

# KMEA ENGINEERING COLLEGE

EDATHALA P.O, ERNAKULAM

**Subject: Minutes of the meeting held on 13/06/2020 - Regarding**






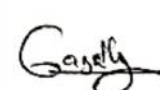
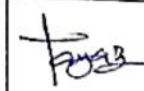



Date : 13/06/2020

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 15/06/2019.
3. Principal's Report
4. Financial Update
5. New Academic Programs/Research Initiatives
6. Student Affairs
7. Student Scholarships
8. Faculty and Staff Matters
9. Accreditation and Quality Assurance
10. Alumni Relations and Industry Collaboration
11. Any Other remarks
12. 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 5.1          Approval of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 15/06/2019 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 15/06/2019.

### **Item No. GC 5.2          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 5.3          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 5.3.1 Financial report, including budget allocation, expenditure, and any financial considerations for upcoming projects or initiatives**

- Faculty requirements for the academic year 2020-21 were discussed.
- Revision classes for result improvement strategy prior to university examination was discussed.
- Regulations for admission procedures, scholarship schemes for the academic year 2020-2021 were discussed and approved.
- Proposed fund allocation for conducting examination.
- Fund allocation for the laboratory maintenance requirement from the department.
- 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.

**Item No. GC 5.3.2 New Academic Programs/Research Initiatives**

- Presented and discuss proposals for new academic programs or research initiatives, including their potential impact and feasibility
- Discussed about the status of new courses in Fire & Safety and Robotics & Automation were proposed.
- Funds for publishing newsletters and magazines were discussed and approved.

**Item No. GC 5.3.3 Student Affairs**

- Facilitating promotion
  - Suggested to monitor the practising of covid protocol in college campus and hostels.
  - Student policy updation were discussed
  - Report was presented after analysing the suggestions on academic matters from various departments.

**Item No. GC 5.3.4 Faculty and Staff Matters**

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

- Staff affair policy modifications were discussed, PhD encouraging strategies were discussed for improving the quality of teaching and learning.
- To consider the teaching requirements for the academic year 2020-21.
- The faculty requirement report was discussed and approved.

**Item No. GC 5.3.5 Accreditation and Quality Assurance**

- Reviewing the status of accreditation works, External expert members may be deputed for conducting mock visits for NAAC preparation.

**Item No. GC 5.3.6 Alumni Relations and Industry Collaboration**

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

**Item No. GC 5.3.7 Any Other remarks**

As part of improving the quality of education collaborations with other institutions and universities were suggested.

**Item No. GC 5.3.8 Next Meeting Date and Adjournment: Last week of July 2021**

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

**General**

- Members suggested the necessity of online teaching platforms for the effective teaching learning process.

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 13/06/2020 - Regarding**

1. The faculty requirement report submitted to Governing council
2. Curriculum revision submitted to BOS
3. Content beyond syllabus programs were organised
4. Allocated fund for Faculty matters
5. Allocated funds for staff welfare program
6. Allocated funds for infrastructure facilities
7. Allocated funds for providing internships
8. Allocated funds for lab maintenance and requirements
9. Fund allocated for conducting PTA executive and open house meetings



Signature  
Convenor



Signature  
Chairman