFICATION

Subject: Reconstitution of Grievance Redressal Committee.

Objective: Maintaining the College's dignity by promoting a harmonious student-student and student-teacher relationship, along with other things. Encouraging students to express their grievances / problems freely and honestly, without fear of being victimised.

FUNCTIONS

- Cases will be handled promptly upon receipt of written grievances from students.
- The cell will formally review all cases and act in accordance with Management policy.
- The cell will report to the authority on the cases handled and the number of pending cases that require direction and guidance from higher authorities

Under the provisions of sub-regulation (2) of regulation 5 of the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations 2012 a Grievance Redressal Committee consisting of the following is reconstituted on 22/01/2018 at Toms College of Engineering for Startups for preventing unfair practice and to provide a mechanism for innocent students for Redressal of their grievances.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Sharen K Jose, Asst. professor, CH	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

The procedure prescribed in Regulation 5 shall be adopted and enforced for redressal of the Grievance of the students. The Committees shall meet as frequently as possible at least thrice in a year or immediately on receipt of a complaint to consider the grievance put forth by

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

the students to ensure that the decision of the committee is communicated to the concerned within 10 days.

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2018-19

Ref.No/grc/tce/2018-19/circular-1 **24.01.2018**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 25.01.2018 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2018-19

MINUTES

A meeting of Grievance Redressal Committee was held on 25.01.2018 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 23.01.2018 the committee received a complaint from Anusree Sanilkunmar, student from S2 computer Science batch regarding her college Identity Card is missing. As per the complaint and request Committee informed office authorities to consider and issue new ID card.

MEMBERS PRESENT

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Sharen K Jose, Asst. professor, CH	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From

Anusree Sanal Kumar
S2 Computer Science
Toms College of Engineering

To

The Principal
Toms College of Engineering

Respected Sir,

I am writing this letter to inform you that my college ID card has been lost and is missing for last 2 days. I am unable to get permission in to the library. So I request you to kindly issue me with a duplicate Identity card at the earliest.

Thanking you

Anusree Sanal Kumar

23/01/2018
Mattakara

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2018-19

Ref.No/grc/tce/2018-19/circular-2

16.10.2018

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 17.10.2018 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2018-19

MINUTES

A meeting of Grievance Redressal Committee was held on 17.10.2018 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

No complaints reported

MEMBERS PRESENT

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Sharen K Jose, Asst. professor, CH	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2018-19

Ref.No/grc/tce/2018-19/circular-3 **28.1.2019**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 29.1.2019 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2018-19

MINUTES

A meeting of Grievance Redressal Committee was held on 29.01.2019 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 24.01.2019 the committee received a complaint from S5 Civil Engineering batch regarding fan in their class that is not working. As per the complaint and request Committee member visited above mentioned class and found that the fan is not working and informed electrical maintenance team to resolve the issue.

MEMBERS PRESENT

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Sharen K Jose, Asst. professor, CH	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From,
Students of S5 Civil Branch.
Toms College of Engineering

To,
The Principal
Toms College of Engineering

Respected Sir,

We the students of S5 Civil are writing this letter to inform you about an issue that we are facing in our class. Fans in our class rooms are not working so that its very difficult to sit inside the classroom in this hot climate. We humbly request you to do the needful.

Yours Sincerely,
S5 Civil Branch students.

Date : 24/01/2019

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

P.a.J. A.J

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref.No/grc/tce/2019-20/notification-1 25.01.2019

NOTIFICATION

Subject: Reconstitution of Grievance Redressal Committee.

Objective: Maintaining the College's dignity by promoting a harmonious student-student and student-teacher relationship, along with other things. Encouraging students to express their grievances / problems freely and honestly, without fear of being victimised.

FUNCTIONS

- Cases will be handled promptly upon receipt of written grievances from students.
- The cell will formally review all cases and act in accordance with Management policy.
- The cell will report to the authority on the cases handled and the number of pending cases that require direction and guidance from higher authorities

Under the provisions of sub-regulation (2) of regulation 5 of the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations 2012 a Grievance Redressal Committee consisting of the following is reconstituted on 25/01/2019 at Toms College of Engineering for Startups for preventing unfair practice and to provide a mechanism for innocent students for Redressal of their grievances.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Silpa Caroline James, Asst. professor, CE	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

The procedure prescribed in Regulation 5 shall be adopted and enforced for redressal of the Grievance of the students. The Committees shall meet as frequently as possible at least thrice in a year or immediately on receipt of a complaint to consider the grievance put forth by

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

the students to ensure that the decision of the committee is communicated to the concerned within 10 day

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Off.ce*
4. *All the members of tne Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 664

TOM'S COLLEGE OF ENGINEERING
KOTTAYAM - 686 664
MATTAKARA

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2019-20

Ref.No/grc/tce/2019-20/circular-1 **29.01.2019**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 30.01.2019 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2019-20

MINUTES

A meeting of Grievance Redressal Committee was held on 30.01.2019 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 28.01.2019 the committee received a complaint from S3 Chemical Engineering batch regarding insufficiency of benches in their class. As per the complaint and request Committee member visited above mentioned class and arranged some extra benches in the class.

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From,
Students of S3 ~~chemical~~ batch
Chemical Engineering
Toms college

To,
The principal
Toms college

Respected Sir

We would like to draw your kind attention to the fact that there is a lack of benches and desks in our classroom. It is very difficult to study in the classroom ~~admis~~ amidst such conditions and hence we request you to kindly arrange for new desks and benches.

Yours Sincerely,
Students of S3
Chemical
28/01/2019

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2019-20

Ref.No/grc/tce/2019-20/circular-2 **06.08.2019**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 07.08.2019 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

Director
TOMS COLLEGE OF ENGINEERING
Mallakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2019-20

MINUTES

A meeting of Grievance Redressal Committee was held on 07.08.2019 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 5.08.2019 the committee received a complaint from S5 Civil Engineering batch. The complaint was about a fan in their class that is not working. As per the complaint and request, Committee member visited above mentioned class and found that the fan is not working and informed electrical maintenance team to resolve the issue.

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From,

S5 civil
Students of S5 Batch
Toms college ~~of~~ of engineering.

To,

The Principal.
Toms college. of engineering

Respected sir,

This is to inform you that the fan in our class is not working it is very difficult to concentrate on the studies in the class without fans. So he humbly request you kindly arrange and change / repair the fans at earliest

Thanking you
Students of S5 civil
Date: 5/8/2019

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

P.J. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2019-20

Ref.No/grc/tce/2019-20/circular-3

11.02.2020

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 12.02.2020 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2019-20

MINUTES

A meeting of Grievance Redressal Committee was held on 12.02.2020 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

No Complaints reported

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Paul. A J

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref.No/grc/tce/2020-21/notification-1

25.01.2020

NOTIFICATION

Subject: Reconstitution of Grievance Redressal Committee.

Objective: Maintaining the College's dignity by promoting a harmonious student-student and student-teacher relationship, along with other things. Encouraging students to express their grievances / problems freely and honestly, without fear of being victimised.

FUNCTIONS

- Cases will be handled promptly upon receipt of written grievances from students.
- The cell will formally review all cases and act in accordance with Management policy.
- The cell will report to the authority on the cases handled and the number of pending cases that require direction and guidance from higher authorities.

Under the provisions of sub-regulation (2) of regulation 5 of the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations 2012 a Grievance Redressal Committee consisting of the following is reconstituted on 25/01/2020 at Toms College of Engineering for Startups for preventing unfair practice and to provide a mechanism for innocent students for Redressal of their grievances.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Silpa Caroline James, Asst. professor, CE	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

The procedure prescribed in Regulation 5 shall be adopted and enforced for redressal of the Grievance of the students. The Committees shall meet as frequently as possible at least thrice in a year or immediately on receipt of a complaint to consider the grievance put forth by

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

the students to ensure that the decision of the committee is communicated to the concerned within 10 days.

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2020-21

Ref.No/grc/tce/2020-21/circular-1 **03.03.2020**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 04.03.2020 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2020-21

MINUTES

A meeting of Grievance Redressal Committee was held on 30.01.2019 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

No complaints reported

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

Ref.No/grc/tce/2021-22/notification-1 21/01/2021

NOTIFICATION

Subject: Reconstitution of Grievance Redressal Committee.

Objective: Maintaining the College's dignity by promoting a harmonious student-student and student-teacher relationship, along with other things. Encouraging students to express their grievances / problems freely and honestly, without fear of being victimised.

FUNCTIONS

- Cases will be handled promptly upon receipt of written grievances from students.
- The cell will formally review all cases and act in accordance with Management policy.
- The cell will report to the authority on the cases handled and the number of pending cases that require direction and guidance from higher authorities.

Under the provisions of sub-regulation (2) of regulation 5 of the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations 2012 a Grievance Redressal Committee consisting of the following is reconstituted on 21/01/2021 at Toms College of Engineering for Startups for preventing unfair practice and to provide a mechanism for students for redressal of their grievances.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Dr. Paul A J,Principal	Chairman
2	Joby Joseph, Asst. Prof. EEE. Dept.	Member
3	Shijina B,HOD CSE	Convener
4	Sheigha Pappachan, Asst. professor, CH	Member
5	Mathew Thomas, Student (Mechanical)	Student Representative

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA, 686 564

The procedure prescribed in Regulation 5 shall be adopted and enforced for redressal of the grievance of the students. The Committees shall meet as frequently as possible at least thrice in a year immediately on receipt of a complaint to consider the grievance put forth by the students to ensure that the decision of the committee is communicated to the concerned within 10 days

Principal

Copy To:

1. *Chairman*
2. *Vice principal*
3. *Administrative Office*
4. *All the members of the Committee and Squad.*
5. *College Website*

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2021-22

Ref.No/grc/tce/2021-22/circular-1 **27.01.2021**

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 28.01.2021 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM - KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2021-22

MINUTES

A meeting of Grievance Redressal Committee was held on 28.01.2021 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 22.01.2021 the committee received a complaint from S4 computer Science batch regarding fan in their class that is not working. As per the complaint and request Committee member visited above mentioned class and found that the fan is not working and informed electrical maintenance team to resolve the issue.

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From,

Students of S4 Batch
Computer Science
Toms College

To,

The Principal
Toms College

Respected Sir,

This is to inform you that the fan in our class is not working. It is very difficult to concentrate on studies in the class without fans. So we humbly request you kindly arrange and change/repair the fans at earliest.

Yours Faithfully
Students of S4
Computer Science
22/01/2021

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2021-22

Ref.No/grc/tce/2021-22/circular-2

02.09.2021

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 03.09.2021 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2021-22

MINUTES

A meeting of Grievance Redressal Committee was held on 03.09.2021 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

No complaints reported

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE. Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2021-22

Ref.No/grc/tce/2021-22/circular-3

13.06.2022

CIRCULAR

A meeting of Grievance Redressal Committee will be conducted on 14.06.2022 at 2pm in administrative block. All committee members are requested to attend the meeting.

AGENDA

- Planning for the events to be organized
- Discussion on roles and responsibilities of committee members
- Reviewing the cases if any

COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

STUDENTS' GRIEVANCE REDRESSAL COMMITTEE

2021-22

MINUTES

A meeting of Grievance Redressal Committee was held on 14.06.2022 at 2pm in administrative block. Planning for the upcoming events, discussion on roles and responsibilities of committee members, and reviewing the cases were the main agendas of the meeting.

ACTION TAKEN REPORT

On 09.06.2022 a complaint received from Ansha Kuriakose from S2 Chemical Engineering batch. The complaint was about a student named Alan K who insulted her in class. The accused student questioned by the authorities and understood that it was misunderstanding. Alan K apologized for creating such situation.

MEMBERS PRESENT

Name and Designation	*Status in the committee*
Dr. Paul A J,Principal	Chairman
Joby Joseph, Asst. Prof. EEE Dept.	Member
Shijina B,HOD CSE	Convener
Sharen K Jose, Asst. professor, CH	Member

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

From

Anisha Kuriakose

S2, chemical

Tomes college of Engineering

To

The Principal

Tomes College of Engineering

Respected Sir;

I am Ansha Kuriakose from S2 chemical Engineering department. I have complaint against my classmate Alan K, he insulted me infront of others in the class. So kindly take any action against him

09/06/2022

Mattakara

Thankfully

Ansha

Ansha Kuriakose

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

P.A.J.

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

ANTI SEXUAL HARASSMENT POLICY DOCUMENT

Toms College of Engineering for Startups has a committee against sexual harassment in place, is aware of the risk of harassment occurring on college property, and abides by UGC, AICTE, court orders, state laws, and the spirit of those laws to prevent any sexual harassment activities on the college campus. The college vice principal and the anti-sexual harassment committee compile all complaints involving sexual harassment.

Actions and Responsibilities

1. To address any harassment on the college grounds, including violations or reports of violence against students.
2. A victim can speak to one of the senior female staff members who are in charge of handling sexual harassment accusations if they are unable to speak with the alleged harasser directly.
3. As soon as any claims of sexual harassment are made, the senior female staff member will note the date, time, and specifics of the incident.
4. Establish the victim's preferences for the outcome, make sure they are informed of the college's complaint processing method, and then negotiate to reach an understanding.
5. To handle each complaint and provide a suitable response while adhering to college policies.
6. Identify the career opportunity lost as a result of the sexual harassment incident.
7. A rough estimate of the victim's physical therapy medical costs.
8. It is important to understand the respondent's financial condition and income.
9. Think about if a single payment or installment payment are possible.
10. Assisting the students in their efforts to stop gender discrimination and sexual harassment.
11. Girls and women are given/engaged in a variety of chances and events to become economically, intellectually, and emotionally empowered in order to encourage their development as independent individuals.

PRINCIPAL

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS
(Approved by AICTE & Affiliated to MG University& KTU)

Mattakara P.O, Kottayam – 686 564
Ph:0481-2544659, 2545659
E-mail. info@toms.ac.in
www.toms.ac.in

Ref.No: ashc/tce/2017-18/Order-3/15/01/2017

ANTI SEXUAL HARASSMENT COMMITTEE CONSTITUTION

The University Grants Commission (UGC) has advised all universities to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment in light of the Supreme Court judgement and guidelines issued in 1997 to ensure the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, particularly against sexual harassment at colleges.Keeping the above guidelines in view, an Anti-Sexual Harassment Committee has been reconstituted on 15/01/2017 at Toms College of Engineering for Startups for preventing, curbing and combating any incidence of Sexual Harassment in the College and Hostels attached there to.

Toms College of Engineering has pledged to create a friendly and supportive environment where students, professors, and non-teaching staff can collaborate without fear of abuse, exploitation, or intimidation. This covers all types of sexual harassment, gender-based violence, and discrimination. Every member is expected to be aware of the organization's steadfast support for gender equality and opposition to all forms of gender-based violence, as well as its dedication to the right to freedom of expression and association.

The following is the list of members in the committee

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Ms.Ambily C Panicker, Asst.Professor, EEE	Chairperson
2	Ms. Silby P Joseph, Asst. Professor, Basic Sciences	Member
3	Ms. Anu Kuriakose, Asst. Professor, EFE	Member
4	Ms. Archa S lal, Asst. Professor,CE	Member
5	Ms. Sruthi Mohan, Asst. Professor,CE	Member
6	Kavya Santhosh	Student
7	Sethulakshmi R	Student
8	Neethu Prathapan	Student

Principal/ Director

Copy To:

1. Chairman
2. Vice Principal
3. Administrative officer
4. All the members of the Committee
5. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakkara PO
KOTTAYAM - KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKKARA

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS
(Approved by AICTE & Affiliated to MG University& KTU)

Mattakara P.O, Kottayam – 686 564
Ph:0481-2544659, 2545659
E-mail. info@toms.ac.in
www.toms.ac.in

Ref.No: ashc/tce/2019-20/Order-5/22/08/2019

ANTI SEXUAL HARASSMENT COMMITTEE CONSTITUTION

The University Grants Commission (UGC) has advised all universities to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment in light of the Supreme Court judgement and guidelines issued in 1997 to ensure the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, particularly against sexual harassment at colleges.Keeping the above guidelines in view, an Anti-Sexual Harassment Committee has been reconstituted on 22/08/2019 at Toms College of Engineering for Startups for preventing, curbing and combating any incidence of Sexual Harassment in the College and Hostels attached here to.

Toms College of Engineering has pledged to create a friendly and supportive environment where students, professors, and non-teaching staff can collaborate without fear of abuse, exploitation, or intimidation. This covers all types of sexual harassment, gender-based violence, and discrimination. Every member is expected to be aware of the organization's steadfast support for gender equality and opposition to all forms of gender-based violence, as well as its dedication to the right to freedom of expression and association.

The following is the list of members in the committee

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

ANTI SEXUAL HARASSMENT COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Ms. Shijina B, Asst.Professor, CSE	Chairperson
2	Ms.Mita Anna Zacharia, Asst. Professor,CE	Co-ordinator
3	Ms.Sharen K Jose, Asst. Professor, CE	Member
4	Ms.Nimisha Annie Abhraham, Asst. Professor	Member
5	Ms.Alby Alphonsa Joseph, Asst. Professor,CSE	Member
6	Ms.Jewel Jyothi Jose, Asst. Professor,Basic Sciences	Member
7	Jyothi Lekshmi H, CH Dept	Student
8	Anumol K B,CSE Dept	Student

Principal/ Director

Copy To:

1. Chairman
2. Vice Principal
3. Administrative officer
4. All the members of the Committee
5. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS
(Approved by AICTE & Affiliated to MG University& KTU)

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Ph:0481-2544659, 2545659
E-mail. info@toms.ac.in
www.toms.ac.in

Ref.No: ashc/tce/2021-22/Order-7/24/02/2021

ANTI SEXUAL HARASSMENT COMMITTEE CONSTITUTION

The University Grants Commission (UGC) has advised all universities to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment in light of the Supreme Court judgement and guidelines issued in 1997 to ensure the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, particularly against sexual harassment at colleges.Keeping the above guidelines in view, an Anti-Sexual Harassment Committee has been reconstituted on 24/02/2021 at Toms College of Engineering for Startups for preventing, curbing and combating any incidence of Sexual Harassment in the College and Hostels attached there to.

Toms College of Engineering has pledged to create a friendly and supportive environment where students, professors, and non-teaching staff can collaborate without fear of abuse, exploitation, or intimidation. This covers all types of sexual harassment, gender-based violence, and discrimination. Every member is expected to be aware of the organization's steadfast support for gender equality and opposition to all forms of gender-based violence, as well as its dedication to the right to freedom of expression and association.

The following is the list of members in the committee

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

ANTI SEXUAL HARASSMENT COMMITTEE

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Ms.Erlin Antony, Asst.Professor, CH	Chairperson
2	Ms.Sandhya Rani, Asst. Professor, CH	Member
3	Ms. Sheigha Pappachan, Asst. Professor, CH	Member
4	Ms.Alby Alphonsa Jose, Asst. Professor,CSE	Member
5	Ms.Arya R Kurup, Asst. Professor,Basic Science	Member
6	Ms.Safna Sainudeen, Asst.Professor,CSE	Member
7	Ms.Harsha Krishnan, Asst.Professor,CE	Member
8	Athira Sajeev	Student
9	Aysha Nidha	Student
10	Anie Grace Babu	Student

Principal/ Director

Copy To:

1. Chairman
2. Vice Principal
3. Administrative officer
4. All the members of the Committee
5. College Website

TOMS COLLEGE OF ENGINEERING
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/NSS/2017-2018/Order/3 DATED: 14/11/2017

COMMUNITY SERVICES/NSS COMMITTEE CONSTITUTION

As per the AICTE guidelines, Community services/NSS committee consisting of the following is reconstituted on 14/11/2017 to create awareness among students that the NSS fosters both individual and group growth in the learner. The pupils become more self-assured, build leadership abilities, and learn about people from all backgrounds. Additionally, students acquire knowledge that prepares them to live healthier lives in a variety of contexts. The following are the members in the committee.

Sl. No.	*Name and Designation*	*Status in the committee*
1	MS.Smitha Paul , Asst. Professor, EEE	Chairperson
2	MS.Ambily C Panicker , Asst. Professor, EEE	Co-ordinator
3	MS.Silby P Joseph , Asst.Prof , Basic Sciences	Member
4	MS.Sruthi Mohan , Asst. Professor, Chemical Engineering	Member
5	Ms.Anu Kuriakose, Assistant Professor, EEE	Member
6	MS,Archa S Lal , Asst. Professor, CE	Member
7	Bright Johnson , Chemical Engineering ,Student	Students Representative
8	Sajay Krishnan S R , Mechanical Engineering , Student	Students Representative

Paul. A

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Paul. AJ
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS/2017-18/Notification/1

16/11/17

NOTICE

Sub: Community Services/NSS first committee meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held on 27/11/2020 at 12.00 pm at Class room No 306. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	MS.Smitha Paul , Asst. Professor, EEE	Chairperson
2	MS.Ambily C Panicker , Asst. Professor, EEE	Co-ordinator
3	MS.Silby P Joseph , Asst.Prof , Basic Sciences	Member
4	MS.Sruthi Mohan , Asst. Professor, Chemical Engineering	Member
5	Ms.Anu Kuriakose, Assistant Professor, EEE	Member
6	MS,Archa S Lal , Asst. Professor, CE	Member
7	Bright Johnson , Chemical Engineering ,Student	Students Representative
8	Sajay Krishnan S R , Mechanical Engineering , Student	Students Representative

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS/2017-18/Meeting/1 18/11/2017

COMMUNITY SERVICES/NSS CELL MEETING MINUTES

Sub: Community Services/NSS Cell First committee meeting minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, coordinator welcomed all the members of the Committee.
- Described the role of NSS in an institution.
- As it was the first meeting of the NSS , coordinator welcomed suggestions from all members to make it effective.
- Decided to conduct survey at villages on social issues
- The coordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2018.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

COMMUNITY SERVICES/NSS CELL MEETING INTIMATION

Academic Year: 2017-2018
Venue: Class Room No.306
Date and Time: 18/11/2017, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	MS.Smitha Paul , Asst. Professor, EEE	Chairperson
2	MS.Ambily C Panicker , Asst. Professor, EEE	Co-ordinator
3	MS.Silby P Joseph , Asst.Prof , Basic Sciences	Member
4	MS.Sruthi Mohan , Asst. Professor, Chemical Engineering	Member
5	Ms.Anu Kuriakose, Assistant Professor, EEE	Member
6	MS,Archa S Lal , Asst. Professor, CE	Member
7	Bright Johnson , Chemical Engineering ,Student	Students Representative
8	Sajay Krishnan S R , Mechanical Engineering , Student	Students Representative

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS/2017-18/Notification/2 06/04/2018

NOTICE

Sub: Community Services/NSS Cell second committee meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held on 08/04/2018 at 4.00 pm at Class room No 306. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	MS.Smitha Paul , Asst. Professor, EEE	Chairperson
2	MS.Ambily C Panicker , Asst. Professor, EEE	Co-ordinator
3	MS.Silby P Joseph , Asst.Prof , Basic Sciences	Member
4	MS.Sruthi Mohan , Asst. Professor, Chemical Engineering	Member
5	Ms.Anu Kuriakose, Assistant Professor, EEE	Member
6	MS,Archa S Lal , Asst. Professor, CE	Member
7	Bright Johnson , Chemical Engineering ,Student	Students Representative
8	Sajay Krishnan S R , Mechanical Engineering , Student	Students Representative

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ NSS/2017-18/Meeting/2 08/04/2018

COMMUNITY SERVICES/NSS CELL MEETING MINUTES

Sub: Community Services/NSS Cell second committee meeting minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Principal/ Director

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Copy To:
1. **Principal**

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

2. **Chairman**

TOMS COLLEGE OF ENGINEERING

COMMUNITY SERVICES/NSS MEETING INTIMATION

Academic Year: 2017-2018
Venue: Class Room No.306
Date and Time: 08/04/2018, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	MS.Smitha Paul , Asst. Professor, EEE	Chairperson	
2	MS.Ambily C Panicker , Asst. Professor, EEE	Co-ordinator	
3	MS.Silby P Joseph , Asst.Prof , Basic Sciences	Member	
4	MS.Sruthi Mohan , Asst. Professor, Chemical Engineering	Member	
5	Ms.Anu Kuriakose, Assistant Professor, EEE	Member	
6	MS,Archa S Lal , Asst. Professor, CE	Member	
7	Bright Johnson , Chemical Engineering ,Student	Students Representative	
8	Sajay Krishnan S R , Mechanical Engineering , Student	Students Representative	

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Committee Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/NSS Cell/2018-19/Order/4 DATED:12/11/2018

COMMUNITY SERVICES/NSS COMMITTEE CONSTITUTION

As per the AICTE guidelines, Community services/NSS committee consisting of the following is reconstituted on 12/11/2018 to create awareness among students that the NSS fosters both individual and group growth in the learner. The pupils become more self-assured, build leadership abilities, and learn about people from all backgrounds. Additionally, students acquire knowledge that prepares them to live healthier lives in a variety of contexts. The following are the members in the committee.

Sl.No.	*Name and Designation*	*Status in the Committee*
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member
6	MSsMitaAnnZacharia,Asst.Prof,Civil Engineering	Member
7	Jithu K R, Civil.Dept.,Student	Students Representative
8	Anumol K B, CSE,.Dept.Student	Students Representative

Principal/Director

TOMS COLLEGE OF ENGINEERING KOTTAYAM 686 564 MATTAKARA

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2018-19/Notification/1 18/11/2018

NOTICE

Sub: Community Services/NSS First Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held on 22/11/2018 at 4.00 pm Class room No 306. The committee was constituted with the following members.

Sl.No.	*Name and Designation*	*Status in the Committee*
1	Ms.ShijinaB , Asst.Prof,ComputerScience &Engineering	Chairperson
2	Mr.Mr.Kiran K Murali , Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Sharen K Jose,Asst.Prof ,Chemical Engineering	Member
4	Ms.Alby Alphonsa Joseph , Asst.Prof , Computer Science&Engineering	Member
5	Ms.NimishaAnnieAbraham , Asst.Prof , Civil Engineering	Member
6	MitaAnnZacharia , Asst.Prof , Civil Engineering	Member
7	Jithu K R , Civil.Dept. , Student	Students Representative
8	Anumol K B , CSE ,.Dept.Student	Students Representative

Principal/Director

CopyTo:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Pa to Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2018-19/Meeting/1 22/11/18

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS First Committee Meeting Minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

DECISIONS TAKEN

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

Principal/Director

CopyTo:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSS COMMITTEE MEETING INTIMATION

Academic Year: 2018-2019
Venue: Class Room No.306
Date and Time: 22/11/2018, 4.00 pm

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson	
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member	
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member	
5	Ms.NimishaAnnieAbraham,Asst Prof, Civil Engineering	Member	
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member	

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

7	Jithu K R, Civil.Dept.,Student	Students Representative	
8	Anumol K B, CSE,.Dept.Student	Students Representative	

Committee Coordinator

Sl. No.	*Name and Designation*	*Status in the Committee*

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2018-19/Notification/2 24/01/2019

NOTICE

Sub: Community Services/NSS Cell Second Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held 26/01/2019 at 4.00 pm at Class room No 306. The committee was constituted with the following members.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

1	Ms.ShijinaB,Asst.Prof.ComputerScience &Engineering	Chairperson
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member
5	Ms.NimishaAnnicAbraham,Asst.Prof, Civil Engineering	Member
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member
7	Jithu K R, Civil.Dept.,Student	Students Representative
8	Anumol K B, CSE,.Dept.Student	Students Representative

Principal/Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2018-19/Meeting/2 26/01/2019

COMMUNITY SERVICES /NSS CELL COMMITTEE MEETING MINUTES

KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Sub: Community Services/NSS Cell Second Committee Meeting Minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

DECISIONS TAKEN

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

Principal/Director

CopyTo:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSSCOMMITTEE MEETING INTIMATION

Academic Year: 2018-2019
Venue: Class Room No.306
Date and Time: 26/01/2019, 4.00 pm

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Committee Coordinator

Sl. No.	*Name and Designation*	*Status in the Committee*	**Signature**
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson	
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member	
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member	
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member	
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member	
7	Jithu K R, Civil.Dept.,Student	Students Representative	
8	Anumol K B, CSE,.Dept.Student	Students Representative	

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/NSS Cell/2019-20/Order/5 DATED:22/10/2019

COMMUNITY SERVICES/NSS COMMITTEE CONSTITUTION

As per the AICTE guidelines, Community services/NSS committee consisting of the following is reconstituted on 22/10/2019 to create awareness among students that the NSS fosters both individual and group growth in the learner. The pupils become more self-assured, build leadership abilities, and learn about people from all backgrounds. Additionally, students acquire knowledge that prepares them to live healthier lives in a variety of contexts. The following are the members in the committee.

Sl.No.	*Name and Designation*	*Status in the Committee*
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member
6	MSsMitaAnnZacharia,Asst.Prof,Civil Engineering	Member
7	Jithu K R, Civil.Dept.,Student	Students Representative
8	Anumol K B, CSE,.Dept.Student	Students Representative

Principal/Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2019-20/Notification/1

25/10/2019

NOTICE

Sub: Community Services/NSS First Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held on 27/10/2019 at 12.00pm at Class room No 306 . The committee was constituted with the following members.

Sl.No.	*Name and Designation*	*Status in the Committee*
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member
7	Jithu K R, Civil.Dept.,Student	Students Representative
8	Anumol K B, CSE,.Dept.Student	Students Representative

Principal/Director

CopyTo:

6. Chairman
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2020-21/Meeting/1 27/10/2019

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS First Committee Meeting Minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

DECISIONS TAKEN

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

Principal/Director

CopyTo:

3. Principal
4. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSS COMMITTEE MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson	
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member	
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member	
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member	
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member	

Date and Time: 27/10/2019, 12.00 pm

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING

7	Jithu K R, Civil.Dept.,Student	Students Representative	
8	Anumol K B, CSE,.Dept.Student	Students Representative	

Committee Coordinator

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2019-20/Notification/2 24/01/2020

NOTICE

Sub: Community Services/NSS Cell Second Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held 27/01/2020 at 12.00 pm at Class room No 306. The committee was constituted with the following members.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member
7	Jithu K R, Civil.Dept.,Student	Students Representative
8	Anumol K B, CSE,.Dept.Student	Students Representative

Principal/Director

Copy To:

6. Chairman
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2020-21/Meeting/2 27/01/2020

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS Cell Second Committee Meeting Minutes

AGENDA

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

DECISIONS TAKEN

- Discussed on what can be done to inculcate social welfare of students, and to provide service to society without bias.
- Discussed how to figure out the areas NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

Principal/Director

CopyTo:

3. Principal
4. Chairman

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSSCOMMITTEE MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306
Date and Time: 20/02/2020, 12.00 pm

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Committee Coordinator

Sl. No.	*Name and Designation*	*Status in the Committee*	Signature
1	Ms.ShijinaB,Asst.Prof,ComputerScience &Engineering	Chairperson	
2	Mr.Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Ms.Sharen K Jose,Asst.Prof,Chemical Engineering	Member	
4	Ms.Alby Alphonsa Joseph,Asst.Prof,Computer Science&Engineering	Member	
5	Ms.NimishaAnnieAbraham,Asst.Prof, Civil Engineering	Member	
6	MitaAnnZacharia,Asst.Prof,Civil Engineering	Member	
7	Jithu K R, Civil.Dept.,Student	Students Representative	
8	Anumol K B, CSE,.Dept.Student	Students Representative	

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/NSS Cell/2020-21/Order/6 DATED:22/10/2020

COMMUNITY SERVICES/NSS COMMITTEE CONSTITUTION

As per the AICTE guidelines, Community services/NSS committee consisting of the following is reconstituted on 22/10/2020 to create awareness among students that the NSS fosters both individual and group growth in the learner. The pupils become more self-assured, build leadership abilities, and learn about people from all backgrounds. Additionally, students acquire knowledge that prepares them to live healthier lives in a variety of contexts. The following are the members in the committee.

Sl.No.	*Name and Designation*	*Status in the Committee*
1	Dr.PaulA.J,Director	Chairman
2	Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms.Shilpa KS,Asst.Prof, Basic Science	Member
4	Ms.Safna Sainudeen,Asst.Prof , Computer Science&Engineering	Member
5	Ms.Harsha Krishnan,Asst.Prof,Civil Engineering	Member
6	Ms.Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member
7	Lenin Joseph ME.Dept.,Student	Students Representative
8	Akhil Raj S R, CH.Dept.Student	Students Representative

Principal/Director

Paul. A.

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2020-21/Notification/1 25/10/20

NOTICE

Sub: Community Services/NSS First Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held on 27/10/2020 at 12.00 pm via Google Meet. The committee was constituted with the following members.

Sl.No.	*Name and Designation*	*Status in the Committee*
1	Dr. Paul A.J, Director	Chairman
2	Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Shilpa KS,Asst.Prof, Basic Science	Member
4	Safna Sainudeen , Asst.Prof, Computer Science&Engineering	Member
5	Harsha Krishnan,Asst.Prof,Civil Engineering	Member
6	Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member
7	Lenin Joseph ME.Dept.,Student	Students Representative
8	Akhil Raj S R, CH.Dept.Student	Students Representative

Paul. AJ

Principal/Director

CopyTo:

11. Chairman
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Paul. AJ

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2020-21/Meeting/1 27/10/2020

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS First Committee Meeting Minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to create and maintain safe healthy and supportive environment for people with regard to Covid pandemic.
- Discussed how to figure out the areas where students and staff are experiencing difficulties due to Covid pandemic.
- Discussed about distribution of masks and sanitizers.

DECISIONS TAKEN

- Decided to conduct regular awareness programmes.
- Decided to figure out the areas where students and staffs are experiencing difficulties due to Covid pandemic.
- Decided to organize the distribution of masks and sanitizers.

Principal/Director

CopyTo:

5. Principal
6. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSS COMMITTEE MEETING INTIMATION

Academic Year: 2020-2021
Venue: Google Meet
Date and Time: 27/10/2020, 12.00 pm

Sl. No.	Name and Designation	Status in the Committee	Signature
1	Dr. Paul A.J, Director	Chairman	
2	Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Shilpa KS,Asst.Prof, Basic Science	Member	
4	Safna Sainudeen,Asst.Prof, Computer Science&Engineering	Member	
5	Harsha Krishnan,Asst.Prof,Civil Engineering	Members	
6	Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member	
7	Lenin Joseph ME.Dept.	Students Representative	
8	Akhil Raj S R, CH.Dept.Student	Students Representative	

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Committee Coordinator

Sl. No.	*Name and Designation*	*Status in the Committee*

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2020-21/Notification/2 08/04/21

NOTICE

Sub: Community Services/NSS Cell Second Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held 10/04/2021 at 12.00 pm at Class room No 306. The committee was constituted with the following members.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

1	Shijina B, Asst.Prof, CSE	Chairman
2	Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Shilpa KS,Asst.Prof, Basic Science	Member
4	Safna Sainudeen, Asst. Prof,Computer Science &Engineering	Member
5	HarshaKrishnan,Asst.Prof,Civil Engineering	Member
6	Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member
7	Lenin Joseph ME.Dept.	Students Representative
8	Akhil Raj S R, CH.Dept.Student	Students Representative

Principal/Director

Copy To:

11. Chairman
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2020-21/Meeting/2 10/04/2021

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS Cell Second Committee Meeting Minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to create and maintain safe healthy and supportive environment for people with regard to Covid pandemic.

Sl. No.	**Name and Designation**	**Status in theCommittee**	**Signature**

- Discussed how to figure out the areas where students and staff are experiencing difficulties due to Covid pandemic.
- Discussed about distribution of masks and sanitizers.
-

DECISIONS TAKEN

- Decided to conduct regular awareness programmes.
- Decided to figure out the areas where students and staffs are experiencing difficulties due to Covid pandemic.
- Decided to organize the distribution of masks and sanitizers.

Principal/Director

CopyTo:

5. Principal
6. Chairman

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSSCOMMITTEE MEETING INTIMATION

Academic Year: 2020-2021
Venue: Google Meet
Date and Time: 10/04/2021, 12.00 pm

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

1	Dr. Paul A.J, Director	Chairman	
2	Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Shilpa KS,Asst.Prof, Basic Science	Member	
4	SafnaSainudeen,Asst Prof,Computer Science & Engineering	Member	
5	HarshaKrishnan,Asst.Prof,Civil Engineering	Member	
6	Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member	
7	Lenin Joseph ME.Dept.	Students Representative	
8	Akhil Raj S R, CH.Dept.Student	Students Representative	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/NSS Cell/2021-22/Order/7 DATED:22/10/2021

COMMUNITY SERVICES/NSS COMMITTEE CONSTITUTION

As per the AICTE guidelines, Community services/NSS committee consisting of the following is reconstituted on 22/10/2021 to create awareness among students that the NSS fosters both individual and group growth in the learner. The pupils become more self-assured, build leadership abilities, and learn about people from all backgrounds. Additionally, students acquire knowledge that prepares them to live healthier lives in a variety of contexts. The following are the members in the committee.

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Ms.Shijina B, Asst.Prof , Computer Science & Engineering	Chairman
2	Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms,Shilpa KS,Asst.Prof, Basic Science	Member
4	Ms.SafnaSainudeen,Asst.Prof,Computer Science & Engineering	Member
5	Ms.SandhyaRani,Asst.Prof,Chemical Engineering	Member
6	Ms.Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member
7	Bhavana B , CS Dept, Student	Students Representative
8	Akhil Raj S R, CH.Dept.Student	Students Representative

Principal/Director

Copy To:

1. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2021-22/Notification/1

25/10/21

NOTICE

Sub: Community Services/NSS First Committee Meeting

Sl. No.	*Name and Designation*	*Status in the Committee*
1	Ms.Shijina B, Asst.Prof , Computer Science & Engineering	Chairman
2	Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms,Shilpa KS,Asst.Prof, Basic Science	Member

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held on 27/10/2021 at 12.00 pm at Class room No:306. The committee was constituted with the following members.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

4	Ms.SafnaSainudeen,Asst.Prof,Computer Science & Engineering	Member
5	Ms.SandhyaRani,Asst.Prof,Chemical Engineering	Member
6	Ms.Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member
7	Bhavana B , CS Dept, Student	Students Representative
8	Akhil Raj S R, CH.Dept.Student	Students Representative

Principal/Director

CopyTo:

16. Chairman
17. Vice principal
18. Administrative Officer
19. All the members of the Committee and Squad
20. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2021-22/Meeting/1 27/10/2021

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS First Committee Meeting Minutes

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to create and maintain safe healthy and supportive environment for people with regard to Covid pandemic.
- Discussed how to figure out the areas where students and staff are experiencing difficulties due to Covid pandemic.
- Discussed about distribution of masks and sanitizers.

DECISIONS TAKEN

- Decided to conduct regular awareness programmes.
- Decided to figure out the areas where students and staffs are experiencing difficulties due to Covid pandemic.
- Decided to organize the distribution of masks and sanitizers.

Principal/Director

CopyTo:

7. Principal
8. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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Mattakara P.O.
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TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSS COMMITTEE MEETING INTIMATION

Academic Year: 2021-2022
Venue : Class Room No: 306
Date and Time: 27/10/2021, 12.00 pm

Sl. No.	*Name and Designation*	*Status in the Committee*	**Signature**
1	Ms.Shijina B, Asst.Prof , Computer Science & Engineering	Chairperson	
2	Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Ms,Shilpa KS,Asst.Prof, Basic Science	Member	
4	Ms.SafnaSainudeen,Asst.Prof,Computer Science & Engineering	Member	
5	Ms.SandhyaRani,Asst.Prof,Chemical Engineering	Member	
6	Ms.Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member	
7	Bhavana B , CS Dept, Student	Students Representative	
8	Akhil Raj S R, CH.Dept.Student	Students Representative	

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Committee Coordinator

Sl. No.	*Name and Designation*	*Status in the Committee*

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2021-22/Notification/2 08/04/22

NOTICE

Sub: Community Services/NSS Cell Second Committee Meeting

As per the AICTE guidelines, Community services/NSS committee to create awareness among students that the NSS fosters both individual and group growth in the learner will be held 10/04/2022 at 12.00 pm at Class room No 306. The committee was constituted with the following members.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

1	Ms.Shijina B, Asst. Prof , Computer Science & Engineering	Chairman
2	Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator
3	Ms,Shilpa KS,Asst.Prof, Basic Science	Member
4	Ms.SafnaSainudeen,Asst.Prof,Computer Science & Engineering	Member
5	Ms.SandhyaRani,Asst.Prof,Chemical Engineering	Member
6	Ms.Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member
7	Bhavana B , CS Dept, Student	Students Representative
8	Akhil Raj S R, CH.Dept.Student	Students Representative

Principal/Director

Copy To:

16. Chairman
17. Vice principal
18. Administrative Officer
19. All the members of the Committee and Squad
20. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/NSS Cell/2021-22/Meeting/2 10/04/2022

COMMUNITY CELL/NSS COMMITTEE MEETING MINUTES

Sub: Community Services/NSS Cell Second Committee Meeting Minutes

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

AGENDA

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year
- To comply with AICTE regulations for the establishment of committee for community services/NSS cell.
- To maintain the minutes of the meetings and to send the copy of the same to the Director and Principal.
- To convey the decisions of the committee to the aggrieved students in writing

POINTS DISCUSSED

- Discussed on what can be done to create and maintain safe healthy and supportive environment for people with regard to Covid pandemic.
- Discussed how to figure out the areas where students and staff are experiencing difficulties due to Covid pandemic.
- Discussed about distribution of masks and sanitizers.
-

DECISIONS TAKEN

- Decided to conduct regular awareness programmes.
- Decided to figure out the areas where students and staffs are experiencing difficulties due to Covid pandemic.
- Decided to organize the distribution of masks and sanitizers.

Principal/Director

CopyTo:

7. Principal
8. Chairman

TOMS COLLEGE OF ENGINEERING

COMMUNITY CELL/NSSCOMMITTEE MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.306
Date and Time: 10/04/2022, 12.00 pm

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Committee Coordinator

Sl. No.	Name and Designation	Status in theCommittee	Signature
1	Ms.Shijina B, Asst.Prof , Computer Science & Engineering	Chairperson	
2	Mr.Kiran K Murali, Asst.Prof, Mechanical Engineering	Co-ordinator	
3	Ms,Shilpa KS,Asst.Prof, Basic Science	Member	
4	Ms.SafnaSainudeen,Asst.Prof,Computer Science & Engineering	Member	
5	Ms.SandhyaRani,Asst.Prof,Chemical Engineering	Member	
6	Ms.Mita Ann Zacharia, Asst.Prof, Civil Engineering	Member	
7	Bhavana B , CS Dept, Student	Students Representative	
8	Akhil Raj S R, CH.Dept.Student	Students Representative	

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
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Mattakara P.O
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TOMS COLLEGE OF ENGINEERING
FOR STARTUPS
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www.toms.ac.in

Disciplinary Action Committee Meeting

Intimation

AY: 2017-2018

Date:16/08/2017

Venue : Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Ms Alins Varghese	Assistant professor, Basic sciences
2	Mrs Erlin Antony	Assistant professor, Chemical engineering
3	Mrs Shijina B	Assistant professor, Computer science & engineering
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

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Disciplinary Action Committee Meeting

Minutes of The Meeting

Date:16/08/2017

AY: 2017-2018

Venue : Administrative Block

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Ms Alins Varghese	Assistant professor, Basic sciences		
2	Mrs Erlin Antony	Assistant professor, Chemical engineering		
3	Mrs Shijina B	Assistant professor, Computer science & engineering		
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering		

Minutes

- It is decided to conduct the meeting of the committee in a regular basis at least three times or whenever required
- Framed the rules and regulations of the committee.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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- Cooperation of all members requested for the smooth functioning of the committee.
- Awareness for students of first year on discipline to be maintained in the college campus. The discipline to be maintained by the students of first year was discussed by the committee and it was decided to have awareness program during the induction program for first year students. All the members have agreed for the same.
- Discussion on disciplinary action to be taken on students on the misconduct.The committee discussed in-depth on the type of disciplinary action to be taken on the students in case of misconduct. During discussion it was opined that initially if a student commit any in- disciplinary action he should be warned. If the same mistake is committed by the student again then disciplinary action to be taken on the student depending on the misconduct. The disciplinary action should be such that it does not affect the career of the student.

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

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Disciplinary Action Committee Meeting

Intimation

AY: 2017-2018 **Date:02/02/2018**

Venue :Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Ms Alins Varghese	Assistant professor, Basic sciences
2	Mrs Erlin Antony	Assistant professor, Chemical engineering
3	Mrs Shijina B	Assistant professor, Computer science & engineering
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
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Disciplinary Action Committee Meeting

Minutes of The Meeting

AY: 2017-2018 **Date::02/02/2018**

Venue : Administrative Block

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Ms Alins Varghese	Assistant professor, Basic sciences		
2	Mrs Erlin Antony	Assistant professor, Chemical engineering		
3	Mrs Shijina B	Assistant professor, Computer science & engineering		
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering		

Minutes

- Regular meeting of the committee conducted .
- No disciplinary issues reported .

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

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Disciplinary Action Committee Meeting

Intimation

AY: 2018-2019

Date:08/08/2018

Venue : Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Ms Alins Varghese	Assistant professor, Basic sciences
2	Mrs Erlin Antony	Assistant professor, Chemical engineering
3	Mrs Shijina B	Assistant professor, Computer science & engineering
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
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Disciplinary Action Committee Meeting

Minutes of The Meeting

AY: 2017-2018

Date::08/08/2018

Venue : Administrative Block

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Ms Alins Varghese	Assistant professor, Basic sciences		
2	Mrs Erlin Antony	Assistant professor, Chemical engineering		
3	Mrs Shijina B	Assistant professor Computer science & engineering		
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering		

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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www.toms.ac.in

Minutes

- Regular meeting of the committee conducted
- No disciplinary issues reported.
- Decided to conduct awareness sessions for students regarding the code of conduct in the campus.
- Decided to take feedback from the students about the disciplinary practices followed in the campus

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
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www.toms.ac.in

Disciplinary Action Committee Meeting

Intimation

AY: 2018-2019

Date:04/02/2019

Venue : Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Ms Alins Varghese	Assistant professor, Basic sciences
2	Mrs Erlin Antony	Assistant professor, Chemical engineering
3	Mrs Shijina B	Assistant professor, Computer science & engineering
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
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MATTAKARA

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Disciplinary Action Committee Meeting

Minutes of The Meeting

AY: 2017-2018 **Date::04/02/2019**

Venue : Administrative Block

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Ms Alins Varghese	Assistant professor, Basic sciences		
2	Mrs Erlin Antony	Assistant professor, Chemical engineering		
3	Mrs Shijina B	Assistant professor, Computer science & engineering		
4	Mrs Smitha Paul	Assistant professor, Electrical and electronics engineering		

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

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FOR STARTUPS
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www.toms.ac.in

Minutes

- Regular meeting of the committee conducted .
- No disciplinary issues reported .
- Analyzed students feedback on disciplinary practices followed in the campus.
- Conducted awareness sessions for students regarding the code of conduct in the campus.
- A review of disciplinary measures and facilities with regard to college has been conducted report has sent Principal.

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2019-2020

Date:03/08/2019

Venue : Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Mr Baji Koduvath	Assistant professor, Basic sciences
2	Ms Milanta Tom	Assistant professor, Chemical engineering
3	Ms Archana Mohan	Assistant professor, Computer science & engineering
4	Akhila S	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

AY: 2019-2020

Date:03/08/2019

Venue : Administrative Block

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

Minutes

- Regular meeting of the committee conducted .

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

- No disciplinary issues reported .
- Analyzed students feedback on disciplinary practices followed in the campus.
- Conducted awareness sessions for students regarding the code of conduct in the campus.
- A review of disciplinary measures and facilities with regard to college has been conducted , report has sent Principal.

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2019-2020

Date:02/01/2020

Venue: Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Mr Baji Koduvath	Assistant professor, Basic sciences
2	Ms Milanta Tom	Assistant professor, Chemical engineering
3	Ms Archana Mohan	Assistant professor, Computer science & engineering
4	Akhila S	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

AY: 2019-2020 **Date:02/01/2020**

Venue : Administrative Block

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

Minutes

- Regular meeting of the committee conducted .
- No disciplinary issues reported .

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2020-2021 **Date:20/08/2020**

Venue: Google Meet -Virtual Room

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Mr Baji Koduvath	Assistant professor, Basic sciences
2	Ms Milanta Tom	Assistant professor, Chemical engineering
3	Ms Archana Mohan	Assistant professor, Computer science & engineering
4	Akhila S	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

AY: 2020-2021 **Date:20/08/2020**

Venue : Google Meet -Virtual Room

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
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TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Minutes

- Meeting has been shifted to online mode due to Covid-19 precautions.
- Regular meeting of the committee conducted .
- No disciplinary issues reported .

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2020-2021 **Date:22/01/2021**

Venue :Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Mr Baji Koduvath	Assistant professor, Basic sciences
2	Ms Milanta Tom	Assistant professor, Chemical engineering
3	Ms Archana Mohan	Assistant professor, Computer science & engineering
4	Akhila S	Assistant professor, Electrical and electronics engineering

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

Principal

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

AY: 2020-2021 **Date:22/01/2021**

Venue : Administrative Block

Agenda

l. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Minutes

- Regular meeting of the committee conducted .
- No disciplinary issues reported .

Chairman

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
Principal
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2020-2021 **Date:19/04/2021**

Venue : Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Mr Baji Koduvath	Assistant professor, Basic sciences
2	Ms Milanta Tom	Assistant professor, Chemical engineering
3	Ms Archana Mohan	Assistant professor, Computer science & engineering
4	Akhila S	Assistant professor, Electrical and electronics engineering

Agenda

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractices reported
4. Contact classes beginning

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

AY: 2020-2021 **Date:19/04/2021**

Venue : Administrative Block

Agenda

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractices reported
4. Contact classes beginning

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Minutes

- Regular meeting of the committee conducted
- No disciplinary issues reported
- Two malpractices reported during the university examinations in this month
- Contact classes for final years are scheduled to begin from 19/04/2021 onward. Committee members should monitor the discipline in view of this

Action Taken

Malpractice cases reported will be inquired by the discipline committee and report will be forwarded to university through exam cell.

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2021-2022 **Date:02/02/2022**

Venue: Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Ms Divya Varughese	Assistant professor, Basic sciences
2	Ms Silpa C S	Assistant professor, Chemical engineering
3	Ms Anaha Ashokan	Assistant professor, Computer science & engineering
4	Ms Ambily C Panicker	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

AY: 2020-2021 **Date:02/02/2022**

Venue : Administrative Block

Agenda

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractices reported
4. Contact classes beginning

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Minutes

- Regular meeting of the committee conducted
- No disciplinary issues reported
- Contact classes for final years has begun from 19/04/2021 onwards. Committee members had monitored the disciplinary practices in view of this

Chairman

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Intimation

AY: 2022-2023 **Date:01/08/2022**

Venue: Administrative Block

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled.

SL No	Name	Designation
1	Ms Divya Varughese	Assistant professor, Basic sciences
2	Ms Silpa C S	Assistant professor, Chemical engineering
3	Ms Anaha Ashokan	Assistant professor, Computer science & engineering
4	Ms Ambily C Panicker	Assistant professor, Electrical and electronics engineering

Agenda

I. Regular Meetings of committee

2.Discussion of disciplinary issues

3. Any other matters related to discipline

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Disciplinary Action Committee Meeting

Minutes of the Meeting

Date:01/08/2022

AY: 2020-2021

Venue : Administrative Block

Agenda

5. Review of previous meeting
6. Discussion of disciplinary issues
7. Malpractices reported
8. Contact classes beginning

List of attendees

SL No	Name	Designation	Signature	Remarks
1	Mr Baji Koduvath	Assistant professor, Basic sciences		
2	Ms Milanta Tom	Assistant professor, Chemical engineering		
3	Ms Archana Mohan	Assistant professor, Computer science & engineering		
4	Ms. Akhila S	Assistant professor, Electrical and electronics engineering		

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Minutes

- Regular meeting of the committee conducted
- No disciplinary issues reported
- Decided to conduct awareness sessions for first year students regarding the code of conduct in the campus.
- Decided to take feedback from the final year students about the disciplinary practices followed in the campus

Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/ECC/2019-20/Order/4

DATED: 10/11/2019

ECO CLUB COMMITTEE CONSTITUTION

As per section IV AICTE has initiated various activities for promoting industrial internship at the graduate level in technical institutes under regulation 2016, committee consisting of the following is reconstituted on 10/11/2019 at TOMS College of Engineering to encourage projects and initiatives on afforestation ,landscape and ecosystem restoration, soil and water conservation ,water quality maintanence ,waste management clean energy resources and climate change mitigation. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Anju Raju, Asst. Professor,Civil	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member
9	Warden, Girls Hostel	Member

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2019-20/Notification/1 12/11/19

NOTICE

Sub: ECC first committee meeting

As per section IV AICTE regulation 2016 meeting will be held on 14/11/2019 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Anju Raju, Asst. Professor,Civil	Chairperson
2	Ms Sachu Mariam Mohan,Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Ms Archana Mohan,Asst. Professor, CS	Member
5	Mr Jobin John ,Asst. Professor, Mechanical	Member
6	Ms Sharon Raju, Asst. Professor, Civil	Member
7	Akhil Raj SR ,Student	Member
8	Anumol , Student	Member
9	Jithu KR ,Student	Member

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2019-20/Meeting/1 14/11/2019

ECC MEETING MINUTES

Sub: ECC First committee meeting minutes

AGENDA

- Motivate the students to keep their surroundings green and clean by undertaking plantation of trees.
- Promote ethos of conservation of water by optimizing the use of water.
- Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.
- To develop skills of observation, experimentation, survey, recording, analysis, reasoning needed for conserving environment through activities.
- Organise seminars, debates, lectures and popular talks on environmental issues in the college to motivate the students to keep their surroundings green and clean.

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ECC in an institution.
- As it was the first meeting of the ECC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2020
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING

ECC MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306
Date and Time: 14/11/2019, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Anju Raju, Asst. Professor,Civil	Chairperson
2	Ms Sachu Mariam Mohan,Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Ms Archana Mohan,Asst. Professor, CS	Member
5	Mr Jobin John ,Asst. Professor, Mechanical	Member
6	Ms Sharon Raju, Asst. Professor, Civil	Member
7	Akhil Raj SR ,Student	Member
8	Anumol , Student	Member
9	Jithu KR ,Student	Member

Committee Coordinator

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2019-20/Notification/2

19/04/2020

NOTICE

Sub: ECC second committee meeting

As per section IV AICTE regulation 2016 meeting will be held on 21/04/2020 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Anju Raju, Asst. Professor,Civil	Chairperson
2	Ms Sachu Mariam Mohan,Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Ms Archana Mohan,Asst. Professor, CS	Member
5	Mr Jobin John ,Asst. Professor, Mechanical	Member
6	Ms Sharon Raju, Asst. Professor, Civil	Member
7	Akhil Raj SR ,Student	Member
8	Anumol , Student	Member
9	Jithu KR ,Student	Member

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ECC/2019-2020/Meeting/2 21/04/2020

ECC MEETING MINUTES

Sub: ECC second committee meeting minutes

AGENDA

- Motivate the students to keep their surroundings green and clean by undertaking plantation of trees.
- Promote ethos of conservation of water by optimizing the use of water.
- Motivate students to imbibe habits and life style for minimum waste generation, source separation of waste and disposing the waste to the nearest storage point.
- To develop skills of observation, experimentation, survey, recording, analysis, reasoning needed for conserving environment through activities.
- Organise seminars, debates, lectures and popular talks on environmental issues in the school to motivate the students to keep their surroundings green and clean.

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ECC in an institution.
- As it was the first meeting of the ECC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Paul. AJ

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Paul. AJ

TOMS COLLEGE OF ENGINEERING

ECC MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306
Date and Time: 21/04/2020, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Anju Raju, Asst. Professor,Civil	Chairperson	
2	Ms Sachu Mariam Mohan,Asst. Professor, Basic Science	Secretary	
3	Anisha G Kaimal, Office Staff	Member	
4	Ms Archana Mohan,Asst. Professor, CS	Member	
5	Mr Jobin John ,Asst. Professor, Mechanical	Member	
6	Ms Sharon Raju, Asst. Professor, Civil	Member	
7	Akhil Raj SR ,Student	Member	
8	Anumol , Student	Member	
9	Jithu KR ,Student	Member	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

P a J. A J

Ref No./TCE/ECC/2020-21/Order/6 DATED: 10/11/2020

ECO CLUB COMMITTEE CONSTITUTION

As per section IV AICTE has initiated various activities for promoting industrial internship at the graduate level in technical institutes under regulation 2016, committee consisting of the following is reconstituted on 10/11/2019 at TOMS College of Engineering to encourage projects and initiatives on afforestation ,landscape and ecosystem restoration, soil and water conservation ,water quality maintanence ,waste management clean energy resources and climate change mitigation. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Erlin Antony ,Asst. Professor ,Chemical	Member
8	Akhilesh	Student
9	Ananya Suresh M	Student
10	Bhavana B	Student

Paul. A.J

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

TOMS COLLEGE OF ENGINEERING

12/11/2020

Ref No./TCE/ECC/2020-21/Notification/1

Paul. AJ

NOTICE

Sub: ECC first committee meeting

As per section IV AICTE's vision has been to ensure quality education and to regulate and maintain norms and standards. The Environment Policy 2020 meeting will be held on 14/11/2020 at 1.30 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	***Name and Designation***	***Status in the committee***
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Erlin Antony ,Asst. Professor ,Chemical	Member
8	Akhilesh	Student
9	Ananya Suresh M	Student
10	Bhavana B	Student

Principal/ Director

Copy To:

6. Chairma
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10.

College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2020-21/Meeting/1 14/11/2020

ECC MEETING MINUTES

Sub: ECC First committee meeting minutes

AGENDA

- To develop skills of observation, experimentation, survey, recording, analysis, reasoning needed for conserving environment through activities.
- Developing and managing efficient garbage disposal system .
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ECC in an institution.
- As it was the first meeting of the ECC, co-ordinator welcomed suggestions from all members to make it effective,
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2021.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

3. Principal
4. Chairman

TOMS COLLEGE OF ENGINEERING

ECC MEETING INTIMATION

Academic Year: 2020-2021
Venue: Class Room No.306
Date and Time: 14/11/2020, 01:30pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Erlin Antony ,Asst. Professor ,Chemical	Member	
8	Akhilesh	Student	
9	Ananya Suresh M	Student	
10	Bhavana B	Student	

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2020-21/Notification/2 04/04/2021

NOTICE

Sub: ECC second committee ıneeting

As per section IV AICTE's vision has been to ensure quality education and to regulate and maintain norms and standards. The Environment Policy 2020 meeting will be held on 06/04/2020 at 1.30 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Erlin Antony ,Asst. Professor ,Chemical	Member
8	Akhilesh	Student
9	Ananya Suresh M	Student
10	Bhavana B	Student

Paul. A

Principal/ Director

Paul. A

Copy To:
6. Chairman
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ECC/2020-21/Meeting/2 06/04/2021

ECC MEETING MINUTES

Sub: ECC second committee meeting minutes

AGENDA

- To develop skills of observation, experimentation, survey, recording, analysis, reasoning needed for conserving environment through activities.
- Developing and managing efficient garbage disposal system .
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ECC in an institution.
- As it was the first meeting of the ECC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:
1. **Principal**
2. **Chairman**

TOMS COLLEGE OF ENGINEERING

ECC MEETING INTIMATION

Academic Year: 2020-2021
Venue: Class Room No.306
Date and Time: 06/04/2021, 01:30 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Erlin Antony ,Asst. Professor ,Chemical	Member	
8	Akhilesh	Student	
9	Anusree Sanalkumar	Student	
10	Arya C	Student	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/ECC/2021-22/Order/7

DATED: 10/11/2021

ECO CLUB COMMITTEE CONSTITUTION

As per section IV AICTE has initiated various activities for promoting industrial internship at the graduate level in technical institutes under regulation 2016, committee consisting of the following is reconstituted on 10/11/2019 at TOMS College of Engineering to encourage projects and initiatives on afforestation ,landscape and ecosystem restoration, soil and water conservation ,water quality maintanence,waste management clean energy resources and climate change mitigation. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Principal/ Director

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2021-22/Notification/1 12/11/21

NOTICE

Sub: ECC first committee meeting

As per section IV AICTE's vision has been to ensure quality education and to regulate and maintain norms and standards. The Environment Policy 2020 meeting will be held on 14/11/2020 at 1.30 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Pawl. A.

Principal/ Director

Copy To:

11. Chairman
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15.

College Website

Pawl. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2021-22/Meeting/1 14/11/2021

ICC MEETING MINUTES

Sub: ECC First committee meeting minutes

AGENDA

- Maintenance of public places like parks, gardens both within and out side the school campus.
- Mobilise action against environmentally unsound practices like garbage disposal in unauthorised places, unsafe disposal of hospital wastes etc.
- Beautify selected road side area with plants and flowers and put campaign boards to generate awareness

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ECC in an institution.
- As it was the first meeting of the ECC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2022.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

5. Principal
6. Chairman

TOMS COLLEGE OF ENGINEERING

ECC MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.306
Date and Time: 14/11/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	Ambily
2	Divyamol V K , Asst. Professor, Basic Science	Member	Divya
3	Anisha G Kaimal, Office Staff	Member	Anisha
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	Alby
5	Arya R Kurup, Assistant Professor, Basic Science	Member	Arya
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	Neethu
7	Warden, Girls Hostel	Member	
8	Aparna Ramesh	Student	Aparna
9	Anusree Sanalkumar	Student	Anu
10	Arya C	Student	Arya

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ECC/2021-22/Notification/2 04/04/2022

NOTICE

Sub: ECC second committee meeting

As per section IV AICTE's vision has been to ensure quality education and to regulate and maintain norms and standards. The Environment Policy 2020 meeting will be held on 06/04/2022 at 4.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Principal/ Director

Copy To:

11. Chairman
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ECC/2021-22/Meeting/2

06/04/2022

ECC MEETING MINUTES

Sub: ECC second committee meeting minutes

AGENDA

- Maintenance of public places like parks, gardens both within and out side the school campus.
- Mobilise action against environmentally unsound practices like garbage disposal in unauthorised places, unsafe disposal of hospital wastes etc.
- Beautify selected road side area with plants and flowers and put campaign boards to generate awareness

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ECC in an institution.
- As it was the first meeting of the ECC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Parul. A.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Parul. A.

TOMS COLLEGE OF ENGINEERING

ECC MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.306
Date and Time: 06/04/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Warden, Girls Hostel	Member	
8	Aparna Ramesh	Student	
9	Anusree Sanalkumar	Student	
10	Arya C	Student	

Committee Coordinator

Prof. AJ

Ref No./TCE/EC/2021-22/Order/7 DATED: 01/07/2021

EXAM CELL COMMITTEE CONSTITUTION

As per AICTE guidelines, the Examination committee is headed by examinations in-Charge and its carry out examinations, publish results and award certificates, committee consisting of the following is reconstituted on 01/07/2021at TOMS College of Engineering. This examination committee responsible for conducting both internal and university exam. The Examination Committee is responsible for preparation, administration, and evaluation of the examination. Exam committee also responsible for conducting and coordinating two internal exams per semester and university exam

Sl. No.	*Name and Designation*	*Status in the committee*
1	Kiran K Murali , Asst. Professor, mechanical engineering	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Ambily C Panicker , Asst. Professor, EEE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
9	Mita Ann Zachariah , Asst. Professor, CE	Member

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Principal/ Director

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2021-22/Notification/1 01/07/21

NOTICE

Sub: Exam Cell first committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 02/07/2017 Friday at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Kiran K Murali , Asst. Professor, mechanical engineering	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Ambily C Panicker , Asst. Professor, EEE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Mita Ann Zachariah , Asst. Professor, CE	Member

Principal/ Director

Paul A.

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Paul. A

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2021-22/Meeting/1 02/07/2021

ICC MEETING MINUTES

Sub: Exam Cell First committee meeting minutes

AGENDA

- Examination for B Tech S1- regular and supplementary, S3 regular 2019 scheme
- B Tech S1, S2 (s)

MEETING MINUTES

- Meeting start with a silent prayer
- B Tech (regular and supplementary) examination for 2015 and 2019 scheme is scheduled to start on July 9th onwards.
- Exam conducting staffs and class rooms were selected.

Action Taken

Exam conducting staff and class rooms were selected.

Principal/ Director

Copy To:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.204
Date and Time: 02/07/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Kiran K Murali , Asst. Professor, mechanical engineering	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Ambily C Panicker , Asst. Professor, EEE	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Mita Ann Zachariah , Asst. Professor, CE	Member	

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2021-22/Notification/2 05/04/2022

NOTICE

Sub: Exam cell second committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 07/04/2018 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Kiran K Murali , Asst. Professor, mechanical engineering	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Ambily C Panicker Asst. Professor, EEE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Mita Ann Zachariah , Asst. Professor, CE	Member

Paul A.

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Paul. A.

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ EC/2021-22/Meeting/2 07/04/2022

EXAM CELL MEETING MINUTES

Sub: Exam cell second committee meeting minutes

AGENDA

Second internal test – even semester
Semester exam even semester

MEETING MINUTES

- Meeting start with a silent prayer
- Second internal exam for S2, S4,S6 & S8 is scheduled conducted from 18th April 2020(2-4pm)
- Time table for 2nd semester examination (even sem) should be prepared and get signed from principal by 09/04/2017.
- Question paper should be verified by DQAC.
- Preparation for even semester university exam. Selection of exam conducting staffs.

Action Taken

- Time table for second internal exam prepared and published on 10/11/2017.
- Exam conducting staff and class rooms were selected.
- Select invigilators and exam coordinating staffs for internal as well as university exams.

Principal/ Director

Copy To:
1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.204
Date and Time: 07/04/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Kiran K Murali , Asst. Professor, mechanical engineering	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Ambily C Panicker , Asst. Professor, EEE	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Mita Ann Zachariah , Asst. Professor, CE	Member	

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/EC/2020-21/Order/6 DATED: 01/11/2020

EXAM CELL COMMITTEE CONSTITUTION

As per AICTE guidelines, the Examination committee is headed by examinations in-Charge and its carry out examinations, publish results and award certificates, committee consisting of the following is reconstituted on 01/11/2020 Monday at TOMS College of Engineering. This examination committee responsible for conducting both internal and university exam. The Examination Committee is responsible for preparation, administration, and evaluation of the examination. Exam committee also responsible for conducting and coordinating two internal exams per semester and university exam

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE HOD	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Mita Ann Zachariah , Asst. Professor, CE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Sheigha pappachan, Asst. Professor chemical engineering	Member
8	Safna Sainudeen, Asst. Professor computer science	Member

Paul A.

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2020-21/Notification/1 06/11/20

NOTICE

Sub: Exam Cell first committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 06/11/2017 Friday at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE HOD	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Mita Ann Zachariah , Asst. Professor, CE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Sheigha pappachan, Asst. Professor chemical engineering	Member
8	Safna Sainudeen, Asst. Professor computer science	Member

Principal/ Director

Paul A.

Copy To:

6. Chairma
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2020-21/Meeting/1 06/11/2020

EXAM CELL MEETING MINUTES

Sub: Exam Cell First committee meeting minutes

AGENDA

Second internal test – odd semester
Semester exam odd semester

MEETING MINUTES

- Meeting start with a silent prayer
- Second internal exam for S1, S3,S5 & S7 is scheduled conducted from 16th November 2020(2-4pm)
- Exams are conducted by online mode due to Covid 19
- Time table should be prepared and get signed from principal by 10/11/2017.
- Question paper should be verified by DQAC should be uploaded in the corresponding subject google class room(online mode)
- Students should be uploaded their answer sheets after exam, before 4.15pm

Action Taken

Time table prepared and published on 11/11/2017.
Exam conducting staff and class rooms were selected.

Paul A!

Principal/ Director

Copy To:

3. Principal
4. Chairman

Paul. A!

TOMS COLLEGE OF ENGINEERING

EC MEETING INTIMATION

Academic Year: 2020-2021
Venue: Class Room No.204
Date and Time: 06/11/2020, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE HOD	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Mita Ann Zachariah , Asst. Professor, CE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Sheigha pappachan, Asst. Professor chemical engineering	Member
8	Safna Sainudeen, Asst. Professor computer science	Member

Committee Coordinator

Pa J. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2020-21/Notification/2 04/04/2021

NOTICE

Sub: Exam cell second committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 06/04/2018 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE HOD	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Mita Ann Zachariah , Asst. Professor, CE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Sheigha pappachan, Asst. Professor chemical engineering	Member
8	Safna Sainudeen, Asst. Professor computer science	Member

Principal/ Director

Copy To:

6. Chairma
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ EC/2020-21/Meeting/2 06/04/2021

EC MEETING MINUTES

Sub: Exam cell second committee meeting minutes

AGENDA

Second internal test – even semester
Semester exam even semester

MEETING MINUTES

- Meeting start with a silent prayer
- Second internal exam for S2, S4,S6 & S8 is scheduled conducted from 11th April 2020(2-4pm)
- Exams are conducted by online mode due to Covid 19
- Time table should be prepared and get signed from principal by 09/04/2017.
- Question paper should be verified by DQAC should be uploaded in the corresponding subject google class room(online mode)
- Students should be uploaded their answer sheets after exam, before 4.15pm

Action Taken

Time table prepared and published on 09/11/2017.
Exam conducting staff and class rooms were selected.

Principal/ Director

Copy To:
1. **Principal**
2. **Chairman**

TOMS COLLEGE OF ENGINEERING

EC MEETING INTIMATION

Academic Year: 2020-2021
Venue: Class Room No.204
Date and Time: 06/04/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE HOD	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Mita Ann Zachariah , Asst. Professor, CE	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Sheigha pappachan, Asst. Professor chemical engineering	Member
8	Safna Sainudeen, Asst. Professor computer science	Member

Committee Coordinator

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/ICC/2019-20/Order/5

DATED: 01/11/2019

EXAM CELL COMMITTEE CONSTITUTION

As per AICTE guidelines, the Examination committee is headed by examinations in-Charge and its carry out examinations, publish results and award certificates, committee consisting of the following is reconstituted on 01/11/2019 friday at TOMS College of Engineering. This examination committee responsible for conducting both internal and university exam. The Examination Committee is responsible for preparation, administration, and evaluation of the examination. Exam committee also responsible for conducting and coordinating two internal exams per semester and university exam

Sl. No.	*Name and Designation*	*Status in the committee*
1	Shijina B, Asst. Professor, Computer Science HOD	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Smitha Paul, Asst. Professor, Electronics & communication	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Paul A.J

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Paul. A.J

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2019-20/Notification/1 03/11/19

NOTICE

Sub: exam cell first committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 05/11/2017 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Shijina B, Asst. Professor, Computer Science HOD	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Smitha Paul, Asst. Professor, Electronics & communication	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Paul A.

Principal/ Director

Copy To:

11. Chairma
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2019-20/Meeting/1 05/11/2019

EXAM CELL MEETING MINUTES

Sub: Exam cell First committee meeting minutes

AGENDA

- Second internal exam cdd semester
- Internal mark publishing
- University exam for S1,S3,S5,&S7

MEETING MINUTES

- Exam cell first committee meeting start with a silent prayer on 05/11/2019
- Second internal exam for S1, S3,S5 & S7 is scheduled conducted from 13th November 2018 (2-4pm)
- Internal exam mark should be published on time as per KTU
- Time table should be prepared and get signed from principal by 07/11/2017.and publish timetable before 10/11/2017
- Question paper should be verified by DQAC.
- Selection of exam conducting staff

Principal/ Director

Copy To:

5. Principal
6. Chairman

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306
Date and Time: 14/11/2019, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Shijina B, Asst. Professor, Computer Science HOD	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Smitha Paul, Asst. Professor, Electronics & communication	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2019-20/Notification/2 09/04/2020

NOTICE

Sub: exam cell second committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 12/04/2020 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Shijina B, Asst. Professor, Computer Science HOD	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Smitha Paul, Asst. Professor, Electronics & communication	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Principal/ Director

Paul. A

Copy To:

11. Chairma
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ EC/2019-2020/Meeting/2 12/04/2020

EC MEETING MINUTES

Sub: EC second committee meeting minutes

AGENDA

Second internal test – even semester
University exam for even semester

MEETING MINUTES

- Meeting start with a silent prayer
- At the outset, co-ordinator welcomed all the members of the Committee.
- Second internal exam for S2, S4,S6 & S8 is scheduled conducted from 18th april 2020 (2-4pm)
- Time table should be prepared and get signed from principal by 15/04/2020.
- Question paper should be verified by DQAC.
- Exam conducting staff for both second internal as well as university exam were selected

Action Taken

Time table prepared and published on 15/04/2020.
Exam conducting staff and class rooms were selected for both university as well as second internal exam.

Paul A.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Paul. A

TOMS COLLEGE OF ENGINEERING

EC MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.204
Date and Time: 12/04/2020, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Shijina B, Asst. Professor, Computer Science HOD	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Smitha Paul, Asst. Professor, Electronics & communication	Member
4	Teresa Sunny, Asst Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/EC/2018-19/Order/4 DATED: 02/11/2018

EXAM CELL COMMITTEE CONSTITUTION

As per AICTE guidelines, the Examination committee is headed by examinations in-Charge and its carry out examinations, publish results and award certificates, committee consisting of the following is reconstituted on 02/11/2017 Monday at TOMS College of Engineering. This examination committee responsible for conducting both internal and university exam. The Examination Committee is responsible for preparation, administration, and evaluation of the examination. Exam committee also responsible for conducting and coordinating two internal exams per semester and university exam

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Manisha L Asst. Professor, Chemical Engineering	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Paul. A.J

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Paul. A.J

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2018-19/Notification/1 03/11/18

NOTICE

Sub: Exam cell first committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 05/11/2018 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Manisha L Asst. Professor, Chemical Engineering	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Paul A.J

Principal/ Director

Copy To:

16. Chairma
17. Vice principal
18. Administrative Officer
19. All the members of the Committee and Squad
20. College Website

Paul. A.J

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2018-19/Meeting/1 05/11/2018

EXAM CELL MEETING MINUTES

Sub: Exam cell First committee meeting minutes

AGENDA

- Second internal exam odd semester
- Internal mark publishing
- University exam for S1,S3,S5,&S7

MEETING MINUTES

- Exam cell first committee meeting start with a silent prayer on 05/11/2018
- Second internal exam for S1, S3,S5 & S7 is scheduled conducted from 12th November 2018 (2-4pm)
- Internal exam mark should be published on time as per KTU
- Time table should be prepared and get signed from principal by 07/11/2017.and publish timetable before 10/11/2017
- Question paper should be verified by DQAC.
- Selection of exam conducting staff

Principal/ Director

Copy To:

7. Principal
8. Chairman

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

Academic Year: 2018-2019
Venue: Class Room No.204
Date and Time: 05/11/2018, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Manisha L Asst. Professor, Chemical Engineering	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2018-19/Notification/2

01/04/2019

NOTICE

Sub: exam cell second committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 03/04/2018 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Manisha L Asst. Professor, Chemical Engineering	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Paul. A.

Principal/ Director

Copy To:

16. Chairma
17. Vice principal
18. Administrative Officer
19. All the members of the Committee and Squad
20. College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ EC/2018-2019/Meeting/2

03/04/2019

ICC MEETING MINUTES

Sub: Exam cell second committee meeting minutes

AGENDA

Second internal test – even semester
University exam for even semester

MEETING MINUTES

- Meeting start with a silent prayer
- At the outset, co-ordinator welcomed all the members of the Committee.
- Second internal exam for S2, S4,S6 & S8 is scheduled conducted from 10th april 2019 (2-4pm)
- Time table should be prepared and get signed from principal by 05/04/2019.
- Question paper should be verified by DQAC.
- Exam conducting staff for both second internal as well as university exam were selected

Action Taken

Time table prepared and published on 06/04/2018.
Exam conducting staff and class rooms were selected for both university as well as second internal exam.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

Academic Year: 2018-2019
Venue: Class Room No.204
Date and Time: 03/04/2019, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Manisha L Asst. Professor, Chemical Engineering	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/EC/2017-18/Order/3

DATED: 13/11/2017

EXAM CELL COMMITTEE CONSTITUTION

As per AICTE guidelines, the Examination committee is headed by examinations in-Charge and its committee responsible for conducting both internal and university exam. The Examination Committee is responsible for preparation, administration, and evaluation of the examination. Exam committee also responsible for conducting and coordinating two internal exams per semester and university exam carry out examinations, publish results and award certificates, committee consisting of the following is reconstituted on 13/11/2017 Monday at TOMS College of Engineering. This examination

Sl. No.	*Name and Designation*	*Status in the committee*
1	Erlin Antony, Head of department, chemical engineering	Chairperson
2	Smitha Paul, Asst. Professor, Electronics & communication	Member
3	Shijina B, Asst. Professor, Computer Science	Member
4	Alins Varghese, Asst. Professor, Basic Science	Member
5	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
6	Ambily C Panicker , Asst. Professor, EEE	Member
7	Archa S Lal ,Asst. Professor, CE	Member
8	Anu Kuriakose, Assistant Professor, EEE	Member

Paul A.J

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2017-18/Notification/1

14/11/17

NOTICE

Sub: Exam Cell first committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 15/11/2017 at 04.00 pm at class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Erlin Antony, Head of department, chemical engineering	Chairman
2	Smitha Paul, Asst. Professor, Electronics & communication	Member
3	Shijina B, Asst. Professor, Computer Science	Member
4	Alins Varghese, Asst. Professor, Basic Science	Member
5	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
6	Ambily C Panicker , Asst. Professor, EEE	Member
7	Archa S Lal ,Asst. Professor, CE	Member
8	Anu Kuriakose, Assistant Professor, EEE	Member

Paul. A.

Principal/ Director

Copy To:

21. Chairma
22. Vice principal
23. Administrative Officer
24. All the members of the Committee and Squad
25. College Website

Paul. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2017-18/Meeting/1 15/11/2017

EXAM CELL MEETING MINUTES

Sub: Exam Cell First committee meeting minutes

AGENDA

Second internal test – odd semester

MEETING MINUTES

- Meeting start with a silent prayer
- Second internal exam for S1, S3,S5 & S7 is scheduled conducted from 20th November 2017 (2-4pm)
- Time table should be prepared and get signed from principal by 17/11/2017.
- Question paper should be verified by DQAC.
- Selection of exam conducting staff

Action Taken

Time table prepared and published on 18/11/2017.
Exam conducting staff and class rooms were selected.

Principal/ Director

Copy To:

9. Principal
10. Chairman

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

Academic Year: 2017-2018
Venue: Class Room No.204
Date and Time: 15/11/2017, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Erlin Antony, Head of department, chemical engineering	Chairman
2	Smitha Paul, Asst. Professor, Electronics & communication	Member
3	Shijina B, Asst. Professor, Computer Science	Member
4	Alins Varghese, Asst. Professor, Basic Science	Member
5	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
6	Ambily C Panicker , Asst. Professor. EEE	Member
7	Archa S Lal ,Asst. Professor, CE	Member
8	Anu Kuriakose, Assistant Professor, EEE	Member

Committee Coordinator

Tawd. AJ

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/EC/2017-18/Notification/2 05/04/2018

NOTICE

Sub: Exam cell second committee meeting

As per AICTE guidelines, the Examination committee meeting will be held on 09/04/2018 at 04.00 pm at Class room No 204. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Erlin Antony, Head of department, chemical engineering	Chairman
2	Smitha Paul, Asst. Professor, Electronics & communication	Member
3	Shijina B, Asst. Professor, Computer Science	Member
4	Alins Varghese, Asst. Professor, Basic Science	Member
5	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
6	Ambily C Panicker , Asst. Professor, EEE	Member
7	Archa S Lal ,Asst. Professor, CE	Member
8	Anu Kuriakose, Assistant Professor, EEE	Member

Principal/ Director

Copy To:

21. Chairma
22. Vice principal
23. Administrative Officer
24. All the members of the Committee and Squad
25. College Website

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ EC/2017-18/Meeting/2 09/04/2018

EXAM CELL MEETING MINUTES

Sub: Exam cell second committee meeting minutes

AGENDA

Second internal test – even semester
University exam for even semester

MEETING MINUTES

- Meeting start with a silent prayer
- Second internal exam for S2, S4,S6 & S8 is scheduled conducted from 13th april 2018 (2-4pm)
- Time table should be prepared and get signed from principal by 10/04/2018.
- Question paper should be verified by DQAC.
- Selection of exam conducting staff for both second internal as well as university exam.

Action Taken

Time table prepared and published on 11/04/2018.
Exam conducting staff and class rooms were selected for both university as well as second internal exam.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

TOMS COLLEGE OF ENGINEERING

EXAM CELL MEETING INTIMATION

cademic Year: 2017-2018
enue: Class Room No.204
ate and Time: 09/04/2018, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*
1	Erlin Antony, Head of department, chemical engineering	Chairman
2	Smitha Paul, Asst. Professor, Electronics & communication	Member
3	Shijina B, Asst. Professor, Computer Science	Member
4	Alins Varghese, Asst. Professor, Basic Science	Member
5	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
6	Ambily C Panicker , Asst. Professor, EEE	Member
7	Archa S Lal ,Asst. Professor, CE	Member
8	Anu Kuriakose, Assistant Professor, EEE	Member

Committee Coordinator

Paul. AJ

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

HOSTEL COMMITTEE

NOTICE

Date:- 24-07-2017

mittee meeting for the academic year 2017-2018 is decided to conduct on
M at B-Block, Room No. 304.

me	Designation	Remarks
V N)	Assistant Professor	
DL K S	Assistant Professor	
RABH	Assistant Professor	
Y	Assistant Professor	
3Y	Assistant Professor	

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

HOSTEL COMMITTEE

NOTICE

Date:- 24-07-2017

stel Committee meeting for the academic year 2017-2018 is decided to conduct on at 2:00 PM at B-Block, Room No. 304.

Name	Designation	Remarks
JINESH V N ordinator)	Assistant Professor	
ARYAMOL K S	Assistant Professor	
P SAURABH	Assistant Professor	
OHN JOY	Assistant Professor	
NU BABY	Assistant Professor	

oms

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

HOSTEL COMMITTEE

NOTICE

Date:- 24-07-2017

College Hostel Committee meeting for the academic year 2017-2018 is decided to conduct on 26-07-2017 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor	
2	Ms. ARYAMOL K S	Assistant Professor	
3	Mr. K P SAURABH	Assistant Professor	
4	Mr. JOHN JOY	Assistant Professor	
5	Ms. TINU BABY	Assistant Professor	

Agenda:-

1. Allotment of Rooms
2. Hostel Menu

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTEVARA

Director
TOMS COLLEGE OF ENGINEERING

Academic Year & Semester: 2017-2018 (Odd)

Date & Time: 26-07-2017, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor		
2	Ms. ARYAMOL K S	Assistant Professor		
3	Mr. K P SAURABH	Assistant Professor		
4	Mr. JOHN JOY	Assistant Professor		
5	Ms. TINU BABY	Assistant Professor		

Agenda:

1. Allotment of Rooms
2. Hostel Menu

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee appointed Mr. K.P Saurabh , Asst. Professor, Dept. of CSE to allot rooms to Hostel students.

2. The committee decided to let the Hostel students to decide the food menu according to their choices.

Mr. JINESH V N

Asst. Professor, CSE

Copy to:

1. Principal's Office

Director

TOMS COLLEGE OF ENGINEERING

KOTTAYAM, KERALA - 686 564

Action Taken:

COLLEGE OF ENGINEERING

MATTAKARA

1. Rooms allotted to Hostel Students
2. A sample menu made and given to the Hostel Incharge.

HOSTEL COMMITTEE

NOTICE

Date:- 02-01-2018

College Hostel Committee meeting for the academic year 2017-2018 is decided to conduct on 04-01-2018 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor	
2	Ms. ARYAMOL K S	Assistant Professor	
3	Mr. K P SAURABH	Assistant Professor	
4	Mr. JOHN JOY	Assistant Professor	
5	Ms. TINU BABY	Assistant Professor	

Agenda:-

1. Refurnishing of Rooms
2. Reduction of food wastage

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Academic Year & Semester: 2017-2018 (Even)

Date & Time: 04-01-2018, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor		
2	Ms. ARYAMOL K S	Assistant Professor		
3	Mr. K P SAURABH	Assistant Professor		
4	Mr. JOHN JOY	Assistant Professor		
5	Ms. TINU BABY	Assistant Professor		

Agenda:

1. Refurnishing of Rooms
2. Reduction of food wastage

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee discussed about the maintenance and refurnishing of the Hostel rooms.
2. The committee discussed about the food wastage in the mess.

Mr. JINESH V N

Asst. Professor, CSE

Copy to:

1. Principal's Office

Action Taken:

1. Instruction given to Hostel Incharge to take the estimate of the maintenance required.
2. Instruction given to Hostel Incharge to monitor strictly during the mess food timings to avoid the food wastage.

COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

HOSTEL COMMITTEE

NOTICE

Date:- 28-07-2018

College Hostel Committee meeting for the academic year 2018-2019 is decided to conduct on 30-07-2018 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor	
2	Ms. ARYAMOL K S	Assistant Professor	
3	Mr. K P SAURABH	Assistant Professor	
4	Mr. JOHN JOY	Assistant Professor	
5	Ms. TINU BABY	Assistant Professor	

Agenda:-

1. Allotment of Rooms
2. Hostel Menu

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Academic **Year & Semester:** 2018-2019 (OddM)

Date & Time: 30-07-2018, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor		
2	Ms. ARYAMOL K S	Assistant Professor		
3	Mr. K P SAURABH	Assistant Professor		
4	Mr. JOHN JOY	Assistant Professor		
5	Ms. TINU BABY	Assistant Professor		

Agenda:

1. Allotment of Rooms
2. Hostel Menu

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee appointed Mr. K.P Saurabh , Asst. Professor, Dept. of CSE to allot rooms to Hostel students.

2. The committee decided to let the Hostel students to decide the food menu according to their choices.

Mr. JINESH V N
Asst. Professor, CSE

Copy to:

1. Principal's Office

Action Taken:

1. Rooms allotted to Hostel Students

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

2. A sample menu made and given to the Hostel Incharge.

HOSTEL COMMITTEE

NOTICE

Date:- 15-01-2019

College Hostel Committee meeting for the academic year 2018-2019 is decided to conduct on 17-01-2019 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor	
2	Ms. ARYAMOL K S	Assistant Professor	
3	Mr. K P SAURABH	Assistant Professor	
4	Mr. JOHN JOY	Assistant Professor	
5	Ms. TINU BABY	Assistant Professor	

Agenda:-

1. Leave of Hostel Students
2. Maintaining of discipline in the Hostel

COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Academic Year & Semester: 2018-2019 (Even)

Date & Time: 17-01-2019, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor		
2	Ms. ARYAMOL K S	Assistant Professor		
3	Mr. K P SAURABH	Assistant Professor		
4	Mr. JOHN JOY	Assistant Professor		
5	Ms. TINU BABY	Assistant Professor		

Agenda:

1. Leave of Hostel Students
2. Maintaining of discipline in the Hostel

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. Student leave:- prior permission from the Principal and Hostel Incharge is a must. Unauthorized absences will be viewed seriously and actions will be initiated.

2. The committee discussed about the rules and regulations of the hostel and the implementation and monitoring of the same.

Mr. JINESH V N

Asst. Professor, CSE

Copy to:

1. Principal's Office

Action Taken:

1. Instructions given to Hostel Incharge about the student leave.

2. Instructions given to Hostel Incharge to inform the Hostel students about the rules and regulations of the Hostel and implement the same strictly.

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P O
KOTTAYAM, KERALA - 686 564

HOSTEL COMMITTEE

NOTICE

Date:- 22-07-2019

College Hostel Committee meeting for the academic year 2019-2020 is decided to conduct on 24-07-2019 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor	
2	Mr. SREEJITH K	Assistant Professor	
3	Ms. JINU SANDHYA	Assistant Professor	
4	Mr. JOHN JOY	Assistant Professor	
5	Ms. RESHMA BIJU	Assistant Professor	

Agenda:-

1. Allotment of Rooms
2. Hostel Menu

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Academic Year & Semester: 2019-2020 (Odd)

Date & Time: 24-07-2017, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. JINESH V N (Coordinator)	Assistant Professor		
2	Mr. SREEJITH K	Assistant Professor		
3	Ms. JINU SANDHYA	Assistant Professor		
4	Mr. JOHN JOY	Assistant Professor		
5	Ms. RESHMA BIJU	Assistant Professor		

Agenda:

1. Allotment of Rooms
2. Hostel Menu

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee appointed Mr. JOHN JOY , Asst. Professor, Dept. of CSE to allot rooms to Hostel students.

2. The committee decided to let the Hostel students to decide the food menu according to their choices.

Mr. JINESH V N

Asst. Professor, CSE

Copy to:

1. Principal's Office

Action Taken:

1. Rooms allotted to Hostel Students
2. A sample menu made and given to the Hostel Incharge.

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
KATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
P O
KOTTAYAM, KERALA - 686 564

HOSTEL COMMITTEE

NOTICE

Date:- 08-01-2020

College Hostel Committee meeting for the academic year 2019-2020 is decided to conduct on 10-01-2020 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. SREEJITH K (Coordinator)	Assistant Professor	
2	Ms. JINU SANDHYA	Assistant Professor	
3	Mr. MUKUL OMANAN	Assistant Professor	
4	Mr. SANJAY N SAJEEVAN	Assistant Professor	
5	Ms. RESHMA BIJU	Assistant Professor	

Agenda:-

1. Refurnishing of Rooms
2. Reduction of food wastage

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Academic Year & Semester: 2019-2020 (Even)

Date & Time: 17-01-2019, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. SREEJITH K (Coordinator)	Assistant Professor		
2	Ms. JINU SANDHYA	Assistant Professor		
3	Mr. MUKUL OMANAN	Assistant Professor		
4	Mr. SANJAY N SAJEEVAN	Assistant Professor		
5	Ms. RESHMA BIJU	Assistant Professor		

Agenda:

1. Refurnishing of Rooms
2. Reduction of food wastage

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee discussed about the maintenance and refurnishing of the Hostel rooms.
2. The committee discussed about the food wastage in the mess.

Mr. SREEJITH K

Asst. Professor, CHE

Copy to:

1. Principal's Office

Action Taken:

1. Instruction given to Hostel Incharge to take the estimate of the maintenance required.
2. Instruction given to Hostel Incharge to monitor strictly during the mess food timings to avoid the food wastage.

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

HOSTEL COMMITTEE

NOTICE

Date:- 01-08-2020

College Hostel Committee meeting for the academic year 2020-2021 is decided to conduct on 01-08-2020 at 2:00 PM in Google Meet.

S. No	Name	Designation	Remarks
1	Mr. SREEJITH K (Coordinator)	Assistant Professor	
2	Ms. JINU SANDHYA	Assistant Professor	
3	Mr. MUKUL OMANAN	Assistant Professor	
4	Mr. SANJAY N SAJEEVAN	Assistant Professor	
5	Ms. RESHMA BIJU	Assistant Professor	

Agenda:-

1. Hostel maintenance

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

COLLEGE OF ENGINEERING
TAYARA

Academic Year & Semester: 2020-2021 (Odd)

Date & Time: 01-08-2020, 2:00 PM

Venue : Google Meet

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. SREEJITH K (Coordinator)	Assistant Professor		
2	Ms. JINU SANDHYA	Assistant Professor		
3	Mr. JOSEPH ABRAHAM	Assistant Professor		
4	Mr. SANJAY N SAJEEVAN	Assistant Professor		
5	Ms. RESHMA BIJU	Assistant Professor		

Agenda:

1. Hostel maintenance

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee discussed about the maintenance of Hostel rooms.

Mr. SREEJITH K

Asst. Professor, CHE

Copy to:

1. Principal's Office

Action Taken:

1. Instruction given to Hostel Incharge to clean and to complete the basic maintenance works.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

HOSTEL COMMITTEE

NOTICE

Date:- 24-02-2021

College Hostel Committee meeting for the academic year 2017-2018 is decided to conduct on 26-02-2021 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. KIRAN K MURALI (Coordinator)	Assistant Professor	
2	Ms. AMBILI C PANICKER	Assistant Professor	
3	Mr. JOBIN JOHN	Assistant Professor	
4	Mr. AKHIL RAJ	Assistant Professor	
5	Ms. SAFNA SAINUDEEN	Assistant Professor	

Agenda:-

1. Allotment of Rooms
2. Covid-19 Protocol

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564

3. Hostel Menu

Academic Year & Semester: 2020-2021 (Even)

Date & Time: 24-02-2021, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. KIRAN K MURALI (Coordinator)	Assistant Professor		
2	Ms. AMBILI C PANICKER	Assistant Professor		
3	Mr. JOBIN JOHN	Assistant Professor		
4	Mr. AKHIL RAJ	Assistant Professor		
5	Ms. SAFNA SAINUDEEN	Assistant Professor		

Agenda:

1. Allotment of Rooms
2. Covid-19 Protocol
3. Hostel Menu

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564

Minutes of Meeting

1. The committee appointed Mr. Akhil Paj , Asst. Professor, Dept. of ME to allot rooms to Hostel students.

2. Students should use sanitizer and wear masks.

3. The committee decided to let the Hostel students to decide the food menu according to their choices.

Mr. KIRAN K MURALI

HOD, Dept. of ME

Copy to:

1. Principal's Office

Action Taken:

TOMS COLLEGE OF ENGINEERING MATTAKARA KOTTAYAM - 686 564

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

1. Rooms allotted to Hostel Students
2. All the hostel members are instructed to use sanitizer and wear masks.
3. A sample menu made and given to the Hostel Incharge.

HOSTEL COMMITTEE

NOTICE

Date:- 08-08-2021

College Hostel Committee meeting for the academic year 2021-2022 is decided to conduct on 10-08-2021 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. KIRAN K MURALI (Coordinato.)	Assistant Professor	
2	Ms. AMBILI C PANICKER	Assistant Professor	
3	Mr. JOBIN JOHN	Assistant Professor	
4	Mr. AKHIL RAJ	Assistant Professor	
5	Ms. SAFNA SAINUDEEN	Assistant Professor	

Agenda:-

1 Allotment of Rooms
2 Covid-19 Protocol
3 Hostel Menu

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM - 686 564

Academic Year & Semester: 2021-2022 (Odd)

Date & Time: 10-08-2021, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. KIRAN K MURALI (Coordinator)	Assistant Professor		
2	Ms. AMBILI C PANICKER	Assistant Professor		
3	Mr. JOBIN JOHN	Assistant Professor		
4	Mr. AKHIL RAJ	Assistant Professor		
5	Ms. SAFNA SAINUDEEN	Assistant Professor		

Agenda:

1. Allotment of Rooms
2. Covid-19 Protocol
3. Hostel Menu

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

Minutes of Meeting

1. The committee appointed Mr. Akhil Raj , Asst. Professor, Dept. of ME to allot rooms to Hostel students.

2. Students should use sanitizer and wear masks.

3. The committee decided to let the Hostel students to decide the food menu according to their choices.

Mr. KIRAN K MURALI

HOD, Dept. of ME

Copy to:

1. Principal's Office

Action Taken:

COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director

OMS COLLEGE OF ENGINEERING

1. Rooms allotted to Hostel Students
2. All the hostel members are instructed to use sanitizer and wear masks.
3. A sample menu made and given to the Hostel Incharge.

HOSTEL COMMITTEE

NOTICE

Date:- 26-01-2022

College Hostel Committee meeting for the academic year 2021-2022 is decided to conduct on 28-01-2022 at 2:00 PM at B-Block, Room No. 304.

S. No	Name	Designation	Remarks
1	Mr. KIRAN K MURALI (Coordinator)	Assistant Professor	
2	Ms. AMBILI C PANICKER	Assistant Professor	
3	Mr. JOBIN JOHN	Assistant Professor	
4	Mr. AKHIL RAJ	Assistant Professor	
5	Ms. SAFNA SAINUDEEN	Assistant Professor	

Agenda:-

1. Covid-19 Protocol
2. Food wastage
3. Maintaining discipline

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Academic Year & Semester: 2021-2022 (Even)

Date & Time: 28-01-2022, 2:00 PM

Venue : B-Block, Room No. 304.

Members Present:

S. No	Name	Designation	Signature	Remarks
1	Mr. KIRAN K MURALI (Coordinator)	Assistant Professor		
2	Ms. AMBILI C PANICKER	Assistant Professor		
3	Mr. JOBIN JOHN	Assistant Professor		
4	Mr. AKHIL RAJ	Assistant Professor		
5	Ms. SAFNA SAINUDEEN	Assistant Professor		

Agenda:

1. Allotment of Rooms
2. Covid-19 Protocol
3. Hostel Menu

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Minutes of Meeting

1. Students should use sanitizer and wear masks.

2. Instruction given to Hostel Incharge to monitor strictly during the mess food timings to avoid the food wastage.

3. The committee given instruction to the Hostel Incharge to strictly implement the Hostel rools and regulations and monitor the same.

Mr. KIRAN K MURALI

HOD, Dept. of ME

Copy to:

1. Principal's Office

Action Taken:

1. All the hostel members are instructed to use sanitizer and wear masks.

2. Instruction given to Hostel Incharge to monitor strictly during the mess food timings to avoid the food wastage.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

3. The committee given instruction to the Hostel Incharge to strictly implement the Hostel rools and regulations and monitor the same.

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 5
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/ICC/2021-22/Order/3 DATED: 10/11/2017

INTERNAL COMPLAINTS COMMITTEE CONSTITUTION

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, committee consisting of the following is reconstituted on 10/11/2017 at TOMS College of Engineering for preventing unfair practice and to ensure safety and security of the girl students and other women employees. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Alins Varghese, Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
5	Anu Kuriakose, Assistant Professor, EEE	Member
6	Archa S Lal ,Asst. Professor, CE	Member
7	Warden, Girls Hostel	Member
8	Kavya Santhosh	Student
9	Sethulakshmi R	Student
10	Neethu Prathapan	Student

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2021-22/Notification/1 12/11/17

NOTICE

Sub: ICC first committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 14/11/2017 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Alins Varghese, Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
5	Anu Kuriakose, Assistant Professor, EEE	Member
6	Archa S Lal ,Asst. Professor, CE	Member
7	Warden, Girls Hostel	Member
8	Kavya Santhosh	Student
9	Sethulakshmi R	
10	Neethu Prathapan	Student

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2017-18/Meeting/1 14/11/2017

ICC MEETING MINUTES

Sub: ICC First committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effecuve.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Co:amittee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2018.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:
1. Principal
2. Chairman

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2017-2018
Venue: Class Room No.306
Date and Time: 14/11/2017, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Alins Varghese, Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member	
5	Anu Kuriakose, Assistant Professor, EEE	Member	
6	Archa S Lal ,Asst. Professor, CE	Member	
7	Warden, Girls Hostel	Member	
8	Kavya Santhosh	Student	
9	Sethulakshmi R		
10	Neethu Prathapan	Student	

Committee Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2017-18/Notification/2 04/04/2018

NOTICE

Sub: ICC second committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 06/04/2018 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Alins Varghese, Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member
5	Anu Kuriakose, Assistant Professor, EEE	Member
6	Archa S Lal ,Asst. Professor, CE	Member
7	Warden, Girls Hostel	Member
8	Kavya Santhosh	Student
9	Sethulakshmi R	
10	Neethu Prathapan	Student

Principal/ Director

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ICC/2017-18/Meeting/2 06/04/2018

ICC MEETING MINUTES

Sub: ICC second committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Director
TOMS COLLEGE OF ENGINEERING

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2017-2018
Venue: Class Room No.306
Date and Time: 06/04/2018, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Alins Varghese, Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Sruthi Mohan, Asst. Professor, Chemical Engineering	Member	
5	Anu Kuriakose, Assistant Professor, EEE	Member	
6	Archa S Lal ,Asst. Professor, CE	Member	
7	Warden, Girls Hostel	Member	
8	Kavya Santhosh	Student	
9	Sethulakshmi R		
10	Neethu Prathapan	Student	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/ICC/2018-19/Order/4 DATED: 10/11/2018

INTERNAL COMPLAINTS COMMITTEE CONSTITUTION

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, committee consisting of the following is reconstituted on 10/11/2018 at TOMS College of Engineering for preventing unfair practice and to ensure safety and security of the girl students and other women employees. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member
9	Warden, Girls Hostel	Member

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

COLLEGE OF ENG... KOTTAYAM - 686... MATTAKARA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2021-22/Notification/1 12/11/18

NOTICE

Sub: ICC first committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 14/11/2018 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member
9	Warden, Girls Hostel	Member

Principal/ Director

Copy To:

6. Chairma
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING KOTTAYAM MATTAKARA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2021-22/Meeting/1 14/11/2018

ICC MEETING MINUTES

Sub: ICC First committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2022.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

3. Principal
4. Chairman

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2018-2019
Venue: Class Room No.306
Date and Time: 14/11/2018, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Smitha Paul , Asst. Professor, EEE	Chairperson	
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary	
3	Anisha G Kaimal, Office Staff	Member	
4	Teresa Sunny, Asst. Professor, Civil	Member	
5	Alins Varghese,Asst. Professor, Basic Science	Member	
6	Vidya Mohan ,Asst. Professor, Civil	Member	
7	Sangeetha P.S.,Asst. professor, Basic Science	Member	
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member	
9	Warden, Girls Hostel	Member	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2018-19/Notification/2 19/01/2019

NOTICE

Sub: ICC second committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 21/01/2019 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanaikumar	Student
10	Arya C	Student

Principal/ Director

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Copy To:

6. Chairma
7. Vice principal
8. Administrative Officer
9. All the members of the Committee and Squad
10. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM MATTAKARA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ICC/2018-2019/Meeting/2 21/01/2019

ICC MEETING MINUTES

Sub: ICC second committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
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MEETING MINUTES

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- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2022.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2018-2019
Venue: Class Room No.306
Date and Time: 21/04/2019, 04:00 pm

SL No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Smitha Paul , Asst. Professor, EEE	Chairperson	
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary	
3	Anisha G Kaimal, Office Staff	Member	
4	Teresa Sunny, Asst. Professor, Civil	Member	
5	Alins Varghese,Asst. Professor, Basic Science	Member	
6	Vidya Mohan ,Asst. Professor, Civil	Member	
7	Sangeetha P S ,Asst. professor, Basic Science	Member	
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member	
9	Warden, Girls Hostel	Member	

Committee Coordinator

Director
TOMS COLLEGE OF ENGINEERING

TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/ICC/2019-20/Order/4 DATED: 10/11/2019

INTERNAL COMPLAINTS COMMITTEE CONSTITUTION

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, committee consisting of the following is reconstituted on 10/11/2019 at TOMS College of Engineering for preventing unfair practice and to ensure safety and security of the girl students and other women employees. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

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3	Anisha G Kaimal, Office Staff	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member
9	Warden, Girls Hostel	Member

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING KOTTAYAM MATTAKARA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2019-20/Notification/1 12/11/19

NOTICE

Sub: ICC first committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 14/11/2019 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Smitha Paul , Asst. Professor, EEE	Chairperson
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary
3	Anisha G Kaimal, Office Staff	Member
4	Teresa Sunny, Asst. Professor, Civil	Member
5	Alins Varghese,Asst. Professor, Basic Science	Member
6	Vidya Mohan ,Asst. Professor, Civil	Member
7	Sangeetha P.S.,Asst. professor, Basic Science	Member
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member
9	Warden, Girls Hostel	Member

Principal/ Director

Copy To:

11. Chairma
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mallikara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2019-20/Meeting/1 14/11/2019

ICC MEETING MINUTES

Sub: ICC First committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of January, 2020.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

5. Principal
6. Chairman

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306
Date and Time: 14/11/2019, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Smitha Paul , Asst. Professor, EEE	Chairperson	
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary	
3	Anisha G Kaimal, Office Staff	Member	
4	Teresa Sunny, Asst. Professor, Civil	Member	
5	Alins Varghese,Asst. Professor, Basic Science	Member	
6	Vidya Mohan ,Asst. Professor, Civil	Member	
7	Sangeetha P.S.,Asst. professor, Basic Science	Member	
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member	
9	Warden, Girls Hostel	Member	

Committee Coordinator

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA 686 584

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2019-20/Notification/2 19/01/2020

NOTICE

Sub: ICC second committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 21/01/2020 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	***Name and Designation***	***Status in the committee***
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Principal/ Director

Copy To:

11. Chairma
12. Vice principal
13. Administrative Officer
14. All the members of the Committee and Squad
15. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mallikkad P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 KERALA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ICC/2019-2020/Meeting/2 21/01/2020

ICC MEETING MINUTES

Sub: ICC second committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2019-2020
Venue: Class Room No.306
Date and Time: 21/04/2020, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Smitha Paul , Asst. Professor, EEE	Chairperson	
2	Jewel Jyothi Jose , Asst. Professor, Basic Science	Secretary	
3	Anisha G Kaimal, Office Staff	Member	
4	Teresa Sunny, Asst. Professor, Civil	Member	
5	Alins Varghese, Asst. Professor, Basic Science	Member	
6	Vidya Mohan ,Asst. Professor, Civil	Member	
7	Sangeetha P.S.,Asst. professor, Basic Science	Member	
8	Khansa Rahman,Asst. Professor, Chemical Engineering	Member	
9	Warden, Girls Hostel	Member	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/ICC/2020-21/Order/6 DATED: 10/11/2020

INTERNAL COMPLAINTS COMMITTEE CONSTITUTION

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, committee consisting of the following is reconstituted on 10/11/2020 at TOMS College of Engineering for preventing unfair practice and to ensure safety and security of the girl students and other women employees. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Ananya Suresh M	Student
10	Bhavana B	Student

Principal/ Director

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
   College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2020-21/Notification/1 12/11/20

NOTICE

Sub: ICC first committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 14/11/2020 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Ananya Suresh M	Student
10	Bhavana B	Student

Principal/ Director

Copy To:

16. Chairma
17. Vice principal
18. Administrative Officer
19. All the members of the Committee and Squad
20. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2020-21/Meeting/1 14/11/2020

ICC MEETING MINUTES

Sub: ICC First committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2021.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

7. Principal
8. Chairman

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2020-2021
Venue: Class Room No.306
Date and Time: 14/11/2020, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Warden, Girls Hostel	Member	
8	Aparna Ramesh	Student	
9	Ananya Suresh M	Student	
10	Bhavana B	Student	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2020-21/Notification/2 04/04/2021

NOTICE

Sub: ICC second committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 06/04/2021 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Mita Ann Zachariah , Asst. Professor, CE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Ananya Suresh M	Student
10	Bhavana B	Student

Principal/ Director

Copy To:

16. Chairma
17. Vice principal
18. Administrative Officer
19. All the members of the Committee and Squad
20. College Website

COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ICC/2020-21/Meeting/2 06/04/2021

ICC MEETING MINUTES

Sub: ICC second committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
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- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2020-2021
Venue: Class Room No.306
Date and Time: 06/04/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Warden, Girls Hostel	Member	
8	Aparna Ramesh	Student	
9	Anusree Sanalkumar	Student	
10	Arya C	Student	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/ICC/2021-22/Order/7 DATED: 10/11/2021

INTERNAL COMPLAINTS COMMITTEE CONSTITUTION

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, committee consisting of the following is reconstituted on 10/11/2021 at TOMS College of Engineering for preventing unfair practice and to ensure safety and security of the girl students and other women employees. The committee will act as a dedicated task force which can constantly monitor the existing (security) arrangements and suggest additional security measures to be put in place.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Copy To:

1. Chairman
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Principal/ Director

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2021-22/Notification/1

12/11/21

NOTICE

Sub: ICC first committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 14/11/2021 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Principal/ Director

Copy To:

21. Chairma
22. Vice principal
23. Administrative Officer
24. All the members of the Committee and Squad
25. College Website

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2021-22/Meeting/1 14/11/2021

ICC MEETING MINUTES

Sub: ICC First committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the higher authorities.
- The Committee shall meet as often as may be needed and appropriate

MEETING MINUTES

- At the outset, co-ordinator welcomed all the members of the Committee.
- Described the role of ICC in an institution.
- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Next meeting of the Committee will be held in the month of April, 2022.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

9. Principal
10. Chairman

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.306
Date and Time: 14/11/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signatre*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Warden, Girls Hostel	Member	
8	Aparna Ramesh	Student	
9	Anusree Sanalkumar	Student	
10	Arya C	Student	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ICC/2021-22/Notification/2 04/04/2022

NOTICE

Sub: ICC second committee meeting

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016 meeting will be held on 06/04/2021 at 04.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	***Name and Designation***	***Status in the committee***
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Neethu Krishna ,Asst. Professor, Computer Science	Member
7	Warden, Girls Hostel	Member
8	Aparna Ramesh	Student
9	Anusree Sanalkumar	Student
10	Arya C	Student

Principal/ Director

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

Copy To:

21. Chairma
22. Vice principal
23. Administrative Officer
24. All the members of the Committee and Squad
25. College Website

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/ ICC/2021-22/Meeting/2 06/04/2022

ICC MEETING MINUTES

Sub: ICC second committee meeting minutes

AGENDA

- Prevent sexual discrimination and harassment, by promoting gender amity among students and employees.
- Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
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MEETING MINUTES

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- As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
- The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
- Meeting ended with vote of thanks by the member.

Principal/ Director

Copy To:

1. **Principal**
2. **Chairman**

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

KOTTAYAM - 686 564
MATTAKARA

TOMS COLLEGE OF ENGINEERING

ICC MEETING INTIMATION

Academic Year: 2021-2022
Venue: Class Room No.306
Date and Time: 06/04/2021, 04:00 pm

Sl. No.	*Name and Designation*	*Status in the committee*	*Signature*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson	
2	Divyamol V K , Asst. Professor, Basic Science	Member	
3	Anisha G Kaimal, Office Staff	Member	
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member	
5	Arya R Kurup, Assistant Professor, Basic Science	Member	
6	Neethu Krishna ,Asst. Professor, Computer Science	Member	
7	Warden, Girls Hostel	Member	
8	Aparna Ramesh	Student	
9	Anusree Sanalkumar	Student	
10	Arya C	Student	

Committee Coordinator

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/ICC/2022-23/Notification/1 14/12/2022

NOTICE

Subject: Reconstitution of Internal Complaint Committee

As per section IV AICTE (Gender Sensitization, prevention and Prohibition of Sexual Harassment of woman employees and students and the redressal of grievances in Technical Institutions) regulation 2016, the Principal is pleased to constitute ICC comprising the following members for the period of 2022-23.

Sl. No.	*Name and Designation*	*Status in the committee*
1	Ambily C Panicker , Asst. Professor, EEE	Chairperson
2	Divyamol V K , Asst. Professor, Basic Science	Member
3	Anisha G Kaimal, Office Staff	Member
4	Alby Alphonsa Jose, Asst. Professor, Computer Science	Member
5	Arya R Kurup, Assistant Professor, Basic Science	Member
6	Safna Sainudeen,Asst Prof CSE	Member
7	Warden, Girls Hostel	Member
8	Sona M	Student
9	A Arjun	Student
10	Arya C	Student

Principal/ Director

Copy To:

21. Chairma
22. Vice principal
23. Administrative Officer
24. All the members of the Committee and Squad
25. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

(Approved by AICTE & Affiliated to MG University& KTU)

CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 05/07/2017

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Principal/ Director

Principal
TOMS COLLEGE OF ENGINEERING
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(Approved by AICTE & Affiliated to MG University& KTU)

LIBRARY COUNCIL MEETING

NOTICE

Date : 12/07/2017

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 20/07/2017 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Agenda :- 1. Subscription of online journal J-Gate engineering and Technology (JRT)

2. Subscription of Printed Journals

Principal/ Director

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LIBRARY COUNCIL MEETING

MINUTES

Date : 20/07/2017

Time : 11.00 AM

Venue : Conference Hall

Agenda

1. Subscription of online journal J-Gate engineering and Technology (JRT)
2. Subscription of Printed Journals

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	AMBILY C PANICKER	Assistant professor	
2.	ARCHA S LAL	Assistant professor	
3.	ANU KURIAKOSE	Assistant professor	
4.	SILBY P JOSEPH	Assistant professor	
5.	ANISH G	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Subscription of online journal J-Gate engineering and Technology (IRT)	Approval for subscribe online journal J-Gate engineering and Technology (JRT) as per the request from the concerned faculty.
Subscription of Printed Journals	Finalized subscription of printed journals.

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Principal/ Director

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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 13/02/2018

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Principal/ Director

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LIBRARY COUNCIL MEETING

NOTICE

Date : 16/02/2018

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 26/02/2018 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Agenda :-

1. Subscription of Printed Journals
2. Registration of students, faculty members and staff in National Digital Library.

Principal/ Director

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LIBRARY COUNCIL MEETING

MINUTES

Date : 26/02/2018

Time : 11.00 AM

Venue : Conference Hall

Agenda

1. Subscription of Printed Journals
2. Registration of students, faculty members and staff in National Digital Library

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	AMBILY C PANICKER	Assistant professor	
2.	ARCHA S LAL	Assistant professor	
3.	ANU KURIAKOSE	Assistant professor	
4.	SILBY P JOSEPH	Assistant professor	
5.	ANISH G	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Subscription of Printed Journals	Finalized subscription of printed journals.
Registration of students, faculty members and staff in National Digital Library	All HOD's took necessary actions for the registration in National Digital Library for students.

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Principal/ Director

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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 15/10/2018

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Principal/ Director

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LIBRARY COUNCIL MEETING

NOTICE

Date : 20/10/2018

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 22/10/2018 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Agenda :-

1. To review Library readership dept-wise
2. To adopt measures to enhance readership.

Principal/ Director

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LIBRARY COUNCIL MEETING

MINUTES

Date : 22/10/2018

Time : 11.00 AM

Venue : Conference Hall

Agenda

1. To review Library readership dept-wise.
2. To adopt measures to enhance readership.

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	AMBILY C PANICKER	Assistant professor	
2.	ARCHA S LAL	Assistant professor	
3.	ANU KURIAKOSE	Assistant professor	
4.	SILBY P JOSEPH	Assistant professor	
5.	ANISH G	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
To review Library readership dept-wise	HOD's gave instruction to mentors to collect feedback from students about their library experience.
To adopt measures to enhance readership	Decided to give assignments to students

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Principal/ Director

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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 11/02/2019

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Principal/ Director

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LIBRARY COUNCIL MEETING

NOTICE

Date : 15/02/2019

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 17/02/2019 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	AMBILY C PANICKER	Assistant professor
2.	ARCHA S LAL	Assistant professor
3.	ANU KURIAKOSE	Assistant professor
4.	SILBY P JOSEPH	Assistant professor
5.	ANISH G	Librarian

Agenda :-

1. Subscription of online journal.
2. Subscription of Printed Journals.

Principal/ Director

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LIBRARY COUNCIL MEETING

MINUTES

Date : 17/02/2019

Time : 11.00 AM

Venue : Conference Hall

Agenda

1. Subscription of online journal.
2. Subscription of Printed Journals

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	AMBILY C PANICKER	Assistant professor	
2.	ARCHA S LAL	Assistant professor	
3.	ANU KURIAKOSE	Assistant professor	
4.	SILBY P JOSEPH	Assistant professor	
5.	ANISH G	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Subscription of online journal.	Approval for subscribe online journal.
Subscription of Printed Journals	Finalized subscription of printed journals.

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Principal/ Director

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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 12/10/2019

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	ANISH G	Librarian

Principal/ Director

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LIBRARY COUNCIL MEETING

NOTICE

Date : 15/10/2019

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 17/10/2019 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	ANISH G	Librarian

Agenda :-

1. Registration of students, faculty members and staff in National Digital Library.
2. KTU visit preparations.

Principal/ Director

Principal
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LIBRARY COUNCIL MEETING

MINUTES

Date : 17/10/2019

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

1. Registration of students in National Digital Library.
2. KTU visit preparations

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	ANISH G	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Registration of students in National Digital Library.	All HOD's took necessary actions for the registration in National Digital Library for students
KTU visit preparations	Directed to update all Library related documents as early as possible.

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Principal/ Director

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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 02/02/2020

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Principal/ Director

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LIBRARY COUNCIL MEETING

NOTICE

Date : 04/02/2020

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 05/02/2020 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Agenda :-

3. Subscription of Printed Journals.
4. To discuss the various activities of library for the next academic year.

Principal/ Director

Principal
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LIBRARY COUNCIL MEETING

MINUTES

Date : 05/02/2020

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

1. Subscription of Printed Journals.
2. To discuss the various activities of library for the next academic year.

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	KALESH GOPALAN	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action_Taken
Subscription of Printed Journals.	Finalized subscription of printed journals.
To discuss the various activities of library for the next academic year.	Discussed various activities of library for the next academic year.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal/ Director

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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 12/10/2020

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Principal/ Director

Principal
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LIBRARY COUNCIL MEETING

NOTICE

Date : 14/10/2020

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 15/10/2020 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Agenda :-

1. KTU visit preparations.
2. Registration of students in National Digital Library.

Principal/ Director

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LIBRARY COUNCIL MEETING

MINUTES

Date : 15/10/2020

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

3. KTU visit preparations.
4. Registration of students in National Digital Library.

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	KALESH GOPALAN	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
KTU visit preparations.	Directed to update all Library related documents as early as possible.
Registration of students in National Digital Library.	All HOD's took necessary actions for the registration in National Digital Library for students.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal / Director
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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 12/04/2021

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Principal/ Director

Principal
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LIBRARY COUNCIL MEETING

NOTICE

Date : 15/04/2021

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 18/04/2021 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Agenda :-

3. Subscription of online journal.
4. Subscription of Printed Journals.

Principal/ Director

Principal
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LIBRARY COUNCIL MEETING

MINUTES

Date : 18/04/2021

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

1. Subscription of online journal.
2. Subscription of Printed Journals.

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	KALESH GOPALAN	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Subscription of online journal.	Approval for subscribe online journal.
Subscription of Printed Journals	Finalized subscription of printed journals.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal/ Director

Principal
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CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 14/12/2021

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	KIRAN K MURALI	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Principal/ Director

Principal
TOMS COLLEGE OF ENGINEERING
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KOTTAYAM, KERALA - 686 564

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TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

(Approved by AICTE & Affiliated to MG University & KTU)

LIBRARY COUNCIL MEETING

NOTICE

Date : 16/12/2021

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 18/12/2021 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Agenda :-

1. Registration of students in National Digital Library.
2. Purchase of bar code labels.

Principal/ Director

Principal
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(Approved by AICTE & Affiliated to MG University& KTU)

LIBRARY COUNCIL MEETING

MINUTES

Date : 18/12/2021

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

1. Registration of students in National Digital Library
2. Purchase of bar code labels

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	KALESH GOPALAN	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Registration of students in National Digital Library.	All HOD's took necessary actions for the registration in National Digital Library for students.
Purchase of bar code labels.	The committee is also recommended to purchase of barcode labels.

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Principal/ Director

Principal
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TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

(Approved by AICTE & Affiliated to MG University& KTU)

CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 20/04/2022

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	KIRAN K MURALI	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Principal/ Director

Principal
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LIBRARY COUNCIL MEETING

NOTICE

Date : 22/04/2022

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 24/04/2022 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	ERLIN ANTONY	Assistant professor
2.	DIVYAMOL V K	Assistant professor
3.	AKHIL RAJ	Assistant professor
4.	SHIJINA B	Assistant professor
5.	KALESH GOPALAN	Librarian

Agenda :-

1. Subscription of online journal.
2. Subscription of Printed Journals.
3. KTU visit preparations.

Principal/ Director

Principal
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(Approved by AICTE & Affiliated to MG University& KTU)

LIBRARY COUNCIL MEETING

MINUTES

Date : 24/04/2022

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

1. Subscription of online journal.
2. Subscription of Printed Journals.
3. KTU visit preparations .

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	KALESH GOPALAN	Librarian	

The meeting started at 11.00 AM. Mr Anish G, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of online journal J-Gate engineering and Technology (JRT) and Printed Journals.

Action Taken :

Topic	Action Taken
Subscription of online journal.	Approval for subscribe online journal.
Subscription of Printed Journals.	Finalized subscription of printed journals.
KTU visit preparations.	Directed to update all Library related documents as early as possible.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal/ Director

Principal
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TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION
(Approved by AICTE & Affiliated to MG University& KTU)

CONSTITUTION OF THE LIBRARY COMMITTEE

Date : 15/12/2022

Objectives:-

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections. There shall be the following committee members of the library council.

Sl No	MEMBERS	DESIGNATION
1.	SHIJINA B	Assistant professor
2.	KIRAN K MURALI	Assistant professor
3.	MITA ANN	Assistant professor
4.	JOBIN JOHN	Assistant professor
5.	KALESH GOPALAN	Librarian

Principal/ Director

TOMS COLLEGE OF ENGINEERING
KOTTAYAM - 686 564
MATTAKARA

Principal
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TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION
(Approved by AICTE & Affiliated to MG University& KTU)

LIBRARY COUNCIL MEETING

NOTICE

Date : 18/12/2022

Venue : Conference hall

This is to intimate you that a College Council Meeting is scheduled on 20/12/2022 in Conference hall at 11.00 AM. You are requested to attend the meeting.

Sl No	MEMBERS	DESIGNATION
1.	SHIJINA B	Assistant professor
2.	KIRAN K MURALI	Assistant professor
3.	MITA ANN	Assistant professor
4.	JOBIN JOHN	Assistant professor
5.	KALESH GOPALAN	Librarian

Agenda :-

1. Subscription of Printed Journals.
2. Purchase of books.
3. Establishment of SWAYAM NPTEL.

Principal/ Director

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TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION
(Approved by AICTE & Affiliated to MG University& KTU)

LIBRARY COUNCIL MEETING

MINUTES

Date : 20/12/2022

Time : 11.00 AM

Venue : Conference Hall

Agenda:-

1. Subscription of Printed Journals.
2. Purchase of books.
3. Establishment of SWAYAM NPTEL

Sl No	MEMBERS	DESIGNATION	SIGNATURE
1.	ERLIN ANTONY	Assistant professor	
2.	DIVYAMOL V K	Assistant professor	
3.	AKHIL RAJ	Assistant professor	
4.	SHIJINA B	Assistant professor	
5.	KALESH GOPALAN	Librarian	

The meeting started at 11.00 AM. Mr Kalesh Gopalan, Librarian delivered a warm welcome to all members of the committee. The main agenda of the meeting was the discussion about subscription of printed journal, purchase of books and establishment of SWAYAM NPTEL.

Action Taken :

Topic	Action Taken
Subscription of Printed Journals.	Finalized subscription of printed journals
Purchase of books.	Decided for the purchase of books.
Establishment of SWAYAM NPTEL	Finalized to establish SWAYAM NPTEL.

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Principal/ Director

Principal
TOMS COLLEGE OF ENGINEERING
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TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/MC/2017-18/Order/3 DATED: 17/10/2017

MESS COMMITTEE CONSTITUTION

Toms College of Engineering mess committee is reconstituted with the following members to the academic year 2017-2018 on 17/10/2017. It is constituted for the welfare of the staff and students to get hygienic food and well maintained mess services.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Jismi George, Asst. Prof, Basic Science	Chairman
6	John Antony, Asst. Prof. CH	Member
7	Vidhya Viswambharan CE. Dept., Student	Students Representative
8	Vinayan T CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/SC-ST Cell/2017-18/Notification/1

18/10/2017

NOTICE

Sub: first mess committee meeting

The first mess committee meet will be held on 19/10/2017 at 12.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Jismi George, Asst. Prof, Basic Science	Chairman
6	John Antony, Asst. Prof. CH	Member
7	Vidhya Viswambharan CE. Dept., Student	Students Representative
8	Vinayan T CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING

19/10/2017

Ref No./TCE/MC/2017-18/Meeting/1

MESS COMMITTEE MEETING MINUTES

Sub: first mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Canteen function timing

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Canteen function will be extended up to 5.00 pm

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Jismi George, Asst. Prof, Basic Science	Chairman	
6	John Antony, Asst. Prof. CH	Member	
7	Vidhya Viswambharan CE. Dept., Student	Students Representative	
8	Vinayan T CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2017-18/Notification/2 18/01/2018

NOTICE

Sub: Second mess committee meeting

The first mess committee meet will be held on 20/01/2017 at 12.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Jismi George, Asst. Prof, Basic Science	Chairman
6	John Antony, Asst. Prof. CH	Member
7	Vidhya Viswambharan CE. Dept., Student	Students Representative
8	Vinayan T CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principa!
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2017-18/Meeting/2

20/01/2018

MESS COMMITTEE MEETING MINUTES

Sub: Second mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Discussion on change in food menu

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Discussion over food menu change and suggestions from students were collected

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Jismi George, Asst. Prof, Basic Science	Chairman	
6	John Antony, Assi. Prof. CH	Member	
7	Vidhya Viswambharan CE. Dept., Student	Students Representative	
8	Vinayan T CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

1. Principal
2. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING
FOR STARTUPS

Ref No./TCE/MC/2018-19/Order/4

DATED: 23/10/2018

MESS COMMITTEE CONSTITUTION

Toms College of Engineering mess committee is reconstituted with the following members to the academic year 2018-19 on 23/10/2018. It is constituted for the welfare of the staff and students to get hygienic food and well maintained mess services.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Naveen George, Asst. Prof, Basic Science	Chairman
6	Parvathy G U, Asst. Prof. CH	Member
7	Keerthi K S1, CSE. Dept., Student	Students Representative
8	Devu Krishna S1, CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/SC-ST Cell/2018-19/Notification/1 24/10/2018

NOTICE

Sub: first mess committee meeting

The first mess committee meet will be held on 27/10/2018 at 12.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Naveen George, Asst. Prof, Basic Science	Chairman
6	Parvathy G U, Asst. Prof. CH	Member
7	Keerthi K S1, CSE. Dept., Student	Students Representative
8	Devu Krishna S1, CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

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Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2018-19/Meeting/1 27/10/2018

MESS COMMITTEE MEETING MINUTES

Sub: first mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Canteen function timing

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Canteen function will be extended up to 5.00 pm

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Naveen George, Asst. Prof, Basic Science	Chairman	
6	Parvathy G U, Asst. Prof. CH	Member	
7	Keerthi K. S1, CSE. Dept., Student	Students Representative	
8	Devu Krishna S1, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

3. Principal
4. Chairman

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Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2017-18/Notification/2 19/02/2019

NOTICE

Sub: Second mess committee meeting

The first mess committee meet will be held on 23/02/2019 at 12.00 pm at Class room No 306. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Naveen George, Asst. Prof, Basic Science	Chairman
6	Parvathy G U, Asst. Prof. CH	Member
7	Keerthi K S1, CSE. Dept., Student	Students Representative
8	Devu Krishna S1, CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

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Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2018-19/Meeting/2 23/02/2019

MESS COMMITTEE MEETING MINUTES

Sub: Second mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Discussion on change in food menu

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Discussion over food menu change and suggestions from students were collected

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Naveen George, Asst. Prof, Basic Science	Chairman	
6	Parvathy G U, Asst. Prof. CH	Member	
7	Keerthi K S1, CSE. Dept., Student	Students Representative	
8	Devu Krishna S1, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

3. Principal
4. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/MC/2019-20/Order/5 DATED: 10/11/2019

MESS COMMITTEE CONSTITUTION

Toms College of Engineering mess committee is reconstituted with the following members to the academic year 2018-19 on 10/11/2019. It is constituted for the welfare of the staff and students to get hygienic food and well maintained mess services.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Anaha Asokan, AP, Computer Science	Chairman
6	Akhil Raj, Assistant professor, Mechanical	Member
7	Rakesh M M , S2 EE Dept. , Student	Students Representative
8	Manjima Sudhakaran, S6, CH. Dept.Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

Director
TOMS COLLEGE OF ENGINEERING
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/SC-ST Cell/2019-20/Notification/1 11/11/2019

NOTICE

Sub: first mess committee meeting

The first mess committee meet will be held on 13/11/2019 at 12.00 pm at Class room No 304. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Anaha Asokan, AP, Computer Science	Chairman
6	Akhil Raj, Assistant professor, Mechanical	Member
7	Rakesh M M , S2 EE Dept. , Student	Students Representative
8	Manjima Sudhakaran, S6, CH. Dept.Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2019-20/Meeting/1 13/11/2019

MESS COMMITTEE MEETING MINUTES

Sub: first mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Canteen function timing

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Canteen function will be extended up to 5.00 pm

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Naveen George, Asst. Prof, Basic Science	Chairman	
6	Parvathy G U, Asst. Prof. CH	Member	
7	Keerthi K S1, CSE. Dept., Student	Students Representative	
8	Devu Krishna S1, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

5. Principal
6. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/SC-ST Cell/2019-20/Notification/2 08/04/2020

NOTICE

Sub: Second mess committee meeting

The first mess committee meet will be held on 10/04/2020 at 12.00 pm at Class room No 304. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Anaha Asokan, AP, Computer Science	Chairman
6	Akhil Raj, Assistant professor, Mechanical	Member
7	Rakesh M M , S2 EE Dept. , Student	Students Representative
8	Manjima Sudhakaran, S6, CH. Dept.Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2019-20/Meeting/2 10/04/2020

MESS COMMITTEE MEETING MINUTES

Sub: Second mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Discussion on change in food menu

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Discussion over food menu change and suggestions from students were collected

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Naveen George, Asst Prof, Basic Science	Chairman	
6	Parvathy G U, Asst. Prof. CH	Member	
7	Keerthi K S1, CSE. Dept., Student	Students Representative	
8	Devu Krishna S1, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

7. Principal
8. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING
A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/MC/2020-21/Order/6

DATED: 12/10/2020

MESS COMMITTEE CONSTITUTION

Toms College of Engineering mess committee is reconstituted with the following members to the academic year 2018-19 on 12/10/2020. It is constituted for the welfare of the staff and students to get hygienic food and well maintained mess services.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman
6	Selma James, Asst. Prof, CE	Member
7	Anand Binu ME. Dept., Student	Students Representative
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/SC-ST Cell/2020-21/Notification/1 14/10/2020

NOTICE

Sub: first mess committee meeting

The first mess committee meet will be held on on 16/10/2020 at 12.00 pm via Goggle meet. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman
6	Selma James, Asst. Prof, CE	Member
7	Anand Binu ME. Dept., Student	Students Representative
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

1. Chairma
2. Vice principal
3. Administrative Officer
4. All the members of the Committee and Squad
5. College Website

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2020-21/Meeting/1 12/10/2020

MESS COMMITTEE MEETING MINUTES

Sub: first mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Canteen function timing

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Canteen function will be extended up to 5.00 pm

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman	
6	Selma James, Asst. Prof, CE	Member	
7	Anand Binu ME. Dept., Student	Students Representative	
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

9. Principal
10. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564

Director
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Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2020-21/Notification/2 17/03/2021

NOTICE

Sub: Second mess committee meeting

The first mess committee meet will be held on 19/03/2021 at 12.00 pm via Google meet. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman	
6	Selma James, Asst. Prof, CE	Member	
7	Anand Binu ME. Dept., Student	Students Representative	
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative	

Principal/ Director

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Mattakara P.O.
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2019-20/Meeting/2 19/03/2021

MESS COMMITTEE MEETING MINUTES

Sub: Second mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Discussion on change in food menu

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
- Committee is collecting the opinion from staff and students. All are happy with the canteen services.
- Discussion over food menu change and suggestions from students were collected

ATTENDANCE

Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman	
6	Selma James, Asst. Prof, CE	Member	
7	Anand Binu ME. Dept., Student	Students Representative	
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

11. Principal
12. Chairman

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TOMS COLLEGE OF ENGINEERING

A VISVESWARAYA GROUP INSTITUTION

Ref No./TCE/MC/2020-21/Order/7 DATED: 10/11/2021

MESS COMMITTEE CONSTITUTION

Toms College of Engineering mess committee is reconstituted with the following members to the academic year 2018-19 on 10/11/2021. It is constituted for the welfare of the staff and students to get hygienic food and well maintained mess services.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman
6	Selma James, Asst. Prof, Basic Science	Member
7	Anand Binu ME. Dept., Student	Students Representative
8	Sooraj T Santhosh CH. Dept. Student	Students Representative

Principal/ Director

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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2021-22/Notification/1 17/11/2021

NOTICE

Sub: first mess committee meeting

The first mess committee meet will be held on on 19/11/2021 at 12.00 pm at Class room No 304. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman
6	Selma James, Asst. Prof, CE	Member
7	Anand Binu ME. Dept., Student	Students Representative
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative

Principal/ Director

Copy To:

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2. Vice principal
3. Administrative Officer
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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2021-22/Meeting/1 19/11/2021

MESS COMMITTEE MEETING MINUTES

Sub: first mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Canteen function timing

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
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5	Sreepooja S, Asst. Prof, Basic Science	Chairman	
6	Selma James, Asst. Prof, CE	Member	
7	Anand Binu ME. Dept., Student	Students Representative	
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative	

Principal/ Director

Copy To:

13. Principal
14. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564

TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2021-22/Notification/2 19/04/2022

NOTICE

Sub: Second mess committee meeting

The first mess committee meet will be held on 22/04/2022 at 12.00 pm at Class room No 304. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with the following members.

Sl. No.	*Name and Designation*	*Status in the Committee*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman
6	Selma James, Asst. Prof, CE	Member
7	Anand Binu ME. Dept., Student	Students Representative
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative

Principal/ Director

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TOMS COLLEGE OF ENGINEERING

Ref No./TCE/MC/2021-22/Meeting/2 22/04/2022

MESS COMMITTEE MEETING MINUTES

Sub: Second mess committee meeting minutes

AGENDA

- Review about the function of college canteen
- Make sure the quality of service.
- Discussion on change in food menu

POINTS DISCUSSED

- First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
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Sl. No.	*Name and Designation*	*Status in the Committee*	*Signature*
5	Sreepooja S, Asst. Prof, Basic Science	Chairman	
6	Selma James, Asst. Prof, CE	Member	Selma
7	Anand Binu ME. Dept., Student	Students Representative	Anand
8	Sooraj T Santhosh, CH. Dept. Student	Students Representative	Sooraj

Principal/ Director

Copy To:

15. Principal
16. Chairman

TOMS COLLEGE OF ENGINEERING KOTTAYAM - 686 564 MATTAKARA

Director
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