KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 04/12/2020 Regarding

Date : 04/12/2020 Venue : Board Room

Time : 10 AM

Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 05/06/2020.
2. Review the action taken on the previous meeting held on 05/06/2020.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the even semester of the academic year 2020-2021.
    a) Teaching requirements
    b) Academic matters
    c) Conduct of exams
5. Other items admitted by the Chair.

Members present:

SI.No	Name	Designation	Signature
1	Dr. Amar Nishad. T. M	Director/ Principal	
2	Dr. Rekha Lakshmanan	Vice Principal & HOD, CS	
3	Dr. Chitra	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 10. 1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 05/06/2020 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 05/06/2020.

Item No. AC 10. 2 Review the action taken on the minutes of the previous meeting

The Chairman presented the actions taken on the suggestions made during the 9th meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted.

Item No. AC 10. 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 10. 3/1

- To consider the teaching requirements for the academic year 2020-21 even semester.

- The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 10. 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 use of online platforms such as Google meet, Moodle for the effective conduct of classes.
  - Measures need to be taken for the effective conduct of final year projects through online
  - Measures need to be taken to increase the journal publications

Item No. AC 10. 3/3

- To consider the recommendations from Exam Cell for the conduct of exam
  - Exams should be conducted as per academic calendar.
  - Presented strategies to ensure the conduct of examination effectively through online mode.
  - Insisted exam cell to oversee and monitor the smooth conduct of exams.

Item No. AC 10. 3/4

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

Item No. AC 10. 3/5

- Appreciation to mechanical engineering department for the initiation of international collaboration with Universiti Teknologi MARA, Malaysia

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 pointed out the necessity of conducting intensive coaching through online mode
- Doubt clearance session is to be provided during teaching learning process through online mode
- External expert members may be deputed for conducting mock visits for NAAC preparation

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 04/12/2020 - Regarding

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. Google meet, moodle and google classroom were effectively used

Signature
Convenor

Signature
Chairman