



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016
Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

No. KTU/ASST6(ADMIN)/1902/2021

Thiruvananthapuram
Thiruvananthapuram
Dated: 31.07.2022

CIRCULAR

Sub:- Affiliation and Renewal of Affiliation - Constitution of bodies and committee in Colleges affiliated to APJ Abdul Kalam Technological University as per Chapter 4 and 6 in the First Statutes of the University and UGC/AICTE Regulations- Revised Instructions - Issued - Reg.

Ref :- Circular No. KTU/ASST6(ADMIN)/1902/2021 dated 29/06/2021

As per the Circular cited, instructions were issued to constitute various committees / bodies in Colleges affiliated to the University as prescribed in the APJ Abdul Kalam Technological University First Statutes, 2020 and also as per regulations/directions issued by UGC and AICTE from time to time. Several institutions have sought clarity on the composition of various committees and bodies that are to be constituted in the Colleges as directed in the Circular cited above. The committees / bodies to be constituted in Colleges/institutions with its composition are detailed below.

(1) Details of Governing Body (Appendix 18 in APH 2021-22 and Chapter 4 Statute 4 Sub Statutes 1 and 2)

1. Governing Body in Government / Government Controlled Engineering Colleges

Sl. No.	Composition	Nature of selection
1	Chairman	An Industrialist who is interested in the development of Technical Education to be nominated by Govt.
2	Secretary	Principal/Head of Institution/Professor in charge of the Institution
3	One Member	<ul style="list-style-type: none">To be nominated by DTE in case of Government Engineering CollegesTo be nominated by the Director/Head of Society in case of Government controlled self-financing engineering colleges
4	One Member	AICTE Nominee
5	One Member	Syndicate Nominee of the University
		Two Faculty members (one at the level of Professor and



6	Two Members	one at the level of Associate /Assistant Professor) of the institution concerned to be nominated by the Government.
7	One Member	Academician OR a Proficient Industrialist to be nominated by Government.

b. **Governing Body in Aided, Private Self Financing Engineering Colleges**

Sl. No.	Composition	Nature of selection
1	Chairman	An Industrialist who is interested in the development of Technical Education to be nominated by the Trust/Society runs the Institution
2	Secretary	Principal/Head of Institution/Professor in charge of the Institution
3	One Member	AICTE Nominee
4	One Member	Syndicate Nominee of the University
5	One Member	Nominee of the Government not below the rank of Joint Secretary from Higher Education Department in the case of Aided Colleges
6	Two Members	<ul style="list-style-type: none"> Two Faculty members (one at the level of Professor and one at the level of Associate /Assistant Professor) of the institution concerned to be nominated by the Registered Trust/Society in the case of Government Aided College. Two Faculty members of the College to be nominated by the Registered Trust / Society in the case of Private self financing Engineering Colleges.
7	Two to Five Members	To be nominated by the Registered Trust/ Society
8	One Member	Academician OR a Proficient Industrialist to be nominated by the Trust/Society

(2) **College Council** (Chapter 4 Statute 5 Sub Statute 1)

Sl. No.	Composition	Nature of selection
1	Chairman	Principal/Head of the institution or the Professor in charge of the Principal/Head of institution
2	Members	Heads of all Departments or the Faculty in charge of the Head of the Department
3	One Member	The faculty who is in Charge of the Physical Education
4	One Member	College Union Chairman or General Secretary or a member from the Body which represents the students in the institution

5	One Member	A female member from the College Union or a female member from the Body which represents the female students in the institution
6	Three Members	Three members selected by faculties among themselves, out of which one must be a female.
7	Special Invitees	<ul style="list-style-type: none"> • The teacher or Officer who handles the subject being discussed by the Council. • The teachers who are in charge of student's Hostel (Men's /Ladies) when the subject of Hostel is being discussed by the Council. • The special invitees have no voting power and cannot be considered for completing the quorum of the meeting.
8	Secretary	The secretary shall be selected by the members of College Council among themselves.

(3) Executive Committee of the College Union (Chapter 4 Statute 6 Sub Statute 1)

Sl. No.	Composition
1	Chairperson
2	Vice Chairperson
3	General Secretary
4	Magazine Editor
5	Arts Club Secretary
6	Councilors to the constituency of the University Union General Council (as prescribed by the University)
7	A student representative from each UG course
8	A student representative from each PG course
9	Female representative (as prescribed by the University)
10	A female SC/ST representative, in the absence of such a student, an SC or ST student shall be nominated by the Executive Committee
11	Patron-cum-Treasurer - The Principal or Head of the Institution or Faculty in charge
12	Staff Advisor (Ex-officio) - A faculty nominated by the Principal or Head of the Institution or Faculty in charge
13	Sports Secretary nominated by the Executive Committee

(4) College Sports Council (Chapter 4 Statute 7 Sub Statute 1)

Sl. No.	Composition	Nature of selection
1	Chairman	Principal/Head of the institution or the Professor in charge of the Principal/Head of institution
2	Convener	Director of Physical Education or the faculty who is in

		Charge of the Physical Education
3	Secretary	Sports Secretary of College Union, in his/her absence, the student nominated by the Principal/Head of the institution or the Professor in charge of the Principal/Head of institution
4	Members	Staff members of Physical Education
5	Three Member	Three staff members nominated by the College Council, out of which one shall be a female faculty and another one shall be a non-teaching staff
6	Three students	Principal/Head of the institution or the Professor in charge of the Principal/Head of institution shall nominate Three students from the institution who have proven proficiency in sports, out of which one must be a female.

(5) General Body and Executive Committee of the Parent Teacher Association (Chapter 4 Statute 8 Sub Statute 3 and 4)

(a) General Body of PTA

Sl. No.	Composition	Nature of selection
1	Parent Members	All students' fathers/mothers or guardians whose name is not removed from the Admission Register and continuing studies in the College are its members
2	Faculty Members	All the teaching faculties in the College are its members

(b) Executive Committee of the PTA

Sl. No.	Composition	Nature of selection
1	President	Principal/Head of the institution or the Professor in charge of the Principal/Head of institution
2	Vice President	A Mother or Father selected by the members of the Executive Committee among themselves
3	Secretary	A permanent teacher selected by the members of the Executive Committee among themselves
4	Joint Secretary	A Mother or Father selected by the members of the Executive Committee among themselves
5	Treasurer	A permanent teacher selected by the members of the Executive Committee among themselves
6	6 Members	Father or Mother selected by the members of General Body (Father or Mother) among themselves
7	6 Members	6 members (Permanent Teachers) selected by the teaching faculties in the institution among themselves

(6) Alumni Association (Chapter 4 Statute 9 (2))

(a) Formation of Alumni Association

Sl. No.	Composition	Nature of selection
1	Patrons	Members in Governing Body of the Institution (Govt/Aided), Principal/Head of the institution or the Professor in charge of the institution, founding members of the institution in the case of Private self-financing engineering colleges
2	Lifelong members	Former students of the institution who pay the annual subscription amount in lumpsum as fixed by the General Body.
3	Normal members	Former students who pay the annual subscription amount fixed by the General Body.
4	Honorary members	All faculties in the institution
5	Associated members	Former staff members in the college (faculty) who pay the annual subscription amount as fixed by the General Body

(b) Executive Committee of Alumni Association (Chapter 4, Statute 9 (4))

Sl. No.	Composition	Nature of Selection
1	President	Principal / Head of the Institution / Professor in charge of the Principal or Head of the Institution
2	Two Vice Presidents	Teaching Vice President - A member selected by the teaching faculties among themselves in the meeting of the General body
		Former Student Vice President - A member selected by the former students among themselves in the meeting of the General body
3	Two Secretaries	Teaching Secretary - A member selected by the teaching faculties among themselves in the meeting of the General body
		Former student Secretary - A member selected by the former students among themselves in the meeting of the General body
4	Treasurer	A faculty selected by the members of Executive Committee among themselves
5	8 Former faculties and 8 former students	8 faculties selected by the former students among themselves in the meeting of the general body
		8 students selected by the former students among themselves in the meeting of the general body

(7) Student Grievance Redressal Committee (Clause 5 in AICTE (Redressal of Grievance of Students), Regulations, 2019)

Sl. No.	Composition	Nature of selection
1	Chairperson	Principal of the College / Institution
		Three Senior members of the teaching faculty to be

Yasmin

Jeeva Almon

Sadiquli

Union Chairmen

2	3 Members	nominated by the Principal as members and out of three one shall be a female and other from SC/ST/OBC category.
3	Special Invitee	A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities.

(8) Grievance Redressal Committee for Faculty / Staff (Approval Process Handbook 2021-22)

Sl. No.	Composition	Nature of selection
1	Chairperson	Principal of the College/Institution
2	Member	One Senior Professor of the University
3	Member	One Official from University or DTE (to be nominated by the Vice Chancellor or DTE) as a member
4	Member	One senior faculty of the College not below the rank of Associate Professor

University

University/DTE

Hareesh Babu

(9) Details of College Anti Ragging Committee (Clause 6 in AICTE (Prevention and Prohibition of Ragging in Technical Institutions, Universities including deemed to be Universities imparting technical education) Regulations 2009/Clause 6.3 in the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 / Kerala Prohibition of Ragging Act, 1998 and Chapter 6, Statute 3 Sub Statute 13 of the First Statutes).

Sl. No.	Composition	Nature of selection
1	Chairman	Principal of the College/Institution
2	Convenor	Senior Head of Department to be nominated by the Principal
3	Members	Heads or Senior Faculty of All Departments (Both male and female) including the faculty in charge of Physical Education
4	Two Members	Two female faculty members
5	8 Members	Fresher and Senior students (UG)-Both male and female
6	2 Members	Fresher and Senior students (PG)-Both male and female
7	Members	Wardens, Ladies Hostel & Wardens, Men's Hostel
8	1 Member	Representative of a Non-Teaching staff in the College
9	2 Members	PTA nominees
10	1 Member	A nominee of the Management
11	1 Member	Representative from Media
12	1 Member	Representative from an NGO involved in youth activities
13	1 Member	Representative from Police Administration
14	1 Member	Representative from Civil Administration
The Committee shall have a diverse mix of membership in terms of level as well as gender		
Anti-Ragging squads nominated by the Principal / Head of the Institution with the representatives of various members of the campus community and shall have no outside representation		

Shamsudheen
Ajmal MS
All HODs.

Laila
Riya Rini

Mushafa

Rashidha

Vinod

Vivekanand

Seetha

CIS

Peepu

CE



(10) Details of Committee for SC/ST (Clause 6.3.3 in Appendix 6 in APH)

Sl. No.	Composition	Nature of selection
1	Five Member	Five members of the teaching faculty to be nominated by the Principal as members out of which at least 2 members shall be SC/ST and one member shall be a woman.

Harish
Suresh
Arora
Hajeeb
Jogita

(11) Details of Internal Complaint Committee (Clause 4 in AICTE (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016)

Sl. No.	Composition	Nature of selection
1	Presiding Officer	A women Professor/Associate Professor to be nominated by the Executive Authority
2	4 Members	Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
3	3 Members	Three students (comprising of at least one girl student) of Pre-Final/Final year at UG/PG level
4	1 Member	One member from amongst NGOs or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority

Hema
Jasika
Yashwanth
Sangeeta
Aishika

At least one-half of the total members of the ICC shall be women

(12) Selection Committees for Teaching and Non Teaching staff shall be constituted as per relevant Regulations/ directions of AICTE/UGC/CoA/other bodies, Government Orders/ directions, University Orders/directions issued from time to time.

(13) Planning & Monitoring Committee (Refer Chapter 6 Statute 3 Sub Statute 6)

(14) Career Guidance and Placement Unit (Ref. Chapter 6 Statute 3 Sub Statute 10)

(15) Teaching Department Association (Chapter 6 Statute 3 Sub Statute 12)

(16) Details of Admission Committee (with faculty members nominated by the Head of the Institution)

(17) Details of Examination Committee (with faculty members nominated by the Head of the Institution)

(18) Malpractice Prevention Committee (with faculties nominated by the Principal)

(19) Details of Library Committee (with faculty members, non-teaching staff, library staff and students nominated by the Head of the Institution)

(20) Details of Extra Curricular Activities Committee (with faculty members and non-teaching staff and students nominated by the Head of the Institution)

(21) Details of Amenities Committee with faculty members and non-teaching staff and students nominated by the Head of the Institution

(22) Details of Hostel Committee with Wardens, faculty members, non-teaching staff and students nominated by the Head of the Institution

The Principals of Colleges or Institutions / Management of the College shall ensure that the above bodies / committees are constituted in the College/institutions in line with APJ



Abdul Kalam Technological University First Statutes, 2020, UGC / AICTE / CoA Regulations, Approval Process Handbook etc. and also as per the directions issued by the relevant authorities from time to time.

The directions issued vide Circular cited are revised to the above extent.

Dr.A. Praveen *
Registrar

To
Principals and Managers of all Affiliated Colleges

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.





MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/A-61/Committee/2022 -23

August 1, 2022

ORDER

A Committee with following faculty members has been re-constituted to deal with the instances of sexual harassment, if any, that may be reported:-

Chairman ...	Dr. Ramesh G, Principal
Nodal Officer ...	Ms. Aswini K, ECE
Members ...	Ms. Jeeja Menon, CE
	Ms. Laila, CSE
	Ms. Sahira, DMS

The Committee is directed to deal with instances of sexual harassment, if any, that may be reported against sexual harassment in the workplace and reported to the Principal for any follow up action required.

Principal

To – The above committee members

Copy to:-

AM, VP, Dir., CNC, HoDs, Faculty members,

CNC, Lib., ECR, Office, AS, Notice Board

**MEA ENGINEERING COLLEGE
PERINTHALMANNA**

Sexual harassment cell

Action taken report

No: MEA 2022/Meeting/4

Date: 21/12/2022

The committee noted that no complaint of sexual harassment has been received from any employees and students in the campus during this year,

During college arts festival, sports and other programs, anti sexual harassment committee assigns duty to the respective committee members of events , here by attaching the duty list of all events.

CHAIRMAN:

Members Attended

Name

Dr. G.Ramesh

Principal

Name

Ms.ASWANI. K (9645078887)

Assistant Professor ECE Dept

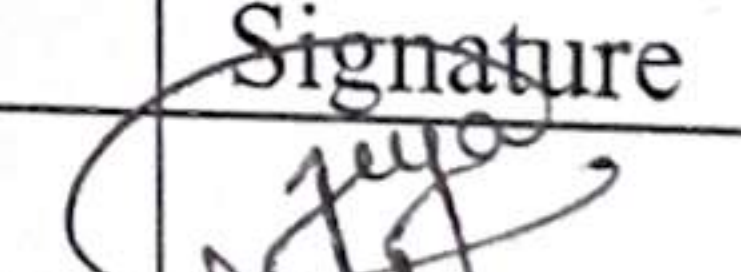

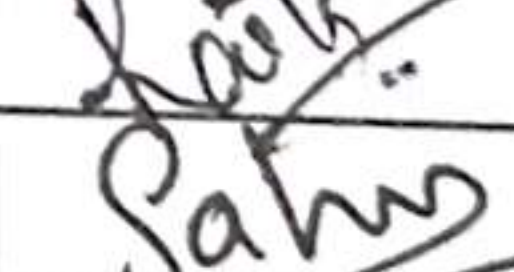


Signature

Nodal Officer:

Signature
21/12/22

COMMITTEE MEMBERS:

Name	Designation	Duties	Signature
1. Ms. Jeeja Menon	Assistant Professor	Monitoring	
2. Ms. Laila. V	Assistant Professor	Monitoring	
3. Ms. Sahira P	Assistant Professor	Monitoring	



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/B-19/Sports/2021-22

January 1, 2022

COMMITTEES FOR THE ANNUAL SPORTS MEET 2021-22 – 4th and 5th January 2022

Convener: Mr Anilkumar E S, Phy Edu

Joint Convener: Mr Musthafa P,EEE

1. **Organizing Committee:** Mr Faisal, Mr Shahad CSE, Mr Jazeel CE,
Mr Ranees ME, Ms Bushra S&H, Ms. Hasanath T, DMS

2. **Events Committee(Sports & Games):**

Convener: Mr Shameem, CSE.

1. Mr Ajmal M S, EEE.
2. Ms Aneez CE.
3. Mr Sufyan CSE
4. Mr Hussain, ECE

3. **Finance Committee:**

Convener: Mr. C K Zubair, Admn. Manager,
Mr. HJaneesh Babu K T, Vice Principal

4. **Reception & Guest**

Convener: Mr Janish S&H & Ms Riya Pious, CE.

5. **Comparing** Convener: Mr Faisal C H, S & H and Mr Krishna Prasad, ME

6. **Media, Photography & Video**

Convener: Mr Deepu, Mr Ejas S&H
Mr Askar, office

7. **Discipline Committee:** Conveners : All HODs

1. Mr Swalih, ME
2. Mr Nithin M V, ECE
3. Ms Shahana DMS
4. Ms Aseema, CE
5. Mr Noushadali, S&H
6. Mr Musthafa, EEE
7. Mr Aneesh Kumar, CSE

8. Results & Certificates

Convener: Ms Jitha K, CSE
Ms Sreeja, S&H
Ms Anu K P CSE

9. Officials

Convener: Mr Noushad, S&H

Mr Ajmal M S EEE

Mr Musthafa, EEE

Mr Noushad CE

Mr Sufyan P, CSE

Mr Shahad P. CSE

Mr Jazeel, CE

Ms Faseela, E C

Mr Ejaz, S&H

Mr Shuhaib, EC

Mr Shameem, CSE

Mr Anees, CE

Mr Janish, S&H

Mr Hussain, ECE

Ms Thaseena, IT

10. Light & sound

Convener: Mr Suhaib, ECE & Mr Preamdas ME

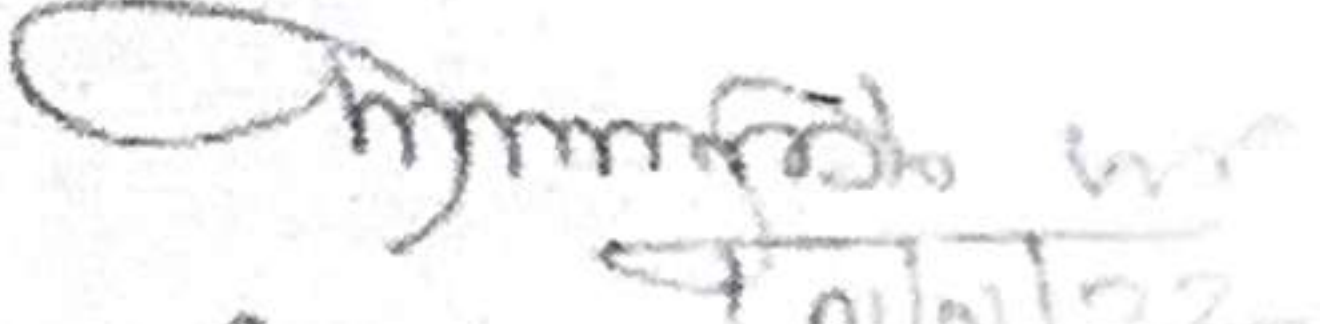
11. First Aid

Convener: Mr Muhammad Bava, S & H, Mr Regil ME
Ms Thaseena IT, Mr Danish, Library

12. Design

Convener: Mr Jamsheer Ahammad, CSE

The Committee members are directed to extend their cooperation while conducting various events of sports and games on the Campus during the Annual Sports Meet 2021-22, 4th and 5th January 2022.


4/01/22
for Principal

To

All the above Committee members

Copy to: - AM VP HoDs Faculty members
CNC Lib. Exam Cell Students Notice board.



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/B-19/Arts-MECAF/2021-22

May 19, 2022

CIRCULAR - MECRAF '22

The College Arts Fest – MECRAF '22 will be conducted on May 20 & 21, 2022 between 8.30 am and 5.30 pm. The programme schedules for Day 1 and Day 2 are attached herewith.

It is compulsory for all staff members and students to attend the programme and no leave will be permitted on 20th and 21st of May 2022. However, for genuine reasons, leave may be allowed with prior permission of the Principal.

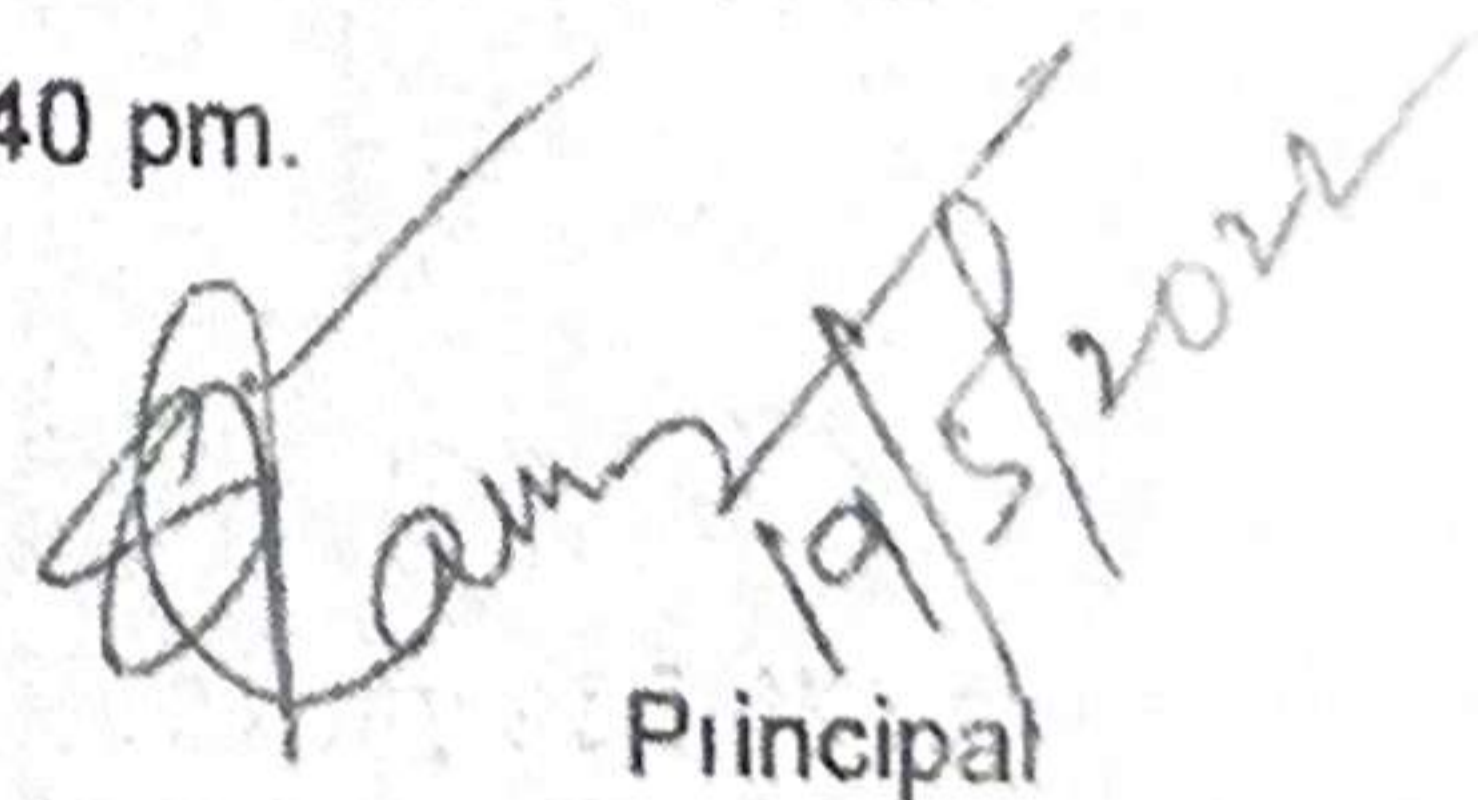
Students have to report their attendance to the Tutors concerned.

All faculty members and Administrative staff should report for duty at 8.45 am and leave only after the programme finishes.

Students are instructed to maintain discipline throughout the programme. **Use of fire crackers during the programme inside the Auditorium or any other place on the Campus is prohibited and if any student is found violating the instructions, strict action will be initiated against them.**

All the members of College Discipline Committee and Department Discipline Committees should be vigilant throughout the programme and ensure that everything goes on peacefully. All other staff members should also monitor the activities during the programme.

The College buses will leave Campus during the Arts Fest at 5.40 pm.


Principal

Attachment: Programme schedules

To

Students, HoDs, Faculty members, Admn staff, Lib. Staff,

Copy to: - AM, VP, Notice board, Mr. Sakkeer (Bus), Hostels.



MEA ENGINEERING COLLEGE PERINTHALMANNA

MEA/PRI/B-10/Discp Committee/2022

August 25, 2022

ORDER

The College Discipline Committee is constituted as follows:-

Convener ... Prof. Haneesh Babu K T, Vice Principal – Mob. 8547241976
Co-Convener ... Mr. Shamsudheen VP, HoD- S & H - Mob. 9995346588

Members:

All HoDs

Mr. Muhammad Shahmeem P, AP-CSE

Mr. Muhammed Swalih, AP-ME

Ms. Yasmin N, AP-CE

Ms. Thasleena, AP- IT

Mr. Ejas Ali Haroon, AP-S & H

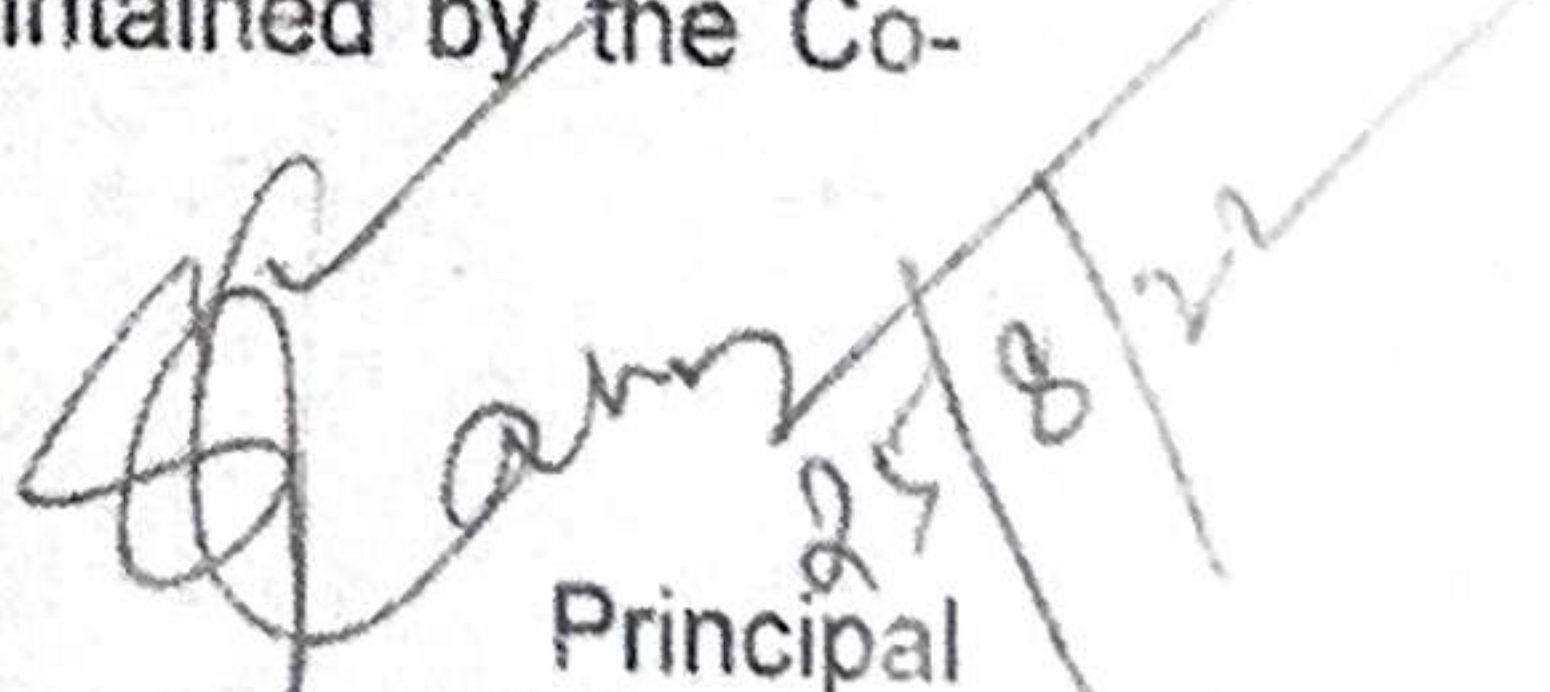
Mr. Anish Kumar B, AP-CSE

Mr. Jazeel Shah P, AP-CE

Mr. Jithin Mohan, AP-EEE

The Convener should report to the Principal and apprise him regarding various activities of the Committee.

The Convener should also convene the meeting of the Committee members at least once in a month. The minutes of the meetings should be maintained by the Co-Convener.


Principal 25/8/22

To

All the above members (Email)

Copy to:-

AM, VP, HoDs, Faculty members, Students, ECR, CNC, AS, Office, AA, IQAC, Receptionist, Library, PRO /PO, Notice Board

MEA ENGINEERING COLLEGE
PERINTHALMANNA
Sexual harassment cell

Minutes of meeting

No: MEA 2022/Meeting/5

Date: 27/12/2022

Meeting of sexual harassment committee members is held on 27/12/2022 at Principal chamber to discuss the following points.


Following points were discussed and finalized.

1. Resolved that the sexual harassment committee unanimously approved the minutes of the meeting held on 10/12/2021.
2. The committee noted that no complaint of sexual harassment has been received from any employees and students in the campus.
3. Committee has been re-constituted to deal with the instances of sexual harassment

Members Attended

CHAIRMAN:

Name
Dr. G.Ramesh
Principal



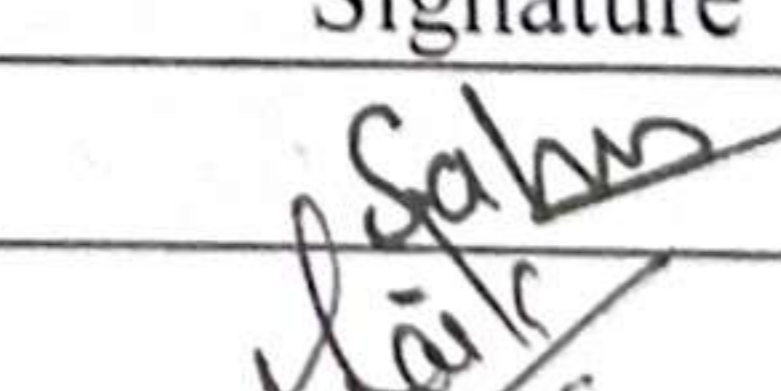
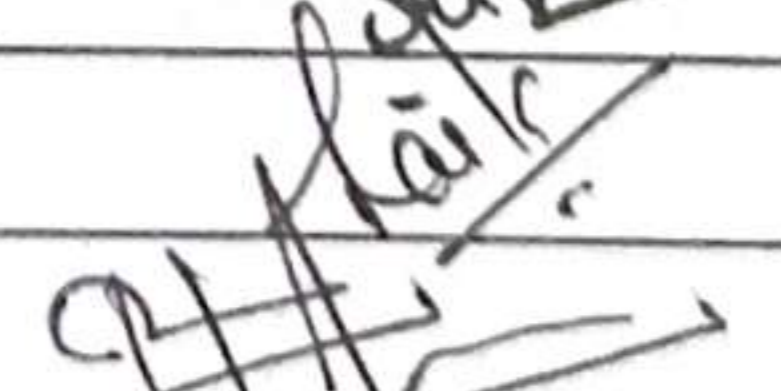

Signature

Nodal Officer:

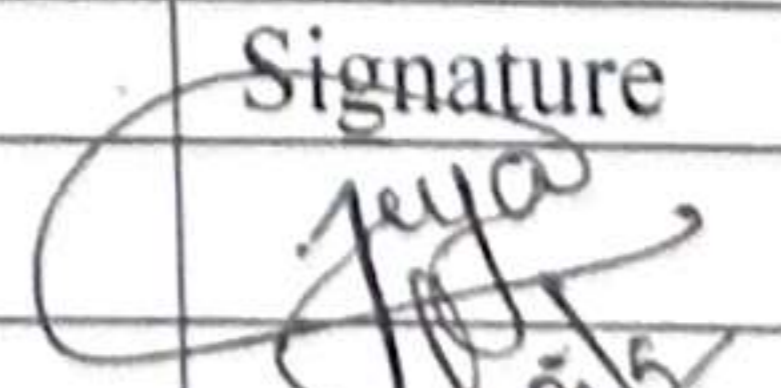
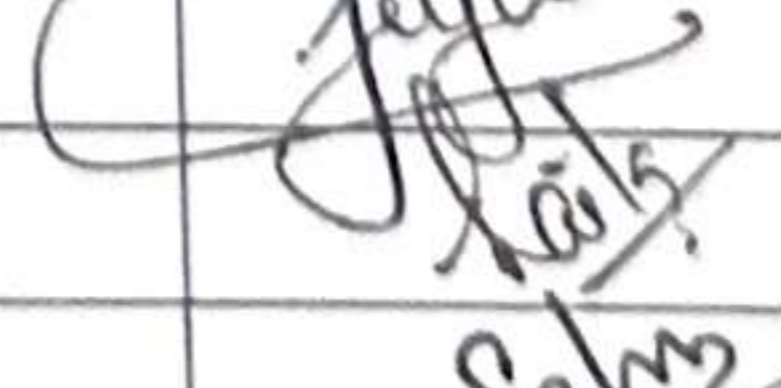
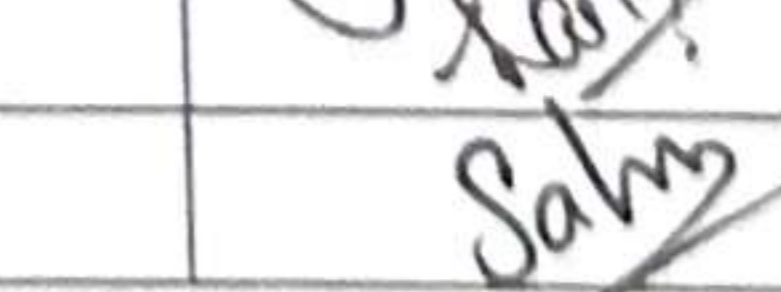
Name
Ms. ASWANI. K (9645078887)
Assistant Professor ECE Dept

Signature
27/12/22

COMMITTEE MEMBERS:

Name	Designation	Signature
1. Ms.SAHIRA.P	Assistant Professor	
2. Ms.LAILA. V	Assistant Professor	
3. Ms.RIYA PIOUS	Assistant Professor	

NEW COMMITTEE MEMBERS:

Name	Designation	Signature
1. Ms. Jeeja Menon	Assistant Professor	
2. Ms. Laila. V	Assistant Professor	
3. Ms. Sahira P	Assistant Professor	

MEA ENGINEERING COLLEGE



SEXUAL HARASSMENT IS A CRIME



Sexual harassment cell

25-7-2022

MEA ENGINEERING COLLEGE , VENGOOR



MEA ENGINEERING COLLEGE



STOP SEXUAL HARASSMENT



YOUR PARAGRAPH TEXT

Anti sexual harassment cell,meaec