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Minutes of the Academic Council held on
29.01.2019 in the media hall.

Agenda:

1. ATR for the previous month
2. Approval of Academic Calendar
3. Discussion on Friday AM class timing
for KTU Even-Semester
4. Reporting progress in NBA related works
5. Saturday classes to be planned in advance
6. NPTEL and other MOOC courses
7. Approval of mission statement for institutions
8. Other items to be discussed

Members present

1. Dr. Remadevi S.
2. Malul D. L.
3. Dr. M. V. Rajesh
4. Dr. Joby Math Jacob
5. Dr. Harid D
6. Dr. G. S. K.
7. Iqbal Ali P. B.
8. Rajesh Mohan R
9. Belle Jacob
10. Himind B.
11. Leena K. K.
12. P. R. Ramold
13. Krishna Das

Dr
D
M
J
H
S
A

29/1/19

Dr
Dr
Dr
Dr

14. Dr Bindu V
 15. Dr. Rajesh V G
 16. Dr. Vinu Thomas
 17. Smitha K

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Raj
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The meeting started at 2 pm. 17 members were present for the meeting. The principal-in-charge Dr. Vinu Thomas welcomed all the members of the meeting. Dr. Rajesh V. G. (The convenor) presented the Agenda for the meeting. Dr. Vinu Thomas explained the action taken report (ATR) for the previous month's meeting. 1) He had reported that work of the handrail for the ramp was not completed and will be completed before the next meeting. Work of the 3rd ramp will be kept pending. Regarding the bus fee collection, the interface has to be developed by the college and will be completed very soon. The placement cell activities will be informed to principal's office regularly. Regarding the Alumni registration, it is decided to collect a Registration Fee of Rs. 1000/- from every passout students. Staff should be assigned to Alumni Section (1 Faculty and 2 Staff from office)

2) Sri. Rajesh Mohan R suggested that the Academic Council meeting should be conducted either on Saturdays or on out of office hours.

3) Viewing the Academic ~~calendar~~ Calendar, they were suggested to club the college day and Financial day.

4. Regarding AICTE BOA 2019-20, Fire Safety Certificate has to be obtained and the process is going on. Swayam Portal registration and Caste based discrimination system Portal to be uploaded in the College Website. Mou with 5 industries has ^{is to be} been made. Barrier free toilets has to be made.

5.

Friday class timings changed from ~~8:30~~ 8:30 to 12:30 and 2 pm to 3:30 pm for 1st years and ~~9:30~~ from 9:30 to 12:30, 2 to 4:30 for the 2nd, 3rd and 4th years.

6. Attendance Entry may be followed by all the Departments in the College Website. The elective attendance will be entered by the respective Staff Advisors.

7. Non Dept. electives will be decided after discussing with the Systems Analyst and the list will be e-mailed to ~~acc~~ academic @ mee.ac.in.

8. Saturday classes should be planned from February with Special Time Table.

9. Sri Rajesh Mohan R reported that the Valuation Camp and Academic calendar for KGU even semester is very rigid.

10. Mission and Vision statement for the institution as discussed in the meeting is approved.

Next meeting will be conducted in the first week of March 2019. Dr. Rajesh V. G. thanked all the members who were present and the meeting concluded at 3 pm.

(Signature)
PRINCIPAL