

13/7/2024

71

Time: 11.00 AM

Venue: Board Room.

Chairpersons: Mr. P. H. Subair (Principal)

Secretary: Ms. Shiji K (IGAC Coordinator)

Agenda:

Academics

Infrastructure

Cocurricular activities.

Members Present:-

1. Mr. P. H. Subair (Principal).

2. Dr. K. M. Navas

3. Mr. Nacheer A.

4. Mr. Kabeer B Haroon

5. Mr. Vineeth C.

6. Mr. Azeem Ahamed E.

7. Mr. Vijay.

8. Mr. Haikrishnan R.

9. Ms. Resmi Madhavan.

10. Ms. Shiji K (IGAC coordinator)

11. Mr. Munir Babar V.V.

12. Mr. Baba Kareem (ex-member).

Decisions / Discussions:

⇒ Ms. Nacher suggested to add Dr. Jesuthanas & Dr. Abdul Gumbur to IGAC.

⇒ Principal insisted IGAC coordinator to conduct pre-semester, mid-semester and end semester audit. gave instructions to HoDs to do the needful. need to do corrective actions on time.

⇒ It is decided to conduct centralized series exam. Need to take one coordinator from each department.

⇒ Mr. Vineeth, HoD ME requested to conduct DAC meeting and need fund for the same. Principal accepted the request and gave instructions to all HoDs to do the same.

⇒ IGAC coordinator asked to the date conduction

- of extracurricular activities, and need to ~~too~~ create lab facility for new ~~of~~ branches.
- ⇒ Discussed about to complete staff pattern.
 - ⇒ Administrator discussed about the ~~NBA~~ and to need to start the NBA process of Automobile Engg. department. He asked the feasibility of the same to HoD Automobile. He suggested to improve lab facility and to improve staff pattern.
 - ⇒ Principal entrusted all HoDs to complete the syllabus before 2 weeks of semester ending and need to give revision for the students.
 - ⇒ Principal ~~also~~ entrusted to HoDs to conduct more dept association activities and need to submit the reports.
 - ⇒ Administrator requested to maintain the discipline of the students and need to move active the discipline committee.
 - ⇒ Principal entrusted to improve the relationship to parents, mentor/mentee, then only improve the result and discipline of the campus.
 - ⇒ Meeting dispersed at 12.30 with the vote of thanks by Shiji K / I&AC coordinator.

~~P.S.~~
I&AC Coordinator