

Meeting 23

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Date: 19/3/24

Time: 9.30 a.m

Venue: Conference Room

- Agenda :-
1. Implementation of FYUG programme
 2. External audit
 3. BOS & Academic Council meetings
 4. Skill employability courses
 5. Fitting of results & feedback analysis
 6. P.D. Accumulated fund/P.D Budget
 7. Approval of certificate/value added courses

Members Present :-

Dr. Sr. Kochuthessia K.P.

Dr. Stegy. V J

Dr. Merlin Francis

Ms. Veenamol. K.V

Ms. Christena. Wilson K

Ms. Divya Chandran

Dr. Rema. P.

Sr. Jisha Chakkunny M

Ms. LAKSHMI ANAND

Ms. Srijai Raju

Ms. Jisra Johnson

Dr. Jismy Joseph

Dr. Bindhu. K.B

Ms. Mary Philip

Mr. Sanjish

Decisions Taken :-

- 1) Out of the previous balance of Rs 2,67,434 of P.D fund, it was decided by the College Council to spend Rs 2,67,000 for purchase of library books this year.
- 2) It was also decided by the Council that the amount collected under various heads of P.D. to be utilised as per order no. 10310/DI/2009.

- 3) All the departments are to conduct their Bos meetings between 20th March and 22nd March so that the academic council meeting can be held on 23/3/24. All the HoDs are to ensure that all the external members, namely, two subject experts outside university, 1 university nominee, 1 alumnae representative and 1 industry expert has been included in the whatsapp group and invited for the meetings. Any retirements or change in designation or institution of the member, is to be informed immediately.
- 4) Internal audit for all departments to be conducted on 25th, 26th and 27th March for Arts and Commerce, B.Voc and Science departments respectively.
- 5) External audit will be in the month of May (15th) along with the valuation camp of the autonomous batch. However, departments are to ensure their preparedness for external audit by the first week of April. (2-4).
- 6) All the teachers and PG students to be reminded of the Academic Council election (University) on 25/3/24.
- 7) Distribution of certificates of the certificate/value-added courses to be done by the Principal on 20/3/24.
- 8) All the course co-ordinators of the departments conducting National Skill Employability courses are to collect the course fee and exam & registration fee and submit by 25/3/24.
- 9) The certificate/value added, diploma courses to be conducted in 2024-25 are to be kept for approval in Bos & Academic Council.
- 10) The college will be implementing the FYUGP along with admission to the first batch of boys in 2024-25.

Mangshik
Secretary

President

Action Taken Report

- Internal audit was conducted as per schedule followed by External audit in May
- BOS meetings were conducted by all the departments on 20th, 21st and 22nd and it was informed and approval for the adoption of the changed university syllabus (100%) for all UG and PG programmes. The B.Voc programmes were approved with 20% change.
- The Academic Council meeting was convened on 23/3/24. and the syllabus of all the UG, PG and B.Voc courses, certificate, value-added and diploma courses was approved by the Council, including those under National Skill Employability
- The National Skill Employability courses for this year have been completed, registration for examination has been completed and the exam will be conducted in July.
- The feedback ^{related decisions} taken from students, teachers, employees, alumni & parents ^{that} was also analysed and discussed in the college council was to be implemented in the next academic year.

Mangalika
Secretary

[Signature]
President