

S. No	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Annual Report 17-18	Entrusted KTU Internal Audit Committee to prepare annual report 17-18 from 1/7/2017 to 30/6/2018 and upload in the portal before 15/12/2018	15/12/18	Sri. Raveendran C K ( <i>Convener</i> ), Smt. Suma K, Dr. Anjana Santhakumar, Dr. Agnes Jacob, Sri. Saeed P A, Bindu P T	C1, Issue order
2	Antiragging Affidavit	Entrusted HoDs to submit a report regarding the details about the students who have completed online affidavit by the end of this week	9/11/2018	HoDs	
3	e-office Implementation	Decided to entrust Sri Abid to prepare the documents required for e-office Implementation		Sri Abid	E1
4	Placement activities	12 students shortlisted in Agile recruitment. SHREDS Kerala recruitment drive on 8 <sup>th</sup> and 9 <sup>th</sup> , South Indian bank -8 <sup>th</sup> , Wipro 16 <sup>th</sup> tentatively. Decided to conduct coding class for all branches at 4. 30 P M on all working days/Saturdays		Prof Ansu and placement team	
5	Recreational activities of students	Noticed the students playing carroms, TT etc during class time. Strict action will be taken against the students who are indulged in such activities during class time. All these recreational activities are permitted after 4 30 P.M		Academic /Class Monitoring Committee-Dr Shaji K ( <i>Convener</i> )	C1, issue order
6	Request from college union to issue Computer and printer	Discussed with HoD AEI, ChE, CE. Issue computer from AEI, printer from ChE/CE			