

**COLLEGE COUNCIL MEETING****NOTICE**

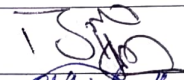




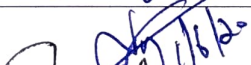

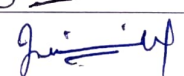
Sub: College Council Meeting

Date: 01-06-2020

Academic Year: 2020-2021

Sem: Odd

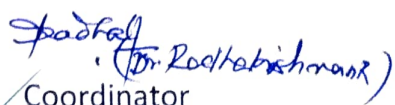
This is to intimate you that a College Council Meeting is scheduled on 02-06-2020 in Conference room at 11 AM. You are requested to attend the meeting.


SI No	NAME	SIGNATURE
1	Dr. Biju Varghese	
2	Adv. Dr. Abraham Chettissery	
3	Dr. Manoj George	
4	HoD ECE	
5	HoD CE	
6	HoD CSE	
7	HoD EEE	
8	HoD ME	

## Agenda:-

1. Online courses in Google meet
2. Virtual Lab usage
3. Feedback of online classes
4. Conduct of class committee & Course Committee
5. Institute level Committee
6. Internal Academic audit.



  
 (Dr. Radhakrishnan)  
 Coordinator

  
 PRINCIPAL  
 MANGALAM COLLEGE OF ENGINEERING

CCM - 02 - 2020.

Date : 2/08/2020

Venue : Conference Room

Time : 11:00 Am.

Attendees :-

Chairman: Er. Bijus Varghese


Legal Advisor: Adv. Dr. Abraham Chettisery

Principal: Dr. Manoj George.


Department HODS: -

HOD ECE: 

HOD CSE: 

HOD CE: 

HOD ME: 

HOD EEE: 

Agenda.

1. Online courses in Google Meet.
2. Virtual lab ~~usage~~ usage.
3. Feed back of On-line classes
4. Conduct of Class committee & Course Committee
5. Institute level committee
6. Internal Academic Audit



## Follow up.

1. NAAC A&AR 2018-19 is submitted on 23/2/2020.
2. Prepared the academic calendar for Jan-June on 3/1/2020.
3. Tech fest conducted on 6<sup>th</sup> & 7<sup>th</sup> February.

## Points discussed

1. All faculties should use Google meet for conducting online classes.
2. All depts should be recommended works that can be undertaken under the Unnat Bharat Agyam.
3. College has been selected for Virtual campus for virtual lab.
4. It is decided to give a new feedback form based on the online classes.
5. It is decided to conduct class committee and course committee in the online mode.
6. It is decided to form the institute level committees.
7. It is instructed to conduct internal audit as per the K+U Schedule.

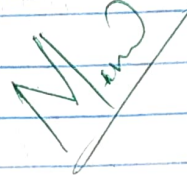
Actions Taken.

1. Necessary actions were taken for the activities of Unnat Bharat Abhyan.

Prepared by

gtho

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



**COLLEGE COUNCIL MEETING****NOTICE**

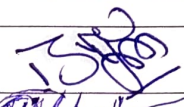
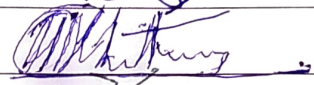

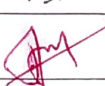
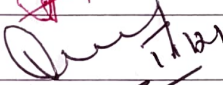



Sub: College Council Meeting

Date: 01-01-2021

Academic Year: 2020-2021

Sem: Even

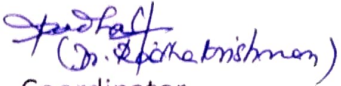
This is to intimate you that a College Council Meeting is scheduled on 04-01-2021 in Conference Hall at 2 PM. You are requested to attend the meeting.

Sl No	NAME	SIGNATURE
1	Mr. Biju Varghese	
2	Adv. Dr. Abraham Chettissery	
3	Dr. Manoj George	
4	HoD ECE	
5	HoD CE	
6	HoD CSE	
7	HoD EEE	
8	HoD ME	

Agenda:-

1. Submission of Faculty requirement
2. Library Requirement
3. Alumni Meet
4. Conduct of class committee & Course Committee
5. NBA Activities
6. International Conference
7. Instruction for yearly Publication



  
 (Dr. Lakshmi Krishnan)  
 Coordinator  
 Manoj  
 PRINCIPAL  
 MANGALAM COLLEGE OF ENGINEERING

CEM - 01 - 2021.

Date : 4/1/2021.

Venue : Conference Hall

Time : 2.00 pm.

### Attendees :-


Chairman : Mr. Biju Varghese

Legal Advisor : Adv. Dr. Abraham Chettisseray

Principal : Dr. Manoj George.

Department HODs:

HOD ECE: 

HOD CE: 

HOD CSE: 

HOD EEE: 

HOD ME: 

### Agenda

1. Submission of faculty requirement list
2. Library book requirement.
3. Conduct of class committee & course committee
4. Alumni Meet.
5. NBA activities
6. International conference
7. Instruction for yearly publication



## Follow up

1. All faculties conducted online classes through google meet, and monitored by HODs and Principal.
2. Dr. Renju S. Kaetha is the college level coordinator of the conduct of virtual lab.
3. New feedback form is available from 12/09/2020.
4. Institute level committees were formed.
5. Conducted the K+U audit internally on 30th Sept. 2020. as suggested by K+U

## Points Discussed

1. HODs are requested to submit the faculty requirement list for even semester 2021.
2. It is decided to submit the new library book requirement for the current semester.
3. The class committee & course committee should be conducted as per the K+U Schedule.
4. It is decided to complete the monthly file verification for monthly auditing.

7/8/2020

Mangalam College of Engineering, Kerala - India. Mail - INVITATION: Academic Council Meeting - 2020-2021



Ranju S Kartha <ranju.kartha@mangalam.in>

## INVITATION: Academic Council Meeting - 2020-2021

1 message

Fri, Aug 07, 2020 at 9:44 AM

Ranju S Kartha <ranju.kartha@mangalam.in>  
To: Principal MLMCE <principal@mangalam.in>, Vinodh P Vijayan <vinodh.pvijayan@mangalam.in>, "Dr. Pratheesh K" <pratheesh@mangalam.in>, "Dr. D Ramesh Kumar" <rameshkumar.d@mangalam.in>, Phejil K Paul <phejil.k@mangalam.in>, Ajit Joseph <ajit.joseph@mangalam.in>, Jain P George <jain.george@mangalam.in>, Nimmymol Manuel <nimmymol.manuel@mangalam.in>, Neethu John <neethu.john01@mangalam.in>, SALINI THERES N KURIAN <salini.kurian@mangalam.in>, Sreerench Raghavu <sreerench.raghavu@mangalam.in>, Sheena Bhaskar <sheena.bhaskar@mangalam.in>, Tinku Mathew Abraham <tinku.mathew@mangalam.in>, S Rakesh <s.rakesh@mangalam.in>, Reneesh Zacharia <reneesh.zacharia@mangalam.in>, Preethy Sebastian <preethy.sebastian@mangalam.in>, Shoma Mani <shoma.mani@mangalam.in>, "Aneesh K.S" <aneesh.ks@mangalam.in>, Arun Jose <arun.jose@mangalam.in>

Dear Sir/ Madam,

It has been decided to convene an Academic Council Meeting on 14/08/2020 at 2:00PM- 3:00PM in the Principal's Chamber. Therefore all the Academic Council members are requested to make it convenient to be present for the meeting.

Agenda of the meeting is as follows:

- Review of previous meeting
- Scheduling of online classes
- Course plan and Syllabus coverage
- Online class attendance
- Internal level Committees
- DQAC Audit
- Discussion of minor and honor courses.

Thanks & Regards,  
Dr. Ranju S. Kartha  
Associate Professor, CSE  
Mangalam College of Engineering  
Ettumanoor, Kottayam  
Mob:9447394004



*Manee*  
7/7/20  
PRINCIPAL  
OF ENGINEERING



# MANGALAM COLLEGE OF ENGINEERING

## ACADEMIC COUNCIL MEETING

Date: 14/08/2020

### MINUTES OF THE ACADEMIC COUNCIL MEETING I - 2020-2021

The meeting was held at the Principal's chamber on 14/08/2020. The Principal Dr. Manoj George presided over the meeting and welcomed all the members.

#### AGENDA:

- Review of previous meeting
- Scheduling of online classes
- Course plan and Syllabus coverage
- Online class attendance
- Internal level Committees
- DQAC Audit
- Discussion of minor and honor courses.

Following members are present:

SI NO	Name	Designation	Signature
1	Dr. Manoj George	Principal	
2	Prof. Vinodh P Vijayan	HOD/CSE	
3	Dr. Pratheesh K.	HOD/ME	
4	Prof. Ajith Joseph	HOD/ECE	
5	Dr. Ramesh Kumar	HOD/CE	
6	Prof. Phejil K Paul	Head-in-charge/EEE	
7	Prof. Jain P. George	HOD/BSH	
8	Dr. Ranju S Kartha	Associate Professor	
9	Ms. Nimmymol Manuel	Assistant Professor	



**MANGALAM COLLEGE OF ENGINEERING**  
**ACADEMIC COUNCIL MEETING**

10	Ms. Neethu Maria John	Assistant Professor	
11	Ms. Salini Theres N Kurian	Assistant Professor	
12	Mr. Sreerench Raghavu	Assistant Professor	
13	Ms. Sheena Bhaskar	Assistant Professor	
14	Mr. Tinku Mathew Abraham	Assistant Professor	
15	Mr. Rakesh S	Assistant Professor	Absent
16	Mr. Reneesh Zachariah	Assistant Professor	
17	Ms. Preethi Sebastian	Assistant Professor	
18	Ms. Shoma Mani	Assistant Professor	
19	Mr. Aneesh K. S	Assistant Professor	
20	Mr. Arun Jose	Assistant Professor	
21	Mr. Siby James	Assistant Professor	

**Minutes of Today's Meeting**

Sl No	Discussion Points	Decision/Action Taken	Implementing Officer
1	Review of previous meeting	Successful completion of final semester B.Tech examination and project evaluation in online mode.	All HoDs and concerned staffs
2	Scheduling of online classes	Online classes should be conducted on Google Meet platform. Course in charge should schedule the classes in Google Calendar and send the invitation to Principal, concerned HoD. Class	All Course in charges





# MANGALAM COLLEGE OF ENGINEERING

## ACADEMIC COUNCIL MEETING

		<p>teacher and students.</p> <p>Course materials and assignments should be posted in Google Classroom.</p> <p>The timing of online classes will be as follows:</p> <p>Monday to Friday:</p> <p>9:00 – 9:50am 1<sup>st</sup> Hour</p> <p>10:00 – 10:50 am 2<sup>nd</sup> Hour</p> <p>11:00 - 11:50 am 3<sup>rd</sup> Hour</p> <p>12:00 - 12:50 am 4<sup>th</sup> Hour</p> <p>2:00 – 3:00 pm LAB</p> <p>3:00 – 4:00 pm Minor Course</p>	
3	Discussed about the implementation and adherence to the course plan, syllabus coverage	Each module should be completed within two weeks.	All Course in charges
4	Online Class Attendance	Attendance of students should be monitored very strictly. Any lapse should be informed to concerned class teacher. The class teacher should communicate it to the parents.	All Course in charges
5	Internal level Committees	Internal level committees are formed for the smooth conduct of various activities in the academic year 2020-2021.	Internal level Committee members
6	Department level internal audit	DQACs are requested to conduct monthly verification of department files.	DQAC Members



**MANGALAM COLLEGE OF ENGINEERING**  
**ACADEMIC COUNCIL MEETING**

7	Minor and honor courses.	HoDs to discuss with senior faculties regarding the minor and honor courses and same to be intimated to the students. If there are not sufficient numbers of students in any Minor course so that the students are able to choose another course.	HoDs
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Prepared by  
Dr. Ranju S Kartha

Verified by  
Principal



PRIN  
MANGALAM COLLEGE OF ENGINEERING



Ranju S Kartha <ranju.kartha@mangalam.in>

## INVITATION: Academic Council Meeting - 2020-2021

1 message

Ranju S Kartha <ranju.kartha@mangalam.in>

Mon, Jan 11, 2021 at 3:38 PM

To: Principal MLMCE <principal@mangalam.in>, Vinodh P Vijayan <vinodh.pvijayan@mangalam.in>, "Dr. Pratheesh K" <pratheesh@mangalam.in>, "Dr. D Ramesh Kumar" <rameshkumar.d@mangalam.in>, Phejil K Paul <phejil.k@mangalam.in>, Ajit Joseph <ajit.joseph@mangalam.in>, Jain P George <jain.george@mangalam.in>, Nimmymol Manuel <nimmymol.manuel@mangalam.in>, Neethu John <neethu.john01@mangalam.in>, SALINI THERES N KURIAN <salini.kurian@mangalam.in>, Sreerench Raghavu <sreerench.raghavu@mangalam.in>, Sheena Bhaskar <sheena.bhaskar@mangalam.in>, Tinku Mathew Abraham <tinku.mathew@mangalam.in>, S Rakesh <s.rakesh@mangalam.in>, Reneesh Zacharia <reneesh.zacharia@mangalam.in>, Preethy Sebastian <preethy.sebastian@mangalam.in>, Shoma Mani <shoma.mani@mangalam.in>, "Aneesh K.S" <aneesh.ks@mangalam.in>, Arun Jose <arun.jose@mangalam.in>, siby.james@mangalam.in

Dear Sir/ Madam,

It has been decided to convene an Academic Council Meeting on 27/01/2021 at 2:00PM- 4:00PM in the Mechanical Conference Hall. Therefore all the Academic Council members are requested to make it convenient to be present for the meeting.

### Agenda of the meeting is as follows: .

- Review of previous meeting
- Entering internal marks in KTU portal
- Midterm and End term Feedback Review
- Status of Contact classes
- Nptel AICTE approved FDP
- Programs photo by department
- Conducting PTA meeting for each class

Thanks & Regards,  
**Dr. Ranju S. Kartha**  
Associate Professor, CSE  
Mangalam College of Engineering  
Ettumanoor, Kottayam  
Mob:9447394004



*Manoj*  
11/1/21  
**PRINCIPAL**  
**MANGALAM COLLEGE OF ENGINEERING**



# MANGALAM COLLEGE OF ENGINEERING

## ACADEMIC COUNCIL MEETING

Date: 27/01/2021

### MINUTES OF THE ACADEMIC COUNCIL MEETING II - 2020-2021

The meeting was held at the Conference Hall on 27/01/2021. The Principal Dr. Manoj George presided over the meeting and welcomed all the members.

#### AGENDA:

- Review of previous meeting
- Entering internal marks in KTU portal.
- HoD to brief about feedback system.
- Conducting PTA meeting for each class.
- Faculty leave application through elive.
- Revision test
- Online revision for S7.
- NPTEL AICTE approved FDP
- Program's photo by department.

Following members are present:

SI NO	Name	Designation	Signature
1	Dr. Manoj George	Principal	
2	Prof. Vinodh P Vijayan	HOD/CSE	
3	Dr. Pratheesh K.	HOD/ME	
4	Prof. Ajith Joseph	HOD/ECE	On leave
5	Dr. Ramesh Kumar	HOD/CE	
6	Dr. Karthikumar	HOD/EEE	
7	Prof. Jain P. George	HOD/BSH	





# MANGALAM COLLEGE OF ENGINEERING

## ACADEMIC COUNCIL MEETING

8	Dr. Ranju S Kartha	Associate Professor	
9	Ms. Nimmymol Manuel	Assistant Professor	
10	Ms. Neethu Maria John	Assistant Professor	
11	Ms. Salini Theres N Kurian	Assistant Professor	On leave
12	Mr. Sreerench Raghavu	Assistant Professor	
13	Ms. Sheena Bhaskar	Assistant Professor	
14	Mr. Tinku Mathew Abraham	Assistant Professor	
15	Mr. Rakesh S	Assistant Professor	Absent
16	Mr. Reneesh Zachariah	Assistant Professor	
17	Ms. Preethi Sebastian	Assistant Professor	
18	Ms. Shoma Mani	Assistant Professor	On leave
19	Mr. Aneesh K. S	Assistant Professor	
20	Mr. Arun Jose	Assistant Professor	
21	Mr. Siby James	Assistant Professor	Absent

### Minutes of Today's Meeting

Sl No	Discussion Points	Decision/Action Taken	Implementing Officer
1	Review of previous meeting	Completed	All HoDs and concerned staffs
2	Entering internal marks in KTU	While entering internal marks in KTU portal, all course Advisors have to take a printout of its	All Course in charges &



**MANGALAM COLLEGE OF ENGINEERING**  
**ACADEMIC COUNCIL MEETING**

8	Dr. Ranju S Kartha	Associate Professor	
9	Ms. Nimmymol Manuel	Assistant Professor	
10	Ms. Neethu Maria John	Assistant Professor	
11	Ms. Salini Theres N Kurian	Assistant Professor	On leave
12	Mr. Sreerench Raghavu	Assistant Professor	
13	Ms. Sheena Bhaskar	Assistant Professor	
14	Mr. Tinku Mathew Abraham	Assistant Professor	
15	Mr. Rakesh S	Assistant Professor	Absent
16	Mr. Reneesh Zachariah	Assistant Professor	
17	Ms. Preethi Sebastian	Assistant Professor	
18	Ms. Shoma Mani	Assistant Professor	On leave
19	Mr. Aneesh K. S	Assistant Professor	
20	Mr. Arun Jose	Assistant Professor	
21	Mr. Siby James	Assistant Professor	Absent

**Minutes of Today's Meeting**

Sl No	Discussion Points	Decision/Action Taken	Implementing Officer
1	Review of previous meeting	Completed	All HoDs and concerned staffs
2	Entering internal marks in KTU	While entering internal marks in KTU portal, all course Advisors have to take a printout of its	All Course in charges &



# MANGALAM COLLEGE OF ENGINEERING

## ACADEMIC COUNCIL MEETING

	portal.	exported sheet and give the signed copy of the same to the Class Advisor for verification .This is being done to avoid mistakes while entering internal marks.	advisors
3	HoD to brief about feedback system.	Before student's feed back is taken in the lab, HoDs to give a small talk on the importance of feed back.	All HoDs
4	Conducting PTA meeting for each class.	PTA meeting has to be conducted for each class during their contact class hours,.	All class advisors.
5	Faculty leave application through elive.	Faculty has to get leave approved through elive before the date of leave. In case of an emergency, the leave has to approved in elive on the very next day.	All faculties
6	Revision test	Revision test should be conducted by each course advisor during the contact class hours, to ensure good performance in final exams.	Course Advisors
7	Online revision for S7	Online revision should be conducted for S7 students in the first week of February 2021.	Course Advisor
8	NPTEL AICTE approved FDP	NPTEL *AICTE approved FDP on NBA process is available for the current session. All faculties are encouraged to attend the same and get certified.	All faculties.
9	Program's photo by department	Each department has to take care of the photos of the programs conducted within the department and keep it safely for future use.	All departments.

Prepared by

Dr. Ranju S Kartha



Verified by

Principal

MANGALAM COLLEGE OF ENGINEERING  
PRINCIPAL





# Internal Quality Assurance Cell

Mangalam College of Engineering

Dated: 04.9.2020

## NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) members will be held on 08.9.2020, Conference Room at 10.00AM. The meeting will be chaired by IQAC Chairman. The following items will be discussed:

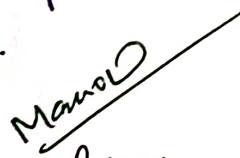
### Agenda

1. Review of the action plans for the current semester.
2. Following the Covid-19 protocol in the campus.
3. Review of the online class schedules and attendance monitoring.
4. Students registration in NPTEL courses.
5. Progress of faculties in extension activities.

All the IQAC members are requested to kindly attend the meeting.

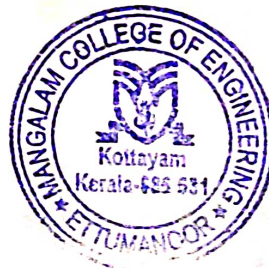
Regards

  
Dr. D Ramesh Kumar  
(IQAC Coordinator)

  
Chairman of IQAC  
Dr. Manoj George  
Principal

### Copy to:

1. The Chairman
2. The Principal
3. HODs
4. IQAC members



Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 631





# Internal Quality Assurance Cell

Mangalam College of Engineering

## Minutes of Meeting

Date & Time: 08.9.2020, 10.00AM

Venue: Conference Room

### Members Present:

1. Dr. Manoj George , Principal, Chairperson
2. Dr. D Ramesh Kumar, HoD CE , Coordinator
3. Ms Neeba Sabu, Asst. Professor, EEE, Asst. Co-ordinator
4. Ms. Neena Joseph, Asst. Professor, CSE, Audit Cell Co-ordinator
5. Ms. Neethu Maria John, Asst. Professor, CSE, KTU Co-ordinator.
6. Mr. D Prakasan, Principal, Polytechnic
7. Dr. P P George, HoD.BSE
8. Dr. Vinodh P Vijayan, HoD, CSE
9. Dr. Pratheesh K, HoD, ME
10. Mr. Ajit Joseph, HoD, ECE
11. Mr. Phejil K Paul, HoD in charge, EEE
12. Dr. Leny Mathew, HoD, Polymer (Polytechnic)
13. Ms. Beena Shaji, Panchayathu Member
14. Mr. Nishanth Raveendran , CEO, Technovia Info Solutions Private limited.
15. Mr. Job Abraham , Office
16. Ms. Meenu Mathews, IBM , Alumni
17. Dr. Subash T.D, Professional Body, IEEE Photonics Society
18. Ms. Sheena Basker, BSH
19. Ms. Nissy Susan Mani, CE
20. Ms. Nimmymol Manual, CSE
21. Ms. Neethan Elizabeth Abraham , ECE
22. Ms. Eugene Peter, EEE
23. Ms. Samon Korah, ME
24. Ms. Tinta Baby MBA
25. Ms. Keran Sherry Chandy, CSE 7A
26. Dr. Abraham Chettissery, Legal Advisor Member , Management.

## Agenda

1. Review of the action plans for the current semester.
2. Following the Covid-19 protocol in the campus.
3. Review of the online class schedules and attendance monitoring.
4. Student's registration in NPTEL courses.
5. Progress of faculties in extension activities.

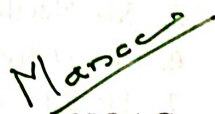
### Plan of Action Taken:

The IQAC chairman welcomes the committee members for the first meeting of IQAC for the current semester. The agenda were put before the committee for the discussion.

Meeting suggested a proper plan of action for the teaching and learning for the current semester in pandemic situation. A set of rules made for preventing Covid-19 in the campus. Meeting suggested time duration of each class in online during the semester.

Members are supported to encourage NPTEL courses in the departments. A list of journals and research proposals are suggested to the respective departments as extension.

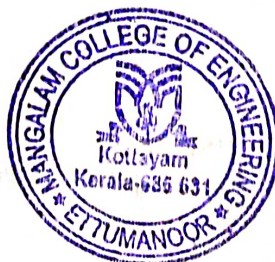
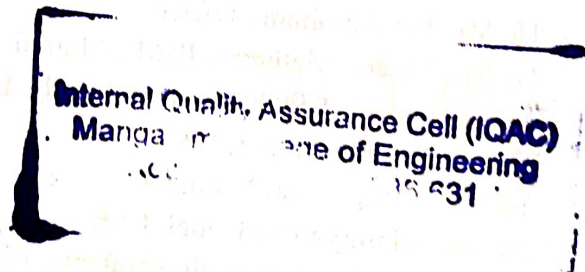
  
IQAC Coordinator  
Dr. D Ramesh Kumar

  
Chairman of IQAC  
Dr. Manoj George  
Principal

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

### Copy to:

1. The Chairman
2. The Principal
3. HODs
4. IQAC members





# Internal Quality Assurance Cell

Mangalam College of Engineering

Dated: 07.12.2020

## NOTICE

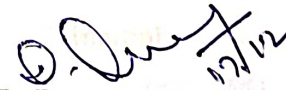
A meeting of the Internal Quality Assurance Cell (IQAC) members will be held on 11/12/2020, Conference Room at 10.00AM. The meeting will be chaired by IQAC Chairman. The following items will be discussed:


### Agenda

1. To confirm the minutes of the previous IQAC meetings.
2. Following COVID 19 protocol in the campus.
3. Review of online teaching activities and teaching tools.
4. Semester attainment calculations for all programs.
5. Review of extracurricular and co-curricular activities.

All the IQAC members are requested to kindly attend the meeting.

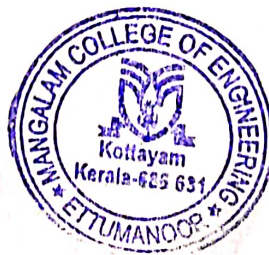
Regards

  
Dr. D Ramesh Kumar  
(IQAC Coordinator)

  
(Chairman of IQAC)  
Dr. Manoj George  
Principal.

Copy to:

1. The Chairman
2. The Principal
3. HODs
4. IQAC members



**Internal Quality Assurance Cell (IQAC)**  
**Mangalam College of Engineering**  
**Kottayam, India - 686 631**




## Agenda

1. To confirm the minutes of the previous IQAC meetings.
2. Following COVID 19 protocol in the campus.
3. Review of online teaching activities and teaching tools.
4. Semester attainment calculations for all programs.
5. Review of extracurricular and co-curricular activities.

The IQAC chairman welcomes the committee members for the second meeting of IQAC for the current semester. The agenda were put before the committee for the discussion.

The committee discussed decisions taken on previous meetings and their implementations. The covid protocols and implementations were discussed. The online learning and teaching methods were discussed. The committee recommends to all faculty to provide sufficient e-learning materials to students through google class rooms. The semester results were discussed for all the programs and committee recommended to take feedback from all the students by the respective class co-coordinators. The extra and co-curricular activities reports were discussed and committee recommends mini projects using online tools for the students during online learning.

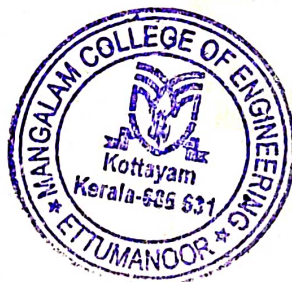
  
IQAC Coordinator  
Dr. D Ramesh Kumar

  
Chairman of IQAC  
Dr. Manoj George  
Principal

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

### Copy to:

1. The Chairman
2. The Principal
3. HODs
4. IQAC members







## Internal Quality Assurance Cell

Mangalam College of Engineering

Dated: 09.03.2021

### NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) members will be held on 12.03.2021, Conference Room at 11.00AM. The meeting will be chaired by IQAC Chairman. The following items will be discussed:


#### Agenda

1. To analyze the performance of students in their academic classes.
2. To promote students projects in the national level.
3. To improve the lab performance

All the IQAC members are requested to kindly attend the meeting.

Regards

  
Dr. D Remesh Kumar  
(IQAC Coordinator)

  
Chairman of IQAC

Dr. Manoj George,  
Principal

#### Copy to:

1. The Chairman
2. The Principal
3. HODs
4. IQAC members



Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 631



# Internal Quality Assurance Cell

Mangalam College of Engineering

## Minutes of Meeting

Date & Time: 14/03/2021, 11.00AM

Venue: Conference Room

### Members Present:

1. Dr. Manoj George , Principal, Chairperson
2. Dr. D Ramesh Kumar, HoD CE , Coordinator
3. Ms Neeba Sabu, Asst. Professor, EEE, Asst. Co-ordinator
4. Ms. Neena Joseph, Asst. Professor, CSE, Audit Cell Co-ordinator
5. Ms. Neethu Maria John, Asst. Professor, CSE, KTU Co-ordinator.
6. Mr. D Prakasan, Principal, Polytechnic
7. Dr. P P George, HoD.BSE
8. Dr. Vinodh P Vijayan, HoD, CSE
9. Dr. Pratheesh K, HoD, ME
10. Mr. Ajit Joseph, HoD, ECE
11. Dr.S Karthikumar, HoD, EEE
12. Dr. Leny Mathew, HoD, Polymer (Polytechnic)
13. Ms. Beena Shaji, Panchayathu Member
14. Mr. Nishanth Raveendran , CEO, Technovia Info Solutions Private limited.
15. Mr. Job Abraham , Office
16. Ms. Meenu Mathews, IBM , Alumni
17. Dr. Subash T D, Professional Body, IEEE Photonics Society
18. Ms. Sheena Basker, BSH
19. Ms. Nissy Susan Mani, CE
20. Ms. Nimmymol Manual, CSE
21. Ms. Neethan Elizabeth Abraham , ECE
22. Ms. Eugene Peter, EEE
23. Ms. Samon Korah, ME
24. Ms. Tinta Baby MBA
25. Ms. Keran Sherry Chandy, CSE 7A
26. Dr. Abraham Chettissery, Legal Advisor Member , Management


**Agenda:**

1. To analyze the performance of students in their academic classes.
2. To promote students projects in the national level.
3. To improve the lab performance

**Plan of Action Taken:**

The IQAC chairman welcomes the committee members for the meeting. Meeting suggested the committee verified the performance of the students and suggested the corrective and preventive action for weak students. Meeting suggested to promote social supported projects in the departments. Meeting suggested the departments to improve the lab practice of students for gaining more knowledge in there practical applications.

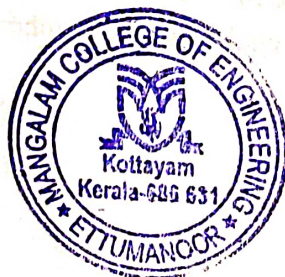
  
The IQAC Coordinator  
Dr.D Remesh Kumar

  
Chairman of the IQAC  
Dr. Manoj George  
Principal

**PRINCIPAL**  
**MANGALAM COLLEGE OF ENGINEERING**

**Copy to:**

1. The Chairman
2. The Principal
3. HODs
4. IQAC members







# Internal Quality Assurance Cell

Mangalam College of Engineering

Dated: 14.06.2021

## NOTICE


A meeting of the Internal Quality Assurance Cell (IQAC) members will be held on 17/06/2021, Conference Room at 2.00PM. The meeting will be chaired by IQAC Chairman. The following items will be discussed:

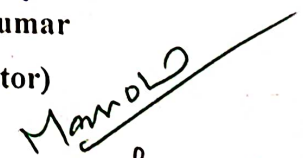
### Agenda

1. To confirm the minutes of the previous IQAC meetings.
2. To discuss the KTU internal academic audit.
3. Following COVID 19 protocol in the campus.
4. Review of online teaching activities and teaching tools.
5. Semester attainment calculations for all programs.
6. To discuss the professional body membership.
7. To plan the project proposals to the government agencies.

All the IQAC members are requested to kindly attend the meeting.

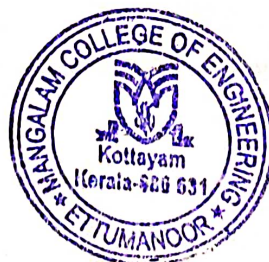
Regards

  
Dr. D Ramesh Kumar  
(IQAC Coordinator)

  
(Chairman of IQAC)  
Principal

Copy to:

1. The Chairman
2. The Principal
3. HODs
4. IQAC members



Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 631





## Internal Quality Assurance Cell

Mangalam College of Engineering

### Minutes of Meeting –IV

**Date& Time:** 17/06/2021, 2.00PM

**Venue:** Conference Room

**Members Present:**

1. Dr. Manoj George , Principal, Chairperson
2. Dr. D Ramesh Kumar, HoD CE , Coordinator
3. Ms Neeba Sabu, Asst. Professor, EEE, Asst. Co-ordinator
4. Ms. Neena Joseph, Asst. Professor, CSE, Audit Cell Co-ordinator
5. Ms. Neethu Maria John, Asst. Professor, CSE, KTU Co-ordinator.
6. Mr. D Prakasan, Principal, Polytechnic
7. Dr. P P George, HoD.BSE
8. Dr. Vinodh P Vijayan, HoD, CSE
9. Dr. Pratheesh K, HoD, ME
10. Mr. Ajit Joseph, HoD, ECE
11. Dr. S Karthikumar, HoD, EEE
12. Dr. Leny Mathew, HoD, Polymer (Polytechnic)
13. Ms. Beena Shaji, Panchayathu Member
14. Mr. Nishanth Raveendran , CEO, Technovia Info Solutions Private limited.
15. Mr. Job Abraham , Office
16. Ms. Meenu Mathews, IBM , Alumni
17. Dr. Subash T D, Professional Body, IEEE Photonics Society
18. Ms. Sheena Basker, BSH
19. Ms. Nissy Susan Mani, CE
20. Ms. Nimmymol Manual, CSE
21. Ms. Neethan Elizabeth Abraham , ECE
22. Ms. Eugene Peter, EEE
23. Ms. Samon Korah, ME
24. Ms. Tinta Baby MBA
25. Ms. Keran Sherry Chandy, CSE 7A
26. Dr. Abraham Chettissery, Legal Advisor Member , Management

**Agenda:**

1. To confirm the minutes of the previous IQAC meetings.
2. To discuss the KTU internal academic audit.
3. Following COVID 19 protocol in the campus.
4. Review of online teaching activities and teaching tools.
5. Semester attainment calculations for all programs.
6. To discuss the professional body membership.
7. To plan the project proposals to the government agencies.

**Plan of Action Taken:**

The IQAC chairman welcomes the committee members for the meeting of IQAC. The agenda were put before the committee for the discussion.

The members discussed KTU external academic report and suggestion were put forward. The committee reviewed the covid protocols and suggested suitable measures for limited offline classes.

Theory and lab classes were audited which are engaged in online and found them satisfactory.


Semester attainment calculations were done and reviewed thoroughly.

The committee proposed that the faculty should apply the project proposals from government agencies especially DST.

The committee also recommended to start the possibility of various IEEE society chapters with respective to the department domain.

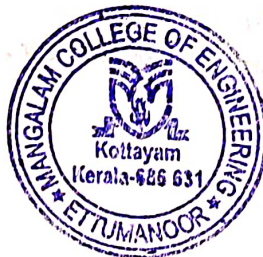
  
IQAC Coordinator  
Dr. D Ramesh Kumar

Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, Kerala - 686 631

  
Chairman of IQAC  
Dr. Manoj George  
Principal

**Copy to:**

1. The Chairman
2. The Principal
3. HODs
4. IQAC members



**PRINCIPAL**  
MANGALAM COLLEGE OF ENGINEERING



## **Intimation**

### **1<sup>st</sup> Internal Management Committee (IMC) meeting**

**Date & Time : 23/09/2021, 11.00am**

**Venue: Conference Room**

#### **Agenda**

1. Welcome by Principal (1 minute)
2. HODs report – Status on 1.Academic activities 2.Admission 3. Accreditation- NBA (Proposed date for prequalifier submission), NAAC, 4 The event conducted 5 Students & Staff achievements (order CE, CSE, ECE, FEE, ME, BSH) (Max 2 Minutes each)
3. Report By Dean (Student Affairs) – (2 Minutes)
4. Updates by KTU coordinator-(2 Minutes)
5. Report by IQAC coordinator- (2 Minutes)
6. Status Plan by NBA Coordinators(2 Minutes)
7. Status Plan by NAAC coordinator (2 Minutes)
8. Report by Placement Officer- (2 Minutes)
9. Report by Office Administrator- (2 Minutes)
10. Report by Finance officer- (2 Minutes)
11. Report by Admission coordinator -(2 Minutes)
12. Status report by COO- (2 Minutes)
13. Comment/ advise by Director/ Advisor Accreditation- (2 Minutes)
14. Comment/ advise by Management representative – (2 Minutes)
15. Comment/ advise by Chairman - (3 Minutes)
16. Concluding Remarks By Principal ( 3 Minutes)

Note: Minutes of 1<sup>st</sup> meeting will be prepared by CE department all concerned are requested to share the report in the format to CE department



*(Signature)*  
23/9/21  
**Principal**



**MANGALAM COLLEGE OF ENGINEERING**  
**MINUTES OF THE FIRST INTERNAL MANAGEMENT COMMITTEE (IMC)**  
**MEETING**

Date: 23/09/2021

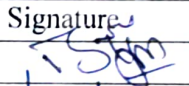







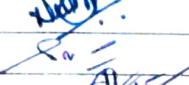
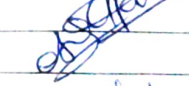
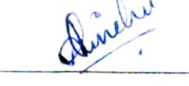


Time: 11.00am

Venue: Conference Room

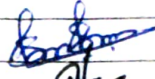


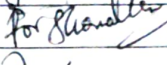

**Agenda:**

1. Introduction about IMC by Principal
2. HODs report Status of academic activities, admission, Accreditation- NBANA. activities done for students, students achievements.(order CE,CSE, ECE, ELE, ME, BSH)
3. Updates by KTU coordinator
4. Report by IQAC coordinator
5. Status/Plan by NBA Coordinators
6. Status/Plan by NAAC coordinator
7. Report by Placement Officer
8. Report by Office Administrator
9. Report by Finance officer
10. Report by Admission coordinator
11. Status report by COO
12. Comment/ advise by Director/ Advisor Accreditation
13. Comment/advise by Management representative
14. Comment/ advise by Chairman
15. Concluding Remarks By Principal

**List of Attendees:**

Sl. No	Name	Designation	Signature
1.	Biju Varghese	Chairman	
2.	Dr. A V Thomas	Director	
3.	Abraham Chettissery	Legal Advisor	
4.	Mr. Prakash Mathew	Chief Operating Officer	
5.	Dr. Vinod P Vijayan	Principal	
6.	Dr. D Ramesh Kumar	NBA coordinator / HOD CE	
7.	Dr. Ranju S Kartha	HOD CSE	
8.	Ajit Joseph	IQAC Coordinator / HoD ECE	
9.	Dr. S Karthikumar	NAAC Co ordinator / HOD EEE	
10.	Dr. Pratheesh K	NBA coordinator / HOD ME	
11.	Dr. PP George	HOD Basic Science	
12.	Neethu John	KTU Coordinator	
13.	Dr. Sreekumar V	Placement officer	
14.	Ratish Varma	Finanace Officer	
15.	Anil P.S	Office Admin	
16.	Ms. Chinchu Anna Varkey	Asst HoD/ BSH	



17.	Mr Sreerench Raghavu	Asst HoD/ CE	
18.	Ms Neema George	Asst HoD/ CSE	
19.	Ms Jyothisree KR	Asst HoD/ ECE	
20.	Ms Eugene Peter	Asst HoD/ EEE	
21.	Mr Rajeev K Mohan	Asst HoD/ ME	

The Principal extended a warm welcome to all IMC members:

Sl.No	Department	Status of Activities	Remarks
1.	CE	<ul style="list-style-type: none"> <li>S4 Contact classes started on 22.09.2021.</li> <li>S7 subjects are allocated and timetable prepared, online classes will commence from 27<sup>th</sup> sept2021 onwards.</li> <li>Conducted an Industry orientation and career guidance for civil engineering students on 17/06/2021 by the recourse person Er. Aravinth, Project Manager Amstrech Engineers Pvt Ltd.</li> <li>Conducted Civil Prize Scholarship exam on 15/07/2021 by National Technology for technology and Training.</li> <li>Conducted Awareness program -Scope GATE exam on 14/09/2021by Mr. Rahul Raj.</li> <li>Conducted Expert talk in new trends in Concrete Technology on 27/05/2021by Dr. Leon Raj CSIR.</li> <li>Conducted Expert talk in Some recent Innovations applicable for costal Infrastructural Developments on 28/05/2021 by Dr S Neelamani, Senior Research Scientist.</li> <li>Conducted Expert talk in Expert talk on Covid 19 - Environmental impacts, on 05/1/2021by Mrs Anna Joseph.</li> <li>Organised an International Conference (ICART 2021) on 27th and 28th May 2021.</li> <li>62 students were eligible for graduation out of 124 (2017-2021batch).</li> <li>2 students secured above 9.5CGPA, 9 students secured above 9 CGPA, 18 students secured above 8.5 CGPA and 39 students secured above 8 CGPA.</li> </ul>	

		<ul style="list-style-type: none"> <li>• For NBA: 50% of the work is completed for the Criteria 3.</li> <li>• 90% of the work is completed for the Criteria 4 &amp; Criteria 5.</li> <li>• External audit was conducted and 90% work completed for Criteria 4.</li> <li>• Works are pending for the remaining criteria, and faculties were assigned for criteria 1,2,6,7.</li> <li>• NAAC: AQAR report (till date) was handed over to NAAC Coordinator.</li> <li>• Preparation of supporting documents is in progress.</li> <li>• MoU signed with Marymatha Constructions Pvt. Ltd.</li> <li>• Took Indian Concrete Institute life time Institute membership and student's chapter also inaugurated.</li> <li>• Planned to conduct the value added course (CADD &amp; STAAD-pro)</li> <li>• Planned to conduct the GATE coaching class for interested students.</li> <li>• Planned to conduct the FDP programme association with ICI student's chapter (Kochi).</li> <li>• Planned to conduct Second international conference (ICART 2022) in the month of May2022.</li> </ul>	
2	CSE	<ul style="list-style-type: none"> <li>• S4 Contact classes started on 22.09.2021 onwards.</li> <li>• S7 subjects are allocated and timetable is prepared, online classes will commence from 27<sup>th</sup> sept 2021 onwards.</li> <li>• 95% of the portions have been completed Lab exams is being planned for next week</li> <li>• Conducted Webinar/ workshop on Add-on topics conducted for S8, S6 and S4 students.</li> <li>• ICT Academy conducted Sales force Program for 2017-2021 batches where 8 students completed the program and 3 students got placed through carrier fair and in 2018-2022 batch 40 students are doing the program.</li> </ul>	

		<ul style="list-style-type: none"> <li>• AAA's BOT Aspirant conducted and 5 students have completed the course.</li> <li>• EY GDS Hackpions 2.0 also conducted programs in which 3 students have completed the course.</li> <li>• A total of 42 placement offers were received from various companies.</li> <li>• For NBA: In the month of August Internal Audit was completed for the Criterias 1,2,3,4,5.</li> <li>• 50% of the work is completed for the Criteria 2 &amp; Criteria 3.</li> <li>• 90% of the work is completed for the Criteria 4 &amp; Criteria 5.</li> <li>• External audit was conducted and 60% work completed for Criteria 1.</li> <li>• Works are pending for the remaining criteria, and has assigned faculties for criteria 6,7,9.</li> <li>• NAAC: AQAR till now was handed over to NAAC Coordinator.</li> <li>• Preparation of supporting documents is in progress.</li> </ul>	
3	ECE	<ul style="list-style-type: none"> <li>• PTA Meeting for S2 and S4 was conducted as per the schedule.</li> <li>• S4 Contact classes started on 22.09.2021 onwards and 90% of the portions have been completed.</li> <li>• S7 subjects are allocated and timetable is prepared, online classes will commence from 27<sup>th</sup> September 2021 onwards.</li> <li>• Started a new inter-disciplinary minor course in Robotics and automation and Minor in Communication Engineering.</li> <li>• MoU's Signed Vonnue Innovations Pvt.Ltd,Stackon Technologies Pvt.Ltd, and Maven Silicon Softech Pvt. Ltd is under process.</li> <li>• Students attended Internship programs conducted by Techbyheart India Pvt.Ltd,Kochi and Torc Infotech Pvt.Ltd. Kochi.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Started IEEE students chapter with 79 members.</li> <li>• Conducted Data Science: A Future of Digital Transformation by Dr.BinduKrishnan, HoD, Data science, CS and IT,Jain (deemed to be University),Kochi.</li> <li>• Conducted expert talk on From confusion and Inner conflicts to a successful career in Engineering by Mr.SajadAbdul,Vice President,Capgemini.</li> <li>• 3 Students got placed in TCS, 1 in IBS, 8 in Sutherland, 1 in 6D and 2 in EOXYs</li> <li>• SAR for criteria 1,3,4,5 is completed.</li> </ul>	
4.	EEE	<ul style="list-style-type: none"> <li>• Almost 90% of the syllabus is covered for all subjects in S4.</li> <li>• Portions will be completed by the end of this week (25/09/2021).</li> <li>• S7 subjects are allocated and timetable is prepared, online classes will commence from 27<sup>th</sup> September 2021 onwards.</li> <li>• IEI Student chapter will be opened soon.</li> <li>• A webinar on “Introduction to IEI” was organized.</li> <li>• 9 students secured above 8 CGPA, 14 students secured above 7 CGPA.</li> <li>• Criterion 5 and 6 external audit is completed and 90% of documentation is completed for Criterion 5 and 40% only completed for Criterion 6.</li> <li>• Criterion 1-4 and Criterion 7 are in progress.</li> <li>• AQAR of 2020-21 is completed and further updating of AQAR is in progress.</li> </ul>	
5.	ME	<ul style="list-style-type: none"> <li>• PTA Meeting of S4 was conducted and for S2 it has been scheduled.</li> <li>• S4 Contact classes started on 22.09.2021 onwards and 90% of the portions have been completed.</li> <li>• S7 subjects are allocated and timetable is prepared, online classes will commence on 27<sup>th</sup> September 2021.</li> <li>• 80% of the portions of S2 have been completed.</li> </ul>	



		<ul style="list-style-type: none"> <li>• MoU's Signed KSE Ltd Vedagiri, Athirampuzha, and IMT LTd,Kalamassery and Autocast Ltd is Under Process.</li> <li>• Started Institution of Engineers (India) IEI with 79 members.</li> <li>• Conducted Research and Recent Trends in Heat Transfer by Dr. Tiara A M., Assistant Professor, CUSAT.</li> <li>• Conducted Materials for Energy Storage by Dr Sujith R. BITS Pilani Hyderabad.</li> <li>• Conducted Automotive Competitions by M/S D-Sim Consultants Kottayam.</li> <li>• Conducted Advanced Engineering Materials by Dr. Akhil S Karun, RA.CSIR.</li> <li>• 2 Students got placed as Systems Engineer in Infosys Ltd.</li> <li>• 60% of Criteria -3 of NBA have been completed.</li> <li>• NAAC: AQAR till date was handed over to NAAC Coordinator</li> <li>• Preparation of supporting documents is in progress.</li> <li>• 2 students secured above 9 CGPA and 9 students secured above 8 CGPA.</li> </ul>	
6.	BSH	<ul style="list-style-type: none"> <li>• All subject syllabus in BSH department will be completing towards the end of this week:</li> <li>• Identifying the weak students is given the highest priority in parallel to the admission work.</li> <li>• Preparing the standard material and important Question bank with 100 % perfection of all subjects for clearing all exams.</li> <li>• Ready to start the remedial classes once contact classes commences.</li> <li>• BSH department had organized webinar and was a success.</li> <li>• Faculty meetings are conducted regarding the admission activities.</li> </ul>	

### Coordinators Report

7.	KTU Coordinator	<ul style="list-style-type: none"> <li>• As per the intimations received from KTU, the details are forwarded to HoDs and department coordinators.</li> <li>• Department coordinators should do the needful to submit the details after the approval from the HoD and Principal.</li> <li>• The following KTU activities are done through its different portals as listed below:             <ol style="list-style-type: none"> <li>1. Affiliation and students consisting of course registration/ cancellation, certificate generation and migration certificate generation.</li> <li>2. For academic activities as course mapping, report generation honours minor.</li> <li>3. For academic auditing by monthly report uploading provided by IQAC, response on audit, annual report.</li> <li>4. Examination related work consisting of uploading question paper and activities related to exams.</li> <li>5. Research consisting of selection of scholars, conducting course works exams and supervisors.</li> <li>6. Thesis evaluation for PG courses and PhD.</li> <li>7. Tasks to be completed before 24 sep were M.Tech course registration, MBA T6 online exam mark entry and project evaluation and viva mark entry.</li> </ol> </li> </ul>	
8.	NBA coordinator	<ul style="list-style-type: none"> <li>• The NBA works are in progress.</li> <li>• The NBA works were monitored and reviewed by respective coordinators and the Principal.</li> <li>• An external audit has been conducted for each department and presented/ audited each criteria.</li> </ul>	
9.	NAAC Coordinator	<ul style="list-style-type: none"> <li>• NAAC portal is open for second cycle application. Therefore the following data has to be completed before applying IIQA:             <ol style="list-style-type: none"> <li>1. The data for the academic year 2017-18, 2018-19 and 2019-20 till date has been updated.</li> <li>2. The AQAR data for the academic year 2020-21 is under preparation, as following the new format.</li> <li>3. Works to be completed:</li> </ol> </li> </ul>	

		<ul style="list-style-type: none"> <li>a. To file AQAR for academic years, 2016-17 and 2020-21</li> <li>b. To revise the AQAR submitted based on the reports sent by NAAC coordinator.</li> <li>c. To file IIQA for second cycle of NAAC accreditation and proceed further with the accreditation procedures.</li> </ul>	
10.	PTO	<ul style="list-style-type: none"> <li>• A total of 52 students got placed and total job offers were 66</li> <li>• Students placed from each dept is as follows: <ul style="list-style-type: none"> <li>○ CSE-30</li> <li>○ ECE-10</li> <li>○ CE-1</li> <li>○ EEE-6</li> <li>○ ME-5</li> </ul> </li> <li>• As insisted by the principal, training hours will start at the beginning of the semester instead of regular training hours in timetable that were scheduled previously.</li> <li>• Proposed to include soft skill development classes by engaging expert trainers from outside.</li> <li>• Completed the topics from the proposed modules of the aptitude for final year students during their lower semesters itself.</li> <li>• Could complete the remaining topic within a short period.</li> </ul>	
<b>Administrative office Report</b>			
11.	Finance Officer	<ul style="list-style-type: none"> <li>• Presently the income generated from the student's fee collected remains the main source of institutional revenue. Considering the present pandemic situation that we are in, collection of student fee without delay is unavoidable. Hence each department shall do the follow-up students to ensure payment of the fee without delay.</li> </ul>	
12.	Office administrator	<ul style="list-style-type: none"> <li>• All the approval and affiliation process in the academic year 2021-22 has been completed. The management</li> </ul>	



has obtained all the orders of approval and affiliation from the concerned authorities like AICTE and the University.

- A system of semester registration for the 4th semester students may be implemented to enable for a smooth fee collection.
- The admission referees should collect the Plus two certificates from the admitted students immediately and hand over the same to the office so that the scanning process can be completed.
- The referees should immediately collect the documents of the NRI quota students admitted and hand over the same to the office.

13.

COO

- Construction activities and maintenance activities of the buildings are in progress. Construction of 3rd floor of polytechnic building is progressing.
- Standard font for all college buses is about to implement.
- More Security staff will be appointed.
- Focus on social media platforms for advertising widely for accelerating admissions.
- Social commitment was witnessed by vaccination drive was conducted by the college.
- Boy's hostel was vacated for covid purpose and Maintenance activities were started.
- Showcase the college activities to those people coming to college for various competitive exams conducted so that they could be aware about our college activities.
- Staff nurse will be joining at the earliest.
- Sign boards are placed at the required spots.
- Maintenance for the waiting sheds at Kottayam will be done.
- Radio Mangalam is entering its 5<sup>th</sup> year of successful service. Celebration is planned.
- Preparation for college magazine and also planning for

college reopening induction programs.

### **Directors Comment**

- To retain the admissions taken, Engage newly admitted students of all departments with some interacting activities making students to feel the Mangalam campus life.
- Dr.Radhakrishnan will be joining by October 1<sup>st</sup> 2021 onwards as a Dean.
- All the covid protocols must be followed strictly and monitored and the principal should look into it.
- All NBA works must be done with great priority.
- Students must be made to think themselves and understand the subject other than spoon-feeding and mugging up the subject.
- Admission could be aided by good number of placements itself.

### **Chairman Comment**

- NBA must be considered and given top priority, hence the pending works and progressing works must be carried out effectively
- Number of students admitted is one of the eligibility criteria for applying for NBA accreditation and hence admission is important
- Also, once the college is NBA accredited and the academics are run systematically, students would join by themselves

### **Concluding Remarks by Principal**

- Asst. HoDs are appointed for each departments to aid the HoDs
- KTU guidelines must be followed correctly.
- Effective participation of students for the contact class must be ensured. Also a close connection and interaction among teachers, students and parents must be maintained.
- Faculties must perform their duties without fail.
- The HoDs and Asst HoDs must ensure the NBA works are progressing.
- All the employees should be loyal to the institution.
- The calibre of students must be identified and should help each for better scores.
- CE dept has conducted value added course, similarly the other dept should take initiatives.
- PTA meetings must be conducted at regular intervals to keep in touch with parents about the academic responsibilities and their student's performances,

so that parents would feel confidence in our institution.

- New students (S2) appearing for exams must be prepared to face exam since they lack experience.
- Helping hands must be lended to polytechnic since it falls under engineering college.
- The sound systems must be repaired to ensure proper working.
- Bring the companies which recruit students in neighbouring colleges to our institution. Proper steps must be taken for the same.
- Preparation of answers for previous year question papers would help students in a better way.

The meeting concluded by principal.



  
PRINCIPAL

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

Copy to:

The Director/Dean

All Heads of Departments/ /Professors/Staff members

Administrative Office

Chairman / Management Representative – for kind information





PLACEMENT CELL  
MANGALAM COLLEGE OF ENGINEERING

TRAINING & PLACEMENT MEETING

Intimation

Academic year : 2020-2021

Venue : Zoom meeting

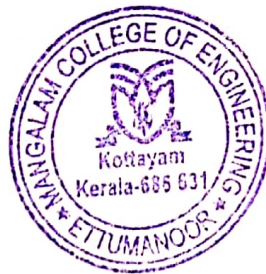
Date & Time : 20/07/2020 & 2:00PM

Agenda: 2020-2021 Academic year training and placement plan.

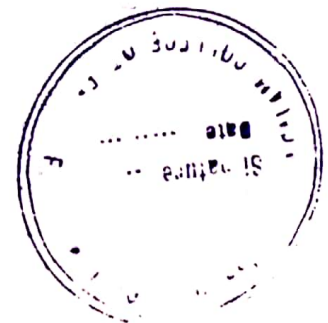
The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Biju Varghese	Chairman		
2.	Adv. Dr. Abraham Chettisserry	Legal Advisor		
3.	Dr. Manoj George	Principal		
4.	Mr. Vinod Sreedharan	Trainer		Intimated over phone.
5.	Dr. Sreekumar V	TPO, Professor		

PRINCIPAL



TPO  
Dr. Sreekumar V



placement Meeting Minutes

Date : 20/07/2020

Time : 2pm

Venue : Zoom Meeting

Agenda :- 2020-2021 Academic year Training  
and placement plan

Attendance

<u>Name</u>	<u>Signature</u>
1. Dr. Biju Varghese	present
2. Mr. Abraham Chettiserry	present
3. Dr. Manoj George	present
4. Mr. Vinod Sreedharan	Present
5. Dr. Sreekumal V	Sm

Decisions Taken

1. Decided to include 2 hours/week per class for training activities
2. Training can be started in Online mode from 1<sup>st</sup> September 2020 onwards.
3. Decided to complete following along with training activities :-
  - a) Decided to complete placement brochure for attracting Companies
  - b) searching resource persons from industries to conduct sessions for students.



- c) To arrange internships / projects
- d) To update placement drives

Meeting ended at 3pm

### ACTION TAKEN

1. Included one hour for training in regular time table.
2. Training started in online mode from 1<sup>st</sup> Sep. 2020.



*Manoj*  
PRINCIPAL







**PLACEMENT CELL**  
**MANGALAM COLLEGE OF ENGINEERING**

**TRAINING & PLACEMENT MEETING**  
**Intimation**




Academic year : 2020-2021

Venue : Zoom meeting

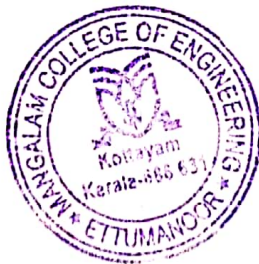
Date & Time : 21/08/2020 & 3:00PM

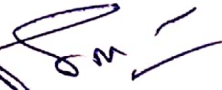
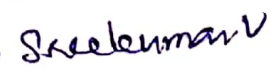

**Agenda:** Training schedule /Content

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Dr. Sreekumar V	TPO, Professor		
2.	Mr. Vinod Sreedharan	Trainer		Intimated over phone.
3.	Ms. Mariya Stephen	Asst. Professor		
4.	Ms. Riya Sara Joy	Asst. Professor		

  
PRINCIPAL



  
TPO  
  


## Placement Meeting Minutes

Date: 21/08/2020

Time: 3 pm

Venue: ZOOM Meeting

Agenda: Training Schedule / Content

### Attendance

### Signature

1. Ms. Vinod Sreedharan
2. Dr. Sreekumar V
3. Ms. Mariya Stephen
4. Ms. Priya Sara Joy

present

*[Signature]*

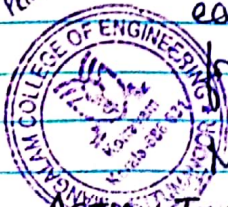
*[Signature]*

### Decisions Taken

1. Detailed Training Schedule & Content were discussed.

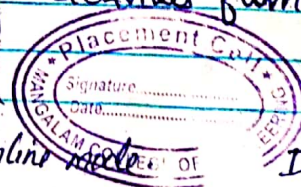
*[Handwritten]* 2. planned to conduct training in Online mode for the current semester.

*[Handwritten]* 3. Asked to inform Time-table co-ordinators of each department about inclusion of hours/weeks for placement training activities from 1<sup>st</sup> Sept. 2020



Meeting ended at 4 pm

ACTION TAKEN: Training conducted in online mode



*[Signature]*  
Dr. Sreekumar



**PLACEMENT CELL**  
**MANGALAM COLLEGE OF ENGINEERING**

**TRAINING & PLACEMENT MEETING**  
**Intimation**

Academic year : 2020-2021

Venue : Zoom meeting

Date & Time : 19/09/2020 & 3:00PM

**Agenda:** Handover of TPO position.

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Dr. Sreekumar V	TPO, Professor		
2.	Mr. Vinod Sreedharan	Trainer		Intimated over phone.
3.	Mr. Ajit Joseph	Assoc Professor		
4.	Ms. Mariya Stephen	Asst. Professor		
5.	Ms. Riya Sara Joy	Asst. Professor		

PRINCIPAL



TPO  
Sreekumar.V



## placement Meeting Minutes

Date: 19/09/2020

Time: 3pm

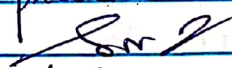

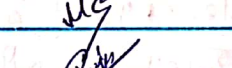

Venue: Zoom Meeting

Agenda: Handover of T.P.O position.

### Attendance

### Signature

1. Mr. Vinod Sreedharan
2. Dr. Sreekumar V
3. Prof. AITE Joseph
4. Ms. Mariya Stephen
5. Ms. Priya Senu Jay

present  
  
  
  


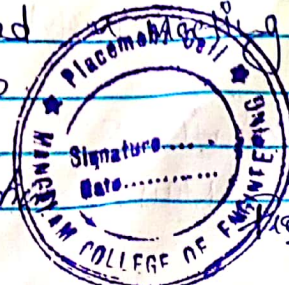
### Decisions Taken

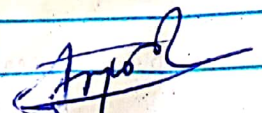
1. Prof. AITE Joseph took the position of Training & placement officer

2. All Documents regarding placement cell is handed over to Prof. AITE Joseph.

3. Discussed about selection of student co-ordinators from all departments and scheduled Meeting ended at 4pm.

**ACTION TAKEN** :- Meeting conducted for selection of student co-ordinators.



  
 Prof. AITE Joseph



**PLACEMENT CELL**  
**MANGALAM COLLEGE OF ENGINEERING**

**TRAINING & PLACEMENT MEETING**  
**Intimation**

Academic  
year

: 2020-2021

Venue

: Zoom meeting

Date & Time

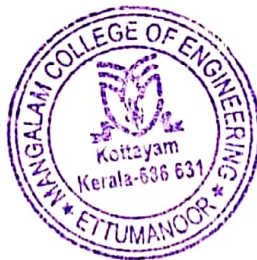
: 19/09/2020 & 7:00- 9:00 PM

- Agenda:** 1. Selection of student placement director (Male and Female)  
2. Regarding Brochure

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Vinod Sreedharan	Placement Director		Intimated over phone.
2.	Mr. Ajit Joseph	Avoc. Professor		
3.	Ms. Mariya Stephen	Asst. Professor		
4.	Ms. Riya Sara Joy	Asst. Professor		
5.	Timothy Ninan	S7 Student - CE		Intimated over phone.
6.	Rolina Felix	S7 Student - ECE		Intimated over phone.
7.	Sreelakshmi S	S7 Student - CSE		Intimated over phone.
8.	Joel Mani	S7 Student - ME		Intimated over phone.
9.	Nimmy Cherian	S7 Student - EEE		Intimated over phone.

PRINCIPAL





## Placement Meeting Minutes

Date: - 19/09/2020

Time: - 7pm - 9pm

Venue: Zoom Meeting

Agenda: - 1. Selection of Student Placement Directors  
(Male and Female)  
2. Brochure

### Attendance

### Signature

1. Mr. Vinod Sreedharan	Present
2. Prof. Arlt Joseph	A
3. Ms. Mariya Stephen	MS
4. Ms. Priya Sara Joy	Priya
5. Timothy Ninar (CIVIL)	Present
6. Rolpa Felix (ECE)	Present
7. Sreedakshmi S (CSE)	Present
8. Joel Mani (ME)	Present
9. Nimmy cheian (EEE)	Present

### Decisions Taken

1. Timothy Ninar & Rolpa Felix are selected as Student Placement Directors.
2. Responsibilities of Student Placement Coordinators were discussed.
3. Sreedakshmi S selected as CSE Branch Coordinator  
Joel Mani Selected as ME Branch Coordinator.

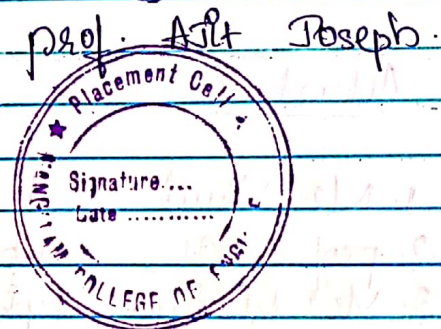
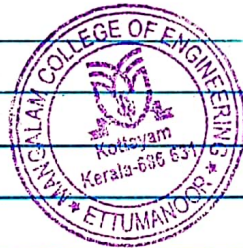


Nimmy cheian selected as EEE branch coordinator  
Rohina Felix selected as ECE Branch Coordinator  
Timothy Ninan selected as CE branch Coordinator.

4. Details for brochure preparation are to be collected from all depts.  
Meeting Ended at 9pm

ACTION TAKEN:- Student coordinators are involved in placement activities based on their assigned responsibilities.

*Manoj*  
PRINCIPAL





**PLACEMENT CELL**  
**MANGALAM COLLEGE OF ENGINEERING**

## TRAINING & PLACEMENT MEETING




### Intimation

Academic year : 2020-2021      Venue : Zoom meeting

Date & Time : 26/09/2020 & 3:00 PM

**Agenda:** 1. Selection of lower semester student coordinators and planning of orientation class(online mode) for student coordinators.

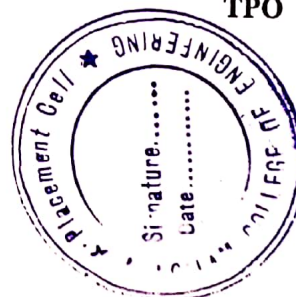
The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Vinod Sreedharan	Placement Director		Intimated over phone.
2.	Mr. Ajit Joseph	TPO, Assoc. Professor		
3.	Ms. Mariya Stephen	Asst. Professor		
4.	Ms. Riya Sara Joy	Asst. Professor		

  
PRINCIPAL



  
TPO





## Placement Meeting Minutes

Date: 26/09/2020

Time: 3pm

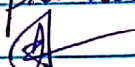



Venue: Zoom Meeting

Agenda: Selection of lower Semester Student coordinators and planning of Orientation class (online mode) for student coordinators

### Attendance

### Signature

1. Mr. Vinod Sreedharan
2. Prof. Aft Joseph
3. Mr. Maniya Stephen
4. Ms. Riya Sara Joy

Present  
  
  
  


### Decisions Taken

#### 1. SELECTED STUDENTS

#### BRANCH

#### NAME

#### SEMESTER

CE

BAGYA S

S3

JOEL JOSEPH

S3

Fausiya Zakeel

S5

Award Sunny

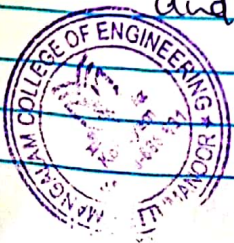
S5



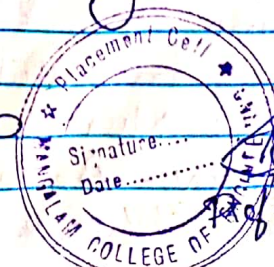
ME	Sijo Kuriyan Abraham	S3
	Praveethy Pothaswathy	S3
	Delphy Joseph	S5
	Biriel Binoy	S5
ECE	Fathima Fauze	S3
	Caracason	S3
	Akhila	S5
CSE	Pranav	S5
	Deepanshu	S3
	Megha Nair	S3
	Aswin M Sudan	S5
EEE	Yeshi J Nair	S5
	Likhita	S3
	Joel James	S3
	Aksata	S5
	Anup Abraham	S5

2. Duties & Responsibilities were discussed.

3. Orientation class (Online Mode) for student coordinators was planned to conduct during 29th, 30th and 1st of October.



Meeting ended at 4pm  
 Manoo  
 PRINCIPAL



Signature.....  
 Date.....  
 Prof. AJPE Joseph



**PLACEMENT CELL  
MANGALAM COLLEGE OF ENGINEERING**

**TRAINING & PLACEMENT MEETING**

**Intimation**

Academic  
year

: 2020-2021

Venue




: Zoom meeting

Date & Time

: 13/10/2020 & 3:00 PM

- Agenda:** 1. Follow up of Brochure preparation.  
2. Trial of software (Placement Test)

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Vinod Sreedharan	Placement Director		Intimated over phone.
2.	Mr. Ajit Joseph	TPO, Assoc. Professor		
3.	Ms. Mariya Stephen	Asst. Professor		
4.	Ms. Riya Sara Joy	Asst. Professor		

  
PRINCIPAL





## placement Meeting Minutes

Date :- 13/10/2020

Time :- 3pm

Venue :- Zoom Meeting

Agenda :- 1. Followup of brochure preparation  
2. Trial of Software (placement Tests)

### Attendance

### Signature

1. Mr. Vinod Sreedharan
2. Prof. AIT Joseph
3. Ms. Mariya Stephen
4. Ms. Riya Saha Roy

Present

A

M's

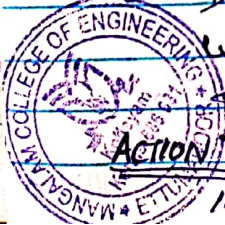
Riya

### Decisions Taken

1. Details regarding placement brochure from each department are to be consolidated and should be passed on to Prof. AIT Joseph

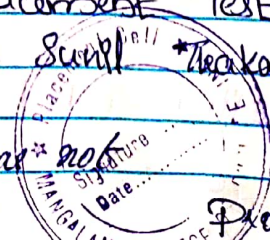
2. <sup>Manoj D.</sup> ~~Prof.~~ <sup>PRINCIPAL</sup> ~~Prof.~~ (Student placement Director) have to consolidate Company list and should pass it onto Ms. Mariya Stephen.

3. Demo of Software (placement Test).



was presented by Mr. Scrull <sup>Prakash</sup> during the Morning session.

ACTION TAKEN :- Presented demo was not interested, so not selected.



Prof. AIT Joseph





PLACEMENT CELL  
MANGALAM COLLEGE OF ENGINEERING

TRAINING & PLACEMENT MEETING  
Intimation




Academic year : 2020-2021

Venue : Zoom meeting

Date & Time : 04/01/2021 & 3:00 PM

Agenda: Strategies to be taken for preparing students for placement.

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Vinod Sreedharan	Placement Director		Intimated over phone.
2.	Mr. Ajit Joseph	TPO, Assoc.Professor		
3.	Ms. Mariya Stephen	Asst. Professor		
4.	Ms. Riya Sara Joy	Asst. Professor		

  
PRINCIPAL



## Placement Meeting Minutes

Date: 04/01/2021

Time: 3pm



Venue: Zoom Meeting

Agenda: Strategies to be taken for preparing students for placement

### Attendance

### Signature

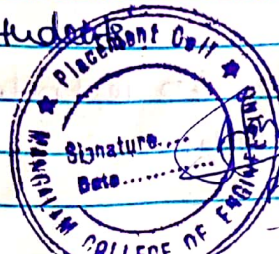
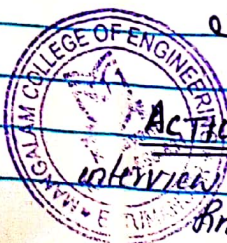
1. Mr. Vinod Sreedharan
2. Prof. Ajit Joseph
3. Ms. Maeliya Stephen
4. Ms. Riya Sara Joy

present  
  
 sig  


### Decisions Taken

1. Final year students are to be solely prepared for company specific questions
2. pre-final year students are to be prepared for challenge based test (general approach)
3. Separate Mock Interview sessions are to be given for final year students

ACTION TAKEN:- Separate mock interview sessions was taken for final year students.





**PLACEMENT CELL**  
**MANGALAM COLLEGE OF ENGINEERING**

**TRAINING & PLACEMENT MEETING**  
**Intimation**

Academic  
year

: 2020-2021

Venue

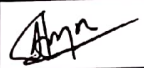


: Zoom meeting

Date & Time

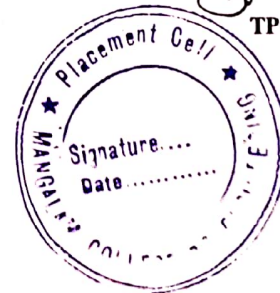
: 29/04/2021 & 11:00 AM

**Agenda:** Analysis of placement drives held till date.

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Vinod Sreedharan	Placement Director		Intimated over phone.
2.	Mr. Ajit Joseph	TPO, Assoc. Professor		
3.	Ms. Mariya Stephen	Asst. Professor		
4.	Ms. Riya Sara Joy	Asst. Professor		

  
PRINCIPAL





18 01

## placement Meeting Minutes

Date: 29/04/2021

Time: 11 am

Venue: Zoom Meeting

Agenda: Analysis of placement drives held till date.

### Attendance


1. Mr. Vinod Sreedharan
2. Prof. Ajit Joseph
3. Ms. Mariya Stephen
4. Ms. Riya Sara Joy

### Signature

Present



MS



### Decisions Taken

1. Companies have changed to Online mode of placement drives, right from test to interview, all stages are held Online and students are prepared to attend group discussions & interviews in Online Mode.
2. Nipoo Registrations started in the month of December.
  - Mahindra phase 2 Training in the month of January.
  - Recruitment of Focus Educators - January.
  - TCS, GD Technologies, Infosys in the month of February.

- poornam, Gadgion, Marentic in the month of March

- Sutherland, Aptitude Buster, VST, Capgemini, ATOS and Suntech in the month of April

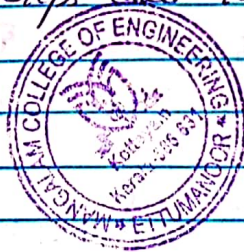
3. Student performance in various placements drives were analysed.

- Total of 150 students attended TCS NQT test, out of which students scored above 1000 marks.

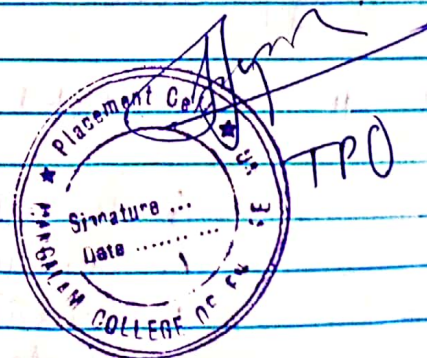
- 12 students who got above 1500 were selected to next stage and 3 got selected.

- 4 students got placed in Sutherland (Voice)
- 4 students got placed in 6 D Technologies
- 1 student placed in Focus Educational PVT. Ltd.

ACTION TAKEN:- Steps taken to contact more companies.



M. Anand  
PRINCIPAL











## CONTINUING EDUCATION CELL MEETING MINUTES

### Attendance

Academic year : 2020-2021

Venue : Online Mode-Google meet

Date & Time : 10-08-2020, 3:00 PM

S.No.	Name	Designation		Signature	Remarks
1	Ms.Mariya Stephen	Coordinator	ECE	Online presence requested	
2	Ms.Jimsha Mathew	Member	CSE		
3	Ms.Preethi Sebastian	Member	EEE		
4	Ms.Nissy Susan	Member	CE		
5	Mr.Siby James	Member	MBA		
6	Ms.Ashu Prakash	Member	BSH		
7	Mr.Akhil Ajay	Member	ME		

### MINUTES OF THE MEETING

1. Coordinator extended a warm welcome to members
2. Frequency of meeting is fixed as twice a year.
3. Department representatives were asked to coordinate skill based activities in current academic year.

### Action Taken

1. Committee members decided to conduct meeting twice a year.
2. All departments started initiating new skill based activities.

*M. Anand*  
PRINCIPAL



*M. Anand*  
COMMITTEE COORDINATOR

## CONTINUING EDUCATION CELL MEETING MINUTES

### Intimation

Academic year : 2020-2021

Venue : Online Mode Google meet

Date &amp; Time : 20-05-2021, 5:00 PM

**Objectives:**

This committee is set up with an aim to promote students to get skill based education in addition to curriculum.

**Agenda:**

1. Review of Activities held in the academic year 2020-2021.
2. How to Improve activities in the upcoming academic year.

The following members are hereby requested to kindly attend the Meeting.

S.No.	Name	Designation/Responsibility	Branch
1.	Ms.Mariya Stephen	Coordinator , Department representative	ECE
2.	Ms.Jimsha Mathew	Member , Department representative	CSE
3.	Ms.Preethi Sebastian	Member, Department representative	EEE
4.	Ms.Nissy Susan Mani	Member , Department representative	CE
5.	Mr.Siby James	Member , Department representative	MBA
6.	Ms.Ashu Prakash	Member , Department representative	BSEI
7.	Mr.Akhil Ajay	Member , Department representative	ME

*M. S. S.*  
PRINCIPAL



*ij*  
COMMITTEE COORDINATOR



**CONTINUING EDUCATION CELL MEETING MINUTES****Attendance**

Academic year : 2020-2021

Venue : Online Mode-Google meet

Date &amp; Time : 20-05-2021, 3:00 PM

S.No.	Name	Designation		Signature	Remarks
1	Ms.Mariya Stephen	Coordinator	ECE	Online presence requested	
2	Ms.Jimsha Mathew	Member	CSE		
3	Ms.Preethi Sebastian	Member	EEE		
4	Ms.Nissy Susan Mani	Member	CE		
5	Mr.Siby James	Member	MBA		
6	Ms.Ashu Prakash	Member	BSH		
7	Mr.Akhil Ajay	Member	ME		

**MINUTES OF THE MEETING**

1. Coordinator extended a warm welcome to members
2. Review of activities held in 2020-2021 academic year was done.

**Action Taken**

1. All departments planned new skill based activities that can be organized in the academic year 2021-2022.

*Manoj*  
PRINCIPAL

*slg*  
COMMITTEE COORDINATOR





**Mangalam College of Engineering**  
**INDUSTRY INSTITUTE INTERACTION CELL**

**Re Constitution**

The committee has been reconstituted based on the notice from principal vide ref no. IAC/2020-21/ODD/1 dated 17/08/2020

The details of committee members are furnished below.

1.	Dr. Radhakrishnan R	Dean	Chair
2.	Mr. Rakesh S	ECE	Member
3.	Ms. Simy Mary Kurian	CSE	Member
4.	Mr. Rajeev K Mohan	ME	Member
5.	Mr. Sankar Bose	CE	Member
6.	Ms. Neeba Sabu	EEE	Member
7.	Ms. Reshma Chandran	BSH	Member
8.	Mr. Siby James	MBA	Member

**Mangalam College of Engineering**  
**INDUSTRY INSTITUTE INTERACTION CELL**

**Minutes of the meeting**

Date: 16/12/2020






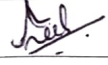
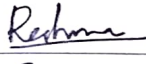
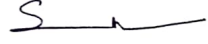
Time: 2.30 PM to 3.00PM

Venue: Seminar Hall

Agenda:

1. Documentation of completed activities
2. Activity plan for next academic year
3. MOU/Consultancy work

The following were present:

Sl. No.	Name	Department	Signature
1	Dr. Radhakrishnan R	Dean	
2	Mr. Rakesh S	ECE	
3	Ms. Simy Mary Kurian	CSE	
4	Mr. Rajeev K Mohan	ME	
5	Mr. Sankar Bose	CE	
6	Ms. Neeba Sabu	EEE	
7	Ms. Reshma Chandran	BSH	
8	Mr. Siby James	MBA	

**Mangalam College of Engineering**  
**INDUSTRY INSTITUTE INTERACTION CELL**

**Minutes of the meeting**

Date: 16/12/2020








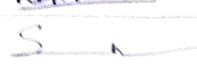
Time: 2.30 PM to 3.00PM

Venue: Seminar Hall

Agenda:

1. Documentation of completed activities
2. Activity plan for next academic year
3. MOU/Consultancy work

The following were present:

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1	Dr. Radhakrishnan R	Dean	
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4	Mr. Rajeev K Mohan	ME	
5	Mr. Sankar Bose	CE	
6	Ms. Neeba Sabu	EEE	
7	Ms. Reshma Chandran	BSH	
8	Mr. Siby James	MBA	



## Decisions Taken:

- All coordinators should submit detailed IIC activity plan of respective departments for ongoing academic year by first week of January 2021.
- The department IIC files must be updated by including all relevant documents, photographs, MOUs, consultancy details, training details, etc. A consolidated report should be prepared.
- Ensure maximum Utilization of resource persons available in the department to identify new opportunities

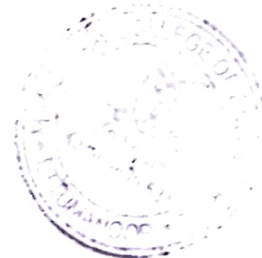
The meeting concluded with vote of thanks.



PRINCIPAL  
(DR. MANOJ GEORGE)



Dr. Radhakrishnan. R  
(DEAN - CHAIR)





**MANGALAM COLLEGE OF ENGINEERING**  
Accredited by NAAC & ISO 9001:2000 Certified Institution

**Industry –Institution Interaction cell**

**Date: 19.01.2021**

The committee has been reconstituted based on the notice by Principal vide ref.no IAC/2020-2021/ODD/1/Dated 18.01.2021 as detailed below:

1	Mr. Sreerench Raghavu	CE	Chair
2	Ms. Mariya Stephen	ECE	Member
3	Ms. Simi Mary Kurien	CSE	Member
4	Mr. Rajeev.K.Mohan	ME	Member
5	Mr. Shankar Bose	CE	Member
6	Ms. Neeba Sabu	EEE	Member
7	Ms. Reshma Chandran	BSH	Member
8	Mr. Siby James	MBA	Member

Mangalam College of Engineering  
INDUSTRY INSTITUTE INTERACTION CELL

Date : 02/06/2021

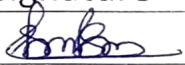




Time : 2:30 pm to 3:00 pm

Venue : Seminar Hall

Agenda:

1. Documentation of Completed Activity
2. Activity plan for next semester
3. MOU/Consultancy work

The Following are present:

Sl No.	Name	Department	Signature
1	Sreerench Raghavu	CE	
2	Ms. Mariya Stephan	ECE	
3	Ms. Simy Mary Kurian	CSE	
4	Mr. Rajeev K Mohan	ME	
5	Mr. Sankar Bose	CE	
6	Ms. Neeba Sabu	EEE	
7	Ms. Reshma Chandran	BSH	
8	Mr. Siby James	MBA	



Decision Taken:

- Identify the suitable industries to Cultivate the collaborative relationship
- The Department IIIC files Must be Updated, by including all relevant documents, photographs, MOUs, Consultancy work ,etc.
- Consolidated report regarding the activities should be prepared
- Ensure maximum Utilization of Resource persons

*Manoj*

PRINCIPAL  
(DR. MANOJ GEORGE)

*Sreeraj*  
SREERAJ RAGHAVU  
(CO-ORDINATOR)  
IIIC





**MANGALAM COLLEGE OF ENGINEERING**  
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Kottayam, Kerala-686631

## Circular

### Research and Consultancy Cell

No: 2020-2021/09/MLM/RCC/01

14-09-2020

The First meeting of the Research and Consultancy Cell for 2020-2021 is planned on 15-09-2020, 10 AM at Mechanical Conference Hall. All the members of the cell are requested to attend the meeting without fail.

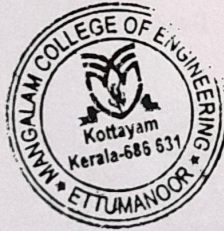
#### Agenda of the Meeting

1. Publication in Conferences
2. Publication in Journals
3. Research Events
4. Applying for Funding

Coordinator/Incharge

Principal

(Seal)







**MANGALAM COLLEGE OF ENGINEERING**  
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Kottayam, Kerala-686631

## Minutes of the Meetings

### Research and Consultancy Cell

No: 2020-2021/09/MLM/RCC/01

16-09-2020

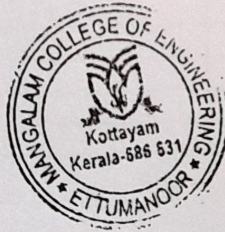
The First meeting of the Research and Consultancy Cell for 2020-2021 is conducted on 15-09-2020, 10 AM at Mechanical Conference Hall. The members of the cell are invited by the Research and Consultancy Cell Incharge.

The members of the cell discussed about the publication in conferences. It is decided to encourage the faculty and students to publish papers in international conferences. The cell decided to arrange more research events in the coming months. The members also discussed about the applying to different funding agencies. The meeting concluded by deciding to meet on next February month.

Coordinator/Incharge

Principal

(Seal)











**MANGALAM COLLEGE OF ENGINEERING**  
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Kottayam, Kerala-686631

## Circular

### Research and Consultancy Cell

No: 2020-2021/02/MLM/RCC/02

04-02-2021

The Second meeting of the Research and Consultancy Cell for 2020-2021 is planned on 6-02-2021, 12 Noon at Mechanical Conference Hall. All the members of the cell are requested to attend the meeting without fail.

#### Agenda of the Meeting

1. Organizing Conferences
2. Publications

Coordinator/Incharge

Principal

(Seal)







## MANGALAM COLLEGE OF ENGINEERING

(Accredited by NAAC & ISO 9001:2000 Certified Institution)

Kottayam, Kerala-686631

### Minutes of the Meetings

#### Research and Consultancy Cell

No: 2020-2021/09/MLM/RCC/01

7-02-2021

The Second meeting of the Research and Consultancy Cell for 2020-2021 is conducted on 6-02-2021, 12 Noon at Mechanical Conference Hall. The members of the cell are welcomed by the Research and Consultancy Cell Incharge.

The members of the cell discussed about the publication in conferences. It is decided to encourage the faculty and students to organize International Conferences. The cell decided to motivate students. The members also discussed about the improving the publications by ensuring Individual faculty apply one research paper in conference or journal. The meeting concluded by agreeing to support organizing various department conferences.

Coordinator/Incharge

Principal

(Seal)









# MANGALAM COLLEGE OF ENGINEERING

## Intimation

**Fourth Library Council Meeting 2020-21 :Date : 05/05/2021 :Time : 3.00pm**

### AGENDA

1. Updation of library materials and its infrastructure
2. Review and work analysis of previous meeting agenda
3. Reminder on previously issued books for staff and Students

### Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian – EEE

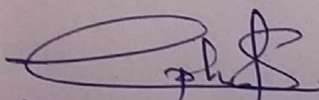
ReshmaChandran – BSH

Bose Tom - MBA

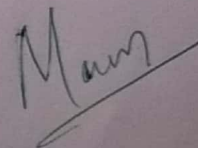
Lint Thomas - Librarian

Neethu C Nair - Asst.Lib

VineethaValsalan - MBA Lib.

  
05.05.2021  
Library. In. charge.





# MANGALAM COLLEGE OF ENGINEERING

Minutes of the meeting on 05<sup>th</sup> May- 2021

## Action Taken:

1. Discussed about the updation of library materials and its infrastructure
2. Reviewed all previous meeting agenda in this academic year.
3. Intimation shared on previously issued books for staff and Students

## Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian – EEE

ReshmaChandran – BSH

Bose Tom - MBA

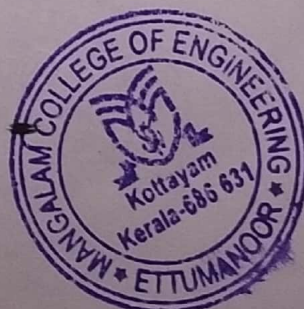
Lint Thomas - Librarian

Neethu C Nair - Asst.Lib

VineethaValsalan - MBA Lib.

Date : 05/05/2021

Time : 3.00pm

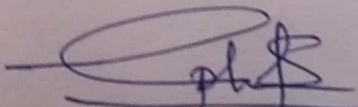




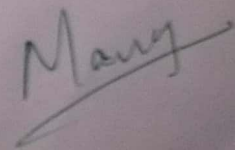
# MANGALAM COLLEGE OF ENGINEERING

## Minutes of the meeting on 05<sup>th</sup> May- 2021

- Started the meeting with introductory talk by Librarian regarding the agenda of the meeting.
- Discussed about the return defaulter in each department.
- Discussed the annual budget, rules and regulations of the library
- Each department members listed out their requirements for both central library and department library.
- Discussed the various activities of library for the next academic year
- Discussed how to enhance library usage for students and staffs.
- Discussed on Renewal of Online Journals
- Reviewed all previous meeting agenda of 2020-21
- Discussed on Purchase Books for Engineering & MBA Libraries
- Third Library Council Meeting 2020-21 concluded with vote of thanks from Library Council head Mr. Benphil C Mathew

  
05.05.21  
Librarian in Charge



  
Mary

# MANGALAM COLLEGE OF ENGINEERING

## Intimation

Third Library Council Meeting 2020-21 :Date : 05/01/2021 Time : 3.00pm

### AGENDA:

1. Renewal of Journals and Magazines
2. Renewal of Online Journals
3. To prepare annual budget estimates of the library
4. To Purchase Books for Engineering & MBA Libraries

### Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian - EEE

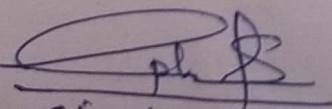
ReshmaChandran - BSH

Bose Tom - MBA

Lint Thomas - Librarian

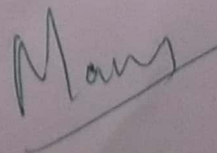
Neethu C Nair - Asst.Lib /

VineethaValsalan - MBA Lib.

  
05.01.21

Library In Charge







# MANGALAM COLLEGE OF ENGINEERING

Minutes of the meeting :Date : 05/01/2021 Time : 3.00pm

## Action Taken:

1. Finalized renewal of Journals and Magazines
2. Finalized renewal of Online Journals
3. Prepared annual budget estimates of the library
4. Discussed about the list of books for Engineering & MBA Libraries to be purchased.

## Committee Members:

Benphil C Mathew - ME 

Jinu P Sainudeen - CS 

GeethuLal - CE 

Sumesh -ECE 

Preethi Sebastian - EEE 

ReshmaChandran - BSH 

Bose Tom - MBA 

Lint Thomas - Librarian 

Neethu C Nair - Asst.Lib 

VineethaValsalan - MBA Lib. 

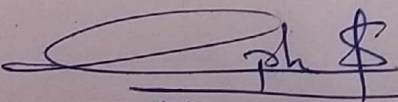




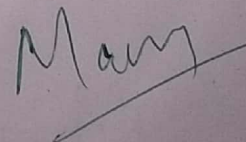
# MANGALAM COLLEGE OF ENGINEERING

**Minutes of the meeting** :Date : 05/01/2021 Time : 3.00pm

- Started the meeting with introductory talk by Librarian regarding the agenda of the meeting.
- Discussed about the return defaulter in each department.
- Discussed the annual budget, rules and regulations of the library
- Each department members listed out their requirements for both central library and department library.
- Discussed the various activities of library for the next academic year
- Discussed how to enhance library usage for students and staffs.
- Discussed on Renewal of Online Journals
- Discussed on Purchase Books for Engineering & MBA Libraries
- Third Library Council Meeting 2020-21 concluded with vote of thanks from Library Council head Mr. Benphil C Mathew

  
05.01.21  
Librarian. In. Charge





# MANGALAM COLLEGE OF ENGINEERING

## Intimation

Second Library Council Meeting 2020-21:Date : 18/11/2020 Time :3.00pm

### AGENDA:

1. To prepare the annual budget, rules and regulations of the library
2. To discuss the various activities of library for the next academic year
3. To develop collection of reading materials useful for various courses

### Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian – EEE

ReshmaChandran – BSH

Bose Tom - MBA

Lint Thomas - Librarian

Neethu C Nair - Asst.Lib

VineethaValsalan - MBA Lib.



*Mary*

*pl \$*  
18.11.21

*Library. to change*



# MANGALAM COLLEGE OF ENGINEERING

Minutes of the meeting on 18<sup>th</sup> November- 2020

## Action Taken:

1. Discussed the annual budget, rules and regulations of the library
2. Discussed the various activities of library for the next academic year
3. Discussed how to increase collection of reading materials useful for various courses

## Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian – EEE

ReshmaChandran – BSH

Bose Tom - MBA

Lint Thomas - Librarian

Neethu C Nair - Asst.Lib

VineethaValsalan - MBA Lib.

Date : 18/11/2020

Time : 3.00pm

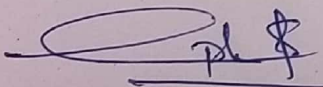




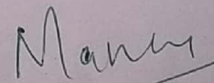
## MANGALAM COLLEGE OF ENGINEERING

### Minutes of the meeting on 18<sup>th</sup> November- 2020

- Started the meeting with introductory talk by Librarian regarding the agenda of the meeting.
- Discussed about the return defaulter in each department.
- Discussed the annual budget, rules and regulations of the library
- Each department members listed out their requirements for both central library and department library.
- Discussed the various activities of library for the next academic year
- Discussed how to enhance library usage for students and staffs.
- Second Library Council Meeting 2020-21 concluded with vote of thanks from Library Council head Mr. Benphil C Mathew

  
18.11.21  
Library In. Charge



  
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# MANGALAM COLLEGE OF ENGINEERING

## Intimation

First Library Council Meeting 2020-21 :Date : 15/09/2020 Time : 3.00pm

### AGENDA:

1. Reminder on previously issued books for staff and Students
2. Purchase the necessary materials for library
3. To discuss the increasing books usage of students

### Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian – EEE

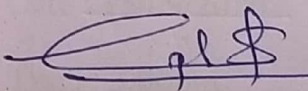
ReshmaChandran – BSH

Bose Tom - MBA

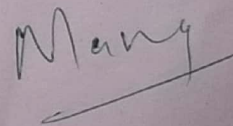
Lint Thomas - Librarian

Neethu C Nair - Asst.Lib

VineethaValsalan - MBA Lib.

  
15.09.20  
Librarian in charge







# MANGALAM COLLEGE OF ENGINEERING

Minutes of the meeting on 15<sup>th</sup> September - 2020

## Action Taken

1. Informed on previously issued books for staff and Students
2. Purchase consolidation of the necessary materials for library
3. Action plan for increasing books usage of students

## Committee Members:

Benphil C Mathew - ME

Jinu P Sainudeen - CS

GeethuLal - CE

Sumesh -ECE

Preethi Sebastian – EEE

ReshmaChandran – BSH

Bose Tom - MBA

Lint Thomas - Librarian

Neethu C Nair - Asst.Lib

VineethaValsalan - MBA Lib.

Date : 15/09/2020

Time : 3.00pm

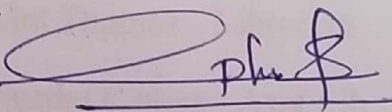




# MANGALAM COLLEGE OF ENGINEERING

## Minutes of the meeting on 15<sup>th</sup> September - 2020

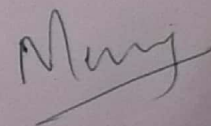
- Started the meeting with introductory talk by Librarian regarding the agenda of the meeting.
- Discussed about the return defaulter in each department.
- Each department members listed out their requirements for both central library and department library.
- Discussed how to enhance library usage for students and staffs.
- First Library Council Meeting 2020-21 concluded with vote of thanks from Library Council head Mr. Benphil C Mathew



15.08.20

Library in charge







Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS**

**Intimation**

Academic Year : 2020 – 21

Venue : GOOGLE MEET

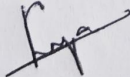
Date & Time : 31-07-2020 ,

The following members are hereby requested to kindly attend the Meeting on **03-08-2020**, Monday in  
Google meet

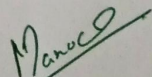
Sl.No.	Name	Designation	Remarks
1.	Mr. Gokul P V	Assistant Professor	Committee Member
2.	Mr. Reneesh Zacharia	Assistant Professor	Committee Member
3.	Ms. Krupa Ann Kurian	Assistant Professor	Committee Coordinator
4.	Mr. Hariprasad K S	Assistant Professor	Committee Member
5.	Ms. Ashu Prakash	Assistant Professor	Committee Member
6.	Ms. Tinta Baby	Assistant Professor	Committee Member
7.	Mr. Chris Chettissery	Assistant Professor	Committee Member

**Agenda**

- To discuss about the smooth conduct of NSS activities.
- To schedule some online programs for the month of August, September and October for current academic year

  
COMMITTEE COORDINATOR



  
PRINCIPAL





Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS**

**Attendance**

Academic Year : 2020 – 21

Venue : GOOGLE MEET

Date & Time : 03-08-2020, 03:30 PM

Sl.No	Name	Designation		Remarks
1	Mr. Gokul P V	Assistant Professor	Present	Committee Member
2	Mr. Reneesh Zacharia	Assistant Professor	Present	Committee Member
3	Ms. Krupa Ann Kurian	Assistant Professor	Present	Committee Coordinator
4	Mr. Hariprasad K S	Assistant Professor	Present	Committee Member
5	Ms. Ashu Prakash	Assistant Professor	Present	Committee Member
6	Ms. Tinta Baby	Assistant Professor	Present	Committee Member
7	Mr. Chris Chettisery	Assistant Professor	Present	Committee Member

*[Signature]*

COMMITTEE COORDINATOR

*[Signature]*

PRINCIPAL







Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**MINUTES OF THE MEETING**

**Points Discussed**

- Discussed on smooth conduct of NSS activities in online mode.
- Scheduled some online programs for the month of August, September and October for current academic year

**Decision taken**

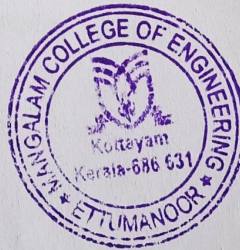
- Decided to conduct poster making using digital tools on Independence day.
- Decided to make greeting cards for teachers for teacher's day celebration.
- Decide to organize a mask making campaign as the part of corona awareness program.

*Rya.*

COMMITTEE COORDINATOR

*Manoo*

PRINCIPAL





Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS  
Intimation**

Academic Year : 2020 – 21

Venue: GOOGLE MEET

Date & Time : 13-11-2020

The following members are hereby requested to kindly attend the Meeting on 16-11-2020, 01:30 pm in Google meet

Sl.No.	Name	Designation	Remarks
1.	Mr. Gokul P V	Assistant Professor	Committee Member
2.	Mr. Reneesh Zacharia	Assistant Professor	Committee Member
3.	Ms. Krupa Ann Kurian	Assistant Professor	Committee Coordinator
4.	Mr. Hariprasad K S	Assistant Professor	Committee Member
5.	Ms. Ashu Prakash	Assistant Professor	Committee Member
6.	Ms Tinta Baby	Assistant Professor	Committee Member
7.	Mr. Chris Chettisery	Assistant Professor	Committee Member

**Agenda**

- To schedule some online programs for the month of November and December.
- To discuss about the suspension of the camping program on Christmas holidays considering the pandemic situation.

*[Signature]*

COMMITTEE COORDINATOR



*[Signature]*

PRINCIPAL





Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

## Community Service Cell / NSS

### Attendance

Academic Year : 2020 – 21

Venue : GOOGLE MEET

Date & Time : 16-11-2020, 01:30 PM

Sl.No	Name	Designation		Remarks
1	Mr. Gokul P V	Assistant Professor	Present	Committee Member
2	Mr. Reneesh Zacharia	Assistant Professor	Present	Committee Member
3	Ms. Krupa Ann Kurian	Assistant Professor	Present	Committee Coordinator
4	Mr. Hariprasad K S	Assistant Professor	Present	Committee Member
5	Ms. Ashu Prakash	Assistant Professor	Present	Committee Member
6	Ms Tinta Baby	Assistant Professor	Present	Committee Member
7	Mr. Chris Chettissery	Assistant Professor	Present	Committee Member

COMMITTEE COORDINATOR

PRINCIPAL







Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**MINUTES OF THE MEETING**

**Points Discussed**

- Discussed on smooth conduct of NSS activities in online mode.
- Scheduled some online programs for the month of November and December
- Decided to suspend the camping program on Christmas holidays considering the pandemic situation

**Decision taken**

- Decided to conduct a general orientation class for NSS volunteers
- Decided to conduct an orientation class on SANNADHASENA on 21/11/2020.
- Decided to conduct a photography competition and greeting cards making for small children as a part of Christmas day celebration.
- Decided to conduct an online New Year Celebration.
- Decided to conduct a cleaning day (House premises)

COMMITTEE COORDINATOR

PRINCIPAL





Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS**  
**Intimation**

Academic Year : 2020 – 21

Venue: GOOGLE MEET

Date & Time : 08-01-2021

The following members are hereby requested to kindly attend the meeting on 11-01-2021, 01:30 PM in Google meet

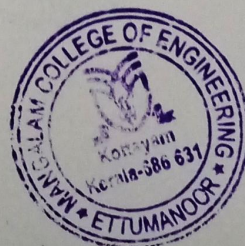
Sl.No.	Name	Designation	Remarks
1.	Mr. Gokul P V	Assistant Professor	Committee Member
2.	Mr. Reneesh Zacharia	Assistant Professor	Committee Member
3.	Ms. Krupa Ann Kurian	Assistant Professor	Committee Coordinator
4.	Mr. Hariprasad K S	Assistant Professor	Committee Member
5.	Ms. Ashu Prakash	Assistant Professor	Committee Member
6.	Ms Tinta Baby	Assistant Professor	Committee Member
7.	Mr. Chris Chettissery	Assistant Professor	Committee Member

**Agenda**

- To schedule some online programs for the month of January and February for the current academic year
- To schedule a quiz program on Republic Day.
- To organize a waste management program on February 2021.

*Kya*

COMMITTEE COORDINATOR



*Manoo*

PRINCIPAL





Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS**

**Attendance**

Academic Year : 2020 – 21

Venue : GOOGLE MEET

Date & Time : 11-01-2021, 01:30 PM

Sl.No	Name	Designation		Remarks
1	Mr. Gokul P V	Assistant Professor	Present	Committee Member
2	Mr. Reneesh Zacharia	Assistant Professor	Present	Committee Member
3	Ms. Krupa Ann Kurian	Assistant Professor	Present	Committee Coordinator
4	Mr. Hariprasad K S	Assistant Professor	Present	Committee Member
5	Ms. Ashu Prakash	Assistant Professor	Present	Committee Member
6	Ms Tinta Baby	Assistant Professor	Present	Committee Member
7	Mr. Chris Chettissery	Assistant Professor	Present	Committee Member

*[Signature]*

COMMITTEE COORDINATOR

*[Signature]*

PRINCIPAL







Community Service Cell / NSS

# MANGALAM COLLEGE OF ENGINEERING

## MINUTES OF THE MEETING

### Points Discussed

- Discussed on smooth conduct of NSS activities in online mode.
- Scheduled some online programs for the month of January, February and March for the current academic year
- Discussed the mode of conduct of Quiz program which was decided in the previous meeting.

### Decision taken

- Decided to conduct a seminar on 23/01/2020.
- Decided to conduct a quiz program on Republic Day.
- Decided to conduct a paper bag making session on January 2021.
- Decided to conduct a waste management program on February 2021.

  
COMMITTEE COORDINATOR

  
PRINCIPAL





Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS  
Intimation**

Academic Year : 2020 – 21

Venue: GOOGLE MEET

Date & Time : 05-03-2021

The following members are hereby requested to kindly attend the Meeting on **08-03-2021, 01:30 PM** in Google meet

Sl.No.	Name	Designation	Remarks
1. 1	Mr. Gokul P V	Assistant Professor	Committee Member
2. 2	Mr. Reneesh Zacharia	Assistant Professor	Committee Member
3. 3	Ms. Krupa Ann Kurian	Assistant Professor	Committee Coordinator
4. 4	Mr. Hariprasad K S	Assistant Professor	Committee Member
5. 5	Ms. Ashu Prakash	Assistant Professor	Committee Member
6. 6	Ms Tinta Baby	Assistant Professor	Committee Member
7. 7	Mr. Chris Chettissery	Assistant Professor	Committee Member

**Agenda**

- To analyze the activities of NSS in the current academic year.
- To organize a campaign on “Give water to birds “

COMMITTEE COORDINATOR

PRINCIPAL







Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**Community Service Cell / NSS**

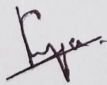
**Attendance**


Academic Year : 2020 - 21

Venue : GOOGLE MEET

Date & Time : 08-03-2021, 01:30 PM

Sl.No.	Name	Designation		Remarks
1	Mr. Gokul P V	Assistant Professor	Present	Committee Member
2	Mr. Reneesh Zacharia	Assistant Professor	Present	Committee Member
3	Ms. Krupa Ann Kurian	Assistant Professor	Present	Committee Coordinator
4	Mr. Hariprasad K S	Assistant Professor	Present	Committee Member
5	Ms. Ashu Prakash	Assistant Professor	Present	Committee Member
6	Ms Tinta Baby	Assistant Professor	Present	Committee Member
7	Mr. Chris Chettisery	Assistant Professor	Present	Committee Member

  
COMMITTEE COORDINATOR

  
PRINCIPAL







Community Service Cell / NSS

**MANGALAM COLLEGE OF ENGINEERING**

**MINUTES OF THE MEETING**

**Points Discussed**

- Activities of the NSS were analyzed.

**Decision taken**

- Decided to conduct "Give water to birds campaign" on 15/03/2021.

COMMITTEE COORDINATOR

PRINCIPAL





**MANGALAM COLLEGE OF ENGINEERING**  
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**NOTICE**

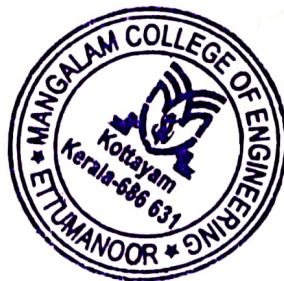
**Dated: 03-11-2020**

Second Professional body meeting of institute is decided to conduct on 05-11-2020 at 2pm via online mode.

S.No	Name	Designation
1.	Ms. Eugene Peter	Coordinator EEE
2.	Mr. Vilbin Varghese	Member CE
3.	Ms. Divya S B	Member CSE
4.	Prof. Jyothisree K R	Member ECE
5.	Mr. Rajeev K. Mohan	Member ME
6.	Ms. Biji Mathew	Member BSH
7.	Dr. Siby James	Member MBA

**Agenda:**

- Activities organized under department chapters for the past months.
- Students feedback and activities to be carried out in the future.



*Mand*  
Principal

2022/4/13 15:11

Page 1 of 3



# MANGALAM COLLEGE OF ENGINEERING

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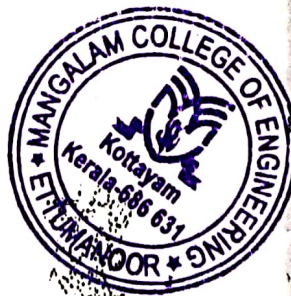
## MINUTES OF THE MEETING - I

- Professional bodies meeting for the reconstitution of members for the academic year 2020-21 was held online on 05-11-2020 via online at 2 pm.
- Members from each department given their current number of students details belonging to each professional bodies.
- Activities conducted on behalf of each departmental professional bodies were discussed.
- Committee decided to conduct activities upcoming months.

### Action Taken:

- The respective chapters are required to conduct the activities for the upcoming months and initiate steps to increase the participants.
- Participants attendance are to be taken and verified to be send to the coordinator.
- Brochures and intimations are to be made in noticeboard and college official mail.

principal



Coordinator

2022/4/13 15:11





**MANGALAM COLLEGE OF ENGINEERING**  
Accredited by NAAC & ISO 9001:2000 Certified Institution

**LIST OF ATTENDEES**

S.No	Name	Designation	Signature	Remarks
1.	Ms Eugene Petey	Coordinator EEE		
2.	Mr. Vilbin Varghese	Member CE		
3.	Ms. Divya S B	Member CSE		
4.	Prof. Jyothisree K R	Member ECE		
5.	Mr. Rajeev K Mohan	Member EEE		
6.	Ms. Biji Mathew	Member BSH		
7.	Dr. Siby James	Member MBA		

Coordinator

2022/4/13 15:11



# MANGALAM COLLEGE OF ENGINEERING

Accredited by NAAC & ISO 9001:2000 Certified Institution

## NOTICE

Dated: 13-02-2021

Second Professional body meeting of institute is decided to conduct on 15-02-2021 at 2pm via online mode.

S.No	Name	Designation
1.	Mr. Eugene Peter	Cordinator ME
2.	Mr. Vilbin Varghese	Member CE
3.	Ms. Divya S B	Member CSE
4.	Prof. Jyothisree K R	Member ECE
5.	Mr. Rajeev K Mohan	Member E
6.	Ms. Biji Mathew	Member BSH
7.	Dr. Siby James	Member MBA

### Agenda:

- Activities organized under department chapters for the past months.
- Students feedback and activities to carried out in the future.



*M. A. D.*  
Principal.

2022/4/13 15:12



# MANGALAM COLLEGE OF ENGINEERING

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## MINUTES OF THE MEETING -II

- Professional bodies meeting for the reconstitution of members for the academic year 2020-21 was held online on 15-02-2021 via online at 2 pm.
- Members from each department given their current number of students details belonging to each professional bodies.
- Activities conducted on behalf of each departmental professional bodies were discussed.
- Committee decided to conduct activities upcoming months.

### Action Taken:

- Initiate steps to increase the participants in each activity.
- The respective chapters are required to conduct the activities for the upcoming months.
- Participants attendance are to be taken and verified. Must send a copy to the coordinator.
- Brochures and intimations are to be sent to the coordinator.

*M. Anand*  
principal



*Sujana*  
Coordinator

2022/4/13 15:12





# MANGALAM COLLEGE OF ENGINEERING

Accredited by NAAC & ISO 9001:2000 Certified Institution

## LIST OF ATTENDEES

S.No	Name	Designation	Signature	Remarks
1.	Ms Eugene Peter	Coordinator EEE		
2.	Mr. Vilbin Varghese	Member CE		
3.	Ms. Divya S B	Member CSE		
4.	Prof. Jyothisree K R	Member ECE		
5.	Mr. Rajeev K Mohan	Member ME		
6.	Ms. Biji Mathew	Member BSH		
7.	Dr. Siby James	Member MBA		

Coordinator

2022/4/13 15:12



## ECO CLUB COMMITTEE MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year/Sem : 2020-21 ODD

Venue : M 303

Date & Time : 26/10/2020

The following members are hereby requested to kindly attend the Meeting on 02/11/2020, Monday at 1:00 pm at M 303

S.No.	Name	Designation	Remarks
1.	Ms. Linu Joy	Assistant Professor	Committee Coordinator
2.	Ms. Biji Mathew	Assistant Professor	Committee Member
3.	Mr. Vishnu M Sekhar	Assistant Professor	Committee Member
4.	Ms. Meeva P A	Assistant Professor	Committee Member
5.	Ms. Shoma Mani	Assistant Professor	Committee Member
6.	Mr. Hariprasad K S	Assistant Professor	Committee Member
7.	Ms. Tinta Baby	Assistant Professor	Committee Member

#### Agenda:

1. To discuss about the smooth conduct of Eco club activities.

COMMITTEE COORDINATOR



PRINCIPAL

*Manu*  
26/10/20

Date: 2/11/2020.

Venue: N 303

Time: 1:00 pm

AGENDA: ECO-CLUB SEMESTERWISE MEETING.

COMMITTEE MEMBERS.

1. Ms. Biji Mathew (BSH) ✓
2. Ms. Lini Joy (CE). P.
3. Mr. Vishnu & M. Sekhar (CSE) MS
4. Ms. Neeva P.A (ECE).
5. Ms. Shoma Mani (EEE) Shouman
6. Mr. Hariprasad K.S (ME). Har
7. Ms. Tinto Baby (MBA). Tir

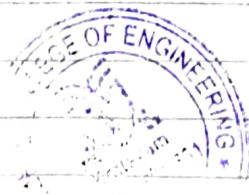
Points Discussed

1. Promote activities to enhance students to maintain an environment friendly campus
2. Eco club related activities need to promote more.

Action Taken

Along with NSS unit successfully completed Flood Rehabilitation work.

P.  
Committee Coordinator



Principal  
2/11/20





ECO CLUB COMMITTEE MEETING

MANGALAM COLLEGE OF ENGINEERING

## Intimation

Academic year/Sem : 2020-21 ODD

Venue : N 212

Date & Time : 11/01/2021

The following members are hereby requested to kindly attend the Meeting on 18/01/2021, Monday at 1:30 pm at N 212

S.No.	Name	Designation	Remarks
1.	Ms. Linu Joy	Assistant Professor	Committee Coordinator
2.	Ms. Biji Mathew	Assistant Professor	Committee Member
3.	Mr. Vishnu M Sekhar	Assistant Professor	Committee Member
4.	Ms. Meeva P A	Assistant Professor	Committee Member
5.	Ms. Shoma Mani	Assistant Professor	Committee Member
6.	Mr. Hariprasad K S	Assistant Professor	Committee Member
7.	Ms. Tinta Baby	Assistant Professor	Committee Member

### Agenda:

1. To discuss about the smooth conduct of Eco club activities
2. To schedule some programs on World Water Day

COMMITTEE COORDINATOR



PRINCIPAL

Date: 18/4/21

Venue: N 212

Time: 1:30 pm.

AGENDA: ECO CLUB SEMESTER COISE MEETING.

COMMITTEE MEMBERS.

1. Ms. Biji Mathew (BSH) ✓
2. Ms. Lina Joy. (CE) ✓
3. Mr. Vishnu . H. Sekhar (CSE) ✓
4. Ms. Meeva P.A (ECE) Absent
5. Mr. Shama Mani (EEE) ✓
6. Mr. Haniprasad K.S (ME) ✓
7. Ms. Tinta Baby (MBA) ✓

### Points Discussed

1. Promote activities to enhance students to promote ~~care~~ conservation of water on World Water Day.
2. Promote students to enhance our environment neat and tidy.
3. Inter college activities related to Eco club need to be suggested to college Authority.

Attested by

P.  
Committee Coordinator



M. J. J.  
Principal



## ECO CLUB COMMITTEE MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year/Sem : 2020-21 EVEN

Venue : Google Meet

Date & Time : 20/05/2021

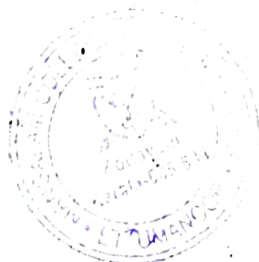
The following members are hereby requested to kindly attend the Meeting on 28/05/2021, Friday at 2:00 pm in Google Meet

S.No.	Name	Designation	Remarks
1.	Ms. Linu Joy	Assistant Professor	Committee Coordinator
2.	Ms. Biji Mathew	Assistant Professor	Committee Member
	Mr. Vishnu M Sekhar	Assistant Professor	Committee Member
	Mr. Sumesh Chandran	Assistant Professor	Committee Member
	Ms. Shoma Mani	Assistant Professor	Committee Member
	Mr. Hariprasad K S	Assistant Professor	Committee Member
	Ms. Tinta Baby	Assistant Professor	Committee Member

#### Agenda:

1. To discuss about the smooth conduct of Eco club activities
2. To schedule some programs on World Environmental Day

  
COMMITTEE COORDINATOR



  
PRINCIPAL



Date: 28/5/21

Online Mode

Time: 2:00 pm

## AGENDA: ECOCLUB SEMESTERWISE MEETING.

### COMMITTEE MEMBERS.

1. Ms. Biji Mathew (BSIT) ✓
2. Ms. Lini Joy (CCE) ✓
3. Mr. Vishnu . M. Sekhar (CSE) ✓
4. Mr. Sumesh Chandran (ECE) ✓
5. Ms. Shoma Mani (EEE) ✓
6. Mr. Hari Prasad K.S. (ME) ✓
7. Ms. Tinto Baby (MBA) (Absent)

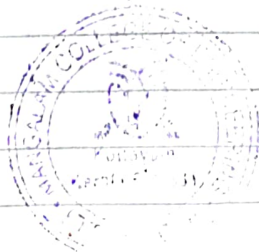
### Points Discussed

1. Department of Computer Science Engineering in association with Eco club decided to conduct a photography contest, poster design & idea contest for school students on the topic "Ecosystem Restoration" on World Environment Day (5/6/21).
2. Ecoclub related activities needed to promote more.

### Action Taken

As a part of emerging activities of eco club departments combined to conduct programs.

Committee <sup>✓</sup> Coordinator



Principal  
✓



## ECO CLUB COMMITTEE MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year/Sem : 2020-21 EVEN

Venue : Google Meet

Date & Time : 18/11/2021, 12:30 Pm

The following members are hereby requested to kindly attend the Meeting.

S.No.	Name	Designation	Remarks
8.	Ms. Linu Joy (Coordinator)	Assistant Professor	Committee Coordinator
9.	Ms. Biji Mathew	Assistant Professor	Committee Member
10.	Mr. Vishnu M Sekhar	Assistant Professor	Committee Member
11.	Mr. Sumesh Chandran	Assistant Professor	Committee Member
12.	Ms. Shoma Mani	Assistant Professor	Committee Member
13.	Mr. Hariprasad K S	Assistant Professor	Committee Member
14.	Ms. Tinta Baby	Assistant Professor	Committee Member

#### Agenda:

1. To discuss about the smooth conduct of Eco club activities
2. To schedule some programs for the month of December for current academic year

  
COMMITTEE COORDINATOR



  
PRINCIPAL  
18/11/21

Date: 18/11/21  
Online Mode.

Time: 12:30 pm.

AGENDA: ECOCLUB SEMESTERWISE MEETINGS.

COMMITTEE MEMBERS:

1. Ms. Biji Mathew (BSH)
2. Ms. Lina Joy (CE)
3. Mr. Vishnu M. Sekhar (CSE)
4. Mr. Sumesh Chandran (ECE)
5. Ms. Shoma Mani (EEE)
6. Mr. Harprasad K.S. (ME)
7. Ms. Tinto Baby.

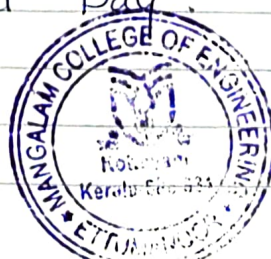
Points Discussed

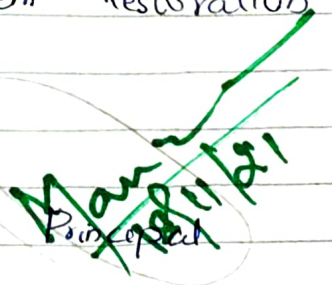
1. Department of Civil Engineering in association with Eco club has decided to conduct a workshop on 'paper pen making' by Ms. Anett.
2. Decided to conduct various activities related to Eco club in the college.

Action Taken

Computer Science Engineering Department along with eco club was successfully conduct a photography, contest, poster design and idea contest for school students on the topic "Ecosystem Restoration" on World Environmental Day.

Committee  Coordinator



  
Principal





# MANGALAM

## COLLEGE OF ENGINEERING

### STUDENT SENATE / UNION NOTICE

Sub: Student Senate Meeting  
Venue: Mech Seminar Hall

Date: 10-08-2020  
Time:

Academic Year: 2020-2021

Sem : Odd

Sir/ Madam,

This is to intimate you that the 1<sup>st</sup> meeting of Student Senate / Union is scheduled on 12-08-2020 at 2.30 pm in Mech Seminar Hall. All the members are requested to attend the meeting.

#### AGENDA OF THE MEETING

AGENDA OF THE MEETING	
1	Formation of Student Senate

#### STUDENT SENATE COMMITTEE

S.No	NAME	Branch	SIGNATURE
1	Rakesh S	Coordinator	
2	Ms. Divya S B	CSE	
3	Mr. Sreerench Raghav	CE	
4	Mr. Santhu Varghese Thomas	ME	
5	Mrs. Shoma Mani	EEE	
6	Mr. Gokul C	BSH	
7	Mr. Bose Tom	MBA	



Coordinator

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



# MANGALAM

## COLLEGE OF ENGINEERING

### STUDENT SENATE / UNION MEETING MINUTES

No. MLMCE/0145/2020

Date: 12-08-2020

Sub: Student Senate Meeting

Venue: Mech Seminar Hall

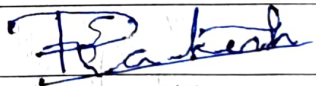



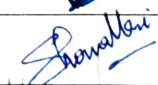

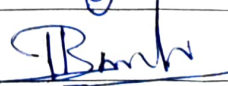
Time: 2.30 pm

Academic Year: 2020-2021

#### AGENDA OF THE MEETING

1	Formation of Student Senate
2	Any other matter permitted by chair

#### Members Attended:

S.No	NAME	Branch	SIGNATURE
1	Rakesh S	Coordinator	
2	Ms. Divya S B	CSE	
3	Mr. Sreeranch Raghav	CE	
4	Mr. Santhu Varghese Thomas	ME	
5	Mrs. Shoma Mani	EEE	
6	Mr. Gokul C	BSH	
7	Mr. Bose Tom	MBA	



## Points Discussed:-

1	<p>The possibility of conducting college election is discussed and finalized that the students are still attending classes from home since impact of covid -19 is badly affected the entire state physical election cannot be conducted.</p> <p>The election can be conducted as and when the students report in college.</p> <p>It is also understood that the University is not given any direction in this regard.</p>
2	<p>The meeting concluded by 3 pm</p>

## Action Taken:

The College Union office bearers of previous academic year 2019-20 except passed final years is taken in to consideration.



PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Coordinator



**NOTICE****Subject : Institute level committees formation reg.**

This is to inform all concerned that the following committees have been formed for the smooth conduct of various activities during the academic year 2021-2022.

SI. No	Committee name with frequency of meeting	Role	Department	Name of the member
1	College Council (Once in a month /on demand )	Special Invitee	Chairman	Dr.Biju Varghese
		Special Invitee	Legal Advisor	Dr.Abraham Chettisserry
		Chairman	Principal	Dr.Vinodh P Vijayan
		Secretary	Dean Student Affairs	Dr. Radhakrishnan R
		Member	Dean MBA	Dr. John T. Varughese
		Member	HOD-CE	Dr.D Ramesh Kumar
		Member	HOD-CS	Dr.Ranju S Kartha
		Member	HOD-EC	Prof.Ajit Joseph
		Member	HOD-EE	Dr.S Karthikumar
		Member	HOD-ME	Dr.Pratheesh K
Member	HOD-BSH	Dr.P P George		

*[Signature]*  
26/10/21

		Member	ME	Mr.Ajithkumar K T
		Member	MBA	Mr.Bose Tom
34	<b>Internal Complaint Committee (Thrice in a semester )</b>	<b>Coordinator</b>	ECE	<b>Ms.Siml P Thomas</b>
		Member	CE	Ms.Sharon Treesa Biju
		Member	CS	Ms.Kavitha Nair R
		Member	EEE	Mr.Phejil K Paul
		Member	ME	Mr.Santhu Varghese Thomas
		Member	BSH	Mr.Gokul C
		Member	MBA	Ms.Demy Devassy
35	<b>Grievance Redressal Committee (Faculty) (Thrice in a semester/on demand )</b>	<b>Coordinator</b>	ECE	<b>Mr.Reneesh Zacharia</b>
		Member	CE	Ms.Aswathy Soman
		Member	CS	Ms.Neethu Maria John
		Member	EEE	Ms.Rahumath Beeby K A
		Member	ME	Mr.Benphil C Mathew
		Member	BSH	Ms.Sheena Bhaskar
		Member	MBA	Ms.Fiya James
36	<b>Admission Committee (Thrice in a semester )</b>	<b>Coordinator</b>	ME	<b>Mr.Arun Jose</b>
		Member	CE	Mr.Sreerench Raghav
		Member	CSE	Ms.Simy Mary Kurian



# GRIEVANCE REDRESSAL COMMITTEE

CRPF04A

Department of Electronics & Communication Engineering

MANGALAM COLLEGE OF ENGINEERING

## GRIEVANCE REDRESSAL COMMITTEE MEETING

### Intimation

Academic year : 2020-2021

Venue : Online Mode-Google meet

:

Date & Time : 30-11-2021, 1:00 PM


### Objectives:

This committee is set up with an aim to provide the employees a prompt mechanism for disposal of their day to day grievances in an easy and efficient way.

As per the notice MLMCE/AC/AD/1 dated on 26/10/2021 Grievance redressal committee for staff has been constituted with following Staff in different positions to enquire the nature and extent of grievance from faculty members. The following members are hereby requested to kindly attend the Meeting.

S.No.	Name	Designation/Responsibility	Branch
1.	Mr.ReneeshZacharia	Coordinator, Department representative	ECE
2.	Ms.Neethu Maria John	Member, Department representative	CSE
3.	Ms.RahumathBeeby K A	Member, Department representative	EEE
4.	Ms.AswathySoman	Member, Department representative	CE
5.	Ms.Fiya James	Member, Department representative	MBA
6.	Ms.SheenaBhaskar	Member, Department representative	BSH
7.	Mr.Benphil C Mathew	Member, Department representative	ME

*Reneesh B*  
COMMITTEE COORDINATOR

  
Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 001

*30/11/21*





# GRIEVANCE REDRESSAL COMMITTEE

CRPF04A

Department of Electronics & Communication Engineering

**MANGALAM COLLEGE OF ENGINEERING**

## GRIEVANCE REDRESSAL COMMITTEE MEETING

### Attendance

Academic year : 2020-2021

Venue : Online Mode-Google meet

Date & Time : 30-11-2021, 1:00 PM

No.	Name	Designation	Branch	Signature	Remarks
1	Mr.Reneesh Zacharia	Coordinator	ECE	Online presence requested	
2	Ms.Neethu Maria John	Member	CSE		
3	Ms.Rahumath Beeby K A	Member	EEE		
4	Ms.Aswathy Soman	Member	CE		
5	Ms.Fiya James	Member	MBA		
6	Ms.Sheena Bhaskar	Member	BSH		
7	Mr.Benphil C Mathew	Member	ME		

### MINUTES OF THE MEETING

1. Coordinator extended a warm welcome to members.
2. Discussed about the duties & responsibilities of the committee.
  - To create awareness of availability of members for faculties to report grievances.
  - To investigate the cause of grievances.
  - To ensure effectual solution depending upon the gravity of the grievance

  
COMMITTEE COORDINATOR



# GRIEVANCE REDRESSAL COMMITTEE CRPF04A

Department of Electronics & Communication Engineering  
MANGALAM COLLEGE OF ENGINEERING

## GRIEVANCE REDRESSAL COMMITTEE MEETING

### Intimation

Academic year : 2020-2021

Venue : Online Mode-Google meet

:

Date & Time : 30-11-2021, 1:00 PM

### Objectives:

This committee is set up with an aim to provide the employees a prompt mechanism for disposal of their day to day grievances in an easy and efficient way.

As per the notice MLMCE/AC/AD/1 dated on 26/10/2021 Grievance redressal committee for staff has been constituted with following Staff in different positions to enquire the nature and extent of grievance from faculty members. The following members are hereby requested to kindly attend the Meeting.

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2.	Ms.Neethu Maria John	Member , Department representative	CSE
3.	Ms.RahumathBeeby K A	Member, Department representative	EEE
4.	Ms.AswathySoman	Member , Department representative	CE
5.	Ms.Fiya James	Member , Department representative	MBA
6.	Ms.SheenaBhaskar	Member , Department representative	BSH
7.	Mr.Benphil C Mathew	Member , Department representative	ME

  
COMMITTEE COORDINATOR

Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 631

 30/11/21



**GRIEVANCE REDRESSAL COMMITTEE CRPF04A**  
**MANGALAM COLLEGE OF ENGINEERING**

**GRIEVANCE REDRESSAL COMMITTEE MEETING**  
**Intimation**

Academic year : 2020-2021


Venue : Online Mode-Google meet

Date & Time : 07-2-2022, 1:00 PM

The following members are hereby requested to kindly attend the Meeting.

No.	Name	Designation	Branch	Signature	Remarks
1.	Mr.Reneesh Zacharia	Coordinator	ECE	Online presence requested	
2.	Ms.Neethu Maria John	Member	CSE		
3.	Ms.Rahumath Beeby K A	Member	EEE		
4.	Ms.Aswathy Soman	Member	CE		
5.	Ms.Fiya James	Member	MBA		
6.	Ms.Telma Joby	Member	BSH		
7.	Mr.Benphil C Mathew	Member	ME		

  
COMMITTEE COORDINATOR

  
Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
(CRPF04A)  
Kollam, India - 686 891

  
7/2





# GRIEVANCE REDRESSAL COMMITTEE MEETING

Created by: reneesh.zacharia@mangalam.in · Your response: ✓ Yes, I'm going

Time

13:00 - 13:30 (India Standard  
Time - Kolkata)

Date

Mon 7 Feb 2022

Guests

- ✓ Benphil C Mathew
- ✓ Reneesh Zacharia
- Aswathy Soman
- Fiya James
- Neethu John
- Rahumathbeeby K A
- Telma Joby



My Notes



**GRIEVANCE REDRESSAL COMMITTEE CRPF04A**  
**MANGALAM COLLEGE OF ENGINEERING**

**GRIEVANCE REDRESSAL COMMITTEE MEETING**

**Attendance**

Academic year : 2020-2021

Venue : Online Mode-Google meet

Date & Time : 07-2-2022, 1:00 PM

No.	Name	Designation	Branch	Signature	Remarks
1	Mr.Reneesh Zacharia	Coordinator	ECE		Online presence requested
2	Ms.Neethu Maria John	Member	CSE		
3	Ms.Rahumath Beeby K A	Member	EEE		
4	Ms.Aswathy Soman	Member	CE		
5	Ms.Fiya James	Member	MBA		
6	Ms.Telma Joby	Member	BSH		
7	Mr.Benphil C Mathew	Member	ME		

**MINUTES OF THE MEETING**

1. Due to the inevitable and unavoidable resignation of Ms. Sheena Bhasker , committee member, BS Department , Ms. Telma Joby is nominated to this committee.
2. Department representatives shared their experiences and the general issues of faculty members.
3. Planned to execute a procedure to tackled the problems in very effective manner

COMMITTEE COORDINATOR

Members

*AK*  
Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 631

*AK*



# MANGALAM

## COLLEGE OF ENGINEERING

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Date:13/08/2020

### NOTICE

#### SUB: STUDENT'S WELFARE COMMITTEE FORMATION

As per AICTE guidelines, a committee is formed for the welfare of students. In case of any grievance in this regard, students can approach the committee. The committee is constituted with following members

Sl.No	Name	Designation
1	Arun Jose	Assistant Professor
2	Aswathy Soman	Assistant Professor
3	Jeepa KJ	Assistant Professor
4	Jyothisree KR	Assistant Professor
5	Neema George	Assistant Professor
6	Malavika Prasad	Student
7	Sruthi Prasad	Student
8	Ajith V	Student
9	Sony Antony	Student
10	Mareena Thomas	Student

  
Coordinator

  
IQAC Coordinator



  
Principal





# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Google Meet

Date&Time: 1/09/2020, 1.30 pm

Dear sir/Madam,

The following Members are hereby requested to Kindly attend the meeting

Sl.No	Name	Designation	Signature	Remarks
1	Arun Jose	Assistant Professor		Committee Coordinator
2	Aswathy Soman	Assistant Professor		Committee Member
3	Jeepa KJ	Assistant Professor		Committee Member
4	Jyothisree KR	Assistant Professor		Committee Member
5	Neema George	Assistant Professor		Committee Member
6	Malavika Prasad	Student		Committee Member
7	Sruthi Prasad	Student		Committee Member
8	Ajith V	Student		Committee Member
9	Sony Antony	Student		Committee Member
10	Mareena Thomas	Student		Committee Member

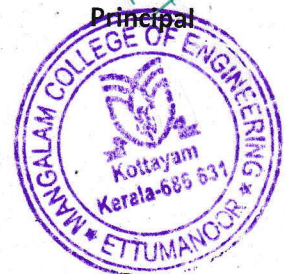
#### Agenda

1. Difficulties facing in on-line classes

Coordinator

IQAC Coordinator

Principal





# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Meeting Minutes

ACADEMIC YEAR : 2020 -2021

NAME OF IN - CHARGE : Arun Jose

DATE : 11/09/2020

MODE OF CONDUCT : Online

#### Agenda

Difficulties facing in on-line classes

#### Meeting Participants

1. Malavika Prasad (Student) - Computer Science and Engineering
2. Sruthi Prasad (Student) – Electronics and Communication Engineering
3. Ajith V (Student) – Civil engineering
4. Sony Antony (Student) – Mechanical engineering
5. Mareena Thomas (Student)– Electrical and Electronics Engineering
6. Arun Jose- Faculty ME
7. Aswathy Soman- Faculty CE
8. Jeepa KJ –Faculty EEE
9. Jyothisree KR- Faculty ECE
10. Neema George- Faculty CSE

#### Points Discussed

Students mentioned the difficulties in attending the online classes.

#### Action Taken

Based on the student's feedback it is decided to make the time table flexible

  
Coordinator

  
IQAC Coordinator







# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Google Meet

Date&Time: 07/11/2020, 1.30 pm

Dear sir/Madam,

The following Members are hereby requested to Kindly attend the meeting :

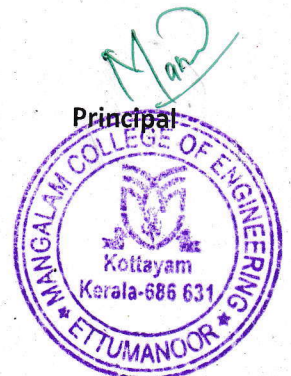
Sl.No	Name	Designation	Signature	Remarks
1	Arun Jose	Assistant Professor		Committee Coordinator
2	Aswathy Soman	Assistant Professor		Committee Member
3	Jeepa KJ	Assistant Professor		Committee Member
4	Jyothisree KR	Assistant Professor		Committee Member
5	Neema George	Assistant Professor		Committee Member
6	Malavika Prasad	Student		Committee Member
7	Sruthi Prasad	Student		Committee Member
8	Ajith V	Student		Committee Member
9	Sony Antony	Student		Committee Member
10	Mareena Thomas	Student		Committee Member

#### Agenda

1. Psychological issues of students

Coordinator

IQAC Coordinator







# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Meeting Minutes

ACADEMIC YEAR : 2020 -2021  
NAME OF IN - CHARGE : Arun Jose  
DATE : 07/11/2020  
MODE OF CONDUCT : Online

#### Agenda

Psychological issues of students

#### Meeting Participants

1. Malavika Prasad (Student) - Computer Science and Engineering
2. Sruthi Prasad (Student) – Electronics and Communication Engineering
3. Ajith V (Student) – Civil engineering
4. Sony Antony (Student) – Mechanical engineering
5. Mareena Thomas (Student)– Electrical and Electronics Engineering
6. Arun Jose- Faculty ME
7. Aswathy Soman- Faculty CE
8. Jeepa KJ –Faculty EEE
9. Jyothisree KR- Faculty ECE
10. Neema George - Faculty CSE

#### Points Discussed

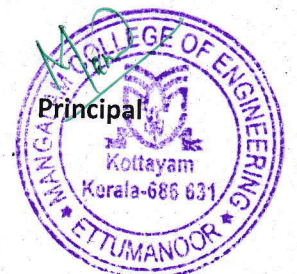
Meeting discussed the psychological issues of students while attending online classes

#### Action Taken

Based on the meeting, it is decided to provide counselling serviced through telephone

  
Coordinator

  
IQAC Coordinator





# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Google Meet

Date&Time: 18/12/2020, 1.30 pm

Dear sir/Madam,

The following Members are hereby requested to Kindly attend the meeting

Sl.No	Name	Designation	Signature	Remarks
1	Arun Jose	Assistant Professor		Committee Coordinator
2	Aswathy Soman	Assistant Professor		Committee Member
3	Jeepa KJ	Assistant Professor		Committee Member
4	Jyothisree KR	Assistant Professor		Committee Member
5	Neema George	Assistant Professor		Committee Member
6	Malavika Prasad	Student		Committee Member
7	Sruthi Prasad	Student		Committee Member
8	Ajith V	Student		Committee Member
9	Sony Antony	Student		Committee Member
10	Mareena Thomas	Student		Committee Member

#### Agenda

1. To provide technical facilities to students

Coordinator

IQAC Coordinator

Principal





# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Meeting Minutes

ACADEMIC YEAR : 2020 -2021  
NAME OF IN - CHARGE : Arun Jose  
DATE : 18/12/2020  
MODE OF CONDUCT : Online

#### Agenda

To provide technical facilities to students

#### Meeting Participants

1. Malavika Prasad (Student) - Computer Science and Engineering
2. Ajith V (Student) – Civil engineering
3. Sony Antony (Student) – Mechanical engineering
4. Mareena Thomas (Student)– Electrical and Electronics Engineering
5. Arun Jose- Faculty ME
6. Aswathy Soman- Faculty CE
7. Jeepa KJ –Faculty EEE
8. Jyothisree KR- Faculty ECE
9. Neema George- Faculty CSE

#### Points Discussed

During the meeting it is discussed to provide the facilities those students who do not have smart phone or adequate internet network

#### Action Taken

It is decided to provide facility to attend the classes at the college to students those who do not have smart phones or facing internet issues

  
Coordinator

  
IQAC Coordinator







# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Google Meet

Date&Time: 17/03/2021, 1.30 pm

Dear sir/Madam,

The following Members are hereby requested to Kindly attend the meeting

Sl.No	Name	Designation	Signature	Remarks
1	Arun Jose	Assistant Professor		Committee Coordinator
2	Aswathy Soman	Assistant Professor		Committee Member
3	Jeepa KJ	Assistant Professor		Committee Member
4	Jyothisree KR	Assistant Professor		Committee Member
5	Neema George	Assistant Professor		Committee Member
6	Malavika Prasad	Student		Committee Member
7	Sruthi Prasad	Student		Committee Member
8	Ajith V	Student		Committee Member
9	Sony Antony	Student		Committee Member
10	Mareena Thomas	Student		Committee Member

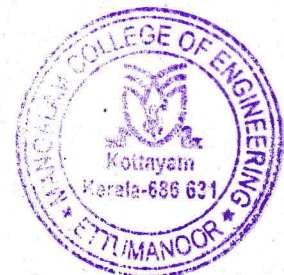
#### Agenda

Issues regarding the availability of study materials

Coordinator

IQAC Coordinator

Principal







# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Meeting Minutes

ACADEMIC YEAR : 2020 -2021

NAME OF IN - CHARGE : Arun Jose

DATE : 17/03/2021

MODE OF CONDUCT : Online

#### Agenda

Issues regarding the availability of study materials

#### Meeting Participants

1. Malavika Prasad (Student) - Computer Science and Engineering
2. Sruthi Prasad (Student) – Electronics and Communication Engineering
3. Ajith V (Student) – Civil engineering
4. Sony Antony (Student) – Mechanical engineering
5. Mareena Thomas (Student)– Electrical and Electronics Engineering
6. Arun Jose- Faculty ME
7. Aswathy Soman- Faculty CE
8. Jeepa KJ –Faculty EEE
9. Jyothisree KR- Faculty ECE
10. Neema George - Faculty CSE

#### Points Discussed

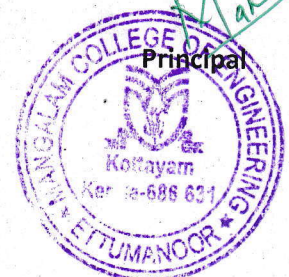
Students mentioned the difficulty in the availability of study materials during the on line class mode

#### Action Taken

Based on the meeting with students, teachers are instructed to upload class notes and other supporting documents in Google Class room. Also is decided to upload the classes in their You Tube channel.

  
Coordinator

  
IQAC Coordinator







# MANGALAM

## COLLEGE OF ENGINEERING

Inspire | Imbibe | Innovate

### Student's Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Google Meet

Date&Time: 20/04/2021, 1.30 pm

Dear sir/Madam,

The following Members are hereby requested to Kindly attend the meeting

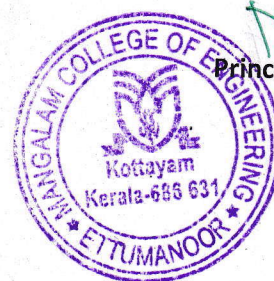
Sl.No	Name	Designation	Signature	Remarks
1	Arun Jose	Assistant Professor		Committee Coordinator
2	Aswathy Soman	Assistant Professor		Committee Member
3	Jeepa KJ	Assistant Professor		Committee Member
4	Jyothisree KR	Assistant Professor		Committee Member
5	Neema George	Assistant Professor		Committee Member
6	Malavika Prasad	Student		Committee Member
7	Sruthi Prasad	Student		Committee Member
8	Ajith V	Student		Committee Member
9	Sony Antony	Student		Committee Member
10	Mareena Thomas	Student		Committee Member

#### Agenda

Difficulty in getting services from college office

Coordinator

IQAC Coordinator



Principal





# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Meeting Minutes

ACADEMIC YEAR : 2020 -2021

NAME OF IN - CHARGE : Arun Jose

DATE : 20/04/2021

MODE OF CONDUCT : Online

#### Agenda

Difficulty in getting services from college office

#### Meeting Participants

1. Malavika Prasad (Student) - Computer Science and Engineering
2. Sruthi Prasad (Student) – Electronics and Communication Engineering
3. Ajith V (Student) – Civil engineering
4. Sony Antony (Student) – Mechanical engineering
5. Mareena Thomas (Student)– Electrical and Electronics Engineering
6. Arun Jose- Faculty ME
7. Aswathy Soman- Faculty CE
8. Jeepa KJ –Faculty EEE
9. Jyothisree KR- Faculty ECE
10. Neema George - Faculty CSE

#### Points Discussed

Students discussed the difficulty to get services from college office

#### Action Taken

Provided online support regarding to office and other related works

  
Coordinator

  
IQAC Coordinator

  
Principal

  
MANGALAM COLLEGE OF ENGINEERING  
Kottayam  
Kerala-686 631  
ETTUMANOOR



# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Google Meet

Date&Time: 21/05/2021, 1.30 pm

Dear sir/Madam,

The following Members are hereby requested to Kindly attend the meeting

Sl.No	Name	Designation	Signature	Remarks
1	Arun Jose	Assistant Professor		Committee Coordinator
2	Aswathy Soman	Assistant Professor		Committee Member
3	Jeepa KJ	Assistant Professor		Committee Member
4	Jyothisree KR	Assistant Professor		Committee Member
5	Neema George	Assistant Professor		Committee Member
6	Malavika Prasad	Student		Committee Member
7	Sruthi Prasad	Student		Committee Member
8	Ajith V	Student		Committee Member
9	Sony Antony	Student		Committee Member
10	Mareena Thomas	Student		Committee Member

#### Agenda

Regarding the parents anxiety

Coordinator

IQAC Coordinator

Principal

MANGALAM COLLEGE OF ENGINEERING  
Kottayam  
Kerala-686 631  
ETTUMANOOR





# MANGALAM

## COLLEGE OF ENGINEERING

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### Student's Welfare Committee

### Meeting Minutes

ACADEMIC YEAR : 2020 -2021

NAME OF IN - CHARGE : Arun Jose

DATE : 21/05/2021

MODE OF CONDUCT : Online

#### Agenda

Regarding the parents anxiety

#### Meeting Participants

1. Malavika Prasad (Student) - Computer Science and Engineering
2. Sruthi Prasad (Student) – Electronics and Communication Engineering
3. Ajith V (Student) – Civil engineering
4. Sony Antony (Student) – Mechanical engineering
5. Mareena Thomas (Student)– Electrical and Electronics Engineering
6. Arun Jose- Faculty ME
7. Aswathy Soman- Faculty CE
8. Jeepa KJ –Faculty EEE
9. Jyothisree KR- Faculty ECE
10. Neema George - Faculty CSE

#### Points Discussed

Students reported the anxiety and stress of their parents since classes are in online mode

#### Action Taken

Provided online support regarding to office and other related works

  
Coordinator

  
IQAC Coordinator

  
Principal

  
MANGALAM COLLEGE OF ENGINEERING  
Kottayam  
Kerala-686 631  
ETTUMANOOR



## Notice

Date: 04.01.2021

All the members of the Institutional Ethics Committee are hereby informed that the meeting of the committee will be held on 12<sup>th</sup> January 2021 at 11:00 AM in the Conference room.

### Agenda:

1. Clearance to the research proposals, if any.
2. Any other matter with the permission of the chair.

All the following members are requested to attend the meeting without fail.

1. Ms.Priya Thomas, Convener *Priya*
2. Mr.Jayakrishnan B, Member *Jayin*
3. Ms.Ann Mary Jose, Member *Ampe*
4. Ms.Riya Sara Joy, Member *Ris*
5. Ms.Anjaly N Namboothiri, Member *Anjale*
6. Mr.Aneesh K S, Member *Aneesh*
7. Ms.Bindhya B, Member *Bindhya*

*Manoj*  
PRINCIPAL



*Priya*  
CONVENER

**Institutional Ethics Committee (IEC) meeting held on 12.01.2021**

**Agenda**

1. Clearance to the research proposals, if any.
2. Any other matter with the permission of the chair.

## Minutes of the Institutional Ethical Committee (IEC) meeting held on 12.01.2021


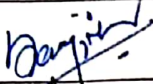


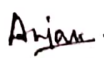
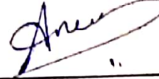
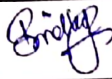
The following members were presented in the meeting

1. Ms.Priya Thomas, Convener
2. Mr.Jayakrishnan B, Member
3. Ms.Ann Mary Jose, Member
4. Ms.Riya Sara Joy, Member
5. Ms.Anjaly N Namboothiri, Member
6. Mr.Aneesh K S, Member
7. Ms.Bindhya B, Member

The members were reminded of the following very important points.

- All the members were instructed to maintain absolute confidentiality of all discussions held during the IEC meetings.
- It is informed that IEC is responsible for monitoring all the research proposals that involve human beings under its considerations.
- Research, where low risk is involved, may pass through Expedited reviewcommittee and the minutes should be approved by subsequent IEC.
- The members of the committee resolved that all the necessary information regarding the ethical breaches and counteraction against ethical breaches should be collected and analyzed by the convener.
- It is resolved to collect all the necessary information regarding ethical practices and create display boards on ethical quotations and anti-ragging instructions.
- No research proposal was submitted for clearance.

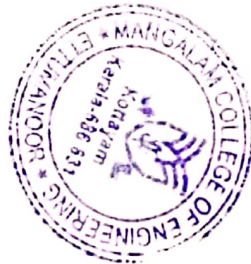


Name	Department	Responsibility	Signature
1.Ms.Priya Thomas	EEE	Convener	
2.Mr.Jayakrishan B	CSE	Member	
3.Ms.Ann Mary Jose	CE	Member	
4.Ms.Riya Sara Joy	ECE	Member	
5.Ms.Anjaly N Namboothiri	BSH	Member	
6.Mr.Aneesh K S	ME	Member	
7.Ms.Bindhya B	MBA	Member	

**ACTION TAKEN**

Monitored all the institutional activities as per the manual.

*Mand...*  
**PRINCIPAL**



*Pr...*  
**CONVENER**

**ANTI-RAGGING COMMITTEE MEETING - NOTICE**

Sub : Anti-ragging Committee Meeting -2 Date: 16-12-2020  
Venue : Seminar Hall Time:  
Academic Year : 2020-2021 Sem : Odd

Sir/ Madam,

This is to intimate you that the 2<sup>nd</sup> meeting of Anti-ragging Committee is scheduled on 17-12-2020 at 2.30 pm in Seminar Hall. All the members are requested to attend the meeting.







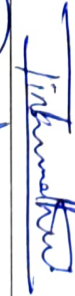

**AGENDA OF THE MEETING**

1	Measures for Academic Year 2020-21
2	Documentation





ANTI-RAGGING COMMITTEE

S.No	NAME	Branch	SIGNATURE
1	Dr. Radhakrishnan R	Dean Student Affair	
2	Mr. Rakesh S	ECE	
3	Ms. Sreenimol K R	CSE	
4	Mr. Sreerench Raghav	CE	
5	Mr. Manoj Balu	ME	
6	Mr. Jeneesh Scaria	EEE	
7	Mr. Tinku Mathew Abraham	BSH	
8	Ms. Rinta George	MBA	



PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



ARC Coordinator

**ANTI-RAGGING COMMITTEE MEETING HELD ON 17-12-2020**

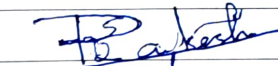

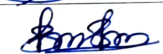



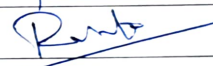
**MINUTES**

Sub : Anti-ragging Committee Meeting -2 Date: 17-12-2020  
Venue : sEminar Hall Time: 2.30 pm  
Academic Year : 2020-2021 Sem : Odd

**AGENDA OF THE MEETING**

1	Measures for Academic Year 2020-21
2	Documentation



S.No	NAME	Branch	SIGNATURE
1	Dr. Radhakrishnan R	Dean Student Affair	
2	Mr. Rakesh S	ECE	
3	Ms. Sreenimol K R	CSE	
4	Mr. Sreerench Raghav	CE	
5	Mr. Manoj Balu	ME	
6	Mr. Jeneesh Scaria	EEE	
7	Mr. Tinku Mathew Abraham	BSH	
8	Ms. Rinta George	MBA	

The 1st Anti-ragging Committee Meeting during AY 2020-2021 is conducted on 10/8/2020 from 10 am to 10.30 am in online mode. The committee discussed how online monitoring can be made effectively for the junior students.

The points mentioned below are discussed:

- Measures for Academic Year 2020-21. Decided to convene another meeting just before the commencement of contact classes for 1<sup>st</sup> year students.
- Documentation- Update the files by including all recent communication, action taken etc



**ANTI-RAGGING COMMITTEE MEETING - NOTICE**

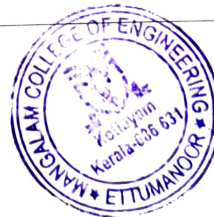
Sub : Anti-ragging Committee Meeting -1 Date: 7-8-2020  
Venue : Online Mode Time: 10 am  
Academic Year : 2020-2021 Sem : Odd

Sir/ Madam,


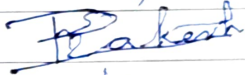



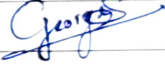

This is to intimate you that the 1<sup>st</sup> meeting of Anti-ragging Committee is scheduled on 10-8-2020 at 10 am. All the members are requested to attend the meeting. The link will be shared later.

**AGENDA OF THE MEETING**

1	To discuss how online monitoring can be made effectively
2	To plan the ways to handle discipline when the students come to campus



ANTI-RAGGING COMMITTEE

S.No	NAME	SIGNATURE
✓ 1	Dr. Radhakrishnan R	
2	Mr. Rakesh S	
3	Manoj Balu	
✓ 4	Mr. Siby James	
✓ 5	Mr. Tinku Mathew	
6	George Sebastian	
✓ 7	Ms. Jeepa K J	

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

ARC Coordinator

**ANTI-RAGGING COMMITTEE MEETING HELD ON 10-8-2020****MINUTES**

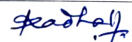




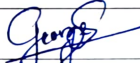

Sub : Anti-ragging Committee Meeting -1 Date: 10-8-2020  
Venue : Online Mode Time: 10 am  
Academic Year : 2020-2021 Sem : Odd

**AGENDA OF THE MEETING**

1	To discuss how online monitoring can be made effectively
2	To plan the ways to handle discipline when the students come to campus





S.No	NAME	SIGNATURE
✓ 1	Dr. Radhakrishnan R	
2	Mr. Rakesh S	
3	Manoj Balu	
✓ 4	Mr. Siby James	
✓ 5	Mr. Tinku Mathew	
6	George Sebastian	
✓ 7	Ms. Jeepa K J	

The 1st Anti-ragging Committee Meeting during AY 2020-2021 is conducted on 10/8/2020 from 10 am to 10.30 am in online mode.

The committee discussed how online monitoring can be made effectively for the junior students.

The points mentioned below are discussed:

- The committee decided to contact the students online and give them an opportunity to interact with members of committee and to discuss with their mentors.
- It is decided to supervise the different floors by the Anti-Ragging squad when the students report in campus for regular classes.

Action Taken:

- The students are called separately and asked about their feedback on the experience in the college. They shared a positive feedback.



ARC Coordinator



PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



HOSTEL COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## NOTICE

Date : 31/07/2020

College Hostel committee meeting for the academeic year 2020-2021 is decided to conduct on 31/07/2020 at 2:00 pm at Civil Engineering department ( Faculty room no: 02)

S.No	Name	Designation	Remarks
1.	Mr. Sreerench Raghavu (Coordinator)	Assistant Professor	
2.	Ms. Preethi Sebastain	Assistant Professor	
3.	Ms. Neethu John	Assistant Professor	
4.	Mr. Albert Mathew	Assistant Professor	
5.	Ms. Sreenimol K R	Assistant Professor	

### Agenda:

1. Regarding Sanitizing hostel before university exams





## HOSTEL COMMITTEE MEETING

MANGALAM COLLEGE OF ENGINEERING

Academic year & Semester: 2020-21 (Odd)

Date and time: 31/07/2020 , 2:00 pm

Venue: Civil Department

Members Present:

S. No.	Name	Designation	Signature	Remarks
1	Sreerench Raghavu	Assistant Professor CE		
2	Preethi Sebastain	Assistant Professor EEE		
3	Neethu John	Assistant Professor CS		
4	Albert Mathew	Assistant Professor ME		
5	Sreenimol K R	Assistant Professor CS		

### AGENDA:

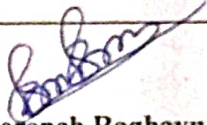
1. regarding Sanitizing hostel before University exams


Minutes of meeting

MLMF01

**Minutes of Today's Meeting**

1. Cleaning and Sanitizing the hostel and hostel premises before the students come to college hostel for University examinations
2. Students should wear masks in the Hostel
3. Students should Sanitize the hand before entering the hostel
4. Only Two students are permitted to stay in a room

  
Sreerench Raghavu  
Asst. Professor, CE

  
Copy to:

1. The Principal's Office.

**Action Taken**

1. Hostel incharges instructed the students to leave the hostel only after getting the permission from Hostel incharge, class incharge and Principal during Working days



HOSTEL COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## NOTICE

Date : 31/03/2021

College Hostel committee meeting for the academeic year 2020-2021 is decided to conduct on 31/03/2021 at 3:00 pm at Civil Engineering department ( Faculty room no: 02)

S.No	Name	Designation	Remarks
6.	Mr. Sreerench Raghavu (Coordinator)	Assistant Professor	
7.	Ms. Preethi Sebastain	Assistant Professor	
8.	Ms. Neethu John	Assistant Professor	
9.	Mr. Albert Mathew	Assistant Professor	
10.	Ms. Sreenimol K R	Assistant Professor	

### Agenda:

1. Regarding Sanitizing hostel before university exams
2. Regarding Covid protocols which has to be follow in hostels





**HOSTEL COMMITTEE MEETING**  
**MANGALAM COLLEGE OF ENGINEERING**

Academic year & Semester: 2020-20 (even)

Date and time: 31/03/2021 , 3:00 pm

Venue: Civil Department

Members Present:

S. No.	Name	Designation	Signature	Remarks
1	Sreereneh Raghavu	Assistant Professor CE		
2	Preethi Sebastain	Assistant Professor EEE		
3	Neethu John	Assistant Professor CS		
4	Albert Mathew	Assistant Professor ME		
5	Sreenimol K R	Assistant Professor CS		

**AGENDA:**

1. regarding Sanitizing hostel before University exams



Minutes of meeting**Minutes of Today's Meeting**

1. Cleaning and Sanitizing the hostel and hostel premises before the students come to college hostel for University examinations
2. Students should wear masks in the Hostel
3. Students should Sanitize the hand before entering the hostel
4. Only Two students are permitted to stay in a room

Copy to:

1. The Principal's Office

Action Taken

1. Cleaning and Sanitizing of hostels has been done
2. Students are instructed to wear mask in hostels



HOSTEL COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## NOTICE

Date : 30/06/2021

College Hostel committee meeting for the academic year 2020-2021 is decided to conduct on 30/06/2021 at 3:00 pm at Civil Engineering department ( Faculty room no: 02)

S.No	Name	Designation	Remarks
3.	Mr. Sreerench Raghavu (Coordinator)	Assistant Professor	
4.	Ms. Preethi Sebastain	Assistant Professor	
5.	Ms. Neethu John	Assistant Professor	
6.	Mr. Albert Mathew	Assistant Professor	
7.	Ms. Sreenimol K R	Assistant Professor	

### Agenda:

1. Regarding Covid protocols which has to be follow in hostels





**HOSTEL COMMITTEE MEETING**  
**MANGALAM COLLEGE OF ENGINEERING**

Academic year & Semester: 2020-21 (even)

Date and time: 30/06/2021 , 3:00 pm

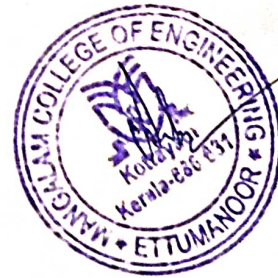
Venue: Civil Department

Members Present:

S. No.	Name	Designation	Signature	Remarks
1	Sreerench Raghavu	Assistant Professor CE		
2	Preethi Sebastain	Assistant Professor EEE		
3	Neethu John	Assistant Professor CS		
4	Albert Mathew	Assistant Professor ME		
5	Sreenimol K R	Assistant Professor CS		

**AGENDA:**

1. regarding Sanitizing hostel before University exams



Minutes of meeting**Minutes of Today's Meeting**

1. All actions are taken and rectified the problems in the previous meeting has been discussed
2. Cleaning and Sanitizing the hostel and hostel premises before the students come to college hostel for University examinations
3. Students should wear masks in the Hostel
4. Students should Sanitize the hand before entering the hostel
5. Only Two students are permitted to stay in a room

*Mang*

*Sreerench Raghavu*  
Sreerench Raghavu  
Asst. Professor, CE

Copy to:

1. The Principal's Office.

**Action Taken**

1. Cleaning and Sanitizing of hostels has been done
2. Students are instructed to wear mask in hostels



## Bus / Transportation Committee

# MANGALAM COLLEGE OF ENGINEERING

## Bus / Transportation Committee Meeting Intimation

Academic Year : 2020 - 21

Date : 03.00 PM

The following members are hereby requested to kindly attend the Meeting on **08/09/2020, 03.00 PM** through Online.

Sl. No.	Name	Designation	Signature	Remarks
1.	Mr. Amal R	Assistant Professor (ME) / Coordinator		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
2.	Ms. Sheeja Bhaskar	Assistant Professor (BSD)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
3.	Ms. Reni Kuruvila	Assistant Professor (CE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
4.	Ms. Tinu Thomas	Assistant Professor (CSE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
5.	Ms..Resma Chandran	Assistant Professor (ECE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
6.	Ms. Rahumath Beeby K A	Assistant Professor (EEE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
7.	Ms. Reshma Ravendranath	Assistant Professor (MBA)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken

### AGENDA

1. Bus schedule for staff.
2. Issuing of Bus pass.
3. Covid 19 Protocols to be maintained in the college bus.

  
COMMITTEE COORDINATOR



  
PRINCIPAL





## Bus / Transportation Committee

# MANGALAM COLLEGE OF ENGINEERING

## Bus / Transportation Committee Meeting Attendance

Academic Year : 2020-2021

Venue : Online

Date & Time : 08/9/2020 03.00 PM

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Amal R	Assistant Professor (ME) / Coordinator		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
2.	Ms. Sheeja Bhaskar	Assistant Professor (BSD)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
3.	Ms. Reni Kuruvila	Assistant Professor (CE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
4.	Ms. Tinu Thomas	Assistant Professor (CSE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
5.	Ms. Resma Chahdran	Assistant Professor (ECE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
6.	Ms. Rahumath Beeby K A	Assistant Professor (EEE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
7.	Ms. Reshma Ravendranath	Assistant Professor (MBA)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.

COMMITTEE COORDINATOR



PRINCIPAL



## Bus / Transportation Committee

# MANGALAM COLLEGE OF ENGINEERING

## MINUTES OF THE MEETING

### Points Discussed

- Bus schedule for staff.
- Issuing of Bus pass.
- Covid 19 Protocols to be maintained in the college bus.

### Decision taken

- Decided to schedule two buses for staff. Bus number 25 will be running up to Chingavanam through M C Road from Mangalam campus. Bus number 14 will be running up to Kanjirappally through pala from Mangalam campus.
- Those who want to use the college bus facility should collect the bus pass from the college office. Payment will be based on the total number of staff using each bus and will be deducted on a monthly basis from the salary.
- All should comply with Covid 19 Protocols by maintaining seating distance as well as face mask. Sanitizer will be provided on the college bus.

Committee Coordinator



Principal



## Bus / Transportation Committee

# MANGALAM COLLEGE OF ENGINEERING

## Bus / Transportation Committee Meeting Intimation

Academic Year : 2020 - 21

Date : 02.00 PM

The following members are hereby requested to kindly attend the Meeting on 15/03/2021, 02.00 PM through Online.

Sl. No.	Name	Designation	Signature	Remarks
1.	Mr. Amal R	Assistant Professor (ME) / Coordinator		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
2.	Ms. Sheeja Bhaskar	Assistant Professor (BSD)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
3.	Ms. Reni Kuruvila	Assistant Professor (CE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
4.	Ms. Tinu Thomas	Assistant Professor (CSE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
5.	Ms..Resma Chandran	Assistant Professor (ECE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
6.	Ms. Rahumath Beeby K A	Assistant Professor (EEE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken
7.	Ms. Reshma Ravendranath	Assistant Professor (MBA)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken

### AGENDA

1. Bus schedule for staff & Rotation of bus for maintenance and Testing purpose.
2. Issuing of Bus pass.
3. Covid 19 Protocols to be maintained in the college bus.

  
COMMITTEE COORDINATOR



  
PRINCIPAL





## Bus / Transportation Committee

# MANGALAM COLLEGE OF ENGINEERING

## Bus / Transportation Committee Meeting Attendance

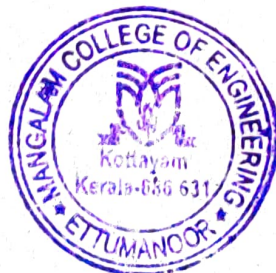
Academic Year : 2020-2021

Venue : Online

Date & Time : 15/03/2021 02.00 PM

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Amal R	Assistant Professor (ME) / Coordinator		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
2.	Ms. Sheeja Bhaskar	Assistant Professor (BSD)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
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6.	Ms. Rahumath Beeby K A	Assistant Professor (EEE)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.
7.	Ms. Reshma Ravendranath	Assistant Professor (MBA)		Meeting conducted in online mode due to Covid 19. Hence no signature was taken.

  
COMMITTEE COORDINATOR



  
PRINCIPAL



## Bus / Transportation Committee

# MANGALAM COLLEGE OF ENGINEERING

## MINUTES OF THE MEETING

### Points Discussed

- Bus schedule for staff & Rotation of bus for maintenance and Testing purpose.
- Issuing of Bus pass.
- Covid 19 Protocols to be maintained in the college bus.

### Decision taken

- Decided to continue the previous semester schedule of two buses for staff. One bus will be running up to Chingavanam through M C Road from Mangalam campus and the other will be running up to Kanjirappally through pala from Mangalam campus. Buses will be changing frequently as all the bus maintenance and testing activities will be carried out during this semester.
- Those who want to use the college bus facility should collect the bus pass from the college office. Payment will be based on the total number of staff using each bus and will be deducted on a monthly basis from the salary.
- All should comply with Covid 19 Protocols by maintaining seating distance as well as face mask. Sanitizer will be provided on the college bus.

  
Committee Coordinator



  
Principal



Sports Committee

# MANGALAM COLLEGE OF ENGINEERING

## NOTICE

DATED 14-06-2021

College Sports Committee meeting for the current academic year 2020-21 is decided to conduct on 22-06-2021 at 1.30 pm at Mechanical Conference Hall.

S.No	Name	Designation	Remarks
1.	Mr. Tinu Thomas	AsstProf, Sports Committee Convener	
2.	Mr. Tinku Mathew	Asst Prof, BSE	
3.	Mr. Phejil K Paul	Asst Prof, ECE	
4.	Mr. Rencesh C Zacharia	Asst Prof, CE	
5.	Mr. Richu George Varghese	Asst Prof, CE	
6.	Mr. Chris Chettiserry	Asst Prof, CE	
7.	Mr. Bose Tom	Asst Prof, MBA	

### Agenda:

To constitute the new Committee members and they will take charge w.e.f from on 22-01-2021.

To undertake a data collection on students to identify their inter-sports events interest via google form.

To conduct discussions about the upcoming KTU Championship and the plan of action to be followed for participating in the events.



SPORTS COMMITTEE CONVENER

*Tinu Thomas*  
*T.T.*

*M. R. D.*



June 14 / 2021

Minutes of the Meeting


Mangalam College of Engineering – Sports Committee

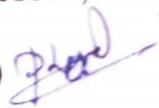
Date : June 22, 2021


Time : 1.30 pm – 2.15 pm


Chair : Convener, Sports Committee (Tinu Thomas, Asst. Professor, ME) 


**Attendees :**


Tinku Mathew Abraham ( Asst. Professor, BSE ) 

Phejil K Paul ( Asst. Professor, EEE ) 

Reneesh C Zacharia (Asst. Professor, ECE) 

Richu George Varghese( Asst. Professor, CE ) 

Chris Chettiserry (Asst. Professor, CSE) 

Bose Tom (Asst. Professor, MBA) 

**Venue: Mechanical Conference Hall**

**DISCUSSION POINTS ON THE AGENDA**

1. Regarding New Committee members: It was decided to constitute new committee members and they took charge w.e.f June 22, 2021.
2. It was decided to undertake a data collection on students to identify their interestssports events via google form
3. Discussions were held about the upcoming KTU championships and the plan of action to be followed while participating in the events.

## ACTION POINTS

1. Google Form is Shared through college mail to collect the data

Prepared by

Reneesh C Zacharia (Asst. Professor, ECE)

June 22, 2021.

*Tim Thomas*  
*V. Tara*



*Mamy*



Sports Committee

## MANGALAM COLLEGE OF ENGINEERING

### NOTICE

DATED 16-06-2020

College Sports Committee meeting for the current academic year 2020-21 is decided to conduct on 23-06-2020 at 1.30 pm via google meet.

S.No	Name	Designation	Remarks
1.	Mr. Tinu Thomas	Asst Prof, ME & Sports Committee Convener	
2.	Mr. Gokul C	Asst Prof, BSE	
3.	Mr. Phejil K Paul	Asst Prof, EEE	
4.	Mrs. Nimmymol Manuel	Asst Prof, CE	
5.	Mrs. Reshma Chandran	Asst Prof, ECE	
6.	Mr. Gokul	Asst Prof, CE	

#### Agenda:

To discuss about annual sports meet scheduled to be conducted at Pala Municipal Stadium that was postponed due to nationwide lockdown imposed due to COVID-19. It was decided to conduct the same at a later date.

To take efforts to spread COVID-19 awareness among students.



*Manu*

SPORTS COMMITTEE CONVENER

*Tinu Thomas*  
*V.P.*



16 June / 2020

Minutes of the Meeting

Mangalam College of Engineering – Sports Committee

Date : June 23, 2020

Time : 1.30 pm –

Chair : Convener, Sports Committee (Tinu Thomas, Asst. Professor, ME) ✓

Attendees :

Gokul C ( Asst. Professor, BSE) ✓

Abu Thomas Cherian ( Asst. Professor, ME) ✓

Nimmymol Manuel ( Asst. Professor, CSE ) ✓

Phejil K Paul ( Asst. Professor, EEE) ✓

Reshma Chandran (Asst. Professor, ECE) ✓

Gokul ( Asst. Professor, CE ) ✓

Venue: Google meet (online platform)

**DISCUSSION POINTS ON THE AGENDA**

1. Conducting Annual Sports meet: Due to the nation-wide lockdown imposed due to Covid-19, the Annual Sports meet scheduled to be conducted in March 2020 at Pala Municipal Stadium was postponed .
2. It was decided to spread Covid-19 awareness amongst students.

## ACTION POINTS

1. To conduct annual sports meet on a later date when the regular classes resume.

Prepared by

Nimmymol Manuel ( Asst. Professor, CSE )

June 23, 2020. *slm*

*Tim Thomas*  
*VC*



*Mary*



# MANGALAM COLLEGE OF ENGINEERING

Accredited by NAAC & ISO 9001:2000 Certified Institution

Affiliated To APJ Abdul Kalam Technological University

## WOMEN'S FORUM MEETING

### Intimation

Academic Year : 2020 – 21

Venue : Online

Date & Time : 10/09/20, 1:30PM

The following members are hereby requested to attend the meeting.

S.No.	Name	Designation	Department	Remarks
1.	Dr. Manoj George	Professor	Principal	Chairman
2.	Ms. Neethu Maria John	Assistant Professor	CSE	Committee Coordinator
3.	Ms. Nitheesha K Gopal	Assistant Professor	BSH	Committee Member
4.	Ms. Anjana Baby	Assistant Professor	CE	Committee Member
5.	Ms. Riya Sara Joy	Assistant Professor	ECE	Committee Member
6.	Ms. Preethi Sebastian	Assistant Professor	EEE	Committee Member
7.	Ms. Jeenu Mathew	Assistant Professor	MBA	Committee Member

### Agenda

- To discuss the activities of the women's cell for the academic year 2020 – 2021
- To enhance the women's empowerment activities

*for*  
*D*  
10/9

Committee Coordinator



*Manoj*  
10/9/21  
Principal





# MANGALAM COLLEGE OF ENGINEERING

Accredited by NAAC & ISO 9001:2000 Certified Institution

Affiliated To APJ Abdul Kalam Technological University

## WOMENS FORUM - MEETING MINUTES

Academic Year : 2020 – 21 Venue : Online

Date & Time : 10/09/20, 1:30 PM

### ATTENDANCE

S.No.	Name	Designation	Department	Signature	Remarks
1.	Dr.Manoj George	Professor	Principal	Online	Chairman
2.	Ms.Neethu Maria John	Assistant Professor	CSE		Committee Coordinator
3.	Ms.Nitheesha K Gopal	Assistant Professor	BSH		Committee Member
4.	Ms.Anjana Baby	Assistant Professor	CE		Committee Member
5.	Ms. Riya Sara Joy	Assistant Professor	ECE		Committee Member
6.	Ms.Preethi Sebastian	Assistant Professor	EEE		Committee Member
7.	Ms.Jeenu Mathew	Assistant Professor	MBA		Committee Member

### Points Discussed

- Reviewed the activities and programs of the previous academic year.
- To motivate the girls' students to improve their confidence with some expert talks.
- Discussed the activities to be conducted for the current academic year.
- Discussed improving the involvement of students and staff.

### Decision taken

- Planned to conduct a motivational talk on Women's Empowerment with a special guest.
- To conduct an orientation program for students residing in the college hostel.
- Decided to choose student representatives.

  
20/9

Committee Coordinator



  
10/9/20

Principal



# MANGALAM COLLEGE OF ENGINEERING

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Affiliated To APJ Abdul Kalam Technological University

## WOMENS FORUM - MEETING MINUTES

Academic Year : 2020 – 21

Venue : Online

Date & Time : 10/09/20, 1:30 PM

### ATTENDANCE

S.No.	Name	Designation	Department	Signature	Remarks
1.	Dr.Manoj George	Professor	Principal	Online	Chairman
2.	Ms.Neethu Maria John	Assistant Professor	CSE		Committee Coordinator
3.	Ms.Nitheesha K Gopal	Assistant Professor	BSH		Committee Member
4.	Ms.Anjana Baby	Assistant Professor	CE		Committee Member
5.	Ms. Riya Sara Joy	Assistant Professor	ECE		Committee Member
6.	Ms.Preethi Sebastian	Assistant Professor	EEE		Committee Member
7.	Ms.Jeenu Mathew	Assistant Professor	MBA		Committee Member

### Points Discussed

- Reviewed the activities and programs of the previous academic year.
- To motivate the girls' students to improve their confidence with some expert talks.
- Discussed the activities to be conducted for the current academic year.
- Discussed improving the involvement of students and staff.

### Decision taken

- Planned to conduct a motivational talk on Women's Empowerment with a special guest.
- To conduct an orientation program for students residing in the college hostel.
- Decided to choose student representatives.

for  
20/9

Committee Coordinator



Manoj  
10/9/21  
Principal



# MANGALAM COLLEGE OF ENGINEERING

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## WOMENS FORUM - MEETING MINUTES

### ATTENDANCE

Academic Year : 2020 – 21

Venue : Online

Date & Time : 12/02/21, 3:00PM

S.No.	Name	Designation	Department	Signatur	Remarks
1.	Dr.Manoj George	Professor	Principal	Online	Chairman
2.	Ms.Neethu Maria John	Assistant Professor	CSE		Committee Coordinator
3.	Ms.Nitheesha K Gopal	Assistant Professor	BSII		Committee Member
4.	Ms.Anjana Baby	Assistant Professor	CE		Committee Member
5.	Ms. Riya Sara Joy	Assistant Professor	ECE		Committee Member
6.	Ms.Preethi Sebastian	Assistant Professor	EEE		Committee Member
7.	Ms.Jeenu Mathew	Assistant Professor	MBA		Committee Member

#### Points Discussed

- Proposed to hold webinars and lectures related to Women and Covid, especially on the aspect of stress management during the pandemic situation.
- Also suggested holding interviews of eminent women as well as conducting online workshops during the pandemic.

#### Decision taken

- As a part of the women's day celebration, decided to conduct an expert talk from outside the campus.
- Decided to conduct meetings online till the pandemic situation changed.

Committee Coordinator



Manoj  
12/2/21  
Principal





# MANGALAM

## COLLEGE OF ENGINEERING

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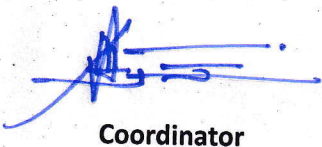
Date:03/08/2020

### NOTICE

#### SUB: STAFF WELFARE COMMITTEE FORMATION

As per AICTE guidelines, a committee is formed for the welfare of staff members. In case of any grievance in this regard, staff members can approach the committee. The committee is constituted with following members

SI No	Name of Staff	Role	Department
1	Arun Jose	Coordinator	Mechanical Engineering
2	Nimmymol Manuel	Member	Computer Science & Engineering
3	Vilbin Varghese	Member	Civil Engineering
4	Jeneesh Scaria	Member	Electrical & Electronics Engineering
5	Simi P Thomas	Member	Electronics & Communication Engineering
6	Siby James	Member	MBA
7	Gokul C	Member	Basic Science

  
Coordinator

  
IQAC Coordinator





# MANGALAM

## COLLEGE OF ENGINEERING

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### Staff Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Documentation Room

Date&Time: 14/8/2020, 2.00 pm

Dear sir/Madam,

The following Members are hereby requested to kindly attend the meeting

SI No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

#### Agenda

1. Approval of Last meeting conducted on 10.6.2020.
2. Onam Celebration
3. Financial Assistance to attend Faculty Development Programs, Seminars and Conferences

Coordinator

IQAC Coordinator







## MEETING MINUTES -1

**Academic Year : 2020-2021**

**Date : 14/8/2020 ,Friday**


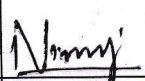
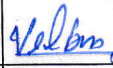


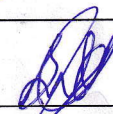

**Time : 2.00 pm**

**Venue : Documentation Room**

### Agenda :

- Approval of Last meeting conducted on 10.6.2020.
- Onam Celebration
- Financial Assistance to attend Faculty Development Programs, Seminars and Conferences

### List of Attendees:

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

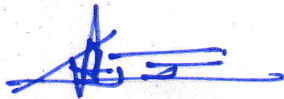


**Decisions:**

- Minutes of the previous meeting were reviewed and approved by the committee
- The committee decided to celebrate onam on 29<sup>th</sup> Aug 2020 and plan to organize an Onam sadhya and games on that day
- Decided to recommend financial assistance to staff members to attend FDP, seminars and Conferences.

**Action Taken :**

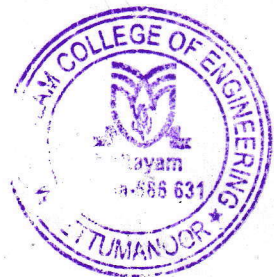
- Onam is celebrated on 29<sup>th</sup> Aug 2020. The various games are conducted to staff members. The traditional dance 'Thiruvathira' is performed during celebration. Onam pookalam is placed in the front of college. Onam Sandhya is arranged to all staff members.
- The management agreed to give financial assistance to the faculty members those who attend the FDP, Seminars and Conference.



**Signature of Coordinator**



**IQAC Coordinator**



**Principal**



# MANGALAM

## COLLEGE OF ENGINEERING

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### Staff Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Documentation Room

Date&Time: 20/10/2020, 2.00 pm

Dear sir/Madam,

The following Members are hereby requested to kindly attend the meeting

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

#### Agenda

1. Plan and organize regular programs and activities for the Faculty Development programmes (FDPs).
2. Organize staff motivational/recreation activities.
3. Approval of last MoM.
4. Any other related matters

Coordinator

IQAC Coordinator

Principal







**MEETING MINUTES -2**

**Academic Year : 2020-2021**

**Date : 20/10/2020 ,Tuesday**


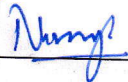





**Time : 2.00 pm**

**Venue : Documentation Room**

**Agenda:**

1. Plan and organize regular programs and activities for the Faculty Development programmes (FDPs).
2. Organize staff motivational/recreation activities.
3. Approval of last MoM.
4. Any other related matters

**List of Attendees:**

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	



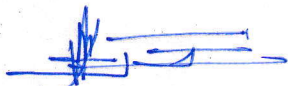
**Decisions Taken:**

1. Decided to organize a motivational talk for faculty by Rev. Dr. M P George.
2. Decided to upgrade the technical skills of faculties by organizing FDP. It was decided to implement it via IQAC.
3. The MoM of last meeting was approved.

**Action Taken:**

1. Organized a motivational talk for faculty by Rev. Dr. M P George on 5.11.2020.
2. Recommended IQAC to organize FDP for upgrading the technical skills of faculty.

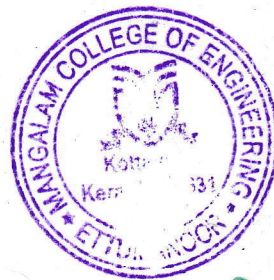
The meeting adjourned at 3.00pm.



Signature of Coordinator



IQAC Coordinator



Principal



# MANGALAM

## COLLEGE OF ENGINEERING

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### Staff Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Documentation Room

Date&Time: 13/12/2020, 2.00 pm

Dear sir/Madam,

The following Members are hereby requested to kindly attend the meeting

SI No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

#### Agenda

1. Plan and organize X'mas Celebration.
2. Carry over casual leave.
3. Approval of last MoM.
4. Any other related matters



Coordinator

IQAC Coordinator

Principal



### MEETING MINUTES -3

Academic Year : 2020-2021

Date : 12/12/2020 ,Monday


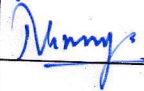
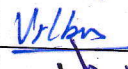



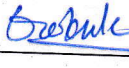
Time : 2.00 pm

Venue : Documentation Room

#### Agenda:

1. Plan and organize X'mas Celebration.
2. Carry over casual leave.
3. Approval of last MoM.
4. Any other related matters

#### List of Attendees:

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	



**Decisions Taken:**

1. Decided to organize X'mas celebration for students and faculty. The coordinators were asked to plan the activities.
2. It was decided to request the higher authorities to carry over the available casual leave.
3. The MoM of last meeting was approved.

**Action Taken:**

1. X'mas celebration was conducted on 17.12.2021.
2. A formal request regarding casual leave carry over was given to higher authority.

The meeting adjourned at 3.00pm with a vote of thanks by the coordinator.



*Mano*

Principal

*[Handwritten Signature]*  
Signature of Coordinator

*[Handwritten Signature]*  
IQAC Coordinator



# MANGALAM

## COLLEGE OF ENGINEERING

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### Staff Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Documentation Room

Date&Time: 4/1/2021, 2.00 pm

Dear sir/Madam,

The following Members are hereby requested to kindly attend the meeting

SI No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

#### Agenda

- Approval of Last meeting conducted on 13.12.2020.
- Covid awareness class to staff and students
- Covid Vaccination to staff members



Coordinator

ICSSO Coordinator

Principal





## MEETING MINUTES -4

**Academic Year : 2020-2021**

**Date : 4/1/2021 ,Monday**


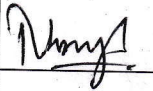



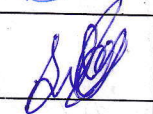
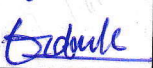
**Time : 2.00 pm**

**Venue : Documentation Room**

### Agenda :

- Approval of Last meeting conducted on 13.12.2020.
- Covid awareness class to staff and students
- Covid Vaccination to staff members

### List of Attendees:

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	Jeneesh Scaria	Member	Electrical & Electronics Enggineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	



**Decisions:**

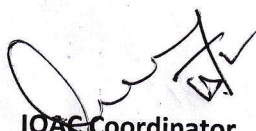
- Minutes of the previous meeting were reviewed and approved by the committee
- Decide to conduct covid awareness class to all staff and final year students by the health department of Kottayam Municipality.
- Decide to recommend the management to organize a covid vaccination camp in the campus.

**Action Taken :**


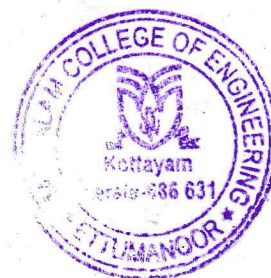
- Covid awareness class is conducted on 12.01.2021 ,Tuesday by Ms.Manju Mohan ,Junior Health Inspector Kottayam Municipality.
- The Management made arrangements for covid vaccination to all faculty members from Ettumanoor Primary Health Center.



**Signature of Coordinator**



**IQAC Coordinator**



**Principal**



# MANGALAM

## COLLEGE OF ENGINEERING

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### Staff Welfare Committee

### Intimation Letter

Academic Year: 2020-21

Venue: Documentation Room

Date&Time:10/2/2021, 2.00 pm

Dear sir/Madam,

The following Members are hereby requested to kindly attend the meeting

SI No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	Jeneesh Scaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

#### Agenda

1. Faculty grievance addressal
2. Support to faculty preparing for PhD. entrance
3. Approval of last MoM
4. Any other related matters

Coordinator

IQAC Coordinator

Principal





### MEETING MINUTES -5

**Academic Year : 2020-2021**

**Date : 10/2/2021 ,Wednesday**

**Time : 1.30 pm**

**Venue : Documentation Room**

#### Agenda:

1. Faculty grievance addressal
2. Support to faculty preparing for PhD. entrance
3. Approval of last MoM
4. Any other related matters

#### List of Attendees:

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	JeneeshScaria	Member	Electronics & Electrical Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	



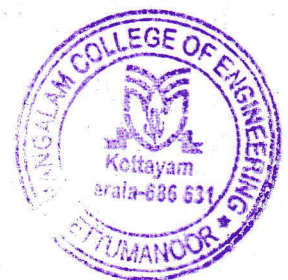
**Decisions Taken:**

1. Decided to ensure favourable working environment for all the staff members.
2. Decided to provide assistance to faculty preparing for PhD. Entrance.
3. The MoM of last meeting was approved.

**Action Taken:**

1. The grievance and redressal cell was recommended to take care of grievances of faculty.
2. Ms.Preethi Sebastian of EEE department was asked to extend assistance to PhD. aspiring candidates.

**The meeting ended at 3.30pm**



  
Signature of Coordinator

  
IQAC Coordinator

  
Principal



# MANGALAM

## COLLEGE OF ENGINEERING

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### Staff Welfare Committee

### Intimation Letter

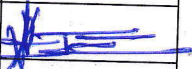
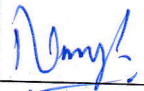
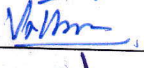

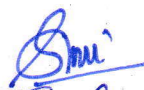
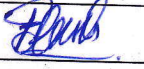
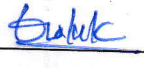
Academic Year: 2020-21

Venue: Google Meet

Date&Time 7/4/2021, 2.00 pm

Dear sir/Madam,

The following Members are hereby requested to kindly attend the meeting

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	Jeneesh Scaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	

#### Agenda

- Approval of Last meeting conducted on 10.2.2021.
- Issuing Salary during lock down period
- Incentives to staff members



  
Coordinator

  
IQAC Coordinator

  
Principal



## MEETING MINUTES -6

**Academic Year : 2020-2021**

**Date : 7/4/2021 ,Wednesday**

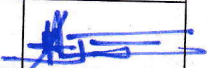
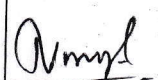




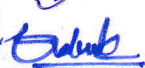
**Time : 2.00 pm**

**Venue :Online Mode**

### Agenda :

- Approval of Last meeting conducted on 10.2.2021.
- Issuing Salary during lock down period
- Incentives to staff members

### List of Attendees:

Sl No	Name of Staff	Role	Department	Signature
1	Arun Jose	Coordinator	Mechanical Engineering	
2	Nimmymol Manuel	Member	Computer Science & Engineering	
3	Vilbin Varghese	Member	Civil Engineering	
4	Jeneesh Scaria	Member	Electrical & Electronics Engineering	
5	Simi P Thomas	Member	Electronics & Communication Engineering	
6	Siby James	Member	MBA	
7	Gokul C	Member	Basic Science	



**Decisions:**

- Minutes of the previous meeting were reviewed and approved by the committee
- Decided to recommend the management to issue full salary to all staff members even though the classes are conducted in online mode during the lock down period.
- Requested higher authority to give incentives to faculty members based on their performance.

**Action Taken :**

- The management approved the request of staff welfare committee and issued full amount of salary to all staff members.
- The management accepted the requested and the same is implemented shortly.



A handwritten signature in blue ink, consisting of several horizontal and vertical strokes.

Signature of Coordinator

A handwritten signature in black ink, appearing to be a stylized name.

IQAC Coordinator

A handwritten signature in green ink, appearing to be a stylized name.

Principal

**NOTICE**

PTA Executive Committee meeting for the academic year 2020-21 Even semester is decided to conduct on 08-04-2021 at 2pm via online mode.

	Name	Designation
1	Dr. Manoj George	Principal/ PTA President
2	Dr. D Ramesh Kumar	HOD CE
3	Dr. Vinodh P Vijayan	HOD CSE
4	Mr Ajith Joseph	HOD ECE
5	Mr Phejil K Paul	HOD EEE
6	Dr. Pratheesh K	HOD ME
7	Dr P P George	HOD Basic Science
8	Mr. Rahul Krishnan	PTA Coordinator ME
9	Ms. Aditya Viswambharan	PTA Coordinator CE
10	Ms. Sujitha M	PTA Coordinator CSE
11	Ms. Simi P Thomas	PTA Coordinator ECE
12	Ms. Priya Thomas	PTA Coordinator EEE
13	Ms Demy Devassy	PTA Coordinator EEE
14	Ms Jaya Venu	Parent
15	Mr Shinoji Gopi	Parent
16	Mr Arun S	Parent
17	Mr Saji Rajan	Parent
18	Mr Sunny K A	Parent
19	Ms Silvi Tomy	Parent
20	Ms Usha Venugopal	Parent

**Agenda:**

- Conducting PTA meeting for all department after the internal examination.
- Remedial Classes for weak students.

PTA Coordinator



PTA PRESIDENT



## MINUTES OF THE MEETING

- College PTA Executive Committee meeting for the academic year 2020-21 even semester was held online on 08-04-2021 at 2pm via google meet.
- PTA president extended a warm welcome to all PTA committee members.
- All the department PTA coordinators were instructed to conduct PTA meeting for each semester within in one week after the completion of internal examinations via online mode.
- PTA President instructed to monitor the attendance of all the parents and subject teachers in the meeting.
- All the PTA coordinators were instructed to submit the meeting minutes of the PTA conducted in the concerned departments.
- Parent representatives requested to start a special remedial classes for weak students via online mode.

### ACTION TAKEN

- Subject teachers were instructed to identify the weak students and provide remedial classes for that students.
- Departments HODs were instructed to monitor the remedial classes regularly.

PTA Coordinator



PTA PRESIDENT

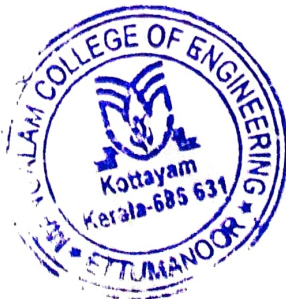


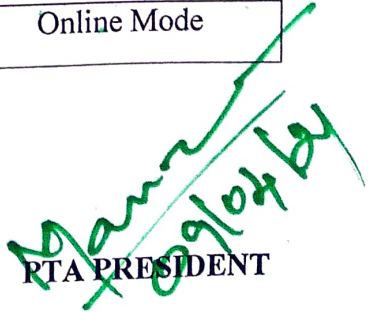


## LIST OF ATTENDEES

	Name	Designation	Remarks
1	Dr. Manoj George	Principal/ PTA President	Online Mode
2	Dr. D Ramesh Kumar	HOD CE	Online Mode
3	Dr. Vinodh P Vijayan	HOD CSE	Online Mode
4	Mr Ajith Joseph	HOD ECE	Online Mode
5	Mr Phejil K Paul	HOD EEE	Online Mode
6	Dr. Pratheesh K	HOD ME	Online Mode
7	Prof. Jain P George	HOD Basic Science	Online Mode
8	Mr. Rahul Krishnan	PTA Coordinator ME	Online Mode
9	Ms. Aditya Viswambharan	PTA Coordinator CE	Online Mode
10	Ms. Sujitha M	PTA Coordinator CSE	Online Mode
11	Ms. Simi P Thomas	PTA Coordinator ECE	Online Mode
12	Ms. Priya Thomas	PTA Coordinator EEE	Online Mode
13	Ms Demy Devassy	PTA Coordinator EEE	Online Mode
14	Ms Jaya Venu	Parent	Online Mode
15	Mr Shinoji Gopi	Parent	Online Mode
16	Mr Arun S	Parent	Online Mode
17	Mr Saji Rajan	Parent	Online Mode
18	Mr Sunny K A	Parent	Online Mode
19	Ms Silvi Tomy	Parent	Online Mode
20	Ms Usha Venugopal	Parent	Online Mode

  
PTA Coordinator



  
PTA PRESIDENT

**NOTICE**

PTA Executive Committee meeting for the academic year 2020-21 Odd semester is decided to conduct on 22-09-2020 at 10am via online mode.

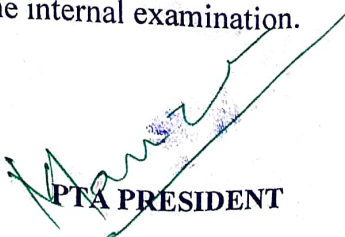
	<b>Name</b>	<b>Designation</b>
1	Dr. Manoj George	Principal/ PTA President
2	Dr. D Ramesh Kumar	HOD CE
3	Dr. Vinodh P Vijayan	HOD CSE
4	Mr Ajith Joseph	HOD ECE
5	Mr Phejil K Paul	HOD EEE
6	Dr. Pratheesh K	HOD ME
7	Prof. Jain P George	HOD Basic Science
8	Mr. Rahul Krishnan	PTA Coordinator ME
9	Ms. Aditya Viswambharan	PTA Coordinator CE
10	Ms. Sujitha M	PTA Coordinator CSE
11	Ms. Simi P Thomas	PTA Coordinator ECE
12	Ms. Priya Thomas	PTA Coordinator EEE
13	Ms Demy Devassy	PTA Coordinator EEE
14	Ms Jaya Venu	Parent
15	Mr Shinoji Gopi	Parent
16	Mr Arun S	Parent
17	Mr Saji Rajan	Parent
18	Mr Sunny K A	Parent
19	Ms Silvi Tomy	Parent
20	Ms Usha Venugopal	Parent

**Agenda:**

- Conducting PTA meeting for all department after the internal examination.

  
PTA Coordinator



  
PTA PRESIDENT



## MINUTES OF THE MEETING

- College PTA Executive Committee meeting for the academic year 2020-21 odd semester was held online on 22-09-2020 at 10 am via google meet.
- PTA president extended a warm welcome to all PTA committee members.
- All the department PTA coordinators were instructed to conduct PTA meeting for each semester within in one week after the completion of internal examinations via online mode.
- PTA President instructed to monitor the attendance of all the parents and subject teachers in the meeting.
- All the PTA coordinators were instructed to submit the meeting minutes of the PTA conducted in the concerned departments.
- Parent representatives requested to start a special remedial classes for weak students via online mode.

### ACTION TAKEN

- Subject teachers were instructed to identify the weak students and provide remedial classes for that students.
- Departments HODs were instructed to monitor the remedial classes regularly.

PTA Coordinator

PTA PRESIDENT







## LIST OF ATTENDEES

	Name	Designation	Remarks
1	Dr. Manoj George	Principal/ PTA President	Online Mode
2	Dr. D Ramesh Kumar	HOD CE	Online Mode
3	Dr. Vinodh P Vijayan	HOD CSE	Online Mode
4	Mr Ajith Joseph	HOD ECE	Online Mode
5	Mr Phejil K Paul	HOD EEE	Online Mode
6	Dr. Pratheesh K	HOD ME	Online Mode
7	Prof. Jain P George	HOD Basic Science	Online Mode
8	Mr. Rahul Krishnan	PTA Coordinator ME	Online Mode
9	Ms. Aditya Viswambharan	PTA Coordinator CE	Online Mode
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11	Ms. Simi P Thomas	PTA Coordinator ECE	Online Mode
12	Ms. Priya Thomas	PTA Coordinator EEE	Online Mode
13	Ms Demy Devassy	PTA Coordinator EEE	Online Mode
14	Ms Jaya Venu	Parent	Online Mode
15	Mr Shinoji Gopi	Parent	Online Mode
16	Mr Arun S	Parent	Online Mode
17	Mr Saji Rajan	Parent	Online Mode
18	Mr Sunny K A	Parent	Online Mode
19	Ms Silvi Tomy	Parent	Online Mode
20	Ms Usha Venugopal	Parent	Online Mode

PTA Coordinator



PTA PRESIDENT

# MANGALAM COLLEGE OF ENGINEERING

## ETTUMANOOR

Mangalam College of Engineering Canteen Committee is constituted with the following members to the academic year 2020-21. It is constituted for the welfare of the staff and students to get hygienic food and well maintained canteen services.

### Members

1. Ms. Sheen EM - BSH
2. Ms. Athulya Tom - CE
3. Ms. Shyamamol T - CSE
4. Ms. Meeva PA - ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom - MBA( Coordinator)

*Bose Tom*  
Bose Tom  
co coordinator



*Mamick*  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

# MANGALAM COLLEGE OF ENGINEERING

## ETTUMANOOR

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NOTICE

1-07- 2020

This is to inform you that a canteen committee meeting is schedule on 06-07-2020 at 3.00 pm. Venue - Canteen(Staff Cabin)

Agenda

- Review about the function of college canteen
- Make sure the quality of service
- Canteen function timing

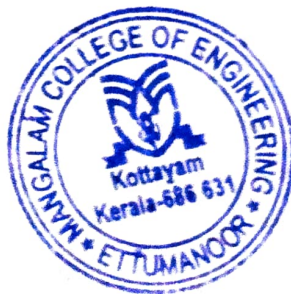
To

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

  
Bose Tom

Coordinator

  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING





# MANGALAM COLLEGE OF ENGINEERING

## ETTUMANOOR

Date:06-07-2020

Venue: Canteen

### Meeting Minutes

#### Agenda

- Review about the function of college canteen
- Make sure the quality of service
- Canteen function timing

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

#### Findings of the discussion

1. First agenda- review about the regular function of canteen. It is found that the college canteen is functioning smoothly.
2. Committee is collecting the opinion from staff and students. All are happy with the canteen services.
3. Canteen function will be extended up to 5.00 pm

#### Attendance

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE

Sheen  
Athulya  
Shyamamol  
Meeva

*Mamee*

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



5. Ms. Krupa Ann Kurian - EEE

6. Mr. Praveen H - ME

7. Mr. Bose Tom -MBA

*Ka*

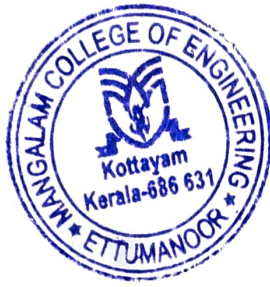
*Praveen*

*Bose*

Action to be taken

Informed the above discussion points, especially the timings to the management.

*Bose*  
*Bose Tom*  
*Coordinator*



*Manu*  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

NOTICE

31-12-2020

This is to inform you that a canteen committee meeting is schedule on 04-01-2021 at 3.00 pm. Venue - Canteen(Staff Cabin)

### Agenda

Discussion on the reopening of the canteen to the students in connection with COVID 19 Protocol

To

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

Copy to

1. Principal MLMCE

  
Bose Tom

Coordinator

  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING





Date:4-01-2021

Venue: Canteen

### Meeting Minutes

#### Agenda

Discussion on the reopening of the canteen to the students in connection with COVID 19 Protocol

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

#### Findings of the discussion

1. Occupy only 50% of the seating capacity
2. Regular sanitization is mandatory to the chairs and tables
3. Make sure the availability of hot water during the working hours

#### Attendance

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

*Sheen*  
*Athulya*  
*Shyamamol*  
*Meeva*  
*Krupa Ann Kurian*  
*Praveen*  
*Bose Tom*

*Manuel*

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

#### Action to be taken

Inform all the above mentioned points to the canteen manager

*Bose Tom*  
*Bose Tom*  
*Coordinator*



ENGINEERING

MANGALAM COLLEGE OF

ETTUMANOOR

NOTICE

1-06- 2021

This is to inform you that a canteen committee meeting is schedule on 08-06-2021 at 3.00 pm. Venue - Canteen(Staff Cabin)

To

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

  
Bose Tom

Coordinator



  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

ENGINEERING

MANGALAM COLLEGE OF

ETTUMANOOR

Date: 8-06-2021

Venue: Canteen

**Meeting Minutes**

**Agenda**

- Seating occupancy of staff and students during lunch time
- Availability of hot drinking water and beverages
- Sanitization of canteen tables
- Fix the snacks menu

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE
5. Ms. Krupa Ann Kurian - EEE
6. Mr. Praveen H - ME
7. Mr. Bose Tom -MBA

**Findings of the discussion**

1. Canteen committee members and canteen staff must be vigilant in the seat occupation in canteen, especially during lunch time.
2. Regular sanitization is mandatory to the chairs and tables
3. Make sure the availability of hot water and all other drinking beverages during the working hours
4. Puffs, Banana Roast, Vada and Different biscuits are arrange in the canteen

**Attendance**

1. Ms. Sheen EM- BSH
2. Ms. Athulya Tom- CE
3. Ms. Shyamamol T- CSE
4. Ms. Meeva PA -ECE

*Sheen*  
*Athulya*  
*Shyamamol*  
*Meeva*

*Meeva*  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING





5. Ms. Krupa Ann Kurian - EEE *Kya*
6. Mr. Praveen H - ME *Praveen*
7. Mr. Bose Tom -MBA *Tom*

Action to be taken

Immediate arrangement made the above requirements with the support of college administrator.

*Tom*  
Bose Tom  
Coordinator.



*Manuel*  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Mangalam Alumni Association MAA

**MANGALAM COLLEGE OF ENGINEERING**

## NOTICE

Alumni executive committee meeting has been decided to conduct online as per the following schedule.

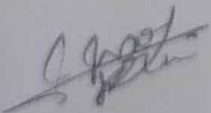
DATE	SCHEDULED TIME	VENUE
30/09/2020	3pm- 4pm	Mechanical seminar hall (M308)


### Agenda:

1. 15<sup>th</sup> Alumni Meet Program Schedule.
2. Selection of Program Committee coordinator.
3. Invitation list preparation for each department.

### INSTRUCTIONS

- An Online meeting is scheduled with Mangalam Alumni Association (MAA) Executive members and department coordinators of Mangalam Alumni Association is scheduled on above mentioned date and time.
- All Executive Members and Department coordinators are requested to attend the meeting on time.
- Alumni meet platform should be Google meet.

  
Coordinator

  
Principal

Date: 23/09/2020

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Mangalam Alumni Association MAA

**MANGALAM COLLEGE OF ENGINEERING**

Sl.No.	Name	Designation
1.	Dr. Manoj George	Principal
2.	Mr. Hariparasd K S	Assistant Professor
3.	Mr. Arun Jose	Assistant Professor
4.	Mrs. Jyothisree K R	Assistant Professor
5.	Mrs. Neema George	Assistant Professor
6.	Mrs. Nitheesha N Gopal	Assistant Professor
7.	Mr. Gokul P V	Assistant Professor
8.	Mr. Jeneesh Scaria	Assistant Professor
9.	Mr. Jithin John	Assistant Professor
10.	Mr. Vishnu S Sekhar	Assistant Professor





Mangalam Alumni Association MAA

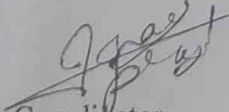
MANGALAM COLLEGE OF ENGINEERING

## MINUTES OF THE MEETING

- Executive members and department coordinators of Mangalam Alumni Association was conducted on 30/09/2020.
- Main agenda of the meeting was the discussion of the online mode of 15<sup>th</sup> Alumni meet.
- Principal extended a warm welcome to all Committee members and Department coordinators.
- It is decided to conduct 15<sup>th</sup> Alumni meet in department wise due to the Covid restrictions.
- Each department coordinators has to schedule and inform senior faculties and Alumni.
- Schedule the timing of meeting with availability of Principal and HOD.

### Action Taken By Principal:

- Principal instructed all Executive Members and Department coordinators to invite all Alumni to attend the meeting on time.
- Department coordinators were instructed to invite HOD, Senior Teachers and Alumni of your Departments.

  
Coordinator

  
Principal

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Mangalam Alumni Association MAA

**MANGALAM COLLEGE OF ENGINEERING**

**LIST OF ATTENDEES:**

Sl.No.	Name	Designation	Signature
1.	Dr. Manoj George	Principal	
2.	Mr. Hariparasd K S	Assistant Professor	
3.	Mr. Arun Jose	Assistant Professor	
4.	Mrs. Jyothisree K R	Assistant Professor	
5.	Mrs. Neema George	Assistant Professor	
6.	Mrs. Nitheesha N Gopal	Assistant Professor	
7.	Mr. Gokul P V	Assistant Professor	
8.	Mr. Jeneesh Scaria	Assistant Professor	
9.	Mr. Jithin John	Assistant Professor	
10.	Mr. Vishnu S Sekhar	Assistant Professor	