KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

Subject : Minutes of the meeting held on 01/07/2024 Regarding

Date : 01/07/2024 Venue : Board Room

Time : 2:30 PM

Agenda:

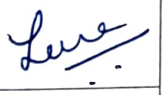
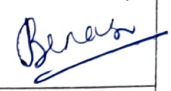
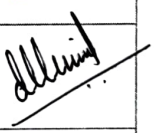
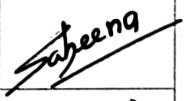
Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 16/01/2024.
2. Review the action taken on the previous meeting held on 16/01/2024.
3. Academic Standards and Policies
4. Research and Innovation
5. Faculty Affairs
6. Student Affairs
7. Accreditation and Compliance

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. Biji Chinnamma	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. Fareeeda A Kareem	Senior Faculty, EE	
15	Ms. Bindu Sebastian	Senior Faculty, CE	
16	Mr.Mohammed Ismail H	Senior Faculty, EC	
17	Ms.Sabeena Salam	Senior Faculty, EE	
18	Mr.Muhammed Ajmal	IQAC co coordinator	

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 18.1 **Conformation of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 16/01/2024 and the

action taken thereon.

Item No. AC 18.2 Review the action taken on the minutes of the previous meeting

The Chairman presented the actions taken on the suggestions made during the 16th Meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted .

Item No. AC 18.3 Academic Standards and Policies

Dr.Smitha K.M.,Dean Academics proposed policies defined for achieving graduation requirements as per the University Curriculum.The importance of of conveying minimum academic performance required to continue in a program, including maintaining a certain GPA or passing specific courses among students were discussed .The implementation strategies for resources for students who need extra help, such as tutorial hours,remedial classes are discussed and approved by the academic council.New strategies for result improvement were discussed by Dr.Rekha Lakshmanan ,Vice Principal.Existing procedures for defining academic misconduct, such as plagiarism, cheating on exams, are reviewed for keeping academic integrity.Insisted to strengthen pedagogical strategies along with teaching standards through the ICT enabled classroom tools.Recommended to organise technical activities in order to increase the technical knowledge and skills of the students.The new curriculum and syllabus of 2024 scheme proposed by KTU is analysed by the members of academic council.

The Academic Council approved the proposal.

Item No. AC 18.4 Research and Innovation

Dr Sajith T.A. presented strategies related to research funding, publication policies, and collaborative initiatives for promoting the advancement of knowledge, discovery, and societal development.Pointed out the necessity of strengthening KIC and KRCC activities in order to enhance the quality of research and innovation.Discussed the necessity of increasing the number of start ups.Guidance on applying for research funding from external sources such as government agencies, private foundations, and industry partnerships will be initiated by providing grant writing support, workshops, and proposal development resources.Dr Amarnishad T.M. pointed out the significance of research and innovation among higher educational institutions.

The Academic Council approved the proposal.

Item No. AC 18.5 Faculty Affairs

Matters concerning faculty recruitment,promotion and development are discussed for all departments.The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC

The teaching faculty requirements for the academic year 2024-25 odd semester.,
EE-0 ,EC-0 ,CE-0,CS-5,RA-1,ME-0,SF-0
The non teaching faculty requirements for the academic year 2024-25 odd semester.,
EE-0 ,EC-0 ,CE-1CS-0,AIDS-0,RA-0,ME-1,SF-1
Academic council approved the new faculty positions.
Dr Reena Sebastian,Dean Staff and Student affairs discussed programs for faculty development and faculty welfare .

The Academic Council approved the proposal.

Item No. AC 18.6 Student Affairs

Discussed the decisions regarding student support services, academic advising, and extracurricular activities.The council approved to expand mental health services, including adding counsellors, workshops, and outreach efforts for student well-being.Dr Reena Sebastian,Dean Staff and Student affairs presented the event calendar .The committee verified effectiveness of student clubs, level of engagement, and any gaps in extracurricular activities that students may need.

The Academic Council approved the proposal.

Item No. AC 18.7 Accreditation and Compliance

Dr.Bijesh Paul ,IQAC coordinator acknowledged the current status and determined the next steps for maintaining accreditation by considering all relevant feedback from accrediting bodies.Review of institutional compliance with accreditation bodies and educational standards is discussed with the future plans for NAAC , NBA and NIRF accreditation work.The modification of Program Specific outcomes of ECE and EEE were approved

The Academic Council approved the proposal.

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 01 /07/2024 - Regarding

1. Measures were taken for improving academics and research.
2. Checked the department wise technical activities quantitatively and qualitatively.
3. Staff recruitment was done as per the requirement from each department.
4. Conducted meetings for the implementation of accreditation activities and follow up of work is in progress.

Signature
Convenor

Signature
Chairman