

# KMEA ENGINEERING COLLEGE

EDATHALA P.O, ERNAKULAM

**Subject: Minutes of the meeting held on 28/07/2018 - Regarding**




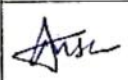
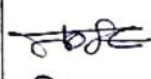
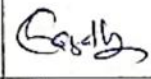
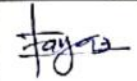

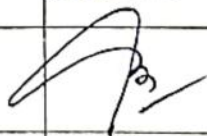
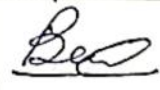
Date : 28/07/2018

Venue : Board Room

Time : 3 pm

The Governing Council was held under the Chairmanship of Riaz Ahmed Sait of KMEA Engineering College. The following members were present.

**Members present:**

Sl.No	Name	Designation	Signature
1	Mr. Ibrahim Kunju	Chairman, College Management Committee	
2	Mr. Riyas Ahammed Sait	General Secretary College Management Committee	
3	Mr. Babu Sait	Treasurer KMEA Trust	
4	Three eminent professionals 1. Dr. Ansamma John 2. Dr. Jose K Jacob 3. Dr. Jagathy Raj	Members	  
5	Two Industrialists 1. Muhammed Fayas 2. Roshan Poomkudy	Members	 
6	Dr. Amar Nishad T.M	Director & Principal	
7	Dr. Rekha Lakshanam	Vice Principal	

## **Agenda:**

Silent Prayer

1. Opening Remarks and Welcome by the Chairperson or President
2. Approval of Previous Meeting Minutes held on 24/06/2017.
3. Principal's Report
4. Financial Update
5. New Academic Programs/Research Initiatives
6. Student Affairs
7. Faculty and Staff Matters
8. Accreditation and Quality Assurance
9. Alumni Relations and Industry Collaboration
10. Any Other remarks
11. Next Meeting Date and Adjournment

## **Minutes:**

Riaz Ahmed Sait, Chairman, extended a warm welcome to the members of the Governing Council. The Governing council has considered agenda item-wise and deliberated as highlighted below.

### **Item No. GC 3.1                      Approval of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 24/06/2017 and the action taken thereon.

Dr. Amar Nishad T.M proposed to approve the minutes and the Secretary supported it. As the members had no objection, the Governing Council unanimously resolved to confirm the minutes of the previous meeting held on 24/06/2017.

### **Item No. GC 3.2                      Approval of recommendation and suggestions by academic council and college council.**

The Principal presented the recommendation and suggestions by the academic council and college council. The council discussed and approved the above matters.

### **Item No. GC 3.3                      Consideration of recommendations and suggestions by Principal**

The Chairman invited Dr. Amar Nishad T.M, Principal to present the report. Dr. Amar Nishad T.M presented the report for discussion and approval.

**Item No. GC 3.3.1 Financial report, including budget allocation, expenditure, and any financial considerations for upcoming projects or initiatives**

- Faculty requirements for the academic year 2018-19 were discussed.
- Revision classes for result improvement strategy prior to university examination was discussed.
- Regulations for admission procedures, scholarship schemes for the academic year 2018-2019 were discussed and approved.
- Implementation of CCTV Surveillance System for monitoring examination
- Proposed fund allocation for conducting examination.
- Fund allocation for the laboratory maintenance requirement from the department.
- Construction of the new auditorium was monitored and inauguration was scheduled.
- Funds for purchasing the latest books for the central library were discussed.
- Suggestions and discussions on the revision of fee registration for the upcoming academic year.
- Fund allocation for conducting internship programs were discussed

**Item No. GC 3.3.2 New Academic Programs/Research Initiatives**

- Present and discuss proposals for new academic programs or research initiatives, including their potential impact and feasibility
- Conduction of science technical fest to promote research culture was discussed and finalised.
- Funds for publishing newsletters and magazines were discussed and approved.

**Item No. GC 3.3.3 Student Affairs**

- Facilitating promotion
  - Policy formation on student affairs was presented
  - Recommendation to allocate intensive coaching classes is suggested as a result improvement strategy. Ms. Manju Bhaskar is appointed as the main coordinator.
  - Report was presented after analysing the suggestions on academic matters from various departments.

**Item No. GC 3.3.4 Faculty and Staff Matters**

The Principal pointed out the faculty recruitment, promotions, grievances and training.

- Policy formation on faculty affairs was discussed.
- To consider the teaching requirements for the academic year 2017-2018.
- The faculty requirement report was discussed and approved.



**Item No. GC 3.3.5 Accreditation and Quality Assurance**

- Discussed about the necessity of outcome based education and instructed to proceed for accreditation.

**Item No. GC 3.3.6 Alumni Relations and Industry Collaboration**

The principal recommended the necessity of alumni collaborations and thereby strengthening industry interactions.

**Item No. GC 3.3.7 Any Other remarks**

- Pre-engineering program as a bridge course for first year students was discussed and approved.

**Item No. GC 3.3.8 Next Meeting Date and Adjournment: Last week of July 2019**

During the Governing council meeting, the members had suggested the following points:

General

- Members suggested the necessity of quality improvement teaching.

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 28/07/2018 - Regarding**

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. Revision classes were provided prior to university examination as result improvement strategy
4. Allocated fund for Faculty matters
5. Allocated funds for infrastructure facilities
6. Allocated funds for examinations
7. Allocated funds for lab maintenance and requirements
8. Fund allocated for conducting PTA executive and open house meetings

  
Signature  
Convenor  
Signature  
Chairman