

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

NOVEMBER 21, 2022

Minutes meeting with IT department representative Ms Anjali held on Monday, November 21, 2022 at 1.00 pm in the faculty room.

Following are the decision taken/ discussion made in the meeting

1. Techniques for increasing the college website hit should be implemented.
2. A Blog is to be introduced as part of the website. Students and staff can contribute contents for the blog
3. While uploading the photos in website, the original photos should be uploaded.
4. Contents in the website should be updated at least once in week.
5. Facebook and Instagram page will be created for the college

Meeting concluded at 2 PM

Principal

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

NOVEMBER 30, 2022

Minutes of faculty meeting held at 1.00 pm on 30 November 2022 (Wednesday) in the Principal's Chamber.

Principal welcomed all the members present and presided over the meeting. Following are the points discusses in the meeting.

Following are the decision taken/ discussion made in the meeting

1. Question papers for internal test as well as Assignment should be complied with NBA requirement mentioning Course Outcome and Bloom's Taxonomy level against each question.
2. Faculty members should try to give different assignments to the students dividing them in to groups.
3. No boosting of attendance or marks are allowed. But students can be given extra chances to attend test or class, if there is genuine reason for shortage of marks/attendance.
4. Faculty members should introduce the course outcome pertaining to their subject to the students at the beginning of the classes/modules.
5. A format for Question Paper should be prepared by the cell concerned.

Meeting concluded at 1:30 pm

Principal

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

JANUARY 11, 2023

Minutes of faculty meeting held at 1.00 pm on 11 January, 2023 (Wednesday) in the Principal's Chamber.

Agenda for the meeting

1. Moodle training
2. Remedial Measures
3. CO PO attainment recording
4. Other matters

Following are the decision taken/ discussion made in the meeting.

1. Decided to hold a meeting on Monday (16/01/2023) night at 8pm regarding Moodle platform.
2. Decided to give Remedial classes to the students whose marks are below 70% and rest of the students are advised to go to the library.
3. CO PO attainment calculations are discussed
4. Possibility to supply tea and snack to the students in our college here will be explored.
5. Faculty members are asked to give suggestion to improve the visibility of the institution so that we can attract more students next year.
6. Stressed the importance of producing outstanding result for first semester examination

Meeting concluded at 2 pm

PRINCIPAL

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

FEBRUARY 21, 2023

Minutes of faculty meeting held at 1.00 pm on 21 February 2023 (Tuesday) in the Principal's Chamber.

Principal welcomed all the members present and presided over the meeting. Following are the points discusses in the meeting.

1. Invigilators should keep a printed copy of the instructions to be followed in the examination hall & convey all the rules to the students.
2. Exam hall & seating arrangements should be as per KTU rules and students should enter the exam hall only with ID card & hall ticket.
3. Decided that there should be an examination management committee and examination assistants
4. Examination control room should be arranged with all facilities like internet connection, printer, CCTV, storage facility etc. and also CCTV facility should be installed in the examination hall.
5. It has been decided to keep 5 registers in the examination control room namely stock register, Invigilator allotment register, Issue register, Attendance register & Dispatch register

Meeting concluded at 2:00 pm

Principal

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

FEBRUARY 21, 2023

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Principal welcomed all the members present and presided over the meeting. Following are the points discusses in the meeting.

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Meeting concluded at 2:00 pm

Principal

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

FEBRUARY 28, 2023

Minutes of faculty meeting held at 3.00 pm on 28 February 2023 (Tuesday) in the Class room.

Principal welcomed all the members present and presided over the meeting. Following are the points discusses in the meeting.

1. Overall observation of the faculty members about the first semester class is sought
2. Principal asked all faculty members to prepare well in advance for the next semester
3. Asked to suggest any books for library, if required.
4. All the faculties are instructed to prepare a detailed course file as explained by the principal and asked to submit on or before March 15, 2023

Meeting concluded at 4:00 pm

Principal

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECHNOLOGY

MARCH 13, 2023

Minutes of College Council meeting held at 1.00 pm on 13 MARCH, 2023 (Monday) in the Board Room.

Agenda for the meeting

1. Planning for Quality Teaching Learning process.
2. Various Committee formation in compliance with AICTE, KTU etc.
3. Inclusion of student representatives in various committees
4. Planning cultural fest
5. Budget preparation for FY 2023-24
6. Department requirements for FY 2023-24
7. Performance appraisal OF AY 2022-23
8. Vision, Mission framing for Institution as well as Computer Science & Engg Department
9. Strategy formation for Quality student Admission

Following are the decision taken/ discussion made in the meeting.

1. Decided to form various committees as per Norms of AICTE, KTU, UGC etc.
2. Decided to conduct College council meeting by default on 1st Wednesday of every month
3. Mentor is instructed to suggest student representative for each committee based on their curricular & co-curricular activities by the end of this week.
4. Decided that Mr. Sahal Muhammed Basha will be in-charge of cultural fest which is scheduled to be conducted on April last week (Wednesday) and off stage items one day before.
5. Members were asked to submit the requirements from various departments/cells. Faculties conducting practical labs should prepare a list of equipment & its estimate cost within Friday, 17/03/2023
6. Performance Appraisal will be conducted for every Academic Year & every faculty member should submit an updated CV once in six month
7. Principal solicited suggestion from the Members about the framing of Vision & Mission of the institute as well as for the Department of Computer Science & Engineering
8. Assigned duties to each faculties
Mentor – Mr. Sahal Muhammed Basha , Mr. Amalkanth MRA
IEDC – Mr. Amalkanth MRA
Admission in-charge – Shameem PC
IQAC Coordinator- Ms Sulaikha N
Website-in-Charge- Mr. Amalkanth MRA
9. Planned admission strategy for next academic year

Meeting concluded at 2 pm

PRINCIPAL

ACTION TAKEN REPORT FOR COLLEGE COUNCIL MEETING HELD ON 13/3/2023

Point

1. Various committees are formed according to the norms of AICTE, KTU, UGC etc.
3. Mentors selected students having leadership potential and commitment to the college activities for various committees.
5. Lab in charge of corresponding labs submitted the estimated cost of lab equipment.
6. Faculties prepared a personal file including updated CV and personal achievements.
7. Vision and mission of the college is formulated.
9. Admission committee is formed with Mr. Shameem PC as coordinator.

Principal

KMCT COLLEGE OF ENGINEERING FOR EMERGING TECNOLOGY

APRIL 05, 2023

Minutes of College Council meeting held at 1.00 pm on 05 April, 2023 (Wednesday) in the Board Room.

Following are the decision taken/ discussion made in the meeting.

1. Decided to release a tech. magazine and newsletter every academic year. Tech Magazine in odd semester and newsletter in even semester with major articles contribution from students' side.
2. Decided to ensure at least 25 activity points in each academic year for the students.
3. Reminded faculty members to update their knowledge and skill regularly.
4. Asked faculty members to prepare various documents in good quality
5. Decided to have many MoU with various IT industries and Organizations.
6. Decided to form a committee including faculty members of Engineering discipline to frame the nature of the fest and the date of the fest will be decided later
7. Entrusted academic coordinator to prepare an academic calendar which is scheduled to be submitted within a week
8. Fixed frequency for the meetings of various committees.
9. Assigned duties to faculties
 - Anti-ragging committee coordinator – Mr. Sahal Muhammed Basha
 - Sports council coordinator - Mr Justin Jacob
10. Solicited suggestion from the student representatives for further improvement of the academic ambience of the institution.

Meeting concluded at 2 pm

PRINCIPAL

ACTION TAKEN FOR THE MEETING HELD ON 5/4/23

Point:

5. An MoU is signed with CAFIT, and an interactive session was arranged on 12/06/2023 with the management.

7. An academic calendar was prepared on 10/04/2023 for this semester

PRINCIPAL

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

7 June, 2023

College Council meeting is conducted on 7/6/2023 (Wednesday) at 11.30 PM in the Board Room.

AGENDA

- Activation of Students through Interactive Sessions
- Release of Tech Magazines
- Formation of Technical Association

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. The council discussed the importance of student engagement and proposed organizing interactive session to encourage student participation. It was decided that one hour in this week would be dedicated to this session.
2. Recognizing the need for promoting technical knowledge and innovation, the council agreed to initiate the release of tech magazines / News letter from our college. It is decided to release tech magazine for odd semester and news letter for even semester. It was emphasized that the draft should be prepared by the end of this semester with 60 percentage contribution from students and the remaining from faculties.
3. The council acknowledged the importance of establishing collaborations and partnerships with external organizations and pursue the signing of Memorandums of Understanding (MoUs).
4. Discussed the need for transparency in academic assessment and agreed that assignment marks should be published for students.
5. To increase the visibility and reach of the college, the council discussed various advertising strategies including social media platforms.
6. Fostering technical skills and promoting collaboration among students, the council discussed the formation of a Technical Association. A cash prize of Rs 500 is declared for student whose suggestion is selected for the name of this association.

Meeting concluded at 2 PM

Principal

ACTION TAKEN REPORT FOR THE COLLEGE COUNCIL MEETING HELD ON 7/6/2023

- 1. The interactive session of one hour for students is scheduled on 7/6/23 AN.**
- 3. An MoU is signed with CAFIT and an interactive session is arranged on 12/6/23 with CAFIT president.**
- 4. Assignment mark is published for student's reference.**
- 5. a) For advertisement, updated the college website with information about new Courses and placed hoardings and banners at strategic locations.**

b) Inorder to make our college as an information Centre, education news is circulated through whatsApp group.

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

5 July, 2023

College Council meeting is conducted on 5/7/2023 (Wednesday) at 1 PM in the Board Room.

AGENDA

- Provision for IELTS Coaching
- Sports facility
- Uniform Discussion
- Ordering Library Books
- Quiz Program based on Tech Magazines
- Promoting Newspaper Reading
- Planning Technical Events in Advance
- Faculty Engagement in Research

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. Decided to explore the possibility to provide IELTS coaching for students so that all the interested students can avail a good IELTS score at the end of Third year.
2. The College Council asked Mr. Justin Jacob to monitor the work progress of the sports facility and report to the Principal in regular manner.
3. The Council requested the mentors to meet with the students and discuss the uniform pattern. If the formal suit is the part of the dress code it is advised not to have more than one set to avoid inconvenience to the financially weak students. The mentors will gather feedback from the students regarding their preferences and present the findings at the next council meeting for further consideration.
4. Faculty and students are asked to suggest Books to the Central Library.
5. Decided to conduct quiz programs based on tech magazines, with Ms. Deepthi.P appointed as the program coordinator. The aim of this initiative is to promote interest in reading of technology magazine among students and enhance their knowledge in the field.
6. The Council discussed the importance of newspaper reading among students. Principal instructed the mentors to monitor this.
7. It was decided to plan technical events for the upcoming year well in advance in order to facilitate effective budget planning.
8. Faculty members were instructed to prioritize reading research journals and scholarly articles related to their respective fields. Furthermore, it was emphasized that each faculty member should aim to publish at least one research paper per year in good quality journals.

Meeting concluded at 2 PM

Principal

ACTION TAKEN REPORT FOR THE MEETING HELD ON 05/07/2023

3. As per the feedback collected from students, the modification of their uniform was cancelled.

6. Adequate facilities such as newspaper reading stand, OPAC counter, and journal display rack were purchased.

PRINCIPAL

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

2nd August, 2023

College Council meeting is conducted on 2/8/2023 (Wednesday) at 1 PM in the Board Room.

AGENDA

- Principal's discussion on BOG meeting
- Developing Communication Skills and Promoting English Language
- Formation of Different Clubs in the College
- Organization of Fresher's Day for Newcomers

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. The Principal began the meeting by providing a detailed summary of the recent meeting of the Board of Governors (BOG). Several key points were discussed, including:
 - a. Long Internship Programme: The College intends to arrange a long internship programme for students to provide them with practical exposure and industry experience.
 - b. IT Company in the Institution: The Principal conveyed to the council that there are ongoing discussions to set up an IT company within the institution, specifically on the top floor. This move aims to foster collaboration between students and the industry, offering them opportunities to work on real-world projects.
 - c. FAB Lab Setup: The Principal emphasized the need to set up a FAB Lab (Fabrication Laboratory) within the college. The FAB Lab will provide students with access to advanced tools and technologies, fostering creativity, innovation, and hands-on learning.
 - d. Inculcating Values among Students: The BOG members stressed the importance of creating an environment that promotes ethical values and moral development among students.
 - e. Sense of Belongingness: The BOG delegates emphasized the significance of fostering a strong sense of belongingness among students on campus.
 - f. Importance of Sports: The Principal highlighted the significance of sports in students' lives and how they can act as a deterrent to drug addiction.

2. Developing Communication Skills and Promoting English Language:

The council engaged in a discussion on how to enhance students' communication skills and promote English language proficiency.

3. Discussed the formation of various clubs such as music club, dance club, art club, literature club, and others. These clubs will provide students with opportunities to pursue their interests outside academics, fostering creativity and teamwork.

4. Organization of fresher's Day for Newcomers:

The student members of the council were assigned the responsibility of organizing a Fresher's Day to welcome and introduce newcomers to the college community.

Meeting concluded at 2 PM

Principal

Action Taken Report For The College Council Meeting Held on 02/08/2023

Point No. Action Taken

1 (f) Two hours per week have been allotted in the timetable for first year students for sports activities

3. An Arts Club has been formed in the college and Mr. Sahal Muhammed Basha has been appointed as the Co ordinator

2. A grand Fresher's Day was celebrated in the college on 20 October 2023

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

5th September, 2023

First College Council meeting of the academic year 2023-24 is held on 5/9/2023 (Tuesday) at 1 PM in the Board Room.

AGENDA

- Monthly Tech Quiz
- Formation of IEEE Student Wing
- Staff Appraisal Form

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. Principal opened the meeting by congratulating the Admission Committee for their commendable efforts in achieving a good number of admissions for the college.
2. It was resolved to conduct a tech quiz at the end of every month to promote technological knowledge and innovation among the students.
3. The College Council decided to establish an IEEE Student Wing within the college to foster interest in electrical and electronics engineering and related fields. Ms. Deepthi P has been appointed as the coordinator for this initiative.
4. Principal stressed the importance of regular follow-ups on all college activities by the faculty members.
5. Mr. Justin Jacob has been entrusted with the responsibility of enhancing sports activities within the college.
6. It was decided to establish various clubs in the college, including first-year students.
7. Principal reminded all faculty members to submit their staff appraisal forms after two weeks of publishing the university exam results.

Meeting concluded at 2 PM

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

Date: November 8, 2023

AGENDA

S2 Semester result analysis.

Series result analysis.

Remedial Class

Arts and Sports

Language and Communication

Linways Software

Mobile app for Cafeteria

Tech fest

MINUTES

The meeting was called to order at 1:20 PM on Wednesday, November 8, 2023, in the Board Room. Principal presided over the meeting and welcomed all attendees.

1. The first item on the agenda was a discussion of the S2 Semester result analysis.

Ms. Deepthi presented a summary of the results. Principal appreciated the faculties who handled the mostly scored subjects with a special mention on mathematics faculty Mr. Sahal Muhammed Basha for 100% result. He also advised to improve collective performance of the class.

2. The importance of providing remedial measures for students who require additional support was discussed. Students secured below 75% are suggested to attend remedial classes and other remedial measures.

3. The council emphasized the significance of extracurricular activities.

4. Another topic discussed in the meeting was the improvement in language and communication skills in students.

5. Discussed to utilize the Linways software effectively for academic administration.

6. The proposal for developing a mobile app for the cafeteria to streamline ordering and payment processes was discussed. Mr. Amalkanth has been assigned with the responsibility. It is expected to be built within six months.

7. The organization of the tech fest was discussed to promote technological innovation and creativity among students. It is suggested to conduct at the end of the semester.

Principal

ACTION TAKEN REPORT FOR COLLEGE COUNCIL MEETING HELD ON 08/11/2023

Points

2. The remedial classes were conducted for students below 75% marks in first series.

6. The linways software is utilised effectively for academic administration. The faculties and students were provided the login access.

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

COLLEGE COUNCIL MEETING

Date: December 7, 2023

AGENDA

Second Series Examination

Confidence Building Measures for University Exams

Bright student Policy Implementation

- Support for weak students
- Pass Percentage Target

Best Class Award

MEETING MINUTES

The meeting was called to order at 1:20 PM on Thursday, December 7, 2023, in the Board Room. Principal presided over the meeting and welcomed all attendees.

1. It was decided that the second series examination would commence on 11/12/2023
2. The Principal proposed implementing confidence-building measures for students in preparation for university exams. It was suggested that students be educated about the exam pattern to enhance their confidence and performance.
3. The Council deliberated on adopting policies focused on bright students. Mentors are asked with identifying and listing these students for special attention and support.
4. A significant portion of the meeting was dedicated to discuss strategies to assist weak students, particularly those who have failed in one subject only.
5. To accommodate additional preparation time for students, It is instructed to make timetable more flexible.
6. The Council set a target of achieving 70% overall pass percentage and discussed various measures to facilitate this goal.
7. It is decided to include administrative officer Mr. Manu Jose in the College Council.

8. The Council restricted other celebrations in the College except Onam, Christmas, Eid and other national festivals.

9. It was decided to award the best class. The specific parameters for evaluating and selecting the winning class will be discussed in the next College Council meeting.

Principal

ACTION TAKEN REPORT

Point

1. Second series test was conducted on 11/12/2023.

3. Bright students are identified and special provisions were provided to them.

4. Weak students were identified and remedial classes were taken during holidays.

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT
COLLEGE COUNCIL MEETING

Date: February 7, 2024

AGENDA

- Art Fest
- Tour Program

MEETING MINUTES

The meeting was called to order at 1:20 PM on February 7 (Wednesday) 2024, in the Board Room. Principal presided over the meeting and welcomed all attendees.

1. It is decided to conduct an art fest tentatively scheduled for the 27th of February 2024. The College Union Chairman has been assigned the task of submitting the budget for the event. Members discussed about the venue, arrangements, decorations, and other necessary expenses.
2. The council approved a two-day tour program for first-year students and a three-day tour program for second-year students. Members emphasized the need for careful planning and coordination to ensure the safety and well-being of the students.

Principal

ACTIONS FOR THE MEETING HELD ON 7 FEBRUARY 2024

1. The Art Fest was successfully conducted in the college on 27 February 2024.
2. A two-day trip was organized for the first-year students to Munnar on 15 February 2024, and for the second-year students to Kodaikanal.

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

6 March, 2024

College Council meeting is conducted on 6/3/2024 (Wednesday) at 1.20 PM in the Board Room.

AGENDA

- First Series Test
- Students Discipline
- Infrastructure readiness
- Quality of teaching learning process
- AMS utilization
- Up skill of the staff
- Peer group formation
- Admission

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. The council has unanimously decided to commence the first series test on March 18. It was agreed that the portion for the test will be standardized to one and half module.
2. The Principal emphasized the importance of maintaining strict discipline within the campus premises. All faculty and students are instructed to adhere to the rules and regulations set forth by the institution.
3. It has been mandated that the Assistant Administrative Officer shall be in attendance at all College Council meetings henceforth.
4. It is suggested that reports on infrastructure readiness be submitted to the Principal every Tuesday and Friday by the Assistant Administrative Officer.
5. The college council discussed the ongoing efforts to enhance the quality of the teaching-learning process. Various strategies were explored, including the implementation of innovative teaching methodologies, incorporation of technology into classrooms, and continuous professional development for faculty members.
6. Advised to ensure that the Academic Monitoring System (AMS) is updated by 9 PM daily.
7. The council deliberated on the importance of up skilling the staff to meet the evolving demands of education and the workforce.
8. Faculty and students are instructed to submit their updated curriculum vitae (CV) once in six month.
9. Within the next month, the vision, mission, and educational objectives of the institution should be prominently displayed in appropriate locations.

10. It has been proposed to plan the tech fest for either April or May.
11. Mr. Shameem is asked to prepare the admission budget.
12. Ms. Deepthi has been assigned the task of gathering faculty evaluation from students through Linways (AMS)
13. Mentors are directed to establish peer groups in each class consisting of five students. It is decided to award the best peer group who have excelled in series tests and will give certificates after university exams.
14. The criteria for best class awards were discussed as follows:
 - For first-year students, academic performance will be the sole consideration.
 - For seniors, other criteria will be evaluated by respective staff members: Sports by Mr. Justin Jacob, IT by Ms. Nasla K, Academics by Ms. Sulaikha N and arts by Ms. Swathy C Sagar

Meeting concluded at 2 PM

Principal

ACTIONS FOR THE MEETING HELD ON 6th March 2024

5. Various strategies have been adopted and implemented to enhance the teaching–learning process, including the use of innovative teaching methodologies.
A Faculty Development Programme (FDP) on “**AI Tools for Educators**” was conducted for faculty members on **06 May 2025**.
8. Faculty members and students are instructed to update their **Curriculum Vitae (CVs)** at regular intervals, **once every six months**.

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

9 April, 2024

College Council meeting is conducted on 9/4/2024 (Tuesday) at 12.50 PM in the Board Room.

AGENDA

- Result Analysis and Improvement Measures
- Policy on Extracurricular and Co-curricular Activities
- Approval of Best Class Criteria
- Semester Pass Rate Targets
- Resolution on Student Commitment to Serious Study

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. The council engaged in a thorough discussion regarding the current academic results and brainstormed measures to enhance them.
2. Principal acknowledged the commendable improvement in results by the faculties of Electrical and Electronics compared to other subjects.
3. It was unanimously decided to conduct remedial classes to provide additional support to struggling students and improve overall academic performance.
4. Principal emphasized the importance of academic focus and announced that extracurricular and co-curricular activities would be suspended until at least 70% of students provide written assurance of passing the upcoming semester.
5. Ms. Sulaikha N and Ms. Deepthi P were tasked with preparing a comprehensive report outlining actionable steps to improve academic outcomes.
6. The council approved the criteria for determining the best-performing class based on academic performance and other relevant factors.
7. A target was set to ensure a minimum pass rate of 70% for each semester. Additionally, the ultimate goal is to achieve a 100% pass rate by the eighth semester.
8. A resolution has been passed stating that no students has the right to continue if he or she is not willing to study seriously in the guidance of teachers, mentors and principal.

Meeting concluded at 2 PM

Principal

ACTIONS FOR THE MEETING HELD ON 9th April 2024

3. Remedial classes were conducted starting from the **first week of May 2024**.
5. The assigned faculty members prepared and submitted a comprehensive report aimed at improving academic outcomes.
8. A resolution was obtained and signed by both students and parents.

Principal

Minutes of the College Council Meeting

Date: December 6, 2024

Time: 1:30 PM

Venue: Board Room

Agenda:

- Presentation and Approval of Disciplinary Committee Decisions
- Open Forum for Additional Suggestions

Minutes:

- The Principal welcomed all council members and outlined the agenda for the meeting.
- Mr. Shameem P.C., a representative of the Disciplinary Committee, read the minutes of the meeting held on December 3, 2024, regarding the disciplinary actions taken for the conflict between some group of students.
- The council unanimously approved the decisions made by the disciplinary committee.
- The Principal instructed the College Union Chairman to communicate the importance of discipline and respectful behavior to all students.
- The council proposed organizing inter-batch sports competitions to foster teamwork and friendship.
- The council suggested conducting monthly Sports Council meetings to review and plan various sports activities effectively. Regular meetings would help streamline event planning, ensure better student participation, and prepare the college for inter-college competitions.

Meeting Adjourned: 2:00 PM

PRINCIPAL

Minutes of the College Council Meeting

Date: January 21, 2025

Time: 1:20 PM

Venue: Board Room

Agenda:

- Discussion and decision on students' tour policies.
- Update on the completion of sports facilities.
- Expansion of the college cafeteria and related decisions.
- Submission of updated CVs by students.
- Faculty cooperation for external entrance exams.
- Planning and feasibility study for the college arts fest.
- Open Forum for Additional Suggestions

Minutes:

1. Students' Tour Sanctioned, Tours will be allowed for students in the 2nd and 4th years.
 - Duration: 2nd Year: 2 working days, 4th Year- 5 working days.
 - Third-year students, who missed their tour last year, are granted a special tour for 3 working days this year.
2. Sports Facilities:

The construction of five's football ground is to be completed within one month.
3. Cafeteria Expansion:

Two suggestions were discussed:

 - a) Establishing a cafeteria in the library for students to read and relax.
 - b) Management planning to construct a new cafeteria building.

Action Item: Mr. Manu Jose will discuss with management and finalize the decision promptly.
4. Music Room Allocation and Utilization: A dedicated music room has been allocated on the 3rd floor for students. It will also be utilized as a studio for faculty to record and deliver classes.

Action Item: Ms. Aswani, the extracurricular activity coordinator, will collect requirements from students and oversee its setup.

5. Updated CV Submission:

All program coordinators must ensure students submit updated CVs within the timeline stipulated in the academic calendar.

6. Coordination for External Entrance Exams:

Faculty members are requested to cooperate with Ms. Nasla K to conduct external entrance exams on Sundays and holidays.

7. College Arts Fest:

A discussion on conducting the arts fest in June was held. A feasibility study will be conducted.

Event Coordinator: Ms. Deepthi P will oversee the planning and execution.

Meeting Adjourned: 2:00 PM

PRINCIPAL

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

6 October, 2025

College Council meeting is conducted on 6/10/2025 (Monday) at 12.30 PM in the Board Room.

AGENDA

- **Actions for enquiry reports**
- **Confirmation of Vision and Mission**
- **Conduct of Fresher's Day**
- **Dress Code on Wednesdays**

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. The College Council convened to discuss the actions to be taken based on the enquiry report submitted. The following decisions were made:
 - **Regarding the Clash during the Kaleido Event:**
The Council unanimously decided to suspend the students involved in the clash at Kaleido event for a period of **90 days**. The students are:
 1. Muhammed Rashif Y. M., B.Tech S3 Cyber Security
 2. Amir Muhammed, B.Tech S3 Cyber Security
 3. Muhammed Junaid, B.Tech S3 Computer Science and Engineering
 4. Shadil Shihab, B.Tech S3 Computer Science and Engineering
 - **Regarding the Parking Issue:**
The students involved in the parking issue are directed to pay a fine of **Rs.500** each and to present their apology before the first-year classes. The students are:
 1. Muhammed Rashif Y. M., B.Tech S3 Cyber Security
 2. Muhammed Junaid, B.Tech S3 Computer Science and Engineering
 3. Shadil Shihab, B.Tech S3 Computer Science and Engineering
 - **Regarding the Fire Alarm Incident:**
It was reported that Ayisha Anna A. T., BBA S3, and Muhammed Nabeel, Diploma S3 Computer Science, had unnecessarily triggered the fire alarm. The Council decided to impose a fine of **Rs.500** each and directed them to attend a training session on safety measures.
 - **Regarding the Malpractice Case:**
Shoyna M of Diploma S3 Computer Science and Engineering student was found guilty of malpractice during the internal examination. The Council decided to cancel all the examinations of that series and directed the student to attend the re-test.

2. It was decided to conduct the Freshers' Day and the exact date will be confirmed later.
3. The council members suggested that the seventh-semester students should wear a suit with a tie, and other students should wear decent coloured dresses on Wednesdays. The Administrative Officer was assigned to discuss this matter with the Chairman.
4. The vision and mission of all the departments including BBA and BCA are confirmed by the council members.

Meeting concluded at 1.30 PM

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

November 5, 2025

College Council meeting was conducted on 5/11/2025 (Wednesday) at 12:35 PM in the Board Room.

AGENDA

- **Duty Leave Approval**
- **Uniform**
- **Batch Division for First-Year Computer Science Students**
- **Provisions for Green Card Holders**
- **Upcoming Semester Requirements**
- **Implementation of the Five-Day Rule**
- **IQAC Revamping**
- **Canteen**
- **English Communication**
- **Stakeholders management**

Principal welcomed all the members present and presided over the meeting. Following are the decisions taken / discussions made in the meeting.

1. The Council resolved that duty leave for students shall be permitted in a controlled manner. Students who do not hold a Green Card may be selected to organize only one event per semester, except in the case of IEDC activities.
2. The Council unanimously approved a relaxation of the uniform on **Wednesdays**, except on KTU examination days. This decision will be implemented from next week **until further notice**. Other regulations are as follows.
 - a. Students are not required to wear the uniform when visiting the campus for purposes other than regular classes; however, they must carry their College ID card at all times.
 - b. A fine of **₹100** shall be imposed for the first instance of **uniform rule violation**. For repeated violations, the fine shall be **₹ 200**.
 - c. A charge of **₹ 50** is fixed for the issuance of a **temporary hall ticket**, and **₹ 100** for the **re-issuance of a College ID card**.

3. It was decided to divide the First-Year Computer Science students into three batches for the purpose of KTU registration.
4. Students holding a Green Card shall continue to enjoy all existing provisions and privileges without any change.
5. The Principal instructed all departments to complete the necessary arrangements and requirements for the upcoming semester at the earliest.
6. The Principal announced the implementation of the **Five-Day Rule** in the institution. All official tasks, requests or applications submitted to the college office or teaching staff must be processed and resolved within five academic days. No matter should remain pending beyond this period, to ensure timely decision-making, implementation and effective outcomes.
7. It was decided to revamp the IQAC Committee. Details regarding the new structure will be communicated shortly by the IQAC Coordinator.
8. The Administrative officer, Sri. Manu Jose, has been assigned the responsibility of verifying and ensuring the quality and menu standards of the food supplied in the college canteen.
9. Principal directed that all official communication and classroom instruction shall be conducted strictly in English. Full implementation of this directive must be ensured within the next three months.
10. The Principal emphasised that all stakeholders associated with IETM — including students, parents, staff, industry partners and community members — must be treated with respect, dignity and due consideration at all times.

Meeting concluded at 1:30 PM

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

December 9, 2025

College Council meeting was conducted on 9/12/2025 (Tuesday) at 12:35 PM in the Board Room.

AGENDA

- **Relaxation for Suspended Students**
- **Examination Preparation for First-Year Students**
- **Fresher's Day and Christmas Celebrations**
- **Formation of Student Clubs**
- **Placement Support for Diploma Students**
- **Establishment of an Incubation Centre**
- **Student Politics and Discipline**

Principal welcomed all the members present and presided over the meeting. Following are the decisions taken / discussions made in the meeting.

1. The Principal advised that mentors may submit a representation in favour of suspended students, based on their conduct and merit. Such representations will be considered for the relaxation of the suspension period.
2. The Principal suggested adopting all possible academic support measures to ensure good results for the first-year students, targeting a pass percentage of **75%** and above. Departments achieving 75% or more will be duly appreciated and honoured.
3. It was decided to conduct **Fresher's Day** and **Christmas Day** celebrations at the college level.
 - All competitions will be conducted according to their class names such as Algorithm Avengers, Tech Titans, Data Dynamos, Code Crafters and Digital Defenders across different years, under the supervision of staff coordinators. The Heads of Departments will nominate the coordinators and submit the list to the IQAC Coordinator.
 - The responsibility of segregating students according to their class names is assigned to Mr. Akhil.
 - Mr. Thejas mon is assigned as event coordinator
 - Christmas Celebration is scheduled for **19.12.2025**.
 - Fresher's Day is tentatively scheduled for **15th January 2026**.
4. It was decided to form various clubs in the college, such as the Coding Club, Music Club, Drama Club, etc., with the objective of promoting personality development and soft skills among students. Each club activity may be guided by different designated staff coordinators based on their expertise.

- Co-curricular club formation work will be guided by Ms. Riza Ayisha.
- Extra-curricular club formation will be overseen by Ms. Ashwani.

The Principal emphasized that club activities must remain active in such a way that two class-wise activities per month and one college-level activity every three months.

5. The Principal appreciated the polytechnique section for conducting a motivational session by Ms. Shamila, a B.Tech student and a triple-placement achiever of the college. He encouraged other departments to arrange similar motivational sessions, where senior students guide and inspire their juniors.
6. The council discussed the proposal to set up an Incubation Centre in the college to support student start-up initiatives. The centre should be spacious enough to accommodate at least 10 start-ups.
7. The Principal issued a strict warning that any form of groupism or political activity among students will not be encouraged. Strict disciplinary action will be taken against those involved in such activities.

Meeting concluded at 1:25 PM

Principal

KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT

7th January 2026

College Council meeting was conducted on 7/01/2026 (Wednesday) at 12:35 PM in the Board Room.

AGENDA

- **Students' Industrial Visit**
- **KTU Exam Analysis**
- **Planning for the Current Semester**
- **Strategies for Achieving 100% Pass Percentage and Full Placement (Higher Studies, Entrepreneurship, Company Jobs) for Final-Year Students**
- **Admission**
- **Sports**
- **Series Test**

The Principal welcomed all the members present and presided over the meeting. The following discussions were held and decisions were taken:

1. It was decided that industrial visits (tours) shall be conducted for a duration of **two working days for first-year students** and **six working days for third-year students (2024 Scheme)**. Special permission was granted to the current **S4 students** to attend an industrial visit during the present semester, as they could not avail of the opportunity during their first year.
2. The Principal advised all departments to carry out a detailed **analysis before and after every examination or academic event** and to maintain proper documentation of the same.
3. The Principal instructed departments to plan all academic and co-curricular activities well in advance for the current semester. Each faculty member was directed to perform their assigned duties responsibly. The Council approved that one Saturday per month for each faculty shall be considered a working day.
4. The Council discussed strategies to achieve **100% pass percentage and full placement** for eighth-semester students through collective efforts with the active involvement of mentors. Placement-related information shall be properly communicated to mentors and students. Mentors are instructed to guide students regarding job descriptions, salary details, and other relevant aspects. Students who are not genuinely interested in a particular opportunity are advised not to participate, so as to ensure fair chances for deserving candidates.

5. To improve admissions, it was decided to conduct a **detailed survey among students**. The survey shall be conducted under the supervision of **IQAC**, in coordination with the **Admission Cell**.
6. It was decided to conduct the college sports events on **28th and 29th January 2025**. The Council also suggested providing proper guidance and adequate practice sessions to students in preparation for the **University Sports Programme**.
7. The Principal advised departments to conduct **series examinations department-wise**, including **open-book examinations**. It was further instructed that **at least one series test shall be conducted as an open-book examination**.

Meeting concluded at 1:30 PM

Principal