

C.R.E.C. Parent Teacher Association

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16-02-2018

Minutes of the Executive Committee Meeting held at 12.45pm on 10/2/2018

In Institute Guest House

The meeting started at 12.45PM in Institute guest house. Dr. A Shaija, Secretary, introduced the new executive members, Mr. Kurian Joseph (F/o Mr. Edwin Kurian, first year B.Tech Civil Engg.) and Mrs. Shajeena Subair (M/o Mr. Afeef Rahman, first year B. Tech Chemical Engg.). The minutes of the meeting are given below:

1. The executive committee analyzed the activities of the CREC PTA and Dr. A Shaija, Secretary detailed the activity report of the minutes of the last two executive meetings held on 19.05.2017 and 23.09.2017. The following suggestions were put forward in the meeting.
 - a. Mr. V Saseendran suggested that there is an immediate requirement of increasing the alumni interaction. Currently, NITC does not maintain a record of the whereabouts of alumni. Proper alumni relations will help the students to get more opportunities for internship/placement. Dr. Shaija A informed that she had already discussed this matter with Dean (Alumni Affairs and International Relations) and at present, his office has only limited data. Mr. Saseendran suggested one temporary staff should be appointed to take care of these matters in the institute level. All other members supported his suggestion.
 - b. Since PTA has acute shortage of money, the executive committee suggested to request the administration to include a separate head (at least Rs. 1000/-) in the onetime fee structure at the time admission of a student.
 - c. The Executive committee also suggested to include/update the list of notable alumni in the Institute website.
 - d. It was decided to give financial assistance to UG/PG/PhD students for attending technical workshops/conferences only for reputed events (eg: scopus indexed conferences) to a maximum of Rs. 5000/- per student or actual whichever is maximum. It is also decided to give maximum 20 students per year.

- e. The executive committee also suggested organizing an expert lecture on the topic “Cyber Security” in the ensuing monsoon semester.
 - f. It is proposed to suggest the BOAC to incorporate enough steps to improve the communication skills/ writing skills/ technical paper or research proposal writing skills of students.
 - g. It is also proposed to suggest the administration to give more financial assistance to the students for appearing various cultural events outside institute.
 - h. It is decided to propose Students Affairs Council (SAC) to organize some workshops to improve the soft skills of students with a professional trainer.
 - i. Since the PTA link in the institute homepage is difficult to find out, it is suggested to ask the webmaster to place it in a more suitable location at the Institute homepage.
 - j. Dr. G Unnikrishnan detailed about the proposed waste management system and waste water recycling unit in the institute.
 - k. It is decided to give a proposal to the administration to give a request to M/s Infosys Ltd., for availing financial assistance to construct a foot over- pass in the main road.
 - l. Since SJET gets an yearly collection of 1-3 lakhs, it is decided to ask Secretary, SJET whether the amount (around 2 lakhs) being paid by PTA every year for giving SJET scholarships is required or not.
 - m. It is decided to approach the Institute administration to take action to tackle the drug usage related issues in the institute.
 - n. It is decided to propose the installation of more solar water heaters in the institute hostels.
 - o. It is decided that the requirement of wifi connectivity in A/PG1 hostels is not an urgent need.
 - p. The executive committee suggested that the request of girl students to extend the timing of ladies hostel till 9.00 pm is not recommended, on account of security issues.
2. The executive committee also decided to place the following items in the Annual General Body Meeting.
- a. Change of name from CREC PTA to NITC PTA
 - b. Suggestion of formation of a committee for Training and Placement (T & P) with Professor (T & P) as the convener and a faculty representative from each department as members to improve the training and internship offers of students.
 - c. Restructuring of Student’s Grievance Cell with the representatives from parents.
 - d. Separate head for PTA fund in the fees structure at the time of admission (at least Rs. 1000/-).
 - e. Incorporation of parent of PG students in CREC PTA.
 - f. Change of entry/exit timing of girls in ladies hostel till 9.00 pm.

The meeting ended at 2.00PM.

Members Present

1. Dr. P.S. Sathidevi
2. Dr. A Shaija
3. Dr. G Unnikrishnan
4. Mr. V Saseendran
5. Dr. AjitPrabhu
6. Mr. Praveen Kumar D
7. Mr. Joy N R
8. Mr. Kurian Joseph
9. Mrs. Shajeena V
10. Dr. Sudhish N George

Sd/
Secretary
