

Proceedings of 21<sup>st</sup> Governing Council Meeting held on 09.03.2017 at 10.00 a.m.  
At Conference Hall (I floor) at PET Engineering College, Vallioor – 627 117

Ref. No. PET/GC/2016-17/21

Date: 09.03.2017

**PRESENT:** Prof. P.O.J. Lebba,  
Chairman

Members Present:09


Sl.No	NAME OF THE MEMBERS
1.	Prof. P.O.J. Lebba, M.Tech., MISTE., FIE Chairman, College Governing Council, PET Engineering College
2.	Dr. P.K. Abdul Aziz Former VC- AMU & CUSAT
3.	Dr. K.N.K.S.K Chockalingam, Ph.D Director, National Engineering College, Kovilpatti
4.	Mr. S.M.S.Hameed Managing Trustee, PET Engineering College
5.	Mr. A. Mohamed Jaffar Secretary, PETEC
6.	Mr. Abdul Lateef S Uthuman, Correspondent, PET Engineering College
7.	Mr. Syed Mohamed Former Secretary, PET Engineering College
8.	Prof. S. Abubucker, M.E., FIE., MISTE., MISTD. Former Correspondent, PET Engineering College
9.	Dr. N. Mohamed Sheriff Principal, Member and Ex Officio Secretary, PET Engineering College

*CANNON*



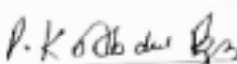
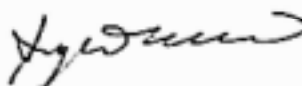
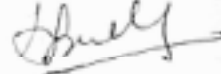


**Principal**  
**PET ENGINEERING COLLEGE**  
**Vallioor - 627 117.**

Points Discussed	Resolution
1) The meeting began with the Quirath at 10.00 a.m.	Quirath Dr. N. Mohamed Sheriff, Principal of PET Engineering College.
2) Welcome by the Chairman	Prof. P. O. J Lebba, Chairman of PET Engineering College, welcomed all the members of Governing Council
3) Report and information submitted by the Principal.	The Governing council appreciated the marked progress made by the institution and congratulated the efforts taken by the Member Secretary and the staff.
4) Submission of the proceedings of IQAC minutes for the meeting held on 03.01.2017	After elaborate discussion it was unanimously approved.
5) To submit the details received through the letters from AICTE, Anna University, Directorate of Technical Education and Department of Higher Education.	Read and noted
6) List of Staff members who left the institution for the academic year 2016-2017(ODD)	Read and noted. The trust members suggested to retain experienced faculty to upgrade the quality of the institution
7) To review and approve the policy plans on admission to be made for the next academic year 2017- 2018	Read and ratified
8) Submission of University Examination results for May /June 2016 & Nov /Dec -2016	The results of the previous semester were read and it was informed to take initiative to augment the results and take remedial measures to reform the setbacks.
9) To approve the sanctioned amount for the utility of FDP/ STTP / Conferences/ workshops and membership fee of the teaching staffs to improve and enrich their skills in each department.	Read and approved
10) A proposal to increase the number of subscriptions for National and International journals was submitted for the approval.	Approved to add new subscriptions to national and international journals
11) As per the resolution passed in the previous GC meeting dated 02/12/2015, donation from Philanthropists were utilized for the following beneficiaries, Number of beneficiaries, Ø Merit scholarship :50 Ø Economically weaker section:40 Ø Sports:08	The Chairman lauded the altruistic contribution of the philanthropists.
12) To submit and approve the number of post in each and every department to be appointed as per the norms of AICTE & Anna University for the academic year 2017-2018 Proposal to recruit Assistant professor for the departments, *CSE -1, *Civil-4, *Mechanical-3, *English-1, *Mathematics -2	The proposal for the staff requirement was verified and it was decided to recruit Teaching Assistant and Lab Assistant to avoid deficit manpower

<p>*Physics-1          *Chemistry -2 faculty          *MBA-5(Includes TPO)          *Associate Professor          *Mechanical-1 and Mathematics -1          *Also Teaching Assistant, Lab Assistant, Technician</p>	
13) The proposal to conduct awareness programme on environmental protection to preserve our environment was submitted	The plan to organize tree plantation program was approved and permission was granted to plant saplings.
14) The proposal to implement Green Audit, Energy Audit & Environmental Audit in the college campus was submitted for the approval	Read and approved
<p>15) *To submit and approve the proceedings of the Feedback review committee which analysed the feedback collected from students, teachers and other stake holders          *Out of 5 scale, value of 3point is fixed as threshold score in feedback analysis.          *Faculty scoring below 3 point is taken into account and suggestions to be given to improve the score in feedback for the forthcoming year</p>	<p>Read and approved.          The council appreciated the staff with high score in feedback and suggested to implement corrective measures to improve the feedback score.</p>
16) Any other points with the approval of the Chairman	Nil

  
 Principal & Member Secretary

  
 Chairman

 Dr. K. S. K. Chockalingam  
 S. Ababucker  
 P. K. Abdul Aziz  
 M. Syed Mohamed  
 Abdeed Lathaef S. Uthuman  
 S. M. S. Hariseed  
 S. Mohammed Jaffar

  
 Principal  
**PET ENGINEERING COLLEGE**  
 Vallloor - 627 117.

Proceedings of 22<sup>nd</sup> Governing Council Meeting held on 21.09.2017 at 10.45 a.m.  
At Conference Hall (I floor) at PET Engineering College, Vallioor – 627 117

Ref. No. PET/GC/2017-18/22

Date: 21.09.2017

PRESENT: Prof. P.O.J. Leeba,  
Chairman

Members Present:07

Sl. No	NAME OF THE MEMBERS
1.	Prof. P.O.J. Leeba, M.Tech., MISTE., FIE Chairman, College Governing Council
2.	Dr. K.N.K.S.K Chockalingam, Ph.D Director, National Engineering College
3.	Mr. S.M.S.Hameed Managing Trustee, PET Engineering College
4.	Mr. A. Mohamed Jaffar Secretary, PET Engineering College
5.	Mr. Syed Mohamed Previous Secretary, PET Engineering College
6.	Prof. S. Abubucker, M.E., FIE., MISTE., MISTD. Previous Correspondent, PET Engineering College
7.	Dr. N. Mohamed Sheriff Principal, Member and Ex Officio Secretary, PETEC


*Elwan*  
Principal  
PET ENGINEERING COLLEGE  
Vallioor - 627 117.

Points Discussed	Resolution
1) The meeting began with the Quirath at 10.45 a.m.	Quirath recited by Dr. N. Mohamed Sheriff, Principal of PET Engineering College.
2) Welcome by the Chairman	Prof. P. O. J Lebba, Chairman of PET Engineering College, welcomed all the members of Governing Council
3) Report and information submitted by the Principal	Read and ratified
4) Submission of the proceedings of IQAC minutes for the meeting held on 02.07.2017	After elaborate discussion it was unanimously approved.
5) To ratify the appointments made for the academic year 2017 -2018	The required number of recruitments for each post was approved and permission was sanctioned to make appointments properly through constituted selection committee
6) Report on admission made in the academic year 2017- 2018	Read and ratified the report. The strategies for the admission for the next academic year were discussed upon and approved.
7) Submission of ISO 2015 Certification Report	The member Secretary was informed to follow the instructions and guidelines mentioned in the audit report to ensure the quality assurance of the institution
8) The reconstituted committee list has been submitted for approval	The new committee list is approved by the GC members. The member secretary was informed to monitor the effective functioning of all the committees.
9) To submit the audited statement for the financial year ending 31st March 2017 issued by Antony & Co Chartered Accountant.	Read and ratified
10) It was decided to allocate fund for general maintenance	It was decided to prioritize the requirements of general maintenance and allocate funds.
11) The proposal was submitted to purchase more sports equipment to encourage extra -curricular activities	The proposal was approved
12) To submit and approve the policy to be implemented for the financial assistance to be provided by the college to the staff for attending workshop, conference etc.	Read and ratified. Prof. S.Abubucker informed the Member Secretary to motivate maximum number of staff to utilize the facility provided by the College.
13) Students to be instructed to attend Internships in nearby industries or companies to gain industrial exposure.	It was proposed that the Head of the departments would take up the responsibility
14) *Feedback review committee analyzed the feedback collected from students, teachers and stake holders *Out of 5 scale , value of 3point is fixed as threshold score in feedback analysis. *Faculty scoring below 3 point is taken into account and suggestions to be given to improve the score in feedback for the forthcoming year	Decided to promote faculty improvement programs for the concerned staff.

15) Any other points with the approval of the Chairman	Nil
--	-----

  
Principal & Member Secretary

  
Chairman

 Dr. K.K.S.K. Chackalingam

 S.M.S. Haris

 S. Mohammed Jaffar

 M. Syed Mohamed

 S. Ababucker

  
Principal  
PET ENGINEERING COLLEGE  
Vallioor - 627 117.