



Minutes of the online ACM on held on 16-09-2020, 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	Conduct of First Series exam for ODD semester	<ol style="list-style-type: none"> 1. It is decided to conduct the first series test during 3rd to 9th October 2020. 2. The exams will be conducted during 3:00-9:00PM on all days with one exam in each day. 3. The duration of the exam will be 1 Hour and the topic covered will be 2 modules. 4. Regular classes will be conducted as usual on all exam days. 5. The exact timing of the exam can be decided by the concerned faculty after discussion with the students and considering their convenience. 6. The common time table will be published by the Dean UG. 7. The exams will be conducted by strictly following the COVID-19 protocols and as per the guidelines issued by the KTU. 	20-09-2020	<ol style="list-style-type: none"> 1. HODs 2. concerned faculty as mentioned 3. Dean UG 4. Internal Exam committee 	
2	Guest faculty appointment for the current academic session	<ol style="list-style-type: none"> 1. It is decided to hire guest faculty/ guest lab staff for the academic session as per the order from DTE 2. The guest faculty/staff selection will be conducted by the concerned department/ HODs 3. It is decided to give a press release in leading dailies about the guest faculty requirement in GEC KKD. 4. It is decided to have a screening process followed by interview for the selection. 5. Applications have to be sent to concerned HODs by email. The proforma of application has to be made available in the college website. It also decided that the filled proforma and the supporting documents have to reach concerned HODs by mail by 25-09-2020. 6. The selection process will be conducted by strictly following the COVID-19 protocols and as per the guidelines issued by the DTE/ Govt. 	18-09-2020	<ol style="list-style-type: none"> 1. Principal, HODs, CCF in charge 	

3	Formation of the different institute committees	1. It is decided to reconstitute different institute committees. The names of committee conveners and members are finalized as per the Annexure (draft). 2. It is decided that, the designated Placement officer Dr. Pradeep (MED), has to take charge with immediate effect to relieve the incumbent Placement office Prof. Ansu. Also designated CCE Manager as Dr.Beula C.(CHE)	17-09-20 20	1. HODs, Faculty 2. Prof. Ansu/ Dr. Pradeep/ Dr.Beula C.	
4	Request from College union seeking permission to start Campus radio	1. It is decided that the matter will be discussed and an appropriate decision will be taken in the next College Council Meeting.	Next CCM	1.Principal/ Union advisor	
5	Other items 1. Request from Dr. Reghukumar P 2. Request from Dr. Ahammed Muneer	1. It is decided to forward the request to KTU. It is also decided to ensure that 15 minutes break is given to students/faculty between every lecture sessions 2. it is decided to permit to conduct GECK students chapter(KE70) annual meet and inauguration of literary club for students under ISTE on 20th September 2020 during 11AM to 1:00 PM. The annual meet will be conducted by strictly following the COVID-19 protocols	17-09-20 20	1. Principal, HODs 2. Dr. Ahammed Muneer	
Meeting came to an end at 11.45 AM					
Copy to : AA			Prepared by		
			Approved by		

Academic Council Meeting held on 16.09.2020 From 10.30AM on wards