

S2 ME (2021 Admission) FIRST ADVISORY MEETING MINUTES

Date of the Meeting: 29, April 2022 at 01.10 PM; **Venue:** HOD Office – First floor ME Department

Agenda

1. Conduct of regular classes
2. Internal Exam / Assignments
3. Lab classes
4. Activity Points
5. General Facilities (Hostel, Mess)
6. Any other relevant points

Subject wise Observations:

Slot	Course Code	Course Name	Name of Faculty	Discussions & Decisions	Action	Action By	Status
A	MAT 102	VECTOR CALCULUS, DIFFERENTIAL EQUATIONS AND TRANSFORMS	Ms. SIJI P	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
B	CYT 100	ENGINEERING CHEMISTRY	Ms. SOUMYA JOHN	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
C	EST 100	ENGINEERING MECHANICS	Dr. SREEKANTH M P	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
D	EST 120	BASICS OF CIVIL & MECHANICAL ENGINEERING	Mr. C FRANCIS GEORGE & Mr. GOKULNATH R	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
E	HUT 102	PROFESSIONAL COMMUNICATION	Dr. P SRIDHARAN	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
F	EST 102	PROGRAMMING IN C	Ms. ANISHA JOSEPH	Students are satisfied with the way of teaching and study materials and also with the practical sessions	NIL	NA	NA
S	CYL 120	ENGINEERING CHEMISTRY LAB	Ms. SOUMYA JOHN	Students are satisfied with the conduct of lab sessions	NIL	NA	NA
T	ESL 120	CIVIL & MECHANICAL WORKSHOP	Ms. HRIDYA P & Mr. GOKULNATH R	Students are satisfied with the conduct of lab sessions	NIL	NA	NA

General Discussions:

SL No.	Particulars	Discussions & Decisions	Action	Action By	Status
1	Internal Exam / Assignments	Assessment Plan is already created	It should be informed to students	Faculty	It is already circulated among students and displayed in the classroom
2	Activity Points	Activity points guidelines by KTU and importance of NPTEL courses	It should be informed to students	Tutors	Already informed the students and 22 students appeared for the NPTEL exam for the Course "Understanding the Design" on 23, April 2022
3	General Facility (Hostel, Mess etc.)	Students not informed any discrepancies	NIL	NA	NA
4	Co-curricular and Extra Curricular Activities	HOD suggested to the students to be part of arts and Sports day for earning activity points. He also suggested to learn Python and to be part of IEEE Automation and Robotics Chapter which is already started in the department	NIL	NA	NA

Members Present	Signature
Cdr. (Retd.) Raju K Kuriakose	
Dr. Sreekanth M P	
Ms. Anisha Joseph	
Ms. Siji P	
Ms. Soumya John	
Mr. Gokulnath R	
Mr. Joel sunny	
Ms. Anumol Binoy	
Mr. Abhinandh Narayan	
Mr. Hrithik Tharol	
Mr. Subin M	
Mr. Yadhukrishna	

S3 ME (2021 Admission) FIRST ADVISORY MEETING MINUTES

Date of the Meeting: 28, September 2022 at 10.00 AM; **Venue:** HOD Office – First floor, ME Department

Agenda

1. Conduct of regular classes
2. Internal Exam / Assignments
3. Lab classes
4. Activity Points
5. General Facilities (Hostel, Mess, Bus etc.)
6. University Result Analysis – S1
7. Any other relevant points

Subject wise Observations:

Slot	Course Code	Course Name	Name of Faculty	Discussions & Decisions	Action	Action By	Status
A	MAT 201	PARTIAL DIFFERENTIAL EQUATION AND COMPLEX ANALYSIS	Ms. SUBHALAKSHMI V	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
B	MET 201	MECHANICS OF SOLIDS	Dr. JITHIN E V	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
C	MET 203	MECHANICS OF FLUIDS	Mr. MEJO M FRANCIS	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
D	MET 205	METALLURGY & MATERIAL SCIENCE	Cdr. (Retd.) RAJU K KURIAKOSE	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
E	HUT 200	PROFESSIONAL ETHICS	Dr. S CHRISTOPHER EZHIL SINGH	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
F	MCN 201	SUSTAINABLE ENGINEERING	Mr. MIDHUN MUKUNDAN	Students are satisfied with the way of teaching and study materials and also with the practical sessions	NIL	NA	NA
S	MEL 201	COMPUTER AIDED MACHINE DRAWING	Mr. RYNE P M / Dr. SREEKANTH M P	Students are satisfied with the conduct of lab sessions	NIL	NA	NA
T	MEL 203	MATERIALS TESTING LAB	Mr. SHAMINMUTH K K / Mr. SHAJI GEORGE	Students are satisfied with the conduct of lab sessions	NIL	NA	NA

General Discussions:

SL No.	Particulars	Discussions	Action	Action By	Status
1	Homework	HOD – ME directed to provide homework for two subjects per day.	Tutors are directed to prepare a timetable and Faculties should follow the same.	Faculty / Tutors	Timetable is prepared and circulated among faculty and students.
2	Remedial / Booster / Supervised Self Study	Remedial / Booster / Supervised Self Study classes can be started by the respective faculty based on the difficulty of the subject.	Classes can be conducted for Partial Differential Equation & Complex Analysis, Mechanics of Solids, and Mechanics of Fluids	Faculty	NA
3	Assignments	Assignments should be given as per assessment plan.	Assessment plan already circulated among faculties and students	Faculty	NA
4	Minor	Students are directed to submit the minor course registration form	Tutors should collect and compile the course registration forms and submit to HOD	Tutors	Completed (6 students opted for Software Engineering Stream. Course for S3 is CST281 – Object Oriented Programming)
5	Ragging	Students were directed not to indulge in ragging and also informed to report any such incident to respective faculty or HOD or Principal	Strict action will be taken against those who indulge in ragging	Students	NA
6	Hostel Food	Food quality is not good (Chicken is too hard). More Oil Content in Poori, Biryani etc.	Should inform the management and hostel administration	Hostel Warden	-
7	Bus	Bus No. 5 and 11 are full	Should inform the management and bus administration	Management & Bus Administration	-
8	University Result – S1	45.83 % of students (11 Students out of 24) cleared all the courses	NIL	NA	NA

Members Present	Signature	Members Present	Signature
Cdr. (Retd.) Raju K Kuriakose		Mr. Joel sunny	
Mr. Mejo M Francis		Ms. Anumol Binoy	
Dr. Sreekanth M P		Mr. Abhinandh Narayan	
Dr. Christopher Ezhil Singh		Mr. Hrithik Tharol	
Dr. Jithin E V		Mr. Subin M	
Ms. Ryne P M		Mr. Yadhukrishna	
Mr. Shaminmuth K K		Mr. Devakh S Suresh	
		Mr. Aman Ahammed	

S3 ME (2021 Admission) SECOND ADVISORY MEETING

AGENDA POINTS

DATE OF MEETING: 23/11/2022; TIME: 11.00 AM

VENUE: S3 ME Class Room – First floor, ME Department

1. Assignments
2. RA - first and second internals
3. Attendance
4. Activity points
5. Lab Exam
6. General Facilities
7. Booster classes
8. Any other relevant points

Name of Faculty	Course Code	Course Name
Ms. SUBHALAKSHMI V	MAT 201	PARTIAL DIFFERENTIAL EQUATION AND COMPLEX ANALYSIS
Dr. JITHIN E V	MET 201	MECHANICS OF SOLIDS
Mr. MEJO M FRANCIS	MET 203	MECHANICS OF FLUIDS
Cdr. (Retd.) RAJU K KURIAKOSE	MET 205	METALLURGY & MATERIAL SCIENCE
Dr. S CHRISTOPHER EZHIL SINGH	HUT 200	PROFESSIONAL ETHICS
Mr. MIDHUN MUKUNDAN	MCN 201	SUSTAINABLE ENGINEERING
Mr. RYNE P M / Dr. SREEKANTH M P	MEL 201	COMPUTER AIDED MACHINE DRAWING
Mr. SHAMINMUTH K K / Mr. SHAJI GEORGE	MEL 203	MATERIALS TESTING LAB

S4 ME (2020-24 BATCH)

ADVISORY MEETING 1

MINUTES

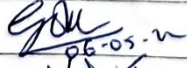



Date and Time of meeting : 06-05-2022, 12.20 pm to 12.40 pm

SUBJECT BASED OBSERVATIONS

Sl. No.	Slot	Course code	Course name	Course handling faculty	Discussions, Decisions
1	A	MAT202	PROBABILITY, STATISTICS AND NUMERICAL METHODS	Ms. Vineethamol Abraham	Classes are going on well. No other issues.
2	B	MET202	ENGINEERING THERMODYNAMICS	Mr. Jerin Saji	Classes are going on well. No other issues.
3	C	MET204	MANUFACTURING PROCESSES	Mr. Shaji George	Classes are going on well. No other issues.
4	D	MET206	FLUID MACHINERY	Mr. Mejo M Francis	Classes are going on well. No other issues.
5	E	EST200	DESIGN AND ENGINEERING	Mr. Gokulnath R	Classes are going on well. No other issues.
6	F	MCN202	CONSTITUTION OF INDIA	Dr. VRA Sathappan	Classes are going on well. No other issues.
7	S	MEL202	FM & HM LAB	Mr. Mejo M Francis / Dr. P Sridharan	Lab sessions are going on well. No other issues.
8	T	MEL204	MACHINE TOOLS LAB - 1	Mr. Shaji George / Mr. Arunlal M P	Lab sessions are going on well. No other issues.
9		MET 296	MATERIALS IN MANUFACTURING - Honors	Mr. Mejo M Francis	Classes are going on well. No other issues.

GENERAL DISCUSSIONS

Sl. No.	Particulars	Discussions, Decisions
1	Textbook distribution	Some textbooks are available at the library and students starting purchasing them as per the order given.
2	Assignments	Assessment plan is created and assignments are expected to be issued as per the plan.
3	Internal exams	Timetable published
4	Attendance	Attendance of students are monitored
6	Activity points	The certificates are being collected from students.
7	Lab/Workshops related	Sessions are going well.
8	SAE membership	Student members to discuss with the coordinators and HOD to conduct some programmes.
8	IEEE membership	Student members to take part in the programmes applicable to them.

Faculty advisors/Tutors		Verified and approved by
Mr. Gokulnath R		
Mr. Appu C Kurian		
Dr. Sridharan P		
		Cdr. (retd.) Raju K Kariakose, HOD ME

S4 ME (2020-24 BATCH)

ADVISORY MEETING 1

ACTION TAKEN REPORT

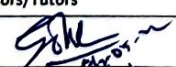
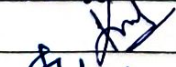

Date and Time of meeting : 06-05-2022, 12.20 pm to 12.40 pm

SUBJECT BASED OBSERVATIONS

Sl. No.	Slot	Course code	Course name	Course handling faculty	Actions	Action by	Status
1	A	MAT202	PROBABILITY, STATISTICS AND NUMERICAL METHODS	Ms. Vineethamol Abraham	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics.	Students/faculty	Students and faculty are informed about the same
2	B	MET202	ENGINEERING THERMODYNAMICS	Mr. Jerin Saji	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics.	Students/faculty	Students and faculty are informed about the same
3	C	MET204	MANUFACTURING PROCESSES	Mr. Shaji George	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics.	Students/faculty	Students and faculty are informed about the same
4	D	MET206	FLUID MACHINERY	Mr. Mejo M Francis	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics.	Students/faculty	Students and faculty are informed about the same
5	E	EST200	DESIGN AND ENGINEERING	Mr. Gokulnath R	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics.	Students/faculty	Students and faculty are informed about the same
6	F	MCN202	CONSTITUTION OF INDIA	Dr. VRA Sathappan	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics.	Students/faculty	Students and faculty are informed about the same
7	S	MEL202	FM & HM LAB	Mr. Mejo M Francis / Dr. P Sridharan	NIL	NA	
8	T	MEL204	MACHINE TOOLS LAB - 1	Mr. Shaji George / Mr. Arunlal M P	NIL	NA	
9		MET 296	MATERIALS IN MANUFACTURING - Honors	Mr. Mejo M Francis	Students to prepare well for first internal exam.	Students	Students are informed about the same

GENERAL DISCUSSIONS

Sl. No.	Particulars	Actions	Action by	Status
1	Textbook distribution	Students to collect the books from library as per the order given by them.	Students	Students are informed about the same
2	Assignments	Faculty to issue assignments as per the assessment plan	Faculty concerned	Faculty are informed about the same
3	Internal exams	Students to prepare well for the first internal examination	Students	Students are informed about the same
4	Attendance	APC to be taken before the internal exams	Faculty concerned/Tutors	Faculty and tutors are informed
5	Activity points	Students with less than 50 points, students and parents need to be contacted and informed about the same.	Students/Tutors	Students and tutors are informed about the same
6	Labs	Weaker students need to be identified and special attention to be given to them	Faculty concerned	Faculty are informed about the same
7	SAE	Student members to discuss with the coordinators and HOD, to conduct some programmes. Meeting regarding the same need to be conducted.	Students/coordinators	Wardens to take it into consideration
8	IEEE	Student members to take part in the programmes applicable to them.	Students	Students are informed about the same

Faculty advisors/Tutors	
Mr. Gokulnath R	
Mr. Appu C Kurian	
Dr. Sridharan P	

Verified and approved by
Cdr. (ret.) Raju K Kuriakose, HOD ME


6/5/22


6/5/22

S4 ME : ADVISORY MEETING 1 - PARTICIPANTS

Chairman and Faculty Advisors:

CDR. (RETD.) RAJU K KURIAKOSE

Chairman

MR. GOKULNATH R

Senior faculty advisor

Handwritten signatures and dates: 06-05-2020

Faculty Members:		
Faculty	Course Code	Course Name
Ms. Vineethamol Abraham	MAT202	PROBABILITY, STATISTICS AND NUMERICAL METHODS
Mr. Jerin Saji	MET202	ENGINEERING THERMODYNAMICS <i>Jerin Saji</i>
Mr. Shaji George	MET204	MANUFACTURING PROCESSES <i>SG</i>
Mr. Mejo M Francis	MET206	FLUID MACHINERY <i>Mejo</i>
Mr. Gokulnath R	EST200	DESIGN AND ENGINEERING <i>Gokul</i>
Dr. VRA Sathappan	MCN202	CONSTITUTION OF INDIA
Mr. Mejo M Francis	MEL202	FM & HM LAB <i>Mejo</i>
Mr. Arunlal M P	MEL204	FM & HM LAB <i>Arun</i>
Mr. Shaji George	MEL204	MACHINE TOOLS LAB - 1 <i>SG</i>
Mr. Mejo M Francis	MET 296	MATERIALS IN MANUFACTURING - Honors <i>Mejo</i>

Student members:

MR. ADITHYA MADHU

MS. ANUSREE P NAIR

MR. AVIRADH R N

MR. GEORGEKUTTI PUTHUSSERIL

MR. HRIDWAITH N

MR. KRITHIN P

MR. SATHUIC SIVAN

MR. SRINAND S

MR. VYSHNAV R

MR. JEEVANRAJ

Handwritten signatures of student members

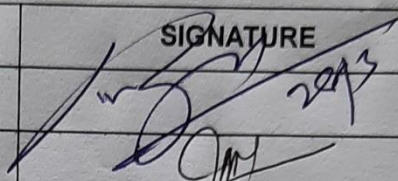
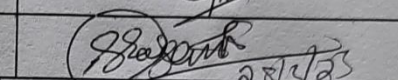

S4 ME (2021- 25 Batch) SECOND ADVISORY MEETING

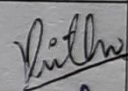
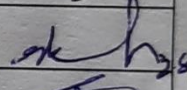




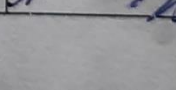

AGENDA POINTS

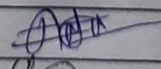
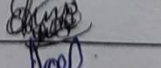
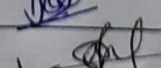


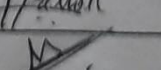
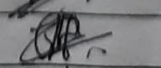
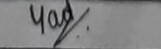

DATE OF MEETING: 28/03/2023; TIME: 11.00 AM

VENUE: HOD OFFICE, DEPARTMENT OF MECHANICAL ENGINEERING, VJEC

1. RA – First Series Test
2. Attendance
3. Theory / Lab classes
4. General Facilities (Hostel, Mess, Bus etc.)
5. Booster Class
5. Any other relevant points

	SIGNATURE
Cdr. (Retd.) RAJU K KURIAKOSE, HOD – ME, CHAIRMAN	
Mr. MEJO M FRANCIS, SENIOR FACULTY ADVISOR	
Dr. SREEKANTH M P, FACULTY ADVISOR	

NAME OF FACULTY	COURSE CODE	COURSE NAME	SIGNATURE
Ms. ANCE MARIA THOMAS, Ms. VINEETHAMOL ABRAHAM, Ms. DIVYA THOMAS	MAT 202	PROBABILITY, STATISTICS AND NUMERICAL METHODS	
Mr. RYNE P M	MET 202	ENGINEERING THERMODYNAMICS	
Mr. SHAJI GEORGE	MET 204	MANUFACTURING PROCESS	
Mr. MEJO M FRANCIS	MET 206	FLUID MACHINERY	
Dr. JITHIN E V	EST 200	DESIGN AND ENGINEERING	
Mr. SHAMINMUTH K K	MCN 202	CONSTITUTION OF INDIA	
Mr. DILIN DINESH & Mr. AJI AUGUSTINE	MEL 202	FM & HM LAB	
Mr. SHAJI GEORGE & Mr. RYNE P M	MEL 204	MACHINE TOOLS LAB - I	

SL. NO.	NAME OF STUDENT	SIGNATURE
1	Mr. SAYAND V K	
2	Ms. ANUMOL BINOY	
3	Mr. JOEL SUNNY	
4	Mr. ABHINANDH NARAYAN	
5	Mr. AMAN AHAMMED	
6	Mr. DEVAKH S SURESH	
7	Mr. HRITHIK THAROL	
8	Mr. MIRWAIZ OMAR A NAZEER	
9	Mr. SUBIN M	
10	Mr. YADHUKRISHNA	

S4 ME (2021-25 BATCH)

SECOND ADVISORY MEETING

MINUTES

Date and Time of meeting : 28-03-2023, 11.00 AM

SUBJECT BASED OBSERVATIONS

Sl. No.	Slot	Course Code	Course Name	Course Handling Faculty	Discussions, Decisions
1	A	MAT 202	PROBABILITY, STATISTICS AND NUMERICAL METHODS	Ms. ANCE MARIA THOMAS, Ms. VINEETHAMOL ABRAHAM, Ms. DIVYA THOMAS	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
2	B	MET 202	ENGINEERING THERMODYNAMICS	Mr. RYNE P M	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
3	C	MET 204	MANUFACTURING PROCESS	Mr. SHAJI GEORGE	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
4	D	MET 206	FLUID MACHINERY	Mr. MEJO M FRANCIS	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
5	E	EST 200	DESIGN AND ENGINEERING	Dr. JITHIN E V	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
6	F	MCN 202	CONSTITUTION OF INDIA	Mr. SHAMINMUTH K K	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
7	S	MEL 202	FM & HM LAB	Mr. DILIN DINESH & Mr. AJI AUGUSTINE	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.
8	T	MEL 204	MACHINE TOOLS LAB - I	Mr. SHAJI GEORGE & Mr. RYNE P M	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.

GENERAL DISCUSSIONS

Sl. No.	Particulars	Discussions, Decisions
1	Result analysis - First series	Need improvement and booster class will be starting by April 2023
2	Assignments	Assignments are expected to be issued as per the plan.
3	Internal exams	Second internal exam timetable published and portions for second internal exam for all subjects are expected to be completed by 13, April 2023. Better preparations are expected from the students for the second internal.
4	Attendance	Attendance of students are monitored. Decided to issue warning letter to students who are having less than 75 percentage of attendance.
5	Activity points	The certificates are being collected from students. Students are to submit the certificates, as soon as they receive them. All 24 students acquired 50 points, which is mandatory by the guidelines of KTU before completing the current academic year.
6	Booster Class	Booster classes for mathematics, thermodynamics and fluid machinery is suggested. Faculties need to identify the students for their respective subjects.
7	General Facilities (Hostel, Mess, Bus etc.)	Students told about seat available in bus 5 (Payyannur) is less, Water stagnation in washroom (first floor of ME Block), and Projector in S4 ME require repair.

Faculty advisors/Tutors

Verified and approved by

Mr. Mejo M Francis

Dr. Sreekanth M P

Cdr. (retd.) Raju K Kurianose, HOD ME

31/03/2023

SECOND ADVISORY MEETING

ACTION TAKEN REPORT

Date and Time of meeting : 28-03-2023, 11.00 AM

SUBJECT BASED OBSERVATIONS

Sl. No.	Slot	Course code	Course name	Course handling faculty	Actions	Action by	Status
1	A	MAT 202	PROBABILITY, STATISTICS AND NUMERICAL METHODS	Ms. ANCE MARIA THOMAS, Ms. VINEETHAMOL ABRAHAM, Ms. DIVYA THOMAS	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
2	B	MET 202	ENGINEERING THERMODYNAMICS	Mr. RYNE P M	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
3	C	MET 204	MANUFACTURING PROCESS	Mr. SHAJI GEORGE	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
4	D	MET 206	FLUID MACHINERY	Mr. MEJO M FRANCIS	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
5	E	EST 200	DESIGN AND ENGINEERING	Dr. JITHIN E V	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
6	F	MCN 202	CONSTITUTION OF INDIA	Mr. SHAMINMUTH K K	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
7	S	MEL 202	FM & HM LAB	Mr. DILIN DINESH & Mr. AJI AUGUSTINE	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME
8	T	MEL 204	MACHINE TOOLS LAB - I	Mr. SHAJI GEORGE & Mr. RYNE P M	STUDENTS ARE SATISFIED WITH THE WAY OF TEACHING AND STUDY MATERIALS.	STUDENTS/FACULTY	STUDENTS AND FACULTY ARE INFORMED ABOUT THE SAME

GENERAL DISCUSSIONS

SL No.	Particulars	Actions	Action by	Status
1	Result analysis - First series	Need improvement and booster class will be starting by April 2023	Faculty concerned	Faculty are informed about the same
2	Assignments	Assignments are expected to be issued as per the plan.	Students/ Faculty	Students and faculty are informed about the same
3	Internal exams	Second internal exam timetable published and portions for second internal exam for all subjects are expected to be completed by 13, April 2023. Better preparations are expected from the students for the second internal.	Faculty concerned/Students	Faculty and students are informed about the same
4	Attendance	Attendance of students are monitored. Decided to issue warning letter to students who are having less than 75 percentage of attendance.	Students/Tutors	Students and tutors are informed about the same
5	Activity points	The certificates are being collected from students. Students are to submit the certificates, as soon as they receive them. All 24 students acquired 50 points, which is mandatory by the guidelines of KTU before completing the current academic year.	Students/Tutors	Students and tutors are informed about the same
6	Booster Class	Booster classes for mathematics, thermodynamics and fluid machinery is suggested. Faculties need to identify the students for their respective subjects.	Faculty concerned/Students	Faculty and students are informed about the same
7	General Facilities (Hostel, Mess, Bus etc.)	Students told about seat available in bus 5 (Payannur) is less, Water stagnation in washroom (first floor of ME Block), and Projector in S4 ME require repair.	Management & HOD - ME	Projector is repaired and technical staff informed about the same. Regarding bus and washroom issues, HOD - ME will inform the same to the management.

Faculty advisors/Tutors

Mr. Mejo M Francis

Dr. Sreekanth M P

Verified and approved by

Cdr. (ret.) Raju K Kuriakose, HOD/ME

31/03/2023

S5 ME (2020-24 batch)

FIRST ADVISORY MEETING 27-09-2022

AGENDA

Course wise feedback
Textbook distribution
Assignments
Internal exams
Attendance
Activity points
Lab/Workshops related
Hostel
Booster classes
Classroom facilities

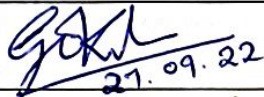


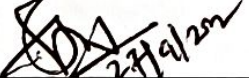

27.9.22

S5 ME (2020-24 BATCH)**ADVISORY MEETING 1****MINUTES****Date and Time of meeting : 27-09-2022, 9.15 AM to 09.45 AM****SUBJECT BASED OBSERVATIONS**

Sl. No.	Slot	Course code	Course name	Course handling faculty	Discussions, Decisions
1	A	MET 301	MECHANICS OF MACHINERY	Mr.Shaminmuth K K	Classes are going on well. No other issues.
2	B	MET 303	THERMAL ENGINEERING	Mr.Dilin Dinesh	Classes are going on well. No other issues.
3	C	MET 305	INDUSTRIAL & SYSTEMS ENGINEERING	Dr. Sreekanth M .P	Classes are going on well. No other issues.
4	D	MET 307	MACHINE TOOLS AND METROLOGY	Mr. Shaji George	Classes are going on well. No other issues.
5	E	HUT 300	INDUSTRIAL ECONOMICS AND FOREIGN TRADE	Dr. Sridharan	Classes are going on well. No other issues.
6	F	MCN 301	DISASTER MANAGEMENT	Dr. Jithin E V	Classes are going on well. No other issues.
7	S	MEL331	MACHINE TOOLS LAB-II	Mr.Mithun Mukundan/Mr.Niyas K M	Lab sessions are going on well. No other issues.
8	T	MEL333	THERMAL ENGINEERING LAB-I	Mr.Appu Kurian/Mr.Josy James	Lab sessions are going on well. No other issues.
9	H	MET 397	HONOURS (FLUID POWER AUTOMATION)	Dr. Jithin E V	Classes are going on well. No other issues.

GENERAL DISCUSSIONS

Sl. No.	Particulars	Discussions, Decisions
1	Textbook distribution	Students to purchase the books from library as per the order given.
2	Assignments	Assessment plan is created and assignments are expected to be issued as per the plan.
3	Internal exams	Timetable published
4	Attendance	Attendance of students are monitored
5	Activity points	The certificates are being collected from students.
6	Lab/Workshops related	Sessions are going well.
7	Hostel	Hooks or hanger rods are not available in the hostel bathrooms
8	Booster classes	Booster classes to be initiated at the earliest
9	Classroom facilities	Difficulty for some students in viewing the projector as the screen is set on one side

Faculty advisors/Tutors		Verified and approved by
Mr. Gokulnath R	 27.09.22	 27/09/22
Mr. Appu C Kurian		
Dr. Sridharan P	 27/9/22	
		Cdr. (retd.) Raju K Kuriakose, HOD ME

S5 ME (2020-24 BATCH)

ADVISORY MEETING 1

ACTION TAKEN REPORT

Date and Time of meeting : 27-09-2022, 09.15 am to 09.45 am

SUBJECT BASED OBSERVATIONS

Sl. No.	Slot	Course code	Course name	Course handling faculty	Actions	Action by	Status
1	A	MET 301	MECHANICS OF MACHINERY	Mr.Shaminmuth K K	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics. Separate notebooks could be maintained by students for homework	Students/faculty	Students and faculty are informed about the same
2	B	MET 303	THERMAL ENGINEERING	Mr.Dilin Dinesh	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics. Separate notebooks could be maintained by students for homework	Students/faculty	Students and faculty are informed about the same
3	C	MET 305	INDUSTRIAL & SYSTEMS ENGINEERING	Dr. Sreekanth M .P	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics. Separate notebooks could be maintained by students for homework	Students/faculty	Students and faculty are informed about the same
4	D	MET 307	MACHINE TOOLS AND METROLOGY	Mr. Shaji George	Students to prepare well for first internal exam.Regular homework to be given by faculty so as to ensure student engagement in academics. Separate notebooks could be maintained by students for homework	Students/faculty	Students and faculty are informed about the same
5	E	HUT 300	INDUSTRIAL ECONOMICS AND FOREIGN TRADE	Dr. Sridharan	Students to prepare well for first internal exam.Regular homework to be given by faculty so as to ensure student engagement in academics. Separate notebooks could be maintained by students for homework	Students/faculty	Students and faculty are informed about the same
6	F	MCN 301	DISASTER MANAGEMENT	Dr. Jithin E V	Students to prepare well for first internal exam. Regular homework to be given by faculty so as to ensure student engagement in academics. Separate notebooks could be maintained by students for homework	Students/faculty	Students and faculty are informed about the same
7	S	MEL331	MACHINE TOOLS LAB-II	Mr.Mithun Mukundan/Mr.Niyas K M	Lab items, while being issued and returned, should be recorded in the register. In and out register and machine log should be maintained.	NA	<i>Included to</i>
8	T	MEL333	THERMAL ENGINEERING LAB-I	Mr.Appu Kurian/Mr.Josy James	Lab items, while being issued and returned, should be recorded in the register. In and out register and machine log should be maintained	NA	
9	H	MET 397	HONOURS (FLUID POWER AUTOMATION)	Dr. Jithin E V	Students to prepare well for first internal exam.	Students	Students are informed about the same

GENERAL DISCUSSIONS

SS ME Advisory meeting minutes & ATR

Sl. No.	Particulars	Actions	Action by	Status
1	Textbook distribution	Students to purchase the books from library as per the order given.	Students	Students are informed about the same
2	Assignments	Assessment plan is created and assignments are expected to be issued as per the plan.	Faculty concerned	Faculty are informed about the same
3	Internal exams	Timetable published. Portions to be completed in time.	Students/ Faculty	Students and faculty are informed about the
4	Attendance	Attendance of students are monitored.	Faculty concerned/Tutors	Faculty and tutors are informed
5	Activity points	The certificates are being collected from students. Students to submit the certificates, as soon as they receive them.	Students/Tutors	Students and tutors are informed about the
6	Lab/Workshops related	Lab items, while being issued and returned, should be recorded in the register. In and out register and machine log should be maintained.	Faculty concerned	Faculty are informed about the same
7	Hostel	Hooks or hanger rods are not available in the hostel bathrooms. To be taken up with hostel warden, so that the same would be provided at the earliest.	Hostel Warden	Wardens to take into consideration Warden Sujimodet
8	Booster classes	Booster classes to be initiated at the earliest. Students need to be identified by the faculty concerned.	Faculty concerned	Faculty are informed about the same
9	Classroom facilities	Difficulty for some students in viewing the projector as the screen is set on one side. Tutors after the inspection, suggested a change in the arrangement of desks and benches, if required.	Tutors	Inspection completed Aisle rearranged [Signature]

Faculty advisors/Tutors	
Mr. Gokulnath R	[Signature] 27.09.22
Mr. Appu C Kurian	[Signature]
Dr. Sridharan P	[Signature] 27/9/22

Verified and approved by
Cdr. (retd.) Raju K Kuriakose, HOD ME

[Signature] 29/10/2022

SS ME : ADVISORY MEETING 1 - PARTICIPANTS

Chairman and Faculty Advisors:	
CDR. (RETD.) RAJU K KURIAKOSE	HOD,ME, Chairman
MR. GOKULNATH R	Senior faculty advisor
MR. APPU C KURIAN	Faculty advisor
DR. P SRIDHARAN	Faculty advisor

Faculty Members:		
Faculty	Course Code	Course Name
Dr. Sreekanth M .P	MET 305	INDUSTRIAL & SYSTEMS ENGINEERING
Mr. Shaji George	MET 307	MACHINE TOOLS AND METROLOGY
Dr. Sridharan	HUT 300	INDUSTRIAL ECONOMICS AND FOREIGN TRADE
Dr. Jithin E V	MCN 301	DISASTER MANAGEMENT
Mr.Appu Kurian	MEL333	THERMAL ENGINEERING LAB-I
Mr.Josy James	MEL333	THERMAL ENGINEERING LAB-I
Dr. Jithin E V	MET 397	FLUID POWER AUTOMATION (HONOURS)

Student members:	
MR. ADITHYA MADHU	<i>Adithya</i>
MS. ANUSREE P NAIR	<i>Anusree</i>
MR. C ABHINAV	<i>Abhinav</i>
MR. GEORGEKUTTI PUTHUSSERIL	<i>Georgekutty</i>
MR. HRIDWAITH N	<i>Hridwaith</i>
MR. NIRMAL DEV P	<i>Nirmal</i>
MR. SATHUIC SIVAN	<i>Sathuic</i>
MR. SRINAND S	<i>Srinand</i>
MR. VAISHNAV P V	<i>Vaish</i>
MR. VYSHNAV R	<i>Vyshnav</i>
MR. VAISHAKH.K	<i>Vaish</i>

S6 ME A : ADVISORY MEETING 1 - PARTICIPANTS

Chairman and Faculty Advisors:	
CDR. (RETD.) RAJU K KURIAKOSE	HOD,ME, Chairman
Mr. Shamin Muth K K	Senior faculty advisor(S6 ME B)
Mr. Dilin Dhinesh	Faculty advisor (S6 ME B)

Faculty Members:			
Faculty	Course Code	Course Name	Signature
Mr. Dilin Dhinesh	MET302	HEAT & MASS TRANSFER	
Mr. Niyas KM	MET304	DYNAMICS AND DESIGN OF MACHINERY	
Dr. Shivaprasad PV	MET 306	ADVANCED MANUFACTURING ENGINEERING	F
Mr. Jerin Saji	MET 312	NON DESTRUCTIVE TESTING	
Dr. Sivaprasad P V	MET 352	AUTOMOBILE ENGINEERING	F
Mr. Arunlal MP	HUT310	MANAGEMENT FOR ENGINEERS	
Mr. Shamin Muth K K	MET308	COMPREHENSIVE COURSE WORK	
Dr. Sreekanth MP / Dr. Shivaprasad P V	MEL332	COMPUTER AIDED DESIGN & ANALYSIS LAB	
Mr. Dilin Dhinesh / Mr. Arunlal MP	MEL334	THERMAL ENGINEERING LAB-II	

STUDENTS	SIGNATURE
Abhishek KT	
Abhijith KP	
Aswin M	
Ajnas AK	
Nivedh P	
Rishab Mohan	
Joel Mathew	
Vyshakh	
Vijay Krishna	

S6 ME A (2019-23BATCH)

ADVISORY MEETING 1

MINUTES AND ACTION TAKEN REPORT

VENUE : HOD,ME-Office/First floor ME Dept.

Date and Time of meeting : 29-04-2022, 12:20 PM

SUBJECT BASED OBSERVATIONS

Sl. No.	Slot	Course code	Course name	Course handling faculty	Discussions, Decisions	Actions	Action by	Status
1	A	MET302	HEAT & MASS TRANSFER	Mr. Dilin Dhinesh	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
2	B	MET304	DYNAMICS AND DESIGN OF MACHINERY	Mr. Niyas KM	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
3	C	MET 306	ADVANCED MANUFACTURING ENGINEERING	Dr. Shivaprasad PV	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
4	D	MET 312	NON DESTRUCTIVE TESTING	Mr. Jerin Saji	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
5	D	MET 352	AUTOMOBILE ENGINEERING	Dr. Sivaprasad P V	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
6	E	HUT310	MANAGEMENT FOR ENGINEERS	Mr. Arunlal MP	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
7	F	MET308	COMPREHENSIVE COURSE WORK	Mr. Shamin Muth K K	Students are satisfied with the way of teaching and study materials.	NIL	NA	NA
8	S	MEL332	COMPUTER AIDED DESIGN & ANALYSIS LAB	Dr. Sreekanth MP / Dr. Shivaprasad P V	Students are satisfied with the conduct of lab sessions	NIL	NA	NA
9	T	MEL334	THERMAL ENGINEERING LAB-II	Mr. Dilin Dhinesh / Mr. Arunlal MP	Students are satisfied with the conduct of lab sessions	NIL	NA	NA

GENERAL DISCUSSIONS

Sl. No.	Particulars	Discussions, Decisions	Actions	Action by	Status
1	Assignments	Assessment plan is created and assignments are expected to be issued as per the plan.	Faculty	Faculty concerned	Faculty is informed about the same
2	Internal exams	Second Internal Exam will be starting on 7th May 2022.	Better preparations are expected from the students for the first internal.	Students	Students are informed.
3	Attendance	Attendance of students are monitored	APC to be taken before the internal exams	Faculty concerned/Tutors	Faculty and tutors are informed
5	Activity points	The certificates are being collected from the students. There is a lag in acquiring activity points by the students.	Upload the points for S1 to S5 when it is opened in the portal	Students/Tutors	Students and tutors are informed regarding activity points and its status

8	Placement Activities	Students were advised to form a committee among themselves to plan and move towards their placement. They have to put forward their suggestions and concerns regarding the placement possibilities for them.	Student representatives have to bring their suggestions and concerns	Students/Tutors	Students are informed about the importance of this volunteer/proactive step from their side
9	Lab	Sessions are going well. Seperate rough and fair record are to be maintained for both lab courses.	Regular monitoring required from the faculty concerned.	Concerned faculty	OK
10	Quality of Lab Records	Students had complained about the quality of lab records, according to them quality of the record is poor with respect to its price	Quality of the fair record has to be improved/Price of the fair record has to be reduced	College Management	Pending
11	Vehicle parking facilities	Vehicle parking space is required for the students who are living in the hostel	Vehicle parking space is to be provided to the inmates of hostel.	Hostel Warden/Management	Pending
12	Techfest	Students have requested to conduct a Techfest by ME Dept.	Possibility of conducting tech-fest has to be decided	The Principal	Pending
13	Industrial Visit	Industrial Visit may be conducted in this semester (as per govt. Order)	Industrial visit has to be planned and scheduled	The Principal / HOD	Pending

Faculty advisors/Tutors	
Mr. Shamin Muth K K	Senior Faculty Advisor <i>Shamin</i>
Mr. Dilin Dinesh	Faculty Advisor <i>Dilin</i>

Verified and approved by
<i>[Signature]</i> Cdr. (Retd.) Raju K. Nuriakose, HOD ME
<i>29/4/2022</i>

S6 ME (2020-24 BATCH)

THIRD ADVISORY MEETING

MINUTES


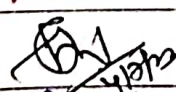
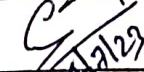
Date and Time of meeting : 04-07-2023, 9:00 am to 9:30 am


Agenda: Internal Mark Finalization

COURSE BASED OBSERVATIONS

Sl. No.	Slot	Course code	Course name	Course handling faculty	Discussions, Decisions & Actions	Students with less than 35 marks	Students with less than 75% attendance	Students ineligible for end semester exam
1	A	MET302	Heat and Mass Transfer	Mr Dilin Dinesh	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	13	2	Nil
2	B	MET304	Dynamics of Machinery & Machine Design	Mr.Ramprasidh	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal.	9	2	Nil
3	C	MET306	Advanced Manufacturing Engineering	Cdr Raju K K (Retd)	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal.	29	4	Nil
4	D	MET312	NON DESTRUCTIVE TESTING/	Mr. Aji Augustine	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal.	1	0	Nil
5	D	MET352	AUTOMOBILE ENGINEERING	Dr Jithin E V/Mr Niyas K M	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal.	4	0	Nil
6	E	HUT310	MANAGEMENT FOR ENGINEERS	Mr Arunlal M P	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal.	3	1	Nil
7	F	MET308	COMPREHENSIVE COURSE WORK	Mr Appu Kunan	Attendance published. Ready to upload the same in KTU portal	NA	1	Nil
8	S	MEL332	Computer Aided Design and Analysis Lab	Dr Sreekanth M P/Mr Midhun Mukundan	Lab experiments are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal.	0	0	Nil
	T	MEL334	THERMAL ENGINEERING LAB-II	Mr Appu Kunan/ Mr Anoop	Lab experiments are completed. Internal marks and attendance are published. Ready to upload	0	3	Nil

Faculty advisors/Tutors

Mr. Appu C Kurian	
Dr. Sridharan P	
Mr. Dilin Dinesh	


HOD: Cdr. (retd.) Roju K. Kriakose 1/31/2023

S6 ME (2020-24 BATCH)
THIRD ADVISORY MEETING

MINUTES

Date and Time of meeting : 04-07-2023, 9:00 am to 9:30 am

COURSE BASED OBSERVATIONS

Sl. No.	Srqt	Course code	Course name	Course handling faculty	Discussions, Decisions & Actions*	Students with less than 35 marks	Students with less than 75% attendance	Actions	Actions by	Status	Signature of faculty
1	A	MET302	Heat and Mass Transfer	Mr. Dilin Dinesh	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	13	2	Internals and attendance to be uploaded in KTU	Mr. Dilin Dinesh	Completed	
2	B	MET304	Dynamics of Machinery & Machine Design	Mr. Ramprasad	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	9	2	Internals and attendance to be uploaded in KTU	Mr. Ramprasad	Completed	
3	C	MET306	Advanced Manufacturing Engineering	Cdr. Raju K K (Retd)	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	29	4	Internals and attendance to be uploaded in KTU	Cdr. Raju K K (Retd)	Completed	
4	D	MET312	NON DESTRUCTIVE TESTING	Mr. Aj Augustine	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	1	0	Internals and attendance to be uploaded in KTU	Mr. Aj Augustine	Completed	
5	D	MET352	AUTOMOBILE ENGINEERING	Dr. Jibha E V/ Mr. Niyas K M	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	4	0	Internals and attendance to be uploaded in KTU	Dr. Jibha E V/ Mr. Niyas K M	Completed	
6	E	HUT310	MANAGEMENT FOR ENGINEERS	Mr. Anjali M P	Classes are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	3	1	Internals and attendance to be uploaded in KTU	Mr. Anjali M P	Completed	
7	F	MET308	COMPREHENSIVE COURSE WORK	Mr. Appu Kurian	Attendance published. Ready to upload the same in KTU portal	NA	1	Internals and attendance to be uploaded in KTU	Mr. Appu Kurian	Completed	
	S	MEL332	Computer Aided Design and Analysis Lab	Dr. Sreeharsh M P/ Mr. Mithun Mukundan	Lab experiments are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	0	0	Internals and attendance to be uploaded in KTU	Dr. Sreeharsh M P/ Mr. Mithun Mukundan	Completed	
	T	MEL334	THERMAL ENGINEERING LAB-II	Mr. Appu Kurian/ Mr. Anoop	Lab experiments are completed. Internal marks and attendance are published. Ready to upload the same in KTU portal	0	3	Internals and attendance to be uploaded in KTU	Mr. Appu Kurian/ Mr. Anoop	Completed	

Faculty advisors/Tutors
Mr. Appu C Kurian
Dr. Sridharan P
Mr. Dilin Dinesh

HOD: Cdr. (retd) Raju K Kriakose

S6 ME : 3rd ADVISORY MEETING - PARTICIPANTS

Chairman and Faculty Advisors:	
CDR. (RETD.) RAJU, K KURIAKOSE	HOD, ME, Chairman
MR. APPU C KURIAN	Senior faculty advisor
DR. SRIDHARAN P	Faculty advisor
MR. DILIN DINESH	Faculty advisor

Handwritten signatures and initials in red ink, including 'K.K.', 'A.P.', and 'S.P.' with dates like '1/7/23'.

Faculty Members:		
Faculty	Course Code	Course Name
Mr. Dilin Dinesh	MET302	Heat and Mass Transfer
Mr. Ramprasadh	MET304	Dynamics of Machinery & Machine Design
Cdr. Raju K K (Retd)	MET306	Advanced Manufacturing Engineering
Mr. Aji. Augustine	MET312	NON DESTRUCTIVE TESTING
Dr. Jithin E V / Mr. Niyas <i>KM</i>	MET352	AUTOMOBILE ENGINEERING
Mr. Arunlal M P	HUT310	MANAGEMENT FOR ENGINEERS
Mr. Appu Kurian	MET308	COMPREHENSIVE COURSE WORK
Dr. Sreekanth M P / Mr. Midhun Mukundan	MEL332	Computer Aided Design and Analysis Lab
Mr. Appu Kurian / Mr. Anoop.	MEL334	THERMAL ENGINEERING LAB-II
Dr. Sridharan P	MET 398	HONOURS-ADVANCED NUMERICAL CONTROLLED MACHINING

Handwritten signatures and initials in red ink next to course names, including 'K.K.', 'A.P.', 'S.P.', 'A.P.', 'K.K.', and 'S.P.' with dates like '1/7/23'.

Handwritten signature in red ink: Appukurian (CSFA)