



# St Thomas College of Engineering and Technology



Approved by AICTE New Delhi, Govt. Of Kerala and Affiliated to APJ Abdul Kalam Technological University  
Vellilode, Sivapuram. Mattanur Via Kannur Pin 670702 Phone 0490 -2401700,01,02,03  
Website:www.stthomaskannur.ac.in. e-mail.stthomaskannur@gmail.com

Ref: STM/IQAC/2020 – 2021/MoM-4

Date: 17/12/2020

## MINUTES OF THE MEETING HELD ON December 11<sup>th</sup>, 15<sup>th</sup> & 17<sup>th</sup> 2020

### Agenda

- Review of Second Advisory/Class/Course committee meeting held on 04/12/2020

### Meeting was attended by following members

1) Dr. Shinu Mathew John (Principal) - IQAC Chairman

*[Signature]*

18/12/2020

2) Mr. Rijo Thomas Jose (CEO)

*[Signature]*  
18/12/20

3) Ms. Anetha Mary Soman (Academic Coordinator)

(To be signed later - on leave)

4) Mr. Nithin C (IQAC Coordinator)

*[Signature]*  
18/12/2020

5) Ms. Mruthula N (AP, CSE Department)

*[Signature]*  
18/12/2020

6) Ms. Meera Pradeep (AP, CE Department)

*[Signature]*  
15/12/2020

7) Ms. Subhalakshmi V. (AP, ASH Department)

*[Signature]*  
18/12/2020

8) Ms. Indu Chandran (AP, ECE Department)

*[Signature]*  
18/12/2020

9) Mr. Jijin I (AP, ME Department)

*[Signature]*  
18/12/20



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## Decisions

- Reviewed the Advisory/Course/ Class Committee Meeting (04/12/2020)Minutes Report :

SL NO:	COMMITTEE	STATUS	REMARKS
1	Advisory/Class Committee- S3 CSE,S5 CSE, S7 CSE	Approved	The major decisions in the meeting to be mailed to the student representatives. Schedule of meetings to be informed to students officially through mail itself. Dated Signature of few members was missing in the minutes report.
2	Advisory/Class Committee- S3 CE, S5 CE, S7 CE	Approved	The major decisions in the meeting to be mailed to the student representatives. Schedule of meetings to be informed to students officially through mail itself.
3	Course Committee - MAT 201, HUT 200,HS 300, MCN 201	Rejected	The respective Chairman of the committees needs to re-submit the minutes report. Dated Signature of few members were missing in the minutes report.
4	Advisory/Class Committee- S3 ECE, S5 ECE, S7 ECE	Approved	The major decisions in the meeting to be mailed to the student representatives. Schedule of meetings to be informed to students through mail itself. Details of review of action taken report of previous meetings to be mentioned in 'General Discussions'.
5	Class Committee- S5 ME	Rejected	The respective Chairman of the committee need to re-submit the minutes report. All the details pertaining to the course specific parameters to be included in the questionnaire sheet remarks section. All other discussions need to be included in 'General discussions'. Target dates need to be included (wherever necessary) in the major decisions. Dated Signature of few members was missing in the minutes report.
6	Advisory/Class Committee-S3 ME, S5 ME	Approved	Corrections required in the minutes report of S3 ME - Name of the subject to be specified in discussions. Dated Signature of few members was missing in the minutes report.

  
IQAC Coordinator

  
IQAC Chairman

St. Thomas College of Engineering & Technology,  
MATTANUR

Dr. SHIRU MATHEW JOHN  
Principal  
St. Thomas College of Engineering & Technology  
MATTANUR