

Minutes of the 4th Meeting of the Governing Body, TKM College of Engineering held on 31st May 2025

Venue: Board Room

Time: 11 a.m.

Agenda

1. Procedural

- 1.1 Silent Prayer
- 1.2 Welcome and Introductory Remarks by the Chairman, Governing Body
- 1.3 Previous Minutes and Action Taken Report

2. Reporting

- 2.1 Report of Statutory Bodies-Academic Council, and Finance Committee
- 2.2 Report of Examinations (Autonomous Batches)
- 2.3 Achievements of Students and Faculty
- 2.4 IQAC Reporting
- 2.5 Report of PTA and Alumni Association
- 2.6 Report of Project Funding
- 2.7 Report of Departments
- 2.8 International Collaborations

3. Discussion/Approval

- 3.1 Approval of the outgoing MTech graduating student
- 3.2 Approval of Financial Report for the year 2024-25
- 3.3 Approval of Budget for the year 2025-26
- 3.4 Any other matter

MEMBERS PRESENT:

- 1. Jb. Shahal Hassan Musaliar
- 2. Jb. T.K. Jalaluddin Musaliar
- 3. Jb. T.K. Jamaluddin Musaliar
- 4. Jb. Khalid Musaliar
- 5. Dr. M. Haroon
- 6. Jb. Tariq Musaliar

7. Sri Ajayan C
8. Prof. Sanjeev G.
9. Dr. Ashfak A.
10. Dr. Ajukumar V. N
11. Dr. Sajeeb R
12. Mrs. Bindu Shafi

Agenda and Resolutions

Part 1 – Procedural

1.1. Silent Prayer

1.2. Welcome and Introductory Remarks By the Chairman, Governing Body

1.3. Previous Minutes and Action Taken Report

The previous meeting of the Governing body was held on 12th October 2024. The minutes and action taken report are included as **Annexure-I** of this report.

Agenda	Resolutions/Comments	Action Taken
1. Procedural 1.1 Silent prayer in memory of Janab Thangal Kunju Musaliar, The Founder 1.2 Welcome and Introductory Remarks by the Chairman 1.3 Previous Minutes & Action Taken Report	- Prof Varadharajan and Mr. Ajayan made some enquiries regarding the BTech Programme in Computer Science & Engineering (AI), and clarifications were provided by the Principal in-charge Dr. Sajeeb. - Dr. Varadharajan said that preferably, details are to be provided on actions taken in cases where 'noted' was mentioned.	NA

Agenda	Resolutions/Comments	Action Taken
<p>2. Reporting</p> <p>2.1 Report of Statutory Bodies-Academic Council, Finance Committee & Board of Studies</p> <p>2.2 Research funding</p> <p>2.3 Report of Autonomy Examinations</p> <p>2.4 Outstanding achievements</p> <p>2.5 Outstanding alumni Contributions</p> <p>2.6 IQAC reporting</p> <p>2.7 Reports of PTA</p> <p>2.8 Reports of Project funding</p> <p>2.9 Reports of Departments</p>	<ul style="list-style-type: none"> - Prof. Varadharajan enquired about the process of supplementary exams and Dr. Sajeeb provided clarification. - Prof. Sanjeev asked about question bank preparation process and Dr. Sajeeb explained. - Prof. Varadharajan suggested that the final grade card template could be shown in the Governing Body meeting. - Prof Varadharajan suggested giving the academic toppers awards/letters of appreciation from the college. Dr. Sajeeb told him that Excellency awards from PTA & Alumni Association had already been distributed to the students concerned. - The Governing Body recorded its appreciation for the outstanding academic achievements of the students. - Prof. Varadharajan suggested providing academic/technical and non-technical details separately under the head Professional societies and clubs activities - Mr. Ajayan enquired about the selection process of faculty in Computer Science and Engg. Dept. - Governing Body expressed satisfaction on the items reported. 	<p>The Academic/Technical and Non-technical details are included separately in the Agenda Notes of the GB.</p>
<p>3. Discussion/Approval</p> <p>3.1 Ratification of decision of starting new programme/closure of programmes</p> <p>With approvals from AICTE, APJKTU, and the Government of Kerala, two new programs have been introduced starting from the 2024-25 academic year:</p> <p>(1)B.Tech Computer Science & Engineering (Artificial Intelligence) (60 seats)</p>	<ul style="list-style-type: none"> - Prof Varadharajan enquired about the eligibility required for admission to MTech EV Technology and the admission procedure. Dr. Sajeeb provided details. - Prof. Varadharajan asked if government sanction was necessary to start a new programme in an autonomous college. Necessary clarifications were provided by Dr. Sajeeb and Prof. Sanjeev. - Mr. Ajayan asked if full strength had been admitted to the new programmes; Dr. Sajeeb replied 	<p>Two new programmes [BTech CSE(AI) and MTech EV Technology] were introduced from 2024-25.</p>

Agenda	Resolutions/Comments	Action Taken
<p>(2)M.Tech Electrical Vehicle Technology (18 seats) In addition, the following programs were discontinued in the 2024-25 academic year:</p> <p>(1)B.Tech Computer Science & Engineering (Cyber Security) (60 seats) (2) M.Tech Power System (18 seats) (3)M.Tech Computer Integrated Manufacturing (18 seats)</p> <p>The Academic Council meeting held on 31-07-2024 has ratified the procedure adopted for the introduction of the two programmes, viz., (1) B.Tech Computer Science & Engineering (Artificial Intelligence) (60 seats) and (2) M.Tech Electrical Vehicle Technology (18 seats); and, for the closure of three programmes viz., (1) B.Tech Computer Science & Engineering (Cyber Security) (60 seats), (2) M.Tech Power System (18 seats) and (3) M.Tech Computer Integrated Manufacturing (18 seats). The Governing Body may approve the same.</p>	<p>that seats had not been filled due to the delay in getting approval.</p> <p>- Governing Body resolved to approve the decision to start two new programmes [BTech CSE(AI) and MTech EV Technology], and withdrawal of three programmes [BTech CSE(Cybersecurity), MTech Power Systems, MTech CIM]</p>	
<p>3.2 Approval of the list of MTech, MPlan and MCA graduating students</p> <p>The Academic Council approved the list of eligible students of M. Tech, M. Plan and MCA and recommended for the award of degree certificate.</p> <p>The Governing Body may</p>	<p>Governing Body resolved to approve the list of graduating students.</p>	<p>Approved list of students was sent to the University for granting the degree certificates.</p>

Agenda	Resolutions/Comments	Action Taken
please approve the list for the award of their degree certificate.		
<p>3.3 Financial Plan</p> <p>Financial report of 2023-24 attached as Annexure-II of this document The Financial Plan (budget) 2024-25 has been detailed as a separate document.</p> <p>The Governing Body may kindly approve the financial report 2023-24 and the financial plan 2024-25.</p>	Governing Body resolved to approve the Financial Report 2023-24 and Financial Plan 2024-25.	NA
<p>3.4 Discussion</p> <p>a) Ratification of inclusion of new member to Finance committee</p> <p>The chairman governing body proposed to include Dr. Veni M Nair, Director, TKM Institute of Management to the finance committee.</p> <p>Governing body may ratify the decision.</p>	- Governing Body ratified appointment of Dr. Veni M. Nair as member of the Finance Committee.	The Finance Committee was reconstituted with Dr. Veni M Nair, Director, TKM Institute of Management as member.
b.) Ratification of inclusion of new member to the Governing Body	.Governing Body ratified appointment of Mrs. Bindu Shafi, Administrative Assistant as member, Governing Body.	Governing Body was reconstituted with Mrs. Bindu Shafi, Administrative Assistant as member.
<p>3.5 Any other matter</p> <p>Any other matter may be</p>	- Prof Varadharajan enquired about the possibilities of starting a	An appeal was given to the Government of Kerala to address the

Agenda	Resolutions/Comments	Action Taken
discussed subject to the permission of the Chairman.	<p>separate self financed wing of the college funded by students; it was explained that though possible, it would not be economical.</p> <ul style="list-style-type: none"> - Prof Varadharajan suggested starting MTech in Biomedical Engineering. - He suggested contacting NAAC to reconsider the extended A- grade ranking and conduct fresh ranking. - Principal in-charge Dr. Sajeep presented the major concern faced by the institution: shortage of regular faculty, which is being managed through appointment of guest faculty, who constitute 1/3rd of total faculty. Additionally, he mentioned that guest faculty appointment is a tedious process, and appointment tenure is one year. Prof. Sanjeev said that new guest faculty regulations would be released in 2-3 weeks. It was resolved to make an appeal to the Government of Kerala. - Dr. Sajeep also mentioned another concern- delay in getting the panel for promotion/selection from the University. - Prof. Sanjeev suggested that the college management could sign an MoU with ASAP (Additional Skill Acquisition Programme Kerala) to explore one-year internship opportunities. - Prof. Varadharajan suggested conducting training for resume preparation, mock interviews, and interaction of students with industries 	<p>shortage of faculty members for the additional batches allotted and programs sanctioned till 2020.</p> <p>An MoU was signed with ASAP (Additional Skill Acquisition Programme Kerala)</p> <p>Career guidance and placement unit has conducted various training programmes for students.</p>

The Governing Body approved the minutes of the 3rd Meeting and its ATR.

Part 2 - Reporting

- 2.1 Report of Statutory Bodies-Academic Council, and Finance Committee
- 2.2 Report of Examinations (Autonomous Batches)
- 2.3 Achievements of Students and Faculty
 - A. Students Achievements
 - B. Faculty Achievements
- 2.4 IQAC Reporting
 - A. Accreditation status
 - (i) National Board of Accreditation (NBA)
 - (ii) National Assessment and Accreditation Council (NAAC)
 - Accreditation application status – NBA
 - B. Training programs by IQAC
 - C. Placements status
 - D. Research and Consultancy outcomes
 - E. Professional Bodies and Club Activities
 - F. Innovation and Entrepreneurship Development Cell (IEDC)
 - G. Universal Human Values (UHV) Cell
 - H. Central Library
 - I. AICTE IDEA Lab
- 2.5 Report of PTA and Alumni Association
- 2.6 Report of Project Funding
 - 1. Construction
 - 2. Renovation
 - 3. Purchase
 - Project budget summary
 - Activities/updates of the year 2024-25
- 2.7 Report of Departments
- 2.8 International Collaborations

- Members expressed their observations about the low pass percentage in Chemical Engineering, Industrial Instrumentation & Control and Architecture. Steps shall be taken to analyse the results.
- Members appreciated the efforts of Dr. Manu J. Pillai, Dean-Placements and Training and Mr. Harish T. P., Placement Manager in bringing new companies to the campus for placements.
- The Governing Body expressed satisfaction on the items reported.

Part 3 Discussion/Approval

3.1 Approval of the MTech graduating student

The details of the student who is eligible for getting the degree certificate from APJKTU is attached for the approval of the Governing Body.

Programme: M. Tech

Discipline: Electrical and Electronics Engineering

Stream: Industrial Instrumentation and Control

Sl. No	Name	University Reg. no.	Admission no.
1	SREEREKHA O.S	TKM22EEII08	22511

The Governing Body may approve the same for the award of the degree certificate.

The Governing Body resolved to approve awarding of MTech degree to Sreerekha O.S. (Reg. No. TKM22EEII08).

3.2 Approval of Financial Report for the year 2024- 25

The Financial Report for the financial year 2024–25 is appended to this document as Annexure-II. This report provides a comprehensive overview of the institution’s income, expenditure, and financial performance during the stated period.

The Governing Body may review and approve the Financial Report for the year 2024–25.

The Governing Body resolved to approve the financial report 2024-25.

3.3 Approval of Budget for the year 2025-26

The detailed Financial Plan (Budget) for 2025–26, recommended by the Finance committee has been enclosed as a separate document. This budget outlines the projected revenues, planned expenditures, and proposed allocations across various departments and initiatives, aligned with the strategic objectives of the institution.

The Governing Body may discuss and approve the proposed Budget for the financial year 2025–26, to enable timely planning and execution of institutional activities in the upcoming year.

The Governing Body resolved to approve the presented Budget 2025-26.

3.4 *Any other matter*

- Dr. Sajeeb called the attention of members to certain G.O.s which had been issued in 2020 sanctioning new posts for the college after 5 years. He stated that the matter had already be addressed to the government.

Resolution: Members requested Principal to take necessary steps to follow up on the matter

Note: Dr. Sajeeb thanked all members for their support during his tenure as Principal in-charge, and welcomed Dr. Sadiq A. as Principal in-charge to succeed him.

The Chairman thanked all members for their participation in the meeting and called the meeting to a close.

*The minutes may please be approved
By Hon'ble Chairman*

*Dr. Sadiq, A
Principal - in-Charge
5-06-2025*


Chairman
SHAHAL. H. MUSALIAR
CHAIRMAN, GOVERNING BODY
KUNJAL KUNJU MUSALIAR COLLEGE OF ENGINEERING
KOLLAM-5.

