KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 21/07/2022 Regarding

Date : 21/07/2022 Venue : Board Room

Time : 2.30 PM

Agenda

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 26/02/2022.
2. Review the action taken on the previous meeting held on 26/02/2022.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the odd semester of the academic year 2022-2023.
    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	Dr.Shahin	HOD, EC	

6	Dr. Sajith Abdul Rahiman	HOD ME	
7	Ms.Rashida Hameed	HOD EI	
8	Ms. Bushra	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. Shaila C K	Senior Faculty, EI	
13	Mr. PremKrishnan	Senior Faculty, ME	
14	Suresh Vishwanathan	Warden- boys hostel	
15	Sajitha	Warden- girls hostel	
16	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 14. 1 **Conformation of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 26/02/2022 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 26/02/2022.

Item No. AC 14. 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.

Item No. AC 14. 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 14. 3.1

- To consider the teaching requirements for the academic year 2020-21 odd semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 14. 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.
    - Presented the progress of NBA SAR preparation of ME, EE, EC and CE
    - Recommended to organise Faculty development programs and conferences in order to foster the quality of academics and research
    - Recommended to apply for university research place as KMEA to enhance the research place

Item No. AC 14. 3.3

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

Item No. AC 14. 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 pointed out the need of training and placement platforms for the final year students
- The addon course based on skill development for the students needs to be conducted for all batches in order to fulfil the gaps identified

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 21/07/2022 - Regarding

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. SAR submitted by ME, EE, EC and CE
4. Completed works related to research place
5. FDP organised by ME, CE and CS

Signature
Convenor

Signature
Chairman