Minutes of the meeting conducted on 12/6/25 at 11 am in the Principal's chamber.

Principal welcomed the gathering.

Sl. No	Description
1	**Agenda 1: Lab Requirements** All departments are advised by the council that lab requirements, maintenance and repair works to be carried out without delay.
2	**Agenda 2: New Software** The existing software is not enough for the campus requirement, it has been decided to have a new campus software ETlab Pvt.Limited. All faculty and staff members are advised to use it to the maximum.
3	**Agenda 3: NBA Accreditation Process** It has been discussed and decided that this year, the college will try for NBA accreditation for CE, CSE and ECE courses.
4	**Agenda 4: Proposal for autonomous status** The Academic Council has decided to submit the proposal for autonomous status for the college.
5	**Agenda 5: IOC (Industry On Campus)** The campus will have an industry which associates with the department to sale the products which they make in the campus. Students will gain technical knowledge and hands on training from the product they build. Industry exposure will be given to students.
6	**Agenda 6: Faculty workload and academic policies** The faculty members should be ready to accept the workload assigned by the department heads. As per the academic policies, they should attain 80% result in their sujects.
7	**Agenda 7: Academic Calendar review**

| | This academic year , comparatively working days are less and faculty members should be advised to take extra classes through online mode on holidays to complete the portions on time. |

PRINCIPAL

c.c. to :
President
Sr. Vice President
General Secretary
Academic Director
All HoDs
AO

Minutes of the meeting conducted on 6/1/26 at 11 am in the Principal's chamber.

Principal welcomed the gathering.

Sl. No	Description
1	**Agenda 1:** Previous minutes of meeting The council resolves that the minutes of meeting held on 12/6/25 to be confirmed
2	**Agenda 2: Supplementary exams** Students those who are writing supplementary exams should be given revision or special supply coaching online or offline mode in-between the exam days. HoDs to take necessary step to improve the results.
3	**Agenda 3: Proposal for purchase of systems** Department of CSE(DS) and Robotics and AI requested for the purchase of new systems for next academic year as the department will run in full swing from next academic year onwards.
4	**Agenda 4: Sessional exams of even semester** The sessional exams for the even semester will be done one exam per day. The detailed timetable will be given by Examination cell.
5	**Agenda 5: Syllabus coverage** Module completion dates to be followed as per the schedule given. Hods to monitor the same and if any faculty lagging in completion of the portions extra classes through online or offline mode to be done.
6	**Agenda 6: Instalment of Koha software in library** The Koha software was purchased and due to delay in the purchase of system it was holded. As the system was purchased now the IT administrator has been given the charge of installing the software.

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7	**Agenda 7: Annual sports day/Arts day/College day** Annual sports day, Arts day and College day budgets were approved by Governing council. The respective coordinators to schedule the programme as per the academic calendar.
8	**Agenda 8: Valuation** It has been requested that valuation has to be given utmost care. Timely valuation with proper alternative arrangements to be taken up by the faculty members. In case of a faculty relieved from the institution proper substitution has to be made by the department.
9	**Agenda 9: Audit of NBA files** Audit of NBA files will be done according to the schedule. All faculty and staff members to be ready with the files.
10	**Agenda 10: Any other matters** It is noted that the discipline of the campus is well maintained. The council appreciated Principal and entire team for the efforts.

PRINCIPAL

Cc to:
President
Sr. Vice President
General Secretary
Academic Chairman
All HoDs
Asst.AO