

**TKM COLLEGE OF ENGINEERING, KOLLAM-5****Minutes of the 7<sup>th</sup> Action Committee Meeting held on 15<sup>th</sup> October, 2016****Venue: Chairman's Room: 10.20 AM**

Meeting approved the Agenda suggested by the Principal as:-

**Agenda**

1. Silent prayer
  2. Confirmation of the minutes of the previous meeting
  3. Action taken Report
  4. Reporting and proposals from Principal
  5. Reporting and proposals from Deans, HODs, Physical Education, Librarian, IT Cell, Coordinator of CGPU, Infrastructure Committee, IQAC and AA
  6. AOCB
- Meeting started with a silent prayer
  - Principal presented the minutes of 6<sup>th</sup> action committee meeting held on 18<sup>th</sup> June 2015 and the same was approved.
  - Principal presented the action taken report based on the previous meeting as;

**Action taken report**

- All HODs and senior advisers were directed to be more serious in identifying and monitoring 'at risk' students. Meetings of senior advisers were separately convened semester-wise and list of 'at risk' students were prepared for each class. Remedial classes for 'at risk' students are being regularly conducted.
- For ensuring meaningful interaction between students and teachers in the course delivery, course committee meetings are being regularly conducted. Students with different levels of learning capacity are being selected for the course committee meetings. Students were given adequate freedom to express their concerns and suggestions in these course committee meetings. UG Dean and HODs are also entrusted to collect student feedback from each class separately.
- Frequent meeting between students and their mentors: Senior advisers are directed to convene frequent meetings with students. It is also suggested that senior adviser/adviser should engage atleast one theory session for their advisory batch. This may enhance the healthy relationship between mentors and their students.

Meeting approved the action taken report.

The following item wise discussions were carried out

**1. Principal's report**

- Principal briefed about the NACC visit, NBA accreditation arrangements etc. as per the agenda note circulated.

**2. HOD's report**

- The reports submitted by HODs as per the agenda note was examined and the committee entrusted the IQAC coordinator and UG Dean for analysis of the reports & its verification.

**3. Administration office**

- The Administrative Assistant (AA) presented the details as specified in the agenda note circulated. The Dean Administration is entrusted to examine and verify the documents, submitted by AA.

**4. The Coordinator CGPU**

- The Coordinator CGPU presented the details of placement as per the Agenda note circulated and same was approved.

**5. IQAC report**

- The committee discussed the IQAC report submitted by the coordinator and the same was approved. The time line suggested for NBA accreditation was also approved.

**6. Infrastructure committee**

- The Coordinator of Infrastructure committee presented details of works to be completed before NBA accreditation visit. It is resolved that the report may be placed before TKM College Trust and Treasurer for further discussion and implementation.

**7. Dean student affairs**

- Dean student affairs presented the revised code of contact of students and the same was approved.

**8. IT Cell and Library Council**

- College Librarian presented the report on library developments and the same was discussed in detail. It is resolved to approve the commencement of a 'Civil Service Corner' in the Central Library. It is suggested to seek support of alumni in this venture. It is also resolved to enhance the Wifi connectivity bandwidth of our college to 100 Mbps. All Department Libraries are to be equipped with more desktops and head sets. The software 'Koha' need be installed in all the computers of Department Libraries.

Based on the proposals from Principal, the committee resolved the following:

- The Institute should have a mechanism to identify outstanding faculty and staff who deliver high level of performance. A sub-committee consisting of PG Dean as Chairman with UG Dean, Dean Administration and IQAC coordinator as members will be formed to submit guide lines in this direction with PG Dean as the convener.
- It is generally felt that the present performance evaluation of faculty by students needs modification. It is resolved that Dean Student affairs and IQAC Coordinator may coordinate and initiate preparatory works in this direction.
- It is suggested that the Institute should have a mechanism to evaluate the performance of HOD's (by Faculty), AA (by Office staff) and Head of the Institution (by HOD/Faculty). A sub-committee consisting of Dean Administration as Chairman with PG Dean, Dean Student affairs, Dean Research, IQAC Coordinator, Prof. Mohammed Fahd, Prof. Dr. A. Sadiq, as members will be formed to formulate guidelines and recommendations in this direction.
- It is resolved that the Head of the Institution/Administrative Assistant must ensure that the applications for approval of newly joined faculty is getting forwarded to KTU/DTE within a maximum of one month from the date joining of the Institution.
- UG Dean presented a comparative evaluation of S3 B.Tech and S5 B.Tech. University Examination results. The HOD of architecture presented the results of BArch Examinations. The results were discussed in detail. It is resolved that the institutional goal is a minimum pass percentage of 90% at the first attempt. Further, among the students passed, at least 60% should have a CGPA of more than 8 (80%).
- The Dean Administration presented a proposal for financial powers to be sanctioned for faculty at various administrative levels. The matter was discussed in the committee. It is resolved to submit the proposal for final approval from the Hon'ble Chairman and Governing Body.

- It is resolved that the “Central Planning Board” be renamed as “Central Planning Committee” as per NACC recommendations.
- It is resolved that all purchase from the college office is to be approved and or ratified by a purchase committee. A purchase committee is to be formed with Principal as Chairman, Dean Research, Dean Administration, Dean Student affairs, IQAC Coordinator, AA, AO and Sr. Supdt of office Mr. Sadiq as members.
- It is resolved that a Management Information System (MIS) software be installed in our college for integrating all academic and administrative formalities. The Coordinator of IT Cell is entrusted to initiate actions in this direction.
- It is resolved to request Hon’ble Chairman, that the action committee may be re-constituted including all Deans, IQAC Coordinator, Librarian, Coordinator of research collaborations etc.

The meeting came to a close at 11.20AM

Sd/

**SHAHAL H MUSALIAR**

**Dr S Ayoob, Principal**