

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: Time Table Committee.

Period of Review : (optional)


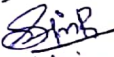
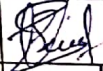


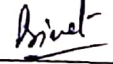

18/08/23.

Date & Time of meeting:

Venue: Bio Block.

Agenda*: S₁, S₃, S₅ & S₇ Timetable Preparation.

Members attended:

S. No.	Name	Designation	Signature
1.	Amitha Jay	Asso. Professor	
2.	Sryana R (CE)	Assistant Professor	
3.	NEETHU JOHN (EEE)	Assistant Professor	
4.	Supreya Mary Sunil	Assistant Professor	
5.	Uma E.S.	Assistant Professor	
6.	Binet Rose Devansy	Assistant Professor	
7.	Jasmine Johny (ASIT)	Assistant Professor	Absent.
8.	Prिया. K V (convener)	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)
NIL			NIL		

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Preparation of faculty Time Table	submit the complete faculty workload by on or before Sep 4 th 2023.	Time Table incharge.	4/09/2023.
Open Elective.	Assign students in linways for open elective.	".	19/08/2023.

Date : 18/08/2023.
C.C.TO:

Prepared by Priya.K.V

 18/08/23.

Approved by
