

# KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

**Subject : Minutes of the meeting held on 16/01/2024 Regarding**

Date : 19/07/2024

Venue : Board Room

Time : 2:30 PM

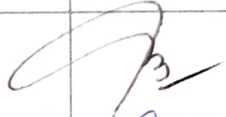
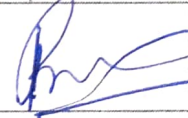
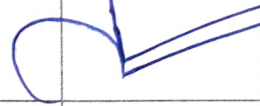

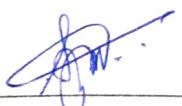

## Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 16/01/2024.
2. Review the action taken on the previous meeting held on 16/01/2024.
3. Academic Standards and Policies
4. Research and Innovation
5. Faculty Affairs
6. Student Affairs
7. Accreditation and Compliance

The Academic Council was held under the Chairmanship of Dr. Amar Nishad T.M, Director of KMEA Engineering College. The following members were present.

## Members present:

| Sl.No | Name                     | Designation         | Signature   |
|-------|--------------------------|---------------------|---|
| 1     | Dr. Amar Nishad. T. M    | Director/ Principal |  |
| 2     | Dr. Rekha Lakshmanan     | Vice Principal      |  |
| 3     | Dr. Bijesh Paul          | IQAC coordinator    |  |
| 4     | Dr. Smitha K.M.          | Dean Academics      |  |
| 5     | Dr. Sajith Abdul Rahiman | Dean Research       |  |
| 6     | Dr. Biji Chinnamma       | HOD, CE             |  |

|    |                       |                     |                  |
|----|-----------------------|---------------------|------------------|
| 7  | Dr. Reena Sebastian   | HOD, EE             | <u>Reena</u>     |
| 8  | Dr. Shahin M Abdulla  | HOD, EC             | <u>Shahin</u>    |
| 9  | Dr. Leera Raju        | HOD ME              | <u>Leera</u>     |
| 10 | Dr. Benazir K.K.      | HOD, CS             | <u>Benazir</u>   |
| 11 | Dr. Sangeetha C.P.    | HOD, RA             | <u>Sangeetha</u> |
| 12 | Mr. Rijul M           | HoD, SF             | <u>Rijul</u>     |
| 13 | Ms. Bushara A.R.      | Senior Faculty, EC  | <u>Bushara</u>   |
| 14 | Ms. Fareeda A Kareem  | Senior Faculty, EE  | <u>Fareeda</u>   |
| 15 | Ms. Bindu Sebastian   | Senior Faculty, CE  | <u>Bindu</u>     |
| 16 | Mr. Mohammed Ismail H | Senior Faculty, EC  | <u>Ismail</u>    |
| 17 | Ms. Sabeena Salam     | Senior Faculty, EE  | <u>Sabeena</u>   |
| 18 | Mr. Muhammed Ajmal    | IQAC co coordinator | <u>Ajmal</u>     |

**Minutes:**

Dr. Amar Nishad T.M, Chairman, extended a warm welcome to the members of the Academic Council. After this, the agenda was taken up for discussion. The Academic council has considered it item-wise and deliberated as highlighted below.

**Item No. AC 17.1**

**Conformation of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 16/01/2024 and the

action taken thereon.

**Item No. AC 17.2**  
**meeting**

**Review the action taken on the minutes of the previous**

The Chairman presented the actions taken on the suggestions made during the 16th Meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted .

**Item No. AC 17.3**

**Academic Standards and Policies**

Dr.Smitha K.M.,Dean Academics proposed policies defined for achieving graduation requirements as per the University Curriculum.The importance of conveying minimum academic performance required to continue in a program, including maintaining a certain GPA or passing specific courses among students were discussed .The implementation strategies for resources for students who need extra help, such as tutorial hours,remedial classes are discussed and approved by the academic council.New strategies for result improvement were discussed by Dr.Rekha Lakshmanan ,Vice Principal.Existing procedures for defining academic misconduct, such as plagiarism, cheating on exams, are reviewed for keeping academic integrity.Insisted to strengthen pedagogical strategies along with teaching standards through the ICT enabled classroom tools.Recommended to organise technical activities in order to increase the technical knowledge and skills of the students.The new curriculum and syllabus of 2024 scheme proposed by KTU is analysed by the members of academic council.

The Academic Council approved the proposal.

**Item No. AC 17.4**

**Research and Innovation**

Dr Sajith T.A. presented strategies related to research funding, publication policies, and collaborative initiatives for promoting the advancement of knowledge, discovery, and societal development.Pointed out the necessity of strengthening KIC and KRCC activities in order to enhance the quality of research and innovation.Discussed the necessity of increasing the number of start ups.Guidance on applying for research funding from external sources such as government agencies, private foundations, and industry partnerships will be initiated by providing grant writing support, workshops, and proposal development resources.Dr Amarnishad T.M. pointed out the significance of research and innovation among higher educational institutions.

The Academic Council approved the proposal.

**Item No. AC 17.5**

**Faculty Affairs**

Matters concerning faculty recruitment,promotion and development are discussed for all departments.The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC

The teaching faculty requirements for the academic year 2024-25 odd semester.,  
EE-0 ,EC-0 ,CE-0,CS-5,RA-1,ME-0,SF-0

The non teaching faculty requirements for the academic year 2024-25 odd semester.,  
EE-0 ,EC-0 ,CE-1CS-0,AIDS-0,RA-0,ME-1,SF-1

Academic council approved the new faculty positions.

Dr Reena Sebastian,Dean Staff and Student affairs discussed programs for faculty development and faculty welfare .

The Academic Council approved the proposal.

#### **Item No. AC 17.6                  Student Affairs**

Discussed the decisions regarding student support services, academic advising, and extracurricular activities.The council approved to expand mental health services, including adding counsellors, workshops, and outreach efforts for student well-being.Dr Reena Sebastian,Dean Staff and Student affairs presented the event calendar .The committee verified effectiveness of student clubs, level of engagement, and any gaps in extracurricular activities that students may need.

The Academic Council approved the proposal.

#### **Item No. AC 17.7                  Accreditation and Compliance**

Dr.Bijesh Paul ,IQAC coordinator acknowledged the current status and determined the next steps for maintaining accreditation by considering all relevant feedback from accrediting bodies.Review of institutional compliance with accreditation bodies and educational standards is discussed with the future plans for NAAC , NBA and NIRF accreditation work.The modification of Program Specific outcomes of ECE and EEE were approved

The Academic Council approved the proposal.

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 19/07/2024 - Regarding**

1. Measures were taken for improving academics and research.
2. Checked the department wise technical activities quantitatively and qualitatively.
3. Staff recruitment was done as per the requirement from each department.
4. Conducted meetings for the implementation of accreditation activities and follow up of work is in progress.



Signature  
Convenor



Signature  
Chairman

# KMEA ENGINEERING COLLEGE

EDATHALA PO , ERNAKULAM

**Subject : Minutes of the meeting held on 16/01/2024 Regarding**

Date : 17/02/2025

Venue : Board Room

Time : 1:30 PM







## Agenda:

Silent Prayer

1. Confirmation of the minutes of the previous meeting held on 19/07/2024..
2. Review the action taken on the previous meeting held on 19/07/2024.
3. Academic Standards and Policies
4. Research and Innovation
5. Faculty Affairs
6. Student Affairs
7. Accreditation and Compliance

The Academic Council was held under the Chairmanship of Dr. Amar Nishad T.M, Director of KMEA Engineering College. The following members were present.

## Members present:

| Sl.No | Name                    | Designation         | Signature   |
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| 1     | Dr. Amar Nishad. T. M   | Director/ Principal |   |
| 2     | Dr. Rekha Lakshmanan    | Vice Principal      |  |
| 3     | Dr.Bijesh Paul          | IQAC coordinator    |  |
| 4     | Dr.Smitha K.M.          | Dean Academics      |  |
| 5     | Dr. Sajith Abdul Rahman | Dean Research       |  |
| 6     | Dr. Biji Chinnamma      | HOD, CE             |  |

Minutes: Second Academic Council Meeting

|    |                       |                     |  |
|----|-----------------------|---------------------|--|
| 7  | Dr. Reena Sebastian   | HOD, EE             |                 |
| 8  | Dr. Shahin M Abdulla  | HOD, EC             |                 |
| 9  | Dr. Leera Raju        | HOD ME              |                 |
| 10 | Dr. Benazir K.K.      | HOD, CS             |                 |
| 11 | Dr. Sangeetha C.P.    | HOD, RA             |                 |
| 12 | Mr. Rijul M           | HoD, SF             | <br>for X(H)eng |
| 13 | Ms. Bushara A.R.      | Senior Faculty, EC  |                 |
| 14 | Ms. Farceeda A Kareem | Senior Faculty, EE  |                 |
| 15 | Ms. Bindu Sebastian   | Senior Faculty, CE  |               |
| 16 | Mr. Mohammed Ismail H | Senior Faculty, EC  |               |
| 17 | Ms. Sabeena Salam     | Senior Faculty, EE  |               |
| 18 | Ms. Vidya Hari        | Senior Faculty, CS  |               |
| 19 | Mr. Premkrishnan      | Senior Faculty, ME  |               |
| 20 | Mr. Muhammed Ajmal    | IQAC co coordinator |               |

**Minutes:**

Dr. Amar Nishad T.M, Chairman, extended a warm welcome to the members of the Academic Council. After this, the agenda was taken up for discussion. The Academic council has considered it item-wise and deliberated as highlighted below.

**Item No. AC 17.1 Conformation of the minutes of the previous meeting**

The Chairman presented the minutes of the previous meeting held on 19/07/2024 and the action taken thereon.

**Item No. AC 17.2 Review the action taken on the minutes of the previous meeting**

The Chairman presented the actions taken on the suggestions made during the 17th Meeting of the Academic Council. The Council resolved to ratify the actions taken as presented and accepted .

**Item No. AC 17.3 Academic Standards and Policies**

New strategies for result improvement and pedagogical initiatives taken by the departments are discussed.The academic council discusses and approves the implementation plans for resources for students who require more assistance, such as remedial classes and tutorial hours as per the requirement of current semester.Verified the subject allotment of all departments.Analysed the schedule of technical activities recommended by each department for improving the technical knowledge and skills of the students.The syllabus of second semester of new 2024 scheme proposed by KTU is discussed by the members of academic council.The initiatives taken for the improvement of professional body activities and newsletter is also discussed.

The Academic Council approved the proposal.

**Item No. AC 17.4 Research and Innovation**

Dr. Sajith T.A. gave presentations on methods for advancing knowledge, discovery, and social growth that dealt with research financing, publication guidelines, and cooperative projects.The importance for applying research SEED money and KTU CERD project is highlighted in order to improve the caliber of research and innovation,Discussed the schedule of KIC and KRCC activities .It is requested to ensure the use of Nimbus platform and Turnitin for research work and project activities.

The Academic Council approved the proposal.



**Item No. AC 17.5                      Faculty Affairs**

The faculty requirement report was prepared based on the subject allotment submitted by the departments to IQAC  
The teaching faculty requirements for the academic year 2024-25 odd semester.,  
EE-0 ,EC-0 ,CE-1,CS-1,RA-1,ME-0,SF-0  
The non teaching faculty requirements for the academic year 2024-25 odd semester.,  
EE-0 ,EC-0 ,CE-2,CS-0,AIDS-0,RA-0,ME-0,SF-0  
Academic council approved the new faculty positions.

The Academic Council approved the proposal.

**Item No. AC 17.6                      Student Affairs**

Academic council discussed the choices pertaining to extracurricular activities, academic advising, and student support programs.The council gave its approval for the expansion of mental health services, which would include outreach initiatives for the wellbeing of students, workshops, and additional counselors.The event schedule was provided by Dr. Reena Sebastian, Dean Staff, and Student Affairs.

The Academic Council approved the proposal.

**Item No. AC 17.7                      Accreditation and Compliance**

By taking into account all pertinent input from accrediting organizations, Dr. Bijesh Paul, IQAC coordinator, recognized the current situation and decided on the next course of action for preserving accreditation.Future plans for NAAC, NBA, and NIRF accreditation work are reviewed.

The Academic Council approved the proposal.

The Chairman noted the requirement and assured the members for compliance in future.

The meeting ended at 2.30 PM with a vote of thanks.



Signature  
Convenor



Signature  
Chairman

**Subject : Action taken for the meeting held on 17/02/2025 - Regarding**

1. Measures were taken for improving academics by arranging revision class and considering the bandlist of bright ,average and weak students in all departments.
2. The good add-on courses and other technical activities are improved in quantity .
3. One project from EC is granted KTU CERD research funding and two faculty from RA is shortlisted under Research SEED funding scheme.
4. Usage of Nimbus and Turnitin is increased.
5. New PhD registration in the academic year 2024-25 is four.
6. KIC conducted inter department project competition and monitored activities under each subsection of KIC.
7. Techno Managerial cultural fest is conducted successfully.
8. The NAAC team completed AQAR for the year 2023-24.
9. The NBA team started compliance report work.



Signature  
Convenor



Signature  
Chairman