



MANGALAM
COLLEGE OF ENGINEERING

Inspire | Imbibe | Innovate

INTERNAL QUALITY ASSURANCE CELL (IQAC)

STUDENTS UNION

Minutes of the Meeting

Agenda:-

1. Introduction to the roles and responsibilities of office bearers of the students union executive committee
2. Nominating SC/ST member and Sports Secretary
3. Conduct of Arts Festival
4. College Magazine preparation

Points Discussed:-

The staff advisor gave a warm welcome to all the members of students union executive council and gave an introduction to the meeting agenda

- **A1:** Introduction to the roles and responsibilities of office bearers of the students union executive committee

Roles and responsibilities of the students union and office bearers of the executive committee members were discussed, All are insisted to understand the roles and responsibilities and act accordingly to uphold the dignity and fame of the institution

- **A2:** Nominating SC/ST member and Sports Secretary

Since no elected lady members are belongs to the SC/ST category, the executive committee have to nominate a SC/ST category student as SC/ST Nominee. Also the executive committee has to nominate a student to the post of Sports Secretary

- **A3:** Conduct of Arts Festival

Arts festival fort the academic year has to be completed before the end of classes. Suggestions invited from the executive committee towards the conduct of Arts

Festival

- **A4 : College Magazine preparation**

Preparation of college magazine discussed. Creative suggestions invited from all. Committee has to be formed for the same as per norms

- **Feedback/Comments/Recommendation by the members :**

Magazine editor suggested that the college magazine shall be published at the earliest before June 30th

Union Chairman and Arts club secretary suggested that it is better to conduct the arts festival before March 20th

The executive committee nominated Ms.Akhila S, EC8 as the SC/ST nominee and Mr.Nithin Joseph of S8 CS as sports secretary

- **Decisions Taken:**

As per the suggestions and discussions it is decided to conduct the Annual Arts Festival on March 12th and 13th. College union chairman and Arts Club Secretary were assigned as the coordinators for the same.

*The nominated SC/ST member and Sports Secretary were approved in the meeting
Decided to form a committee for the publishing of college magazine*

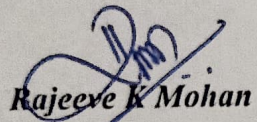
- **Conclusion:**

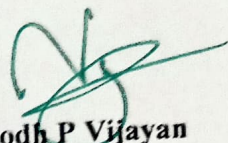
The meeting concluded with the vote of thanks by Students union Chairman.

CLCF11 – Students union

Action Taken Report based on Previous Meeting

First meeting of the Academic year .


Rajeev K Mohan
Staff Advisor


Dr. Vinodh P Vijayan
Principal

