



Royal
COLLEGE OF ENGINEERING & TECHNOLOGY
(APPROVED BY AICTE AND AFFILIATED TO UNIVERSITY OF CALICUT /
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)



ACADEMIC COUNCIL MEETING MINUTES

TEACHING – LEARNING



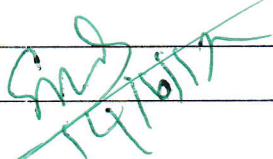

PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU

Minutes of the Academic Council Meeting

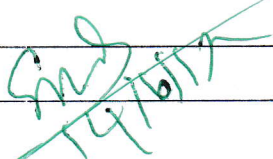
Name of the meeting: Academic Council		Date:02/06/2016	
Name of the Facilitator: Principal		Time: 10.00 am	
Meeting type: Scheduled		Venue: Principal's Chamber	
Attendees			
Dr.S. P. Subramanian, Principal		Mr. Giby Jose	
Prof Rajan Babu, Dean Academics & HoD/Mech		Ms. Kavitha , CSE	
Dr A Surendran, Academic Coordinator / HoD-CE		Mrs. Amurtha S Chemmanur, HoD / EEE	
Mr. Krishna Kumar. R /HOD -ECE		Ms. Sandhya P S, ASH	
Agenda			
Academic & General			
S#	Decision	Responsibility	Scheduled Date
16.12.1	<p><u>Improvement in University Examination Results</u></p> <p>Principal presented a grave situation prevailing in Self financing Engg colleges regarding reduction in student admission, lack of discipline/right attitude among students and poor University Examination results.</p> <p>A two way approach is to be initiated in RCET to improve the situation.</p> <p>(i) The effectiveness of teaching –learning process during regular class hours to be improved by incorporating more tutorial classes, dividing classes into two for difficult subjects, providing more individual attention to students etc.</p> <p>(ii) Identifying academically weak students and providing Additional coaching after regular class hours and on Saturdays.</p> <p>The above steps are suggested to improve the attitude of students towards regular studies, so that they perform well in Series Tests which in turn must improve the University results.</p> <p>More specific actions in these regards will be discussed and furnished which are to be implemented from Academic Year 2016-17 onwards.</p>	Principal/HODs/Faculty Members	
16.12.2	<p><u>Time table/Staff workload</u></p> <p>To be completed by 10/6/16. Once finalized changes in time table are generally not permitted. In needy situation changes to be incorporated only with written permission from HOD and reporting to Time table committee in-charge.</p>	HODs/Time table committee	

Minutes of the Academic Council Meeting

Name of the meeting: Academic Council		Date:12/6/2017	
Name of the Facilitator: Principal		Time: 2.30pm	
Meeting type: Scheduled		Venue: Principal's Chamber	
Attendees			
Dr.S. P. Subramanian, Principal		Mr. Dinto Thomas, AP / EEE	
Dr. Biju P L /HOD -ME		Mr. Vimal, AP/ASH	
Mr. Krishnakumar R/AP-ECE		Mrs. Mary John C/HOD-CE	
Dr. Prasanalakshmi/HOD-CSE			
Mr. Giby Jose, HOD/AEI			
Agenda			
S#	Decision	Responsibility	Scheduled Date
17.06.1	S7 Academic Calendar approved after discussion	Academic Council	
17.06.2	Recommended for declaring 2 nd & 3 rd Saturdays as holidays and remaining Saturdays as working (suggestions from Dr. Biju P L, HOD/ME)	Principal	
17.06.3	<p>In order to improve the academic culture in the college, the following committees are formed to interact with staff and students and submit recommendations.</p> <p>1. Brainstorming and feedback from students.</p> <p>i. Dr. Biju P L, HOD/ME – Convener</p> <p>ii. Mr. Giby Jose, HOD/AEI – Member</p> <p>iii. Mrs. Radhika E R, AP/ECE – Member</p> <p>The Committee is advised to discuss with student representatives (in groups & individuals) arrange for brain storming sessions and suggest recommendations for improvement in Results, Discipline in the campus, student attitude, character building etc.</p> <p>2. Staff Feedback</p> <p>i. Mrs. Amrutha Chemmanur,– Convener</p> <p>ii. Mrs. Mary John – Member</p> <p>The committee is advised to discuss with staff representatives(in groups and individuals) arrange brain storming sessions and suggest recommendations for</p> <p>i. Improvement in results campus discipline, student attitude etc.</p> <p>ii. Mentoring activities</p> <p>iii. Teaching learning process</p> <p>iv. Communication skill (for staff)</p> <p>v. Technical knowledge updation.</p> <p>vi. Improvement in viability of college</p> <p>vii. Other relevant suggestions</p>	Principal and Committee Recommendation to be submitted before 30/6/17	

17.06.3	3. Revision in student feedback format i. Dr. Biju P L, HOD/ME – Convener ii. Ms. Prajitha, AP/CSE – Member iii. Ms. Shimna M V, AP/ECE – Member 4. Hard to Soft copy transformation i. Dr. S. Prasanalakshmi, HOD/CSE – Convener ii. Mrs. Able Alex, AP/EEE – Member iii. Mr. Fepsilin, AP/CSE – Member	Principal and Committee Recommendation to be submitted before 30/6/17	
17.06.4	Go green Initiatives: It is decided to change the documentation procedure from hard copy to soft copy system. The proposal discussed and drafted by HOD/CSE, HOD/ME and Mr. Fepsilin was approved in the Academic Council Meeting. In brief all documents are saved in Google Drive with access to users as required. All staff members are required to implement the same with immediate effect. A brief information is attached. For any clarification/suggestions, please contact HOD/CSE or Mr. Fepsilin.	Royal Staff Mrs. Able Alex to make necessary changes in ISO Documentation procedures.	
17.06.5	Department to submit staff workload details by 16/6/17	HODs	
17.06.6	Various Committees from academic year 2017-18	Mr. Dinto, AP/EEE to draft committees by 19/6/2017.	
Approved by: Principal 		Dated: 12/6/2017	

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17.06.3	<p>3. Revision in student feedback format</p> <p>i. Dr. Biju P L, HOD/ME – Convener</p> <p>ii. Ms. Prajitha, AP/CSE – Member</p> <p>iii. Ms. Shimna M V, AP/ECE – Member</p> <p>4. Hard to Soft copy transformation</p> <p>i. Dr. S. Prasanalakshmi, HOD/CSE – Convener</p> <p>ii. Mrs. Able Alex, AP/EEE – Member</p> <p>iii. Mr. Fepsilin, AP/CSE – Member</p>	Principal and Committee Recommendation to be submitted before 30/6/17	
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Approved by: Principal 		Dated: 12/6/2017	

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Minutes of the Academic Council Meeting

Name of the meeting: Academic Council	Date: 25/7/18
Name of the Facilitator: Principal	Time: 11.00am
Meeting type: Scheduled	Venue: Conference Hall

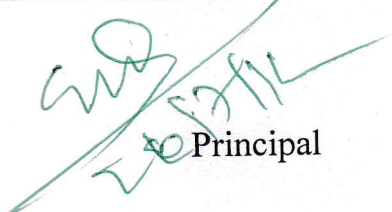
Attendees

Dr.S. P. Subramanian, Principal	Mrs. Amrutha M Chemmannur, HOD / EEE
Prof. Mary John/HOD/CE	Mr. Krishna Kumar, HOD/ECE
Prof. Mohammed Iqbal, HOD/ME	Mrs. Asheera, HOD/ASH
Mrs. Vidya P, HOD/AEI	
Ms. Ihsana, AP/CSE	

Agenda

S#	Decision	Responsibility	Scheduled Date
18.07.1	Registration of all students to be completed before 31/7/18. Those who are not completing their registration before the scheduled date are not allowed to enter the class from 3 rd August onwards.	HODs	
18.07.2	Priority areas identified for 2018-19 are University Results and Placement	Royal Staff	
18.07.3	All HODs have to monitor mentoring activities regularly. Each faculty member must concentrate on individual mentoring counseling etc, so that measurable improvement is observed in students in academics.	HODs & Mentors	
18.07.4	The placement training comes under two categories: 1. Aptitude training 2. Soft Skill training Department of ASH is assigned to conduct Aptitude Training and to prepare materials for the students. The whole program will be coordinated by Mrs. Nimisha.M, AP/ASH. Mrs. Anju Sam, AP/EEE is designated as coordinator for soft skill training program. Department incharges are : 1. Mr. Rahul, AP/ECE 2. Ms. Swathy, AP/EEE 3. Ms. Jyotsna, AP/CSE 4. Ms. Hasanath, AP/CE 5. Mr. Ajeesh, AP/ME Both Soft skill training and Aptitude training classes should follow standard curriculum and syllabus.	HODs & Co-ordinators	
18.07.5	It is decided to allot 2hrs for aptitude training and 2 hrs for soft skill training on all working Saturdays. These classes are provided only to selected students from 3 rd yr and 4 th yr of each branch. Separate skill development classes are to be arranged for all classes as per schedule with structured curriculum which will be circulated.	Royal Staff	

	<p>torial hours will continue as before.</p> <p>REAP class will continue as earlier.</p> <p>RACE Class - All departments should organize maximum courses as possible</p>	Royal Staff	
18.07.7	<p>College introduces new program named Royal AIM (Association and Interaction with Masters), which intends exposure to our students and interaction with experts and successful persons in different field. All departments are required to find pool of resource persons from different area. Resource persons may be from friend circle, relatives and other source of our faculties and Alumini members of Royal. Under Royal AIM program, departments have to schedule interactive sessions with resource persons in order to motivate their students. The session can be scheduled on Saturdays. All departments should upload details of collected resource persons in our website after approval by Principal.</p>	HODs	
18.07.8	<p>It is decided to follow common timings for all students including 1st year.</p>	Royal Family	
18.07.9	<p>Departments can generate their own fund by any type of consultancy activities.</p> <p>They have to maintain department account register.</p>	HODs and Staff	
18.07.10	<p>Departments make sure that a minimum 5 students and some of the faculties register in SWAYAM (free online course). They can utilize the time after 4.00pm for these types of courses.</p>	HODs and Staff	


Principal

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Minutes of the Academic Council Meeting

Name of the meeting: Academic Council		Date: 19/12/18	
Name of the Facilitator: Principal		Time: 10.30am	
Meeting type: Scheduled		Venue: Principal's Room	
Attendees			
Dr.S. P. Subramanian, Principal		Mrs. Amrutha M Chemmannur, HOD / EEE	
Mrs. Mary John, HOD/CE		Mr. Krisahnakumar, HOD/ECE	
Mr. Sangeeth T S, AP/ME		Ms. Asheera L, HOD/ASH	
Mr. Pradosh Kumar P, AP/AEI			
Mr. Riyadh M, AP/CSE			
Agenda (General Academics & Disciplinary Action)			
S#	Decision	Responsibility	Scheduled Date
18.12.1	Decided to send atleast one FDP proposal by all departments to KTU as per the circular sent earlier. The proposals are to be finalized before 21/12/2018.	HODs	21/12/18
18.12.2	Department heads are required to arrange for the updation of articles in the website coming under their department. Also the coordinators of various clubs and associations are required to update their activities. HODs of concerned staff coordinators are requested to make sure that the informations are updated.	HODs/Coordinators	10/1/19
18.12.3	Decided to form a committee to evaluate the mentoring activities. All mentors are required to meet the committee at convenient time during 3 rd – 5 th January 2019. A format will be circulated and mentors are required to fill the same and submit before the committee. The members of the committee are: 1. Mrs. Mary John - Convener 2. Mrs. Radhika - Member 3. Mr. Dinto Thomas - Member	Mentors/ Committee	3 rd to 5 th Jan 2019
18.12.4	The department of ECE is appreciated for the initiative in communicating with Parents by forming a whatsapp group involving parents and teachers. Other departments are also advised to follow the same.	HODs	20/1/19

18.12.5	<p>Introduced a new scheme "ROYAL SEED" (Skill and Employability Enhancement Division).</p> <p>The idea is to improve the general skill, attitude and employability of the students by continuously providing required training to them.</p> <p>3 sessions of 2^{1/2} hrs each are earmarked on a weekly basis for conducting program under the above scheme. The sessions are to be handled by internal as well as external resource persons.</p> <p>Detailed syllabus and plan are to be prepared for this, and are intended to be delivered during 1st to 5th semesters. A final aptitude and employability skill development program of 3-5 days are to be delivered in the beginning of 7th semester by external experts. In addition suitable program under RACE are to be introduced during VIth to VIIth semesters.</p> <p>Necessary expenditures for the program are to be collected from the students at the time of registration and will be compulsory for all students.</p> <p>The scheme is proposed to be implemented in full w.e.f 2019 admission onwards. Depending on the willingness the same can be implemented for the present batches also.</p> <p>Mrs. Able Alex, Mrs. Anju Sam and Mr. Leo are identified to prepare a draft syllabus with details before 5/1/2019.</p>	Principal	5/1/19
18.12.6	<p>In order to orient our faculty members in line with the objectives of the "ROYAL SEED" two training sessions (1. Soft skill & 2. Aptitude) are to be arranged in January 2019 and about 25 faculty members will be identified for the training programs.</p>		20/1/19
Meeting was concluded at 12.30pm			

Aug
20/1/18
Principal

Minutes of the Academic Council Meeting

Name of the meeting: Academic Council		Date: 19.11.2019	
Name of the Facilitator: Principal		Time: 10.00am	
Meeting type: Scheduled		Venue: Conference Hall	
Attendees			
Dr.S. P. Subramanian, Principal		Mr. Krishnakumar R /HOD-ECE	
Dr. Devi Balakrishnan, Director IQAC, Prof/EEE		Mr. Akarsh Thekkedath, HOD/CE	
Dr. Umesh Sundar, HOD/ME		Mrs. Asheera L, HOD/ASH	
Dr. S. P. Pradeepkumar, Prof/CSE		Ms. Ihsana Muhammed, AP/CSE	
Mrs. Amrutha M Chemmannur / HOD-EEE			
Agenda			
S#	Decision	Responsibility	Scheduled Date
19.11.1	To submit S1/S3/S5/S7 draft internals to Principal for discussion and publication on Friday 22/11/19.	HODs	Thursday 21/11/19
19.11.2	To submit syllabus coverage details in the format by all subjects handling faculty members through HOD	HOD	Thursday 21/11/19
19.11.3	To complete syllabus for all classes by 22/11/19. Students who are in need of revision in internals only are permitted to be present on 25 th and 26 th Nov 2019.	HODs & Faculty members	25 th & 26 th November 2019.
19.11.4	Revision classes in Mathematics are to be arranged for S3 Lateral Entry students during 25 th & 26 th Nov 2019.	HOD/ASH & Maths Faculty	25 th & 26 th November 2019.
19.11.5	Faculty members must get certified in at least one swayam course during even semester 2019-20	All Faculty Members	19 th December to May 2020
19.11.6	Staff members who have requested for relief by the end of this semester must complete all works, related to the subjects handled by them in this semester and even semester 18-19 as per outcome based education procedure by 30/11/19	HODs	30/11/19

19.11.7	Departments must complete the formation of all committees as per earlier Circular.	HODs	30/11/19
19.11.8	HODs to mention the activities scheduled for laboratory staff as per earlier meeting	HODs	30/11/19
19.11.9	Departments must maintain separate files for all staff members who are doing PhD at other institutions either on QIP scheme or part-time containing all details. A quarterly report is to be included on a regular basis.	HODs	30/11/19
19.11.10	Departments must initiate activities for organizing conference during March 2019	HODs	31/12/19
19.11.11	Development of language lab and organizing Cambridge certification courses for students and staffs	HOD/ASH	31/12/19
19.11.12	Website updation must be initiated.	HODs & Coordinators	31/12/19
19.11.13	Faculty members handling subjects in the semester are required to complete subject wise CO related exit survey before semester closure	Faculty members	22/11/19

Approved by: Principal

Dated: 19/11/2019

Signature
19/11/19