

APJAKTU Principal's Meet conducted on 19.11.2016, 10.00 am at Pranavam Auditorium, VAST



A committee was constituted by our Principal, Dr. Sudha Balagopalan for the effective conduct of APJAKTU Principals' meeting at VAST auditorium. The committee consists of a convenor and members from different departments. Dr. Deepa Mohan, the coordinator of the programme, assigned responsibilities to the members for the effectual outcome.

Sl. No.	Staff member	Department	Responsibility
1	Deepa Mohan	CED	Co-ordinator

2	Vandana V	CED	Auditorium arrangement and reception at Auditorium : seating arrangement, direction boards, etc. (Co-ordinate with Gopalakrishnan sir and EEE dept.) To be present in the auditorium till the end of the meeting
3	Seetha Pisharikkal		
4	Lakshmipriya		
5	Divya K U		
6	Remya P S	CSE	Reception (Gate n Lobby) & High tea arrangement at principal's office (Water, tea...)
7	Divya Unni	ECE	Treasurer: Budget preparation
8	Sruthy M	ECE	To assist Divya Unni
9	Nice Thomachan	MED	Food arrangement- for guests, drivers, etc. (water, tea n snacks, lunch...) Coordinate with Premarajan sir- food coupons etc.
10	Cinto P A		
11	Arun Xavier	EEE	Hand over the drawing to CED members , audio-visual arrangement, networking facilities at venue with the help of Martin n team
12	Aswin T	EEE	
13	Martin P R	CSE	
14	Suneesh E	PE	

15	Sruthy M	EC	Direction board and display board
16	Mr. Gopalakrishnan C S	Project office	Auditorium and chairs – hand over to CED members, parking of vehicles etc., guest rooms, cleaning arrangements
17	Mr. Premarajan O K	Adm office	Issue of food coupons, drivers' food arrangement and directions

All the arrangements were completed by 4.00pm on 19.11.2016 itself.

On 20.11.2016, all the committee members were present in the designated locations for giving directions, instructions and for assisting Principals & their members to be seated on time before the commencement of meeting. The dignitaries were given proper transportation facility from Rama Nilayam and expressed greetings & recognition by our Executive Director, Principal and Head of various Departments at the Principal's office.

The four dignitaries from APJAKTU convened the meeting.

- Dr. Kuncheria P. Isaac, Vice Chancellor
- Dr. S. Shabu, Controller of Exams
- Prof. T L Shaji, Director (Academic)
- Dr G. Ramachandran, Advisor (Curriculum Development)

The principals from 75 colleges (from the districts- Ernakulam, Thrissur, Palakkad, Malappuram, Calicut, Kannur, Wyanad, Kasargod) were present in the meeting along with certain representatives from few colleges. The former Chairman- VICT, Er. P K Asokan, attended the meeting and

interacted with the dignitaries and principals.

The meeting adjourned at 1.15pm and all were invited to stay there for lunch.

