<u>Minutes of the 5th Governing Body held on April 11, 2022 at TKM College Trust office</u>

The meeting started at 11.00 am and the Hon. Chairman presided over the meeting.

Chairman welcomed all members to the meeting.

1. The meeting noted the details of the intake of students during the academic year 202-21 and 2021-22 and abstract of the results of the 2017-21 batch. The gender and semester wise distribution of student strength in each branch of engineering were noted. The gender and cadre wise distribution of the teaching and non-teaching staff were analyzed. The governing body appreciated the departments for signing MOUs with reputed organizations like Sree Chitra Thirunal Institute of Medical Sciences and Technology. Also appreciated the National Service Scheme (NSS) units for their excellent activities and securing awards for:
   -Best NSS unit for the year 2020-21 .
   -Best Programme officer, Mr.Vysakh Raveendra Kurup
   - Best NSS volunteers, Ms.Pooja Srivendhya and Mr.Sonu S Shibu).
2. The following suggestions were made by the governing body members.
   (i)   The University results (in particular that of Computer Science and Engineering branch) need to be improved.
   (ii) Faculty members may be encouraged to pursue higher studies in reputed Institutes like NITs.
   (iii) New generation courses may be started.
   (iv) It is better to have the faculty cadre ratio 1:2:6.
   (v)   NBA accreditation process shall be completed at the earliest.
   (vi) Steps may be taken to apply for NBA accreditation for other eligible programmes.
3. The governing body resolved to approve the audited accounts and balance sheet for the year 2020-21 . Also approved the budget for the financial year 2022-23.
4. The meeting came to close at 12.30 pm. Principal proposed vote of thanks .

Action Taken Report of the 5th Meeting of the Governing Body

1. **Identification of Weak Students and Remedial Measures:**
   - Advisors were instructed to identify academically weak students based on their performance in series exams and previous university examinations.
   - Remedial classes were organized to support such students.
   - Personalized coaching sessions were arranged to provide additional academic assistance.
   - University question papers were discussed with the students, and practice sessions were conducted to improve their exam writing skills.

2. **Faculty enrichment program :** The following faculty members were deputed for higher studies:
   - Ms. Harsha - PhD in Biomedical Engineering (BME) at

Amritha Viswa Vidyapeetham , Vallikavu.

- o Dr. Nitha V Panicker – Post-doctoral studies in Biomedical Engineering (BME) at Sree Chitra Thirunal Institute of Medical Sciences and Technology , TVM.
- o Ms.Asha A.S. – PhD in Electronics and Communication Engineering at Amritha Viswa Vidyapeetham , Vallikavu.
- o Ms. Leena Y - PhD in Computer Science Engineering (CSE) at NIT Calicut
- o Ms. Jomy George - PhD in Computer Science Engineering (CSE) at NIT Calicut
- o Ms. Sajina K - PhD in Science and Humanities (S&H) at APJKTU

3. **New generation courses:**

   - o Steps were initiated to introduce an additional batch for Computer Science.
   - o It is decided to start a new B.Tech program in Computer Science and Engineering (Artificial Intelligence (AI)) for the academic year 2023-24.

4. Steps were taken to maintain the faculty cadre ratio 1:2:6

5. **NBA Accreditation Process:**

   NBA has awarded accreditation for civil Engineering branch. It is decided to apply for accreditation for B.Tech. Programs in the departments of Biomedical Engineering (BME), Computer Science Engineering (CSE), and Food Technology (FT) .

This report summarizes the key actions taken after the 5th meeting of the governing body to enhance the academic environment and support the professional development of both students and faculty.

PRINCIPAL

Principal,
T.K.M. Institute of Technology
Karuvelil, Kollam.