KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 08/06/2019 Regarding

Date : 08/06/2019 Venue : Board Room

Time : 2:30 pm

Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 18/01/2019.
2. Review the action taken on the previous meeting held on 18/01/2019.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the odd semester of the academic year 2019-2020.
    a) Teaching requirements
    b) Academic matters
    c) Conduct of exams
5. Other items admitted by the Chair.

Members present:

Sl.No	Name	Designation	Signature
1	Dr. Amar Nishad. T. M	Director/ Principal	
2	Dr. Rekha Lakshmanan	Vice Principal & HOD, CS	
3	Ms. Sunita Rani	HOD, CE	
4	Dr. Reena Sebastian	HOD, EE	
5	Ms. Smitha K M	HOD, EC	
6	Dr. Bijesh Paul	HOD ME	
7	Ms.Shaila C K	HOD EI	

8	Ms. Babitha M S	Senior Faculty, EC	
9	Ms. Sheena Kurian	Senior Faculty, CS	
10	Ms. Fareeeda A Kareem	Senior Faculty, EE	
11	Ms. Bindu Sebastian	Senior Faculty, CE	
12	Ms. Divya P V	Senior Faculty, EI	
13	Mr. PremKrishnan	Senior Faculty, ME	

Minutes:

Dr. Amar Nishad T.M, Chairman, extended a warm welcome to the members of the Academic Council. After this, the agenda was taken up for discussion. The Academic council has considered it item-wise and deliberated as highlighted below.

Item No. AC 7. 1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 18/01/2019 and the action taken thereon.

Dr. Rekha Lakshmanan proposed to approve the minutes and Dr. Bijesh Paul supported it. As the members had no objection, the Academic Council unanimously resolved to confirm the minutes of the previous meeting of the Academic Council held on 18/01/2019.

Item No. AC 7. 2 Review the action taken on the minutes of the previous meeting

The Chairman presented the actions taken on the suggestions made during the 6th meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted.

Item No. AC 7. 3 Approval of recommendation and suggestions on academic matters by IQAC

The Chairman invited Dr. Bijesh Paul, IQAC coordinator to present the report on academic matters

Dr. Bijesh Paul presented the report of IQAC for discussion and approval.

Item No. AC 7. 3/1

- To consider the teaching requirements for the academic year 2019-20 odd semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 7. 3/2

- To consider the recommendations on academic matters from various departments.
    - The consolidated suggestions on curriculum from various departments to be communicated to University were presented.
    - Report prepared after analysing the suggestions on academic matters from various departments.
    - Recommended to continue the revision classes prior to university examination as result improvement strategy.
    - Suggested to honour the faculty with more than 90% subject pass %, as a result improvement strategy.

Item No. AC 7. 3/3

- To consider the recommendations from Exam Cell for the conduct of exam
    - Exam should be conducted as per academic calendar
    - Insisted exam cell to oversee and monitor the smooth conduct of exams
    - Monitor the duty of invigilators

Item No. AC 7. 3/4

- Recommended to reconstitute the co-ordinators and members of exam cell for the effective conduct of examinations.

After detailed discussion, the Academic Council resolved to approve the suggestions and modifications.

During the academic council meeting, the members had suggested the following points:

General

- Members suggested strictly monitoring the attendance of students.
- Members pointed out the importance of socially relevant projects to meet the vision of college.
- Members suggested encouraging students to take part in projects competitions.

The Chairman noted the requirement and assured the members for compliance in future.

The meeting ended at 12.30 PM with a vote of thanks.

Signature
Convenor

Signature
Chairman

KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 07/12/2019 Regarding

Date : 07/12/2019 Venue : Board Room

Time : 2:30pm

Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 08/06/2019.
2. Review the action taken on the previous meeting held on 08/06/2019.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the even semester of the academic year 2019-2020.
    a) Teaching requirements
    b) Academic matters
    c) Conduct of exams
5. Other items admitted by the Chair.

Chairman and Members present:

SI.No.	Name	Designation	Signature
1	Dr. Amar Nishad. T. M	Director/ Principal	
2	Dr. Rekha Lakshmanan	Vice Principal & HOD, CS	
3	Ms. Sunita Rani	HOD, CE	
4	Dr. Reena Sebastian	HOD, EE	
5	Ms. Smitha K M	HOD, EC	
6	Dr. Bijesh Paul	HOD ME	
7	Ms.Shaila C K	HOD EI	

8	Ms. Babitha M S	Senior Faculty, EC	
9	Ms. Sheena Kurian	Senior Faculty, CS	
10	Ms. Fareeeda A Kareem	Senior Faculty, EE	
11	Ms. Bindu Sebastian	Senior Faculty, CE	
12	Ms. Divya P V	Senior Faculty, EI	
13	Mr. PremKrishnan	Senior Faculty, ME	

Minutes:

Dr. Amar Nishad T.M, Chairman, extended a warm welcome to the members of the Academic Council. After this, the agenda was taken up for discussion. The Academic council has considered it item-wise and deliberated as highlighted below.

Item No. AC 8. 1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 08/06/2019 and the action taken thereon.

Dr. Rekha Lakshmanan proposed to approve the minutes and Dr. Bijesh Paul supported it. As the members had no objection, the Academic Council unanimously resolved to confirm the minutes of the previous meeting of the Academic Council held on 08/06/2019.

Item No. AC 8. 2 Review the action taken on the minutes of the previous meeting

The Chairman presented the actions taken on the suggestions made during the 7th meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted.

Item No. AC 8. 3 Approval of recommendation and suggestions on academic matters by IQAC

The Chairman invited Dr. Bijesh Paul, IQAC coordinator to present the report on academic matters

Dr. Bijesh Paul presented the report of IQAC for discussion and approval.

Item No. AC 8. 3/1

- To consider the teaching requirements for the academic year 2019-20 even semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 8. 3/2

- To consider the recommendations on academic matters from various departments.
    - The consolidated suggestions on curriculum from various departments to be communicated to University were presented.
    - Report prepared after analysing the suggestions on academic matters from various departments.

Item No. AC 8. 3/3

- To consider the recommendations from Exam Cell for the conduct of exam
    - Exam should be conducted as per academic calendar
    - Insisted exam cell to oversee and monitor the smooth conduct of exams
    - Monitor the duty of invigilators

Item No. AC 8. 3/4

- Recommended to continue the co-ordinators and members of exam cell for the effective conduct of examinations.

After detailed discussion, the Academic Council resolved to approve the suggestions and modifications.

During the academic council meeting, the members had suggested the following points:

General

- Members suggested encouraging students to take part in innovative projects competitions.

The Chairman noted the requirement and assured the members for compliance in future.

The meeting ended at 12.30 PM with a vote of thanks.

Signature
Convenor

Signature
Chairman

Subject : Action taken for the meeting held on 07.12.2019 - Regarding

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. Quality of examinations were monitored by exam cell

Signature
Convenor

Signature
Chairman

KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 18/01/2019 Regarding

Date : 18/01/2019 Venue : Board Room

Time : 2.30 PM

Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 20/07/2018.
2. Review the action taken on the previous meeting held on 20/07/2018.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the even semester of the academic year 2018-2019.
    a) Teaching requirements
    b) Academic matters
    c) Conduct of exams
5. Other items admitted by the Chair.

Members present:

Sl. No.	Name	Designation	Signature
1	Dr. Amar Nishad. T. M, Director	Director/ Principal	
2	Dr. Rekha Lakshmanan	Vice Principal & HOD, CS	
3	Ms. Bindu Sebastian Ms. Sunitha Rani	HOD, CE	
4	Dr. Reena Sebastian	HOD, EE	
5	Ms. Manju Bhaskar	HOD, EC	
6	Dr. Bijesh Paul	HOD ME	
7	Ms.Shaila C K	HOD EI	

8	Ms. Sajini T	Senior Faculty, EC	
9	Ms. Sheena Kurian	Senior Faculty, CS	
10	Ms. Fareeeda A Kareem	Senior Faculty, EE	
11	Ms. Sunitha Rani	Senior Faculty, CE	
12	Ms.Shaila C K	Senior Faculty, EI	
13	Mr. PremKrishnan	Senior Faculty, ME	

Minutes:

Dr. Amar Nishad T.M, Chairman, extended a warm welcome to the members of the Academic Council. After this, the agenda was taken up for discussion. The Academic council has considered it item-wise and deliberated as highlighted below.

Item No. AC 6. 1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 20/07/2018 and the action taken thereon.

Dr. Rekha Lakshmanan proposed to approve the minutes and Dr. Bijesh Paul supported it. As the members had no objection, the Academic Council unanimously resolved to confirm the minutes of the previous meeting of the Academic Council held on 20/07/2018.

Item No. AC 6. 2 Review the action taken on the minutes of the previous meeting

The Chairman presented the actions taken on the suggestions made during the 5th meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted.

Item No. AC 6. 3 Approval of recommendation and suggestions on academic matters by IQAC

The Chairman invited Dr. Bijesh Paul, IQAC coordinator to present the report on academic matters

Dr. Bijesh Paul presented the report of IQAC for discussion and approval.

Item No. AC 6. 3/1

- To consider the teaching requirements for the academic year 2018-19 even semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 6. 3/2

- To consider the recommendations on academic matters from various departments.
    - The consolidated suggestions on curriculum from various departments to be communicated to University were presented.
    - Report prepared after analysing the suggestions on academic matters from various departments.
    - Recommended to continue the revision classes prior to university examination as result improvement strategy.
    - Suggested to continue scholarships only for students who clear all back papers as a result improvement strategy.
    - Recommended to form academic monitoring committee

Item No. AC 6. 3/3

- To consider the recommendations from Exam Cell for the conduct of exam
    - Exam should be conducted as per academic calendar
    - Insisted exam cell to oversee and monitor the smooth conduct of exams
    - Monitor the duty of invigilators

Item No. AC 6. 3/4

- Recommended to continue the co-ordinators and members of exam cell for the effective conduct of examinations.

After detailed discussion, the Academic Council resolved to approve the suggestions and modifications.

During the academic council meeting, the members had suggested the following points:

General

- Members suggested to conduct revision coaching sessions,

The Chairman noted the requirement and assured the members for compliance in future.

The meeting ended at 12.30 PM with a vote of thanks.

Signature
Convenor

Signature
Chairman

Subject : Action taken for the meeting held on 10/01/2019 - Regarding

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. Revision classes were provided prior to university examination as result improvement strategy

Signature
Convenor

Signature
Chairman