

MINUTRS OF THE ACADEMIC COUNCIL
MEETINGS HELD ON 20.08.2019 4:30 PM

VENUE : CONFERENCE HALL, MRC.

Agenda

1. Approval of minutes of Meeting held on 16.04.2019.
2. ATR for the previous month.
3. ~~Other items to be discussed.~~
3. MBA Visit revised dates proposed, reasons for same.
4. Instructions from IARD regarding fund allocation for campus cleaning.
5. Matters requiring urgent discussion regarding the deterioration in infrastructure.
6. Report on the BOB meeting held on 26.07.2019.
7. Tentative Schedule for Accreditation of the CS Dept.
8. Empanelling new Additors by KTU.
9. Senate Election.
10. Onam Celebrations.
11. Excel, Technopreneur.
12. Matters from the 5th Academic Council of KTU.
13. Approval of MRC Academic Calendar 2019-20.
14. Discussion of HOD rotation.
15. New Curriculum Implementation.

Members Present

1. Dr. Vinu Thomas, principal WT
2. Dr. Rajesh V.G., HOD, ME
3. Dr. Bindu V. HOD, EE W
4. Dr. Laila D, HOD (EE)
5. Dr. Border C.J. Border
6. Dr. Minamol B, HOD (BM) Minamol
7. JOHNSON PHILIP Asso. Professor (Physical Education) Johnson
8. Rajesh Mohan R, Assoc. Prof. (EC) Rajesh
9. Ishaad Alvi K, Asso. Prof. in EC, Ishaad
10. Dr. Remadevi S, HOD AS Dept Remadevi
11. Shaija P. J., Asst. Prof. (EE) Shaija
12. Dr. S. S. T. S.S.T.
13. Kannadas P. K, ARME Kannadas
14. Dr. Rajesh V.G. Rajesh
15. Murali D. Murali
16. Secured Secured
17. Smitha K Smitha

1. The meeting started at 4:30 pm on 20/08/2019 with a silent prayer. 17 members were present for the meeting. The minutes of the last meeting was ~~received~~ ^{reported} and approved by the committee.

2. Regarding the ATR for the previous month, principal informed that only the Department website for the RC Dept has been created. Other departments are to create and update their websites by September 5, 2019. Departmentwise specifications for the storage shelves for keeping MBA related files should be received by 26.08.2019. ~~Stock Verification of library is completed and for furniture is~~

~~not yet completed. This is to be expedited. The services of the CS Dept. may be sought for by the individual Depts.~~

The service of the CS Dept. may be sought for by the individual Depts. for creating the websites. Stock verification of library is completed and for furniture is not yet completed.

Open house for 1st year students was conducted.

Final year's day and selection of best outgoing student were completed. Work for writing off of furniture has been started.

~~Regis~~ Vendor registration is a must and has to be done by each department for the Plan fund purchase of 2019-20.

Work of the buffer room (Stair rooms on the 2nd floor) for placement cell has completed. The renovation was done by the placement cell.

The issue of rotation of HODship has to be discussed with the Director and the Institution will comply with his instructions. Mr. Kannadas - P.K., Asst. Professor in Mechanical Engg. is assigned the charge of SPIE MACAY unit.

3. Revised dates for the NBA visit have been proposed. Initially, the proposed dates were in August. But the NBA team has informed that the details were not suitable for them. Three sets of dates were proposed. They are

1. 27, 28, 29 September 2019
2. 11, 12, 13 October 2019
3. 27, 28, 29 October 2019, with ascending order of priority.

4. Principal informed that Rs. 2 Crore has been allocated from IHRD to all institutions for campus cleaning. The proposals are sought from the Academic Council and various departments within two weeks.

5. The principal reported that, there is water seepage in most rooms in top floor, electrical dept. (Classrooms 503 and 504), KSI FIL-SPDK rooms and in Biomedical Lab. These matters were discussed with the Architect Sri. Santhosh Paul, who had designed the college building. He suggested that fresh work should be done and windows should be fixed in the corridors to prevent leakage. The Academic Council approved to send the recommendation to IHRD H.O.

6. Water coolers are in bad condition. New coolers should be purchased. Academic Council approved the decision.

7. ~~Steps~~ for Media hall, The work of ~~initiating~~ inviting lenders initiated, for the purchase of A/C, for Media Hall.

8. Renovation of toilets and kitchen in men's hostel should be done. The academic Council approved this and decided to give highest priority.

9. Removal of debris should be done immediately.

10. House Keeping reports were obtained for different floors, consolidated and handed over to Dr. Sreenivas. P, Master plan Committee chairman. He initiated the steps for the purchase of lights, ~~fans~~ and fans for M. H.

11. Academic Council recommended that toilets and washrooms in the college should be maintained with the help of professional cleaning agency. Academic Council approved the decision.

12. Principal reported that false ceiling in Chemistry Lab is damaged. Suggestions sought from the Academic Council. It was decided to shift Physics and Chemistry Lab to Rooms No. 210 and 211 respectively in future as soon as rooms in the new block are made available after construction.

13. Tentative Schedule for the NBA accreditation of CS Dept. for B.Tech. is planned as below: -

Prequalifier by Dec 2019
 SAR by Feb 2020
 NBA Visit by Aug 2020.

It was decided to check the possibility of transferring faculty with ph.D having specializations similar to Computer Science, to the CS Dept. strictly for the purpose of NBA Accreditation as an internal arrangement.

14. There was a suggestion to conduct remedial classes for weaker students in the last B.O.G meeting conducted on 26.07.2019.

15. It was decided to start an official alumni association. Dr. Menimol B is assigned the charge to coordinate the activities. The progress will be reported by Dr. Menimol B in the next academic council.

16. B.O.G. ~~and~~ chairman had suggested the branding of the institution in social media. For this, it was decided to design an official facebook page and official twitter handle. Sri. Sreekumar. K, Asst. Professor in Comp. Engg. is assigned the charge. The academic Council approved the decision.

17. Bob had suggested that the 30th year celebration of MBC should be celebrated in this academic year and it should be planned during December 2019. For this it was decided to start journals and conduct conferences. Dr. Minimal-B and Dr. Jobymol Jacob are entrusted with the duty of ~~and~~ coordinating these activities.
18. It was decided to conduct the senate election on 27.08.2019. The academic Council approved the decision.
19. It was decided to conduct Onam Celebrations on 06.09.2019. The academic Council approved the decision.
20. It was decided to conduct special classes to compensate for the loss of working days due to heavy rains. These Saturdays are
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|------------|---|-------------------------|
| 24.08.2019 | - | with Friday's timetable |
| 31.08.2019 | - | " Tuesday's " |
| 12.09.2019 | - | " Wednesday's " |
- The academic Council approved the decision.
21. It was decided to conduct Excel 2019 on 1st, 2nd and 3rd November 2019.
22. Dr. Remedios presented the Academic Calendar for the odd semester 2019-20. The members suggested some revisions in

the academic calendar. The attendance for 1st years for participating in the orientation program should be entered upto 9th August 2019. It was decided to conduct Series Test from 26.09.2019 to 30.09.2019. Also the duration of series test for 1st years should be 2 hrs and for higher semesters, this should be 2 hour. The academic calendar should be revised incorporating the changes. Also the dates for publishing sessionals for the odd semester for 1st semester should be on 19/11/2019 and for higher semesters should be on 23/11/2019. The ~~same~~ dates for the second class course committee meeting is scheduled to be conducted ~~for~~ on 20/11/2019 for 1st semester and on 25/11/2019 for higher semesters.

23. It was decided to send a letter to HRD Director seeking his instruction on HOD rotation.
24. Sri. Johnson Philip suggested that some disparity is seen in the workload calculation of faculty in some departments. The principal suggested that all HODs should cross-check the workload calculation of their departments, and report disparity, if any, within a week.

The meeting concluded at 5.30 pm

[Signature]
PRINCIPAL