



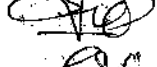


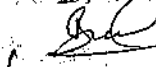
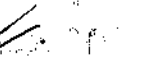


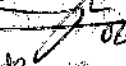


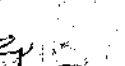
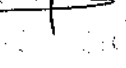
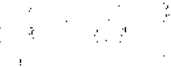


Minutes of the Academic Council held on 06<sup>th</sup> 12 - 2018  
10.30 AM in the ~~conference hall~~ media hall.

Agenda:

1. Welcome - Chairman
2. Objectives of Academic Committee - Chairman
3. Roles and Responsibilities of members - Chairmen
4. Discussions by the members on items 2 and 3
5. Any other important items with the permission of the chair
6. Date for the next meeting
7. Vote of Thanks - Convenor.

Members Present:

1. Manjul D.L. HOD (CS) 
2. P.R. Ramoldi 
3. Sreenivas 
4. Kannadas P.K. 
5. JOHNSON PHILLIP 
6. Kasthurades 
7. Dr. Remadevi S. 
8. Ishaq Ali P.B. 
9. Dr. Bineth 
10. Deena K.B. 
11. Mimi 
12. Balle Jacob 
13. Rajesh Mohan R. 
14. Dr. Harla D. 
15. Arun Prasad KM. 
16. Sanjay Kumar 
17. Dr. Rajesh V.G. 

06/12/18

The meeting started at 10.30 AM. 16 members were present for the meeting. Dr. Jobymol Jacob was not present in the meeting due to unavoidable circumstances. The agenda was read by Dr. Rajesh V. O. (The Convenor). The principal-in-charge Dr. Vinu Thomas welcomed all the members of the meeting. He had reported that objective of academic council is very important for the institution. The HOD meetings conducted earlier had discussed limited matters. The members in the council are ex-officio. The convenor of the council is Dr. Rajesh V. The principal-in-charge explained about the duties of academic council is as follows.

- 1) Any change or additions in policy matters are to be approved by the council.
- 2) Preparation of academic calendar in tune with that of the university, which will continue as it is now, and will be reported to the council. Currently Dr. Remadevi S takes the lead in the preparation.
- 3) Preparation of information hand book for the institution which is presently done by the placement cell and will continue as such and be reported to the academic council.
- 4) Preliminary discussion on plan fund allocation among various departments will be presented in the council.
- 5) Decision on all disciplinary issues, that may arise in the college will be taken up in the council.
- 6) Arranging teaching requirements for faculty to complete the academic programs will be done by the council.
- 7) Monitoring of CPU, exam cell, IEBC, research activities will be done by the council.

- 8) monitoring the functioning of the central library by the council.
- 9) The academic council should involve in making tie-ups with industries and premier academic institutions.
- 10) The council should monitor the functioning of the college hostel.
- 11) The council should facilitate and supervise co-curricular and extra curricular activities of the college.
- 12) The council decide on specific ~~academic~~ academic issues, that can't be cleared in the respective departments.

#### a) Duties of the convenor

The convenor will convene meetings as per the requirement in consultation with chairman and fix agenda. Any separate matter to be included in the agenda may be entered in the google sheet provided by the convenor.

The committee shall meet at least once in a month and convenor shall keep the minutes of the meeting.

#### b) Duties of the members

Any duties assigned by the academic council by decision will have to be executed by the members, and action taken reports to be furnished in the next meeting.

Dr. Rajesh V or requested Dr. Vinu Thomas to present the other important items.

Dr. Vinu Thomas informed the action taken so far which were inevitable during the period.

- 1) The academic council was reconstituted with Dr. Rajesh V. as convenor.
- 2) master plan committee was reconstituted with Sri. Sreenivas P, Asso. Prof. in mechanical Eng. as chairman and member from the administrative staff was also introduced, i.e. administrative officer (ex-officio).
- 3) NBA accreditation committee convenorship was given to Dr. Binesh T, Asso. Prof. in Electronics Eng.
- 4) KTU portal change was given to Sri. Krishna Das, Asso. Prof. in mathematics.
- 5) AICTE portal change was given to Dr. Bindu C.J, Asso. Prof. in Electrical Eng.
- 6) Time table committee change was given to Sri. Jayadas C.K, Asso. Prof. in Electronics Eng.
- 7) PSC has selected our institution as online examination center. For this purpose structural cabling of computer center 1 and digital communication lab was done using the fund from placement cell of the institution. The work was done by PMO of IHRD. The PSC has informed that the exam date will be conveyed to the institutions at least one month earlier.
- 8) NBA pre-qualifier was uploaded and 10% of the fee (129800/-) was paid as per the time line on NBA Portal. Evaluation report was received in which computer science branch was not approved due to shortage of Ph.D holders in the department. Letter regarding the shortage of faculty was forwarded to director IHRD, requesting for 4 additional faculty with 1 Ph.D holder as recommended by HOD, computer science and 1 faculty with Ph.D in Electronics department.
- 9) Alumni of I & II batches are in discussion with the college about sponsoring a lift. 3 quotes were received. AMC proposal is also to be discussed.

- 10) construction of ramp and barrier free toilets for P-H persons, will be taken up, and to be presented in the next PTA executive committee. The overseer will provide the estimate within two days.
- 11) In the college hostel, there was some leakage of waste water outside the campus. The ward member with other local people had locked the college gate and created a stressful atmosphere to clear the issue. The problem was cleared for the time being. It was also noticed that the govt. has allocated RS. 50 lakhs towards waste water treatment plant under plan fund. Later alternate proposals at lesser cost had come up which was communicated to the director by the principal. Following this the proposal for RS. 50 lakhs grant was not followed up.
- 12) The financial position of the institution is that no fund is available for providing salaries to the employees for the month of Dec. 2018. RS. 1 crore was transferred from college hostel to IHRD for providing salary in IHRD institutions. Hence fees are to be collected from the students from 7 to 21<sup>st</sup> Dec 2018. (ie remaining fee from management quota students). HOD's should inform the staff advisors to make the students to pay the fees on time. Sri. Manilal D L may make arrangements for sending sms to the parents regarding the fees date information. The students should give the admission no. in proper format C / D for getting the fees information in the site. SBI collect link activities has been completed and will be available in the website. Sri. Kannadas and Tilly Jacob will continue the activities of SBI-collect for fees payment and bus fee payment. Henceforth Sri. Kannadas P. K., Asst. Prof. in M.E & Sri. Tilly Jacob, Junior System Analyst will be in charge of fee collections from bank & provide facility in consultation

with the banks, Dr. Rajesh V or will arrange to get the bus fee collection details in the registered format for facilitating on time fee collection format & provide Sri. Kannadas P K / Sri. Jitty Jacob with the same.

13) The gate of the new auditorium will be widened and the college buses will be parked in the ground. The work is in progress. The buses will operate from the ground after this.

14) A new security staff is posted in the back gate of the building of the institution.

15) The <sup>reg. Placement, Secular N.S.</sup> Administrative officer mentioned that certain informations are not received in the office. In reply to this, Dr. Vinu Thomas informed that the details if needed in the office will be sent to the office mail by the principal.

16) Dr. Minimal informed that Alumni activities are not properly co-ordinated in the college. She also suggested collection of an amount of Rs. 1000/- from each outgoing student towards Alumni activities.

The principal - in-charge informed that Dr. Minimal will be assigned charge of the Alumni in the institution and efforts will be made to make current SBI account for alumni operational.

17) Sri. Rajesh Mohan opined that the placement cell should be under the control of institution and should not function as an independent institution.

The next meetings will be conducted in the first week of every month to the extent possible and the date will be informed by the convenor one week before along with agenda. Any other item to be included in the agenda to be entered in a google sheet for the purpose to be provided by him.

Dr. Rajesh V V. thanked all those who were present.  
meeting closed at 11.45 AM.

*Dr. V. Thomas*

Dr. V. Thomas

11.45 AM  
Dr. V. Thomas  
Dr. Rajesh V V.  
Dr. V. Thomas