



KMCT

AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attachment documents is verified by me and is true to the best of my knowledge



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K.M.C.T. AYURVEDA
MEDICAL COLLEGE

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ACADEMIC COUNCIL MEETING MINUTES



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INNOVATION AND
ENTREPRENEURSHIP
DEVELOPMENT CENTRE





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MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

2023--2024

Name of the Meeting:	Academic Council Committee Meeting
Date: 5.9.2023	Venue: Principal chamber

AGENDA:

1. Interdisciplinary/Interdepartmental courses
2. To discuss regarding NAAC accreditation work
3. PTA meeting
4. Analysis of Regular exam Results
5. Supplementary batch preparation
6. Extracurricular Activities for students
7. Review of academic plan and preparation
8. Attendance evaluation & scheduling
9. Strategic planning for the next five academic years
10. Value Added and Add on courses
11. Faculty enrollment for PhD
12. Stake holders feedback report



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Details of Team Members

Faculty Name	Designation	Signature
Dr Subhashree G.H	Professor, Principal	
Dr Dinesh Kumar P.M	Professor	
Dr Hari Krishnan	Professor	
Dr Vipin P.C	Professor	
Dr Deepthi	Associate Professor	
Dr Bhavya B.S	Associate Professor	
Dr Najeeb	Associate Professor	
Dr Aiswarya	Associate Professor	
Dr Nithin Vedhan	Associate Professor	
Dr Sijina	Assistant Professor	
Dr Aswathi Sankar Krishna	Associate Professor	
Dr Suman Mohan	Professor	
Dr Aradhya	Associate Professor	
Dr Sharon	Associate Professor	

Sl No	Minutes of Meeting	Action taken
1	Interdisciplinary/Interdepartmental courses: It has been determined that faculty members will select subjects for interdisciplinary and interdepartmental courses from their respective fields. Additionally, for Add-on Courses and Value-added courses.	It is ensured that letters are sent to the respective departments without fail.
2	To discuss regarding NAAC accreditation work: The NAAC work is under progress and the documentation of each program done regularly.	A tentative plan has been formulated and presented to the Principal.
3	PTA meeting: The principal has requested all class coordinators to notify the general PTA meeting tentatively scheduled for November 06, 2023 from 9:30 am to 11:30 pm. Class coordinators are directed to prepare all necessary documents, including students' leave status, the progress, and disciplinary records.	The management needs to be informed about the meeting details.



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4.	<p>Analysis of Regular exam Results There is a need to enhance the quality of the results. The principal has instructed all faculty members who couldn't achieve a 100% pass rate in their respective subjects to submit a letter outlining the measures they intend to implement for improving results in the next academic year.</p>	<p>The teachers have written explanation letters regarding the absence of a 100% pass rate and have outlined measures to enhance results. Failed students were supported and motivated through mentoring and revision classes.</p>
5.	<p>Supplementary batch preparation Regarding the notification for the second year supplementary examinations, the Principal has tasked for obtaining the details of all students scheduled to appear for these exams.</p>	<p>Teachers are advised to ensure that students are adequately prepared to pass the exams and to take time for revision classes accordingly.</p>
6.	<p>Extracurricular Activities for students: Since we have an operational indoor stadium within the KMCT Campus, all class coordinators are directed to notify students and compile a list of those interested in participating in sports and arts. A schedule will be arranged to utilize these facilities, along with access to the gymnasium within the campus premises.</p>	<p>Class coordinators are directed to disseminate the information within their respective classes.</p>
7.	<p>Review of academic plan and preparation Principal instructed to submit full preparation in an organized manner.</p>	<p>Class coordinators are briefed on the preparation of the academic plan and forwarded to HODs.</p>
8.	<p>Attendance evaluation & scheduling Attendance shall be evaluated every month and informed to parents about the shortages if any, so before university exam. All HODs shall display the monthly attendance of the students in the notice board.</p>	<p>It is ensured that letters are sent to the respective departments HOD's.</p>
9.	<p>Strategic planning for the next five academic years KMCT Ayurveda College targets to achieve NAAC Accreditation with good academics and infrastructure. Thus the institution started to sustain research and development programs. Committee members made systematic planning to execute additional programs improving student quality and academic excellence. Recruiting vigilant staffs to exercise proper out-</p>	<p>A tentative plan has been formulated and presented to the Principal.</p>



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	from the students through add on and value added courses.	
10	Value Added and Add on courses Principal instructed to submit full preparation in an organized manner.	All HODs were informed regarding the topics to be selected for courses.
11	Faculty enrollment for PhD As a part of improving quality, principal instructed all eligible faculty members to enroll for PhD.	The faculties were engaged to take up PhD programmers.
12	Stake holders feedback report The feedback analysis committee designed and collected feedback from different sections of stake holder of the institution in order to evaluate the remedial measures to be taken for providing better quality services.	The data collected was consolidated sorted and analyzed for drafting a report. The area of concern was noted and actions were taken accordingly.

Copy to

1. Director
2. Vice Principal
3. All HODs
4. Administrative Officer
5. Academic Meeting Coordinator



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MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

2022-2023

Name of the Meeting	Academic Council Committee Meeting
Date: 3.10.22	Venue: Principal chamber

AGENDA:

1. Interdisciplinary/Interdepartmental courses
2. To discuss regarding NAAC accreditation work
3. PTA meeting
4. Analysis of Regular exam Results
5. Supplementary batch preparation
6. Extracurricular Activities for students
7. Review of academic plan and preparation
8. Attendance evaluation & scheduling
9. Strategic planning for the next five academic years
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Details of Team Members

Faculty Name	Designation	Signature
Dr. Subhasree G.H	Principal, Professor	
Dr. Anish Kumar P.M	Professor	
Dr. Vajpai P.C.	Professor	
Dr. Jareena	Associate Professor	
Dr. Raghav V.V	Associate Professor	
Dr. Haribhishan	Professor	
Dr. Sarat .K. Babu	Professor	
Dr. Suresh V.S	Associate Professor	
Dr. Subin Suresh	Associate Professor	
Dr. Lakshmi Mohan	Professor	
Dr. Shula	Professor	
Dr. Najeeb	Associate Professor	
Dr. Akash	Professor	
Dr. Sharon	Associate Professor	

Sl No	Minutes of Meeting	Action taken
1.	Interdisciplinary/Interdepartmental courses: It has been determined that faculty members will select subjects for interdisciplinary and interdepartmental courses from their respective fields. Additionally, for Add-on Courses and Value-added courses.	It is ensured that letters are sent to the respective departments without fail.
2.	To discuss regarding NAAC accreditation work: The NAAC work is under progress and the documentation of each program done regularly.	A tentative plan has been formulated and presented to the Principal.
3.	PTA meeting: The principal has requested all class coordinators to notify the general PTA meeting tentative schedule for November 21, 2022 from 9:30 am to 2:00 pm. Class coordinators are directed to prepare necessary documents, including students' leave status, academic progress, and disciplinary records, prior to the meeting.	The management needs to be informed about the meeting details.

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	meeting.	
4.	<p>Analysis of Regular exam Results There is a need to enhance the quality of the results. The principal has instructed all faculty members who couldn't achieve a 100% pass rate in their respective subjects to submit a letter outlining the measures they intend to implement for improving results in the next academic year.</p>	<p>The teachers have written explanation letters regarding the absence of a 100% pass rate and have outlined measures to enhance results. Failed students were supported and motivated through mentoring and revision classes.</p>
5.	<p>Supplementary batch preparation Regarding the notification for the second year supplementary examinations, the Principal has tasked for obtaining the details of all students scheduled to appear for these exams.</p>	<p>Teachers are advised to ensure that students are adequately prepared to pass the exams and to take time for revision classes accordingly.</p>
6.	<p>Extracurricular Activities for students: Since we have an operational indoor stadium within the KMCT Campus, all class coordinators are directed to notify students and compile a list of those interested in participating in sports and arts. A schedule will be arranged to utilize these facilities, along with access to the gymnasium within the campus premises.</p>	<p>Class coordinators are directed to disseminate the information within their respective classes.</p>
7.	<p>Review of academic plan and preparation Principal instructed to submit full preparation in an organized manner.</p>	<p>Class coordinators are briefed on the preparation of the academic plan and forwarded to HODs.</p>
8.	<p>Attendance evaluation & scheduling Attendance shall be evaluated every month and informed to parents about the shortages if any, so before university exam. All HODs shall display the monthly attendance of the students in the notice board.</p>	<p>It is ensured that letters are sent to the respective departments HOD's.</p>
9.	<p>Strategic planning for the next five academic years KMCT Ayurveda College targets to achieve NAAC Accreditation with good academics and infrastructure. Thus the institution started to sustain research and development programs. Committee members made systematic planning to execute additional programs for improving student quality and academic excellence. Recruiting vigilant staffs to exercise proper output.</p>	<p>A tentative plan has been formulated and presented to the Principal.</p>

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	from the students through add on and value added courses.	
10	Value Added and Add on courses Principal instructed to submit full preparation in an organized manner.	All HODs were informed regarding the topics to be selected for courses.
11	Faculty enrollment for PhD As a part of improving quality, principal instructed all eligible faculty members to enroll for PhD.	The faculties were engaged to take up PhD programmers.
12	Stake holders feedback report The feedback analysis committee designed and collected feedback from different sections of stake holder of the institution in order to evaluate the remedial measures to be taken for providing better quality services.	The data collected was consolidated sorted and analyzed for drafting a report. The area of concern was noted and actions were taken accordingly.

Copy to

1. Director
2. Vice Principal
3. All HODs
4. Administrative Officer
5. Academic Meeting Coordinator



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MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

2021--2022

Name of the Meeting	Academic Council Committee Meeting
Date: 2.9.2021	Venue: Principal chamber

AGENDA:

1. Interdisciplinary/Interdepartmental courses
2. To discuss regarding NAAC accreditation work
3. PTA meeting
4. Analysis of Regular exam Results
5. Supplementary batch preparation
6. Extracurricular Activities for students
7. Review of academic plan and preparation
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Details of Team Members

Faculty Name	Designation	Signature
Dr Subhasree G. H	Principal, Professor	
Dr Anesh Kumar P.M	Professor	
Dr Vipin P.C	Associate Professor	
Dr Jaseena	Associate Professor	
Dr Ramesh VV	Associate Professor	
Dr Hasei Keishnan	Professor	
Dr Satat K Babu	Professor	
Dr Suresh V S	Associate Professor	
Dr Subin Suresh	Associate Professor	
Dr Saan Mohan	Professor	
Dr Sneha	Associate Professor	
Dr Najeeb	Professor	
Dr Adarsh	Associate Professor	
Dr Alex	Associate Professor	

Sl No	Minutes of Meeting	Action taken
1.	Interdisciplinary/Interdepartmental courses: It has been determined that faculty members will select subjects for interdisciplinary and interdepartmental courses from their respective fields. Additionally, for Add-on Courses and Value-added courses.	It is ensured that letters are sent to the respective departments without fail.
2.	To discuss regarding NAAC accreditation work: The NAAC work is under progress and the documentation of each program done regularly.	A tentative plan has been formulated and presented to the Principal.
3.	PTA meeting: The principal has requested all class coordinators to notify the general PTA meeting tentatively scheduled for November 8, 2021 from 9:30 am to 11:30 am. All class coordinators are directed to prepare documents, including students' leave records, academic progress, and disciplinary records.	The management needs to be informed about the meeting details.



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	meeting.	
4.	<p>Analysis of Regular exam Results There is a need to enhance the quality of the results. The principal has instructed all faculty members who couldn't achieve a 100% pass rate in their respective subjects to submit a letter outlining the measures they intend to implement for improving results in the next academic year.</p>	<p>The teachers have written explanation letters regarding the absence of a 100% pass rate and have outlined measures to enhance results. Failed students were supported and motivated through mentoring and revision classes.</p>
5.	<p>Supplementary batch preparation Regarding the notification for the second year supplementary examinations, the Principal has tasked for obtaining the details of all students scheduled to appear for these exams.</p>	<p>Teachers are advised to ensure that students are adequately prepared to pass the exams and to take time for revision classes accordingly.</p>
6.	<p>Extracurricular Activities for students: Since we have an operational indoor stadium within the KMCT Campus, all class coordinators are directed to notify students and compile a list of those interested in participating in sports and arts. A schedule will be arranged to utilize these facilities, along with access to the gymnasium within the campus premises.</p>	<p>Class coordinators are directed to disseminate the information within their respective classes.</p>
7.	<p>Review of academic plan and preparation Principal instructed to submit full preparation in an organized manner.</p>	<p>Class coordinators are briefed on the preparation of the academic plan and forwarded to HODs.</p>
8.	<p>Attendance evaluation & scheduling Attendance shall be evaluated every month and informed to parents about the shortages if any, so before university exam. All HODs shall display the monthly attendance of the students in the notice board.</p>	<p>It is ensured that letters are sent to the respective departments HOD's.</p>
9.	<p>Strategic planning for the next five academic years KMCT Ayurveda College targets to achieve NAAC Accreditation with good academics and infrastructure. Thus the institution started to sustain research and development programs. Committee members made systematic planning to execute additional programs for improving student quality and academic excellence. Recruiting vigilant staffs to exercise proper control.</p>	<p>A tentative plan has been formulated and presented to the Principal.</p>

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	from the students through add on and value added courses.	
10	Value Added and Add on courses Principal instructed to submit full preparation in an organized manner.	All HODs were informed regarding the topics to be selected for courses.
11	Faculty enrollment for PhD As a part of improving quality, principal instructed all eligible faculty members to enroll for PhD.	The faculties were engaged to take up PhD programmes.
12	Stake holders feedback report The feedback analysis committee designed and collected feedback from different sections of stake holder of the institution in order to evaluate the remedial measures to be taken for providing better quality services.	The data collected was consolidated sorted and analyzed for drafting a report. The area of concern was noted and actions were taken accordingly.

Copy to:

1. Director
2. Vice Principal
3. All HODs
4. Administrative Officer
5. Academic Meeting Coordinator



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MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

2020-2021

Name of the Meeting	Academic Council Committee Meeting
Date: 6.10.20	Venue: Principal chamber

AGENDA:

1. Interdisciplinary/Interdepartmental courses
2. To discuss regarding NAAC accreditation work
3. PTA meeting
4. Analysis of Regular exam Results
5. Supplementary batch preparation
6. Extracurricular Activities for students
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Approved by CCMA and Affiliated to Kerala University of Health Sciences

Details of Team Members

Faculty Name	Designation	Signature
Dr Subharzee G.H	Professor, Principal	
Dr Dinooth Kumar P.M	Professor	
Dr Vija P.C	Associate Professor	
Dr Jaseena	Associate Professor	
Dr Roshan W	Associate Professor	
Dr Harkishan	Professor	
Dr Sarat K Babu	Professor	
Dr Anand V.S	Associate Professor	
Dr Subin Anand	Associate Professor	
Dr Sadeen Mohan	Professor	
Dr Shreya	Professor	
Dr Madhu Taran	Associate Professor	
Dr Akash Alex	Associate Professor	

Sl No	Minutes of Meeting	Action taken
1.	Interdisciplinary/Interdepartmental courses: It has been determined that faculty members will select subjects for interdisciplinary and interdepartmental courses from their respective fields. Additionally, for Add-on Courses and Value-added courses.	It is ensured that letters are sent to the respective departments without fail.
2.	To discuss regarding NAAC accreditation work: The NAAC work is under progress and the documentation of each program done regularly.	A tentative plan has been formulated and presented to the Principal.
3.	PTA meeting: The principal has requested all staff coordinators to notify the general PTA meeting schedule for December 15, 2020 from 9:30 am to 5:00 pm.	The management needs to be informed about the meeting details.

Ministry P.O. Malappuram 671602, Kerala

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	coordinators are directed to prepare all necessary documents, including students' leave status, academic progress, and disciplinary records, prior to the meeting.	
4.	<p>Analysis of Regular exam Results There is a need to enhance the quality of the results. The principal has instructed all faculty members who couldn't achieve a 100% pass rate in their respective subjects to submit a letter outlining the measures they intend to implement for improving results in the next academic year.</p>	<p>The teachers have written explanation letters regarding the absence of a 100% pass rate and have outlined measures to enhance results. Failed students were supported and motivated through mentoring and revision classes.</p>
5.	<p>Supplementary batch preparation Regarding the notification for the second year supplementary examinations, the Principal has tasked for obtaining the details of all students scheduled to appear for these exams.</p>	<p>Teachers are advised to ensure that students are adequately prepared to pass the exams and to take time for revision classes accordingly.</p>
6.	<p>Extracurricular Activities for students: Since we have an operational indoor stadium within the KMCT Campus, all class coordinators are directed to notify students and compile a list of those interested in participating in sports and arts. A schedule will be arranged to utilize these facilities, along with access to the gymnasium within the campus premises.</p>	<p>Class coordinators are directed to disseminate the information within their respective classes.</p>
7.	<p>Review of academic plan and preparation Principal instructed to submit full preparation in an organized manner.</p>	<p>Class coordinators are briefed on the preparation of the academic plan and forwarded to HODs.</p>
8.	<p>Attendance evaluation & scheduling Attendance shall be evaluated every month and informed to parents about the shortages if any, so before university exam. All HODs shall display the monthly attendance of students in the notice board.</p>	<p>It is ensured that letters are sent to the respective departments HOD's.</p>
9.	<p>Strategic planning for the next five academic years KMCT Ayurveda College targets to achieve Accreditation with good academics and infrastructure.</p>	<p>entire faculty has been consulted and presented to the Principal.</p>



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Approved by CCMT and Affiliated To Karnataka State University of Health Sciences

	Thus the institution started to sustain research and development programs. Committee members made systematic planning to execute additional programs for improving student quality and academic excellence. Recruiting vigilant staffs to exercise proper output from the students through add on and value added courses.	
10	Value Added and Add on courses Principal instructed to submit full preparation in an organized manner.	All HODs were informed regarding the topics to be selected for courses.
11	Faculty enrollment for PhD As a part of improving quality, principal instructed all eligible faculty members to enroll for PhD	The faculties were engaged to take up PhD programmes.
12	Stake holders feedback report The feedback analysis committee designed and collected feedback from different sections of stake holder of the institution in order to evaluate the remedial measures to be taken for providing better quality services.	The data collected was consolidated sorted and analyzed for drafting a report. The area of concern was noted and actions were taken accordingly.

Copy to

1. Director
2. Vice Principal
3. All HODs
4. Administrative Officer
5. Academic Meeting Coordinator



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MINUTES OF ACADEMIC COUNCIL COMMITTEE MEETING

2019-2020

Name of the Meeting	Academic Council Committee Meeting
Date: 23.10.19	Venue: Principal chamber

AGENDA:

1. Interdisciplinary/Interdepartmental courses
2. To discuss regarding NAAC accreditation work
3. PTA meeting
4. Analysis of Regular exam Results
5. Supplementary batch preparation
6. Extracurricular Activities for students
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AYURVEDA MEDICAL COLLEGE

Approved by CCAT and Affiliated to Kuvempu University, Shimoga, Karnataka

Details of Team Members

Faculty Name	Designation	Signature
Dr. Dinesh Kumar PM	Principal, Professor	
Dr. Subhasree G.H	Professor	
Dr. Vignesh PC	Associate Professor	
Dr. Jareena	Associate Professor	
Dr. Rathesh V.V	Associate Professor	
Dr. Hanumantham	Professor	
Dr. Sarah K. Robin	Professor	
Dr. Suresh V.S	Associate Professor	
Dr. Subin Suresh	Associate Professor	
Dr. George	Professor	
Dr. Valsan Kevilan	Professor	
Dr. Handeram Tare	Associate Professor	
Dr. Ashish	Professor	
Dr. Alex George	Associate Professor	

Sl No	Minutes of Meeting	Action taken
1.	Interdisciplinary/Interdepartmental courses: It has been determined that faculty members will select subjects for interdisciplinary and interdepartmental courses from their respective fields. Additionally, for Add-on Courses and Value-added courses.	It is ensured that letters are sent to the respective departments without fail.
2.	To discuss regarding NAAC accreditation work: The NAAC work is under progress and the documentation of each program done regularly.	A tentative formal document has been presented to the Principal.
3.	PTA meeting: The principal has requested all class to notify the general PTA meeting tentatively for November 6, 2019 from 9:30 am to 2:00 pm.	The management needs to be informed about the meeting details.



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	coordinators are directed to prepare all necessary documents, including students' leave status, academic progress, and disciplinary records, prior to the meeting.	
4.	<p>Analysis of Regular exam Results</p> <p>There is a need to enhance the quality of the results. The principal has instructed all faculty members who couldn't achieve a 100% pass rate in their respective subjects to submit a letter outlining the measures they intend to implement for improving results in the next academic year.</p>	The teachers have written explanation letters regarding the absence of a 100% pass rate and have outlined measures to enhance results. Failed students were supported and motivated through mentoring and revision classes.
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6.	<p>Extracurricular Activities for students:</p> <p>Since we have an operational indoor stadium within the KMCT Campus, all class coordinators are directed to notify students and compile a list of those interested in participating in sports and arts. A schedule will be arranged to utilize these facilities, along with access to the gymnasium within the campus premises.</p>	Class coordinators are directed to disseminate the information within their respective classes.
7.	<p>Review of academic plan and preparation</p> <p>Principal instructed to submit full preparation in an organized manner.</p>	Class coordinators are briefed on the preparation of the academic plan and forwarded to HODs.
8.	<p>Attendance evaluation & scheduling</p> <p>Attendance shall be evaluated every month and informed to parents about the shortages if any, 30 before university exam.</p> <p>All HODs shall display the monthly attendance of the students in the notice board.</p>	It is ensured that letters are sent to the respective departments HOD's.
9.	<p>Strategic planning for the next five academic years</p> <p>KMCT Ayurveda College targets to achieve Accreditation with good academics and infrastructure.</p>	A tentative plan has been formulated and presented to the Principal.



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Approved by COMBODI and NATA for the year 2014-2015

	Thus the institution started to sustain research and development programs. Committee members made systematic planning to execute additional programs for improving student quality and academic excellence. Recruiting vigilant staffs to exercise proper output from the students through add on and value added courses.	
10	Value Added and Add on courses Principal instructed to submit full program in an organized manner.	All HODs were informed regarding the topics to be selected for courses.
11	Faculty enrollment for PhD As a part of improving quality, principal instructed all eligible faculty members to enroll for PhD.	The faculties were engaged to take up PhD programmes.
12	Stake holders feedback report The feedback analysis committee designed and collected feedback from different sections of stake holder of the institution in order to evaluate the remedial measures to be taken for providing better quality services.	The data collected was consolidated, sorted and analyzed for drafting a report. The area of concern was noted and actions were taken accordingly.

Copy to

1. Director
2. Vice Principal
3. All HODs
4. Administrative Officer
5. Academic Meeting Coordinator



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