

Date: 06/01/2020

Time: 10.45 am

Venue: Principal's Room

Agenda

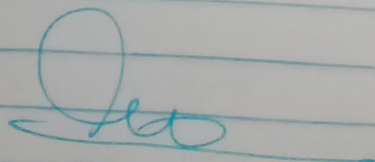
- # Class Commencement on 13/01/2020
- # Tech fest - Students request
- # Course diary
- # Academic Calendar

Decisions Taken

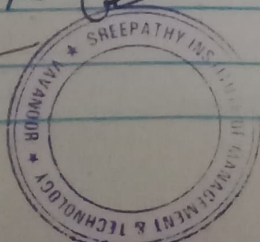
- # Class Commencement on 13/01/2020
- # Academic Calendar was finalised
- # Registration process to be completed at the earliest.
- # Decided to conduct techfest as a grand expo, outside the campus.
- # Course diary submission on 09/01/2020

Attendees

1. Dr. Prem C. J.
2. Prof. Thambiy S.
3. Sushma. H. S.
4. Sudheer. K. V.
5. Praveen Kumar. K.
6. Ganesh. P.



Principal
Sreepathy Institute of Management
and Technology, Vavanoor-679-533



SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)

Vavanoor, Palakkad – 679533

SIMAT/ACAD/P/20/008

06/01/2020

Minutes of College Council Meeting

Minutes of Meeting held on 06/01/2020, 10.30 am in the Principal's room

Members Present:

1. Dr. George C T –Principal
2. Prof. Thankachen P V - HoD EEE
3. Prof. Sushma M – HoD ECE
4. Mr. Praveen Kumar K– HoD ME
5. Mr. Sudheer k V– HOD CE
6. Mr: Ganesh P – HOD CSE

Agenda:

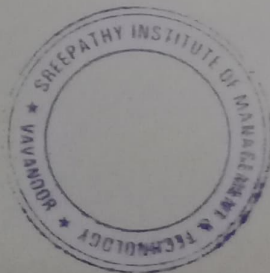
1. Review of ATR of previous meeting
2. Academic Calendar
3. Commencement of regular classes
4. Course diary
5. Tech fest

Points Discussed

Sl no.	Points Discussed	Decisions taken	Responsibility
	Principal reviewed ATR of previous meeting		
1	Academic Calendar	Academic calendar has been finalized and circulated to all staffs	All Staffs
2	Commencement of regular classes	Regular classes will commence on 13/01/2020 as per academic schedule. Tutors are directed to see that office copy of the registration form has to be signed by office authority.	Tutors
3	Course diary	All staffs are directed to submit course diary with CO-PO mapping on 09/01/2020 in the conference hall.	All staffs
4	Tech fest	Decided to conduct tech fest as a grand expo outside the campus.	All staffs

The meeting came to an end at 11.15 AM

Copy to:-
Secretary (Mgmt)
All Staff



Principal

Principal

Sreepathy Institute of Management
and Technology, Vavanoor-679 533

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

13/01/2020

Action taken report for Council Meeting held on 06/01/20

Sl no.	Decisions taken	Responsibility	Actions taken
1	Academic calendar has been finalized and circulated to all staffs	All staff	Staffs were given instruction to plan academic activities strictly adhering to the academic calendar circulated
2	Regular classes will commence on 13/01/2020 as per academic schedule. Tutors are directed to see that office copy of the registration form has to be signed by office authority.	All staff	Registration process is progressing well
3	All staffs are directed to submit course diary with CO- PO mapping on 09/01/2020 in the conference hall.	All staffs	All faculty members are given directions in this regard.
4	Decided to conduct tech fest as a grand expo outside the campus.	Prof. P V Thankachan	All staffs are given directions in this regard.



Principal

Sreepathy Institute of Management
and Technology, Vavanoor-679 533

Date: 25/07/19

Venue: Principals room

Time: 10:30 AM

Points discussed

- # syllabus of Life Skills has been published by KTU.
- # Academic Calendar
- # felicitation ceremony for Rank holder
- # Internal Auditing
- # Internal ~~marks~~ examination pattern

Decisions taken

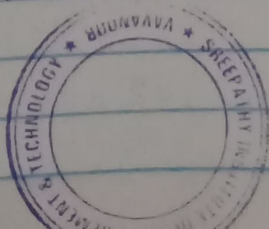
- # Internal Auditing to be conducted as per KTU schedule
- # KTU has published syllabus for life skills. Staff members are directed to go through the syllabus
- # Academic Calendar for the odd semester is finalised
- # Decided to conduct felicitation ceremony for Rank holders.
- # Internal Examination pattern to be circulated.

Attendees

1. Dr. Perumal C. J.
2. Prof. Thirumala S.
3. Sushama M. Devi
4. Sudheer K. V.
5. Praveenkumar K.
6. Surajkumar E. S.
7. Jayasree N. Veltale

Principal

Sreepathy Institute of Management
and Technology, Vavanoor-679 533



SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad - 679533

SIMAT/ACAD/P/20/001

26/07/2019

Minutes of College Council Meeting

Minutes of Meeting held on 25/07/2019, 10.30 am in the Principal's room

Members Present:

1. Dr. George C T - Principal
2. Prof. Thankachen P V - HoD EEE
3. Prof. Sushma M - HoD ECE
4. Mr. Praveen Kumar K - HoD ME
5. Mr. Sudheer k V - HOD CE
6. Ms. Jayasree N Vettah - AP/ CSE
7. Mr. Surajkumar E S - AP/AS&H

Agenda:

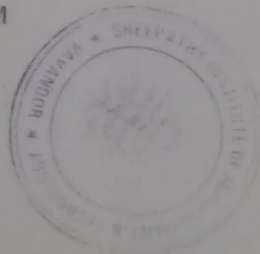
1. Review of ATR of previous meeting
2. Academic calendar
3. Syllabus of Life skills
4. Internal Auditing
5. Internal examination pattern

Points Discussed

Sl no.	Points Discussed	Decisions taken	Responsibility
	Principal reviewed ATR of previous meeting		
1	Academic calendar	Academic calendar for the odd semester is finalized	Council
2	Syllabus of Life skills	Staff members are directed to go through the syllabus of life skills published by KTU	All staffs
3	Felicitation ceremony	Felicitation ceremony of rank holders is scheduled to be held on 03/08/19.	All staffs
4	Internal examination pattern	Internal examination pattern has been finalized. Circular to be issued.	All staffs
5	Internal auditing	Internal auditing has to be conducted as per KTU schedule.	Prof. Sushma M HoD ECE

The meeting came to an end at 11.15 AM

Copy to:-
Secretary (Mgmt)
All Staff



Principal

Principal
Sreepathy Institute of Management
and Technology, Vavanoor-679 533

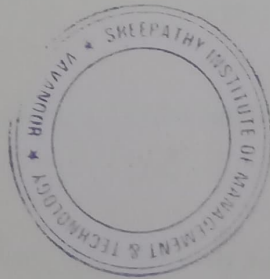
SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)

Vavanoor, Palakkad – 679533

01/08/2019

Action taken report for Council Meeting held on 25/07/2019

Sl no.	Decisions taken	Responsibility	Actions taken
1	Academic calendar for the odd semester is finalized	All staff	Academic calendar has been circulated to all staffs and were given instruction to plan academic activities strictly adhering to the academic calendar circulated
2	Staff members are directed to go through the syllabus of life skills published by KTU	All staff	Faculty concerned are given directions in this regard.
3	Felicitation ceremony of rank holders is scheduled to be held on 03/08/19.	All staffs	All staffs are given directions in this regard.
4	Internal examination pattern has been finalized. Circular to be issued.	Prof. P V Thankachan	Circular issued
5	Internal auditing has to be conducted as per KTU schedule.	Prof. Sushma M	All staffs are given directions in this regard.



Principal
PRINCIPAL
Sreepathy Institute of Management
and Technology, Vavanoor-679 533

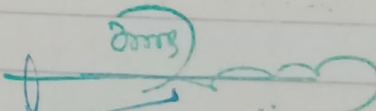
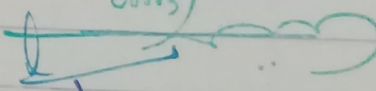

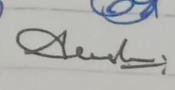

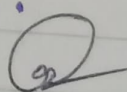
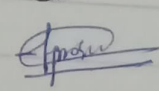
Venue: Conference Hall

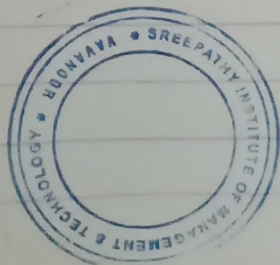
Date: 25/07/16

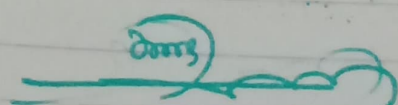
Points discussed

- # Academic Calendar of schedule is finalised
- * List of Electives & Students list
- * Class room allocation
- * Registration Statistics
- * Credits Statistics
- * Staff log book.

Attendees

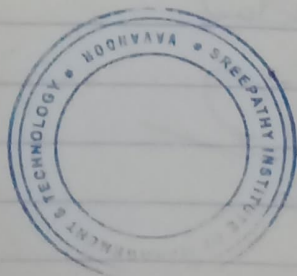
1. Dr. K. K. Babu 
2. Dr. George C.T. 
3. Prof. Thakur 
4. Sudhama H. 
5. Sudheer K.V. 
6. Praveenkumar K. 
7. Aparna M. 




Principal
Sreepathy Institute of Management
and Technology, Vavunoor-679 533

Decisions taken

- * Council approved academic calendar for odd semester 2018-19
- List of electives and list of students to be submitted to Principal on or before 27/07/18
- HoDs have to address each class before/at the beginning of the semester.
- Tutors have to ensure that class rooms are maintained well.
- Departments have to collect Course diaries from office immediately
- * A log book for Staff activity is to be maintained in the departments.



SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

SIMAT/ACAD/P/18/089

27/07/18

Minutes of College Council Meeting

Minutes of Meeting held on 26/07/18, 12.10 PM in the Conference Hall

Members Present:

- | | |
|-----------------------------------|--------------------------------|
| 1. Dr. K K Babu – Director | 5. Mr. Praveen Kumar K– HoD ME |
| 2. Dr. George C T – HOD AS & H | 6. Mr. Sudheer K V– HoD CE |
| 3. Prof. P V Thankachan – HOD EEE | 7. Mrs. Aparna M - AP/CSE |
| 4. Mrs. Sushma M – HoD ECE | |

Agenda:

- Academic calendar
- Elective courses
- Odd semester Registration
- Class room allocation
- Staff log book

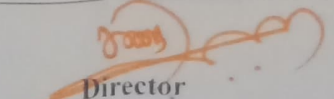
Sl. no	Points Discussed	Decisions taken	Responsibility
1	Academic calendar and schedule – odd semester	Council has approved the academic calendar for the odd semester 2018-19.	Council
2.	Elective courses	HoDs are directed to submit the list of elective courses offered and students list for elective courses on or before 27/07/18.	HoDs/ Tutors
3	Odd semester Registration status	HoDs briefed the status of registration process for the odd semesters and the number of probable year out students. Group tutors are directed to see to it that the registration forms are filled in the presence of tutors without any discrepancies.	HoDs
4	Addressing students by HoDs	HoDs have to address each class separately, at the beginning of the semester	HoDs
5	Class room allocation	<ul style="list-style-type: none"> • HoDs have to finalize class room allocation and for elective courses the class room must be specified in the time table. • Tutors have to ensure that class rooms are well maintained before handing over to students. 	HoDs /Tutors
6	Course diary	Course diaries have to be immediately collected from the office and distribute to staffs	Auditing coordinators
7	Staff log book	HoDs are directed to strictly monitor activities of staff members and maintain a log book for recording any dereliction of duty by staff members (failure to meet deadlines, late entry to class, leave without permission etc.)	HoDs

The meeting came to an end at 12.40 PM

Copy to:-Secretary (Mgmt)

All Staff




**Director
Principal**
 Sreepathy Institute of Management
 and Technology, Vavanoor-679 533

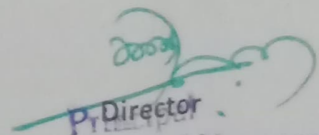
SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

01/08/2018

Action taken report for Council Meeting held on 26/07/18

Sl no.	Decisions taken	Responsibility	Actions taken
1	Council has approved the academic calendar for odd semester 2018-19.	Council	Published in the notice boards and college website.
2	HoDs are directed to submit the list of elective courses offered and students list for elective courses on or before 27/07/18.	HoDs/Tutors	Submitted
3	HoDs briefed the status of registration process for the odd semesters and the number of probable year out students. Group tutors are directed to see to it that the registration forms are filled in the presence of tutors without any discrepancies.	HoDs/Tutors	Group tutors were given instructions in this regard
4	<ul style="list-style-type: none"> • HoDs have to finalize class room allocation and for elective courses the class room must be specified in the time table. • Tutors have to ensure that class rooms are well maintained before handing over to students. 	HoDs/Tutors	Class room allocation is finalized and classes commence on 01/08/18
5	Course diaries have to be immediately collected from the office and distribute to staffs.	Auditing coordinators	Required no. of course diaries were Distributed to staffs
6	HoDs are directed to strictly monitor activities of staff members and maintain a log book for recording any dereliction of duty by staff members (failure to meet deadlines, late entry to class, leave without permission etc.)	HoDs	Staffs were given strict instructions in this regard.




P. Director
 Sreepathy Institute of Management
 and Technology, Vavanoor-679 533

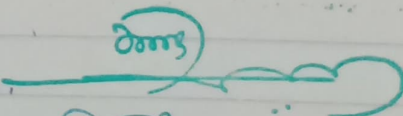
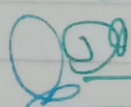
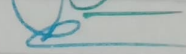

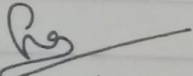
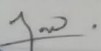
Council Meeting

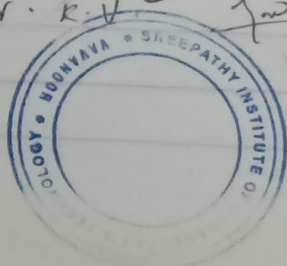
Venue: Conference Hall
Date: ~~12/12/17~~ 13/12/17
Time: 11.45 AM

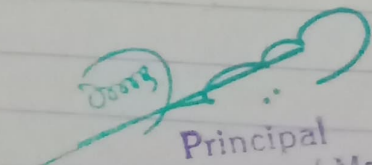
Agenda:

- * Student intake
- * Discipline Committee
- * Mentoring System
- * Accreditation
- * FDP for even semester.
- * Academic Calendar
- * Discipline Committee
- * College timing
- * Study tour

Attendees:

1. Dr. K. K. Babu 
2. Prof. P. V. Mahalingam 
3. Dr. G. S. R. C. R. 
4. Sushama. M. Deshpande 
5. Praveenkumar, K.
6. Ganesh. P. 
7. Sudheer. K. V. 




Principal
Sreepathy Institute of Management
and Technology, Davanagere 579 243

Decisions taken

- * Reviewed the minutes of previous meeting
- * Intake of next academic year
CE: 60 CSE: 60 EC: 45 EEE: 45 ME: 90
- * Decided to go for accreditation in January 2019
- * List of mentor-mentee to be submitted to Principal on 20/12/17
- * Academic Calendar for S_2 , S_4 and S_6 has been finalised
- * Approved new class timings with common tea interval and staggered lunch break
- * Staffs have to brief the sessions attended in FDPs at other colleges
- * Study tour Committee is formed to scrutinise the request from students for the study tour.
- * Discipline Committee has been strengthened to ensure smooth functioning of college.
- * Engg. Mechanics : CE for all branches except ME
Engg. Graphics : ME for all branches except CE



Dorraj
Principal

Sreepathy Institute of Management
and Technology, Hoornava-679 533

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

SIMAT/ACAD/P/17/ 149

14/12/17

Minutes of College Council Meeting

Minutes of Meeting held on 13/12/17, 11.45AM in the Conference Room

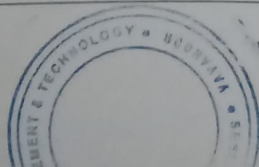
Members Present:

1. Dr. K K Babu - Director
2. Dr George C T – HoD AS&H
3. Prof. P V Thankachan – HOD EEE
4. Mrs. Sushma M – HoD ECE
5. Mr. Ganesh P – HoD CSE
6. Mr. Sudheer K V – HoD CE
7. Mr. Praveen Kumar K– HoD ME

Agenda:

1. Intake of next year
2. Accreditation
3. Study tour
4. General academics

Sl no.	Points Discussed	Decisions taken	Responsibility
1	Reviewed the points discussed in the meeting held on 06/12/17	-	-
2	Intake of students for the academic year 2018-19	Information regarding intake of next academic year was intimated as follows: Civil : 60 CSE : 60 EC : 45 EEE : 45 ME : 90 Total intake of students is 300	Management/ Director
3	Accreditation	It is decided to go for accreditation in 2019 January	Director/HoDs
4	Mentors/Tutors activities	Each batch has to be assigned 3 Mentors/Tutors. List of Mentors/Tutors is to be submitted to Principal's office along with class the time table on 20/12/17. It is decided to keep separate printed record of mentoring activities for 2018-19 batch onwards	HoDs/ Mrs. Smitha G
5	Academic calendar for S2,S4 and S6	Council approved the tentative academic schedule and academic calendar for S2,S4 and S6	Mrs. Sushma M
6	Revised Class timing	Council approved the new class timing, with common tea interval and staggered lunch interval. Circular to be issued	Council
7	FDPs	Staffs attending FDPs at other colleges are directed to present a brief review of the sessions they have attended. Each Dept. has to organize a FDP on Courses offered by KTU in the next academic year.	HoDs



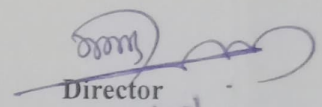
8	Study tour	The no. days of study tour for each year was decided. A committee was formed to scrutinize the requests for study tour requests submitted by departments and give recommendation to the Director.	Mr. Sudheer K V HOD CE and Mr. Praveen Kumar HOD ME
9	Discipline Committee	Strict surveillance of students by all staff members is required for the smooth functioning of college. In view of this Each dept is entrusted with the work of Overall Discipline of college for the following days: Monday : CE , Tuesday : CSE, Wednesday : EEE, Thursday : EC, Friday: ME. Saturday : AS&H	All staff
10	Engineering Mechanics / Engineering Graphics	From next academic year onwards CE dept. will be handling Engineering mechanics for all braches except for ME branch. Engineering Graphics will be handled by ME Dept. for all branches except for CE Dept.	HoDs/ Mrs. Smitha G

The meeting came to an end at 12.30 pm

Copy to:-

1. Mgmt
2. All Staff




Director
Principal
Sreepathy Institute of Management
and Technology, Vavanoor-679 003

Page No. 8

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad - 679533

13/12/2017

Action taken report for Council Meeting held on 13/12/17

Sl no.	Decisions taken	Responsibility	Actions taken
1	Each batch has to be assigned 3 Mentors/Tutors. List of Mentors/Tutors is to be submitted to Principal's office along with class the time table on 20/12/17. It is decided to keep separate printed record of mentoring activities for 2018-19 batch onwards	HoDs/ Mrs. Smitha G	Tutor / mentor list and Time table are submitted to Principal's office
2	Council approved the new class timing, with common tea interval and staggered lunch interval.		Circular issued
3	Staffs attending FDPs at other colleges are directed to present a brief review of the sessions they have attended.	HoDs	Instructed the faculty members regarding the same
4	The no. days of study tour for each year was decided. A committee was formed to scrutinize the requests for study tour submitted by departments and give recommendation to the Director.	Mr Sudheer KV	Study tour Guidelines / Instructions have been circulated among the students.



(Signature)

Principal

Sreepathy Institute of Management
and Technology, Vavanoor-679 533

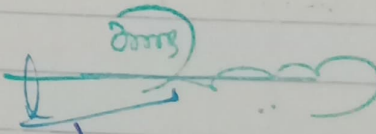
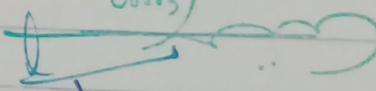

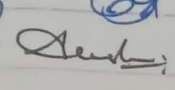

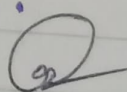
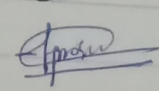
Venue: Conference Hall

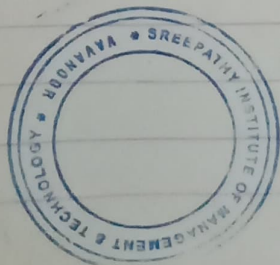
Date: 25/07/16

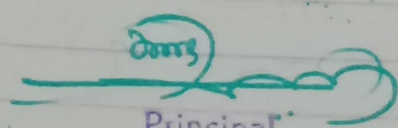
Points discussed

- # Academic Calendar of schedule is finalised
- * List of Electives & Students list
- * Class room allocation
- * Registration Statistics
- * Credits Statistics
- * Staff log book.

Attendees

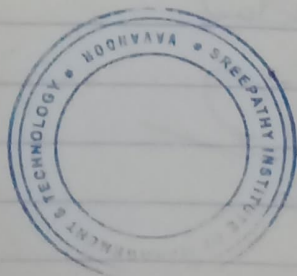
1. Dr. K. K. Babu 
2. Dr. George C.T. 
3. Prof. Thakur 
4. Sudhama H. 
5. Sudheer K.V. 
6. Praveenkumar K. 
7. Aparna M. 




Principal
Sreepathy Institute of Management
and Technology, Vavunoor-679 533

Decisions taken

- * Council approved academic calendar for odd semester 2018-19
- List of electives and list of students to be submitted to Principal on or before 27/07/18
- HoDs have to address each class before/at the beginning of the semester.
- Tutors have to ensure that class rooms are maintained well.
- Departments have to collect Course diaries from office immediately
- * A log book for Staff activity is to be maintained in the departments.



SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

SIMAT/ACAD/P/18/089

27/07/18

Minutes of College Council Meeting

Minutes of Meeting held on 26/07/18, 12.10 PM in the Conference Hall

Members Present:

1. Dr. K K Babu – Director
2. Dr. George C T – HOD AS & H
3. Prof. P V Thankachan – HOD EEE
4. Mrs. Sushma M – HoD ECE
5. Mr. Praveen Kumar K – HoD ME
6. Mr. Sudheer K V – HoD CE
7. Mrs. Aparna M - AP/CSE

Agenda:

- Academic calendar
- Elective courses
- Odd semester Registration
- Class room allocation
- Staff log book

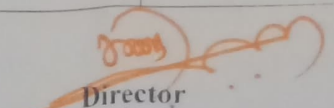
Sl. no	Points Discussed	Decisions taken	Responsibility
1	Academic calendar and schedule – odd semester	Council has approved the academic calendar for the odd semester 2018-19.	Council
2.	Elective courses	HoDs are directed to submit the list of elective courses offered and students list for elective courses on or before 27/07/18.	HoDs/ Tutors
3	Odd semester Registration status	HoDs briefed the status of registration process for the odd semesters and the number of probable year out students. Group tutors are directed to see to it that the registration forms are filled in the presence of tutors without any discrepancies.	HoDs
4	Addressing students by HoDs	HoDs have to address each class separately, at the beginning of the semester	HoDs
5	Class room allocation	<ul style="list-style-type: none">• HoDs have to finalize class room allocation and for elective courses the class room must be specified in the time table.• Tutors have to ensure that class rooms are well maintained before handing over to students.	HoDs /Tutors
6	Course diary	Course diaries have to be immediately collected from the office and distribute to staffs	Auditing coordinators
7	Staff log book	HoDs are directed to strictly monitor activities of staff members and maintain a log book for recording any dereliction of duty by staff members (failure to meet deadlines, late entry to class, leave without permission etc.)	HoDs

The meeting came to an end at 12.40 PM

Copy to:-Secretary (Mgmt)

All Staff




Director
Principal
Sreepathy Institute of Management
and Technology, Vavanoor-679 533

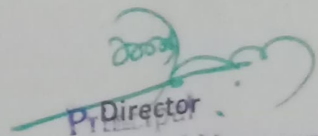
SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

01/08/2018

Action taken report for Council Meeting held on 26/07/18

Sl no.	Decisions taken	Responsibility	Actions taken
1	Council has approved the academic calendar for odd semester 2018-19.	Council	Published in the notice boards and college website.
2	HoDs are directed to submit the list of elective courses offered and students list for elective courses on or before 27/07/18.	HoDs/Tutors	Submitted
3	HoDs briefed the status of registration process for the odd semesters and the number of probable year out students. Group tutors are directed to see to it that the registration forms are filled in the presence of tutors without any discrepancies.	HoDs/Tutors	Group tutors were given instructions in this regard
4	<ul style="list-style-type: none"> • HoDs have to finalize class room allocation and for elective courses the class room must be specified in the time table. • Tutors have to ensure that class rooms are well maintained before handing over to students. 	HoDs/Tutors	Class room allocation is finalized and classes commence on 01/08/18
5	Course diaries have to be immediately collected from the office and distribute to staffs.	Auditing coordinators	Required no. of course diaries were Distributed to staffs
6	HoDs are directed to strictly monitor activities of staff members and maintain a log book for recording any dereliction of duty by staff members (failure to meet deadlines, late entry to class, leave without permission etc.)	HoDs	Staffs were given strict instructions in this regard.




P. Director
 Sreepathy Institute of Management
 and Technology, Vavanoor-679 533