



Disciplinary Action Committee

**MANGALAM COLLEGE OF ENGINEERING**

**Disciplinary Action Committee Meeting**

**Intimation**

**AY: 2020- 2021**

**Date: 20/08/2020**

**Venue: Online Google Meet joining info**

**Video call link: <https://meet.google.com/sbh-diae-fqg>**

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled

SI No	Name	Designation
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC
2	Mr.Vilbin Varghese	Assistant Professor CE,Member
3	Ms.Sujitha M	Assistant Professor CSE,Member
4	Ms.Simi P Thomas	Assistant Professor ECE,Member
5	Ms.Krupa Ann Kurian	Assistant Professor EEE,Member
6	Mr.Gokul C	Assistant Professor ,BSH,Member
7	Dr.Sibu C Chithran	Professor MBA,Member

**Agenda**

1. Regular Meetings of committee
2. Discussion of disciplinary issues
3. Any other matters related to discipline

  
Chairman, DAC



  
Principal

**MANGALAM COLLEGE OF ENGINEERING**  
**MINUTES OF THE DISCIPLINARY ACTION COMMITTEE MEETING**

**AY: 2020- 2021**

**Date: 20/08/2020**

**Venue: Online Google Meet joining info**

**Video call link: <https://meet.google.com/sbh-diac-fqg>**

**Agenda**

1. Regular Meetings of committee
2. Discussion of disciplinary issues
3. Any other matters related to discipline

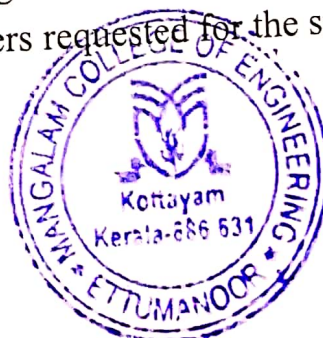
**List of Attendees**

SI No	Name	Designation	Signature	Remarks
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC		
2	Mr.Vilbin Varghese	Assistant Professor CE,Member		
3	Ms.Sujitha M	Assistant Professor CSE,Member		
4	Ms.Simi P Thomas	Assistant Professor ECE,Member		
5	Ms.Krupa Ann Kurian	Assistant Professor EEE,Member		
6	Mr.Gokul C	Assistant Professor ,BSH,Member		
7	Dr.Sibu C Chithran	Professor MBA,Member		

**Minutes**

- It is decided to conduct the meeting of the committee in a regular basis at least three times or whenever required
- Since the classes are going in online mode no disciplinary issues reported
- Cooperation of all members requested for the smooth functioning of the committee

  
Chairman DAC









Disciplinary Action Committee

**MANGALAM COLLEGE OF ENGINEERING**

**Disciplinary Action Committee Meeting**

**Intimation**

**AY: 2020- 2021**

**Date: 22/10/2020**

**Venue: Online**

**Google Meet joining info**

**Video call link: <https://meet.google.com/det-ssxk-kmr>**

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled

SI No	Name	Designation
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC
2	Mr.Vilbin Varghese	Assistant Professor CE,Member
3	Ms.Sujitha M	Assistant Professor CSE,Member
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6	Mr.Gokul C	Assistant Professor ,BSH,Member
7	Dr.Sibu C Chithran	Professor MBA,Member

**Agenda**

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractice reported during university examinations

  
Chairman , DAC



  
Principal

**MANGALAM COLLEGE OF ENGINEERING**  
**MINUTES OF THE DISCIPLINARY ACTION COMMITTEE MEETING**

**AY: 2020- 2021**

**Date: 22/10/2020**


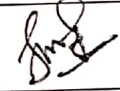
**Venue: Online Google Meet joining info**

**Video call link: <https://meet.google.com/sbh-diac-fqg>**

**Agenda**

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractice reported during university examinations

**List of Attendees**

SI No	Name	Designation	Signature	Remarks
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC		
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3	Ms.Sujitha M	Assistant Professor CSE,Member		
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7	Dr.Sibu C Chithran	Professor MBA,Member		

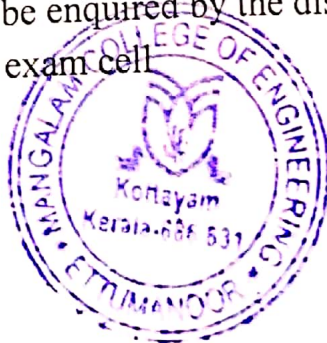
**Minutes**

- Regular meeting conducted as per the decision
- No disciplinary issues reported
- Three malpractices were reported during the university examinations in this month.

**Action Taken**

Malpractice cases reported will be enquired by the discipline committee and report will be forwarded to university through exam cell

  
Chairman DAC







Disciplinary Action Committee

**MANGALAM COLLEGE OF ENGINEERING**

**Disciplinary Action Committee Meeting**

**Intimation**

**AY: 2020- 2021**

**Date: 22/01/2021**

**Venue: M 308, Mechanical Conference Hall**

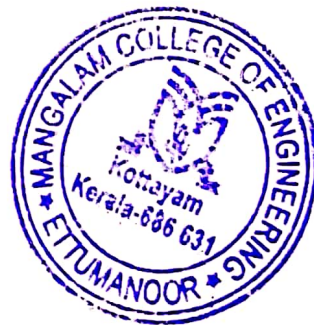
The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled

SI No	Name	Designation
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC
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3	Ms.Sujitha M	Assistant Professor CSE,Member
4	Ms.Simi P Thomas	Assistant Professor ECE,Member
5	Ms.Krupa Ann Kurian	Assistant Professor EEE,Member
6	Mr.Gokul C	Assistant Professor ,BSH,Member
7	Dr.Sibu C Chithran	Professor MBA,Member

**Agenda**

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Practical examinations for S3 B Tech

  
Chairman, DAC



  
Principal



**MANGALAM COLLEGE OF ENGINEERING**  
**MINUTES OF THE DISCIPLINARY ACTION COMMITTEE MEETING**

**AY: 2020- 2021**




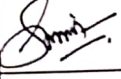
**Date: 22/01/2021**

**Venue: M 308,Mechanical Conference Hall**

**Agenda**

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Practical examinations for S3 B Tech

**List of Attendees**

SI No	Name	Designation	Signature	Remarks
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC		
2	Mr. Vilbin Varghese	Assistant Professor CE,Member		
3	Ms.Sujitha M	Assistant Professor CSE,Member		
4	Ms.Simi P Thomas	Assistant Professor ECE,Member		
5	Ms.Krupa Ann Kurian	Assistant Professor EEE,Member		
6	Mr.Gokul C	Assistant Professor ,BSH,Member		
7	Dr.Sibu C Chithran	Professor MBA,Member		

**Minutes**

- Regular meeting of the committee conducted
  - No disciplinary issues reported
  - S3 Practical examinations in conventional mode are scheduled from 8<sup>th</sup> to 25<sup>th</sup> February.
- Committee members are requested to look after the student discipline and to help in maintaining Covid protocol related discipline in the campus

  
Chairman DAC







Disciplinary Action Committee

**MANGALAM COLLEGE OF ENGINEERING**

**Disciplinary Action Committee Meeting**

**Intimation**

**AY: 2020- 2021**

**Date: 19/04/2021**

**Venue: M 308, Mechanical Conference Hall**

The following members are hereby requested to attend the Disciplinary Action Committee meeting scheduled

SI No	Name	Designation
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC
2	Mr.Vilbin Varghese	Assistant Professor CE,Member
3	Ms.Sujitha M	Assistant Professor CSE,Member
4	Ms.Simi P Thomas	Assistant Professor ECE,Member
5	Ms.Krupa Ann Kurian	Assistant Professor EEE,Member
6	Mr.Gokul C	Assistant Professor ,BSH,Member
7	Dr.Sibu C Chithran	Professor MBA,Member

**Agenda**

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractices reported
4. Contact classes beginning

  
**Chairman , DAC**



  
**Principal**

# MANGALAM COLLEGE OF ENGINEERING

## MINUTES OF THE DISCIPLINARY ACTION COMMITTEE MEETING

AY: 2020- 2021







Date: 19/04/2021

Venue: M 308, Mechanical Conference Hall

### Agenda

1. Review of previous meeting
2. Discussion of disciplinary issues
3. Malpractices reported
4. Contact classes beginning

### List of Attendees

SI No	Name	Designation	Signature	Remarks
1	Mr.Rajeeve K Mohan	Assistant Professor ME,Chairman DAC		
2	Mr.Vilbin Varghese	Assistant Professor CE,Member		
3	Ms.Sujitha M	Assistant Professor CSE,Member		
4	Ms.Simi P Thomas	Assistant Professor ECE,Member		
5	Ms.Krupa Ann Kurian	Assistant Professor EEE,Member		
6	Mr.Gokul C	Assistant Professor ,BSH,Member		
7	Dr.Sibu C Chithran	Professor MBA,Member		

### Minutes

- Regular meeting of the committee conducted
- No disciplinary issues reported
- Two malpractices reported during the university examinations in this month
- Contact classes for final years are scheduled to begin from 19/04/2021 onward. Committee members should monitor the discipline in view of this

### Action Taken



Malpractice cases reported will be enquired by the discipline committee and report will be forwarded to university through exam cell.

  
Chairman DAC







# MANGALAM COLLEGE OF ENGINEERING

Accredited by NAAC& ISO 9001:2000 Certified Institution

## INTIMATION LETTER

**Planning and monitoring committee**

**Date:** 16.06.2021

**Sub: Intimation of first meeting informed – Reg**

All the committee members are hereby informed that a meeting is arranged on 18.06.2021, please make it convenient to participate. Please note the agenda for the meeting.

Sl.No.	Branch	Name	Position
1	ME	Dr.K.Pratheesh	Coordinator
2	CE	Mr. Sreererench Raghav	Member
3	CSE	Ms. Merlin Mary James	Member
4	ECE	Ms.Jyothisree K R	Member
5	EEE	Ms.RahumathBeeby K A	Member
6	BSE	Ashamol Cherian	Member
7	MBA	Mr. Jithin john	Member

Time: 10.30.am

Venue: Room No. ME308

Agenda:-

- 1.Planning of academic activities forthe academic year2021-2022.
2. Planning of Guest lectures, webinars, workshops, national and international conferences in all departments.
- 3.Information about new initiatives

- a. Planning of additional facilities in the laboratory
- b. Research & Development
- c. Institute Industry Interaction .

4. Any other matters

  
16/6/2021

**Coordinator**







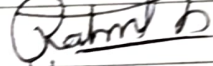


  
16/6/21

**Principal**

**Dr. K. PRATHEESH**  
**Head of Department**  
**Department of Mechanical Engineering**



## LIST OF ATTENDEES

Sl.No.	Branch	Name	Position	Signature
1	ME	Dr.K.Pratheesh	Coordinator	
2	CE	Mr. Sreererench Raghav	Member	
3	CSE	Ms. Merlin Mary James	Member	
4	ECE	Ms.Jyothisree K R	Member	
5	EEE	Ms.RahumathBeeby K A	Member	
6	BSE	Ashamol Cherian	Member	
7	MBA	Mr. Jithin john	Member	

## MEETING MINUTES:

The meeting commenced at 10.30 AM.

1. The academic activities and other plans for the current academic year 2021-22 is discussed. It is decided to prepare academic calendar for the coming odd semester at par with KTU calendar. It is decided to prepare activity calendar by each department for the current academic year 2021-2022.
2. The requirement of additional facilities in each department is discussed and it is decided to submit a proposal to the Principal through concerned HoDs.
3. It is decided to submit the proposal for Research & Development activities and the arrangements to conduct national and international conferences.
4. Departments are to be encouraged to get more MoUs from industries.
5. It is decided to identify weak students and arrange remedial classes through online mode.
6. It is discussed to calibrate lab equipment every year.
7. Faculties to be encouraged to apply for patents and publish research journals and articles.
8. It is decided to conduct an induction programme for first year students before the commencement of regular classes.
9. The following points are discussed and ratified.
  - a. All faculty are responsible for student discipline.
  - b. Frequent meeting between students and mentors.
  - c. Motivated to register NPTEL courses (both staff and students).

There being no further points, the meeting was adjourned.

  
Coordinator 19/6/2021



  
Principal



## MANGALAM COLLEGE OF ENGINEERING

Accredited by NAAC& ISO 9001:2000 Certified Institution

### INTIMATION LETTER

Planning and monitoring committee

Date: 17.12.2021

Sub: Intimation of first meeting informed – Reg

All the committee members are hereby informed that a meeting is arranged on 20.12.2021, please make it convenient to participate. Please note the agenda for the meeting.

Sl.No.	Branch	Name	Position
1	ME	Dr.K.Pratheesh	Coordinator
2	CE	Mr. Sreererench Raghav	Member
3	CSE	Ms. Merlin Mary James	Member
4	ECE	Ms.Jyothisree K R	Member
5	EEE	Ms.RahumathBeeby K A	Member
6	BSE	Ashamol Cherian	Member
7	MBA	Mr. Jithin john	Member

Time: 10.30.am

Venue: Room No. ME308

Agenda:-

- 1.Planning of academic activities forthe academic year2021-2022 (even semester)
- 2.AICTE approval for the Academic year 2022-23
3. Planning of Guest lectures, webinars, workshops, national and international conferencesand internships in all departments.
- 3.Placement activities.



4. Planning for Arts day, Tech Fest and sports day.
5. Preparation of SAR and Pre-qualifier submission for NBA.
6. Preparation of SSR and its submission for NAAC
7. Submission for NIRF ranking.
8. Proposal for new-generation course and MCA offered through KTU for the academic year 2022-23
6. Any other matters

  
17/12/2021

Coordinator





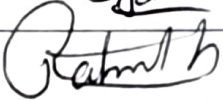


**Dr. K. PRATHEESH**  
Head of Department  
Department of Mechanical Engineering



  
17/12/21

Principal

## LIST OF ATTENDEES

Sl.No.	Branch	Name	Position	Signature
1	ME	Dr.K.Pratheesh	Coordinator	
2	CE	Mr. Sreererench Raghav	Member	
3	CSE	Ms. Merlin Mary James	Member	
4	ECE	Ms.Jyothisree K R	Member	
5	EEE	Ms.RahumathBeeby K A	Member	
6	BSE	Ashamol Cherian	Member	
7	MBA	Mr.Jithin John	Member	

## MEETING MINUTES:

The meeting commenced at 10.30 AM.

1. The academic activities and other plans for the current academic year 2021-22 ( even semester) is discussed. It is decided to prepare academic calendar for the coming even semester at par with KTU calendar.
2. The AICTE approval for the Academic year 2022-23, the portal will open during the month of April or May, 2022. **(Action:concerned staff in charge)**
3. It is decided to plan more number of Guest lectures, webinars, workshops and it is decided to prepare the schedule for conferences in all departments. **(Action:All HoDs)**
4. It is decided to take necessary steps to bring more core companies to our campus for improving the placement count. **(Action:Placement officer)**
5. It is decided to conduct Arts day, Tech Fest and sports day during the months of April/May, 2022. **(Action:Dean-students)**
6. It is decided to prepare SAR (NBA) for ECE, CSE, ME and CE and to be submitted during the month of February/March 2022 **(Action:All HoDs)**
7. It is decided to prepare Pre-qualifier SAR (NBA) for ECE, CSE, ME and CE and to be submitted during the month of February/March 2022. **(Action:All HoDs)**
8. It is decided to prepare SSR (NAAC) and to be submitted during the month of April/May 2022. **(Action:All HoDs)**
9. It is decided to submit the application for NIRF ranking during the month January/ February 2022. **(Action:All HoDs)**
10. It is decided to submit the application for starting AICTE approved new-generation courses and MCA offered through KTU for the academic year 2022-23. **(Action: HOI)**

II. Actions taken on the decisions of the 1<sup>st</sup> planning and Monitoring committee Meeting:

Sl no.	Decisions	Action taken
1.	Preparation of academic calendar	Prepared and submitted to Principal
2.	Preparation of activity calendar by each department	Prepared and submitted to Principal
3.	Additional facilities in each department	CE department submitted a proposal for Ultrasonic pulse velocity tester portable.  CSE department submitted a proposal for Cisco router and switch  ECE department submitted a proposal for TMS 320 dsp kit  ME department submitted a proposal for 3D printing and technology.
4.	Proposal for Research & Development activities	Proposal for R & D has been initiated by various departments.
5	MoUs from industries	ECE department signed a MoU with Maven Tech, Bangalore.  CE department signed a MoU with Mary Matha infrastructure PVT, Ltd, Ernakulam  ME department signed a MoU with KSE, PVT Ltd, Kottayam and SS Engineering works, Kottayam  CSE department signed a MoU with Alinnna and Reji consultants India PVT, Ltd.
6.	Remedial classes	Conducted as per Timetable
7.	Induction programme for first year students	Conducted during the month of October, 2021

There being no further points, the meeting was adjourned.

  
20/12/2021  
Coordinator

**Dr. K. PRATHEESH**  
Head of Department  
Department of Mechanical Engineering



  
Principal





# SC/ST COMMITTEE FORMATION

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## MANGALAM COLLEGE OF ENGINEERING

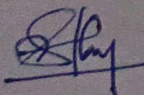
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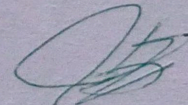
### NOTICE

SUB: SC/ST COMMITTEE FORMATION

As per AICTE guidelines, a committee is formed for prevention of atrocities against SC/ST students. In case of any grievance in this regard, students can approach the committee for redressal. The committee was constituted with following members:

S.No.	Name	Designation
1.	Dr Ajin C Sajeevan	Assistant Professor
2.	Ms Sruthy Emmanuel	Assistant Professor
3.	Mr Gokul P.V	Assistant Professor
4.	Mr Akhil Kumar S	Assistant Professor
5.	Ms Jeepa KJ	Assistant Professor
6.	Ms Biji Mathew	Assistant Professor

  
Sruthy Emmanuel

  
Principal







## SC/ST COMMITTEE FORMATION

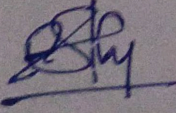
# MANGALAM COLLEGE OF ENGINEERING

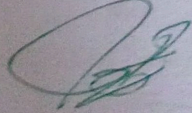
### RESPONSIBILITIES OF MEMBERS

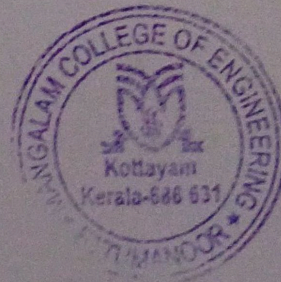
- To create and maintain safe, healthy and supportive environment for SC/ST staff and students in the campus.
- To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- To comply with AICTE regulations for the establishment of the Committee for SC / ST.
- To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.
- To convey the decision of the committee to the aggrieved students in writing.

### FREQUENCY OF MEETING

According to the regulations framed by AICTE, the Committee meets at least two times in a year and the decisions arrived at is mandatory to be implemented. The Committee functions under the Chairmanship of the principal.

  
Sushy Emmanuel

  
Principal







## SC/ST COMMITTEE MEETING

# MANGALAM COLLEGE OF ENGINEERING

## SC/ST COMMITTEE MEETING

### Intimation

Academic Year : 2020 - 21

Venue : RISC LAB

Date & Time : 8/2/2021, 12:30 PM

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

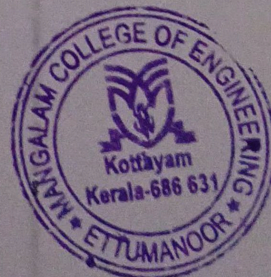
S.No.	Name	Designation	Signature	Remarks
1.	Dr Manoj George	Principal		Principal
2.	Dr Ajin C Sajeevan	Assistant Professor		Committee Member
3.	Ms Sruthy Emmanuel	Assistant Professor		Committee Coordinator
4.	Mr Gokul P.V	Assistant Professor		Committee Member
5.	Mr Akhil Kumar S	Assistant Professor		Committee Member
6.	Ms Jeepa KJ	Assistant Professor		Committee Member
7.	Ms Biji Mathew	Assistant Professor		Committee Member

### Agenda

1. Discussion about academic performance and facility requirements
2. Discussion about activities to be done
3. Any Other matters

COMMITTEECOORDINATOR

Sruthy Emmanuel







## SC/ST COMMITTEE MEETING

# MANGALAM COLLEGE OF ENGINEERING

## SC/ST COMMITTEE MEETING

### Attendance

Academic Year : 2020 - 21

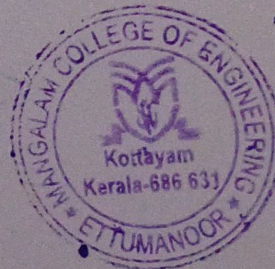
Venue : RISC LAB

Date & Time : 8/2/2021, 12:30 PM

S.No.	Name	Designation	Signature	Remarks
1	Dr Ajin C Sajeevan	Assistant Professor		Committee Member
2	Ms Sruthy Emmanuel	Assistant Professor		Committee Coordinator
3	Mr Gokul P.V	Assistant Professor		Committee Member
4	Mr Akhil Kumar S	Assistant Professor		Committee Member
5	Ms Jeepa KJ	Assistant Professor		Committee Member
6	Ms Biji Mathew	Assistant Professor		Committee Member

COMMITTEE COORDINATOR

*Sruthy Emmanuel*







## SC/ST COMMITTEE MEETING

# MANGALAM COLLEGE OF ENGINEERING MINUTES OF THE MEETING

### Points Discussed

- Discussed on what can be done to create and maintain safe healthy and supportive environment for SC/ST staff and student in the campus.
- Discussed how to figure out the areas where students and staff are experiencing difficulties.

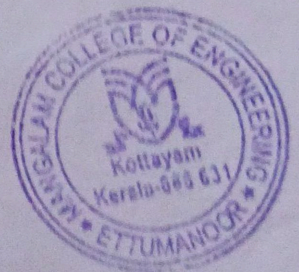
### Decision taken

- Decided to conduct regular remedial classes on personality and language development writing assignments and making presentations
- Decided to organize interactive sessions and informal meetings with students to attend their social, personal and academic problems
- Decide to orient students on scholarships available for SC/ST students
- Decided to conduct Training Programs for students and staff

Committee Coordinator

Seethy Emmanuel

Principal







## SC/ST COMMITTEE MEETING

MANGALAM COLLEGE OF ENGINEERING

### SC/ST COMMITTEE MEETING

#### Intimation

Academic Year : 2020 - 20

Venue : Compter Lab

Date & Time : 16/09/2020 , 2:30 PM

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

S.No.	Name	Designation	Signature	Remarks
1.	Ms Biji Mathew	Assistant Professor		Committee Coordinator
2.	Ms.Sruthy Emmanuel	Assistant Professor		Committee Member
3.	Ms.Syamamol T	Assistant Professor		Committee Member
4.	Mr.Bose Tom	Assistant Professor		Committee Member
5.	Ms. Jeepa K J	Assistant Professor		Committee Member

#### Agenda

1. Discussion about academic performance and facility requirements
2. Discussion about activities to be done
3. Any Other matters

COMMITTEECOORDINATOR







## SC/ST COMMITTEE MEETING

**MANGALAM COLLEGE OF ENGINEERING**

### SC/ST COMMITTEE MEETING

#### Attendance

Academic Year : 2019-2020

Venue : Computer Lab

Date & Time : 16/09/2021 , 20:30 PM

S.No.	Name	Designation	Signature	Remarks
1	Ms Biji Mathew	Assistant Professor		Committee Coordinator
2	Ms.Sruthy Emmanuel	Assistant Professor		Committee Member
3	Ms.Syamamol T	Assistant Professor		Committee Member
4	Mr.Bose Tom	Assistant Professor		Committee Member
5	Ms. Jeepa K J	Assistant Professor		Committee Member

COMMITTEECOORDINATOR

Ms Biji Mathew







## SC/ST COMMITTEE MEETING

# MANGALAM COLLEGE OF ENGINEERING MINUTES OF THE MEETING

### Points Discussed

- Review of Last Meeting-Given the contact numbers of SC/ST committee members to the students to contact them at any time. There are no issues found in hostels & college premises. The students are applied for E-Grants.
- Discussed the end semester exam preparation

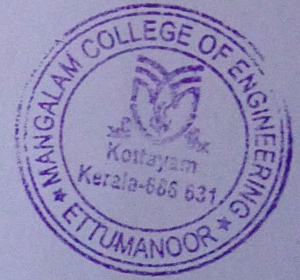
### Decision taken

- Decided to analysis the series exam performance and give support to them.

Committee Coordinator

Ms Byju Mathew

Principal







## INTERNAL COMPLAINTS COMMITTEE

### MANGALAM COLLEGE OF ENGINEERING

Mangalam College of Engineering is committed to provide safe academic and working environment to all students and its employees. This committee has been constituted under the policy Prevention, Prohibition and Redressal of Sexual harassment for employees and students in the institution. ICC is formed by senior faculty members of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely to matters pertaining to any kind of sexual harassment and gender sensitivity.

#### Objectives, Roles and Responsibilities of College Internal Complaints Committee

1. Prevent sexual discrimination and harassment, by promoting gender amity among students and employees;
2. Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
3. Recommend appropriate punitive action against the guilty party to the higher authorities.
4. The Committee shall meet as often as may be needed and appropriate.

#### Mechanism and Composition of ICC on Harassment

1. The way of registering complaints should be sensitive, safe, and accessible.
2. Complaints of sexual harassment/any other can be lodged by either of the three means:
  - As a Written complaint by the victim or a third party
  - By filling out the Google form: <https://forms.gle/DveBUB8c1osWVJ8j9>
  - By forwarding the complaint to the email Id: [icc@mangalam.in](mailto:icc@mangalam.in)

All complaints made to any committee member must be received and recorded by the member, who shall then inform the co-ordinator about the complaint, who in turn shall call for a meeting of the committee.

The ICC on sexual Harassment must determine whether a prima facie case of harassment is made within three days of receiving a complaint. After carefully considering the complaint and hearing the complaint and the defendant and/or any other relevant person, it shall determine whether an enquiry by the committee is to be instituted or not. If the committee deems it necessary to hear the defendant at the preliminary stage, it shall start the enquiry process.



## INTERNAL COMPLAINTS COMMITTEE

**MANGALAM COLLEGE OF ENGINEERING**

If the committee against harassment decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the committee meeting. The committee shall also make the same available to the complainant in writing

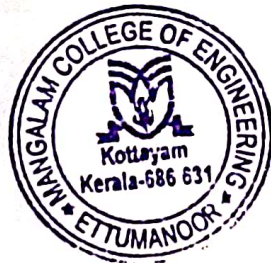
If the committee finds an employee of the Institute involved in harassment of the complaint, then it can recommend immediate disciplinary action in the form of dismissal or any other relevant method.


If the committee finds a student of the Institute is involved in harassment of the complaint, it can recommend disciplinary action in the form of suspension for a specific period of time or expulsion from the institution.

The committee members are:

Sl.No.	Name of Faculty Member	Designation	Branch	Contact Number	Email Id
1	Ms. Simi P Thomas	Coordinator	ECE	9447764297	simi.thomas@mangalam.in
2	Ms.Sharon Treesa Biju	Member	CE	8281378742	sharon.biju@mangalam.in
3	Ms.Sujitha M	Member	CSE	8893251929	m.sujitha@mangalam.in
4	Mr.Phejil K Paul	Member	EEE	7559937129	phejil.k@manglam.in
5	Mr.Santhu Varghese Thomas	Member	ME	9496321965	santhu.thomas@mangalam.in
6	Mr.Gokul C	Member	BSH	9846807278	gokul.c@mangalam.in
7	Ms.Demy Devassy	Member	MBA	9895043777	demy.devassy@manglam.in

  
Coordinator - ICC



  
Dr. Vinodh P Vijayan  
PRINCIPAL  
Mangalam College of Engineering  
Kottayam, India - 686 631



# INTERNAL COMPLAINTS COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## INTERNAL COMPLAINTS COMMITTEE MEETING

### Intimation

Academic year : 2021-2022

Venue : ECE Documentation Room

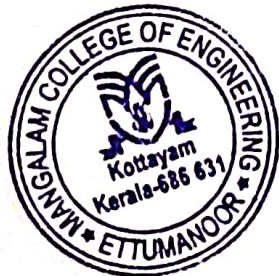
Date & Time : 24-11-2021, 1:00 PM

### Objective:

To protect the privileges of Staff and students and curb any harassments occurring against them.

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

S.No.	Name	Designation/Responsibility	Branch
1.	Ms. Simi P Thomas	Coordinator , Department representative	ECE
2.	Ms.Sharon Treesa Biju	Member , Department representative	CE
3.	Ms.Kavitha Nair R	Member, Department representative	CSE
4.	Mr.Phejil K Paul	Member , Department representative	EEE
5.	Mr.Santhu Varghese Thomas	Member , Department representative	ME
6.	Mr.Gokul C	Member , Department representative	BSH
7.	Ms.Demy Devassy	Member , Department representative	MBA



COMMITTEE COORDINATOR

*Simi*  
24/11/21





# INTERNAL COMPLAINTS COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## INTERNAL COMPLAINTS COMMITTEE MEETING

### Attendance

Academic year : 2021-2022

Venue : ECE Documentation Room

Date & Time : 24-11-2021, 1:00 PM

No.	Name	Designation	Branch	Signature	Remarks
1	Ms. Simi P Thomas	Coordinator	ECE		
2	Ms. Sharon Treesa Biju	Member	CE		
3	Ms. Kavitha Nair R	Member	CSE		
4	Mr. Phejil K Paul	Member	EEE		
5	Mr. Santhu Varghese Thomas	Member	ME		
6	Mr. Gokul C	Member	BSH		
7	Ms. Demy Devassy	Member	MBA		

### MINUTES OF THE MEETING

1. At the outset, co-ordinator welcomed all the members of the Committee.
2. Described the role of ICC in an institution.
3. As it was the first meeting of the ICC, co-ordinator welcomed suggestions from all members to make it effective.
4. The co-ordinator conveyed thanks to the members for attending the meeting and the members agreed that the Committee will meet thrice in a semester on a regular basis or earlier, if need arise.
5. Next meeting of the Committee will be held in the month of January, 2022.
6. Meeting ended with vote of thanks by the member.

COMMITTEE COORDINATOR







# INTERNAL COMPLAINTS COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## INTERNAL COMPLAINTS COMMITTEE MEETING

### Intimation

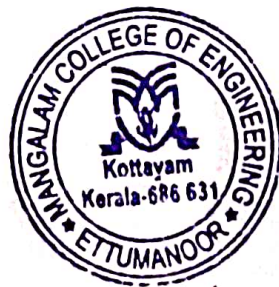
Academic year : 2021-2022      Venue : ECE Documentation Room  
Date & Time : 09-01-2022, 1:00 PM

### Objective:

To protect the privileges of Staff and Students and curb any harassments occurring against them.

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

S.No.	Name	Designation/Responsibility	Branch
1.	Ms. Simi P Thomas	Coordinator , Department representative	ECE
2.	Ms.Sharon Treesa Biju	Member , Department representative	CE
3.	Ms.Kavitha Nair R	Member, Department representative	CSE
4.	Mr.Phejil K Paul	Member , Department representative	EEE
5.	Mr.Santhu Varghese Thomas	Member , Department representative	ME
6.	Mr.Gokul C	Member , Department representative	BSH
7.	Ms.Demy Devassy	Member , Department representative	MBA



COMMITTEE COORDINATOR



# INTERNAL COMPLAINTS COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## INTERNAL COMPLAINTS COMMITTEE MEETING

### Attendance

Academic year : 2021-2022

Venue : ECE Documentation Room

Date & Time : 09-01-2022, 1:00 PM

No.	Name	Designation	Branch	Signature	Remark.
1	Ms. Simi P Thomas	Coordinator	ECE		
2	Ms.Sharon Treesa Biju	Member	CE		
3	Ms.Kavitha Nair R	Member	CSE		
4	Mr.Phejil K Paul	Member	EEE		
5	Mr.Santhu Varghese Thomas	Member	ME		
6	Mr.Gokul C	Member	BSH		
7	Ms.Demy Devassy	Member	MBA		

### MINUTES OF THE MEETING

1. Coordinator extended a warm welcome to members.
2. The co-ordinator conveyed thanks to the members for attending the meeting.
3. Minutes of the previous meeting was approved.
4. The Committee noted that no complaint of harassment has been received from any woman employee of this Institution.
5. Next meeting of the Committee will be held in the month of March, 2022.
6. Meeting ended with vote of thanks by the member.

COMMITTEE COORDINATOR







# INTERNAL COMPLAINT COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## INTERNAL COMPLAINT COMMITTEE MEETING Intimation

Academic year : 2021-2022

Venue : ECE Documentation Room

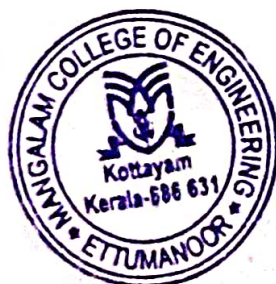
Date & Time : 23-03-2022, 1:00 PM

### Objectives:

This committee is set up with an aim to protect the privileges of women and curb any sexual harassments occurring against them.

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

S.No.	Name	Designation/Responsibility	Branch
1.	Ms. Simi P Thomas	Coordinator , Department representative	ECE
2.	Ms.Sharon Treesa Biju	Member , Department representative	CE
3.	Ms.Sujitha M	Member, Department representative	CSE
4.	Mr.Phejil K Paul	Member , Department representative	EEE
5.	Mr.Santhu Varghese Thomas	Member , Department representative	ME
6.	Mr.Gokul C	Member , Department representative	BSH
7.	Ms.Demy Devassy	Member , Department representative	MBA



  
COMMITTEE COORDINATOR





# INTERNAL COMPLAINT COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## INTERNAL COMPLAINT COMMITTEE MEETING

### Attendance

Academic year : 2021-2022

Venue : ECE Documentation Room

Date & Time : 23-03-2022, 1:00 PM

No	Name	Designation	Branch	Signature	Remarks
1	Ms. Simi P Thomas	Coordinator	ECE		
2	Ms. Sharon Treesa Biju	Member	CE		
3	Ms. Sujitha M	Member	CSE		
4	Mr. Phejil K Paul	Member	EEE		
5	Mr. Santhu Varghese Thomas	Member	ME		
6	Mr. Gokul C	Member	BSH		
7	Ms. Demy Devassy	Member	MBA		

### MINUTES OF THE MEETING

1. Coordinator extended a warm welcome to members.
2. The co-ordinator conveyed thanks to the members for attending the meeting.
3. Minutes of the previous meeting was approved.
4. The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Institution.
5. Next meeting of the Committee will be held in the month of May, 2022.
6. Meeting ended with vote of thanks by the member.

COMMITTEE COORDINATOR





## Meeting Minutes.

Month + Date : September. 30/9/18.  
 Time : 3pm.  
 Venue : EEE Dep.

### In Attendance.

Susan V. Niran (EE) : Susan V. Niran  
 Neena Joseph (CS) : Neena Joseph  
 Jyothisree R. (EC) : Jyothisree R.  
 Bindumol TV (CE) : Bindumol TV  
 Abu Thomas (ME) : Abu Thomas

### Topic Discussed:

A general discussion was conducted based on issues faced by students due to floods.  
 Counselling sessions were arranged with Dr. Jisc.

\* Report sent by mail to KTU.

Prepared By : Susan V. Niran Susan V. Niran



## Meeting Minutes.

Month & Date : October 30/10/18.

Time : 2:30 pm

Venue : EEE Dept.

### In Attendance :

Susan V. Ninan (EE) : Susan V. Ninan

Jyothisree R. (EC) :

Bisudumol. TV. (CE) : Bisudumol

Neena Joseph. (CS) : Neena

Abu Thomas. (ME) : Abu Thomas

### Topic Discussed.

Hostless submitted a request for a change in menu. It was taken up for discussion by Principal and appropriate estimation was given to the Kitchen in charge: Mr. Xavier.

\* Report sent by mail to KTU.

Prepared by Susan V. Ninan : Susan V. Ninan

Decision Taken : Matter discussed with Mr. Xavier and menu was modified and implemented.

Meeting Minutes.

Month + Date : November 04-12-2018.  
 Time : 2:30 pm.  
 Venue : EEE Department.

In Attendance.

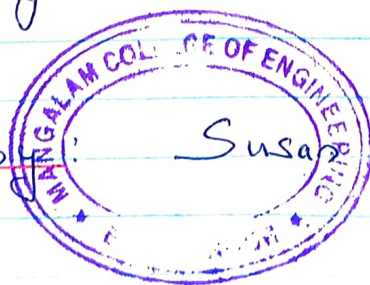
Susan V Niran (EE) : Susan V. Niran.  
 Jyothisree. R (EC) : JR  
 Bindumol TV (CE) : Bindumol  
 Neena Joseph (CS) : Neena  
 Abu Thomas (ME) : Abu Thomas

Topics Discussed.

Class in Charges and Subject faculty were to monitor study time table of weak students. Faculty were asked to provide counselling by utilising Dr Jins expertise.

\* Report sent by mail to KTU.

Prepared By : Susan V. Niran : Susan



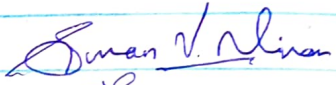







Mangalam Engineering College  
GRIEVANCE + REDRESSAL

Meeting Minutes


Month & Date : January ; 1.2.2019  
Time : 2:30 pm  
Venue : EEE Dep.

In Attendance

Susan. V. Niran : (EE) :   
Jyothisree R. : (EE) :   
Sueya Sasidharan (CE) :   
Neena Joseph. (ES) :   
Neelaa Saban (EE) :   
Abu Thomas (ME) : 

Topics Discussed

Class Tutors were asked to interact with all students in the respective classes and convey the importance of regular attendance and discipline in College. Hostel students were to be made aware of stringent action against any sort of ragging.

Prepared by : Susan. V. Niran : 



\* Report sent to KTU.



Mangalam Engineering College. 25  
GRIEVANCE + REDRESSAL.

Meeting Minutes.

Month + Date : February. 27.02.2019.  
Time : 3:00 pm.  
Venue : EEE Department.

In Attendance.

Susan V Ninan. (EE)	: Susan V Ninan
Jyothisree. R (EC)	: Jyothisree R
Surya Sasidharan. (CE)	: Surya Sasidharan
Neena Joseph (CS)	: Neena Joseph
Neeba Sabu. (EE)	: Neeba Sabu
Abu Thomas. (ME)	: Abu Thomas

Topics Discussed.

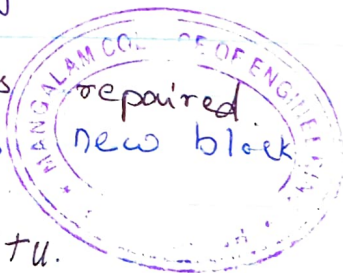
Notice was read. in every class about the existance of a website for representing any grievance. mail id: grievances@mangalam.in  
As per Principals request, daily attendance was to be closely monitored.

Students complained about a faulty water cooler in main block.

Prepared by : Susan V. Ninan : Susan

Action taken

The Cooler was repaired in new block. A new Cooler was installed in csedep.



\* Report sent to KTU.

Mangalam College of Engineering  
GRIEVANCE + REDRESSAL.

Meeting Minutes

Mouth + Date : March : 2019.  
Date + Time : 29-03-19 ; 2:30 pm  
Venue : EEE Department.

In Attendance.

Susan V Ninan	:	(EEE)	:	
Jyothisree. R	:	(Ec)	:	
Surya. Sasidharan.	:	(CE)	:	
Neena Joseph	:	(CS)	:	
Neeba Sabu.	:	(EE)	:	
Abu Thomas.	:	(ME)	:	

Topics Discussed.

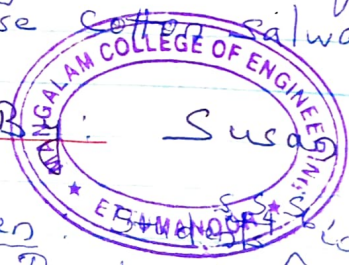
Womens Day was celebrated on 8-3-2019 in the Digital theatre. During the interactive session the students requested the Principal to allot a day for arts festival celebration this semester and also IV for all batches.

Lady faculty put in a request to permit them to wear loose cotton salwars to counter the summer heat.

Prepared By : Susan V Ninan :

Action Taken : 4 days. Due to election, arts day <sup>is</sup> permitted IV for 1 to <sup>date</sup> was not decided.

\* Report sent to KTU.





# Mangalam College of Engineering.

## GRIEVANCE + REDRESSAL

### Meeting Minutes.

Month + Date : April. 2019.  
 Date + Time : 30-4-2019 ;  
 Venue : EEE Department.

### To Attendance.

Susan V. Ninan	: EEE :	<u>Susan V. Ninan</u>
Jyothissee R.	: EC :	<u>Jyothissee R.</u>
Surya Sasidharan	: CE :	<u>Surya Sasidharan</u>
Neena Joseph	: CS :	[Absent]
Neeba Sabu.	: EE :	<u>Neeba Sabu.</u>
Abu Thomas.	: ME :	<u>Abu Thomas.</u>

### Topics Discussed

A complaint of eve teasing was submitted by a girl student. The concerned boys were given counselling by the respective department HOD. The problem was amicably settled. The papers were handed over to the women cell.

All HODs to monitor evening classes.

Prepared By : Susan V Ninan : Susan V. Ninan

Mangalam College of Engineering 51  
Grievance + Redressal

Meeting Minutes:

Month + Date : May 2019.  
Time + Date : 6.06-2019  
Venue : EEE Dept 2.30pm

To Attendance.

Jyothisree R	:	EC	:	<u>[Signature]</u>
Surya Sasidharan	:	CE	:	<u>[Signature]</u>
Neena Joseph	:	CS	:	<u>[Signature]</u>
Abu Thomas	:	ME	:	<u>[Signature]</u>
Neeba Sabu	:	EE	:	<u>[Signature]</u>

Topics Discussed :

No grievance Reported (Semester break)

prepared by : Neeba Sabu : [Signature]








Mangalam College Of Engineering  
Grievance & Redressal.

Meeting Minutes

Month and Date : June , 29-06-19  
 Date & Time : 29-06-19 , 2.30pm  
 Venue : RER Dept.

In Attendance

Iyothissu R	:	EC	:	
Surya Saratharam	:	CF	:	
Muna Joseph	:	CS	:	
Abu Thomas	:	ME	:	
Neeba Sabu	:	ER	:	

Topic Discussed:

No grievance reported (Semester Break)

prepared by : Neeba Sabu : ASL

# Mangalam College of Engineering Grievance & Redressal

## Meeting Minutes

Month & Date : July, 2019  
 Date & Time : 15/7/19, 3:00 pm.  
 Venue : EEE Dept.

### Attendance:

Jyothisree R : EC

Neena Joseph : CS

Aba Thomas : ME

Neeba Saba : EEE

Surga Sasidharan : CE

~~pl~~  
~~pl~~  
~~pl~~  
~~pl~~

### Topics discussed:

No grievance reported (semester break)

matters regarding to the beginning of new semesters and the discipline of students were discussed.

By

Plat



Mangalam College of Engineering  
Grievance & Redressal

Meeting Minutes

Month & Date : August 2019.  
Date & Time : 20/08/19, 2.30 pm.  
Venue : EEE Dept.

Attendance

Jyothisree R - EC  
Neena Joseph - CS  
Abu Thomas - ME  
Neeba Sabu - EEE  
Surya Sasidharan - CE - on leave  
Rasathya - CE Amily

Topics discussed.

No Grievance reported

The importance of attendance monitoring, first year results, proper uniforms etc were discussed.

By Rasathya

Mangalam college of Engineering  
Grievance & Redressal

Meeting Minutes

Month & Date : September 2019  
Date & Time : 23/09/19, 3:00pm.  
Venue : EEE Dept.

Attendance

Jyothisree R - EC *J.R.*  
Surya Sasidharan - CE - on leave  
Neena Joseph - CS *N.J.*  
Abu Thomas - ME *A.T.*  
Neeba Saba - EEE *N.S.*  
Aswathy Soman - CE *A.S.*

Topics discussed:

No Grievance Reported -

The need of an effective remedial classes for students be discussed

By Ratna



Mangalam College of Engineering  
Coimbatore & Redcross Rd

Meeting Minutes

Month & Year : October 2019  
Date & Time : 29/10/2019, 2.P.M.  
Venue : Electrical Dept

Attendence

Jyothisree : EC  
Neena Joseph : CS  
Abu Thomas : ME  
Neena Sabu : EE  
Aswathy Soman : CE

Aswathy

Topics discussed

Class tutors were to monitor all students in their respective classes and convey the regular importance of regular attendence and discipline in college campus.

Students of EEE Dept complained about the cooler in the first floor.

Action taken

The request for placing a cooler in EEE Dept is handed over to chairman, <sup>Principal</sup> in charge & hope that it will be decided soon.

Aswathy

Date: 2<sup>nd</sup> NOV 2019

Action Taken Report: of Grievance reported in the Month of October.

Sl.No	Grievance	Action taken by	Action Initiated
1.	Im Proper functioning of Cooler in 1 <sup>st</sup> floor Main Block.	Reahumath Beeby K A Assoc. Prof, EEE	<ul style="list-style-type: none"> <li>Complaint is forwarded to Principal &amp; chairman.</li> <li>Cooler is Repaired</li> </ul>

Grievance and Redressal Cell  
Co-ordinator

Rahmad B

Principal



## Meeting Minutes

Month & Year : Nov. 2019  
 Date & Time : 3.15 PM. 12/11/19  
 Venue : EEE Dept.

### Attendees

Jyothsree : EC  
 Neena Joseph : CS  
 Abu Thomas : ME  
 Neeba Sabu : EEE  
 Aswathy Soman : CE

Neena  
Sabu  
Aswathy

### Topics Discussed

No grievances reported.  
 Matters regarding to the attitude of students  
 towards the coming university examination  
 was discussed.

Aswathy

## Meeting minutes

Month & year : Dec 2019  
 Time : 10 AM  
 Date : 19/12/2019.  
 Venue : EEE Dept

### Attendance.

Rahmath Beeby	: EEE	<u>Bas</u>
Jyothisree	: EC	
Neena Joseph	: CS	<del>Bas</del>
Abu Thomas	: ME	
Neeba Sabu	: EEE	<u>Bas</u>
Aswathy Soman	: CE	<u>Bas</u>

### Topics Discussed

A grievance was received from hostlers regarding complaint against first year students (hostel students), regarding usage of electricity (phone charging) with MBA girls students. Issue is compromised by formulating a committee headed by Rahmath Beeby (EEE HOD) and Tinta (MBA).



## Meeting Minutes

↑ Month & Year : January 2020  
 Time : 2 P.M.  
 Date : 20/1/2020  
 Venue : EEE Dept.

### Attendance

Rahmath Beeby	: EEE	
Jyothisree	: EC	
Neema Joseph	: CS	<i>[Signature]</i>
Abu Thomas	: MG	
Neeba Sabu	: EEE	<i>[Signature]</i>
Aswathy Soman	: CE	<i>[Signature]</i>

### Topics discussed

Class teachers should pay attention to the students in the respective classes and convey the importance of regular attendance and discipline in college campus.

Rahmath

## Meeting Minutes

Month/Year : February 2020  
 Time : 3 PM  
 Venue : EEE Dept.

### Attendance

Rahmath Beby	: EEE	<u>Rahm b</u>
Jyothisree	: EC	<u>W</u> <sup>Zohra</sup>
Neena Joseph	: CS	
Abu Thomas	: ME	
Neeba Saba	: EEE	
Aswathy Samam	: CE	<u>Amal b</u>

### Topics discussed

Matters regarding to first year results were discussed. The need of an effective remedial and mentoring system was highlighted. No grievance was received.

Rahm b



## Meeting Minutes

Month & Year : March 2020  
 Time : 11 AM  
 Venue : EEE Dept.

### Attendees

Rahmanath Beeby	:	<u>Rahm B</u>
Jyothisree	:	<u>Jyoth</u>
Neena Joseph	:	<u>Neena</u>
Abu Thomas	:	
Neeha Saba	:	
Aswathy Soman	:	<u>Aswathy</u>

### Agenda

1. Conduct of classes in Online mode
2. Series - 1 Examination Conduct Regarding
3. Any other relevant matters

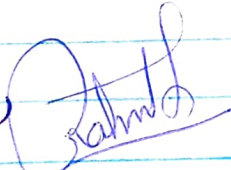
### Topics Discussed

1. Due to the pandemic, the university banned the conduct of classes in the College in conventional mode.
2. It was decided to conduct the Series - 1 examinations in online mode by using Google Classroom as the platform.

3. The students complained about the network issue problems, and therefore they faced problems in uploading the answer sheets within the stipulated time.

4. ~~Plan~~  
Action taken

1. It was decided to extend the time for uploading the answer scripts for those students who faced serious network issues, provided the students inform the course in charge in advance.

Prepared by, 

Ms. Rahumath Beeby  
(Associate Professor - EEE)

Verified by,

Principal



## Minutes of Meeting

Date & Time: 3/04/2020, 12.50 pm

Venue: Online (Google Meet).

### Attendees

1. Ms. Rahumath Beeby - EEE Rahm
2. Ms. Syathisree K.R. - ECE Syathisree
3. Ms. Neena Joseph - CSE
4. Mr. Abu Thomas - ME ✓
5. Ms. Neelva Sabu - EEE
6. Ms. Aswathy Soman - CE Aswathy

### Agenda

1. Course materials / resources dissemination
2. Any other matters.

### Topics Discussed

1. Students complained about network issues and due to this they ~~were~~ not able to attend many classes.

### Action Taken

1. It was decided to make all resources - Study materials, Course notes, Video lectures etc. available to students.
2. Course materials should be uploaded via Google classrooms and video lecture links should be shared with the students.

Prepared by, Rahm  
Rahumath Beeby  
(Associate Professor - EEE)

Verified by,  
Principal

## Minutes of Meeting

Date and time

- 06/05/2020 3 PM.

Venue

- Online (Google Meet).

## Attendances

1. Rahmath Beeby - EEE Rahmath
2. Jyothisree K.R. - ECE JKR
3. Neena Joseph - CSE
4. Abu Thomas - ME
5. Neena Sabu - EEE
6. Aiswathy Soman - CE Aiswathy

## Agenda

1. Bus fee Regarding

## Discussion Summary

1. Students requested to exempt College bus fee during the lockdown period

## Action taken

1. The bus fee was reduced to 10% of actual fees

Prepared by,

Principal,

Ms Rahmath Beeby  
(Associate Professor - EEE)



## Minutes of meeting

Date and Time - 17/08/2020, 12.50 PM  
 Venue - Grievance cell

## Attendance

- |                             |       |                   |
|-----------------------------|-------|-------------------|
| 1. Ms Rahumath Beeby        | - EEE | <i>Rahumath</i>   |
| 2. Ms. Jyothisree K.R.      | - ECE | <i>Jyothisree</i> |
| 3. Ms Neema Joseph          | - CSE |                   |
| 4. <sup>MR</sup> Abu Thomas | - ME  |                   |
| 5. Ms. Neeba Sabu X         | -     |                   |
| 6. Ms. Aswathy Soman        | - CE  | <i>Aswathy</i>    |
| 7. Mr. Siby James           | - MBO | <i>Siby</i>       |

## Agenda

1. Meeting of new Committee members
2. Any other relevant matters.

## Points Discussed

1. The committee incharge welcomed the members and explained the details of committee & its functions
2. It was decided to make the students aware of the committee.

## Actions taken

- Students were informed through class teachers and department Coordinators.

Prepared by,

Ms Rahumath Beeby

Principal

# Minutes of Meeting

Date and Year - August 2020, 17th  
 Time - 1 PM.  
 Venue - Grievance cell

## Attendance

- |                       |       |        |
|-----------------------|-------|--------|
| 1. Ms Rahumath Beeby  | - EEE |        |
| 2. Ms. Jyothsree K.R. | - ECE | JAR    |
| 3. Ms. Ajeena Joseph  | - CSE |        |
| 4. Mr. Abu Thomas     | - ME  |        |
| 5. Ms. Aswathy Soman  | - CE  | Amulya |
| 6. Mr. Siby James     | - MBA | Sub    |

## Agenda:

1. Any relevant matters

## Points Discussed

No grievance reported.

Prepared by,

Ms. Rahumath Beeby  
 (Associate Professor)

Principal



Minutes of Meeting

Date and Year

- 06/10/2020

Time

- 3PM

Venue

- EEE Dept.

Attendance

- |   |                    |       |                |
|---|--------------------|-------|----------------|
| 1 | Ms. Rahmath Beeby  | - EEE | <u>Rahmath</u> |
| 2 | Ms. Jyothsree K.R. | - ECE | <u>JR</u>      |
| 3 | Ms. Neena Joseph   | - CSE |                |
| 4 | Ms. Abu Thomas     | - ME  |                |
| 5 | Ms. Aswathy Soman  | - CE  | <u>Amulha</u>  |
| 6 | Ms. Siby James     | - MBA | <u>Siby</u>    |

Agenda

1. Any relevant matters

Discussion Summary

No grievances Reported

Prepared by,

Ms. Rahmath Beeby  
(Associate Professor)

Principal

## Minutes of Meeting

Date and Time - 17/12/20, 3 PM  
 Venue - EEE Dept.

### Attendance

- |                    |       |                   |
|--------------------|-------|-------------------|
| 1. Rahmath Beeby   | - EEE | <i>Rahmath</i>    |
| 2. Jyathisree K.R. | - ECE | <i>Jyathisree</i> |
| 3. Neena Joseph    | - CSE |                   |
| 4. Abu Thomas      | - ME  |                   |
| 5. Aswathy Soman   | - CE  | <i>Aswathy</i>    |
| 6. Siby James      | - MBA | <i>Siby</i>       |

### Agenda

Bus and hostel facility regarding

### Discussion

As per the disecision of KSTU Contact classes will be started on January 4th 2021.

As college is to re-open on Jan 4th 2021 students have request for college bus facility and hostel accomodation to be provided.

### Action taken.

In response to students request, the college management have decided to run more college buses, and provide hostel facility to the students.

Prepared by  
 Rahmath Beeby

Principal



Jan

91

## Minutes of Meeting

Date and Time  
Venue

= 18/01/2021

- EEE Dept.

### Attendance.

- |                    |        |                |
|--------------------|--------|----------------|
| 1. Rahmath Beehy   | - EEE  | <u>Rahmath</u> |
| 2. Neema Joseph    | - CS   |                |
| 3. Jyothisree K.R. | - EC   | <u>Jyoth</u>   |
| 4. Abu Thomas      | - mech |                |
| 5. Siby James      | - MBA  | <u>Siby</u>    |
| 6. Aswathy Soman.  | - CE   |                |

### Topics discussed

offline classes started on Jan 14th.  
Class teachers should pay attention  
to the students in the respective  
classes.




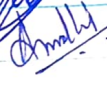
No grievance reported

Rahmath  
18/01/21.

## Minutes of the meeting

Date and time : 19/2/2021  
 Venue : EEE Department.

### Attendence.

1. Ms. Rahumath Beeby	- EEE	
2. Ms. Neena Joseph	- CSE	
3. Jyothisree K.R.	- ECE	
4. Ms. Abu Thomas	- ME	
5. Ms. Siby James	- MBA	
6. Ms. Aswathy Loman	- CE	

### Topics Discussed

- Received a complaint from Ms. Paevatty Pushpan student of S3 CSE B batch regarding alleged verbal harassment faced by her in the college office from Mr. Eljo P. Alex, College office staff and Mr. Rajesh, Bus driver.
- Complaint received through the Principal on 18/2/20, Thursday.
- We discussed the above matters and following discussions were taken.
  1. Explanation required from Mr. Eljo P Alex & Mr. Rajesh through the concerned authority.
  2. A detailed explanation from student is required for further clarification.
  3. Regarding the ~~com~~ behaviour of the student, feedback is taken from the class in charge. ~~also~~ also the behaviour of Mr. Eljo P. Alex &



Mr. Rajesh is enquired with concerned & authorities

### Action Taken:

Principal discussed the matter with Mr. Eljo P Alex & Mr. Rajesh also warned them that there will be ~~no~~ <sup>future</sup> issues like this not be any further issues like this

Rajesh  
(RAHUMATH BEEDY)

## Minutes of the meeting

Date and time : 11/5/21  
 Venue : Online

### Attendance

- |                       |       |             |
|-----------------------|-------|-------------|
| 1. Ms. Rahmath Beeby  | - EEE | <u>Patn</u> |
| 2. Ms. Neena Joseph   | - CSE |             |
| 3. Jyothiree K.R      | - ECE | <u>Patn</u> |
| 4. Mr. Aby Thomas     | - ME  |             |
| 5. Ms. Siby James     | - MBA | <u>Patn</u> |
| 6. Ms. Aswathy Somath | - CE  | <u>Patn</u> |

### Topics Discussed:

Complaint ~~Registered~~ Registered by First year students:

- They raised a complaint regarding the daily work load. There
  - There is no enough break time for their online classes.
  - Students are loaded with lots of assignment work, lab record work etc...

### Action taken:

1. Faculty should take care to give 10 minutes break compulsorily as given in timetable.
2. No theory course content should be taken in LAB hours.
3. Assignment days for each course can be fixed within the department.
4. Tutorial have to be engaged in theory hour and not as an assignment.



5. The time table schedule can cut short the lunch break to 30 minutes and there will not be any days ~~on~~ with all the hours are theory hours.

Rahmath  
RAHMATH BEEBY

## Minutes of the meeting

Date and time : 7/7/21  
Venue : Online

### Attendance

- |                      |       |            |
|----------------------|-------|------------|
| 1. Ms. Rahmath Beeby | - EEE | Stamth     |
| 2. Ms. Neena Joseph  | - KSE | (on leave) |
| 3. Ms. Jyothilee K.R | - ECE | Stb        |
| 4. Mr. Abu Thomas    | - ME  |            |
| 5. Ms. Siby James    | - MBA | Stb        |
| 6. Ms. Aswathy Loman | - CE  | Stb        |

### Topics Discussed:

1. Ms. Minza Thazni (Student CSE SS B Batch) raised her grievance regarding the SS B-Tech final year university examination ~~request~~ to the grievance redressal cell. She has ~~not~~ faced network issue during the examination so she uploaded her answer sheet at 3:15 pm, so she didn't get enough time to attend all questions.
2. Ms. Graiss B. Samuel (Student CSE SS B Batch) raised her grievance regarding the SS B-Tech final year university examination to the grievance redressal cell. He has faced network issue so he didn't get enough time to complete all questions. So the above two students requested ~~request~~ for retest.

Action taken : Director discussed the matter with above students and ~~informed~~



their ~~class~~ course in charges and ~~finalized~~  
taken a decision to conduct select  
for following subjects.

1. Ms Minza Thazni  
(All 58 subjects)





2. Mr. Graius B. Samuel  
1. Data Mining

Patni  
(BAHUMATH BELOY)

Minutes of the meeting

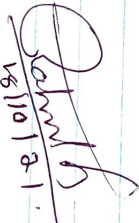
Date and time : 18/10/2021  
 Name : EIE DEPT.

Attendance

1. Ms. Rahnemath Beby - EIE 
2. Ms. Jyothisree K.R. - ECE 
3. Ms. Merlin Mary James - CSE 
4. Mr. Anish - ME
5. Mr. Siby James - MBA 
6. Ms. Archathy Soman - CE

Topic discussed:

The need of an effective semichol and mentoring <sup>gm</sup> was highlighted by Mrs. D. Archadevi was received.

  
 18/10/21.



## Minutes of meeting

Date and time : 17/01/2022  
 Venue :

## Attendance.

- |                          |       |                  |
|--------------------------|-------|------------------|
| 1. Mrs. Rahnath Beby     | - EEC | <i>Beby</i>      |
| 2. Mrs. Jyathigae        | - EEC | <i>Jyathigae</i> |
| 3. Mrs. Melin Mary James | - ESL | <i>Melin</i>     |
| 4. Mrs. Anshu            | - ME  |                  |
| 5. Mrs. Siby James       | - MBO |                  |
| 6. Mrs. Osualdy Samson   | - CE  | <i>Osualdy</i>   |

## Topics discussed.

No grievance reported. Discussed about motivating first year students for appearing well for coming exams

*Rahnath*  
 17/01/22.

Minutes of meeting.

Date and Time - 17/02/22  
 Venue - Coir room all.

Attendances

1. Mrs Rahmath Beby
2. Ms Jayathirae P.R.
3. Ms. Merlin Jay James - CSE
4. Mr. Davis
5. Ms. Siby James
6. Ms. Pseebathy Roman

Topics discussed

matters regarding to the  
 attitude of students towards the  
 Commis university exam, with  
 Clous teachers - No grievance.

*P. Jayathirae*



# AMENITIES COMMITTEE MEETING

**Objective:** To facilitate various amenities in the campus

**Roles and Responsibilities of the Committee:**

- can initiate new facilities in the campus within the remit of its role.
- can take care and control the facilities available in the campus.
- schedule monthly review and inspection of all facilities.
- Collects yearly feedback from students about various facilities and inform corresponding committees take necessary actions

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

S.No.	Name	Designation/Responsibility	Branch
1.	Ms.Neethan Elizabeth Abraham	Coordinator , Department representative	ECE
2.	Mr.Arun Issac Varghese	Member , Department representative	CE
3.	Mr.Jayakrishnan K B	Member, Department representative	CSE
4.	Ms.Krupa Anna Kurian	Member , Department representative	EEE
5.	Mr.Abin Sebastian	Member , Department representative	ME
6.	Ms.Sheeja Bhasker	Member , Department representative	BSH
7.	Mr.Jithin John	Member , Department representative	MBA





AMENITIES COMMITTEE MEETING  
Intimation

Semester year : 2021-2022

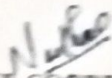
Venue : Online Mode-Google meet

:

Date & Time : 26-11-2021, 02:30 PM

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

S.No.	Name	Designation/Responsibility	Branch
1.	Ms.Neethan Elizabeth Abraham	Coordinator , Department representative	ECE
2.	Mr.Arun Issac Varghese	Member , Department representative	CE
3.	Mr.Jayakrishnan K B	Member, Department representative	CSE
4.	Ms.Krupa Anna Kurian	Member , Department representative	EEE
5.	Mr.Abin Sebastian	Member , Department representative	ME
6.	Ms.Sheeja Bhasker	Member , Department representative	BSH
7.	Mr.Jithin John	Member , Department representative	MBA

  
COMMITTEE COORDINATOR





# AMENITIES COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

## AMENITIES COMMITTEE MEETING

### Attendance

Academic year : 2021-2022

Venue : Online Mode-Google meet

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

S.No.	Name	Designation	Signature
1	Ms.Neethan Elizabeth	Coordinator	Online presence
2	Mr.Arun Issac Varghese	Member	
3	Mr.Jayakrishnan K B	Member	
4	Ms.Krupa Anna Kurian	Member	
5	Mr.Abin Sebastian	Member	
6	Ms.Sheeja Bhasker	Member	
7	Mr.Jithin John	Member	

### MINUTES OF THE MEETING

1. Coordinator extended a warm welcome to members.
2. Discussed about the duties & responsibilities of the committee.
3. Discussed on taking a feedback on various amenities in the campus

COMMITTEE COORDINATOR

*Neetha*



*30/11/21*



## EXAM CELL MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year : 2020-21

Venue : M 116

Date & Time : 03-07-2020, 02:30pm

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

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Albert Mathew	Exam cell Member		
2.	Ms. Neeba Sabu	Exam cell Member		
3.	Ms. Krishnapriya C V	Exam cell Member		
4.	Ms. Chinch Anna Varkey	Exam cell Member		
5.	Ms. Jinu P S	Exam cell Member		
6.	Ms. Athulya Tom	Exam cell Member		

#### Agenda

1. Second Internal Test – Even Semester

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING

Rajeev T. Mohs  
Name and Signature of Exam Cell Coordinator



Meeting : 12

Date : 23/7/2020

Venue : M-116 . KTU - Exam Cell.

Members Present

Mr. Rajew. K. Mohan

Mr. Albert Mathew

Ms. Neeba Sabu

Ms. Krishna Priya

Ms. Chinchu Arma

Ms. Jenu. P.S.

Ms. Athulya Tom.


Agenda: Second Internal test - Even Sem.

Minutes:-

- \* Meeting started with a silent prayer.
- \* II - internal test for S<sub>1</sub>, S<sub>4</sub>, S<sub>6</sub>, S<sub>8</sub> is scheduled to be conducted in online mode from 10/7/2020 (1:30 pm to 3:30)
- \* Time table should be prepared and <sup>get</sup> signed from principal by 6/07/2020
- \* Question paper after verification by DAAC should be uploaded in the corresponding subject google classroom by the course in charge at 1:25 pm.
- \* Students are directed to write the exam in A4 sheet which should be uploaded in the google classroom before 3:40 pm.
- \* Course in charges are the responsible for the smooth functioning of exam.

Action Taken.

Time table prepared & published on 6/7/2020.  
Question paper format circulated.

  
23/7/20

  
MANGALAM COLLEGE OF ENGINEERING



## EXAM CELL MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year : 2020-21

Venue : M 116

Date & Time : 03-08-2020, 09:30 am

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

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Albert Mathew	Exam cell Member		
2.	Ms. Neeba Sabu	Exam cell Member		
3.	Ms. Krishnapriya C V	Exam cell Member		
4.	Ms. Chinch Anna Varkey	Exam cell Member		
5.	Ms. Jinu P S	Exam cell Member		
6.	Ms. Athulya Tom	Exam cell Member		

#### Agenda

1. Conduct of B.Tech Degree S8 University exam in Online mode

Jeneesh Sankar

Name and Signature of Exam Cell Coordinator

Manoj  
MANGALAM COLLEGE OF ENGINEERING



Meeting: 13

Date: 3/08/2020

Venue: M-116, KTU- exam cell

Members Present:

Mr. Jeneesh Scaria

Mr. Albert ~~Mathew~~ Mathew

Ms. Neeba Sabu

Ms. Krushma preya c.v.

Ms. Chincha Anna Varkey

Ms. Jimu. P. Sainudheen

Ms. Athulya Tom.

Agenda: B-Tech Ss exam May 2020 (Regular registration)

Minutes :-

- \* Meeting Started with a Silent prayer.
- \* B-Tech Ss exam is scheduled to start from 10/8/2020 to 17/8/2020 in online mode. as per the university instructions.
- \* Question paper after verification by IOAC can be uploaded in the corresponding subject google classroom by the course in charge at 1:10pm.
- \* Students are instructed to write the exam in A4 sheet which should be uploaded in the google classroom before 3:45pm.
- \* Course in charges are responsible for the smooth functioning of the exam.

Action Taken.

The ~~new~~ Time table prepared and published as per university instructions. Subject teachers prepared the question paper and submitted to IOAC.



## EXAM CELL MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year : 2020-21

Venue : M 116

Date & Time : 21-08-2020, 09:30 am

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

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Albert Mathew	Exam cell Member		
2.	Ms. Neeba Sabu	Exam cell Member		
3.	Ms. Krishnapriya C V	Exam cell Member		
4.	Ms. Chinch Anna Varkey	Exam cell Member		
5.	Ms. Jinu P S	Exam cell Member		
6.	Ms. Athulya Tom	Exam cell Member		

#### Agenda

1. Conduct of B.Tech Degree S1- S7supplementary exam.

Jeneesh Sankar

Name and Signature of Exam Cell Coordinator

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Meeting slip

Date : 21/08/2020.

Venue : H-116, KTU - Exam cell

Members present

Mr: Jeevash Sannu *J.S.*Ms. Neeha Sabu *N.S.*Mr: Albert Mathew *A.M.*Ms. Krishna priya C.V. *K.P.*Ms. chinchu Anna Varkey *A.V.*Ms. Jinu. P. Sainudheen *J.P.S.*Ms. Athulya Tom *A.T.*

Agenda : B.Tech Supplementary Examination S1 to S7

Minutes :- Meeting started with a silent prayer.

- \* B.Tech Supplementary examination (S1 to S7) will start from 19/9/20 to 18/11/2020. following all the instructions from KTU as per Covid protocol.
- \* Invigilation duty list, Hall arrangement should be completed before 28/8/2020.
- \* Seating arrangement and Hall attendance done by Ms. Krishna priya C.V. and Ms. chinchu Anna.
- \* Bundle details and Question paper filing will be done by Ms. Jinu. P. Sainudheen and Ms. Neeha Sabu.
- \* All the members of exam cell should be present during question paper packing.
- \* COE asked cooperation of all exam cell members for smooth conduct of exam.

Action Taken

Invigilation duty list prepared and published on 24/8/2020. Seating arrangement done by Ms. Krishna priya C.V.



## EXAM CELL MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year : 2020-21

Venue : M 116

Date & Time : 08-02-2021, 02:00pm

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

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Albert Mathew	Exam cell Member		
2.	Ms. Neeba Sabu	Exam cell Member		
3.	Ms. Krishnapriya C V	Exam cell Member		
4.	Ms. Chinch Anna Varkey	Exam cell Member		
5.	Ms. Jinu P S	Exam cell Member		
6.	Ms. Athulya Tom	Exam cell Member		

#### Agenda

1. Conduct of B.Tech Degree R&S Examination Feb/March 2021.

Jenadh Sarda

Name and Signature of Exam Cell Coordinator

MANGALAM COLLEGE OF ENGINEERING  
PRIYADARSHINI



Meeting: 16

Date: 8/02/21

Venue: M-116 KTU exam cell

Members present

Mr. Jeevesh Janki

Mrs. Albert Mathew

Ms. Chinchu Anna Varkey

Ms. Koushna Praga .C.V.

Ms. Neeha Sabu

Ms. Athulya Tom

Ms. Jinu . P. Sainudheen

Agenda: Conduct of B.Tech R/S examinations feb/march 2021.

Minutes: -

\* B.Tech R/S examination s/he is scheduled to start from 15/02/21. following all the instructions from KTU as per covid protocol.

\* Invigilation duty list, Hall arrangement should be completed before 11/02/21

\* Staffs are assigned for seating arrangement hall attendance, bundle details, QP filing.

\* COE asked the cooperation of all exam cell members for smooth conduct of exams.

Action Taken.

Invigilation duty list published on 10/2/21.  
Hall arrangement completed on 10/2/21.



## EXAM CELL MEETING

**MANGALAM COLLEGE OF ENGINEERING**

### Intimation

Academic year : 2020-21

Venue : M 210

Date & Time : 22-06-2021, 02:00 pm

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

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Albert Mathew	Exam cell Member		
2.	Ms. Vaishnav V K	Exam cell Member		
3.	Ms. Akhil Kumar	Exam cell Member		
4.	Ms. Chinch Anna Varkey	Exam cell Member		
5.	Ms. Jinu P S	Exam cell Member		
6.	Ms. Nitheesha	Exam cell Member		

#### Agenda

1. Conduct of B.Tech Degree Examination S8 and Honors

Jeneesh Sarda .

Name and Signature of Exam Cell Coordinator

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Meeting : 18

Date : 22/6/21

Venue : M-116, ICTU Exam cell

Members present-

Mr. Jeeesh Sana

Mr. Albert Mathew

Mr. Vaishnav

Mr. Akhil

Ms. Chinchu Anna

Ms. Jinu P.S.

Ms. Nitheesha

Agenda - B.Tech Ss exams and honours.

Minutes :-

- \* B.Tech - Ss exam is scheduled to start from 28/6/21 and honours on 9/7/21 in online mode as per the university instruction
- \* Question paper after verification by IQAC can be uploaded in the corresponding subject google class room by the course in charge at 1.10pm
- \* Students are instructed to write exam in A4 sheet paper which should be uploaded in the google class room before 3.45pm.
- \* Course in charge are responsible for the smooth functioning of the exam.
- \*

Actions taken :- Appearing list downloaded from site. Invigilation duty list prepared and published on 24/06/21. Seating arrangement is done on 25<sup>th</sup>/06/21.



## EXAM CELL MEETING

MANGALAM COLLEGE OF ENGINEERING

### Intimation

Academic year : 2020-21

Venue : M 210

Date & Time : 02-07-2021, 11:00 am

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

S.No.	Name	Designation	Signature	Remarks
1.	Mr. Albert Mathew	Exam cell Member		
2.	Ms. Vaishnav V K	Exam cell Member		
3.	Ms. Akhil Kumar	Exam cell Member		
4.	Ms. Chinch Anna Varkey	Exam cell Member		
5.	Ms. Jinu P S	Exam cell Member		
6.	Ms. Nitheesha	Exam cell Member		

#### Agenda

1. Conduct of B.Tech Degree Examination S1(R&S), S3(R) -2019 scheme, S1&S2 (S) – 2015 scheme

Jeneesh Scaria .

Name and Signature of Exam Cell Coordinator

PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



Meeting: 17

Date: 2/07/21

Venue: M-116 KTU Exam cell.

Members present

Mr. Jeevesh Scaia

Ms. Albert Mathew

Mr. Varishmau

Mr. Akhil

Ms. Chinchu Anna

Ms. Jinu. P.

Ms. Nitheesha

Agenda: B.Tech  $S_1, S_2$  (Rands),  $S_3$  (R), off. new scheme and B.Tech  $S_1, S_2$  (S) of old scheme, -  
M. Tech  $S_1$  examination July 2021.

Minutes: -

- \* B-Tech (R/S) examination of new scheme and old scheme also M-Tech (S1) examination is scheduled to start on July 9<sup>th</sup> onwards.
- \* Invigilation duty list, Hall arrangement should be completed on or before 07/7/21
- \* Staffs are assigned for Seating arrangement Hall attendance (Ms. Chinchu, Mr. Varishmau, Ms. Nitheesha) bundle details and Q.P. filing (Mr. Akhil, Ms. Jinu)
- \* CoC asked the co-operation of all exam cell members for the smooth functioning of exams.

Action taken: Appearing student list count taken and appearing invigilation duty list published.

Manoj  
PRINCIPAL  
MANGALAM COLLEGE OF ENGINEERING



## TIME TABLE

MANGALAM COLLEGE OF ENGINEERING

Date: 8/8/2020

### NOTICE

First timetable committee meeting for the academic year 2020-2021 (ODD SEM) has been decided to conduct on 10/8/2020 at 10 AM. HOD's kindly direct the department timetable coordinator's to attend the meeting without fail

#### Agenda:

Preparation for S3, S5, S7, M3 class timetable (Online)

Venue:  Google meet

#### LIST OF MEMBERS

Sl. No	Members	Designation	Department	Position
1	Ms. Aswathy soman	Asst. Prof	CE	Coordinator
2	Ms. Linu Joy	Asst. Prof	CE	Member
3	Mr. Jishnu M	Asst. Prof	ME	Member
4	Ms. Merlin Mary James	Asst. Prof	CSE	Member
5	Ms. Eugene Peter	Asst. Prof	EEE	Member
6	Mr. Akhilkumar V S	Asst. Prof	ECE	Member
7	Ms. Chinchu anna Varkey	Asst. Prof	BSD	Member
8	Ms. Biji Mathew	Asst. Prof	BSD	Member

*Athy*  
8/8/20  
TIME TABLE COORDINATOR



*M. J. J.*  
08/08/20  
PRINCIPAL



Time Table Committee Meeting - I

Agenda:- Time Table preparation (Online) - S3, S5, S7, M3

venue:- Google meet  
Time: 10 AM, Date:- 10/8/2020

Attendees :-

- Mrs. Ansothy Soman - Asst. Prof. College level Co-ordinator. *Ansothy*
- Mrs. Linu Joy - Asst. Prof, CE Dept. *L*
- Mr. Ashnu M - Asst. Prof, ME Dept. *Ashnu*
- Mr. Akhilkumar - Asst. Prof, ECE Dept. *Akhil*
- Ms. Merlin Mary James - Asst. Prof, CSE Dept. *Merlin*
- Ms. Chinchu Anna Vaskey - Asst. Prof, BSE Dept. *Chinchu*
- Ms. Biji Mathew - Asst. Prof - BSE Dept. *Biji*
- Ms. Eugene Peter - Asst. Prof, EEE Dept. *Eugen*

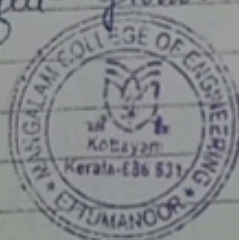
Points Discussed

- \* Subject Allocation discussion
- \* Hours allotted - 4 hours for theory  
2 hours for labs
- \* Allotted placement of hours in the weekly time table
- \* [1 hour for S3, S5, and 2 hours for S7]

Action Taken :-

- \* Time table should be prepared and cross checked.
- \* If there is any correction correct it and publish with effect from 17/9/2021

Time Table Co-ordinator



*Principal*  
10/8/20

*Athi*