

S. No	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Unused Furniture : Drawing tables and stools	Decided to give the unused drawing tables and stools kept in the 4 th floor of the main block to Civil Dept		HoD , CE	Sergeant
2	Installation of solar panel on the roof top of building- a request from KSEB	Decided to get permission from DTE for registering in KSEB site for Installation of solar panels on the roof top of buildings		Dr Meenakshi	P1
3	Rotation of HoD's charge	Since Dr Renjana devi has completed two years and she has given request again, decided to give the charge of HoD of Chemical Dept to Dr Ushakumari E R with effect from November 1 st onwards		Dr Ushakumari E R	E1, Issue order
4	Placement activities	<p>Congratulated all the students who got placements.QBurst-3, TCS-1 Agile recruitment for ME, CE students on 4/11/18. Mitsogo-Placement drive on 10th and 11th November.</p> <p>Placement training: Decided to conduct training for students in EC on 26th and 27th Oct. Training for other batches will be conducted in subsequent weeks</p> <p>Decided to appoint CGPC assistant since the apprentice trainee was terminated- Qualification Diploma/B Tech in Computer science/ Information Technology. Work Experience in the field will be considered, Remuneration @6000/- per month met from student welfare fund</p> <p>Conduct training on coding by students from Peer group or Sri Pradeep Bharathan. Remuneration from student welfare fund</p>		Prof Ansu and placement team	

5	Second series test	Decided to conduct II series test on 12 th , 13 th and 14 th November			
6	Request from NSS Volunteer secretary	NSS had pointed out that some activities are going on in the campus against green campus movement for ex painting on trees, tying banners etc. Decided to give notice to the students not to repeat this in future		Principal	C1, Issue notice
7	Informing Student performance to Parents	As suggested in the PTA General body meeting, decided to post monthly attendance to whatsapp group of parents or sent SMS. Also inform test marks of the academically weak students to their parents.		All faculty	
8	B. Tech Draft Regulation -2019 Admissions	KTU has requested feedback from stakeholders regarding draft regulations, AICTE model Curriculum and Syllabus(branch wise) available in the AICTE portal. This can be discussed in the next ACM		HoDs	
9	Request by Sri Raghu Kumar C regarding Election	Even though Election date is not included in the academic calendar, as per verbal direction from University nominee, BoG, decided to conduct college Union Election. Most of the Govt/Aided Engg colleges have conducted Election or taken steps to conduct Election. A college union is essential for coordinating activities of the college especially when college is preparing for accreditation of PG programs. Since election notification and important dates are already announced, suggestions in the request can be considered in the next year		Principal	
Copy to : AA			Prepared by		
			Approved by		

