

MINUTES OF ACADEMIC COUNCIL

MEETING HELD ON 16/04/2019

Venue: Conference Hall, MEC

TIME: 3.P.M.

Agenda

1. Approval of minutes of meeting held on 08.03.19.
2. ATR for the previous month.
3. Other items to be discussed.

Members Present:

- ① Dr. Vinu Thomas, Principal - W
- ② Dr. Rajesh V G, HOD ME - Ray
3. Dr. Bindu V, HOD EE - Puro
4. Remadevi S, HOD AS - Or
5. Dr. Jyotsna Jamb M.Ted & RC - GA
6. Anand 1, HOD, BS - GA

7. Ishaad Ali S.K. AS
 8. Kannadas P.K. SK
 9. K. S. S. Madhus. MS
 10. K. H. D. DS

1. The meeting started at 3 PM with a silent prayer. 10 members were present for the meeting. Dr. Vinu Thomas, principal welcomed all members. The minutes of the last meeting was received and approved by the committee.
2. HOD's placed all the Course outcomes approved by the respective programme assessment committee and the academic council approved it.
3. Principal informed that the Course Outcomes approved ~~by the~~ prepared for the Mechanical and Applied Science depts. are to be handed over to the respective departments on or before 30/04/2019.
4. The principal informed that all the Depts. should take steps to create department websites as subdomains, for eg: ec.mec.ac.in, and to disseminate the Course Outcomes in the subdomains. The help of the Dept. Associations of Comp. Science and Engg. Dept. - MALS, may be utilized for creation of the subdomains. The principal asked to comply with this by May 30, 2019 and requested the HOD, CS Dept. to provide necessary technical support.

5. Dr. Vinu Thomas reviewed the progress of major works started :-

(i) The work of College ground, parking shed, E-learning lab (electrification and furniture work), are in progress. Partition of the Research Scholar's rooms has been completed.

(ii) A/Cs have been fixed in Research Scholar's room.

(iii) Tenders and quotations are invited for classroom maintenance, lift etc. 13 passengers OTIS lift finalized.

(iv) Furnishing of KS1712 room started.

(v) The work for electrical maintenance and Smart class rooms are yet to be started.

6. ~~7~~ The dates for II series exams were finalized as 29.4.19, 30.4.19 and 02.05.19.

7. ~~8~~ The dates for open house for 1st years are fixed as follows:-

BC - 25/4/2019 [FN - A batch
AN - B batch]

CS - 26/4/2019 ["]

BM - 03/5/2019 - FN.

EEB - 03/05/2019 - AN.

8. Academic ~~Council~~ Committee approved all question papers prepared as per Course Outcomes for the respective departments.

9. The principal reported that College day and Final year's day was proposed to be conducted on 14/05/2019. This was approved. Principal suggested to form a Committee to select best outgoing student of the college with all HOD'S, final year staff advisors and faculty in charge of NSS, Physical Education dept., Thravel and Placement cell. It was decided that the best outgoing student should be the one who has raised the fame of the college in academic and extra/co-curricular activities. The nominations should be submitted on or before 30/04/2019 by each department.
10. The committee reviewed the status of work related to NBA activities. The printing of display boards have been finalized. Storage shelves are needed for keeping NBA related files. It was decided to procure the same and to request the PTA for sanction of funds.
11. Department level Technical Committees were reconstituted. In each dept. there should be a technical committee and the decisions taken by departmental technical committee is to be approved by institutional technical/purchase committee. Technical committees should note that general specifications for items are to be given and registration of vendors capable of supplying items to be done.

12. Lab exams are to be conducted as per academic calendar. Each department should identify and find out external examiners for 3 stages of evaluation.
13. Special classes are to be conducted on 27/4/2019 and 4/5/2019 with Tuesday's and Monday's time table respectively.
- * 14. Principal informed that Stock Verification Committee is to be constituted for the perfect Stock Verification of furniture and library. The members for the Stock Verification and write off Committee for writing off old and unusable stock should work in unison. All ~~the~~ furniture is to be numbered by allotting contract work. It was decided that for the purpose of NBA visit, a shed may be constructed to keep all the items to be written off until it is done. It was decided to place this before the next PTA executive committee.
- * 15. The placement cell had requested to allot a stair room as a buffer room for storing some of main documents and to prepare refreshments for visitors. A stair room was cleared for the purpose in the 2nd floor to 3rd floor landing. The placement cell had requested to repair the ventilation and door, to provide a fan connection and four 5A plug points, to provide water connection with a sink and to affix a precast window, as there was very little ventilation. It was decided to prepare an estimate for the same and the overseer work

to be entrusted with the task. It was also decided to approach the P.S.A for necessary funds.

16. The issue of rotation of HODship was discussed. It was decided to write to IHRD for necessary instructions in this regard.

17. Other items :- It was decided to revive the SPIC MACAY unit with Sri. Kannadasu P.K. as faculty in charge.
 * Assst. Prof. in Mechanical Engg. as faculty in charge.

The meeting concluded at 4 pm.

[Signature]
Principal