

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: Academic calendar committee meeting


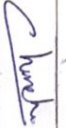





Date & Time of meeting: 19/08/23

Period of Review :

Venue: Chemical Engg lab

Agenda*: Opening Meeting-Odd Semester 2023

Members attended:

S. No.	Name	Designation	Signature
1	Ms. Smeera Thomas	Assistant professor(C)	
2	Ms. Sony NS	Assistant professor	
3	Ms. Chirfu Jose	Assistant professor	
4	Neethu John	Assistant professor	
5	Ms. Siji	Assistant professor	
6	Ms. Riya Susan	Assistant professor	
7	Ms. Struthy Sukumaran	Assistant professor	

*Agenda is optional. Each agenda item must be numbered and typed in separate line)

1. Review of Action Points of the Previous Meeting:

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
First meeting in the Odd semester	-	-	-	-	-

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
College calendar for the Odd semester	The department events and the common programs to be collected and updated in the shared excel sheet	Ms. Smeera Thomas Department Calendar in charges	22/8/23
Department calendar	Department calendar has to be prepared and published in the department	Department Calendar incharges	4/9/23

Date :
C.C.T.O:

Prepared by 

Approved by 