KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 16/01/2024 Regarding

Venue : Board Room

Date : 16/01/2024

Time : 2:30 PM

Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 21/07/2023.
2. Review the action taken on the previous meeting held on 21/07/2023.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the even semester of the academic year 2023-2024
   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	
3	Dr.Bijesh Paul	IQAC coordinator	
4	Dr.Smitha K.M.	Dean Academics	

5	Dr. Sajith Abdul Rahiman	Dean Research	
6	Dr. Sija Arun	HOD, CE	
7	Dr. Reena Sebastian	HOD, EE	
8	Dr.Shahin M Abdulla	HOD, EC	
9	Dr.Leera Raju	HOD ME	
10	Dr.Benazir K.K.	HOD, CS	
11	Dr.Sangeetha C.P.	HOD,RA	
12	Mr.Rijul M	HoD ,SF	
13	Ms. Bushara A.R.	Senior Faculty, EC	
14	Ms. Sheena Kurian	Senior Faculty, CS	
15	Ms. Fareeeda A Kareem	Senior Faculty, EE	
16	Ms. Bindu Sebastian	Senior Faculty, CE	
17	Mr.Mohammed Ismail H	Senior Faculty, EC	
18	Dr.Poulose Paulose	Senior Faculty, ME	
19	Ms.Sabeena Salam	Senior Faculty, EE	
20	Mr.Muhammed Ajmal	IQAC co coordinator	

21 Mr Bita. T. Rajendran

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 16.1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 21/07/2023 and the action taken thereon.

Dr. Rekha Lakshmanan proposed to approve the minutes and Dr. Smitha K.M. 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 21/07/2023.

Item No. AC 16.2 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 16.3 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 16.3.1

- To consider the teaching requirements for the academic year 2023-24 even semester.
    - The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC.

Item No. AC 16.3.2

- 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 16.3.3

- 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 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 12.30 PM with a vote of thanks.

Signature
Convenor

Signature
Chairman

Subject : Action taken for the meeting held on 16/01/2024 - Regarding

1. Measures were taken as per university guidelines to prevent malpractice.
2. Measures were taken for improving academics.

Signature
Convenor

Signature
Chairman

KMEA ENGINEERING COLLEGE

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Subject : Minutes of the meeting held on 21/07/2023 Regarding

Date : 21/07/2023 Venue : Board Room

Time : 2.30 PM

Agenda

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 16/01/23.
2. Review the action taken on the previous meeting held on 16/01/23.
3. Suggestions to University on academic matters
4. Approval of the report from the IQAC for the odd semester of the academic year 2023-2024.
    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. Sija Arun	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 15. 1 Conformation of the minutes of the previous meeting

The Chairman presented the minutes of the previous meeting held on 16/01/23 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 16/01/23.

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 12th meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted.

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 2023-24 odd 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.
    - 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 visits to ME, CS, EE, EC and CE.

Item No. AC 15. 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 15. 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

- The addon course based on skill development for the students needs to be conducted for all batches in order to fulfil the gaps identified
- Social relevant project to be promoted

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 21/07/2023 - Regarding

Signature
Convenor

Signature
Chairman