

Date:- 3/2/23.

1st MC meeting conducted at principal's room at 11 AM with the following members.

1. Dr. Prastha R. Nair *Pr*
2. Shashi P. M
3. Honey John *H*
4. Sajna Salim *S*
5. Nara V. T. *N*
6. Aparna G. Krishna *A*
7. Kabshmi R. Nair *K*
8. Vinu Sebastian M *V*
9. Nishamal *N*
10. Soumya Sedenadan
11. Anit V. T. *A*
12. Tharun *T*
13. Raju Raj. V *R*
14. Diswarya *D*
15. Mary Lucy M. A *M*

Minutes of the meeting

1. Discussed about the Academic calendar of this semester planings.
2. Dissussed about the preparation of relevance of CM preparation for each subject.
3. discussion on other activities including Co-curricular & extra-curricular activities.
4. discussion on placement activities, Internship programs & Industrial visits for the coming semesters.
5. discussion on other disciplinary actions for students & teachers need to be followed for this semester.

Action taken:-

- 1) Academic calendar for the college prepared & given instructions to all departments to prepare the department calendars by including all department activities.
- 2) Given all authorities to all DRC members to monitor each department to kindly monitor the auditing procedures including CDM preparation and all planned to conduct sports & extra for the semester.
- 3) decided to take necessary action to conduct more better placements. started initiative to start a better professional societies & other useful internship programs.
- 4) given strict order to staff members to stick onto the calendar for the conducting of meetings preparation of audit documents & all other strict activities for students including timing & uniforms etc are ~~to be~~ given.

Shri