



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

Academic Council Meeting

Date: 30th May 2023

ASIET/30.05.2023

Minutes of the Meeting

Name of the meeting: Academic Council Meeting		Date: 30 th May 2023	Signature
Name of the Facilitator: Principal. Dr. Sreepriya S		Time: 11:00 – 12:30 pm	
Meeting Type: Scheduled		Venue: Board Room	
Attendees	Designation	Department	
Dr. Sreepriya S	Principal		
Dr. Deepa Sankar	HOD	EEE	
Mr. Manesh T	HOD	CSE	
Mr. Rajaraman	HOD	CSE (AI)	
Dr. Jayasree T G	HOD	BSH	
Mr. Aneesh P C	HOD	CE	
Dr. Bobby C Mathew	Dean	Research, IQAC	
Mr. Ranjesh R Chandran	Assistant Professor	RA	
Mr. Renjith K R	Assistant Professor	MBA	
Ms. Lakshmi M	Assistant Professor	EBE	
Dr. Biipin P R	Associate Professor	PG Coordinator	
Mr. Leo Francis	Assistant Professor	ME	
Deliberations			
Agenda: <ul style="list-style-type: none">➤ Academics➤ College Council – Reconstitution➤ Project Exhibition➤ Farewell and Passing out ceremony➤ Timetable – June➤ Internal Audit➤ Any other matter			
Discussions			
<ul style="list-style-type: none">• Academics: in view of reopening, the attendance of students should be monitored strictly and entered in Linways on the same day to mark EOD. For NAAC all related work should be completed and uploaded within 45 days, for the smooth working from June 1st onwards the class timing is scheduled from 8:50 to 3:00 for students and after class timing, the staff should work till 5:00 in the evening. College buses will leave the campus in two slot. In first slot the buses will leave by 3:10 for students and slot 2 for staff members. There will be 3 buses run exclusively for staff members at 5:00 pm. The routes are (1) Edappilly Toll (2) Chalakudy and (3) Muvattupuzha. The count of staff members who avail the bus facility should give to the office at the earliest. Tea and Snacks can made available in the department.• PTA Executive: PTA executive committee should be re constituted and Ms. Ashna (EEE) or Ms. Gomathy S(EEE) are given the charge of the committee and they will contact all department heads to collect the list of members from respective department.• College Council – Reconstitution: Since the existing college council members from students are final year and they are getting out of the college, the council should be re constituted. This can be done in the coming odd			



semester immediately after the semester begins.

- **Project Exhibition:** Each department should identify 5 best projects for project expo which is planned on 23rd June 2023, immediately after the external project presentation and viva examinations were over. Now it is decided to find a common venue for project expo and this time IEEE will support us in this regard.
- **Farewell and Passing out ceremony:** Passing out ceremony is tentatively scheduled as 26th or 27th June 2023, immediately after their external project viva examinations. The dates can be finalized only after checking the availability of guests.
- **Timetable – June:**

Monday - Thursday	Friday
08:50 – 09:40 (1 st hr)	08:50 – 09:40 (1 st hr)
09:40 – 10:30 (2 nd hr)	09:40 – 10:30 (2 nd hr)
10:30 – 10:40 – break	10:30 – 10:40 – break
10:40 – 11:30 (3 rd hr)	10:40 – 11:30 (3 rd hr)
11:30 – 12:20 (4 th hr S2 and lunch break S4, S6)	11:30 – 12:20 (4 th hr)
12:20 – 01:10 (lunch break for S2, 4 th hr S4, S6)	12:20 – 02:00 (lunch break)
01:10 – 02:00 (5 th hr)	02:00 – 02:45 (5 th hr)
02:00 – 02:10 – break	02:45 – 03:30 (6 th hr)
02:10 – 03:00 (6 th hr)	

- **Internal Audit:** All departments except EEE, AI and RA, internal audit by IQAC team is over and feedback is received from almost all auditors. As from the suggestions received from the auditors we have to arrange an induction program to the newly appointed staff members about the maintenance of course dairy.
- **Miscellaneous:**
 1. **Series Examinations:** The 1st internal examination for S2 and the 2nd internal examinations for S4 and S6 rescheduled as 13th, 14th and 15th of June 2023, in view of the scheduled S8 university examinations. The university examinations are scheduled on 5th, 7th, 9th and 12th of June and in these days alternative arrangements should be done to S2, S4 and S6 classes (either online mode or to call on one or two batches to the campus for offline classes) due to the lack of class rooms.
 2. **Passing out ceremony:** In view of passing out ceremony which is tentatively fixed in the last week of June, the heads of various departments should identify (i) nominee for best outgoing student (ii) class toppers from the respective departments.
 3. **Faculty Professional Enrichment Cell:** Faculty Professional Enrichment cell is constituted with the following member of staffs: Dr. Sivaprasad (ME), Ms. Akhila (EEE) and Ms. Aswathy (ECE).
 4. **IQAC:** Since the first batch of 2019 scheme is passing out from the campus, the auditors may check the files like – All files of S8, MOOC course files, Honor and Minor list, Activity point register etc., with high priority. Hence all departments should ready with these files. M. Tech also the current semester is of new scheme, the files should be complete.
 5. **Newsbeat:** A centralized new letter team is constituted with Mr. Jismon(PRO), Ms. Meenakshi (PS to Principal) and Mr. Goutham(ME) as members. They will be in charge of bi monthly released college newsletter.
 6. **Social media publicity:** Ms. Sumathy (CSE) will help to post departmental palm lets or any other brochures in social media if any needed.
 7. **Result Analysis :** After 1st series test the result analysis for S4 and S6 were received and it seems to be too pathetic. The individual staff member should come up with strategies to overcome this as results were too important for existence. In view of next series examination, the staff members should be too vigilant as the number of mal practices were increasing day by day.

Issued By: Dr. Sreepriya S, Principal

Date: 30.05.2023

Copy to:

- (i) IQAC
- (ii) All HODs





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INSTITUTE OF ENGINEERING AND TECHNOLOGY

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

HoD Meeting

ASIET/05.01.2023

Date: 5th January 2023

Minutes of the Meeting

Name of the meeting: Department HoDs Meeting		Date: 5 th January 2023	Signature
Name of the Facilitator: Principal. Prof. K T Subramanian		Time: 11:00 – 11:45 am	
Meeting Type: Scheduled		Venue: Board Room	
Attendees	Designation	Department	
Prof. K T Subramanian	Principal		
Prof. Rajaram	Dean	CSE	
Dr. Eldhose K K	HOD	ME	
Mr. Rajaraman	HOD	CSE(AI)	
Dr. Bobby C Mathew	HOD	ECE	
Dr. Jayasree Santhosh	HOD	EBE	
Dr. Deepa Sankar	HOD	EEE	
Mr. Aneesh P C	HOD	CE	
Mr. Sreedeeep Krishnan	HOD	RA	
Dr. Jayasree T G	HOD	BSH	
Mr. Renjith K R	Assistant Professor	MBA	
Deliberations			
Agenda: <ul style="list-style-type: none">➤ Even Semester Classes➤ Odd semester final internal marks➤ Block leave➤ Any other matter			
Discussions			
<ul style="list-style-type: none">• As per the communication received from university, even semester classes will commence from 30th Jan 2023 for S8 and 6th February 2023 for S4 and S6 classes. Next semester allotment should reach to Principal's office by 13th January 2023.• Faculty requirement if any needed should be reported to the Principal office at the earliest, in written by the department head citing clearly the cader / level of appointment required.• Final sessional marks should be ready at the earliest. Syllabus coverage status is for S3 and S7 all portions are over and remedial sessions are going on. For S5, lab model exams were started.• Preparations in remedial classes should build the confidence among students, especially for very weak students. Maximum number of students should get a pass marks as the expected results should be good.• As the results are the main concerns, we cannot tolerate results below 75%. Convey this message to the subject teachers.• In 2023 also the staff can avail block leaves, either 8 + 7 pattern or 5 + 5 + 5 pattern. Department heads should check whether (i) the duties are clearly arranged and completed (ii) at least 40% staff is available in the department before forwarding the request to the principal's office.• The 1st half should be completed during this semester break itself and no block leave should be sanctioned after this period.			



- What ever the examinations planned by the department – whether it is lab examinations or any re-test, plan it to start at 08:50 am as our working hours / class timings are from 8:50 am onwards.
- Discipline is a matter of concern and hence tutors/hod's should regularly monitor the students. Please check whether they present themselves in a proper way or not. The students should present themselves in disciplined and systematic way.
- **Ideathon:** For Hackathon which is planned along with Brahma 2023, ME, CE and MBA can jointly plan and come up with ideas for 'Young Scientist awards'.
Some members of faculty are working with web site and hence we have to update the website with final schedule. Hence immediately finalise the events and the brief description should be uploaded in our website.
Department wise events and prizes should be finalised at the earliest.
Strategies to rise the fund - sponsorships – should be discussed and finalised.
- **Fee dues:** All pending fees for the running semester should be clear before examinations. If the dues are not cleared within the given time they are not permitted to write the examinations. The due list should be put in parents group and the information should be communicated clearly to the students.

Issued By: Prof. K T Subramanian, Principal

Date: 05.01.2023

* To be tracked in subsequent meetings

Copy to:

- (i) IQAC
- (ii) All HODs

