# KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

**Subject : Minutes of the meeting held on 30/01/2023 Regarding**

Date : 30/01/2023 Venue : Board Room

Time : 2:30 PM

## Agenda:

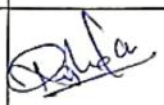
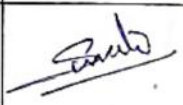
Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 21/07/2022.
2. Review the action taken on the previous meeting held on 21/07/2022.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the even semester of the academic year 2022-2023.
    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. Smitha K M | Dean Research | |
| 4 | Dr. Bijesh Paul | Dean Academics & IQAC Coordinator | |

| | | | |
|---|---|---|---|
| 4 | Dr. Reena Sebastian | Dean Student Affairs & HOD, EE |  |
| 5 | Dr.Shahin M Abdulla | HOD, EC |  |
| 6 | Dr. Sajith Abdul Rahiman | HOD ME |  |
| 7 | Dr. Sija Arun | HOD, CE |  |
| 8 | Ms.Rashida Hameed | HOD EI |  |
| 9 | Ms. Bushra A R | Senior Faculty, EC |  |
| 10 | Ms. Sheena Kurian | Senior Faculty, CS |  |
| 11 | Ms. Fareeeda A Kareem | Senior Faculty, EE |  |
| 12 | Ms. Bindu Sebastian | Senior Faculty, CE |  |
| 13 | Ms. Shaila C K | Senior Faculty, EI |  |
| 14 | Mr. PremKrishnanP | Senior Faculty, ME |  |
| 15 | Suresh Vishwanathan | Warden- boys hostel |  |
| 16 | Sajitha | Warden- girls hostel |  |
| 17 | Saumya K.K | Librarian |  |

## 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 15.1 Conformation of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 21/07/2022 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 21/07/2022.

**Item No. AC 15.2 Review the action taken on the minutes of the previous meeting**

The Chairman presented the actions taken on the suggestions made during the 13th 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 15.3 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 15.3.1**

- To consider the teaching requirements for the academic year 2022-23 even semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

**Item No. AC 15.3.2**

- 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.
- Recommended to organise technical fest inorder to increase the technical knowledge and skills of the students.

**Item No. AC 15.3.3**

- 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

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

- Presented NBA accreditation visit preparation progress report.
- Pointed out the necessity of strengthening KIC and KRCC activities in order to enhance the quality of academics and research.
- 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

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

The meeting ended at 3.30 PM with a vote of thanks.

Signature
Convenor

Signature
Chairman

**Subject : Action taken for the meeting held on 30/01/2023 - Regarding**

1. Finalized the changes in Vision, Mission, PEOs of various departments
2. ICT enabled in classrooms
3. Techno Managerial cultural fest was organised
4. Measures were taken as per university guidelines to prevent malpractice

Signature
Convenor

Signature
Chairman