KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 26/02/2022 Regarding

Date : 26/02/2022 Venue : Board Room

Time : 2:30 PM

Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 10/12/2021.
2. Review the action taken on the previous meeting held on 10/12/2021.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the even semester of the academic year 2021-2022.
    a) Teaching requirements
    b) Academic matters
    c) Conduct of exams
5. Other items admitted by the Chair.

The Academic Council was held under the Chairmanship of Dr. Amar Nishad T.M, Director of KMEA Engineering College. The following members were present.

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. Rashida Hameed	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 13. 1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 10/12/2021.

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 10/12/2021.

Item No. AC 13. 2 Review the action taken on the minutes of the previous meeting

The Chairman presented the actions taken on the suggestions made during the 12th Meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted the time requested for implementation of few suggestions.

Item No. AC 13. 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 13. 3.1

- To consider the teaching requirements for the academic year 2021-22 even semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 13. 3.2

- To consider the recommendations on academic matters from various departments.
    - Report prepared after analysing the suggestions on academic matters from various departments.
    - Insisted to enhance teaching standards through the ICT enabled classroom tools, pedagogical strategies etc.

Item No. AC 13. 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
    - Insisted to form an exam squad to prevent malpractice.
    - Decision approval committee should conduct enquiry on malpractice cases and recommend disciplinary actions
    - Monitor the duty of invigilators

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

- External expert members may be deputed for conducting mock visits for NBA preparation
- The best practices in the institution are to be communicated to the stakeholders periodically.
- More project proposals are to be submitted to DST and other Govt. agencies
- Training programme may be conducted for the faculty member

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 26/02/2022 - Regarding

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. Mock visits organised in regards of accreditation process

Signature
Convenor

Signature
Chairman