



Minutes of the online ACM on held on 12-08-2020, from 10:30 onwards.

The ACM conducted over Google meet online platform and commenced at 10:30 AM

S. No	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Finalizing Minor courses	1. The minor courses and baskets for current academic session is finalized. It is decided to follow the guidelines by KTU in deciding the strength of each minor course (min-18, max-66)	17-08-2020	HODs	
2	Time table for ODD sem for the academic sessions starting from 17-08-20 onwards	1. It is decided to prepare a master time table for all departments. The classes will be scheduled from 8:30AM-3:30PM. The time table committee is entrusted to finalize all time tables. 2. It is decided to prepare a working time table for conducting classes during the COVID-19 pandemic times following the COVID-19 protocols. The classes will be scheduled from 8:30 AM- 1:30 PM. 3. It is decided to allow 15 minutes breaks (Buffer slots) between hours in the working time table 4. It is decided to prepare time table for the lab staff. All the concerned lab staff should be present during the online lab sessions	17-08-2020	1. HODs Dr. Jaseela, Time table committee	
3	ET lab (LMS) Training	1. It is decided to utilize the Learning Management System (LMS)- ET lab for the effective management of the teaching-learning-evaluation-assessment in the academic session starting from 17 th August onwards. 2. It is decided to arrange a training session on ET lab for the faculty advisors on a suitable slot before 17 th August.	17-08-2020	1. HODs, Faculty 2. Mr. Abid T	

4	Monitoring classes in the next academic session	1. It is decided that progress of the classes are to be monitored by HODs of the concerned Dept. Weekly reports are to be submitted to principal giving details of work done by faculty/ staff	17-08-2020 onwards	1.HODs	
5	Conducting E-Audit as per KTU guideline	1. It is decided to go ahead with conducting e-Audit as per the KTU Guidelines. The following faculty members are entrusted conduct the e-audit: Dr. Sreejith (ME), Dr. Shajee Mohan B S (AE), Ms. Swapna G.L (AE), Dr. Anirudhan P (ME), Dr. Deepesh (Asc), Dr. Anjana S (CE), Dr. Gigi Sebastian (Che), Ms. Sajitha(Che) and Ms. Bindurani (CE)			
6	The vegetable cultivation under 'Subhiksha Keralam' in the ladies hostel premises	1. It is decided to give a formal reply to the request given for permission to start vegetable cultivation in the ladies hostel premises. A file in this regard has to be maintained in the office (SS). 2. It is also decided to include clauses in line with Medical/ Homeo college such as 1. The institution will have the right to take back the land in the eve of any new constructions or any other activities that need the land with 3 months notice 2. The contract has to be renewed by 31 st March of every year in the permission letter	20-08-2020	1,2,3: Principal, AO, SS	
7	Surrendering the BSNL telephone connection in the TEQIP office	1. It is decided to surrender the BSNL telephone connection in the TEQIP office			
8	Proposal for Centre of excellence	1. It is decided to consolidate and finalize the centre of excellence proposal and to send it to the DTE for further processing. The amount: Che-7.73Cr, AE-1.695 Cr and ME-1.8235Cr	17-08-2020	Principal, Dr. Anirudhan P	

9	Formulating Course committees/ Chair persons	1. It is decided to formulate the course committees and chair persons for courses in the ODD sem.	17-08-2020	1. Dean UG	
10	Other items	<p>1. It is decided appoint the next TEQIP coordinator from AEI Dept.</p> <p>2. It is decided to finalize and send the Budget proposals (21-22) from depts. to DTE</p> <p>3. It is decided to conduct class PTAs before the formal commencement of classes of ODD sem. on 17-08-2020. The class advisors are directed to convene the same on suitable slots in the online mode maintaining COVID-19 protocols.</p> <p>4. It is decided to conduct webinars on Opportunities after B-Tech preferably for S4-S6 students. Faculty advisors are directed to do the arrangements in consultation with CGPU.</p> <p>5. It is decided that all students have to do free TCS ion courses on career development as suggested by placement cell</p>	1.30-08-2020 2,3,4:17-08-2020	<p>1. HOD AE</p> <p>2. HODs</p> <p>3. HODs, Class advisors</p> <p>4,5: Class advisors, Placement officer</p>	
Meeting came to an end at 11.45 AM					
Copy to : AA			Prepared by		
			Approved by		

Academic Council Meeting held on 12.08.2020 From 10.30AM on wards